# Manager review

## Handling Warrants, Subpoenas, or Court Orders

- Managers should review the information documented by frontline staff, determine whether counsel or agency leadership must be notified, and ensure the request is handled in accordance with agency protocols.
- Managers must review any warrant, subpoena, court order or other legal documents before the agency responds.
- Managers should consult agency counsel to determine whether a document meets the requirement of Oregon law.
- Administrative immigration warrants issued by the U.S. Department of Homeland Security are not signed by a judge and generally do not authorize state employees to share information or allow access.
- Subpoenas generally allow time to respond and should be reviewed carefully before any action is taken.
- If there are any questions about whether a document meets the requirement of Oregon law, contact agency counsel.

Office of Governor
TINA KOTEK

Interagency Council on Immigrant and Refugee Coordination