Staff quick reference guide

Responding to Requests from Federal Immigration Authorities

If a federal immigration authority requests information or access, follow these steps.

Step 1: Identify the Officer

"Can you please tell me your full name, agency and badge number? I need this information to document the request." If the Officer does not comply, move to step 2: immediately notify your supervisor.

Step 2: Immediately Notify your Supervisor

Immediately notify your supervisor or designated manager. If your supervisor is unavailable, contact another manager in your area.

Step 3: Document and Escalate the Request

Record the information provided by the officer and immediately notify your supervisor or designated manager. Follow your agency's internal reporting procedures after notifying your supervisor.

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First say:

"As an employee of the State of Oregon, I cannot share information or allow access to non-public areas for immigration enforcement without a court order."

Do not provide information about our clients, records or internal operations unless directed by agency leadership after review of the court order.

Ask the following questions:

- Name, badge number, and contact information
- What information or access is being requested?
- Who is the request about? (FULL NAME)
- Does the officer have a court order, and a copy can be provided?

(if the officer does not comply, move to step 2: immediately notify your supervisor).

If you feel physically unsafe at any point, prioritize your safety and follow your agency's safety procedures.

Manager Responsibilities

If the officer presents a court order or continues to request information or access, immediately escalate the situation.

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