

Sensitive Locations Policy Employee Script

Officer asks to enter a non-public area of a County property or facility for immigration enforcement purposes.

Ask: **"DO YOU HAVE A WARRANT AND MAY I SEE YOUR BADGE?"**

Note: Regardless of the officer's reply, immediately notify your manager, Immigration Liaison, and County Counsel (according to department protocol). Your department protocol may also require you to refer the officer to an onsite Sheriff's deputy.

If the officer says **"YES"**

If the officer says **"NO"**

Say to the officer:

"THE COUNTY PERMITS ACCESS TO NON-PUBLIC AREAS ONLY PURSUANT TO A JUDICIAL WARRANT. PLEASE WAIT WHILE I CONTACT MY MANAGER AND COUNTY COUNSEL TO REVIEW THE WARRANT."

Note: If the officer refuses to wait and attempts to enter anyway, do not physically interfere. And, tell the officer: **"THE COUNTY DOES NOT CONSENT TO YOUR ENTRY INTO [specify area]; HOWEVER, I'VE BEEN INSTRUCTED TO GRANT YOU ACCESS UNDER PROTEST."**

Say to the officer:

"THE COUNTY PERMITS ACCESS TO NON-PUBLIC AREAS ONLY PURSUANT TO A JUDICIAL WARRANT. SINCE YOU DO NOT HAVE ONE, I AM NOT ALLOWED TO LET YOU IN."

Note: If the officer attempts to enter anyway, do not physically interfere. ****But, take detailed notes of the incident and submit the attached Incident Report Form to your Department contact and County Counsel.**

Give a copy of the County's Sensitive Locations Policy to the officer.

Ask for a copy of the warrant and/or other document(s).

Provide a copy of the warrant or other document(s) to County Counsel immediately for review.

County Counsel will review the warrant and/or document(s) and respond with guidance.

Give a copy of the County's Sensitive Locations Policy to the officer.

If County Counsel advises that the document is a valid Judicial Warrant, tell the officer:

"YOU MAY ENTER [specific area], BUT PLEASE ENTER ONLY THE AREAS IDENTIFIED IN THE WARRANT AND PLEASE DO NOT TAKE LONGER THAN NECESSARY. MAY I ACCOMPANY YOU?"

If County Counsel advises that the document is NOT a valid Judicial Warrant, tell the officer:

"THE COUNTY DOES NOT CONSENT TO YOUR ENTRY INTO [specify area]."

If County Counsel does not respond in a timely manner, tell the officer:

"THE COUNTY DOES NOT CONSENT TO YOUR ENTRY INTO [specify area]; HOWEVER, I'VE BEEN INSTRUCTED TO GRANT YOU ACCESS UNDER PROTEST."

**IMMIGRATION-RELATED SENSITIVE LOCATIONS POLICY
SCRIPT AND INCIDENT REPORT FORM**

II. 10-POINT CHECKLIST

	Task	Employee Initials
1.	Notified Manager/Immigration Liaison of Incident	
2.	Notified County Counsel	
3.	Asked Officer for Copy of the Warrant and/or Other Document(s)	
4.	Officer Responded (circle one): YES NO	
5.	Provided Documents to Manager/Immigration Liaison	
6.	Provided Documents to County Counsel	
7.	Gave Officer a Copy of the Sensitive Locations Policy	
8.	Received Advice from County Counsel	
9.	Circle One: Granted Entry/Granted Entry Under Protest/Denied Entry	
10.	Officer Complied (circle one): YES NO*	

*An Incident Report Form must be completed and reviewed by an Immigration Liaison or manager and County Counsel whenever an officer attempts to enter a Non-Public Area without the County's consent. In all other circumstances, incident reports are welcome, but not required.

**IMMIGRATION-RELATED SENSITIVE LOCATIONS POLICY
SCRIPT AND INCIDENT REPORT FORM**

Attorney-Client Privilege: Prepared for County Counsel in anticipating of litigation and defense of the County and its employees.

III. INCIDENT REPORT FORM

STAFF INFORMATION		
Report Prepared By:	Phone No:	Date:
INCIDENT OVERVIEW		
Date Occurred:	Time Occurred:	Date Reported:
Nature of Incident:		
Location of Incident:		
Person(s) Involved in Incident:		
SUSPECT INFORMATION (If Applicable)		
Suspect Name (If Known):		County Employee (YES/NO)
EMPLOYEE WITNESSES (If Applicable):		
Last Name	First Name	Employee Number
Last Name	First Name	Employee Number
NON-EMPLOYEE WITNESSES (If Applicable):		
Last Name	First Name	Phone Number
Street Address		
Last Name	First Name	Phone Number
Street Address		
OUTSIDE AGENCY INVOLVED		
Agency Name:		Agency Report/File No.:
		Arrest Made? YES/NO
Report Prepared By:	Date:	Phone No:
Department Review By:	Date:	
County Counsel Review By:	Date:	

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DETAILED DESCRIPTION OF INCIDENT

[Empty box for detailed description of incident]