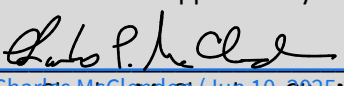


CITY OF CATHEDRAL CITY   ADMINISTRATIVE POLICY			HR-AP -27
TOPIC	RESPONDING TO U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT AND LAW ENFORCEMENT AGENCIES AT THE WORKPLACE		
Approved by:		Distributed by	Original Date
 Charles McClelland (Jun 10, 2025 16:44 PDF) Charles McClelland, City Manager		Human Resources	June 10, 2025
			Revised

## PURPOSE:

The purpose of this Administrative Policy is to establish standardized procedures for City staff who interact with Federal Immigration officials to ensure that the City does not interfere with the lawful exercise of Federal enforcement operations. In 2017, the Cathedral City Council adopted No. 2017-19 which provides that the City is a sanctuary city and prohibits City employees and officials from using City funds or resources to assist in the federal immigration enforcement, consistent with California Values Act (SB 54 (2018)). Under Federal law, City employees and officials cannot intentionally and willfully interfere with or obstruct Federal Immigration officials in the exercise of their duties. This Policy's goal is to ensure compliance with Federal, State, and local law when City staff interacts with immigration officials (e.g., Immigration and Customs Enforcement).

Nothing in this Policy shall be interpreted to preclude or impair the ability of the Cathedral City Police Department (CCPD), or any of its officers or employees, from assisting federal law enforcement agencies during emergency or exigent circumstances (for example an officer involved shooting within the City), or a request for mutual aid (for example if a federal law enforcement agency is serving a search warrant within the City and requests or requires assistance from the CCPD), or assistance provided by the CCPD to a federal law enforcement agency necessitated by a pending criminal case.

## POLICY:

This policy applies to all City staff and City officials.

When Federal immigration officials come to the City requesting access to the property and/or personal information about employees or community members associated, staff shall take the following steps:

1. Staff shall ask the immigration enforcement agent for their official credentials, including their name, badge number, and contact information.
2. Staff shall ask the immigration enforcement agent if they have a court order or warrant to access the non-public area.
3. If the immigration agent says they do not have a court order or warrant, staff may say that “I cannot give you permission to enter a non-public area of the building. If you wish to enter a non-public area, I need to consult with a supervisor.”
  - a. If no supervisor is available, staff should contact the City Manager’s office or similar agency head. A supervisor, the City Manager and/or City Attorney will then decide whether or not staff is permitted to accommodate the request.
  - b. If no supervisor is immediately available and the immigration enforcement agent demands immediate entry into the property/building:
    - i. Do not physically interfere with the immigration enforcement agent’s attempt to access the building.
    - ii. You may state “I do not consent, but because I have no other choice at this time, I will not interfere with your order.”
4. If the immigration enforcement agent states that they have a court order or a judicial warrant to enter the non-public area:
  - a. Request permission to make a copy of the court order or a judicial warrant.
  - b. Contact a supervisor to assist with reviewing the court order or judicial warrant.
  - c. If provided with a court order or judicial warrant, you must allow access in compliance with the warrant.






# Cathedral City - Administrative Policy for Responding to Federal Law Enforcement

Final Audit Report

2025-06-10

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