

OEMC Response to Federal Agent Calls for Service

This memorandum provides additional instruction upon receiving a call for service from or on behalf of federal agents engaged in civil immigration enforcement:

Initial Call Intake

Call takers must inquire, based on caller information, whether a call from federal law enforcement agent(s) involves federal civil immigration enforcement activity.

Dispatch Process

If call is believed to involve civil immigration activity, a supervisor from the district of occurrence will be requested to respond.

If civil immigration enforcement is confirmed, the call must be acknowledged as such in the Computer-Aided Dispatch (CAD) system.

Supervisor Notification

Upon identification of a call involving civil immigration enforcement, the call taker must immediately notify the OEMC shift supervisor.

The supervisor will review the information, confirm the determination, and oversee further handling of the event.

Information Transmission from OEMC to CPD The following details must be relayed to responding units clearly and promptly (if available):

- Location of the incident
- Identity or description of federal agents involved
- Nature of the request for service (e.g., request for CPD presence, alleged enforcement action in progress)
- Any reported risks to public safety, property, or individuals on the scene
- Dispatchers shall use this information to inform responding units.

Documentation

All calls involving civil immigration enforcement must be logged and retained in OEMC's records system.

Supervisors must ensure that all relevant details are documented, including the time of notification, dispatcher notes, and the name of the OEMC supervisor notified.

Training and Compliance

OEMC shall continue to provide roll call instruction to all call takers and supervisors on how to identify and properly handle calls involving federal civil immigration enforcement.