



Immigration & Customs (ICE) Enforcement: Frequently Asked Questions for City Employees

Updated November 17, 2025

This FAQ is supplemental guidance to the updated ICE Guidance for Employees and ICE Guidance for Supervisors documents that were provided to staff on **November 17, 2025** and are available on [Hillsboro@Work](#).

Q1: How should staff respond if ICE agents show up during a court session or if a person has an upcoming court date?

State law, specifically ORS 181A.828, prohibits any person from being subject to a civil arrest (an arrest without a judicial or criminal warrant) when the individual is in a court facility, which includes Hillsboro's Municipal Court.

ICE agents may interrupt a court proceeding despite this prohibition in state law on the belief that as federal agents they are not required to comply with state law. If such actions occur, the Court, if it is in session, or staff, if court is not in session, should inform the ICE agents that state law prohibits them from making a civil arrest in the court facility. Neither the Court nor staff should otherwise interfere with or provide assistance to ICE actions in the court facility. Just to be clear, the prohibition in state law applies only to civil arrests, and if ICE agents appear with a judicial criminal warrant, staff should comply with the terms of the warrant.

Q2: Are federal agents allowed to access non-public City spaces without a search warrant such as classrooms or workout spaces?

"ICE officers may access areas that are open to the public without a search warrant. Under state law the City may not grant ICE officers access to areas that are not generally open to the public, as prohibited by ORS 181A.826(2)(a)."

Per recent guidance from the City Manager's Office to Department Directors, each site should install updated signage clearly delineating public and non-public areas. Each Department will be posting these signs as soon as possible.

Staff should not grant federal agents access to non-public areas if they do not have the correct documentation such as a judicial warrant (an ICE administrative warrant does not allow ICE agents to access non-public areas of City facilities).

Staff should notify a supervisor if a federal agent is requesting access to any areas not typically accessible to the public.

If a federal agent ignores the posted signage and enters a non-public area, staff should not interfere. Instead, staff should clearly state that the City is not providing consent to enter the non-public area and document the interaction.

For further guidance on this question, please review the message and documents provided on our internal [Hillsboro@Work hub](#).

Q3: What should a staff member do in the event that an individual carrying a firearm and representing themselves as a federal agent without identification or judicial warrant requests access to non-public City spaces?

If an individual represents themselves as a federal agent without presenting corresponding identification or a judicial warrant, whether with a firearm or without a firearm, attempts to or actually enters a non-public space, staff should call 911. Staff should NOT engage with the individual. If there appears to be a potential threat or safety concern, staff should follow their site's emergency protocol.

Q4: Should staff initiate a "lockdown" protocol if someone unidentified and masked enters the building with a firearm or weapon and they are not clearly displaying identification as law enforcement or ICE?

While this FAQ is designed to respond to questions regarding ICE, if an unidentified and masked individual who may not be an ICE agent enters a City facility with a firearm or other weapon, staff should call 911 and follow the [Active Shooter guidelines](#) (run, hide, fight) from the City's [Emergency Action Plan](#).

Q5: Will the City discipline or terminate an employee who is detained by federal agents?

No, the City will not automatically discipline or terminate an employee merely because they were detained by federal agents. The City reviews each employment or discipline related situation on a case-by-case basis, gathers and considers all the facts and unique circumstances before making a decision. Additionally, employment decisions are made in consultation with HR, the Department, and legal counsel. To the extent possible, the City will follow personnel policy 7.5 - Attendance, Absenteeism, and Tardiness with the understanding that unique circumstances may impede an employee's ability to report their absence.

Q6: What would happen if an employee's family member was arrested by federal agents and they needed time away to support their family?

Staff should work with their supervisor and Human Resources to determine available options for taking time off work. Additionally, an employee can access legal support, resources, and guidance through Canopy, the City's [Employee Assistance Program \(EAP\)](#).

Q7: What resources can we have available for patrons?

Community members can access information the City has shared on our public [Immigration Resources webpage](#). The City will continue to work with our community partners and the affected public to update this information and provide additional resources as they become available.

Q8: How should an employee respond if a community member asks if there's been ICE activity nearby a City facility?

State law precludes City staff from assisting with immigration enforcement, and federal law precludes any person from concealing, harboring, or shielding from detection a noncitizen who is unlawfully present in the United States. Because of these laws, unless an employee is designated by the City as an official spokesperson, they should not provide information regarding ICE or law enforcement activity. You can refer the community member to the City's public [Immigration Resources webpage](#) for additional resources, such as the Know Your Rights card or other resources.

Q9: Would Mayor Pace consider signing an executive order similar to the one Chicago's mayor signed, prohibiting the use of City property for ICE operations?

Mayor Pace does not have authority to issue executive orders under the form of government established by the voters in our City Charter. Nonetheless, state law already prohibits using City resources for the purposes of assisting with federal immigration enforcement. To that end, an executive order, such as the one signed by Chicago's mayor is not needed here to accomplish the same outcome. As with other immigration-related activities, the City will continue to assess appropriate responses and could add signage similar to what is contemplated by the executive order in Chicago to City parking lots if it becomes clear that such signage is necessary.

Q10: Would an employee get in trouble with the City for attending a protest?

The City of Hillsboro recognizes employees have first amendment rights; however, they should take care to not appear to be representing the City by wearing COH logos or attire. Attending a protest alone, however, should not subject an employee to discipline, but other actions, such as engaging in criminal activities during a protest, could result in disciplinary actions.

Q11: What would the cancellation policy be if a patron/renter/performer decided they needed to cancel their event due to an increase in ICE activity? What would our refund policy be?

This depends on the rules of each specific facility and any rental or other agreement the City has in place with the affected individual. As a result, each situation will need to be reviewed on a case-by-case basis with legal and department management.

Q12: What are the legal ramifications to staff if they choose not to answer questions from ICE?

If ICE requests information from you in the course of your responsibilities, please contact your supervisor. Supervisors should reference the ICE & Federal Immigration Guidance, specifically the following components of State Law:

- The City **does not** enforce federal immigration law.
- The City **may not collect information on the immigration status** of community members.
- The City **may not utilize staff time or other resources for immigration enforcement**, including investigating, detecting, apprehending, arresting, detaining, or holding individuals.
- [State & local law enforcement agencies](#) may not use money, equipment, or personnel to detect or apprehend people solely for alleged violation of federal immigration laws.
- See the [Oregon Department of Justice Sanctuary Promise Guidance](#) for more information.

In similar contexts, courts have held that merely refusing to answer questions does not constitute harboring or concealing, and as a result, the City is not directing staff that they are required to answer questions from ICE. However, federal criminal laws are personal to each individual, and staff are entitled to consult their personal attorneys about whether to respond to inquiries from ICE. Again, the direction from the City is to refer any inquiries to on-site supervisors.

Q13: Are staff required to follow the COH ICE guidance documents if they are not working?

If staff are not working, there is no expectation of following COH guidance; however, actions, such as engaging in criminal activities, could result in disciplinary actions. While not working, staff are welcome to utilize the resources available on our public [Immigration Resources webpage](#).

Q14: Is the City able and willing to notify community members if ICE activity and/or locations are known?

No, the City will not actively monitor or notify community members of ICE activity. Staff and community can refer to these resources provided by the City on our public [Immigration Resources webpage](#).

Q15: Should the City be mindful of what demographic data we are sharing externally, i.e., location/concentration of specific races geographically?

The information the City gathers around specific racial demographics are in compliance with law and tied to the delivery of services. This information is already available to the public through other sources. The City will continue to use and share demographic data that is available to the public. The City does not, however, collect or maintain information about immigration status, and such information is therefore not included in any publicly available demographic information provided by the City.

Q16: Some of our staff are DACA recipients who are eligible for employment with the City because they have been issued a work permit. Individuals are reporting that they are uncertain about their work status and safety. What can the City do to reduce uncertainty?

The City supports our employees and recognizes that DACA recipients may be feeling uncertain about their work status and safety. At this time, we have not seen any situations where DACA recipients who are City employees have been detained by federal immigration enforcement agents. Nonetheless, the City recognizes the increased fear and stress placed on DACA employees due to federal actions in the Hillsboro community. If any Hillsboro DACA employees have such concerns, we encourage them to speak to their supervisor or Human Resources for additional support.

Q17: When should I report ICE activity? And where do I report it?

Staff should report ICE incidents to the City when:

- ICE is **present** in a City facility or onsite
- **Employees have interactions** with ICE agents
- ICE **requests to enter a City's non-public area**, whether they present a warrant or not
- A City employee witnesses ICE detaining an individual on City property

To report ICE incidents, [upload documentation to the City's internal incident reporting portal](#). Select the ICE Interaction category under Potential Liability Incidents to get started.

- If you are referencing this document in print, you can access the portal from a mobile device by scanning the QR Code.
- A link to the incident reporting portal is also available under Risk & Safety on the City's [Hillsboro@Work hub](#).



Q18: Is there flexibility for reporting to work if there are concerns about ICE?

Staff should attend their regularly scheduled shifts at their work location and should continue to follow personnel and departmental policies about taking and reporting absences and tardies. If an employee has concerns, they should contact their supervisor who will partner with HR to evaluate options (if available).

Q19: What messaging are we sharing with contractors who are working with the City?

The City values the safety, dignity, and wellbeing of everyone who works with and for us, including our contractors, consultants, and their employees. Our message to contractors is one of support and reassurance:

- The City of Hillsboro does not partner with or assist federal immigration enforcement activities, except to comply with a judicial warrant or as otherwise required by law.
- If immigration enforcement officers appear at a City worksite or contact a contractor while performing work for the City, contractors should not grant access to nonpublic areas or share information without direction from City staff.
- Contractors, consultants, and vendors should immediately notify the City project manager or contract administrator if such contact occurs.

Q20: Does a contract with the City provide safe-harbor or protection from immigration enforcement?

No, the employment relationship is between the contractor and its workforce, and the City cannot lawfully provide safe harbor to our contractors' employees.

Q21: What should employees do if they get detained by ICE? Would employees use personal leave or vacation leave?

When/if able, employees (or their immediate family member) should communicate their detainment and inability to report to work to their supervisor. The supervisor will work with Human Resources to review the employee's options..

Q22: Can ICE use vehicles to access trails or maintenance roads in our parks where the public is not allowed to use vehicles?

If the trails/maintenance roads are not generally open to the public for vehicular traffic then City staff should not allow ICE to access these areas with vehicles. Since these areas are open to public foot traffic, we would not be able to stop them from accessing these areas on foot.

Just like any other City property, if ICE requests consent to use the trails/maintenance roads for their vehicles, staff should say that the City does not consent to such use. If ICE ignores staff or simply doesn't ask and just drives down the road, staff should not interfere or otherwise attempt to stop the ICE vehicles.

Q23: What is the Hillsboro Police Department's role in Immigration & Customs Enforcement?

Statement from the Hillsboro Police Department:

As a reminder, the City of Hillsboro Police Department does NOT have jurisdiction over U.S. Immigration and Customs Enforcement (ICE) or other federal immigration personnel. HPD officers CANNOT intervene

in ICE operations and CANNOT assist you or protect you from federal arrest or legal consequences if you interfere with ICE operations.

We do not want to create a false sense of security – you CANNOT legally impede federal immigration agents, or their vehicle movement, or break local laws. If you are instructed by federal law enforcement to move back, or other instructions, not following that command may lead to your arrest by federal agents or other repercussions.

When You See HPD Officers Near ICE Activity

You may see Hillsboro Police officers or vehicles in the same area as U.S. Immigration & Customs Enforcement (ICE) or other federal immigration personnel.

The presence of HPD officers near ICE operations should NOT be interpreted as cooperation or coordination with ICE.

When HPD officers are near ICE activity, it is typically because:

- *We happen to be in the same general location in our city.*
- *We have been called to the area to address a public safety issue*
- *We are responding to a call for service*
- *We are monitoring for immediate local safety concerns like traffic hazards or crowd management*

We understand that seeing Hillsboro police in these situations can be concerning, especially for families and individuals directly affected by immigration enforcement.

What HPD CANNOT Do

Under Oregon law, local law enforcement agencies, including HPD, cannot use their resources to enforce federal immigration laws. This means:

- *HPD does not assist or participate in ICE enforcement actions*
- *We do not intervene in ICE operations, and we cannot protect Hillsboro community members from federal arrest, or legal consequences of those who interfere with federal agents.*

Important SAFETY Reminder

Please do not interfere with ICE or any law enforcement personnel while they perform their duties. Interference, even when well-intentioned, can create safety risks for everyone involved and may result in your arrest, use of force or other repercussions.

Hillsboro is a diverse and welcoming community. HPD is committed to serving all who live, work, and visit here with fairness, respect, and compassion.

Q24: Can the City limit ICE's access to City facilities? Does the City have the authority to limit the access ICE has to our public spaces?

The City cannot limit ICE's access to public spaces; however, if anyone (including federal agents) appears to be violating a law or entering unauthorized space, the supervisor can call 911 and should document the incident. COH staff should, if possible, let the ICE agent know that they cannot access non-public space without appropriate documentation; however, no COH staff should impede an ICE agent from entering an unauthorized area. Under federal "harboring laws", it is a criminal violation to conceal, harbor, or shield from detection a noncitizen who is unlawfully present, when such actions are done with knowledge or reckless disregard of that person's immigration status. Under federal law, it is also illegal to interfere or impede an ICE agent while they are performing official duties.

- Staff should not assist a person ICE is pursuing to evade ICE. Staff should not seek to interfere with or slow down the actions of ICE agents to help allow the person to slip away.
- For example, staff should not direct a person out a back door or hide them in a private office to avoid ICE detection.

Q25: While working, can COH employees record or film ICE?

The guidance below does not apply to Hillsboro Police Department sworn officers. Sworn officers should follow [HPD Policy 427](#).

While working, City staff are not prohibited from filming or recording ICE officers. It is up to the employee's discretion should they choose to film or record ICE interactions. Please review the relevant information presented below.

At this time, the U.S. Department of Homeland Security has expanded its definition of "threats" to include filming ICE operations and publicly posting those videos and has described these actions as "harassment" and "violence."

Given this expanded definition — and the fact that any recording made by City staff *in the course of their work as a public employee* is subject to laws governing records retention and public records requests — employees should be careful if they choose to record ICE with recording devices such as telephones, whether it is a personal or City-issued device, while acting in their official capacity.

To further clarify the City's intent with this guidance, the City is not directing nor encouraging staff to record and is also not prohibiting such recording. Rather, given the aggressive position being taken by the federal government related to recording and interference, the City cannot and will not direct staff to take action that could result in them being criminally charged by the federal government. If an employee chooses to assume this personal risk, and if they are criminally charged, the City may not be able to assist with their defense.

Staff safety remains a top priority. If staff choose to record ICE actions while at work, they are advised not to interfere with or impede ICE agents activity, to maintain a reasonable, safe distance away from the activity, and maintain safety precautions. Please note that any recordings done in an official capacity are subject to the public record laws that City has to follow.

Q25-A: Can an employee go on break to record as a private individual?

Breaks need to be taken in accordance with established policies and schedules. If an employee has the flexibility to go on break whenever they choose, then presumably they could do so. That is the personal decision of each employee.

Q25-B: What are the consequences if an employee chooses to defy this guidance?

The City's guidance is meant to define the course and scope of duties that the City expects its employees to perform in an official capacity. It is not the intent of the City to create a disciplinary rule with this guidance. However, employees need to clearly understand that if they engage in activities that are beyond the course and scope of their official duties, then the City may not be able to defend and indemnify them during any subsequent legal action, including any criminal charges brought by the federal government.

Q25-C: Can an employee record the name/contact info of a person who is being detained (either on video, audio, or paper)?

Yes – memorializing such information is appropriate, but please do it in a safe manner. The guidance is limited to informing City employees about the risks of filming or recording in their official capacity due to the aggressive approach the federal government is taking related to such actions and the City's obligation to not place employees in jeopardy of federal criminal prosecution. Even though the City disagrees with the position being taken by the federal government, it must still be careful not to direct staff to engage in actions that could result in this type of personal liability. Because the federal government has not indicated that mere documentation is also problematic, and because state law requires the City to report certain interactions with ICE, memorializing details of staff interactions with ICE agents or ICE activity on City property is appropriate.

Q26-D: Does this guidance apply to recording anything in a City facility, or just ICE interactions?

As noted above, the guidance is intended to make it clear that the City is not directing its employees to engage in activities that the federal government believes violates federal law. To that end, the guidance is limited to interactions associated with federal agents, whether they be ICE or agents from other federal agencies. It does not apply to recording other types of patron incidents on City property or in City facilities.