



ICE & Federal Immigration: Guidance for Employees

Updated November 17, 2025

Additional requirements may apply for law enforcement & employees with authority to take individuals into custody. Hillsboro Police Department staff should review [HPD Policy 409](#).

Oregon is a Sanctuary State & Hillsboro is a Sanctuary City

As a sanctuary state since 1987, Oregon stands for the safety, dignity, and human rights of all Oregonians. Oregon was the first state to prohibit state & local police and government from enforcing federal immigration laws.

Under 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.

The City of Hillsboro [became a sanctuary city in March 2017](#).

- [Resolution 2552](#) continues our commitment to providing a safe community for all individuals, regardless of ethnicity or immigration status.
- Hillsboro's sanctuary city designation does not provide any additional protection from federal immigration law enforcement.
- Regardless of Oregon's status as a sanctuary state, federal officers are permitted and do engage in enforcement activities in the state, including within Hillsboro.

If Immigration & Customs Enforcement (ICE) officers approach you at work:

- **Please ask them to wait while you notify your supervisor immediately.**
- **Do not** provide ICE officers with any information or assistance. Supervisors will respond based on the specific request and documentation.
- ICE Officers are not allowed access to non-public areas without a judicial warrant. City facilities will have signage marking non-public areas.
- **Document the interaction in writing.**

Your supervisor will request this documentation for state reporting.

If possible, please include:

- Name & badge numbers for the officer(s) and their supervisors
- Summary of your conversation

- Documents shared with you — such as a subpoena or warrant
- Information requested by officers
- General observations of their actions
- [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](#).
- **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 agent 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.

Facility Access

- Immigration and Customs Enforcement (ICE) officers **may access areas that are open to the public** without a warrant or subpoena.
- ICE officers must comply with general facility rules. If an officer does not comply with facility rules, do not interfere.
- Staff **should not interfere** when ICE officers are actively detaining staff or community members.
- If anyone enters a City facility or worksite and appears to be posing a safety threat (such as wearing a mask and/or displaying a firearm) — including people you believe may be ICE officers — **call 911** and follow emergency protocols.
- If an ICE officer orders you to provide immediate access to non-public areas without a judicial warrant:
 - Contact your supervisor immediately.
- Verbally state that the City does not consent to the order. You can say something like, “the City of Hillsboro does not grant access to non-public areas without a judicial warrant.”
 - **Do not attempt to physically interfere with officers.**

Harboring Law

- Under federal law, it is a criminal offense to conceal, harbor, or shield from detection a noncitizen who is unlawfully present in the United States when such actions are done with knowledge or reckless disregard of that person’s immigration status. Refusing to consent to a warrantless search of a non-public area, as recommended above, likely does not constitute “harboring.”
- Staff members should not assist anyone ICE is pursuing in evading ICE agents. Do not interfere with or slow down the actions of ICE agents to help someone 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.**
 - Following the advice in this guide, staff should take a passive approach so as not to provide any basis for ICE to claim they have violated federal harboring laws.

Informal Information Requests

If ICE officers request information without official documentation like a warrant or subpoena:

- **Do not answer questions** or provide information.
- Direct officers to your supervisor.
- You may instruct officers to submit a Public Records Request through the City Recorder’s Office or the City’s [Public Records Request webpage](#).

Managing Impacts

The presence or activities of ICE officers may create disruption.

- Keep everyone calm & proceed back to regular activities as soon as possible.



- **If issues arise, call the Hillsboro Police Department for support.**
 - Emergencies: 911
 - Non-Emergency Dispatch: 503-629-0111
- We recognize that interacting with immigration enforcement may be challenging and stressful for many of our employees. Learn more about [Canopy Employee Assistance Plan resources for immigration concerns](#) or [reach out to our HR Team](#) for support.

Questions

Contact Human Resources

Primary Contact: SueLing Gandee, Risk & Safety Manager

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Email: SueLing.Gandee@Hillsboro-Oregon.gov

Secondary Contact: Sylvia Edgar, *Employee & Labor Relations Manager*

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Back-Up Contact: Lisa Colling, *Chief Human Resources Officer*

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Contact City Attorney

Chad Jacobs, *City Attorney*

Phone: 503-802-0011