

<p>SUPERIOR COURT OF CALIFORNIA COUNTY OF IMPERIAL</p> <p>ADMINISTRATIVE POLICY</p>	<p>Effective Date: August 20, 2025</p> <p>Expiration Date: N/A</p> <p>Approved by:</p> <p> Maria Rhinehart, Court Executive Officer</p>
<p>Policy: Service of Process for Immigration Enforcement Activities</p> <p>Policy: # 2.9</p> <p>Revised:</p> <p>Replaces: N/A</p>	

POLICY STATEMENT:

Court employees shall comply with the following procedures when responding to requests for service of subpoenas, warrants or other documents for immigration enforcement purposes or any other requests for assistance with immigration enforcement activities.

Court employees should ask the officer for his/her reason for being at the courthouse and note the response. Court employees should ask the officer to produce any documentation that authorizes court access.

The court employee at the security desk may determine the nature of any documents presented (i.e., ICE subpoena; federal judicial subpoena; ICE warrant; federal court warrant, etc.); ask for the immigration enforcement officer's credentials; and advise the officer that before providing any assistance, he/she must notify the Director of Security and Facilities of the request for service of process or other immigration enforcement activities.

The Director of Security and Facilities shall review the subpoena, warrant or other documents presented for the purpose of immigration enforcement activities.

Court employees are not required to disclose citizenship or immigration status information about any person, unless the requirements of Evidence Code sections 351.2, 351.3, and 351.4 are met and such disclosure is specifically required by judicial warrant or order, or by state or federal law. Court employees shall not inquire about the immigration status of an individual, including a crime victim or a witness, unless such inquiry is required for the performance of the Court employees' regular duties.

Before acting on any ICE warrant, the Director of Security and Facilities shall advise the respective Presiding Judge and consult with the Court Executive Officer or his/her designee. The Director of Security and Facilities shall advise the immigration enforcement officer that the warrant is under review and promptly forward a copy of the warrant to the Court Executive Office.

Should an immigration enforcement officer produce any document that appears to order immediate court access, the Director of Security and Facilities shall advise the officer that the court does not consent to entry for the purpose of immigration enforcement activities of any courtrooms, nonpublic areas of the courthouse or any portion of any court facility that is specialized to juvenile law, and immediately contact the Court Executive Office. Under no circumstances shall court employees attempt to physically interfere with an immigration enforcement officer's access to any court facility.

Court employees shall report any incidents of immigration enforcement taking place in, or in the immediate vicinity of, any court facility as soon as possible to the Court Executive Office. Should an immigration enforcement officer access or attempt to access a courtroom or court facility in violation of this policy, the Director of Security and Facilities shall promptly advise the Court Executive Officer and the respective Presiding Judge. Court employees shall document in an incident report the officer's actions while in court premises in as much detail as possible, but without interfering with the officer's movements.

AUTHORITY:

- California Values Act (SB 54), Cal. Gov't. Code § 7284 et seq.

RESPONSIBILITIES:

It is the Court Executive Officer's responsibility to provide standard training to staff on policies and procedures for responding to any requests intended to enforce immigration action/activities in or near the courthouse. Furthermore, court employee training will comply with the statutes outlined in the California Values Act, Cal. Govt. Code § 7284 et seq.

Training objectives can include, but are not limited to, the following: potential non-public access breaches, non-disclosure of confidential information unless authorized by supporting documents, approaches to civil and criminal immigration procedures, preclusion of inquiry related to an individual's immigration status, and identifying and responding to the different types warrants, subpoenas, and court orders that may be presented to effect an arrest or to obtain records in immigration enforcement actions. Any pertinent questions or concerns about training standards and responsibilities should be addressed with the Court's Executive Officer, Maria Rhinehart.