CITY OF LONG BEACH

Memorandum

Date: September 12, 2025

To: Mayor and Members of the City Council

From: Thomas B. Modica, City Manager

Subject: **Updated Guidance and Staff Resources for Law Enforcement Activity at City Facilities**

On August 12, 2025, the Long Beach City Council voted to strengthen the Long Beach Values Act through the immediate adoption of the policy recommendations and actions outlined in the Mayor's Proposed Fiscal Year 2026 Budget, Defending Our Long Beach Values Plan. The Policy Recommendations include:

- Restricting access within City-owned property by designating areas as non-public secure locations;
- Strengthening accountability mechanisms to ensure full staff compliance with the Long Beach Values Act;
- Ensuring compliance with the Long Beach Values Act by external City contractors; and,
- Engaging in legal advocacy to mitigate disruptions and public harm caused by external agency law enforcement activities.

This memo provides an update on the requests for the City Manager to establish clear warrant review procedures for designated areas, install signage on doors and entryways identifying non-public spaces, provide staff training on how to respond to law enforcement presence, and require each department to develop and submit a preparedness plan.

Equity in Policy, Practice, and Protocol (EP3)

In response to anticipated federal funding reductions, the City Manager's Office convened City staff to coordinate the City's approach. Supporting this effort, the Equity in Policy, Practice, and Protocol (EP3) Taskforce provides equity-centered guidance and resources to ensure consistent, inclusive, and legally sound practices across departments. EP3 focuses on Diversity, Equity, and Inclusion, as well as Immigration Response and Community Trust, working closely with the City Manager's Office and City Attorney's Office to help departments navigate evolving legal and policy landscapes.

To ensure consistent implementation across all departments, the EP3 Taskforce has developed the following resources for City employees' use:

- The *City of Long Beach Commitment to Immigrant Communities Signage* (Attachment A);

- The *City of Long Beach Non-Public Area Signage and Checklist* (Attachment B);
- The *City of Long Beach Law Enforcement Response Protocols Packet* (Attachment C); and,
- An update on forthcoming training modules.

A package containing physical copies of the signage and protocols will be delivered to each department, and this memo provides access to the corresponding digital files for further reproduction and dissemination, together with implementation guidance for each resource provided below.

- *City of Long Beach Commitment to Immigrant Communities Signage*

  Purpose: To publicly affirm the City's commitment to protecting the rights, dignity, and safety of immigrant residents and visitors.

  Guidance for Use: Department directors should designate a staff member to post the signs in public-facing areas of City facilities (e.g., lobbies, reception areas, community rooms). Designated staff will be responsible for ensuring the sign remains visible, properly displayed, and well-maintained. Multilingual banners are also available.

- *City of Long Beach Non-Public Area Signage and Checklist*

  Purpose: To clearly distinguish between public and non-public areas within City facilities, helping staff and visitors understand where law enforcement officers may not enter without a valid judicial warrant or explicit permission. The accompanying checklist guides facility managers in properly designating and maintaining these non-public areas.

  Guidance for Use: Department directors should assign a designee, such as an Administrative Officer, to post signage at all appropriate entry points (or doorways) to non-public areas and to complete the accompanying checklist. Designees are responsible for ensuring signage remains visible and intact, updating the checklist as needed, and coordinating with department leadership to maintain compliance.

  Signage should be posted within two weeks of receiving the materials from the fabricator. Signs should be centered left to right and positioned so that the baseline of the lowest character is 55 inches from the floor. After installation, members of the EP3 Taskforce will conduct site visits to answer staff questions and provide follow-up support.

- *City of Long Beach Law Enforcement Response Protocols Packet*

  Purpose: To provide clear protocols for City staff responding to law enforcement (including immigration enforcement) activity at City facilities. The packet includes

step-by-step guidance, workplace scripts, and FAQs to promote consistent, rights-protective responses in compliance with applicable law.

Guidance for Use: Digital copies of the packet should be distributed to all City employees, and each City facility should maintain physical copies to ensure staff have ready access to the response protocols. Each department is responsible for updating the Checklist for Staff page for each of its facilities, designating Points of Contact and identifying an Administrative Officer (AO) to lead response actions. Department Points of Contact should serve as an alternate designee when the AO is unavailable, ensuring continuity in carrying out the response procedures outlined in the protocols packet.

- *Staff Trainings*

  Purpose: To educate City staff on the Long Beach Values Act and provide practical guidance on how to appropriately and lawfully respond to law enforcement activity at a City facility.

  Guidance for Use: Recorded modules will be made available on the City Intranet's Human Resources page. Department directors are responsible for ensuring that all staff complete the trainings. Managers should schedule time for completion, track participation, and integrate training lessons into routine staff development and operational protocols.

Next Steps

Following the electronic dissemination of this packet, physical packets containing the enclosed resources will be delivered to each City department for distribution and posting. Training modules will be recorded in partnership with LBTV and made available on the City Intranet, with notification to be issued once the modules are live for staff use. In addition, the Law Enforcement Response Protocols Packet will be updated as needed to reflect future developments in case law and policy, ensuring that staff guidance remains current and legally sound. Departments are expected to integrate these materials into their regular operations and ensure compliance through staff training, dissemination, and ongoing maintenance.

If you have questions or encounter scenarios not covered within the Resources Packet, please contact Alanah Grant, Equity Officer, at Alanah.Grant@longbeach.gov or (562) 570-6656 and Nicholas Masero, Deputy City Attorney, at Nicholas.Masero@longbeach.gov or (562) 570-2213.

ATTACHMENTS

cc: DAWN MCINTOSH, CITY ATTORNEY
DOUGLAS P. HAUBERT, CITY PROSECUTOR
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DEPARTMENT HEADS

CITY OF LONG BEACH

City of Long Beach
Long Beach Values Act

Commitment to Immigrant Communities

The City of Long Beach and all its Departments are committed to upholding the rights and protections of all our residents, including the immigrants who utilitize City facilities and call Long Beach home.

La Ciudad de Long Beach y todos sus Departamentos están comprometidos a defender los derechos y protecciones de todos nuestros residentes, incluidos los inmigrantes que utilizan las instalaciones de la Ciudad y llaman Long Beach su hogar.

Ang Lungsod ng Long Beach at lahat ng Departamento nito ay nakatuon sa pagtataguyod ng mga karapatan at proteksyon ng lahat ng ating mga residente, kabilang ang mga imigrante na gumagamit ng mga pasilidad ng Lungsod at tinatawag ang Long Beach na kanilang tahanan.

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For more information, visit: longbeach.gov/valuesact

CITY OF LONG BEACH

City of Long Beach
Long Beach Values Act

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Authorized Personnel Only beyond this point.

CITY OF LONG BEACH

City of Long Beach
Long Beach Values Act

Non-Public Area Checklist

Non-public Areas are spaces where individuals must have specific authorization to enter.

Non-public Areas are denoted with signage. Law enforcement officers must have a valid judicial warrant to enter.

Below is a sample list of **Non-public Areas** on City of Long Beach premises:

- Clinical Areas
- Custodial Closets
- Employee Breakrooms
- IT Server Rooms
- Laboratories
- Medical Exam Rooms
- Records and File Rooms
- Security and Monitoring Rooms
- Staff Bathrooms
- Staff Locker Rooms
- Staff-only Offices
- Storage or Supply Closets
- Utility and Mechanical Rooms
- Spaces typically only available to the public by reservation

For more information, visit: longbeach.gov/valuesact

City of Long Beach
Long Beach Values Act

City of Long Beach
Law Enforcement Activity Response Protocols

CITY OF LONG BEACH

Background Information

The City of Long Beach is dedicated to protecting the rights of its community members. **The guidelines in this packet apply to any and all Law Enforcement Agencies and any operation that occurs on or at any City-affiliated properties,** in compliance with local, state, and federal laws**.** This includes Law Enforcement Agencies at the local, state, and federal levels.

While the guidelines apply to any and all Law Enforcement Agencies, this guide was developed in light of federal immigration enforcement activity that raised concerns about constitutional rights violations. **This packet is designed to help City of Long Beach employees know their rights and understand how to respond to law enforcement activity in City spaces.** Because the legal landscape concerning law enforcement activity is constantly evolving, these instructions are current as of the date of distribution and are subject to revision in accordance with future developments in case law and policy.

While thorough, the City understands that this packet is not exhaustive. **Should you have any additional questions or concerns not addressed here, please reach out to the City Attorney's Office at cityattorney@longbeach.gov.**

Ways to Prepare

1. Review Trainings

Ensure all staff members have **reviewed and completed Long Beach Values Act and Facility Protocol trainings.**

2. Practice Protocols

Just like a fire drill, all staff members will be more prepared if they **practice what to say and do in the event Law Enforcement officers arrive** at City facilities or City-related operations in the field.

3. Indicate Public vs. Non-public Spaces

Distinguish Public and Non-public spaces in your facility using the signage included in this packet. Non-public spaces include all areas that are typically only accessible by staff members or specifically authorized members of the public. This includes but is not limited to workrooms, staff offices, storage rooms, kitchenettes, clinical areas, and more.

4. Designate Point of Contact During Law Enforcement Operations

Each City facility should designate one or more Point(s) of Contact who will be in charge of leading interactions with Law Enforcement officers should Administrative Officer (Admin. Officer) be unavailable. The Point of Contact should have the authority to navigate these interactions and alert the Department's Admin. Officer and the City Attorney's Office (CAO) if Law Enforcement attempts to enter non-public areas of their City space.

5. Print and Distribute Protocol Packet

Each City facility should print and **distribute this Protocol Packet to be readily available for all impacted employees**. This packet should be easy to access in case of a Law Enforcement interaction, especially for receptionist, front desk, and public-facing employees.

Response Action Items

1. Staff member alerts Point of Contact, who then notifies Administrative Officer. The Admin. Officer then alerts the City Attorney's Office (CAO) of concerning Law Enforcement presence at a City facility or in the field.

2. Administrative Officer, Point(s) of Contact, and staff member(s) thoroughly document all Law Enforcement-related interactions to provide to City Attorney's Office.

3. If an employee is detained, the Admin. Officer should alert the employee's emergency contact. If a minor is detained or left behind during a detainment, Administrative Officer should contact social services.

4. Within 48 hours of the incident, the impacted Department should hold a team huddle to discuss the events that occurred and connect staff members with support resources through the Office of Equity,

Interaction Protocol Script

Law Enforcement Officer(s) enters a public space in a City facility.

→ Staff member(s) immediately notify their supervisor and the Point(s) of Contact to handle the interaction. The Point of Contact alerts their Admin. Officer, who then notifies the CAO.

Law Enforcement Officer: "We're here from [Law Enforcement Agency]."

Staff Member: "Please wait one moment while I get someone to assist you."

→ Staff member alerts the Point of Contact and/or Admin. Officer to interact with the Law Enforcement officer(s). While waiting for the Point of Contact or Admin. Officer, staff should wait with the Law Enforcement Officers outside of any non-public areas.

→ Point of Contact/Admin. Officer should document the names, badge numbers, and contact information for the officers(s).

Law Enforcement Officer: "We're looking for X person/need access to X non-public space."

Point of Contact/Admin. Officer: "Do you have a judicial warrant?"

IF LAW ENFORCEMENT PRESENTS A JUDICIAL WARRANT

Point of Contact/Admin. Officer inquires if Law Enforcement possesses a judicial warrant.

Law Enforcement Officer: "Yes we do."

Point of Contact/Admin. Officer: "May I see it and make a copy?"

Law Enforcement Officer presents judicial warrant.

→ Point of Contact/Admin. Officer looks over warrant to verify:

- It is issued by a U.S. District Court.
- It is signed by a U.S. District Judge or U.S. Officer of the Court.
- The warrant lists the specific person(s) and/or place(s) the Law Enforcement Officers are requesting access to.

→ Point of Contact/Admin. Officer makes a copy and takes photo of the warrant to give to the CAO.

→ If the judicial warrant is verified, staff legally must grant access to listed space(s) and/or person(s).

Point of Contact/Admin. Officer: "You may access X space to do your search."

Law Enforcement *officers conduct their search.*

→ Staff members have a legal right to document Law Enforcement Officers' actions during the search, in both public and City-indicated non-public spaces. This can be done via notetaking and video recording.

Interaction Protocol Script

IF LAW ENFORCEMENT ARRESTS AN EMPLOYEE

Law Enforcement Officer(s) begin to detain employee listed on the warrant.

Point of Contact/Admin. Officer: "Can you tell me where [EMPLOYEE NAME] will be detained or transferred?"

Law Enforcement Officer will choose whether to provide information.

→ If applicable, Point of Contact/Admin. Officer writes down information regarding where employee is being transferred.

***Law Enforcement Officer*:** "We are finished conducting business."

Law Enforcement Officer(s) departs with the detained employee(s).

→ Point of Contact/Admin. Officer documents what occurred and asks other staff who witnessed the Law Enforcement operation to document their perspectives as well to compile for the CAO.

→ Administrative Officer should immediately reach out to the detained employee's emergency contact after the interaction.

IF LAW ENFORCEMENT ARRESTS A COMMUNITY MEMBER

Law Enforcement Officer begins to detain a community member.

→ Point of Contact/Admin. Officer can ask for the community member's name and emergency contact information.

Point of Contact/Admin. Officer: "Can you tell me where they will be transferred?"

Law Enforcement Officer will choose whether to provide information.

→ If applicable, Point of Contact/Admin. Officer writes down information regarding where the individual is being transferred.

Law Enforcement Officer: "We are finished conducting business."

Law Enforcement Officer departs with the detained individual(s).

→ Point of Contact/Admin. Officer documents what occurred and asks other staff who witnessed the Law Enforcement operation to document their perspectives as well to compile for the CAO.

→ If applicable, Point of Contact/Admin. Officer can call the individual's emergency contact.

Interaction Protocol Script

IF LAW ENFORCEMENT ARRESTS A MINOR

Law Enforcement Officer begins to detain a minor.

→ Point of Contact/Admin. Officer asks for the minor's name and emergency contact.

→ If the minor does not know their emergency contact information, Point of Contact/Admin. Officer should call the Department of Family and Child Services (DCFS) at (800) 540-4000.

Point of Contact/Admin. Officer: "Can you tell me where they will be detained or transferred?"

Law Enforcement Officer will choose whether to provide information.

→ If applicable, Point of Contact/Admin. Officer writes down information regarding where the individual is being transferred.

Law Enforcement Officer: "We are finished conducting business."

Law Enforcement Officer departs with the detained individual(s).

→ Point of Contact/Admin. Officer documents what occurred and asks other staff who witnessed the Law Enforcement operation to document as well to compile for the CAO.

→ If applicable, Point of Contact/Admin. Officer can call the minor's emergency contact.

IF A MINOR IS LEFT BEHIND AFTER A LAW ENFORCEMENT LAW ENFORCEMENT OPERATION

A minor's parent(s) or guardian(s) have been detained during a Law Enforcement operation.

→ Point of Contact/Admin. Officer can ask for the minor's name and emergency contact information. If the minor does not know their emergency contact information, Point of Contact/Admin. Officer should call DCFS at (800) 540-4000.

Point of Contact/Admin. Officer: "Can you tell me where the parent/guardian will be transferred?"

→ If applicable, Point of Contact/Admin. Officer writes down information regarding where the individual is being transferred.

Law Enforcement Officer: "We are finished conducting business."

Law Enforcement Officer departs with the detained individual(s).

→ Point of Contact/Admin. Officer documents what occurred and asks other staff who witnessed the Law Enforcement operation to document their perspectives as well to compile for the CAO.

→ If applicable, Point of Contact/Admin. Officer can call the minor's emergency contact.

Interaction Protocol Script

IF LAW ENFORCEMENT ATTEMPTS TO QUESTION EMPLOYEE(S)

Law Enforcement Officer: "What do you know about the people who work here? What do you know about the patrons who frequent this facility? Where is X person?"

Point of Contact/Admin. Officer may state that they are under no obligation to respond to the questions and go back to their duties.

IF LAW ENFORCEMENT HAS NO JUDICIAL WARRANT

Point of Contact/Admin. Officer inquires if Law Enforcement possesses a judicial warrant.

Law Enforcement Officer: "No we don't, but we want access to X space."

Point of Contact/Admin. Officer: "I am not authorized to grant any Law Enforcement access to the space unless they have a judicial warrant. Unless you have a judicial warrant, you are not authorized to enter."

Law Enforcement Officers exit the premises.

→ **Point of Contact/Admin. Officer documents what occurred and asks other staff who witnessed the interaction to document their perspectives as well to compile for the CAO.**

IF LAW ENFORCEMENT PRESENTS PAPERWORK THAT IS NOT A JUDICIAL WARRANT

Point of Contact/Admin. Officer inquires if Law Enforcement possesses a judicial warrant.

Law Enforcement Officer: "Here is the request we have."

Law Enforcement presents paperwork that is not a judicial warrant, such as an administrative warrant, a subpoena, or a court order.

→ **Point of Contact/Admin. Officer makes a copy of the paperwork to give to the CAO.**

Point of Contact/Admin. Officer: "This does not appear to be a judicial warrant. I am not authorized to grant any Law Enforcement access to the space unless they have a judicial warrant. Unless you have a judicial warrant, you are not authorized to enter."

Law Enforcement Officers exit the premises.

→ **Point of Contact/Admin. Officer documents what occurred and asks other staff who witnessed the interaction to document their perspectives as well to compile for the CAO.**

Interaction Protocol Script

IF EMPLOYEE SEES A LAW ENFORCEMENT OPERATION IN PUBLIC DURING THEIR WORK HOURS

Staff member sees a Law Enforcement Operation that raises concerns regarding constitutional rights violations.

→ Staff member immediately alerts their supervisor, Point of Contact, and Admin. Officer, who then notifies the City Attorney's Office.

→ Point of Contact/Admin. Officer documents what occurred, either through notetaking or video recording, and asks other staff who witnessed the interaction to document their perspectives as well to compile for the CAO.

IF LAW ENFORCEMENT DEMANDS ACCESS BEFORE IT IS DETERMINED THAT THEY HAVE A LEGAL RIGHT TO ACCESS THE SPACE OR AFTER DETERMINING IF THEY DO NOT HAVE A LEGAL RIGHT TO ACCESS THE SPACE

Law Enforcement Officer(s) attempt to access non-public spaces, despite presenting no judicial warrant or before the warrant has been looked over.

Point of Contact/Admin. Officer: (repeat) "You are not yet authorized to enter this space."

→ Point of Contact/Admin. Officer should document what occurs without interfering with the officers' activity, either via notetaking or video recording. If recording video in accordance with the Video Taping Guidance, continue recording until Law Enforcement Officers leave without stopping or pausing the video.

Law Enforcement Officers finish conducting business. If an employee or community member are detained, follow the listed protocols. Law Enforcement Officers exit the premises.

→ Point of Contact/Admin. Officer documents what occurred and ask other staff who witnessed the Law Enforcement operation to document their perspectives as well to compile for the CAO.

REMEMBER:

The most important thing during these interactions is to remain calm and keep yourself and those around you safe.
Document as much as you can without giving cause for escalation.

Video Recording Guidance

All people in the United States are afforded certain rights, regardless of status. The right to film Law Enforcement activity is protected by the First Amendment of the Constitution, which protects freedom of speech. **City of Long Beach Employees are permitted to film Law Enforcement operations**. The choice to film the interactions is *entirely up to each individual employee*. Documenting these instances can be done via notetaking as well if the employee decides they are not comfortable video recording.

Video recording should **only be done if it is safe to do so** and if doing so **does not obstruct or impede the Law Enforcement operations.**

While filming, be sure to stand a safe distance away from the operations. Document things like the location, time, amount of officers present, and what is occurring. **Recordings are most useful if they are uncut and capture the entire encounter. Videos that pause or stop while the incident is ongoing are less likely to be considered credible depictions of the event.**

Because of the reasons listed above, it is important that you film until the end of the operation. **If you cannot commit to staying for the entire duration of the event, you do not have to choose to record.**

IMPORTANT: If you film these interactions on your personal device, this means your device could be subject to a Public Records Act request. **The decision to record based on this information is up to the employee's discretion.**

Checklist for Staff

DEPARTMENT: _____

LOCATION: _____

Who to Contact:

Point(s) of Contact for Department: _____

_____

Administrative Officer: _____

City Attorney Contact: Call (562) 209-8648

Email: cityattorney@longbeach.gov

Point of Contact/Admin. Officer Post-Incident Checklist:

- ☐ **Documentation sent to City Attorney's Office?**
  (Such as copies of warrants, video recordings, notes taken, etc.)
- ☐ **Detained staff's emergency contact notified, if applicable?**
- ☐ **Social services for minor(s) contacted, if applicable?**
- ☐ **Huddle with staff within 48 hours to discuss the following:**
  - Debrief the Law Enforcement-related interactions.
  - Go over the status of the event.
  - Answer questions within their scope and direct questions to appropriate entities for follow-up.
  - Normalizing emotional responses.
  - Offer resources through the Office of Equity for support services.

Dos, Don'ts, and Rights

DO:

- **Remain calm.** It is important to be focused and not give cause for alarm.
- **Notify** your supervisor, Point(s) of Contact, Administrative Officer, and the City Attorney's Office immediately.
- **Request and review any paperwork the Law Enforcement agents possess** and immediately forward to CAO, being sure to comply with a judicial warrant.
- **Document the interaction through notetaking, including**:
  - All **areas searched** and **person(s)/item(s) seized** during the operation.
  - Officer names, badge numbers, and **contact information**.
  - **How many officers were present**, inside and outside.
  - How the officer(s) were dressed and if they were armed.
  - If any force was used by officers against any individuals and/or property.
  - Any conversations or interactions with officers.
- Help identify employees present during the Law Enforcement operation.
- Keep copies of all documentation provided to or by Law Enforcement officers, as well as receipts for any documents taken by them.

DON'T:

- **Obstruct or interfere** with the search. This is illegal under state and federal law and can give the officer(s) the basis to arrest individual(s) interfering with their operations.
- Attempt to hide individuals, aid in their escape from the premises, or shred documents. This is illegal under state and federal law.
- **Provide false or misleading information** to the officers. This is illegal under state and federal law.

KNOW YOUR RIGHTS:

- All individuals have the **rights to remain silent and to legal counsel.**
- Remember you are under **no obligation to provide information to Law Enforcement officers** when prompted and **have the right to remain silent.**
- **All City of Long Beach employees are permitted to film Law Enforcement Interactions**, in accordance with the Video Recording Guidelines, so long as they can do it safely and without interfering or impeding Law Enforcement operations.

Frequently Asked Questions

Question: What do I do if Law Enforcement detains one of my employees?

Answer: The Administrative Officer should immediately report it to the City Attorney's Office. They should also immediately alert the employee's emergency contact to tell them what has happened.

Question: What should I do if I am detained for reasons related to immigration?

Answer: If you are at risk of being detained, it is critical to have access to an immigration attorney. If you do not have one now, this packet includes information regarding free and low cost immigration law resources. If you are detained, immediately call for an immigration attorney.

Question: What will the City do if I or one of my loved ones are detained for reasons related to immigration?

Answer: While the City itself cannot offer any legal assistance, there are legal resources available through the Long Beach Justice Fund, listed in this packet. Ask your supervisor what your department's protocol is regarding leave for circumstances like these.

Question: What is the difference between a "public" space and a "non-public" space?

Answer: Without a judicial warrant, Law Enforcement officers are only legally allowed to enter public spaces, within City facilities and spaces. "Public" spaces refer to areas where the general public has access, like library open areas, public parks, and community center foyers. "Non-public" spaces refer to areas that are reserved for staff and those specifically authorized, like staff offices, kitchenettes, and construction sites. Any non-public space can be indicated with signage, meaning Law Enforcement would require a judicial warrant to enter, except in the event of safety concerns and other exigent circumstances.

Question: Does the Long Beach Police Department aid in federal immigration operations?

Answer: The Long Beach Police Department does not enforce civil immigration laws or participate in civil immigration enforcement.

Community Resources

LEGAL RESOURCES

Long Beach Justice Fund
https://www.longbeach.gov/health/healthy-living/office-of-equity/long-beach-immigration-resources/

Community Legal Aid SoCal - (800) 834-5001
https://www.communitylegalsocal.org/

Esperanza Immigrant Rights Project - (213) 251-3505
https://www.esperanza-la.org/

Centro CHA - (562) 612-4180
https://centrocha.org/immigration-legal-services/

Legal Aid Foundation of Los Angeles - (800) 399-4529
https://lafla.org/get-help/immigration/

COMMUNITY CONNECTORS

ÓRALE - (562) 276-0267
https://www.orale.org/long-beach-justice-liberation-fund

Filipino Migrant Center - (562) 453-3408
https://www.filipinomigrantcenter.org/

United Cambodian Community - (564) 433-2490
https://ucclb.org/

Find more City of Long Beach Immigration Resources at:
https://www.longbeach.gov/valuesact#federalimmigration