



# Memorandum

**TO:** Kevin J. Jackson, Village Manager 

**FROM:** Kellye A. Keyes, Chief DEI Officer   
Shatonya Johnson, Police Chief   
Kira Tchang, Assistant Village Manager/HR Director 

**FOR:** Village President and Board of Trustees

**DATE:** March 20, 2026

**SUBJECT:** **Village of Oak Park Response to Federal Civil Immigration Enforcement**

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## Purpose

The purpose of this memo is to provide a comprehensive overview of how the Village of Oak Park has prepared for and is responding to Federal Civil Immigration Enforcement activity occurring within the Village. The memo outlines (1) general VOP employee guidance; (2) interdepartmental coordination; (3) community communication efforts; (4) contractor guidance; (5) coordination among municipal bodies; and (6) the Oak Park Police Department protocols. The Village's approach is grounded in its longstanding commitment as a Welcoming Community as well as public safety, legal compliance, and transparency.

It is important to note that this situation is an unprecedented, evolving situation. The content and the responses in the memorandum are subject to change.

## Background

The Village has been responding to federal civil immigration activities taking place in and around Oak Park since August of 2025.

## **Actions Taken by the Village of Oak Park to Date:**

Staff have invested time and resources into planning for and responding to federal civil immigration enforcement activities in the community. Major initiatives include:

- Temporarily installed barriers and security in the Village parking lot, successfully altering behavioral patterns.
- Established internal staff protocols for responding to immigration enforcement activity at Village facilities.
- Established internal police policies for responding to calls for service related to civil immigration enforcement in the community.
- Evaluated OPPD response to mutual aid calls for service related to the Broadview Detention Center.
- Adopted an ordinance prohibiting the use of Village property for civil immigration enforcement activities.
- Convened a cross-jurisdictional working group through the Council of Governments to standardize signage and related guidance, when possible.
- Provided guidance to major contractors regarding worker safety.
- Legal review and analysis of all proposed immigration policies, signs, and ordinance language.
- Continued monitoring of federal activity and review of protocols as needed.

### **1) General VOP Employee Guidance**

Village employees have been instructed to remain calm and understand that while agents may enter public areas, they are restricted from accessing non-public spaces without a judicial warrant. Staff are directed to inform agents that Village policy requires consultation with the Law Department before responding to any immigration enforcement request.

Employees must immediately contact the Law Department if immigration agents make requests of the Village. If Law Department staff cannot be reached, employees are instructed to contact the Village Manager's Office. Staff must also notify their supervisor and indicate whom they have contacted. The protocol further directs employees not to provide any information to immigration enforcement agents beyond stating that Village policy requires consultation with the Law Department.

### **2) Interdepartmental Coordination**

Assistant Village Manager hosted weekly interdepartmental meetings. Department heads and key staff discussed federal civil immigration activities, potential policies and

protocols. The meetings were convened to address and/or prepare for civil immigration related issues throughout the Village.

### **3) Community Communication Efforts**

The Village's Diversity, Equity, and Inclusion Office enhanced the Immigration Resources Section of the VOP website. Over 10,000 postcards were mailed and delivered to Oak Park stakeholders including residents, businesses, and visitors. Village Departments worked together to ensure wide distribution of the information via social media channels, email, and in person.

Village's Diversity, Equity, and Inclusion Office collaborated with other staff on the design and deployment of signs for the Village owned properties. Signs at Village Hall and several other Village owned properties have been installed and will continue to be installed over the next several weeks.

The Village Manager will notify elected officials of confirmed federal civil immigration enforcement activities in the community when the Village of Oak Park is notified, however it is important to note that real-time confirmation by the Police Department may be difficult, and this information will only be shared when it has been verified by the Police Department. The Village's Chief Communications Officer will coordinate this community notification on social media as well when the Village of Oak Park receives verified information. As an added resource, the Village's website contains information about how to get notified of alerts issued by the Illinois Coalition for Immigrant and Refugee Rights of federal immigration enforcement activity in the area that they have verified.

The Village will continue to reinforce non-emergency reporting channels, internal coordination across departments, factual public messaging, and communications that are legally sound and measured.

### **4) Contractor Safety & General Guidance**

The Village has shared general safety guidance to contractors working at Village facilities. The guidance emphasizes situational awareness, emergency reporting procedures, legal compliance, and clarifies independent contractor status. It also provides information about available community resources while noting that the Village is not providing legal advice.

Contractors are directed to call 911 for emergencies, use the Oak Park Police non-emergency line for non-urgent concerns, and notify their Village project contact if contract performance is affected. The guidance also provides general information regarding immigration-related encounters, noting documentation requirements under

federal law and clarifying that contractors are responsible for their own legal compliance.

The protocol additionally identifies optional support resources, including statewide immigration enforcement alerts, a family assistance hotline, and immigration-related information available on the Village website. It expressly reaffirms that the guidance does not alter independent contractor status, create an employment or agency relationship, or entitle contractors to Village employee wages or benefits. Contractors remain responsible for supervision of their personnel and compliance with applicable laws.

### **5) Coordination with Municipal Bodies**

The Village's Diversity, Equity, and Inclusion Office have initiated communication with local taxing bodies to coordinate information sharing. The Village's Chief Diversity, Equity, and Inclusion Officer proposed to the Council of Governments a shared message for the municipal bodies within the Village. Coordinating a shared message among local taxing bodies helps prevent inconsistent guidance, reduce confusion, and maintain public trust during sensitive situations. Alignment ensures that residents, contractors, and employees receive consistent information across public institutions, which limits rumor-driven escalation and operational disruption. It also demonstrates coordinated governance and reinforces Oak Park's values while ensuring each body remains within its legal authority. In complex environments, consistency supports both risk management and institutional credibility.

### **6) Oak Park Police Department Protocols**

The Police Department's priority is the safety, well-being, and trust of all members of our community. The Police Department will neither interfere with nor assist in any immigration enforcement operations while remaining committed to serving and protecting every citizen with fairness and respect in accordance with the Village's Welcoming Ordinance, which aligns with the Illinois TRUST Act, 5 ILCS 805/1 *et seq.*

Federal law prohibits anyone, including local police, from interfering with or impeding federal civil immigration enforcement operations. Persons violating this law may be arrested and charged by federal authorities. The Oak Park Police Department will respond to calls for service regarding alleged federal civil immigration activities in the Village.

- Upon arrival, officers will conduct an initial investigation, which may include interviewing witnesses and collecting available videos.
- If the initial investigation confirms federal civil immigration activities were conducted in the Village, a report will be completed.
- If federal agents are present at the time, the field supervisor will attempt to meet with the agent in charge to obtain basic information, including the nature of the operation, the identity of any individual detained or taken into custody, and the location where the individual will be transported to. This information will be included in the initial report.
- If a parent of a minor is taken into federal immigration enforcement custody, the Police Department will coordinate with the school or daycare to identify an authorized emergency contact. If unsuccessful, the Department will take the child into protective custody and notify the Illinois Department of Children and Family Services to arrange temporary care, as required by law. The Police Department remains in regular communication with our school districts and will review their finalized protocols to ensure we are working together to support families impacted by Federal immigration enforcement.

For questions, please contact Shatonya Johnson, Police Chief, via email at [sjohnson@oak-park.us](mailto:sjohnson@oak-park.us) or by phone at 708-358-5502.

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