

### Resource Card for Federal Agency Visits Script for Staff

**General Response:** "I'm not authorized to answer questions or provide any documents. I will contact my supervisor right away."

**If they insist:** "Please allow me to notify my supervisor. I am not authorized to speak on behalf of the City. I apologize for the inconvenience."

**If shown a warrant:** "May I please make a copy of the warrant to provide to our legal team?"

**If asked about a client or coworker:** "I'm sorry. I cannot discuss anyone's information. I'll notify my supervisor."

**If pressured to cooperate immediately:** "I understand, but I need to follow the City's protocol and contact my supervisor first."

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### Resource Card for Federal Agency Visits Contact Information

**Step One:** Contact \_\_\_\_\_  
(Name and Contact Information)

**If you cannot contact a supervisor:** Contact \_\_\_\_\_

(Name and Contact Information)

**Step Two:** Email the warrant to [law.review@phoenix.gov](mailto:law.review@phoenix.gov) and call Law at 602-262-6761

**Step Three:** Request to speak to lead agent – Note official's name, agency, badge number, and contact information for agency

**DO NOT ALLOW ACCESS TO BADGED AREAS WITHOUT DIRECTION FROM LAW**

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