

POLICY 38

SANCTUARY CITY POLICY Added 11/25

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City of Olympia Employee Policy: Responsibilities and Expectations in a Sanctuary City

1.0 Purpose

The City of Olympia is committed to being a Sanctuary City for immigrants, LGBTQIA2S+ individuals, and for reproductive/gender-affirming healthcare rights. This policy outlines the responsibilities and expectations for all city employees to ensure that all staff, residents, and visitors receive equitable treatment, protection, and access to City of Olympia services regardless of immigration status, gender identity, sexual orientation, or reproductive/gender affirming healthcare choices.

2.0 Application

This Policy applies to all employees, interns, and volunteers. Specific Department policies, civil service rules, labor agreements, individual employment contracts, or memorandums of understanding may provide clarification or greater detail than this Policy. In all cases, if there is any question as to the administration, interpretation or specific provisions of any federal or state law, the actual federal or state law will be referred to and will form the minimum requirements of any decision made by the City regarding compliance. The City Manager's Office is designated authority for interpretation and execution of actions within this policy.

3.0 Reference

Washington State RCW [10.93.160](#) describes immigration and citizenship status and law enforcement agency restrictions.

Washington State RCW [9.02.100](#): Reproductive privacy—Public policy.

RCW [74.09.675](#): Gender-affirming care services—Prohibited discrimination.

City of Olympia [Policy 3](#): Discrimination and Harassment Prohibited

City of Olympia [Policy 20](#): Standards of Conduct

City of Olympia [Policy 22](#): Whistleblower Protection

City of Olympia [Policy 25](#): Workplace Violence

City Resolution M-1857: A Resolution of the City Council of the City of Olympia, Washington, Declaring the City of Olympia a Sanctuary City for immigrants and refugees

City Resolution M-2348: A Resolution of the City Council of the City of Olympia, Washington, Declaring the City of Olympia a Sanctuary City for reproductive health care and abortion services as permitted by Washington State law, and recognizing a woman's right to reproductive choice.

City Resolution M – 2591: A Resolution of the City Council of the City of Olympia, Washington, Declaring the City of Olympia a Sanctuary City for LGBTQIA2S+ people.

4.0 Guidance

The City shall refuse to implement or enforce any federal policies and/or directives that mandate discriminatory actions that violate state law or City of Olympia policy against:

- a. Immigrants, refugees and/or their children;
- b. Residents, staff and/or visitors who identify as LGBTQIA2S+;
- c. Those seeking or providing abortion care, and other reproductive and/or gender affirming health services.

Employees are prohibited from participating and using their City position or City resources in enforcement activities that conflict with this commitment unless such non-participation results in a violation of Washington State and/or federal law.

4.1. Equal Access to Services

City employees shall:

- Treat all individuals with dignity, respect, and fairness, regardless of immigration status, sexual orientation, gender identity, and/or reproductive and/or gender affirming healthcare decisions.
- Provide municipal services to all residents, regardless of immigration status, LGBTQIA2S+ identity, and/or reproductive and gender-affirming health care choices.
- Not deny access to City services to any individual based on their immigration status, LGBTQIA2S+ identity and/or reproductive and/or gender-affirming health care choices.

Act in a manner that reflects the City's commitment to sanctuary status in all activities connected with City employment and while using City resources and delivering City services.

4.2. Protection of Privacy and Confidentiality

Except as otherwise required or permitted by law, City employees, interns, and volunteers, shall:

- Not inquire about or disclose a person's immigration status, sex, LGBTQIA2S+ identity, and/or reproductive and/or gender affirming decisions or healthcare choices.
- Not use City time or resources to discuss with others or reveal private information about individuals seeking reproductive healthcare or identifying as LGBTQIA2S+.
- Be thoughtful in keeping the privacy and confidentiality of any known individual reproductive decisions, gender affirming decisions or healthcare choices of others. .

4.3. No Use of City Resources to Assist in Enforcing Laws Under the Primary Jurisdiction of Other Entities

City employees shall:

- Promptly communicate with a supervisor or the City Manager for transmittal to the City Attorney in an event a request is made to an on duty City employee by an outside agency, compliance with which, in the judgment of the City employee receiving such request, is contrary to or is in violation of Constitutional protections afforded to any person in Olympia. This includes the use of City time and/or resources to assist with federal civil immigration or enforcement. For example, requests:
 - Refrain, to the extent legally possible, from officially assisting or voluntarily with investigations, interrogations, or arrest procedures, public or clandestine, that are in violation of individuals' civil rights or civil liberties as specified in the United States Constitution, Washington State law and/or City Municipal code or employee policy.
 - To investigate, or assist in an investigating individuals who may be exercising their rights related to immigration, gender affirming care, or use of reproductive healthcare services of any kind.
- Not detain or arrest individuals based solely on immigration status, LGBTQIA2S+ identity, and/or reproductive/gender-affirming health care choices.
- Not enter into agreements to assist in federal immigration enforcement activities.
- Immediately report to the City Manager, who shall report to the City Council, to the extent not directly prohibited by law, any known investigative activities conducted on City of Olympia property or in City facilities related to federal civil immigration enforcement, gender affirming care, or use of reproductive healthcare services of any kind.

4.4. Policy Review and Compliance

- Employees shall receive appropriate training and have access to available resources to ensure understanding and implementation of the City's Sanctuary City policies.

4.5. Protection of Rights and Non-Discrimination

- The City of Olympia affirms its commitment to ensuring its policies for all residents, including refugees and immigrants, LGBTQIA2S+, and/or those seeking reproductive and/or gender-affirming health care, reflect its desire for all residents to feel safe and welcomed through the City's programs and services to the community.
- Any form of discrimination or harassment based on immigration status, LGBTQIA2S+ identity, and/or reproductive/gender-affirming health care choices will not be tolerated within city operations.

4.6. Implementation

All City of Olympia employees are expected to adhere to this policy in the performance of their duties. Department heads and supervisors shall ensure that staff are informed and trained on these expectations. As necessary, City employees shall work with community organizations and legal advocates to uphold and reinforce its status as a Sanctuary City

4.7. Accountability

Failure to comply with this policy may result in disciplinary action in accordance with the City's employment policies and procedures.

Revision history: New-June 2025