

# **AARP** Foundation<sup>®</sup> Tax-Aide

## **Law Enforcement Activity at Your AARP Foundation Tax-Aide Site**

### **Before tax season:**

- Confirm host-site policies and procedures – always defer to the host-site.
- Review this and all guidance with **all volunteers**, especially shift and local coordinators.
- Keep the focus on safety and program integrity; avoid political discussions.

### **If the host-site grants entry to law enforcement your priority is to protect taxpayer data while complying with any judicial warrant presented:**

- Immediately shut down all Chromebooks.
- Return documents to taxpayers in Tax-Aide envelopes.
- If the taxpayer isn't present, secure the documents as best you can.

### **During an incident:**

- The shift or local coordinator should take notes of all actions by law enforcement and make note of any items seized.
- The shift or local coordinator **should not** block, interfere with, or confront (physically or verbally) law enforcement as they go about their activities. Shift or local coordinators should remain calm and composed.
- We suggest refraining from recording that interferes with officers **or** captures taxpayer data.

### **After an incident:**

- **Immediately contact your Tax-Aide Assistant National Director.**
- Check in with volunteers and affected taxpayers.
- Decide whether to continue or suspend operations for the day.
- Follow standard procedures in filing an incident report with details and impacts.