

## WHAT TO DO WITH AN ENFORCEMENT INFORMATION REQUEST

*If any ICE agent requests access to records or documents regarding the facility's clients or staff:*

1. Staff—preferably a designated supervisor—should inform agents that facility policy is to not release information without the client's consent, unless disclosure is required by judicial warrant, subpoena, or otherwise required by law. Staff should say, **“I’m sorry but we can’t release this information to you without a warrant or subpoena.”**
2. If agents claim to have a judicial warrant or subpoena, staff should not release information without consulting a supervisor. Staff—preferably a designated supervisor—should request a copy of the warrant or subpoena and ask for the agents' contact information.
3. If such information is requested or if a subpoena is received, a supervisor should immediately contact counsel.

## WHAT TO DO AFTER AN ENFORCEMENT ACTION

### *POST-RAID DOCUMENTATION*

*This section is also contained in ICE/POLICE Enforcement Form attached as Exhibit 3.*

**Document the officer's actions** in as much detail as possible without interfering with the officer's movements. The following information should be documented:

1. What was the date of the action?
2. What time did the action begin and end?
3. How many agents were present?
4. What agency conducted the action (i.e., ICE, local police, or state police)?
5. What were the names and/or badge numbers of the agents?
6. How did the agents' uniforms identify them (i.e., ICE, police, etc.)?
7. Why did they say they were at the facility?
8. Did you or another staff member ask to see a judicial warrant?
9. Did the agents present a judicial warrant?
10. If not, did you or another staff member deny them consent to enter? What was said to the agents?
11. If you or another staff member denied the agents consent to enter, how did they react?
12. If the agents presented a warrant, was a supervisor alerted? Who?
13. Was the warrant an administrative warrant, signed by an immigration official?

14. If it was an administrative warrant, did you or another staff member tell the agents that your organization has a policy of denying access to non-public areas in the absence of a judicial warrant? What did you say?
15. How did the agents react if you or another staff member denied them consent to enter based on an administrative warrant?
16. Did the agents present a judicial warrant, signed by a judge?
17. If so, please describe the warrant:
  - a. What was the date of the warrant?
  - b. What items or persons were the subjects of the search?
  - c. What areas did the warrant identify to be searched?
  - d. Which judge signed the warrant?
18. Did you allow the agents entry based on a judicial warrant?
19. If so, did you or another staff member accompany agents on their search? Which staff members?
20. Describe where the agent searched.
21. Did the agents stay within the areas they were authorized to search by the warrant? If not, what other areas did they enter? Did they look in closed closets, cabinets, or drawers? Did they ask permission first?
22. Did the agents keep anyone from moving around freely? Who?
23. Did the agents arrest anyone? Who?
24. Did the agents seize any items? What?
25. Did the agents take pictures of documents? If so, what documents? How did the agents get the documents?
26. Did the agents take fingerprints? If so, whose?
27. Who witnessed the action?
28. Were children present? If so, whose children? How many?
29. Did the agents yell at or threaten anyone? Who? Why? Which agents (if known)?
30. Did the agents have guns drawn or were they touching their weapons?
31. Did the officers detain anyone or make any arrests? If so:
  - a. What were the names and ages of the persons detained or arrested?
  - b. Were the arrested individuals identified by name in a judicially signed arrest warrant?
  - c. Where are the arrested persons being held?
  - d. Did the arrested individual(s) have other family members at the facility?
  - e. Did the arrested individual(s) have children at the facility?

**Complete a report that includes the information above and the officer's statements and actions and submit it, along with any video or other recordings, to counsel and the National Homelessness Law Center at [info@homelesslaw.org](mailto:info@homelesslaw.org).**

## POST-RAID MESSAGING GUIDANCE & TALKING POINTS

While the safety of clients and staff is of paramount importance, once immediate threats have passed, service providers should try to share stories with the media to prevent harm from coming to others. Here are some tips on telling those stories, courtesy of the Housing Narrative Lab:

Considerations as you speak publicly about the potential impacts of these raids:

- Lean into the impact of the raids on your neighborhood and community.
- Call out some elected officials for supporting the raids and scapegoating immigrants living on the brink. Be clear this is an effort to distract us because they haven't focused on real solutions.
- Focus on how awful the raids are to people **AND** provide alternative - better - solutions. Show *how* our communities are better off when we focus on solutions, such as housing, healthcare and job opportunities.
- Go on the offense by not repeating the opposition's words, even adding the word "not". For example, do not say, "Raids are not the solution." Instead reframe the issue to what you want, ie, "The solution is ..."

Suggested talking points and messaging:

- Federal agents raided our shelter / center/ soup kitchen and seized people just like you and me. People who are trying to do what's best for their families, stay off the streets, feed their families and provide them with the basic necessities we all need to thrive. This raid was an abuse of power.
- Today we saw what happens when elected officials abuse their power and tell the police to target people who don't have a safe place to live. This raid not only left members of our community more vulnerable, it left our neighborhoods less safe from police. (*Or insert the impacts on your community.*)
- These elected officials are scapegoating people who can't stand up to them in order to manipulate and distract us from the fact that they have not done their jobs and focused on real solutions to the challenges facing people living on the brink.
- We should be the ones deciding what kind of communities we live in. Together, we can choose to be communities that provide people the support they need when they need it and ignore cynical elected officials blaming newcomers for political points.
- Attacking new immigrants for trying to stay safe and get a warm meal is short-sighted. Immigrants make our communities stronger; they grow our economy and give back – when they have the chance to succeed here.
- Our shelters/centers/soup kitchens are doing the job of government and elected officials who should be using their power to help people get and keep a roof over their heads, instead of raiding soup kitchens and shelters.
- In a country as rich and powerful as ours, we have the resources to help our neighbors - whether they've lost homes to fires and floods or are new arrivals fleeing violence or war.
- Everyone – longtime residents and newcomers alike – needs a place to call home. We can use our resources to help people keep a roof over their heads, instead of targeting people who need soup kitchens and shelters to survive.
- And for recent arrivals seeking asylum, we can expand legal services or speed up work authorization so people can get on a path to stability and well being.