

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?