

# Congregational Preparation for potential I.C.E. Encounters

- ICE can enter public spaces
- Remain calm
- If ICE approaches someone, they can exercise their rights

## Have a plan

- Clearly mark all private spaces by adding “Private,” “Staff Only,” or similar signs and adding locks to the doors
- Ensure that your written policies and procedures regarding visitors and entry into private spaces are up-to-date and consistently applied.
- Ensure that all staff and volunteers are trained on how to respond to an ICE officer attempting to enter a private space.
- Consider programming to educate congregants about their rights and prepare them for potential ICE interactions.
- Decide what happens if ICE shows up at your church
  - Assign roles for key members: who will speak with officers, who will record, who will report. Knowing roles in advance is helpful
  - Make sure everyone knows the plan and also knows the locations of the private spaces
- If ICE is active in your community, you may want to have a citizen or two monitor parking lots since ICE frequently targets folks in parking lots so that they do not have to deal with the rules of entering buildings. If agents are visible, have a team ready to be present in parking lots or to alert congregation members

## The person liaising with ICE should:

- Ask ICE why they are present
- Review any ICE paperwork
  - Make sure that the person knows the difference between types of warrants
  - ICE cannot arrest someone without an administrative warrant without additional evidence
  - ICE cannot enter any private spaces without a judicial warrant
- If ICE has no paperwork, calmly ask them to leave
- Remind your congregants that they do not have to speak and ask the ICE officers to interact with you
- Document details of the interaction: ask for names and badge numbers
- As soon as ICE officers leave, immediately document everything you can about the visit in writing or recorded