

Summary To Dos:

1. Identify ICE liaisons from your congregation, apart from clergy and administrator(s).
2. Designate your private and public spaces and the circumstances when those apply.
3. Communicate this plan to your congregation, spaces users and programs.
4. Train necessary volunteers.

Resources

[Client Privacy/Confidentiality: Recommendations for Food Pantries/Community Feeding Programs Serving Immigrant Clients.](#) Mass Legal Services (May 2017). While dated, this includes solid best practice tips around client confidentiality and creating a welcoming space that are relevant.

[Fact Sheet: Trump's Rescission of Protected Areas Policies Undermines Safety For All, National Immigration Law Center](#) (January 2025). Summarizes 4th Amendment rights and includes targeted advice for houses of worship, health care providers, and others on how to keep visitors and employees safe despite the change in the "protected areas" policy.

[A Guide for Employers: What to Do if ICE Comes to Your Workplace.](#) National Immigration Law Center (January 2025)

[Understanding Employer Rights and Obligations if ICE Knocks On Your Door.](#) Felhaber Larsen Employment Law (January 2025)

[We Have Rights! What to Do When Interacting with ICE.](#) ACLU (January 2025). Includes videos and printed resources in multiple languages.

[MIRA Coalition Know Your Rights Resources Page.](#) MIRA Coalition (January 2025). Includes links to prerecorded videos and updates about local trainings/clinics.

[Guidance to Nonprofits Regarding Immigration Enforcement.](#) Lawyers Alliance for New York and NY Lawyers for the Public Interest. (December 23, 2024)

Boston Mayor's Office for Immigrant Advancement. Includes information about free immigration consultations with approved immigration attorneys.

These guidelines adapted from the Southern New England Conference of the United Church of Christ. (<https://www.sneucc.org/postdetail/18881383>)

MV Island Clergy Association

Suggested Safe Facility Guidelines

What to do if ICE comes

This is not legal advice and should not be construed as such.

Our congregation welcomes all people, no matter their immigration status. Recently, the Trump Administration changed a policy that used to limit ICE (Immigration and Customs Enforcement) from coming into sensitive locations, such as houses of worship, schools or hospitals.

This plan describes what to do in the unlikely event that ICE tries to come into your house of worship or asks for information about people there. It also explains the rights of all visitors, staff, and volunteers, no matter their immigration status. Everyone who works or volunteers at the house of worship should read and understand this plan.

If ICE Asks for Information About People

(e.g. about clergy, staff, members, space users, volunteers, clients/recipients of services)

1. **In general, do not ask about anyone's immigration status. Do not record information about immigration status.**
2. **Don't give ICE lists or personal information about your staff, members, space users, or "clients"** unless they show a judicial warrant for that information. Massachusetts privacy law requires agencies and organizations that acquire private client information to keep those records private.
3. **Keep information secure and private.**

Know and Exercise Your Rights: What to Do if ICE Approaches You (Individually)

1. **Stay calm. Don't run or obstruct.** If ICE approaches you, clarify who they are, ask them to show identification. When appropriate, ask, "Am I free to go?"
 - If they say yes, walk away and don't answer any questions.
 - If they say no, you must follow their orders, but don't resist or run.
2. **Use your right to stay silent. If you feel under pressure to speak, it is within your rights to say:**
 - "I want to use my right to stay silent."
 - "I want to talk to a lawyer."
 - If they search your bag or purse, say, "I don't consent to this search."
3. **You don't have to tell them anything about other people, and you don't need to share your information.** Don't help ICE figure out who people are based on their language, where they come from, or anything else. This may violate their rights. Make available "Know Your Rights" cards in English, Portuguese and Spanish. You can give these to anyone if ICE talks to them.
4. **People who are watching can record what happens**, as long as they don't get in the way. **They must verbally state that they are filming.**
5. **If they ask to enter or search the property, follow the guidelines below.**

If ICE Asks to Enter Your House of Worship

1. **Ask for identification. Then contact these pre-identified and trained folks right away to review the situation:**
 - During worship services:
 - During food pantry/community meal/shelter:
 - Any other time:
2. **You have the right to designate areas of your building as private**, such as: office(s); storage areas; furnace/boiler room; or bathrooms. In light of best practices, each house of worship should determine private areas. **When providing social services**, there may be other areas that can be designated private, such as a sanctuary.

If ICE Asks to Enter Your House of Worship (con't)

3. **Ask ICE if they have a warrant.** ICE can be in **public areas** inside the building without a warrant, but they can't stop, search, or arrest people in those areas without a warrant.
4. **If they only show an administrative warrant, or no warrant at all, do not let them enter private areas.** You can say, "This is a private area. You can't come in without a judicial warrant."
5. **If they say they have a judicial warrant, check to see that it is signed by a judge.** A judicial warrant will say "U.S. District Court" or "State Court" at the top. Administrative warrants are not from a court. They say "Department of Homeland Security" and are on Forms I-200 or I-205. **ICE cannot enter private areas without a judicial warrant and consent from the house of worship.**
6. **Stay with ICE while they are there.** Watch them to make sure they follow the rules in their warrant. If they search places not listed in the warrant, state that you object to the search and document it in your notes. You may record the search so long as you state you are doing so (don't do this if you feel unsafe).
7. **If someone is arrested, ask where they're being taken.** This information will help the person's family and lawyer find them.
8. **Take notes or record what happens after they leave and share it with your clergy person and leadership.** Write down:
 - How many ICE agents were there?
 - What were they wearing? How were they armed?
 - Did they make you believe you couldn't move or leave?
 - Did they treat anyone badly? How?
9. Reach out to local community resources if necessary to connect people with additional support. **You are not alone.**