



## **REPORTING PROCEDURES After the Encounter with I.C.E.**

Immediately after an enforcement action has concluded, the Church Members involved should document the incident, and complete a report on the enforcement action, including but not limited to information identified below:

1. Date of enforcement action? Time action began and ended?
2. Describe the enforcement action:
  - a. How many agents? What agency or agencies conducted the action (i.e., ICE, local police or state police)? Names and/or badge numbers of the agents. How did their uniforms identify them?
  - b. Why did they say they were there?
  - c. Did you ask to see a warrant? Did the agents present a warrant?
    - i. If not, did you deny them consent to enter? What did you say? How did they react if you denied them consent to enter?
    - ii. If the agents presented a warrant, was additional designated staff alerted? Who?
  - d. If the agents were already inside the church when you encountered them, did you ask them to leave? What did you say? How did they react when you asked them to leave?
  - e. Was the warrant an administrative warrant, signed by an immigration official? If it was an administrative warrant, did you tell the agents that your organization has a policy of denying access to church property in the absence of a judicial warrant? What did you say? How did the agents react if you denied them consent to enter based on an administrative warrant?
  - d. Did the agents present a judicial warrant, signed by a judge? If so, please describe the warrant:
    - i. What was the date on the warrant?
    - ii. What items or persons were the subjects of the search?

- iii. What areas were identified to be searched?
  - iv. Which judge signed the warrant?
- e. Did you allow the agents entry based on a judicial warrant?
- i. If so, did you or another staff member accompany them on their search? Who? Did the agents stay within the areas they were authorized to search by the warrant?
  - ii. If not, what other areas did they enter? Did they look in closed closets, cabinets, or drawers? Did they ask permission first?
  - iii. Did they keep anyone from moving around freely? Who?
  - iv. Did they arrest anyone? Who?
  - v. Did they seize any items? What?
  - vi. Did they take pictures of documents? If so, whose? How did they get the documents?
  - vii. Did they take fingerprints? If so, whose?
  - viii. Was anyone hurt or injured? Was any property damaged?
- f. Were there children present? If so, whose? How many?
- g. Did the agents yell at anyone? Who? Why? Which agents (if known)?
- h. Did the agents have guns? Where were the guns? Did the agents have guns drawn or were they touching their weapons?
- i. Were the agents in uniform? Were they wearing special vests, helmets, or other items?
- j. Did anyone talk to the agents? What did they say? (Please describe all interactions, i.e., someone asking agent if they could make a phone call, someone asking agent if they could use the bathroom, etc., and how agents reacted)
3. Is there anything else to add about the enforcement action?
4. Signature of Staff reporting and witness.

[Once the Church Member(s) has documented these answers, the information should be given to the parish and/or diocesan legal counsel and kept in a secure place at the church.]