

Guidelines for ICE/CBP Visits at a Community Based Organization (CBO)

If Immigration and Customs Enforcement (ICE)/Customs and Border Protection (CBP) is at your CBO or any associated facilities.

DO:

- **Remain calm and reassure staff and clients to maintain a safe environment.**
 - You may remind staff and clients of their right to remain silent and to request legal representation if questioned by law enforcement.
- **Request to see the officers' identification and document all interactions.** (e.g., officer names, badge numbers, and reason for the visit).
- **Follow your organization's procedures, including notifying leadership and/or legal counsel** if ICE/CBP is at or near (i.e., in the parking lot) your facility.
- **Ensure that law enforcement agents do not enter private areas without a valid judicial warrant**
 - The warrant must be signed by a judge and identify the address to be searched.
 - Forms signed only by ICE/CBP agent, such as DHS forms I-200 or I-205 (images provided in Types of Warrants document), are not judicial warrants.
- **Protect confidential client information** - Make sure no personal client information is publicly viewable.

Call the Washington Immigrant Solidarity Network's (WAISN's) Deportation Defense Hotline at: 1-844-724-3737. WAISN has rapid response teams that can come to your site to verify and document the ICE/CBP activity and offer support to those affected.

DON'T:

- **Don't allow ICE/CBP agents to enter non-public areas** (client meeting rooms, employee-only spaces, etc.) **without a valid judicial warrant.**
- **Don't provide information beyond what's required by law and your organization's policies.**
- **Don't speak on behalf of clients or staff or answer questions unless directed by your legal team or leadership.**
- **Don't panic or spread fear among clients and staff.**
- **Don't provide legal advice to clients.**