



# GUIDANCE FOR ICE VISITS



Immigrations and Customs Enforcement's (ICE) authority to conduct enforcement actions varies depending on whether ICE seeks access to public or private areas. ICE generally may arrest, interview, search, and surveil individuals in public places such as courthouses and bus stops. This authority exists regardless of whether ICE has a judicial warrant. Some locations have both public and private areas. For example, the City Hall lobby is public, while City Hall offices are private.

For private areas such as City or agency offices, ICE must obtain a judicial warrant to search the premises or seize records. A judicial warrant means a warrant signed by a state or federal judge, not an administrative warrant from the Department of Homeland Security.

ICE enforcement actions are generally prohibited in partly public areas, called "sensitive locations," such as public health clinics and public schools. The general prohibition against enforcement actions at sensitive locations is subject to several exceptions, however, including when ICE officers have supervisory approval or exigent circumstances exist (such as an imminent threat of harm to the public). If ICE visits a City property or agency, the supervising City or agency employee should take the following actions:

- Contact your supervisor who should notify your department's/agency's executive office.
- Demand to see identification and write down the name of the supervising ICE officer.
- Demand that ICE produce a judicial warrant authorizing ICE to search the premises. Request a copy of any warrant.
- Do not consent to ICE entering any private or "sensitive" City location or taking any City records. If ICE nevertheless conducts a search, with or without a judicial warrant, do not attempt to physically interfere with the search.
- Accompany ICE officers during any search. Take notes of ICE's actions during the search, and request that ICE provide you with a list of any items seized.
- Inform employees and any visitors at the property that they are not required to talk to ICE, not required to provide identification or other papers to ICE, and may consult with a lawyer.
- If ICE provides an administrative warrant identifying a City employee, you are not required to inform ICE whether the employee is working that day or to take ICE to the employee.

**Immigrant residents in need of assistance may contact  
the Illinois Coalition for Immigrant and Refugee Rights  
1(855) HELP-MY-FAMILY, 1(855) 435-7693 or [www.icirr.org](http://www.icirr.org)**

