



Guidelines for US Immigration Customs and Enforcement(ICE) agents visits to County Bureaus and Departments under the jurisdiction of the County Board President:

US Immigration Customs and Enforcement (**ICE**) **agents or their designees (ICE agent)** are treated like **any other law enforcement agency** that may present at a Cook County (County) facility.

Contact your agency or department's designated attorney or the President's general counsel for further guidance if an ICE agent presents at your agency or department.

- ICE agents can enter a public space without prior notice.
- ICE agents don't have the authority to stop, question or arrest just anyone in those public areas. A warrant is not required for an agent to interview a person, or to search an area if they receive permission. ICE agents can arrest people if they have a valid administrative warrant for arrest or if they have probable cause to believe that the person is "removable" from the United States.
- A warrant is not required for an agent to interview a person, or to search an area if they receive permission. Members of the public and staff have the right to refuse an interview.

Contact the highest ranking official or designated supervisor onsite and **do not take any action until that person arrives.**

Do not consent to ICE entering any private office space (a private office space or area is a space that the public cannot generally access, is behind a barrier, and/or would need to be accompanied by an employee to enter). If ICE nevertheless conducts a search, with or without a judicial warrant, **do not attempt to interfere with the search.**

The highest ranking official or designated supervisor should demand to see identification and write down the name of the supervising ICE officer. **Make a simultaneous written record of any refusal** by the officer to comply with this request.

The highest ranking official or designated supervisor **should demand that ICE produce a judicial warrant authorizing ICE to search the premises.** Request a copy of any warrant. Make a record of any refusal to comply with this request.

The highest ranking official, designated supervisor, or a designated staff member should **accompany ICE officers during any search.** Take notes of ICE's actions during the search, and request that ICE provide a list of any items seized. Document any refusal by an officer to comply with this request.

If an administrative warrant seeking Employment Eligibility Verification Forms or Forms I-9 is received, **please contact the Chief of the Bureau of Human Resources for further guidance.**

Compliance with Federal Law. Nothing in these Guidelines shall be construed to "prohibit, or in any way restrict, any government entity or official from sending to, or receiving from, the Immigration and Naturalization Service information regarding the citizenship or immigration status, lawful or unlawful, of any individual." 8 U.S.C. § 1373(a).