

SAMPLE TEMPLATE

Action Plan in Response to ICE

(For Church Use and Adaptation)

Purpose

The best way to move through an encounter with ICE on church property is to be prepared and organized. A small group with specific roles is a strong first step to move through any potentially disruptive situation and is ideal when managing a visit from ICE.

**It is not lost on me that different regions of the United States look and feel different when it comes to immigration. Each church is encouraged to develop a plan that fits the needs of its own congregation.*

This plan may be used by assigning volunteers to roles in advance **or** by assigning roles in the moment based on who is available.

Preparation Before an ICE Encounter

1. Assign or Familiarize Yourself with Roles

People should be familiar with their roles ahead of time so they know their responsibilities if ICE were to enter or be spotted on church property. Alternatively, if you choose to delegate in the moment based on who is available, become familiar with the following roles.

Communicator(s)

Role: Interact directly with ICE agent(s) at the front door or inside the church.

Responsibility includes understanding the difference between **Judicial warrants** (which grant access) and **Administrative warrants** (which do not grant access).

Assigned Person(s):

- Name(s): _____
- Backup(s): _____

Recorder

Role: Record the entire encounter.

This person should be comfortable using a phone or recording device.

Assigned Person(s):

- Name(s): _____
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Safety Guide(s)

Role: Alert and guide immigrants and impacted people to a designated private space within the church.

Assigned Person(s):

- Name(s): _____
 - Backup(s): _____
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2. Designate a Private Space

Immigrants and impacted people should relocate to a designated private space and avoid public areas such as the sanctuary or kitchen while ICE is being engaged.

Designated Private Space (likely should be a pastor's office):

- Location: _____

There are more constitutional protections in a designated private space, and designating this space prior to an encounter with ICE is vital.

Optional:

- [Entry door signage](#) used? Yes No
 - [Private space signage](#) used? Yes No
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Action Plan During an ICE Encounter

1. **Communicator(s)** approach ICE agent(s) and state:
“Please stop there. We’d like to see a judicial warrant for entering today.”
2. **Pastor Notification**
 - Pastor Name: _____
 - Alert if appropriate and summon to the situation.
3. **Safety Guide(s)** quietly escort immigrants and impacted people to the designated private space.
4. **If the warrant is not valid**, you can ask ICE to leave.
Suggested language:
 - “I don’t give you permission to come inside.”
 - “Please leave a card with your name and number.”
5. **If ICE agent(s) enter the designated private space:**
 - Begin recording immediately.
 - It is legal to record ICE.
 - Do not interfere with an arrest.
 - Film openly.
 - Stay at least 10 feet back.
 - Narrate what is being recorded.

If told to stop recording, recording may continue as long as there is no interference. Be aware that while there are limited situations where a phone can legally be taken, it may still occur. If recording is unsafe or not possible, document the encounter in writing.

After the Encounter

- Report ICE activity to local or national organizations.
- **United We Dream Hotline:** 1-844-363-1423

*For assistance determining who to contact or how to share documentation contact Meaghan Wharton at justice.advocacy.connector@dakotasumc.org

Optional Notes

(For internal use only)

- Additional instructions or considerations:
