

## **A Quick Guide for Church Personnel Who May Interact with Federal Agents**

If an Immigration and Customs Enforcement or other federal agent arrives at your church, do not open the door without observing the following protocols:

### **DO**

- Remain Calm
- Verify the identity of the federal agent(s)
- Close or lock your laptop or other computer immediately
- Inform all staff and visitors of the presence of federal agents on the premises
- Ask agents for a warrant
- Ask federal agents to slide all documents under the door/through the mail slot, etc.
- Remember you have the right to remain silent
- Remember you have the right to legal counsel

### **DO NOT**

- Keep documents out in plain view
- Leave your computer open or unlocked
- Allow federal agents into the premises without a warrant
- Lie to agents
- Assist anyone to hide or escape from agents
- Obstruct or resist federal agents if their actions are within the bounds of a valid warrant
- Share any information without a warrant
- Sign anything

### **THINGS YOU CAN SAY**

- “I am not authorized to speak with you.”
- “I need to contact our attorney.”
- “I do not want to answer your questions.”
- “I do not consent to your entry.”
- “Do you have a warrant? Please pass it under the door.”
- “I do not give you permission to enter.”
- “Am I being detained? Am I free to go?”