

ICE Protocol Guidance *as of September 9, 2025*

In light of recent executive orders regarding Immigration and Customs Enforcement (ICE), we want to ensure that everyone on our team is informed and prepared.

Our primary goal remains to foster a safe, inclusive, and supportive environment for everyone, regardless of their background. These updated protocols provide guidance on how we, as an organization, will respond to any related situations that may arise. The [City of Chicago has launched a Know Your Rights Campaign](#) with additional information beyond what is provided below.

If ICE agents come to Marwen:

- ICE agents ***may attempt*** to enter a workplace for form I-9 audits, raids, or to detain specific people without warning.
- If ICE agents show up at Marwen remain CALM.
 - Immediately call a Director down to the front desk and/or call their [cell](#)
 - Do NOT open the door. See protocol below.
- ICE agents CAN enter PUBLIC spaces of Marwen without permission. Public spaces of Marwen include the parking lot and areas outside the building.
 - Given our front door is locked and we need to buzz in, everything past the exterior door is considered *private*.
 - If agents are interrogating students or families on Marwen public property, we should document the actions and call ICIRR's 24-Hour Family Support Hotline at 1-855-HELP-MY-FAMILY (1-855-435-7693) to report it.
- ICE agents CANNOT enter PRIVATE areas of Marwen unless they have either a [judicial warrant](#) signed by a judge or permission from Marwen.
 - Everything past the exterior door is considered *private*.
 - Do NOT allow ICE agents to enter our workplace without a [signed judicial warrant](#). If you open the door, you are giving them permission to enter. If they have a warrant, you have the right to ask to see it before letting them in. You can request them to slide it under the door or hold it against the window.
 - A valid judicial warrant will be signed by a judge, and will have the name of a state or federal court at the top, e.g. "Supreme Court of the State of Illinois."
 - An administrative warrant, which often says "Department of Homeland Security," doesn't grant them access to private spaces.

- Verbal permission ***should never*** be given by any staff member in the absence of a valid signed judicial warrant.
- **IF ICE agents have a [*judicial warrant*](#) signed by a judge.**
 - Marwen is not required to let ICE into private areas unless they present a valid judicial warrant, and even then, they're limited to the areas listed in the warrant.
 - Staff ***should not provide any details*** about anyone, including staff, students or families.
 - Make a copy of the signed judicial warrant and document the actions of the officers while they are inside Marwen's building.
- **If you personally encounter an immigration or police officer** in any location including Marwen, refer to the [City of Chicago Know Your Rights Campaign](#) for information and resources.
- Samples of a valid judicial warrant vs an administrative warrant (which is not valid) is copied below.

THIS IS A VALID JUDICIAL WARRANT

AO 93 (Rev. 11/13) Search and Seizure Warrant

UNITED STATES DISTRICT COURT

for the

In the Matter of the Search of
*(Briefly describe the property to be searched
or identify the person by name and address)*

Case No.

A search warrant is needed to
search and enter premises; an
administrative warrant
doesn't allow entry

Check that the warrant has
your correct name and address

SEARCH AND SEIZURE WARRANT

To: Any authorized law enforcement officer

An application by a federal law enforcement officer or an attorney for the government requests the search
of the following person or property located in the _____ District of _____
(Identify the person or describe the property to be searched and give its location)

Officers typically can only
search the specified person or
property described .

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property
described above, and that such search will reveal *(Identify the person or describe the property to be seized)*.

The search is only allowed at
the stated time and date.

YOU ARE COMMANDED to execute this warrant on or before _____ *(not to exceed 14 days)*
☐ in the daytime 6:00 a.m. to 10:00 p.m. ☐ at any time in the day or night because good cause has been established.

Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the
person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the
property was taken.

The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory
as required by law and promptly return this warrant and inventory to _____
(United States Magistrate Judge)

☐ Pursuant to 18 U.S.C. § 3103a(b), I find that immediate notification may have an adverse result listed in 18 U.S.C.
§ 2705 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose
property, will be searched or seized *(check the appropriate box)*

☐ for _____ days *(not to exceed 30)* ☐ until, the facts justifying, the later specific date of _____

Date and time issued: _____

Judge's signature

City and state: _____

A warrant is only valid with a judge's signature.
Without it, you can refuse the search.

Printed name and title

THIS IS NOT A VALID WARRANT

U.S. Department of Justice

Immigration and Customs Enforcement

Warrant of Removal/Deportation

Important: An administrative warrant allows for the arrest of the person named, NOT a search of private property. You can refuse if an officer tries to search your home with this warrant.

File No: _____

Date: _____

This warrant is valid only for the arrest of the person named.

To any officer of the United States Immigration and Customs Enforcement

(Full name of alien)

Who entered the United States at _____ on _____
(Place of entry) (Date of entry)

Is subject to removal/deportation from the United States, based upon a final order by:

- ☐ An immigration judge in exclusion, deportation, or removal proceedings
- ☐ A district director or district director's designated official
- ☐ The Board of Immigration Appeals
- ☐ A United States District or Magistrate Court Judge

And pursuant to the following provisions of the Immigration and Nationality Act:
Section 241 (a) (5) of the Immigration and Nationality Act (Ace), as amended.

I, the undersigned officer of the United States, by virtue of the power and authority vested in the Attorney General under the laws of the United States and by his or her direction command you to take into custody and remove from the United States the above-named alien, pursuant to law at the expense of the appropriation. "Salaries and Expenses Immigration and Customs Enforcement" including the expense of an attendant if necessary.

(Signature of ICE Official)

(Title of ICE Official)

(Date and Office Location)

It must be signed by an immigration officer to be valid