# Legal Enforcement Response Guidelines\*

**[Temple/Organization] is** committed to fostering a welcoming and safe environment for all our employees, lay leaders, congregants and visitors regardless of citizenship or immigration status. This communication serves to clarify our policies, highlight important protections, and provide guidance for responding to specific scenarios.

**IMMIGRATION STATUS: OUR PRACTICE**

* **We do not collect citizenship or immigration status of non-employees:**Our practices do not include collecting or recording citizenship or immigration status for
* **Privacy is paramount:**We will not disclose immigration or citizenship information, if known, unless required by law to do so. Employees are not authorized to make this determination.
* **We do not act on behalf of immigration services:**We do not participate in immigration enforcement activities and remain focused solely on delivering compassionate care for our members, and a supportive work environment for our employees.

1. **ICE/Immigration Enforcement Requests**

All areas of our facility are considered private spaces, except for those that are specifically designated otherwise, such as the main lobbyandreception/information desk*.* 

**IF ICE OR LAW ENFORCEMENT ARRIVES:**

* **Remain calm and professional.**
* **Do not be alarmed by their attire, including armor and weaponry.**
* **Do not grant access to private areas unless instructed to do so by [insert designated leader names].**

**INSTRUCTIONS FOR ENTRY AND SECURITY PERSONNEL:**

If someone comes to the entrance and says they are with ICE/Immigration, do not answer questions and follow the script below:

**“*This a private space. Do you have a judicial warrant*?”**

* **If NO: “***You are not allowed to enter*.”
* **If YES**: “*Show it to me, please*.”
  + If they show you a warrant signed by a judge, do not acknowledge or confirm any information and say: “*I am not authorized to let you in. Let me call my supervisor.*”
  + Follow escalation path below.
* **Escalation Path:**
  + Inform the officer that you are not authorized to provide access or information.
  + Contact designated leaders immediately.
    - Name – cell phone
    - Name – cell phone
* **Designated Leader Response:**
  + Ask to see the warrant
  + Verify warrant for validity and jurisdiction
    - Signed by a judge
    - Exact name of facility and address
  + Do not sign anything or provide information
  + If they enter the premises, contact your legal counsel

1. **Other Judicial Requests**

* **Subpoenas, Deposition and Information/Record Requests**
  + If you receive a subpoena, notice of deposition, record request, or any legal document, immediately contact your designated leaders.
  + If a process server tries to hand you a legal document, say: “*I am not authorized to accept. Allow me to contact my supervisor*.”

**COMMITMENTS TO YOUR PRIVACY AND SAFETY:**

* We will continue to protect the information and privacy of our congregants and our employees to the fullest extent permitted by law.
* We will remain a resource to our staff, congregation, and community as new information becomes available.

**SUPPORTING OUR COMMUNITY**

[Temple/Organization] understands that policies and public discourse surrounding immigration may create fear or uncertainty. Please be assured:

* We are a place of care, compassion, and safety for everyone in our community.
* We will continue to provide updates as the legal and regulatory landscape evolves.
* We encourage any staff member with questions or concerns to speak with [names of designated leaders].

Thank you for your dedication to supporting the well-being of our community. Together, we live our values of compassion and respect.

**DEFINITIONS:**

1. **Warrant:** A document signed by a judge compelling entry and search of a private facility.
2. **Subpoena:** A document signed by a judge compelling production of records or testimony in a legal proceeding.

*\*With appreciation to Congregation Shaaray Tefila of New York City, the original creator of the guidelines from which this document is adapted.*