



## **ICE AGENT VISIT TO A DHS SERVICE CENTER, SHELTER, OR OFFICE GUIDANCE**

When a United States Immigration and Customs Enforcement (ICE) Agent comes to a District of Columbia (District) Department of Human Services (DHS) Service Center, Shelter, or Office, immediately have a security guard accompany you and then ask:

1. To see their badge or ID;
2. To see a copy of any warrants, or documents they have; and then
3. Immediately call Dallas Williams at (202) 698-4142 (desk) or (202) 257-7298 (cell) and email him at [dallas.williams@dc.gov](mailto:dallas.williams@dc.gov), and then immediately fill out the form below to document the visit. Dallas will contact the DHS Office of the General Counsel (OGC).

### **NEVER CONFRONT OR STOP AN ICE AGENT**

- If an ICE Agent enters a Service Center, Shelter, or Office without a warrant or permission from DHS, just document the date and time the ICE Agent entered the location without a warrant and permission, and DHS OGC will consult with the District Office of the Attorney General (OAG) to discuss what appropriate actions should be taken.

#### **Important Things to Know About ICE:**

- *There are two types of ICE warrants - one for when they are coming to arrest an individual, and another for when they have permission from a judge to search a private home, or a business. U.S. Immigration and Customs Enforcement (ICE) can issue arrest warrants, but only a court can issue a search warrant.*
- *ICE Agents may not enter a private home or business, such as a DHS Service Center, unless they have a "search warrant" issued by a court, or consent to enter. An arrest warrant issued by ICE does **not** grant them permission to enter areas that are not open to the public. The standard FSA Family Shelter Intake and Service Center, known as the Virginia Williams Family Resource Center (VWFRC), General Operating Policy concerning people attempting to visit the VWFRC for something other than "Official Business" should be followed when determining whether consent to enter should be granted.*

**Important Things to Know About DHS Family Services Administration (FSA)**  
**Homeless Services Clients:**

- *An FSA client has the right to have their client information and information about any member of their family kept confidential, and not disclosed to a third party by FSA staff or its providers without the client's consent (D.C. Official Code §§4-754.11(7), and §4-754.21(12)). **Please contact Dallas Williams for assistance, and Dallas will contact DHS OGC to determine whether a client's information may be released, based upon information the ICE Agent provides.***

**ICE AGENT VISIT TO A DHS SERVICE CENTER FORM:**

1. Name and Title of Person Completing this form:

\_\_\_\_\_ (name) \_\_\_\_\_ (title)

2. Date and time of the ICE visit:

\_\_\_\_/\_\_\_\_/\_\_\_\_ : \_\_\_\_ am/pm (*circle one*)  
(date) (time)

3. Location:

\_\_\_\_\_ (Building name) \_\_\_\_\_ (address)

4. Names and titles of all ICE Agents present. If they refuse to provide you with their names or identification, please right down a description of the ICE Agent (i.e., male, female etc.), and contact Dallas Williams.

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Description of ICE Agents if they refuse to provide their names and titles:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. For purpose of the ICE visit, please check which one applies below:

- Request of documents about a DHS employee: \_\_\_\_\_  
(*employee name*)
- Request of documents about a DHS customer: \_\_\_\_\_  
(*customer name*)
- To interview a DHS employee: \_\_\_\_\_  
(*employee name*)

- To interview a DHS customer: \_\_\_\_\_  
(customer name)
- To arrest a DHS employee: \_\_\_\_\_  
(employee name)
- To arrest a DHS customer: \_\_\_\_\_  
(customer name)
- To serve a subpoena on a DHS employee \_\_\_\_\_  
(employee name)
- To serve a subpoena on a DHS customer: \_\_\_\_\_  
(customer name)
- To Conduct surveillance
- Other: \_\_\_\_\_  
(please specify if none of the above apply)

6. Does the ICE Agent have a warrant with him/her?

- Yes *(please make a photocopy and attach to this form and email a copy to [Dallas.williams@dc.gove](mailto:Dallas.williams@dc.gove), [Daisy.Willaims@dc.gov](mailto:Daisy.Willaims@dc.gov), and [Monicaj.brown@dc.gov](mailto:Monicaj.brown@dc.gov) to review)*
- No

7. Please write down any other information about the ICE visit that you think should be noted (such, as any requests for data, and what data was requested):

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---