



**CHICAGO  
TEACHERS  
UNION**

## CTU Sanctuary Toolkit 2025

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**Please let CTU know that you are starting a Sanctuary Team at your school!**

Having information regarding which schools have teams will help us share info with you all as we get it, help us connect sanctuary teams that are in close proximity with each other and connect you with community orgs in the area if possible! Thank you!

<https://bit.ly/ctusanctuaryteam>



**Organizing a Sanctuary Team at Your School:**  
**Things to Consider**

**What is a school sanctuary team and what is the purpose of a sanctuary team?**

- A team that agrees to be point persons on a protocol or response plan to protect and defend students from deportation (in particular) and other unjust situations (in general) and knows what to do if 1) a raid is in progress or happens in the community or at the school, 2) a student/parent shares someone in their family has been detained or deported, 3) ICE shows up to the school.
  
- A team that everyone at the school knows exists! Let everyone know about the team and who is on it. Staff at the school should know who to seek for support. Ideally, everyone on staff is trained on basics like Know Your Rights.

**Setting Up the Team**

Identify a group of people at your school who care about human rights, Black Student Union, LGBTQIA+, racial justice, restorative justice or the concept of sanctuary. Think about groups that already exist at your school/community you can count on, the team can include:

- A school clerk, TA or other PSRP
- Security
- Counselor/ social worker
- Teachers
- Members of the community
- Parents
- Members of local organizations
- Students
- Other school staff including administration,
- LSC members including parents and community representatives
- Bilingual coordinators (BAC)
- Parent advisory council (PAC)
- Parent patrol/safe passage/crossing guards/security guard

**Organize a meeting to solidify the team and plan:**

*Distribute copies and review the following documents:*

- CTU/CPS Sanctuary Contract Language Article, 46-7 & 46-8
- Joint CTU/CPS letter distribute on Dec. 20, 2024
- CPS Guidance for Schools Regarding ICE Interactions

**Establish a clear channel of communication among the team:**

- The “signal” app, for example, is relatively secure and allows the creation of a team channel for instant communication.
- Determine who will be the point person/s should there be a report that ICE is present at or around the school and; (this could be a clerk, counselor or social worker for example).
- Identify who will act as liaison to a community network/rapid response network, if one exists in your community
- Create a plan of action and have a list of resources/numbers to call or give to a student/parent should you be notified that someone has been detained or in deportation proceedings. The number to call is: 1(855)HELP-MY-FAMILY or 1(855)435-7693
- Determine which staff members will volunteer to be outside before and after school if there is a need for staff presence outside the school (external proximity of school property)

**Create a response plan/plan of action (which includes the following):** (see safety plan doc below)

- Verifying if the incident is occurring or that ICE is present, this can be handled in various ways: a call can be made to OCAD/ICIRR or to a local defense network. You can call the OCAD/ICIRR phone number:  
1-855-435-7693
  - Phone numbers and email addresses of local community members and staff. Find out if there is a network operating in your community you can reach out to.
- If the incident involves a student(s) at the school and/or their parents, family members, or guardians; have a plan of action for providing trauma related services to them (i.e. role of school counselor, social worker, outside agencies that work with immigrant youth, teachers, and siblings)
- Determine a plan of action if detention/arrest is in progress; again consider training and/or reaching out to local defense network and/or call OCAD/ICIRR number
- Organize activities at your school! Recognize that everyone will have different levels of participation, don't feel discouraged! Also, don't feel

overwhelmed by how much time this will consume and don't recreate the wheel, borrow materials from others. Here are a set of activities you can plan to get your school community activated to increase protections for your students and their families. Remember: an organized community is better equipped to protect, defend and create change. What your committee can do:

- Organize Know Your Rights Trainings & other workshops at the school, you can partner with a community or immigrant rights organization:  
<https://www.beyondlegalaid.org/>  
<https://www.enlacechicago.org/>  
<https://www.northwestcenterchicago.org/>  
<https://www.icirr.org/>  
<https://immigrantjustice.org/>  
<https://www.palenquelsna.org/>
- Partner with a local organization or defense network or rapid response group
- Petition, call and mobilize to advocate for policy change at the city and state level
- Work with organization to provide support family readiness planning
- Clearly delineate private spaces. ICE officers cannot enter private areas of a workplace without permission, so it is important to clarify what those spaces are. Possible action include:
  - Clearly mark private areas with a “private” or “employees only” sign (consider spaces like break rooms, offices, meeting rooms, restrooms, employee only cafeterias, etc.)
  - Mandating that doors be kept closed and locked at all times
  - Require permission for the general public and visitors to enter private areas.

**(Insert School Name Here) ICE Safety Plan - Draft**

\*This document is meant to be a draft for you to edit as needed for your school. [Use this link](#) to make a copy of this document!

**Situation (A) ICE comes to the school with warrant naming specific student/staff:**

<b>Steps</b>	<b>On the hook</b>
Person/Security at Front Desk & Main Office Do NOT Open Door. Ask through the door or via intercom to show you a badge, state their name, agency, and purpose of the visit	Main desk security
Call for Admin to come to the front	Main desk security
Admin or designated personnel video the situation	Admin/security
Security or Admin read script*	Admin
Admin call the CPS Legal Department 773- 553-1700	Principal
Admin calls Network Chief who then calls Central Office	
Admin calls (insert community org here) and report the situation-- (Insert Community Org) should call ICIRR	Assistant Principal
Notify student/staff on warrant and take to secure location	Undocumented Student Support Specialist
Admin to call the emergency contact listed for the student/staff in question. Inform family of situation and ask that a documented and trusted person come to the school	Assistant Principal 2
Lock back gates (so that there is only one entry into the building) Modify for your building based on layout of building	Security
Notify DREAM Team Sponsors (or similar at your school if it exists)	Security/admin
Deny ICE from entering (insert school name here) or taking any records - wait for CPS Legal	All

\*Script

1. What is your name? What is your badge number? What organization do you represent?
2. I do not have authorization to allow law enforcement officers to enter Solorio Academy.
3. Can I see your identification and badge?
4. This school does not consent to entry of Immigration and Customs Enforcement Agents without a judicial warrant signed by a judge.
5. **I do not consent to entry and I am not authorized to review court orders.**
6. As a school, we have the right to deny entry until legal counsel arrives.
7. Please wait outside while the School administration contacts CPS legal counsel.

Will be posted up front:

*Hate has no home at (insert school name here). We are committed to protecting the rights of ALL students and families.*

*ICE Access to CPS Property in line with the City of Chicago's Welcoming City Ordinance: ICE agents will not be permitted access to CPS facilities unless there is a verified, criminal warrant. If ICE agents arrive at a school and present paperwork, the Law Department will be called.*

**Situation (B) In case of ICE presence outside of the school (in the community)**

Steps	On the hook
Safe Passage to notify (insert school name here) Admin	Safe passage
Call (community org) and report the situation and confirm threat is real	AssistPrincipal1
Call the CPS Legal Department	Principal
--Go out into (insert school name here) community to verify that this is true. --AssistPrincipal1 outside in case families come to school; once community org arrives, s/he re-enters.	Principal and AssistPrincipal2 take walkies and go into community  (Insert selected name here) to stay outside school doors
Notify DREAM Team Sponsors (or similar at your school if it exists)	
If it is verified to be true, use Soft Lock-Down drill procedure for school. **Security to check outside to ensure PE classes heard and comes in**	AssistPrincipal2
Notify Team Counseling & College (or similar) of verified outdoor threat	Principal
-Email teachers and announce for teachers to check their emails to share information.* -Teachers asked to share with students in their class.	AssistPrincipal1
Notify neighboring schools: (insert neighboring school names here)	Principal
-All-Call to parents notifying them of Lock-Down and that they should NOT come to the school as no one will be allowed in or out until this is cleared.  -Students are allowed to come to the office to call family.	Principal
Lock back gates (so that there is only one entry into the building) Modify for your building based on layout of building	Security

**\*Email to Teachers:**

“ICE presence has been verified outside of (insert school name here). We are commencing a ‘soft lock-down’. This means that no one will be allowed into the building, but the school day will run as scheduled. We are a sanctuary school and we will do everything possible to keep our students safe. Please [use these slides](#) to help you with messaging the situation to students.

Please make sure that students are not on their phones. We have contacted (insert community org here) so that they can work on safely engaging the community and the media. If students want to call home, please allow them to go to the Main Office. If students indicate that they are distressed or look distressed, please allow them to go to the Counseling Office.

Please try to continue the day with as much normalcy as possible, but allow for some flexibility given the delicacy of this situation.

Thank you all and please feel free to reach out should you have any questions or concerns.”

#### All-Call to parents notifying them of ICE Presence in the community

“We have verified that there are ICE agents in the community. (Insert school name here) is a Safe Haven and will not allow agents into the building. Please do not come to the school.

Students are safe in the building. We will update you as we have more information to share.”

Once the situation is verified to be clear, follow up with an all-call to parents to let them know that it is clear.

“We have verified that we are all clear. Please do not come to the school. Students are safe in the building.”

AssistPrincipal1 outside in case families come to (insert school name here); once (community org) arrives, she re-enters.

If parents/guardians come to pick up students, “check- out station” is created outside

One Admin and one Security outside with radio

Verify parent/guardian ID via radio to main office (check emergency form)

Call student out to the parent/guardian

#### **Situation (C) A student or family member of a student has been detained:**

- Follow typical Crisis protocol (Per CPS & (insert school name here))
- Contact (community org) to try to:
  - Connect the family with a lawyer
  - Decide on next steps with the family (what they are comfortable with)

#### **Situation (D): ICE was accidentally allowed in the building** (This protocol has not been developed yet)

- Request to see identification and document the name of the supervising ICE officer.
  - Demand that ICE produce a judicial warrant authorizing agents to search the premises.
  - Request a copy of any warrant.
- Do not consent to ICE entering any location or taking any records.
- If ICE conducts a search, whether with or without a judicial warrant, staff should not attempt to physically interfere with the search.
- Staff should accompany ICE officers during the search. Take notes on ICE's actions and request that they provide a list of any items seized.
- Staff and visitors on the property will be advised that they are not required to speak to ICE agents, provide identification, or share other documents. They may consult with a lawyer if needed.
- If ICE provides an administrative warrant identifying a CPS employee, staff is not required to inform ICE whether the employee is working that day or to take ICE to the employee.

#### **Start videotaping interaction (+ any narration)**

- Strategies when filming with cops
  - Distance: grabbing distance plus a step away (8-10 feet)
  - If you can help it, do not be alone (one filming another one person closer filming)
  - When filming or dictating audio, film it to the end
  - Narrate what you are saying, say date, time, location (like an intersection)
    - Any identifying info (badge numbers, license plates)
      - Cops are supposed to say their badge number
    - You don't need to stop narrating - repeat it

- Try to keep the camera focused on law enforcement more on the person they are detaining
  - All evidence can be used against all parties involved (witnesses, victims, cops)
- Document everything
  - Officer information
  - Badge number
  - Name
  - Write down or record everything that happens during the interaction
  - Important to record if they enter even when told not to.
  - Write down any additional witnesses. Include contact info. Encourage witness to document what happened as well



**CTU/CPS Sanctuary Contract Language\***

**46-7. Sanctuary Schools and Sanctuary Employer**

**46-7.1.** In the spirit of [Plyler v. Doe, 457 U.S. 202 \(1982\)](#), the BOARD has consistently afforded students access to a high quality public education at CPS regardless of their immigration status and is committed to continue this practice.

**46-7.2.** CPS is an Immigration and Customs Enforcement (“ICE”) designated “sensitive location” in which ICE enforcement activities would pose a severe disruption to the learning environment and educational setting for students and their families.

**46-7.3.** The BOARD and UNION jointly declare that the buildings and grounds of CPS Schools are sanctuary spaces for all students, parents, administrators, bargaining unit members, and community members at the school for school-related business and jointly commit to defend the right to a free and safe learning environment to the extent permitted by law.

**46-7.4.** School personnel shall not inquire about or record a student’s or a family member’s immigration status, nor shall the Board collect or retain information regarding the immigration status of any CPS students or their families.

Except by a court order, CPS shall not disclose to ICE any information regarding the immigration status of any CPS student. CPS will not disclose to anyone other than ICE any immigration information pertaining to any CPS student except pursuant to the Family Educational Rights and Privacy Act. The BOARD recognizes the trust families place in them and shall not voluntarily divulge information to immigration agents to the fullest extent possible under the law.

**46-7.5.** Upon request by ICE agents to enter CPS school grounds or to obtain or review CPS records, CPS administration shall verify the immigration agent’s credentials, ask the agent why the agent is requesting access, and require a criminal judicial warrant signed by a federal judge.

CPS shall not admit ICE agents based upon an administrative warrant, ICE detainer, or other document issued by an agency enforcing civil immigration law.

**46-7.6.** In the interest of ensuring the success of the commitments made in this article, the BOARD and the UNION shall meet to develop a training program for staff on how to appropriately respond to ICE agents should they request entrance to the school facilities or grounds as well as proactive steps to aid students and families in obtaining legal or other assistance with immigration enforcement actions.

The BOARD and UNION shall also discuss matters pertaining to the issues of Sanctuary employers and schools as requested.

**46-7.7.** CPS Employees shall not face any BOARD discipline for following the policies contained in this Article.

**46-7.8.** The provisions contained within this article shall in no way prohibit the BOARD from honoring and complying with a duly authorized warrant and in no way shall obligate the Employer or any of its agents to violate any State or Federal statutes.

### **46-8.Sanctuary Employer**

**46-8.1.** On September 5, 2017, the Department of Homeland Security announced the end to the Deferred Action for Childhood Arrivals (“DACA”) policy.

The DACA policy protected eligible immigrant youth from deportation and provided work authorization documents to nearly 800,000 young people who came to the United States as children. The BOARD and the UNION recognize that the young people who have received DACA benefits are a valued and important part of our community. Because the termination of the DACA policy may affect the work authorization of employees of the BOARD, the BOARD and the UNION agree to the following:

**46-8.2.** The BOARD shall not inquire about or demand proof of immigration or citizenship status, except as required by law.

**46-8.3.** Effective for SY 2019–20, the Board shall, in consultation with the UNION, develop appropriate guidance and resources of up to \$200,000 per school year, to assist employees in planning for and navigating immigration issues.

**46-8.4.** Upon written request, an employee shall be released for up to ten (10) unpaid working days one time during their employment in order to attend to immigration or citizenship status matters.

The days need not be taken consecutively. The Employer may request verification of such absences and/or appropriate certified documentation.

**46-8.5.** In the event that the BOARD is no longer permitted to employ an affected employee, the BOARD agrees to convert the affected employee’s termination to an unpaid leave of absence upon the employee’s return to work, provided the return to work takes place within two (2) calendar years for tenured teachers or within one (1) calendar year for all other employees.

Specifically, upon the employee providing proper work authorization within the appropriate time frame, the BOARD agrees to reinstate the affected employee to the employee's former position, if available, without loss of prior seniority. If the former position is not available, the BOARD agrees to reinstate the employee to substantially similar employment for which the employee is qualified, including the Reassigned Teacher Pool, at a salary no less than their pay prior to their separation. While separated, the employee shall earn no credit toward step advancement.

**46-8.6.** Within thirty (30) days of the signing of this Agreement, the BOARD and the UNION shall send the following:

1. A joint letter to educators and support staff with immigration or citizenship status resources, such as the immigrant and refugee children guide for educators and support staff.
2. A joint letter to students and their families with immigration or citizenship status resources.

\*If you are a CTU member from a charter school, please check for the sanctuary contract language in your Collective Bargaining Agreement, as it may differ from the sanctuary contract language in the district contract.

## **Joint CPS-CTU Sanctuary Letter from December 2024:**

Dear CPS Staff, Students, and Families-

Chicago Public Schools and the Chicago Teachers Union have been and continue to be committed to protecting the rights and safety of all our students regardless of their race, sex, sexual identity, religious beliefs, or immigration status. This commitment is inclusive of our entire CPS community, including our staff members, parents, families, and neighbors. In 2019, CPS and CTU reached a collective bargaining agreement that declared our schools as sanctuary schools.

Five years later, we feel compelled to reassure our entire district of our unwavering commitment to this agreement. We believed then and believe now that our students, parents, families, teachers, and other personnel deserve to feel welcome, safe, and valued in our schools.

We know that many of our students, families, and staff have expressed concern and anxiety about the impact that the new presidential administration will have on CPS. All school community stakeholders can be assured that our schools will continue to be safe learning environments that promote respect, love, and tolerance.

As part of our commitment to safeguarding the rights and safety of all students, CPS commits to continue to uphold the following protections:

- CPS buildings and school grounds are sanctuary spaces for all students, parents, employees, and community members at the school for school-related business.
- School personnel should make the registration process as easy as possible and should families not have a permanent address, staff should follow the STLS guidance.
- School personnel shall not inquire about or record a student's or a family member's immigration status, nor shall CPS collect or retain information regarding the immigration status of any CPS students or their families. Except by a court order, CPS shall not disclose to Immigration and Customs Enforcement (ICE) any information regarding the immigration status of any CPS student. CPS will not disclose to anyone other than ICE any immigration information pertaining to any CPS student except pursuant to the Family Educational Rights and Privacy Act (FERPA). CPS recognizes the trust families place in them and shall not voluntarily divulge information to immigration agents to the fullest extent possible under the law.
- ICE agents are not permitted to enter CPS school grounds, unless they provide to CPS administration their credentials, the reason they are requesting access, and a criminal judicial warrant signed by a federal judge. CPS shall not admit ICE agents based upon an administrative warrant, an ICE detainer, or other document issued by an agency enforcing civil immigration law.

- The appropriate CPS staff will be trained on how to appropriately respond to ICE agents requesting entrance to school property, and proactive steps to aid students and families in obtaining assistance with immigration issues.

If you have questions about CPS' Sanctuary Schools commitment or if your child needs additional support to cope with the recent events, the Counselor at your school should be your first point of contact. We pledge to do all we can to make every child feel valued and welcomed so they can thrive academically, socially, and emotionally, and so they will be a generation that moves our society toward justice, promotes tolerance, and embraces the diversity that makes us strong.

Sincerely yours,

Pedro Martinez  
Chief Executive Officer  
Chicago Public Schools

Stacy Davis Gates  
President  
Chicago Teachers Union



## **CPS Guidelines Regarding School Interactions with United States Immigration and Customs Enforcement**

### **Purpose**

Protecting the safety and privacy of our students is our top priority at Chicago Public Schools. Given the recent political climate and events which have occurred on a national stage, some of our students and families have expressed concerns about how our schools may interact with the United States Immigration and Customs Enforcement (ICE). The information below provides general guidance. These guidelines are not intended to supersede other CPS policies or Board Rules, but are instead intended to be a resource guide. When an emergency exists, contact the Law Department for assistance at (773) 553-1700.

### **ICE Access to CPS Property**

In line with the City of Chicago's Welcoming City Ordinance, ICE agents will not be permitted access to CPS facilities unless there is a verified, criminal warrant. If ICE agents arrive at a school and present paperwork, please call the Law Department. ICE agents should wait outside while the school is reviewing the matter with the Law Department.

### **Sharing Student Information with ICE**

Principals should not share student records with ICE. If ICE agents request student records, please call the Law Department for further direction. CPS will not share student records with ICE with the rare exception where there is a court order or consent from the parent/guardian.

Please remember, students records are any writing or other recorded information concerning a student and by which a student may be individually identified, maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored. Thus, a student's home address is information contained in the student's record that cannot be disclosed without a court order or consent.

### **Children Left Stranded Because His/Her Parent is Detained by ICE**

As a proactive measure, schools should encourage all parents to update the emergency contact form. Please encourage parents to designate an emergency contact that can be available for their student, including back-up contacts.

If a child is left stranded at your school and you suspect it is because his or her parent is detained, please exhaust the child's emergency contact list. Please have a staff member remain with the student until the parent, guardian, or emergency contact can arrive. If the school is unable to reach the parent, guardian or emergency contact, please call the CPS Student Safety Center at 773-553-3335, available 24 hours a day, 7 days a week.

Sample Judicial Warrant Signed by a Federal Judge (page 1)

U. S. Department of Justice  
Immigration and Naturalization Service

**Warrant of Removal/Deportation**

This is a sample warrant  
issued by INS/ICE  
Este es un ejemplo de una  
orden emitida por INS/ICE

File No: \_\_\_\_\_

Date: \_\_\_\_\_

To any officer of the United States Immigration and Naturalization Service:

\_\_\_\_\_ (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 a district director's designated official
- the Board of Immigration Appeals
- a United States District or Magistrate Court Judge

**Sample Judicial Warrant Signed by a Federal Judge (page 2)**

IT IS FURTHER ORDERED that U.S. Immigration and Customs Enforcement shall conduct the entry and search during daylight hours with ten (10) days of the issuance of this warrant, and make its return to this Court with ten (10) days of the date the entry and search have been completed.

Dated: December 8, 2006

Make sure the date is recent (A few months)  
Revise que la fecha sea reciente (De unos meses)

JANIE S. MAYERON  
United States Magistrate Judge

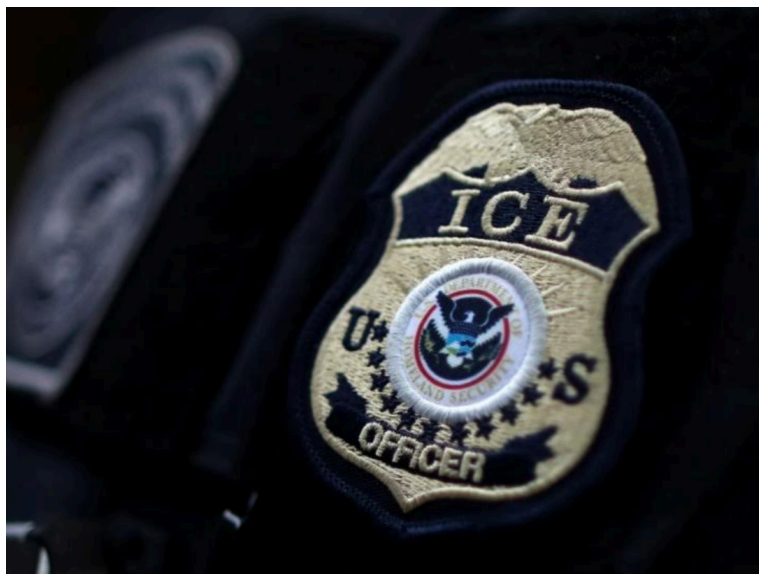


Make sure it is signed by a JUDGE  
Revise que este firmada por un JUEZ (Judge)



## ICE Clothing & Identifiers (Page 1)

Below are pictures of possible clothing and badges that could identify agents as ICE. But it is important to remember that it is common for ICE to pretend to be local law enforcement. ICE agents often say that they are “police” or “law enforcement” and mimic how local law enforcement officers act and dress. In doing so, they hide their ICE badges, or anything identifying them as ICE. **They are often dressed in plain clothes, are wearing similar colors as local police, and/or wear vests that say POLICE across the front.**



## ICE Clothing & Identifiers (Page 2)

Below are pictures of possible clothing and badges that could identify agents as ICE. But it is important to remember that it is common for ICE to pretend to be local law enforcement. ICE agents often say that they are “police” or “law enforcement” and mimic how local law enforcement officers act and dress. In doing so, they hide their ICE badges, or anything identifying them as ICE. **They are often dressed in plain clothes, are wearing similar colors as local police, and/or wear vests that say POLICE across the front.**





# KNOW & EXERCISE YOUR RIGHTS

## DO NOT OPEN THE DOOR

- ASK THE AGENT TO SLIDE THE JUDICIAL WARRANT UNDER THE DOOR OR HOLD IT AGAINST THE WINDOW. MAKE SURE IT'S A VALID JUDICIAL WARRANT.
- A VALID JUDICIAL WARRANT SHOULD HAVE: YOUR CORRECT NAME AND ADDRESS, VALID DATE, AND BE SIGNED BY A JUDGE
- IF THE JUDICIAL WARRANT DOES NOT HAVE THE CORRECT INFORMATION, THEN THE WARRANT IS NOT VALID. SHOW THE AGENT THIS FLYER

## REMAIN SILENT

- DO NOT ANSWER ANY QUESTIONS & SAY: "I WISH TO REMAIN SILENT"
- DO NOT PROVIDE INFORMATION REGARDING WHERE YOU WERE BORN, WHEN, OR HOW YOU ARRIVED TO THE COUNTRY

## SPEAK WITH YOUR ATTORNEY

- SAY "I WILL CALL MY ATTORNEY" AND CALL YOUR ATTORNEY BEFORE ANSWERING ANY QUESTIONS

## DO NOT SIGN ANYTHING

- DO NOT SIGN ANY DOCUMENTS

PHONE NUMBER OF YOUR ATTORNEY OR COMMUNITY ORGANIZATION: \_\_\_\_\_

ICIRR FAMILY SUPPORT HOTLINE: (855) 435-7693

### SAMPLE OF JUDICIAL WARRANT ICE CAN ENTER YOUR HOME

AO 91 (Rev. 11/11) 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. \_\_\_\_\_ )

**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):

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):

**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: \_\_\_\_\_ Personal name and title \_\_\_\_\_

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

**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**

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

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

### SAMPLE OF ADMINISTRATIVE WARRANT ICE CANNOT ENTER YOUR HOME

U.S. Department of Justice  
Immigration and Customs Enforcement **Warrant of Removal/Deportation**

File No: \_\_\_\_\_  
Date: \_\_\_\_\_

**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.**

**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**



**I KNOW AND HAVE THE RIGHT  
TO EXERCISE MY RIGHTS**

**YOU CANNOT ENTER PRIVATE PROPERTY  
WITHOUT A VALID JUDICIAL WARRANT**

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**IF YOU HAVE A VALID JUDICIAL WARRANT,  
SLIDE IT UNDER THE DOOR**

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**IF YOU DO NOT HAVE A VALID JUDICIAL  
WARRANT, YOU DO NOT HAVE THE RIGHT TO  
ENTER MY HOME OR PRIVATE PROPERTY**

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**IF YOU DO NOT HAVE A VALID JUDICIAL  
WARRANT, YOU DO NOT HAVE THE RIGHT TO  
ENTER MY HOME OR PRIVATE PROPERTY**

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**I WILL NOT ANSWER ANY QUESTIONS AND I  
WILL CALL MY ATTORNEY**



Links to Know Your Rights flyer above (and other resources):

<https://www.trpimmigrantjustice.org/resourcehub>



**IF YOU NEED ASSISTANCE DUE TO ICE DETENTION, OR  
TO REPORT ANY SUSPECTED ICE SIGHTINGS, CALL**

**855-435-7693**

 **ILLINOIS COALITION  
FOR IMMIGRANT  
& REFUGEE RIGHTS**

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