

Recommended Guidelines for Visits by Federal Representatives

Pursuant to Section 2-173-020(c) of Chapter 2-173 of the Municipal Code of Chicago (the “Welcoming City Ordinance”), the following guidelines are recommended, or made available to sister agencies, by the City of Chicago Corporation Counsel regarding visits by federal representatives.

- I. *Guidance for U.S. Immigration and Customs Enforcement (“ICE”) Visits.* If ICE visits a City property, the following actions are recommended:
 - A. Contact your agency or department’s designated attorney or general counsel for further guidance.
 - B. Contact the highest ranking official or designated supervisor onsite and do not take any action until that person arrives.
 - C. Do not consent to ICE entering any private City location. If ICE nevertheless conducts a search, with or without a judicial warrant, do not attempt to interfere with the search.
 - D. The highest ranking official or designated supervisor should demand to see identification and write down the name of the supervising ICE officer. Make a contemporaneous written record of any refusal by the officer to comply with this request.
 - E. The highest ranking official or designated supervisor should demand that ICE produce a judicial warrant authorizing ICE to search the premises. Request a copy of any warrant. Make a contemporaneous record of any refusal to comply with this request.
 - F. The highest ranking official, designated supervisor, or a designated staff member should accompany ICE officers during any search. Take notes of ICE’s actions during the search, and request that ICE provide a list of any items seized. Document any refusal by an officer to comply with this request.
 - G. If an administrative warrant seeking Employment Eligibility Verification Forms or Forms I-9 is received, please contact your agency or department’s designated attorney or general counsel for further guidance.
 - H. Employees should take the steps listed above, but they should not actively interfere with or obstruct the activities of an ICE agent.
- II. *Guidance for Visits by other Federal Representatives.* If members of federal agencies other than ICE visit a City property as part of an operation seeking to arrest and deport undocumented immigrants, please follow the same guidance offered in Section I.
- III. *Guidelines for Visits by Non-Federal Representatives.*
 - A. Contact the highest ranking official or designated supervisor onsite.
 - B. Defer to onsite law enforcement officers assigned to that property or location.
 - C. If there is criminal behavior or activity involved, or if there is a threat of danger, or imminent threat of harm to any person or property involved, immediately call 911.
 - D. If no law enforcement officers are onsite and there is no criminal behavior involved, or there is no threat of danger, or there is no imminent threat of harm involved, contact your agency or department’s designated attorney or general counsel for further guidance.
- IV. *Compliance with Federal Law.* Nothing in this memorandum shall be construed to “prohibit, or in any way restrict, any government entity or official from sending to, or receiving from, the Immigration and Naturalization Service information regarding the citizenship or immigration status, lawful or unlawful, of any individual.” 8 U.S.C. § 1373(a).

These guidelines are subject to revision.