



POLICY PROCEDURE MANUAL

Policy Name: **Immigration Policy**

Effective Date: 07/10/2025

Review Date(s): 02/12/2026

Purpose: To assure effective, legal, and compassionate actions if U.S. Immigration and Customs Enforcement (ICE) agents – or law enforcement officers who may work with ICE - arrive at McFarland UCC property.

Policy Statement: Staff and volunteers of McFarland UCC are prepared to respond if ICE arrives at McFarland UCC property. Key considerations during any interaction with ICE include not obstructing agents, ensuring privacy, documenting all communications and actions, and maintaining composure.

Procedures:

1. Preparation actions before ICE arrives

- a. The spokesperson for McFarland UCC is the pastor or a church member as designated by church leadership.
- b. Staff and volunteers receive information about the actions in this policy.
- c. The difference between an administrative and judicial warrant is clarified:
 - i. A Judicial Warrant is VALID if the warrant is signed by a Judge or Magistrate Judge. The Judicial Warrant should be reviewed carefully (and if possible, legal counsel should be consulted) before granting access. A Judicial Warrant specifies the name(s) of the individual(s) and area(s) to be searched.
 - ii. An Administrative Warrant is NOT VALID for entry if the warrant is signed by an officer, director, or anyone else other than a Judge. ICE agents may try to use an Administrative Warrant to enter, but an Administrative Warrant does NOT allow agents to enter private areas without your permission. Administrative Warrants are not from a court; they are from the Department of Homeland Security and are on Forms I-200 or I-205.
 - iii. Examples of warrants (judicial and administrative) are available in the church office or can be viewed at <https://www.aclu-wi.org/warrant>.

- d. Public and private areas in the church building are designated.
 - i. Private spaces are identified by the “Private” sign on the doors to the church office and the Pastor’s office.
 - ii. Private area doors are kept closed and visitors and the public cannot enter private areas without permission.
 - iii. When the church is closed and all doors are locked, the entire building is considered Private.
 - iv. When the church is open for worship services and other activities, doors are unlocked and all spaces except the Private spaces identified above are considered public spaces. Public spaces include the church parking lot.
 - v. If a group is using the church property and locks all entrances while the group is inside the building, then the entire church building is considered Private.
 - vi. Computers owned by McFarland UCC are labeled “Authorized Use Only.” Computers cannot be accessed without a warrant.

2. When ICE Agents arrive at McFarland UCC:

- a. If doors to the church are locked:
 - i. The individual responding to ICE Agents is NOT required to unlock the door to let ICE inside without a Judicial Warrant.
 - ii. Communicate with ICE through the door verbally if possible or by holding written notes up to a window.
 - iii. Approach the agents respectfully and ask for identification (name, badge number, and agency affiliation).
 - iv. Request a warrant and verify that it is signed by a Judge (not just an ICE official) and specifies the name(s) of the individual(s) and area(s) to be searched.
 - v. Opening a locked door implies an invitation to come in and the space becomes a public area.
- b. If doors to the church are unlocked:
 - i. Anyone, including ICE Agents, can enter public areas without permission.
 - ii. The church spokesperson or representative should:
 - 1. Approach the agents respectfully and ask for identification (name, badge number, and agency affiliation).
 - 2. Request a warrant and verify that it is signed by a Judge (not just an ICE official) and specifies the name(s) of the individual(s) and area(s) to be searched.
 - 3. Verbally deny access to private areas unless a Judicial Warrant explicitly permits entry.
- c. If the spokesperson or pastor is not at church when ICE arrives, the individual encountering the ICE Agent should state that they are not authorized to speak to them. The spokesperson or pastor should be contacted immediately.

3. During an encounter with ICE Agents at McFarland UCC:

- a. Remain calm and try to de-escalate. Do not run or resist.
- b. Avoid actions that could be interpreted as interfering. Never provide false information.
- c. Protect the confidentiality of individuals and do not share personal information.
- d. Contact the Pastor or other designated spokesperson.
- e. If possible, contact Voces Fronteras 800-427-0213 for guidance.
- f. Avoid providing any information to ICE about individuals unless legally required.
- g. All individuals (legal citizens or not) are entitled to the following rights:
 - i. to remain silent
 - ii. to decline to answer questions without a lawyer
 - iii. to sign nothing without legal advice.
- h. Obtain details of the interaction including names and badge numbers of agents, and any documents presented.
- i. Take photos or videos without interfering with agents.

4. After an encounter with ICE and ICE Agents have left McFarland UCC:

- a. Document details about the interaction including:
 - i. Date, time, and location.
 - ii. Number of ICE Agents present (inside and outside).
 - iii. Names and badge numbers of agents.
 - iv. Presentation of agents (i.e., How were agents dressed? Were agents armed?).
 - v. Agent actions (e.g., Did agents make those involved think they could not move or leave? Did agents mistreat anyone?).
 - vi. Information about any documents presented.
- b. Provide support to affected individuals.
- c. Debrief with church leadership.
- d. Share incident (with consent) with the congregation.

Resources:

1. Checklist – what to do if ICE agents arrive at your place of worship: <https://www.aclu-wi.org/en/publications/checklist-what-do-if-ice-agents-arrive-your-place-worship>
2. ACLU Immigrant Rights <https://www.aclu-wi.org/en/know-your-rights/immigrants-rights>

Policy Review

This policy is to be reviewed by the Servant and Leadership Team (SaLT) and Social Justice Collective annually.

Policy developed, reviewed, and approved by MUCC Immigrant Support Team, a subgroup of the Social Justice Collective; May 2025