

ICE Response Protocols for Public Library Workers

This is an organizing guide for public library workers who wish to provide rapid response and more support for patrons and staff who are at risk of ICE targeting.

All communities are different and face varying threats at this moment. You and your fellow workers may already be organized, or want to start organizing. This guide offers suggestions for a number of different contexts.

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Organizing Your Colleagues

Start small, start somewhere

Who to organize with?

Who do you already organize with? Who do you know and trust? Most of us have groups that we're already involved with to some degree that have formed as an activist or information-sharing response to an issue. Use these existing groups to begin your work around immigration defense. Here are examples of groups that might already exist:

- A union caucus
- Fellow library workers who created a LibGuide about Palestine
- The group chat where you complain about work (seriously, even if your group hasn't done anything yet, just having a group of people you talk to regularly is a basis for trust)
- Like-minded colleagues at other institutions, libraries or not, in your community

What should I say to get my group organized?

"I'm angry and scared about what's happening to immigrants in our community. We should get a library response organized. I learned about this immigrant defense toolkit created by other library workers, and it gives us a lot of places to start taking action. Can I count on you all to join me?"

How should you and your colleagues organize your group?

This group should be independent of library committees or other official entities, to afford your group flexibility in organizing and in creating meaningful actions outside bureaucratic confinements.

Group discretion is key for safety. Keep your group reasonably small in size to create and maintain trust, which will help the group remain agile and encourage everyone to assume and be accountable for tasks.

Use physical proximity to encourage quickness and agility in responding to threats and mobilizing. For example, if your institution has more than one branch, even within the same town or city, consider creating "pods" for organizers at the same branch that are networked with other locations.

Survey your group to surface your diversity of skills and who can aid your organizing. Also, do a needs assessment with the group to figure out which skills and connections are most valuable at this moment! Ask yourselves and document:

- Which immigration lawyers do you know?
- What digital security skills do you have already? Which skills would be useful to gain?
- Who is trained as a street medic?
- What are your local bail funds and who has connections to them?

Group risk assessments

It's important to conduct risk assessments, both personally and as a group, recognizing that these assessments are dynamic. When powerful structures are wielding their power at a rapid pace, the costs and benefits of organizing change moment-to-moment. Here are some considerations to make when assessing risk:

- Who are you, and who is in your small group? What makes you and your group members more or less at risk in this moment?
 - Immigration status
 - Race and/or gender
 - Economic status, including job security
 - Broader community support
- What are possible consequences of this organizing?
 - Threats of job loss or actual job loss
 - Loss of federal funding
 - Doxxing or harassment
 - Legal ramifications of intervention
 - If you are a library director or otherwise in a leadership position, consequences you may face with your governing board, municipality, county, or other administrators
 - Alternatively, what are the consequences if you do nothing?
- Given your personal and group risk assessments, what lengths are you willing to go to with your organizing? What lengths are you willing to go to prevent possible consequences?
 - In your group, who is ready and able to take on more risk? Who needs to take on less risk?
- What practical considerations should you make based on your risk assessment?
 - What are reliable, encrypted ways of communicating and storing data?
 - Do you have a lawyer, or would a union lawyer represent you? What resources are available to you for pooling funds for legal support if needed?
 - If you are in a small library, you may not have an abundance of colleagues who will support you. Who else can you turn to for solidarity?

Preemptive Defense

How do you prepare your workplace before ICE takes action?

Info-sharing

A small group of people who share information & know what is happening can be extremely helpful in our current political environment. With proper preparation, your small group can be better positioned in case something happens at your library. Divide information-seeking among your group members and pool your knowledge. Here's some kinds of information your small group should be sharing:

Learn about the legal landscape in your community

- Are you a sanctuary city, county, or state? [See a list here](#). What does that mean for you if so?
- Track local government action related to this to understand how/if that status is changing in real time (for example, a mayor undercutting Sanctuary City protections without being upfront about it).
- Does your locality or a neighboring locality have a [287\(g\) agreement](#)? [Check out this map](#) put together by the Immigrant Legal Resource Center that tracks 287(g) agreements across the country and offers resources for those who want to fight back.
- Are you within 100 miles of an international border? Without a warrant, CBP can search for people without immigration documentation within 100 miles from any "external boundary" of the United States, including international land borders but also the entire U.S. coastline. [See more from the ACLU about this zone](#).
- Are there local whistleblower legal protections in place that could protect you in the event that you intervene in an ICE/CBP action?

Find sources to keep up with ICE sightings & detentions in your area to stay aware of threats and patterns

- Use the [ICEBlock app](#) on Apple devices to anonymously report and receive alerts about ICE activity.
- Subscribe to the [Stop ICE Alerts Network](#) via text or email to make reports and receive alerts.
- [The National Network for Immigrant and Refugee Rights \(NNIRR\)](#) lists local, state, and national hotlines for info-sharing about area raids.
- The [United States Disappeared Tracker](#) logs and visualizes reports of immigration-related disappearances from public published sources.
- [People over Papers](#) collects and shares data on ICE sightings crowdsourced from the public. Reports are moderated but not confirmed.
- Check your local jail logs to see if CBP is listed as a booking agency on any arrests.

Know the demographics of your community

- Understanding what languages are spoken and other demographic information can help you to connect with patrons and organizations who are vulnerable, and to advocate to library administration for the importance of considering these patrons.
- What languages other than English are spoken in your area?
 - Census data - <https://data.census.gov>
 - Make connections with local organizations dedicated to supporting refugees & immigrants, teaching English, etc.
- Talk to your patrons in the library and get to know them so that you can identify who might be at higher risk and build trust with them. Remember that building trust and relationships takes time and no one is obligated to extend trust to you.

Understand specific considerations for non-citizen university students, who public libraries may interact with as both patrons and staff

- Students present on a student visa or who are otherwise non-citizens may face unique threats.
- Check policies for the campuses near you.
- For students who work in your library and are at risk, ensure they know public versus private areas in the building.
- Review this [FAQ from Presidents' Alliance on Higher Education and Immigration](#).

Data minimization institutionally

Every day, we create data. Information is power, but information can also be used as a weapon to target individuals, communities, and movements. It is important to think about the data we create, who has access to it, who owns it, and how they might use it.

- When thinking about the information or content you create and have access to, also think about the metadata collected about this information.
- As an organization, one way you can prepare is by reexamining your data collection and storage. Use these [Data Minimization Principles](#) to consider your data practices:
 - Purpose: the reason the data is being collected
 - Relevance: the relevance of the data to the stated purpose
 - Necessity: the necessity of the data to fulfill the stated purpose
 - Proportionality: the data collected should be proportionate to the stated purpose
 - Storage limitation: the data should be kept for no longer than is necessary for the stated purpose.
- Wherever you can, stop collecting sensitive information unnecessarily as it may be used to harm our patrons in the future.
- Remember, if you do not own the hardware, network, or software, then you may not own that data or output, which will impact your ability to minimize that data.
- Ensure you are complying with local data retention policies as required for your municipality or organization.
- Pay special attention to records that may directly jeopardize vulnerable patrons:
 - Program registration for any programs intended for or popular among vulnerable patrons.
 - Do you need to require registration for these programs at all? If so, how little information can you get away with (no address info)? If needed, how soon can you delete it after the program?
 - Camera footage of patrons entering/exiting or using the building.
 - How long is footage retained? Is it shared with law enforcement?
 - Computer use logs.
 - Ensure computers are wiped after patron use and limit logs of users as much as possible.
- Read the [Library Freedom Project Data Privacy Best Practices Quick Reference](#) for more privacy principles.

Staff training and readiness

Many staff are eager for guidance on how to respond. Help your colleagues prepare in both official and unofficial ways.

- Help your co-workers with risk assessment, considering what is possible and likely to happen, so you can better prepare. Bring risk assessment into day-to-day work when related issues come up, or when you hear people talking about the news. Use the framework outlined in the section “group risk assessments.”

Staff training and readiness (continued)

- Know your institution's official ICE or law enforcement response policies and procedures, if any.
 - Who should you call/contact in the moment? Compile contact information for critical people and organizations, such as the library director, attorney or corporate counsel.
 - What documentation should you make and who should you share it with?
 - Ex: Names/contact info/badge numbers for ICE agents.
 - What are public and non-public areas in your library, and who is allowed where under what circumstances?
 - Consider labeling these areas with signage showing what are public vs. private areas, such as meeting rooms.
 - What questions should you ask agents about warrants, subpoenas, and court orders? A warrant should be signed by a judge in order to conduct any search, including interrogating any patrons or asking about patrons. ICE often has administrative subpoenas or other things that aren't warrants. Warrants have a signature from a judge and they specify a location to be searched. Learn more about the differences and see examples in [this document from the National Immigration Law Center](#).
 - What counts as library records/patron information - does whether a particular person is currently in the building fall under this? What questions from ICE are you required to answer, or not?
 - How much may you engage with a removal? May you inform patrons of their right to remain silent? Are you explicitly prohibited from helping someone use an alternative exit?
 - Make sure that staff have time to practice what they should say or do.
- Review other relevant policy & documentation. Think creatively about what could come into play, including procedures around data security, what happens when law enforcement comes to the library, etc. Make policies public-facing and easily accessible to patrons. Update and improve if needed.
 - Use this [LFP tipsheet for responding to law enforcement in the library](#).
- Practice your responses in advance:
 - "I cannot share that information with you due to [privacy concerns, library policy] unless there is a valid court-ordered warrant."
 - "I'm sorry, that information is protected by [privacy law, library policy] and I cannot share it."
 - If pressed: "Here is the contact information / business card for [library director, other person in charge, attorney, etc.] if you'd like more information."
- Review your collective bargaining agreement if you have one.
- Share relevant resources:
 - Local/community contacts in addition to or instead of institutional ones.
 - Emergency contact for any rapid response group.
 - Legal representation, if needed - who to call that's not the library's lawyer.
 - ALA's [LeRoy C. Merritt Humanitarian Fund](#) is devoted to the support and welfare of librarians who are denied employment rights or discriminated against on a variety of criteria, including because of defense of intellectual freedom and privacy rights. Applications and identities of recipients are confidential. [Online application](#), [PDF application](#).
- You may consider specific training on the following topics (some of which are addressed in other sections of this guide):
 - [Knowing how to identify ICE, ICE vehicles, and habits](#).
 - [Documenting ICE \(taking videos or writing down what happened\)](#).
 - The broader legal landscape (if you are in a sanctuary state, the state DOJ or another body may be available to provide training).
 - De-escalation techniques.
 - [Bystander intervention](#).

Solidarity building towards rapid response

“A well-organized rapid response team should include people from media, social services, community leaders, attorneys, legislative advocates and faith leaders who can provide a coordinated response to any ICE action” (Tania Guerrero, Catholic Legal Immigration Network [Rapid Response Toolkit](#)).

When your small group is ready, or if you are in a very small library without likeminded colleagues to organize with, reach beyond the library to others to build solidarity and eventually create or plug into a broad rapid response team.

A full rapid response team should include someone who can speak on behalf of the community to government officials; union leaders and immigrant-friendly employers; local language schools and language departments in universities; community centers; and mutual aid groups, as well as legal experts such as your local [National Lawyers Guild chapter](#). As you make connections with these groups:

- Work to establish trust. This can take time and relationship-building.
- Be a good ally: rely on leaders within the affected community to help guide your advocacy work in a way that respects their culture and addresses their specific needs.
- Build shared knowledge of local community contacts. Community members, rooted in consistency and long-term relationships, know who is trustworthy and reliable outside of institutions and organizations that are beholden to donors, self-interested criteria for measuring “impact,” and actions restrained by hierarchies and dedication to boards, missions, and values that may be counter to rapid and effective actions to help people in times of crisis.
- Gather contact information for a list of trusted contacts who’ve consented to be included with their preferred phone number, username for messaging apps (be sure to store this information securely in a way that everyone agrees to).
- Create a phone tree structure that can be activated quickly. Use end-to-end encrypted technologies like Signal rather than other text-based services.
- Look nationally for examples of successful response teams, local or statewide organizations doing work in this space, and nationwide umbrella groups to help coordinate and provide support.
 - Use the [National Immigration Legal Services Directory](#) to search for legal services near your community to coordinate with.
 - Search for other local service organizations via [findhelp.org](#).
 - [Defend & Recruit provides trainings and events](#) to connect with peers doing this work and share info.
 - The [Resisting Criminalization Help Desk](#) provides general resources for organizers and groups looking for thought partnership and one-on-one consultation around strategies to interrupt criminalization including organizing, advocacy, budget, policy, legislative or litigation strategy.
 - Examples of Rapid Response Teams:
 - Highland Park, NJ: [DIRE Support](#)
 - In California: [California Rapid Response Networks](#)

Collective bargaining

Library staff may also be targeted by ICE. Collective bargaining agreements are another tool that can be used to safeguard our immigrant coworkers' rights. This section provides examples of articles that your union can fight to include in your collective bargaining agreement.

- **Barring ICE from entering the workplace:** The Employer will require that any federal agent, ICE agent, DHS agent, or State and Local law enforcement officials comply with legal requirements before they may be allowed to interrogate, search or seize the person or property of any worker.
- **Protection of rights during workplace immigration enforcement:** The Employer will inform affected employees of any immigration-related warrant, subpoena, or other formal or information request by a government agency as soon as possible and give affected employees a copy of the request within three calendar days.
- **Absence from work due to immigration status:** The Employer will not discipline or discharge an employee who is prevented from working for 90 days or less due to arrest, detention, incarceration, or temporary national expulsion by law enforcement pursuant to the employee's citizenship or immigration status.
- **Employee privacy:** Immigration status is confidential, and the Employer will not divulge personal immigration status information of employees to any parties except as required for the immigration sponsorship process, as requested by the employees in question, as required by law, as required to defend the Employer or employee in legal proceeding, or as expressly stipulated in this agreement.
- **No-match letters:** The Employer agrees to promptly provide the union with all "no-match" information the Social Security Administration (SSA) provides the Employer. "No-match" information means employee names or social security numbers in the Employer's records did not match those in SSA's records.
- **Status verification and I-9 audits:** The Employer will not require or demand proof of immigration status, except as required by law. The Employer will not require an employee to re-verify their authorization to work except as required by law.
- **Non-retaliation policy:** The Employer shall not use an employee's immigration status or sponsorship as leverage to negotiate or coerce them into specific employment terms and conditions.
- **Immigration sponsorship:** The Employer will support every member of the bargaining unit, including foreign nationals, by ensuring that they have access to comprehensive immigration support and protection from deportation. Support includes sponsoring work authorization and other immigration-related legal processes.
- **Legal support:** The Employer shall assign an Immigration Liaison to each bargaining unit employee who is a foreign national. The Liaison will act as a primary contact for all immigration-related matters, ensuring that external counsel adheres to strict deadlines and providing the employee with updates through the process.
- **Language accessibility:** The Employer agrees to translate all employment-related documents, including disciplinary notices, policies, handbooks, procedures, notices, and a copy of the union contract, into the language spoken at home of its employees using a mutually acceptable translator.
- **Union participation in resolving immigration issues:** In the event that an employee has a problem with their right to work in the United States, the Employer shall notify the Union in writing prior to taking any action. The Employer agrees to meet with the Union to discuss the nature of the problem to attempt to reach a resolution.

See [Labor Notes](#) for full examples of contract language, sanctuary union resolutions, and an immigrant worker organizing toolkit.

Programmatic Ideas

Public programming is a core tool for public libraries; however, the extent to which you may be able to provide programs explicitly on this subject will depend on the supportiveness of your administration and the situation in your community. Above all, keep in mind safety concerns of the people you are trying to protect - don't assume it is safe for them to gather in a public place.

Passive programming

Passive programming has many advantages at this time - it draws less attention to the library workers managing it, and allows the community to engage asynchronously and anonymously. Some ideas for passive programming to support non-citizens:

- Provide Know Your Rights “red cards,” which share important information about constitutional rights when in contact with ICE, at appropriate service desks or make them available through library displays, allowing anyone to take, ideally available in places that are not visible from surveillance cameras or staff desks.
 - Immigrant Legal Resource Center offers [Print Your Own KYR red cards](#) in about 19 languages.
 - If you know of other organizations or spots in the area that would allow red cards to be disseminated, leave some there.
- More detailed/specific KYR or other relevant information may be available in flyers, brochures, zines, and more provided by national, statewide, or local organizations.
 - Ex: [Resources](#) and [posters](#) from the Immigrant Defense Project
 - Ex: business cards or brochures from local/statewide legal advocacy services for immigrants - [find ones near you from Informed Immigrant](#) or [this community-sourced spreadsheet](#)
 - Ex: copies of the [step-by-step family preparedness plan](#) from ILRC
 - Ex: QR codes and links leading to online resources like [these Know-Your-Rights tutorial videos in 7 languages](#)
 - Ex: [Deportation Defense Manual from Make the Road \(NY\)](#)
 - Ex: hotline numbers (note that there should be local/state/regional hotlines that could be more relevant for your community):
 - Immigrant Defense Project (IDP) Criminal-Immigration Helpline: 212-725-6422 [not live, leave a voicemail with name and number]
 - United We Dream’s hotline to report a raid: 1-844-363-1423 or or text 877877
 - American Immigration Lawyers Association (AILA): 1-800-954-0254
 - Dept of Justice Executive Office for Immigration Review (EOIR), if you have a case and wish to find out its status: 1-800-898-7180
 - Accessnow’s digital security helpline: help@accessnow.org
- Privacy support resources are also valuable and relevant, and may attract less attention because they are already common in libraries.
 - [Library Freedom Project has printable resources.](#)
 - Consider finding or creating your own bookmarks, stickers, and handouts.
 - Create book displays around privacy and related themes.
- Make relevant library policies public-facing and easily accessible to patrons so they can assess their own risk when using library services.
 - Distinguish clearly between local systems, which may be more private, and vendor systems, which may collect/retain/share more information.
- Ensure the public library’s collection has appropriate up-to-date print and digital resources related to immigration law, paths to citizenship, preparing for citizenship tests, ELL, etc. Provide materials in other languages when possible.

Active programming

Active programming is an important component of knowledge-sharing and coalition-building. It is also extra challenging in the current environment. Complete your personal and group risk assessments and determine if and how to engage in more active programming.

Good practices for active programming

- Keep attendee safety top of mind. Participants may not feel safe or be safe attending in-person programs as they used to right now.
 - Can you offer programs without requiring registration, or collect minimal information if registration is necessary (first names only, no addresses)?
 - Can you hold programs in non-public areas of the library, such as private meeting rooms? Be conscious of how visible a space is to the public, and how many ways in/out of the space there are and what parts of the library they go through.
 - Can you offer programs outside of the library's regular open hours? This allows greater control over who is allowed to come and go. It may be possible to deny entry to ICE (without a warrant) if the building is not currently open to the public.
 - Consider setting a "code word" (perhaps in a non-English language) that's required to be allowed in if you aren't keeping a formal registration list and you're able to share the code word privately with attendees ahead of time.
 - Can you offer a Zoom/remote option for attendees?
 - Many deportation events begin with a car being pulled over for minor violations (light out, minor speeding, snow on the car) and escalate to immigration authorities if the driver doesn't have a valid US license or is questioned about their status or papers. Avoiding unnecessary driving is one way to minimize risk.
 - Avoid naming the program something explicit that might draw unwanted attention ("Know Your Rights Information for Immigrants") and be as vague as possible if the name and description are publicly posted ("Info Session").
 - Consider not listing the program on public calendars or promoting via the library's usual channels; instead, get the word out through informal networks or trusted partner organizations.
- If possible, provide support like live interpreters, transportation to/from the library, and child-care during programs, and be considerate of good days/times to schedule programs for the communities you are trying to reach.

Show support in the library

In addition to specific informational resources related to immigrant rights & services and privacy, symbolic shows of support from the library can help immigrant communities feel welcomed and affirmed in the building and signal that it is a supportive place. Material support and information-sharing is likely more impactful than these symbolic shows. Consider the risks and benefits of each in the current climate in your community/library and prioritize accordingly.

- Create book displays highlighting different ethnic, cultural, or language groups; legal books related to citizenship and immigration; fiction or non-fiction books relating to immigration (history, memoir, novels).
 - If a formal book display is too charged for your current climate, take the initiative to turn choice books face-out in the new book section or other areas where books are usually merchandised that way.
 - Create virtual displays in Libby or the library catalog on the same subjects.
- Provide signage and library literature (brochures, maps) in non-English languages.
- Promote books and materials in non-English languages (if you have a World Languages collection or similar).
- If your library has space for community art exhibits or similar, consider soliciting work from immigrant communities or organizations for display to highlight voices from your community.
- Coloring sheets, puzzles, and other relaxing passive programs can be a quiet way to allow affected communities to recharge.

Program ideas

- KYR workshops to directly inform community members of their legal rights as related to immigration enforcement. Know Your Rights information should include information about ICE and federal rights that are the same nationwide, as well as research into local law enforcement context.
 - Contact [local immigrant support organizations](#) to inquire if they are able to provide a presentation.
 - Watch [this presentation from the Immigrant Defense Project](#) (New York) or use this [train-the-trainer toolkit](#) from ILRC (California) on holding a Know-Your-Rights presentation in your community if you or a community volunteer want to run one yourself.
 - If the library cannot formally sponsor such a presentation, could a community group use a library space for one (and you help off the clock/behind the scenes)?
- Privacy 101 classes with an emphasis on digital security risks for immigrant communities.
 - Privacy classes are already a common library offering, so this type of program may draw less attention.
 - Library Freedom Project has [resources](#) with presentations about privacy.
 - Other good sources of information and resources:
 - [Surveillance Self-Defense](#) from Electronic Frontier Foundation
 - [Privacy Guides](#)
 - [No Trace Project](#)
- Recognizing that the current political environment is taking a serious toll on the emotional and mental health of community members, consider if your institution can safely support community care meetings, grief circles, therapy dog visits, etc.

Rapid Response

This section serves as a guide for library workers responding to ICE's presence at your institution. By "rapid response," our intention is to offer advice for moving quickly and intentionally in support of our communities and members who are under immediate attack by ICE and/or law enforcement.

SALUTE

Misinformation about ICE raids and presence in our communities is abundant, so it's important for library workers to cut through the noise and document what we see with precision. To move past mis- and disinformation, we can use the **SALUTE** acronym (size, activity, location, unit, time, and equipment) to provide factual and actionable information to our rapid response networks.

S	<p>Size: how many ICE, law enforcement, "public safety" officers, etc. are currently present and actively surveilling a specific location.</p> <ul style="list-style-type: none">• Example: "There are two ICE agents sitting in an unmarked, black SUV on the traffic island at Street A and Street B, facing the campus gates and observing the security line."
A	<p>Activity: what, specifically, are the ICE agents doing to observe, stop, detain, or otherwise impede the movement of members of our community?</p> <ul style="list-style-type: none">• Example: "ICE agents wearing earpieces were pacing in front of the library around 3 pm, randomly stopping patrons and asking questions."
L	<p>Location: as precisely as possible, offer location information. What is best known for your campus context: a building named after a rich donor, naming the building by its function, and/or a street/pathway intersection?</p> <ul style="list-style-type: none">• Example, "In front of the Main Library at the northwest corner of Street A and Street B"
U	<p>Unit: research information regarding any visible branding, patches, logos, etc.</p> <ul style="list-style-type: none">• Example: an @nycicewatch Instagram post (01.21.25) illustrates the variety of logos, patches, and misdirections from local, state, and federal cop shops and agencies
T	<p>Time: noting the time is helpful for any campus regardless of size, as well as tracking movements and providing timely info</p> <ul style="list-style-type: none">• Example: "Seen at 3pm Tuesday, April 22nd"
E	<p>Equipment: what equipment, types of vehicles, etc. are present; these can be identification tools and also indicate what level of risk one is assuming by observing or being on campus</p> <ul style="list-style-type: none">• Example: "One van...one remotely controlled drone..."

Broadcast

Take the information you gathered using SALUTE and broadcast it. This could be merely the fact that ICE was seen in or near the library, or a report of a detention if one occurred.

- Rapid response will need efficient and accessible ways for communicating to your various community members. Consider how to broadcast timely information to:
 - Your rapid response network - phone tree for immediate activation
 - Patrons who may visit the library
 - Staff of the library
 - The wider community
 - Local allies who want to help
- Different communities, age groups, and demographics may use different tools to communicate. Consider your local community and how best to securely and efficiently share information.
- The National Network for Immigrant and Refugee Rights (NNIRR) is maintaining a list of local, state, and national hotlines for info-sharing about area raids, providing assistance for those under threat of detainment and/or deportation, and reporting missing persons.

Knowing how to identify ICE

ICE agents often misrepresent themselves as local police or probation officers through uniforms and fake stories. To verify whether or not an officer is from ICE:

- Look at their uniforms. ICE agents typically wear civilian or plain clothing. Their shirts may say "Police" on the front or back. Local police wear distinctive uniforms with a badge and other insignia.
- Ask to see proof of who they are, such as a business card or badge.
- Ask if the agents have a warrant signed by a judge. There are administrative warrants that ICE will try to pass off based on people not knowing the difference between a judicial and administrative warrant. Learn more about the differences and see examples in [this document from the National Immigration Law Center](#).
- Look at their vehicle. ICE agents often use unmarked cars rather than police vehicles.

ICE in the library

ICE officers may enter public spaces in the library at any time the library is open, like any other member of the public.

- **Notice and document** information about the presence of ICE or other enforcement officers in the building using the SALUTE method described below. Write everything down as soon as possible while it is fresh in your mind, and include the date and time.
- **Activate your rapid response network** as soon as possible.
 - Alert trusted co-workers in-person, via Signal chat, or using a codeword if using library-managed communication infrastructure, to let them know that ICE is currently in the building.
 - If you have access to a legal aid hotline or a lawyer, contact them as soon as possible. The most effective tactic in disrupting ICE detentions seems to be having a lawyer present ASAP. People at greater risk of removal should have or quickly obtain legal representation. Those at greater risk:
 - Have a final order of removal
 - Have been deported previously and have returned
 - Have criminal charges, convictions or have committed acts that constitute a chargeable criminal offense
- **Assist vulnerable patrons** in the moment if you are able. Remember that providing assistance may come with consequences.
 - Don't draw attention from other patrons or non-trusted co-workers. Calmly and quietly communicate verbally or by slipping a note to vulnerable patrons that ICE is on-site so that they can decide whether to leave the building.
 - Consider directing vulnerable patrons to a non-public area or an exit that won't take them past the officers. Patrons should not be seen to be running.
- **Delay and distract** ICE to allow co-workers in other areas of the building to act.
 - Politely and stupidly give non-answers to questions that take as long as possible without providing any useful information ("Oh, are you looking for someone? I'm not sure if I've seen them, do you have any other pictures? Hmm, let me think, let me go look at another document, let me ask someone else, let me check the schedule to see if my supervisor is available, oh wait, that's the wrong calendar, hang on, oh darn, it's still loading, you know how technology is...").
 - Request to see badges, business cards, numbers, warrants, paperwork, etc. Call and confirm identification with the proper law enforcement agency.
 - Insist on making photocopies of all those documents and take your time with the photocopier. (If pressed, it is both normal and legal for you to copy court orders to send to your attorney for review.)
 - Insist on bringing in another staff person, particularly if it will take them a long time to get to you.
 - Try to escort law enforcement into a more secluded area (away from patrons).
- **Deny** ICE any information or access you are not legally required to give them (such as the narrowest possible interpretation of the information specified in a signed judicial warrant).
- **Intervene** as possible based on your risk assessment and the situation.
 - If ICE has already confronted a patron, you might advise them of their right to remain silent and their right to an attorney.
 - Try to get legal counsel on site as soon as possible via your rapid response network.
 - Physical intervention in a detention will likely result in serious consequences.

When ICE Succeeds

When all else fails, and someone is deported or detained in an ICE holding facility, it's okay to take a moment to regroup for a next phase of thoughtful action. There are ways to attempt to tend to the immediate needs of the targeted person with the goal being mitigating harm while in custody and gaining their immediate release, such as:

- Coordinating support around the targeted person by joining already existing legal defense funds, or starting one. It's important to attempt to reach out to the targeted person's immediate family or community to collaborate respectfully and ethically.
- Raising awareness of the targeted person's disappearance, detention, or deportation by creating shareable social media assets, and/or channeling the press to designated spokespersons.
- Learning about mutual aid and then contributing to or establishing mutual aid resources for targeted persons. Some models include the New York State Youth Leadership Council's (NYSYLC) immigration mutual aid intake form, which gives good ideas for skills needed in creating a mutual aid group. Examples for giving or structuring mutual aid campaigns that accept donations include the Immigrant Worker Safety Net Fund.

It is critical to hold institutions accountable by demanding an institutional response. Those responses could be making a statement, such as Tuft's University's "Declaration for Rümeyşa Öztürk," and/or organizing staff walkouts or rallies at the library or in the community.

Talking Points

This section serves to provide individuals and groups with talking points to: inform on the current state of ICE targeting and actions; gain traction and buy-in from specific audiences; push for direct and concrete action to protect communities.

- Fast facts about how ICE's efforts require our response and action
 - ICE is violating non-citizen civil rights with no due process.
 - ICE is bypassing immigration court entirely, making it impossible for individuals to argue their case and violating the legal concept of "innocent until proven guilty."
 - The mass amounts of data collected about individuals means that policing agencies like ICE do not require warrants or subpoenas for information such as someone's movements, the information they access, and their communications, violating their constitutional right to privacy.
 - ICE is targeting individuals based on journalistic and scholarly outputs.
 - Violating the intellectual freedom of non-citizens puts all intellectual freedom at risk.
 - Institutions are losing federal funding whether they comply with ICE or not.

Speaking with a specific audience

When preparing to speak to a specific audience, take some time to anticipate their responses to your talking points and how you will in turn respond to theirs. For example:

- If your management is concerned active programming will bring negative attention, you might come prepared with examples of community pushback against a lack of transparency, and argue that negative attention does not outweigh our responsibilities to our immediate communities.
- Consider the following talking points for specific audiences:
 - Municipal government and/or library management/administration
 - Press admin for clear protocols around ICE presence on site. It's important to understand public spaces and private spaces. For example, ICE can enter a public space without a warrant. Ask about parking lots and other nearby areas where patrons could be vulnerable going to and from the library.
 - Unit/department management
 - Press unit management for department-specific plans rather than relying on institution-level guidance. If ICE enters the library, who can workers call besides police? Should they call their immediate manager or a library director? Be specific.
 - How will unit management protect our workers? Are there library workers with visas?
 - How is management planning on preemptively supporting workers? Will there be workshops on building out a support plan as outlined above? Has management spoken with people one-on-one to get a sense of people's concerns and needs?
 - Fellow workers
 - To prepare for organizing conversations with fellow workers, consider questions like, What are we concerned about? What is within our power to change? If it's not within our power, who can we pressure to act on our concerns?
- Community members
 - The public always has opinions about what the library should or should not be doing. How will staff on the floor respond if the library's response to ICE is criticized (in either direction)?

Self-Care and Mental Health

Taking care of your mental and physical wellness allows you to better advocate for others.

Develop a mental health crisis plan in advance with the contact information of people in your personal support system and professionals you can turn to in a mental health emergency. Here is a crisis plan template you can use: [In Case of Mental Health Emergency: A Crisis Toolkit](#).

If you plan to use mental health resources provided by your institution, check whether those resources are confidential and who may be mandated reporters. Here are some other mental health resources that you may find helpful:

Crisis Support

- [988 Suicide & Crisis Lifeline](#) - A free, confidential lifeline you can call, text, or chat 24/7.

Care Providers and Therapists

- [Abolition Centered Care Provider Database](#) - A collective resource of abolition-centered, anti-carceral care providers (therapists, social workers, peer supporters, healers) that are dedicated to providing care outside of oppressive systems (i.e. law enforcement, forced hospitalization, the psychiatric industrial complex).

Healing Justice and Community Care

- [Active Minds: Self-Care](#) - Self-care recommendations.
- [Care Practices Guide: A Resource for Collective Care in Movement Building by Latinx Therapists Action Network \(LTAN\)](#) [English and Spanish].
- [UndocuHealth Program Resilience and Community Care Toolkit](#) [English].

Podcasts and Guided Meditations

- [Guided Meditations \(UCLA Health\)](#) - In audio and text. Available in different languages.
- [La Cura Podcast: Decolonizing Latinx Health and Reclaiming Traditional Healing](#)

Glossary

What is ICE?

Immigration and Customs Enforcement (ICE) was formed under the Homeland Security Act of 2002. The stated goal of ICE is “identifying and eliminating border, economic, transportation, and infrastructure security vulnerabilities.”

What is DHS?

The Department of Homeland Security (DHS) works in the civilian sphere to protect the United States within, at, and outside its borders. The stated goal of DHS is “to prepare for, prevent, and respond to domestic emergencies, particularly terrorism.”

What is a 287(g) Agreement?

A 287(g) Agreement allows DHS to enter into an agreement with local law enforcement and deputize those officers to perform interviews, execute warrants, and conduct checks that would normally be conducted by federal agents.

What is a MADC?

Mutual Academic Defense Compacts (MADCs) are agreements in which signatory institutions pledge to provide “meaningful” support to other signatories that face federal government attacks on autonomy, academic freedom, free speech and assembly, and higher education workers. Support may include financial, legal, public relations, legislative advocacy, or common strategies.

How does Signal work?

Signal allows users to send messages and make calls using end-to-end encryption. Communication through Signal is never tracked, making it a very secure way to share information and organize. Keep in mind that even very secure communication tools are only as secure as the precautions their users take.

What is mutual aid?

Mutual aid is an organizational model based on collective support from the public, rather than from official entities. This model emphasizes resource-sharing and collaborative action.

What is data?

Data is a unit of information; also used to describe an object of computations and algorithms.

What is a dataset?

A collection of data that can be used for computational analysis.

What is “Big Data”?

“Big Data” is a commonly used term for massive datasets used to power elaborate algorithms and algorithmic systems.

What is metadata?

Metadata is data about data or data about an information source. For example, metadata about a phone call could include the number that placed the call, the number that received the call, the cellphone towers pinged for that call, the location of the callers, the date and time of the call, and the call length, but the metadata would not contain information about the contents of the call.

What is PII?

Personally Identifiable Information (PII) is any data that can identify an individual person. Direct PII can be used on its own to identify an individual—social security and passport information, for example. Indirect PII is more generic, but can be used in combination with other information to identify an individual—date of birth or last name, for example.

What is doxxing?

Doxxing is the act of publicly revealing personal information about someone without their consent, often online.

What are 1st, 2nd, and 3rd party data?

1st party data is data you give the site, 2nd party data is data from a trusted partner, and 3rd party is data obtained from a data aggregator.

What are data brokers?

People, aggregators, companies, or other entities that collect and piece together data from different sources—including both online and offline sources—and sell this repackaged as data profiles or personas.

What is identity resolution?

Resolving or matching personal identifiers (email, address, name, number, etc.) to digital identifiers (cookie, IP, device number, location).

What is API?

Application Programming Interface (API) is a tool for accessing data hosted by a company or organization. Some examples include the New York Times APIs and the LinkedIn APIs. These tools give access to New York Times content and LinkedIn content so that a computer can analyze it.

What are cookies?

Cookies are data files that allow users to navigate smoothly between websites, return to previous site activities, and save site preferences.

What is a sanctuary state?

A city, county, or state that has laws, ordinances, regulations, resolutions, policies, or other practices that can be used to obstruct ICE from operating in their jurisdiction.