

APPENDIX A

INFORMATION TO BE COLLECTED BY STAFF/SUPERVISOR AFTER AN ICE ENFORCEMENT ACTION

Date of enforcement action?

Time action began and ended?

Describe the enforcement action:

1. How many agents?
2. What agency conducted the action (*i.e.*, ICE, local police or state police)?
3. Names and/or badge numbers of the agents:
4. How did their uniforms identify them?
5. Why did they say they were there?
6. Did you ask to see a warrant?
7. Did the agents present a warrant?
8. If not, did you deny them consent to enter? What did you say?
9. How did they react if you denied them consent to enter?
10. If the agents presented a warrant, was a supervisor alerted? Who?
11. Was the warrant an administrative warrant, signed by an immigration official?
12. If it was an administrative warrant, did you tell the agents that your organization has a policy of denying access to nonpublic areas in the absence of a judicial warrant? What did you say?
13. How did the agents react if you denied them consent to enter based on an administrative warrant?
14. Did the agents present a judicial warrant, signed by a judge?
15. If so, please describe the warrant:
 - a. What was the date of the warrant?
 - b. What items or persons were the subjects of the search?
 - c. What areas were identified to be searched?
 - d. Which judge signed the warrant?
16. Did you allow the agents entry based on a judicial warrant?
17. If so, did you or another staff member accompany them on their search? Who?
18. Did the agents stay within the areas they were authorized to search by the warrant? If not, what other areas did they enter? Did they look in closed closets, cabinets, or drawers? Did they ask permission first?
19. Did they keep anyone from moving around freely? Who?
20. Did they arrest anyone? Who?
21. Did they seize any items? What?
22. Did they take pictures of documents? If so, whose? How did they get the documents?
23. Did they take fingerprints? If so, whose?
24. Were there children present? If so, whose? How many?
25. Did the agents yell at anyone? Who? Why? Which agents (if known)?
26. Did the agents have guns drawn or were they touching their weapons?
27. Is there anything else to add about the enforcement action?

New York Lawyers for the Public Interest Guidance to Nonprofits Regarding Immigration Enforcement

APPENDIX B

AO 93 (Rev. 11/13) Search and Seizure Warrant

UNITED STATES DISTRICT COURT
for the
District of New Jersey

In the Matter of the Search of _____)
(Briefly describe the property to be searched)
or identify the person by name and address)) Case No. 17-1234
123 Broad Street, Newark, NJ, Apt. 4)
_____)
_____)

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 _____ New Jersey.
(Identify the person or describe the property to be searched and give its location):
123 Broad Street, Newark, NJ: Apt. 4 and all common hallways and lobby of building

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 to be searched or describe the property to be seized):
John Doe, A-123-456-789, a deportable alien with convictions for crimes involving moral turpitude;
Goods stolen from XYZ Retail at 123 Commerce Street, Newark, NJ, on April 1, 2017, in a robbery allegedly involving John Doe.

YOU ARE COMMANDED to execute this warrant on or before April 24, 2017 (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 Jane Smith, U.S.M.J.
(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: 04/10/2017 10:00 am _____
City and state: Newark, NJ _____
Judge's signature _____
Jane Smith, United States Magistrate Judge
Printed name and title

This judicial search and seizure warrant is legally sufficient to allow agents into homes and other non-public places.

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