

Protocol for Interactions with Immigration Officials

For Front-Line Personnel in Frederick County Government

This handout outlines steps to follow if immigration officials (e.g., ICE or DHS agents) arrive at your location. Always prioritize safety, courtesy, and compliance with county policies. Do not provide information or access without proper authorization.

1. If Officials Ask About Persons at the Location

- Politely ask for identification and the purpose of their visit. Note their names, agency, and badge numbers.
- Do not confirm or deny the presence of any individuals without a valid warrant or court order. Refer all questions to your supervisor.
- Inform them that Frederick County does not enforce federal immigration laws unless required by a judicial warrant.

2. If Officials Request to Look Around or Enter Areas

- Do not grant access to any areas without the authorization of your supervisor. Verbal consent or administrative warrants (e.g., Form I-200 or I-205) do not authorize entry or searches.
- Politely direct them to public areas only. Explain that entry into non-public spaces requires proper supervisory/legal authorization.
- If they insist, do not physically obstruct but immediately follow the notification steps below.

3. Marking Private and Off-Limits Areas

- Clearly label restricted areas with signs such as:
"PRIVATE - AUTHORIZED COUNTY PERSONNEL ONLY"
"NO ENTRY WITHOUT PERMISSION - NON-COUNTY EMPLOYEES PROHIBITED"
- Use visible signage on doors, gates, or barriers. Include contact info for the department head (e.g., "Contact Supervisor at [phone number] for access").
- Ensure signs are in English and Spanish for clarity. Maintain locked doors where possible to prevent unauthorized entry.

Immediate Notification Steps

1. Call your supervisor immediately to report the interaction. Provide details: officials' identities, requests, and any documents presented.
2. Your supervisor must then call their division director, who will notify county administration as soon as possible.
3. After notifying your chain of command, call the County Attorney's Office at 301-600-1030 or 301-600-1031 to report the details. Further guidance will be provided, if needed.

Key Reminders:

- Remain calm and professional. Do not engage in discussions about immigration status.
- Document everything: time, date, what was said, and actions taken.
- If there's an immediate threat, call 911.

For questions or training, contact your supervisor or the County Attorney's Office.