

CARVER CENTER POLICY AND PROCEDURE

Carver Center ("Carver") provides a safe and welcoming environment for its client, volunteers, and staff. We do not ask about, or gather information about, immigration status. Our entire indoor facility is private, and we do not allow entry on the property by anyone who is not a registered Carver client, student, volunteer, staff or invited guest.

It is the policy of Carver not to allow agents or employees of U.S. Immigration and Customs Enforcement (ICE) or Customs and Border Protection (CBP), or law enforcement personnel who may be working with ICE or CBP, access to our facility, records or information, unless this is required by law or a valid judicial warrant.

PROCEDURES FOR GREETERS, STAFF, AND VOLUNTEERS

If any agents or officers come to Carver, inform them that they DO NOT have consent to enter the facility, which is private. (*"This is a private area. I cannot give you permission to enter. You must speak with my authorized supervisor."*)

- * State that it is the policy of Carver that they must wait outside while you contact a supervisor to speak with them. **Immediately contact Anne Bradner, Carver Chief Executive Officer at 914-320-4851 or Daniel Bonnet, Carver Chief Program Officer at 914-774-6653 or Colleen Kane, Carver Chief Advancement Officer at 607-206-3709.**

Do not attempt to physically block an agent or officer or engage in violence.

Do not answer questions or volunteer information. You can state that you do not have authority to provide information or answer questions.

PROCEDURES FOR SUPERVISORS

Inform the agents or officers that they DO NOT have consent to enter the facility.

Immediately contact counsel (Bonnie Baker at 914-261-4511).

You may tell the officers that the entire facility is private, and available only to registered clients, students, volunteers, staff, and invited guests. Be clear in stating that you DO NOT consent or give permission to enter.

DO remain calm and professional at all times.

DO ask the agents or officers for their names and identification.

DO write down badge numbers for all agents

DO NOT answer questions.

DO NOT attempt to physically block an agent or officer or engage in violence.

DO NOT give false information.

DO ask the agents or officers to please leave the property. (Note that by law they are allowed to be outside in public areas, and to take pictures in public areas.)

If the agents or officers say they have a search warrant or other permission, ask to see it.

An enforceable judicial search warrant will (a) have the name of a court at the top, and (b) be signed at the bottom by a judge or magistrate. And to be valid, the warrant must (c) have the correct date, (d) be issued within the past 14 days, and (e) state the specific location to be searched and items authorized to be searched.

If the document is not a valid, signed warrant, then the agents or officers DO NOT have the right to enter or conduct any search. Ask the agents or officers to leave the property.

If the agents or officers do have a valid search warrant, then they have the legal right to conduct a search, *but only* to the extent described in the search warrant.

DO NOT answer questions or provide computer passwords. You can state that you do not have authority to provide information or answer questions.

DO NOT interfere with the search, block the agents or officers, or attempt to hide individuals or documents.

DO ask for your copy of the warrant or take a picture of the warrant.

DO observe the search and take notes on what is searched, and what if anything is taken away. You may also record any interactions from a reasonable distance, but you must announce that you are doing so.

DO ask the agents or officers for an inventory of the materials they take.

If the agents or officers do have a valid arrest warrant for a specific individual:

DO NOT lie.

DO NOT hide the individual.

DO NOT obstruct the agent or officers.

DO maintain reasonable distance from the agents or officers.

If the agents or officers say they have a subpoena, ask to see it.

A valid judicial subpoena will (a) be issued by a court; (b) signed by a state or federal judge or magistrate; (c) state the address of Carver as the target of the subpoena and (d) identify specifically the documents being sought.

If the subpoena is a valid judicial subpoena, inform the agents or officers that you are not authorized to accept it and contact counsel (Bonnie Baker at 914-261-4511).

If the subpoena is not a valid judicial subpoena, compliance is not required. Ask the agents or officers to leave the property.

If Carver clients, their families, or Carver volunteers/staff are present, you can inform them of their basic rights:

They have the right to remain silent. The person can state "I do not want to answer any questions."

They have the right to ask the agent or officer if they are free to go. If the agent says yes, they are free to leave. If the agent says the person is not free to go, they can state that they would like the opportunity to consult with an attorney and otherwise remain silent.

If a person is arrested, they can inform the agent if there is a child or other person at home who needs care, or who should be informed of the arrest.