

# WAYS TO UPLIFT AND SUPPORT OUR IMMIGRANT NEIGHBORS

- Key insights and best practices from our tenant advocacy partners on supporting immigrant communities.
- How to protect vulnerable neighbors, respond to enforcement situations, and ensure communities remain informed and prepared.
- Equipping housing providers, advocates, and community members with practical tools to promote safety, dignity, and stability for all.

# Northern Virginia Affordable Housing Alliance (NVAHA)

- Our mission at NVAHA is to increase supply of and equitable access to affordable housing in Northern Virginia through education, advocacy, and community partnership.
- Our **core beliefs**:
  - Housing is about people.
  - Housing is a racial equity issue.
  - Housing is a health equity issue.
  - Housing is economic development.
  - Housing should be inclusive.
  - Housing is achieved through partnerships.



**NVAHA**

Northern Virginia Affordable  
Housing Alliance

We believe in a future where **everyone has access to quality affordable housing** in a neighborhood where they can thrive.

# **“KNOW YOUR RIGHTS” RESOURCES AND INFORMATION**

NVAHA is working with community leaders across the region who are reporting significant fear and uncertainty, particularly within our immigrant communities, of potential immigration-related policy changes and law enforcement as the new presidential administration takes office.

In order to support our housing and tenant advocacy partners working with residents who may be vulnerable to deportation or other immigration-related enforcement, we have compiled the following resources and best practices from experts in the field as well as our local partners.

For more details, please contact the partner organizations listed in this guide.

For legal advice, please consult an immigration attorney.

# WHAT DO I DO IF ICE SHOWS UP AT MY HOME OR WORKPLACE?

## *Keep calm*

You have constitutional rights.

## *Do not open the door*

No one can enter your home without your consent:  
"I will not open the door if I do not have a court order signed by a judge or magistrate."

## *If ICE enters your home*

Say: "I DO NOT consent to the search."

## *Exercise your right to remain silent!*

"I will not answer any questions and I exercise my right to remain silent."

## *Do not sign any documents*

"I will not sign any documents without first speaking to my lawyer."

Keep calm and it is better to remain silent (any incorrect information can harm you)

# LEGALLY BINDING JUDICIAL ORDER

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

## UNITED STATES DISTRICT COURT

for the  
Central District of Illinois

In the Matter of the Search of  
*(Briefly describe the property to be searched  
or identify the person by name and address)*

)  
)  
) Case No.  
)  
)  
)

### 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 \_\_\_\_\_  
*(identify the person or describe the property to be searched and give its location):*

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 or describe the property to be seized):*

**YOU ARE COMMANDED** to execute this warrant on or before \_\_\_\_\_ *(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 \_\_\_\_\_  
*(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: \_\_\_\_\_  
\_\_\_\_\_  
*Judge's signature*

City and state: \_\_\_\_\_  
\_\_\_\_\_  
*Printed name and title*

# NON BINDING ARREST WARRANT (DHS-ICE)

U.S. DEPARTMENT OF HOMELAND SECURITY    Warrant for Arrest of Alien

File No. \_\_\_\_\_

Date: \_\_\_\_\_

To: **Any immigration officer authorized pursuant to sections 236 and 287 of the Immigration and Nationality Act and part 287 of title 8, Code of Federal Regulations, to serve warrants of arrest for immigration violations**

I have determined that there is probable cause to believe that \_\_\_\_\_ is removable from the United States. This determination is based upon:

- the execution of a charging document to initiate removal proceedings against the subject;
- the pendency of ongoing removal proceedings against the subject;
- the failure to establish admissibility subsequent to deferred inspection;
- biometric confirmation of the subject's identity and a records check of federal databases that affirmatively indicate, by themselves or in addition to other reliable information, that the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law; and/or
- statements made voluntarily by the subject to an immigration officer and/or other reliable evidence that affirmatively indicate the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law.

**YOU ARE COMMANDED** to arrest and take into custody for removal proceedings under the Immigration and Nationality Act, the above-named alien.

\_\_\_\_\_  
*(Signature of Authorized Immigration Officer)*

\_\_\_\_\_  
*(Printed Name and Title of Authorized Immigration Officer)*

### Certificate of Service

I hereby certify that the Warrant for Arrest of Alien was served by me at \_\_\_\_\_  
*(Location)*

on \_\_\_\_\_ on \_\_\_\_\_, and the contents of this  
*(Name of Alien) (Date of Service)*

notice were read to him or her in the \_\_\_\_\_ language.  
*(Language)*

\_\_\_\_\_  
*Name and Signature of Officer*

\_\_\_\_\_  
*Name or Number of Interpreter (if applicable)*

# Judicial Warrant

Heading is from a COURT

- Must be signed by a judge or magistrate
- Must contain the address of the home to be searched or name of person to be arrested

# ICE Warrant

Heading is Department of Homeland Security

- Signed by an immigration officer (not a judge)
- Will still likely have a person's name

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- the pendency of ongoing removal proceedings against the subject;



\_\_\_\_\_  
(Signature of Authorized Immigration Officer)

\_\_\_\_\_  
(Printed Name and Title of Authorized Immigration Officer)

# WHAT DO I DO IF ICE SHOWS UP AT MY HOME OR WORKPLACE?

## **If officers come to my house, how do I know they are from ICE?**

ICE agents will often pretend to be police officers and say they want to talk to you about an issue such as identity theft or a case they are investigating. If they say “WE ARE THE POLICE,” ask them to slide your card or warrant under the door or show it through the window.

## **Do I have to let ICE or the police into my house?**

You do NOT have to let ICE or the police in unless they have a warrant signed by a judge authorizing them to enter and arrest someone in your home. You must ask them to slide the warrant under the door before opening it. In the vast majority of cases, ICE will not have a warrant and would need YOUR consent to enter your home. Opening the door does not mean you are giving your consent.

# HOW DO I PREPARE MYSELF IN CASE OF AN IMMIGRATION-RELATED EMERGENCY?

## Emergency Plan

An **Emergency Plan** is a document that everyone should have to protect themselves and their families in the event of an emergency, whether it be a fire, an earthquake, or an interaction with or arrest and detention by ICE.

Make sure people you trust know where this document is, why it is important, and how to get it if you are detained by ICE.

Be sure to keep your plan up to date and remember to **never share this document with ICE.**

## Emergency Planning Guide

The Legal Aid Justice Center recommends creating an emergency plan, list of emergency contacts, appointment of a standby guardian (for children, in the event parents are detained), and a limited power of attorney.

## Links to more information:

[Rapid Response Toolkit - Legal Aid Justice Center](#)

[Know Your Rights Resources - Just Neighbors](#)

[We Have Rights](#)

[Know Your Rights With ICE](#)

# WHAT CAN I SHARE WITH COMMUNITY MEMBERS ABOUT THEIR RIGHTS?

## Red Cards

Businesses and Non-profit organizations can order these red cards to provide to community members.

These cards can also be downloaded and printed in English and 12 other languages, and can be carried in one's wallet or pocket to refer to in case of an emergency

Free, printable versions are available online



# WHAT CAN I SHARE WITH COMMUNITY MEMBERS ABOUT THEIR RIGHTS?

## Yellow Cards

Yellow cards contains Immigration Rapid Response Hotline informations and can be carried in one's wallet or pocket to refer to in case of an emergency.



[Printable Yellow Cards - English & Spanish](#)

# HOW CAN I HELP PREVENT IMMIGRATION-RELATED SCAMS?

## Immigration Fraud

Encourage community members to seek legal advice from a trusted organization or licensed attorney.

Avoid paying high fees for services that can be provided at no cost or very low cost, like help filling out immigration-related paperwork or accessing notary services.

[Virginia State Bar - Immigration Fraud](#)



## Protect Yourself from Immigration Consultant Fraud!

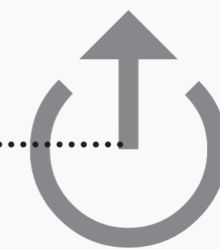
### What is Immigration Consultant Fraud?

Immigration consultant fraud occurs when an individual promises to help procure an immigration benefit for an individual, family or business and then fails to provide the promised service. These individuals may call themselves “notarios,” “notario publicos,” “visa consultants,” “immigration consultants,” “licenciados,” and other terms in other languages. They take advantage of undocumented aliens, U.S. business owners, legal permanent residents, and U.S. citizens. They usually require money for their services but are not authorized to give legal advice about immigration law.

### How Can I Protect Myself from Immigration Consultant Fraud?

Hire only a licensed attorney or a representative authorized by the Board of Immigration Appeals (BIA) to give you immigration advice and follow these basic precautions:

- Ask how much it will cost for a consultation.
- Verify an attorney’s or accredited representative’s eligibility to represent you.
- Ask what the process is, how long it will take, and what the risks are.
- Ask how you pay. A monthly maintenance fee is a sign of immigration fraud.
- Require a written contract of representation and review it carefully.
- Get a receipt when you make a payment.
- Receive copies of all documents prepared or submitted for you.
- Do not sign papers that are blank or that have not been filled out.
- Do not sign documents that you do not understand.
- Do not sign documents that contain false statements or inaccurate information.
- Report any unlawful activity that may be the unauthorized practice of law by contacting the Virginia State Bar’s Unauthorized Practice of Law Committee:



Ethics Department  
Virginia State Bar  
1111 East Main Street, Suite 700  
Richmond, Virginia 23219  
(804) 775-0557

# WHAT CAN ORGANIZATIONS AND ALLIES DO TO HELP?

Just Neighbors ([justneighbors.org](https://justneighbors.org)) has shared this information on what allies/organizations can do, including:

- **Re-think** how you provide services (some residents will be fearful of showing up to access services, even for basic necessities).
- **Prepare** a policy/procedure to follow if ICE shows up.
- **Recruit** attorneys to provide pro bono assistance, including family law, property issues, and immigration.
- **Speak out** and advocate for the rights of our vulnerable residents.
- **Consider hosting** a “Separation Planning” workshop for interested community members with family law attorneys who can help individuals make a Plan in case of detention/deportation/death/major illness.

# WHAT IMMEDIATE ACTION CAN I TAKE TO BE OF SUPPORT?

1. **Create on-site Safe Spaces** (“PRIVATE” or “STAFF ONLY”) for anyone needing assistance. Refer to these guides: [Legal Aid Justice Center on Protecting Immigrants: Guidance for Churches, Schools, and Hospitals \(in English\)](#) and [in Spanish](#).
2. **Create/distribute** [Red Cards](#) from [this link](#), available in 12 languages.
3. **Provide** residents with Know-Your-Rights material and resources.
4. **Offer** (bi-lingual and culturally sensitive) on-going office hours at each property to assist with paperwork, Separation Planning, and information sharing.
5. **Train** at least one staff member at each property as a Notary. (one-hour, \$40, online training)
6. **Alert** residents that they only need *certified* translators for *official legal documents*.
7. **Inform** parents seeking a power of attorney or guardianship, that they will need a lawyer.
8. **Help avoid** scammers - charging \$100-\$200 to complete a simple passport application.
9. **Realize** that parents may be scared and keep kids out of school - children out of school for any length of time may need tutoring and homework support at home/on-site.

# BEST PRACTICE: RECOMMENDATIONS

1. **Empower families** you work with by supporting their decision-making.
2. **Support young people** – they may have fear, anxiety, potential loss of a parent, school absences, etc.
3. **Train staff** - property management, maintenance and resident services - about trauma-informed services, the difference between judicial warrants and ICE warrants, how and which resources to share, how to create Separation Plans and how best to disseminate Know Your Rights tools.
4. **Trust Policy** – verify that your jurisdiction has a Trust Policy in place and exactly what it says about information sharing and local authorities' level of cooperation with ICE. *See our local jurisdiction list below.\*\**
5. **Re-think group events** such as food distribution, so participants can wait inside in secure and private locations (e.g. avoid outside lines, lock doors to public areas, put “by invitation only” signs on doors and have someone manage locked doors and building access).

# BEST PRACTICE: STRATEGIES

1. Clear and correct **communication** to residents
2. **Empathetic**, in small groups, not from a place of fear, and using Deep Listening. From there, give hope and resources.
3. **Don't advertise/plan large gatherings** or publicly share information within complexes – one on one or in smaller groups is best, which will help foster trust and safety.
4. Gather pertinent information to **create/provide training** to property management and resident services staff members.
5. **Train** Property management staff, Maintenance staff, and volunteers, equipped to provide culturally-sensitive information and support.
6. Keep services **anonymous**, such as the people's pantry or other on-site supports.
7. Create a list of **pro-bono legal supports and notary services** for residents, here is [Arlington's legal aid organization list](#).

# Resource Page

## Whom Can I Contact for Help?

- Legal Aid Justice Center (LAJC) : [justice4all.org](http://justice4all.org)
- Just Neighbors: <http://www.justneighbors.org>
- Amica Center for Immigrant Rights: [amicacenter.org](http://amicacenter.org)
- Hogar Immigrant Services: [hogarimmigrantservices.org](http://hogarimmigrantservices.org)
- CASA: [wearecasa.org](http://wearecasa.org)
- Immigration Law and Justice Network: [iljnetwork.org](http://iljnetwork.org)
- Restoration Immigration Legal Aid (RILA): [restorationimmigration.org](http://restorationimmigration.org)
- [List of Immigration Legal Assistance Organizations](#)
- The [National Immigration Detention Hotline](#) from inside detention on Tuesdays, Wednesdays, and Thursdays from 1pm-11pm ET: **Dial 9233#**
- Database of detained persons by Immigration and Customs Enforcement (ICE) by their A number: <http://locator.ice.gov>
- Immigration Rapid Response Hotline: **1-855-AYUDAR-1** (1-855-298-3271) (operating in NOVA and Charlottesville, so far)

# Resource Page

## Local Jurisdiction and School System Trust Policies / Immigration Statements:

### Alexandria Schools:

[Alexandria Superintendent spells out ways ACPS can and can't protect students from ICE | ALXnow](#)

### Arlington Schools:

[Immigration Resources for Families - Arlington Public Schools](#)

### Fairfax Schools:

[Resources for Immigrant Families | Fairfax County Public Schools](#)  
[Our Commitment to Supporting All Fairfax County Public Schools Families | Fairfax County Public Schools](#)

### Loudoun Schools:

[Our Commitment to Every LCPS Student | Loudoun County Public Schools](#)

### Prince William Schools:

[Immigration Protections and PWCS - Prince William County Public Schools](#)

### City of Alexandria:

[Message from Mayor Alyia Gaskins on Immigration Enforcement | City of Alexandria, VA](#)

### Arlington County:

[Strengthening Legitimacy with our Community with a new Trust Policy – Official Website of Arlington County Virginia Government](#)

### Fairfax County:

[Public Trust and Confidentiality Policy | Topics](#)

**\*Note** – the Sheriff's Departments in **Loudoun and Prince William Counties** have pledged their commitment to cooperating with ICE. This does not necessarily reflect the views of the Boards of Supervisors in these jurisdictions, however, **these jurisdictions do not have Trust Policies in place.**



# For inquiries, contact us.

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