**Immigration Official Sighting Reporting Template**

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*Please fill out the questions below if immigration official are identified at or around your clinic. This will help your organization and the California Primary Care Association (CPCA) track incidents and keep detailed documentation on each one.*

*Please submit a copy to your local consortia and to Elizabeth Oseguera (**loseguera@cpca.org**) with CPCA.*

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

How many officers? \_\_\_\_\_\_\_\_

1. Can you confirm with certainty that these were Immigration Officials? If so, how?

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1. How did their uniforms identify them?

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1. Where were the Immigrant Officers located?

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1. What were the Immigrant Officers Doing? Did they approach patients and/or staff? Please describe in detail.

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1. Did patients express fear or reluctance in seeking services at your health center after the immigration official was spotted? If so, what did the patient say?

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1. Names, badge numbers and/or license plate numbers if available:

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1. Did the Immigration Officer attempt to enter the clinic?

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***If an Immigration Officer attempted to enter the clinic, please answer the remaining questions below.***

1. Did you ask to see a warrant? Did the agents present a judicial warrant signed by a judge? What was the date on the judicial warrant?

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1. If not, did you deny them consent to enter? What did you say? How did the immigration agent respond?

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1. If the agents presented a judicial warrant, what did the warrant ask for? What areas or information did it grant to be searched?

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1. What information did the clinic release to immigration officials? Where you required to release patient information? If so, have you notified the impacted patients?

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1. If an administrative warrant was presented, did you tell the agents that your organization has policy of denying access to nonpublic areas in the absence of a judicial warrant? What did you say? How did they respond?

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1. Please provide a detail description of how immigration officials went about carrying out their search. Below are some questions to consider. Please make sure to list the names and contact information of any witnesses.
2. Did a staff accompany them on the search? Did the immigration officials stay within their legal boundaries per the warrant?

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1. Was the information obtained by ICE agents outlined in the warrant? Did they seize any documents / property? If so what?

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1. Did immigration officials take any pictures? If so, of what?

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1. Did they question patients or staff? If so who? Did ICE agents make any statements? Did the clinic staff remind patients of their rights?

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1. Did they arrest anybody? Did they draw / use any weapons (such as guns)?

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1. Did the immigration agents block any exists and / or restrict employee’s movement or activities?

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1. Did they try to enter any locked rooms or private areas? Did they enter any private spaces without authorization?

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1. Did your health center have policies and procedures in place in anticipation to this event? If so, were they followed? Were the policies helpful? Did staff and patients know what to do?

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1. How did the agents react if you denied them consent to enter based on an administrative warrant?

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