



CITY POLICY IMPLEMENTING THE EXECUTIVE ORDER CONCERNING LOCAL RESPONSE PROTOCOL TO IMMIGRATION

The city of Worcester (“Municipality”) is a welcoming city that provides services to all without regard to immigration status. The following guidance is intended to provide information to Municipal employees regarding providing services to immigrant residents and to offer a consistent response for encounters with federal Immigration and Customs Enforcement (“ICE”). This guidance shall apply to all Municipal departments, buildings, employees, officers and officials.

Procedure for ICE Visits to Municipal Buildings:

A. ICE Agents in Public Areas at Municipal Buildings

Public Areas Defined:

In most Municipal buildings these areas include: public meeting rooms (provided they are not being used by Municipal employees for official business), bathrooms, hallways, service desks/counters, teller counters, lobbies, and waiting areas. Any area of a public building where the public generally access to without permission and where Municipal employees are not conducting official city business.

How to Proceed:

In the event that ICE agents enter a Municipal building, employees must allow them to walk around freely in all public areas. Do not attempt to impede their access to public areas or interfere with their visit. ICE agents must observe the same rules as any member of the public.

Make sure to identify all non-public areas of Municipal buildings by placing signage which clearly designates private areas.

B. ICE Agents in Non-Public Areas of Municipal Buildings

Non-Public Areas Defined:

In most Municipal buildings these areas include: staff offices, staff meeting rooms, wellness/personal rooms, break rooms, and custodial areas.

Eric D. Batista
City Manager



City of Worcester

How to Proceed:

In the event that ICE agents enter a Municipal building and wish to access a non-public area, the Municipal employee should not allow the ICE agent into the private area and follow these steps:

1. Immediately call for assistance from a manager, supervisor, division or department head. Call one or more of the numbers listed below:
 - Department/Division Head
 - City Law Department, ask for the City Solicitor, 508-799-1161. Do not hang up without talking to an attorney regarding appropriate response.
2. Ask the ICE agents for their **names and contact information**. This can be done by asking for a business card, or name and badge number.
3. Ask whether the agents have a **judicial warrant** (signed by a judge, not an immigration officer) or court order. This is required to search in non-public areas.
4. If they do not have a judicial warrant or court order, explain politely **they do not have consent to enter** the non-public areas of the building without a valid judicial warrant.
5. If they tell you that they have a judicial warrant or court order, ask to see it and ask to make a copy. Scan and email the copy to the Law Department at Law@worchesterma.gov
6. Do not attempt to determine whether a judicial warrant, court order, or administrative warrant is valid by yourself. Explain to the agents that staff members do not have the authority to grant access to non-public spaces in the Municipal building.
7. The Law Department will review the warrant to ensure that it is valid, meaning:
 - the warrant is **signed** by a judge or magistrate,
 - the warrant describes the specific municipal building as the place to be searched,
 - the warrant has the **correct date** and was issued within **the past 14 days**, and
 - the search **does not exceed** the scope of the items authorized to be searched.
8. Remember that “**administrative warrants**” signed by an immigration officer are not enough to allow ICE agents into non-public areas of a Municipal building.

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9. If the warrant provided is not valid or does not meet the stated requirements, do not allow the agent in the non-public area of the Municipal building. State, "we do not consent to this search."

Request for Access to Documents or Resident Information from ICE

What Might Happen:

When ICE agents come to a Municipal building, they may be seeking an individual (as explained above) but they may also ask for documents that include resident information.

Documents and Resident Information Defined: Resident information includes residents' name, contact information, demographic information, and any information related to programs or services the resident participates in. This can be written information or information provided in a conversation. Resident information also includes whether a particular patron is in the building at that time of the visit.

How to Proceed:

1. Immediately call one of the numbers above for assistance.
2. If agents report that they have a subpoena for documents, do not automatically give them documents. Ask to see the subpoena and ask to make a copy. Scan and email a copy to the Law Department. The Law Department will review and determine whether such records are subject to a disclosure and if the subpoena or order is in proper form and provide advice on how to proceed. Subpoenas generally do not require an immediate production of documents.
3. Do not answer any questions about whether a particular person (staff or resident) is currently in the building or disclose resident information; instead, state that you are not authorized to answer questions.

Removal by ICE

How to Proceed:

1. You may **not** provide legal advice or offer to consult an attorney for a resident or coworker.
2. You may **not** direct residents **not to answer** questions.
3. You may **not** assist any person in **escaping or hiding**, including using a back door or other staff-only exit.
4. You may **not** make a false statement to the federal agents.

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5. You may **not interfere, hinder, or prevent**, a federal enforcement operation in any manner. You are not required to assist, however you must comply with the law.

Reporting Requirement

How to Proceed:

ICE agents at any Municipal building must be reported. Municipal employees with knowledge of the visit should immediately call their Division/Department Head to give a verbal report and receive guidance on how to proceed **as soon as possible** after the federal agents have left the Municipal building. The Municipal employee shall then complete an incident report (email or written report detailing the incident). The incident report shall include, at a minimum, the following information:

- Type of agents
- Names and badge numbers of agents, if you got them
- Any information that the agents requested
- What Municipal building incident occurred at and who from the municipality you consulted with in handling the matter.

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AMENDMENT

Whereas, the Municipality acknowledges the recent increase of federal enforcement of immigration laws nationwide has resulted in heightened distress throughout the local community; and

Whereas, the Municipality is committed to protecting its residents regardless of immigration status; and

Whereas, I Eric D. Batista, as City Manager of the City of Worcester, hereby restate and reaffirm the Executive Order Concerning Local Immigration Protocol signed and adopted by me on May 16, 2025; and

Whereas, in furtherance of said Executive Order, the Municipality has determined it is necessary to amend the City Policy Implementing the Executive Order Concerning Local Response to Immigration issued on May 16, 2025;

Now Therefore, I, Eric D. Batista, City Manager of the City of Worcester, hereby amend the Local Immigration Response Policy implementing the Executive Order dated May 16, 2025, as follows;

1. The Municipality shall not enter into any 287(g) agreements;
2. The Municipality prohibits the use of its property including open space, parking lots, garages, parks, or buildings, including the interior or exterior areas of any parcel upon which a building is located, for staging and prepping of federal civil immigration enforcement actions. Prohibited uses include but are not limited to assembling, mobilizing, or deploying vehicles, equipment, materials, or personnel for the purpose of carrying out federal civil immigration enforcement operations;
3. When responding to calls related to ICE activity, the WPD shall take reasonable steps to verify that the individuals on scene are federal agents and gather relevant information; and,

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4. Any footage captured on WPD body-worn cameras of federal agents engaged in civil immigration enforcement shall be made publicly available by the Municipality.

This Policy, as amended, shall take effect on February 4, 2026, and shall remain in effect until repealed.

Ordered at City Hall the 4th day of February 2026, by,

Eric D. Batista
City Manager