

Oregon Family Support Network Policy

Policy Area:	Subject: Policy Manual
Title of Policy: ICE Encounter Protocol Policy	Contract Area:
Effective Date: 12/01/2025	Number:
Approved Date: 12/12/2025, 03/30/2026 Revision Date: 03/30/2026	See Also: Incident Reporting Policy/SOP
Approved By: Strategic Leadership	

Purpose

To protect the safety, dignity, and rights of all individuals in Oregon Family Support Network (OFSN) spaces and to ensure a clear, lawful, and trauma-informed response in the event of contact with U.S. Immigration and Customs Enforcement (ICE).

Applies To: All OFSN events (where OFSN is the hosting agency), community gatherings, and office settings.

1. Rationale / Background

Oregon Family Support Network (OFSN) is committed to maintaining safe, inclusive, and trauma-informed environments for all individuals and families, regardless of immigration status. This policy provides guidance for staff, volunteers, and event leads on how to respond appropriately and lawfully if ICE agents appear at an OFSN site or event. The policy reflects OFSN's commitment to human rights, safety, and organizational integrity.

2. Definitions

- **ICE** (Immigration and Customs Enforcement): A federal agency responsible for enforcing immigration laws within the United States.
- **OFSN Events:** Applies to agency-hosted or sponsored activities: such as office gatherings, and community events coordinated by OFSN.
- **Event Lead:** The OFSN staff member responsible for coordination of a specific event.

3. Policy

3.1 General Principles

OFSN upholds the right of all individuals to access services and support without fear of immigration enforcement. All staff and volunteers must act in accordance with this policy, prioritizing safety, calm communication, and adherence to lawful procedures.

3.2 Building and Access Security

- All exterior doors shall remain locked at all times.
- Visitors must use the buzzer or doorbell to request entry.
- Staff will verify visitor identity before granting access.
- Anyone entering must present valid identification.
- For situations occurring offsite or outside of OFSN Events, OFSN staff will follow established response protocols to guide appropriate action.

Oregon Family Support Network Policy

Policy Area:	Subject: Policy Manual
Title of Policy: ICE Encounter Protocol Policy	Contract Area:
Effective Date: 12/01/2025	Number:
Approved Date: 12/12/2025, 03/30/2026 Revision Date: 03/30/2026	See Also: Incident Reporting Policy/SOP
Approved By: Strategic Leadership	

3.3 Confidentiality

- OFSN does not collect, record, or share immigration status information.
- Staff and volunteers must not ask, discuss, or speculate about anyone's legal or immigration status.