

# MEMORANDUM

**TO:** Village of Palatine Employees  
**FROM:** Reid Ottesen, Village Manager  
**RE:** Guidelines for Non-Law Enforcement Personnel  
**DATE:** November 13, 2025

Effective immediately, please refer to these guidelines in any interaction with ICE while performing the duties of your Village of Palatine position.

## **Guidelines for Non-Law Enforcement Village Personnel:**

- Federal immigration enforcement officers from Immigration and Customs Enforcement (ICE), Customs and Border Protection (CBP), or any other federal agency cannot be prevented from operating in any space that is open to the public at large. This includes streets, sidewalks, parking lots to which the general public has access, and public portions of Village facilities (such as lobbies, etc.).
  - Designated parking spaces within Village Hall parking lots are to be considered public for purposes of this memo.
- Village employees should not grant access to Federal immigration enforcement officers to private areas of our Village buildings unless they present a warrant. If they present a warrant, you should contact your department director to review it so that the information can be appropriately shared.
  - These areas include any area of Village buildings that are not accessible to the general public. These include private offices, corridors, and parking lots that are intended for Village Staff and Village vehicles **only** (i.e. parking lots at Fire Stations, behind the Police Station, behind the gate at Public Works, etc.).
  - Allowing Federal immigration officers access to these areas could violate the TRUST Act.
- Village employees should not provide information to any Federal immigration enforcement officer that would not be offered to a member of the public. If a federal officer actively investigating a civil immigration violation asks about information on residents or a residence or an employee, they should be directed to file a FOIA request. Again, Village

employees should not share such information with a federal immigration enforcement officer if they do not have a warrant. If they present a warrant, you should contact your department director to review it so that the information can be appropriately shared.

- If Federal immigration enforcement officers are found to be using a non-public parking lot or other non-public portion of Village property (i.e. parking lots at Fire Stations, behind the Police Station, behind the gate at Public Works, etc.), the ranking employee in that building should approach the federal officers and inform them that they are not allowed to operate in that area as it is for Village personnel and/or vehicles only. If they refuse to leave, the ranking official should call 911 and request a Palatine Police Officer to respond to document the unauthorized use of the property. At this time, local law enforcement has no authority to remove or cite a federal officer, but they can document it for future potential actions.
- If federal officers are on Village property, actively engaged in the arrest of a person, do not approach, as it may be perceived as impeding a federal officer. Call 911.
- While Village employees should not actively assist federal immigration enforcement officers, they also should **not** interfere with their investigations. Interfering with a federal investigation may carry criminal penalties, under 18 U.S.C. § 111.
- Village employees may engage in their normal job duties near an ICE or CBP incident. This includes responding to medical or other emergencies that occur during or as the result of federal immigration enforcement incident. Therefore, if an ICE officer or detainee is injured or undergoing a medical emergency, normal life-safety protocols apply. Similarly, Public Works and other employees may go about their normal responsibilities in the vicinity of such incidents, as safety permits.