

WHAT TO DO IF ICE COMES TO YOUR WORK



PREPARE: BEFORE ICE ARRIVES AT YOUR WORK

- It is important to have legal advice from an immigration attorney specializing in I-9 audits.
- You and your staff have the right to remain silent and ask for a lawyer.
- Give your employees a list of lawyers and organizations that give legal advice.
- Teach your employees that:
 - DO NOT give ICE permission to enter the private areas of your work.
 - DO NOT answer questions or give any information.
- Provide training to all your employees about your rights. Practice with them and them.
- ICE CAN NOT enter private places without a search warrant or your permission. Then, clearly mark which places are private. For example, your office and kitchen are private. DO NOT PERMIT.
- Make a written plan in case ICE comes to your work. Practice what to do and what to say with your employees.

DURING: WHEN ICE ARRIVES AT YOUR WORK

- If ICE agents enter a public area, say the following: "I am the employer. You cannot go to other areas without my permission."
- If ICE tries to enter a private area, tell them: "This is a private area. They can not enter without a court order signed by a judge. Do they have a court order?"
- Encourage your employees to film or to take pictures of ICE.
- If the agents have a court order signed by a judge, ask for a copy and read it. If you can, make a copy.
- If ICE tries to question you or your employees, remind your workers that they have the right to remain silent and ask for a lawyer.
- Administrative Audits I-9: ICE must give a 72-hour notice if it wants to do an I-9 administrative audit.
- Watch the agents carefully. Verify that they are complying with what the court order says. For example, the order can limit the areas that ICE can register.
- When the immigration agents leave, record or record everything you saw. This will help you when you talk to a lawyer later.

KNOW YOUR RIGHTS: I-9 AUDITS

- Administrative Audits I-9: ICE must give a 72-hour notice if for I-9 administrative audits.
- Remind your workers that they have the right to remain silent and not answer any immigration related questions.
- Speak with a lawyer. If necessary, ask your lawyer to request an extension.
- You can request to submit the forms to an ICE office. Make sure the person delivering the forms does not have any concerns about their own immigration status.
- Have a distinction between public areas and private areas. In order for ICE to have access to the private places of the establishment, ICE agents must have a search warrant signed by a judge.
- I-9 must be filed separately from all other paperwork.