

Employer's Instructions to Employees in the event of a ICE raid.

- 1) STAY CALM and professional. Do not argue, lie or run.
- 2) REMEMBER, ICE is not your friend, no matter how friendly they may appear.
- 3) TELL the agents:
 - a) You do not have authority to speak with them.
 - b) They must wait in the assigned public area.
 - c) They don't have permission enter private areas.
 - d) You will contact your manager.
 - e) You do not have authority to give consent for them to enter private areas.
- 4) CALL
 - a) _____ at _____(phone #). If you can't reach them, call _____ at _____.
 - b) the Rapid Response Network Team Hotline at 1-(888)-622-1510.
- 5) TAKE PHOTOGRAPHS of any papers the agents give you and text them to _____. If the agents say they have a warrant, inform _____ but do not give the agents permission to enter.
- 6) VIDEO what the agents do (from a distance of 10 feet).
- 7) WRITE DOWN the names and badge numbers of the agents.
- 8) BRING to work and carry a "Know Your Rights" card.
- 9) DO NOT carry any documents that identify your country of origin or false documents.
- 10) REMEMBER your personal rights:
 - a) YOU HAVE THE RIGHT to remain silent. Tell the agent you wish to remain silent or give them your "Know Your Rights" card.
 - b) YOU HAVE THE RIGHT to a lawyer. If you don't have one, ask for a list of low-cost legal services.
 - c) YOU HAVE THE RIGHT to contact your consulate or have an officer tell the consulate of your arrest.
 - d) YOU DO NOT HAVE TO:
 - i) Answer questions verbally or nonverbally;
 - ii) Answer any question about your place of birth or immigration status;
 - iii) Show any immigration documents; or
 - iv) Consent to a search of yourself or your belongings.
 - e) DO NOT
 - i) try to resist;
 - ii) discuss your immigration status with anyone but your lawyer; or
 - iii) sign anything or make decisions without a lawyer.
 - f) READ all papers fully. If you don't understand or cannot read the papers, ask for an interpreter.
 - g) KNOW your immigration number ("A" number) and give it to your family so they can locate you.
 - h) WRITE DOWN everything you remember, including officers' badge and patrol car numbers, if you feel your rights have been violated, write down. Get contact information for witnesses.
 - i) SEEK medical attention immediately if you're injured and take photographs of your injuries. You may file a written complaint with the agency's internal affairs division or civilian complaint board. In most cases, you can file a complaint anonymously if you wish.



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