

Sample Employers' Instructions for Employees in the Event of an ICE Raid

- 1) STAY CALM and professional. Do not argue, lie or run.
- 2) REMEMBER ICE may appear friendly, but anything you say may be used against you.
- 3) TELL the agents:
 - a) You do not have authority to speak with them on behalf of the business.
 - b) They must wait in the designated 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, even if they say they have a warrant.
- 4) CALL
 - a) the [insert name of Designated Company Representative] at [insert phone #]. If [insert name of Designated Company Representative] is not available, call [insert name of Backup Designated Company Representative] at [insert phone #].
 - b) the Rapid Response Network Team Hotline at 1-(888)-622-1510 to report the raid.
- 5) WRITE DOWN the names and badge numbers of the agents.
- 6) TAKE photographs and video of:
 - a) Any papers the agents give you and text them to _____;
 - b) What the agents do (from a distance of 10 feet). Inform the agents that you are recording.
- 7) BRING to work and carry a "Know Your Rights" card. DO NOT carry or bring to work any documents that identify your country of origin or false documents.
- 8) REMEMBER your personal rights:
 - a) YOU HAVE THE RIGHT to remain silent. You may tell the agents that you will not talk with them without your attorney present or give the agents 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 HAVE THE RIGHT TO:
 - i) NOT answer questions verbally or nonverbally;
 - ii) NOT answer any question about your place of birth or immigration status;
 - iii) NOT show any immigration documents; or
 - iv) NOT consent to a search of yourself or your belongings.



- e) YOU HAVE THE RIGHT TO an interpreter. In high stress situations, if you are more comfortable in your native language, ask for an interpreter.
- f) DO NOT
 - i) carry or provide false documents or false information;
 - ii) carry documents that identify your country of origin;
 - iii) run or try to resist;
 - iv) discuss your immigration status with anyone but your lawyer; or
 - v) sign anything or make decisions without a lawyer.
- g) READ all papers fully. If you don't understand or cannot read the papers, ask for an interpreter.
- h) KNOW your immigration number ("A" number) and give it to your family so they can locate you.
- i) If you feel your rights have been violated:
 - WRITE DOWN everything you remember, including officers' badge and patrol car numbers,
 - GET contact information for witnesses,
 - SEEK medical attention immediately if you're injured,
 - TAKE photographs of your injuries, and
 - TELL your attorney. Consider filing a complaint with the agency's internal affairs division or civilian complaint board.

