

Here is a summary of key takeaways from the National Immigration Law Center for employers
We strongly recommend you review the key resources and attend training, if possible.

Get Prepared

1. Develop a Plan

- Practice your plan with the workers. Practice what to say, what to do.

★ Workplace Guidance Material

Resource: [A Guide for Employers: What to Do if Immigration Comes to Your Workplace - NILC](#) (also available as [printable PDF](#))

Why? Provides practical advice for addressing immigration-related actions in the workplace. It is available in multiple languages, including [Chinese](#), [Korean](#), [Spanish](#), and [Thai](#).



Resource: Nisei Farmers League [Handout](#)

Why? Printable handout in English and Spanish to assure farm employees that farm owners will respect and defend their rights

Resource: [Farm Employers Labor Service](#) (a project of the Farm Bureau)
(English Only)

Why? Clear, simple blog post, giving information and guidance for employers.



2. Train Staff on Rights and Procedures

- Train your staff:
 - Do NOT run away if ICE agents show up. Running away could give ICE a legal reason to arrest workers.
 - Do NOT answer questions or give any information.
 - Encourage employees to have personal emergency plans (e.g., legal representation, family contacts).

★ Know Your Rights

Resource: [Immigrant Legal Resource Center \(ILRC\) Red Cards](#)

Why? These cards provide a script in English and Spanish (& other languages) to assert legal rights when interacting with immigration officers. They help individuals remain silent and refuse unlawful searches.



★ Family Preparedness Plan

Resource: [Immigrant Legal Resource Center \(ILRC\) Family Preparedness Guide](#)

Why? This guide helps families prepare in case a loved one is detained or deported. It includes information on power of attorney, emergency contacts, and child custody plans.



3. Review and Maintain Employment Records

- Keep I-9 forms and other employment records organized and up to date.
- Store I-9 forms separately from other employee records for easier compliance checks.
- Employees should prepare with copies of documents (as long as they are legal), especially one that can show an employee has been in the country for two years continuously.

4. Limit Access to Non-Public Areas

- Post signs designating employee-only areas as “**Private Property - No Trespassing**” or “**Visitor must check in at main office**”
- ICE agents can only enter non-public areas with a valid judicial warrant.
- Train staff to direct ICE officials to management without providing extra information.

5. Connect Workers with Resources

- Give all workers a list of lawyers or organizations that can provide high quality, free or low-cost immigration legal advice. Sharing this information with all workers ensures you are not singling anyone out.
- Connect with an immigration response network in your area.

★ Local Rapid Response Networks

Why? Many areas have rapid response teams to verify raids and mobilize community resources. Use these numbers to report ICE activity and Enforcement Actions. Some of these can also often connect you to a lawyer if you or someone you know is detained. Please use websites to find out how to make informational inquiries.

Monterey County (831) 204-8082 https://www.facebook.com/groups/703298060058793/	Napa, Solano, Sonoma Counties (707) 800-4544 https://www.facebook.com/NorthBayOrganizingProject
Santa Cruz County (Santa Cruz, Monterey, San Benito) (831) 239-4289 https://www.facebook.com/YARRsantacruz/	Marin County (415) 991-4545
Santa Clara County (408) 290-1144 https://www.facebook.com/RRNSCC/	Alameda County (510) 241-4011 https://www.acilep.org/
San Mateo County (203) 666-4472 https://www.smcgov.org/ceo/rapid-response-hotline	Sacramento, Yolo, Butte, Sutter, Yuba, Placer, El Dorado, Nevada Counties (916) 382-0256 https://www.sacfuelnetwork.org/sacramento-rapid-response-network
Central Valley (Fresno, San Joaquin, Merced, Stanislaus, and Kern Counties) (559) 206-0151	

During Immigration Action On-Site

- If ICE agents enter a public area of your business, say: *“I am the employer. You cannot go to other areas of the workplace without my permission.”*
- If ICE agents try to enter a private area, say: *“This is a private area. You cannot enter without a judicial warrant signed by a judge. Do you have a judicial warrant?”*
- Encourage your staff to video or take photos during an immigration action (if they are willing).
- If the agents have a judicial warrant signed by a judge, ask for a copy and read it. Make a copy if you can. You can still decline to give consent for the search.
- Watch the agents carefully. Keep track of what they do. See if they are following what is written on the warrant. For example, the warrant may limit the areas the agents can search.
- If ICE agents try to question you or the workers, remind the workers they have a right to stay silent and to ask for a lawyer.
- When immigration agents leave, record or write down everything you saw. This will help you remember the details when you talk to a lawyer later.