

ICE Worksite Enforcement Actions: Employer Rights and Responsibilities



Preparation is crucial when it comes to an immigration worksite enforcement action. Even if you carefully verify the work authorization of all your employees, Immigration & Customs Enforcement (ICE), a federal law enforcement agency within the Department of Homeland Security (DHS), may still investigate your workplace based on a lead, complaint, or other factors. If you do not have a worksite enforcement action plan in place, you should consult with a [qualified immigration attorney](#) to ensure that you are prepared in the event of an unannounced federal law enforcement visit. In the meantime, if ICE arrives at your workplace, be aware of the following:

1) Contact Your Attorney:

When ICE arrives at your worksite, immediately contact your attorney. The host/hostess or company representative should inform the officers: "Our company policy is to call our lawyer, and I am doing that now." Your attorney may be able to come to the worksite promptly to assist or speak to the federal agents over the phone.

2) Understand the different types of ICE site visits that may be conducted:

- **Workplace Raids:** ICE may conduct a raid without notice. ICE agents will show up at your business seeking to conduct a search, retrieve documents, and speak with employees.
- **Individual Arrests/Detainers:** ICE Agents may also come looking for a specific employee it believes to be undocumented.
- **I-9 Audits:** ICE may conduct an audit of your I-9s and related documentation. Audits are usually initiated through a Notice of Inspection (NOI), which is a written request for the employer to provide I-9s and related documents within three days. If you receive an NOI, contact your attorney and never waive the three-day period.

3) Scope of Operations:

Immigration officers are permitted to enter any public areas of your workplace, but must have a valid search warrant or your consent to enter non-public areas.

- A valid warrant must be signed and dated by a judge. It will include a timeframe within which the search must be conducted, a description of the premises to be searched, and a list of items to be searched for and seized (e.g., payroll records, employee identification documents, Forms I-9, SSA correspondence, etc.). *If ICE does not have a warrant or has an administrative warrant not signed by a judge, then ICE may not enter non-public areas of the premises without your consent.*
- An agent will serve the search warrant on a host/hostess or company representative and alert other agents to enter.
- Your company can accept the warrant, but not consent to the search. If you do not consent to the search, the search will proceed, but you can later challenge it if there are grounds to do so.
- Depending on the type of business, ICE may demand that equipment be shut down and that no one leave the premises without permission.
- ICE may move employees into a contained area for questioning.
- While some agents question employees, others will likely execute the search and seizure of items listed in the warrant.

4) Employer Rights and Responsibilities:

Employers have certain rights and responsibilities during a worksite enforcement action:

- If a search warrant is presented, examine it to ensure that it is signed by a judge, that it is being served within the permitted timeframe, and that the search is within the scope of the warrant—the area to be searched and the items to be seized. Be sure to send a copy of the warrant to your attorney.
- Write down the name of the supervising agent and the name of the U.S. attorney assigned to the case.
- Have at least one company representative follow each agent around the facility. The employee may take notes or videotape the officer. Note any items seized and ask if copies can be made before they are taken. If the agent does not allow you to make copies, you can obtain copies later. If the agents ask to take computers or electronic devices that are covered by a warrant, request that the agents image the devices instead of seizing them.
- If agents presented a valid search warrant and want access to locked facilities, unlock them.

4) Employer Rights and Responsibilities (continued):

- Request reasonable accommodations as necessary. If agents insist on seizing a document that is vital to your operations, explain why it is vital and ask for permission to photocopy it before the original is seized. Reasonable requests are usually granted.
- Do not block or interfere with federal agent activities. Note that you are not required to give the agents access to non-public areas if they did not present a valid search warrant.
- Object to a search outside the scope of the warrant. Do not engage in a debate or argument with the agent about the scope of the warrant. Simply state your objection to the agent and make note of it.
- Protect privileged materials:
 - If agents wish to examine documents designated as attorney-client privileged material (such as letters or memoranda to or from counsel), inform them that they are privileged and request that attorney-client documents not be inspected by the agents until you are able to speak to your attorney.
 - If agents insist on seizing such documents, you cannot prevent them from doing so. If such documents are seized, try to record in your notes exactly which documents were taken by the agents.
- Ask for a copy of the list of items seized during the search. The agents are required to provide an inventory to you.
- Company representatives should not give any statements to federal agents or allow themselves to be interrogated before consulting with an attorney.
- You may inform employees that they may choose whether or not to talk with federal agents, but do **not** direct them to refuse to speak to agents when questioned.
- Do **not** hide employees or assist them in leaving the premises without permission. Do not provide false or misleading information, falsely deny the presence of named employees, or shred or otherwise obscure documents.

Do not forget the health and welfare of your employees. Enforcement actions can sometimes last for hours. If an employee requires medication or medical attention, or if employees have children who need to be picked up from school, communicate these concerns to the federal agents. Employers should consider holding required training and/or practice drills just as you do fire or other safety drills, especially if you believe ICE may target your worksite. Your team will be more prepared and confident if they know what to say and do.

5) Employees' Rights:

Employees have the right to remain silent and the right to an attorney. Ask if your employees are free to leave. If they are not free to leave, they have a right to an attorney. While you should not instruct your employees to refuse to speak to federal agents, they also have the right to remain silent and do not need to answer any questions.

- Your employees do not need to answer questions about their immigration status, where they were born, or how they entered the United States. They may exercise their right to remain silent and may ask to speak to an attorney
- If federal agents try to determine your employees' immigration status by asking them to stand in groups according to status, they do not have to move, or they can move to an area that is not designated for a particular group.
- They may also refuse to show identity documents that disclose their country of nationality or citizenship.
- If your employees are detained or taken into custody, ensure that you assign someone to contact their family, and pay them any money owed for services.
- Point your workers to free public resources that they can consult if they want to learn more about immigrant workers rights. Some sources include:
 - [Immigrant Legal Resource Center – Red Cards](#) – The ILRC has created “Red Cards”—pocket-sized cards that inform immigrants of their rights. The cards can be printed for free.
 - [The American Civil Liberties Union \(ACLU\) – Immigrant’s Rights](#)
 - [The National Immigration Law Center – Know Your Rights Fact Sheets](#)
 - [The Immigrant Defense Project: ICE Raids Toolkit](#)

6) Post-Enforcement Action Issues:

The investigation does not end after the federal agents leave the premises. ICE and the U.S. Attorney will thoroughly review the items seized during the enforcement action, and the investigation, including undercover surveillance, can continue for many months.

ICE is not the only law enforcement agency that can visit or conduct an enforcement action against your worksite. The Department of Labor may also conduct an investigation, and in some jurisdictions, state and local police can act on behalf of ICE in an operation. For more information about your rights and responsibilities as an employer in the event of an ICE enforcement action or other enforcement action or investigation at your workplace, speak to a qualified immigration lawyer.

Remember:

- **Be Prepared.**
- **Know Your Rights.**
- **Have a Plan.**
- **Talk to a Qualified Immigration Attorney!**

We encourage you to contact Khanbabai Immigration Law or Hopdov LLC if you need help or have any questions.