



# IMMIGRATION SITE VISIT GUIDANCE

## Immediate Actions and Notifications

This document is general guidance for what to do if an immigration enforcement (DHS, ICE, or USCIS) visit occurs:

### Immediate Actions and Notifications

1. Do not agree or consent to any search or interview without involving Senior Leadership and our attorney.
2. Request review of the search warrant, it is your and **[Insert Company Name]'s** right to review. **Ensure that it is a judicial warrant** which has been signed by a federal judge and understand the scope of the warrant. An administrative warrant (not signed by a magistrate or judge) does not give federal/agency officials authority to enter without consent.
3. Identify all law enforcement/agencies participating in the raid and the US attorney assigned to the case, including all contact information. Obtain credentials of the law enforcement/agencies executing the warrant.
4. Establish that you are not the person authorized to allow federal agents into the site or building.
5. Immediately notify your Senior leadership and send a copy of the warrant. **Senior Leadership will notify our Attorney**, who will review the warrant.
6. It is important to discuss with Senior Leadership if our Owner/Client's rights are involved (renovations or additions) and if our Owner needs to be notified or involved in the decision and/or have a representative on site during immigration enforcement inspections.

### Job Site Inspection and Cooperation Guidelines

1. Request that the raid be delayed until the Senior leadership can be present (Note: they may not agree, but the raid may go more smoothly with leadership involved).
2. At **[Insert Company Name]** a designated person must accompany each federal agent(s) during the raid. Take photos/videos of the entire interaction, detailed notes of everything observed, and document a list of items seized during the search, like OSHA inspections.

3. Provide access to the facility/jobsite in accordance with the federal search warrant. Generally, the warrant will specify the locations where an agent is entitled to enter.
4. Object to any searches outside the scope of the warrant and ask the federal agent(s) to make note of the objection, but do not argue or debate with the agent(s).
5. Do **not** answer unnecessary questions or volunteer information, only address what is legally required and necessary to meet their request within the bounds of the warrant's scope.
6. Do **not** obstruct the visit/raid or provide false or misleading information.
7. Do **not** allow interviews to occur within the non-public areas.
8. Do **not** hide workers or assist them in an attempt to escape the visit/raid.
9. Do **not** stop or abandon the work, serious damage to the building, equipment or materials could occur (Example: concrete pours cannot be stopped without significant repercussions).

**All Personnel:** Workers encountering federal agents have the right to remain silent and right to an attorney at all times.

**[Insert Company Name]** is an E-Verify contractor that has already passed I-9 audits. All records are kept at the main office with Human Resources.