

KNOW YOUR RIGHTS: WHEN ENCOUNTERING ICE AT WORK



DO

- Develop policies to keep employees safe.
- Assign someone with citizenship or stable status to attend front desk or door and handle questions.
- Instruct that no one should confirm the identity or location of a colleague.
- Know the difference between public spaces officers have a right to access and private spaces they don't:
 - **Public spaces** – store customers are permitted to access or walk through. (ie. The aisles of a store at the mall).
 - **Private spaces** – only employees or owners are allowed; where customers are not usually allowed. (ie. Backrooms, offices, or breakrooms).
- Clearly demarcate all private spaces and offices with signs (ie. “Employees Only – Do Not Enter.”)
- Remain silent and state that you wish to do so.
- Show solidarity by not handing over your documents even if you are a citizen, as doing so could imply that others are not citizens.



DO NOT

- Open the door or respond to questions about employees if you are not assigned to take on that responsibility.
 - Speak to law enforcement or volunteer information.
 - Confirm your colleagues' identities or location.
 - Consent to law enforcement entering private spaces or worksites, such as a construction site – including opening doors or gates for officers or agents.
 - Run from officers or hide colleagues. Instead, remain calm and walk to a private office or breakroom.
- Sign any document you do not understand.
- Show false or foreign documentation.
- Mistake an administrative DHS warrant for a Judicial warrant. (A DHS warrant is insufficient for a search, while a warrant signed by a federal judge is valid.)

<https://raise.is>

RAISE Hotline: +1 (888)-600-5762

