

COMPANY RESPONSE PLAN

If Immigration Agents Come to This Worksite



Complete the following information for your company

COMPANY REPRESENTATIVE(S) & PHONE NUMBER

Name _____ Phone # _____

Name _____ Phone # _____

Name _____ Phone # _____

ATTORNEY / LEGAL HELP

Name _____ Phone # _____

PRIVATE SPACE

Examples: Break rooms, kitchens,
or orchards

PUBLIC SPACE

Examples: Waiting areas, lobbies,
or public parking lots

ALL EMPLOYEES

- 1 Stay Calm. Do Not Run. Do Not Resist
Running may give agents a reason to detain you.

- 2 Notify the company representative(s)



*I am not authorized to speak to you, but I will find
someone who can. Please wait here.*

- 3 Do not open doors or give access to private areas
If you are in a private area when agents enter the worksite,
you can remain in that area.



I do not consent to your entry.

- 4 You do not have to answer questions from an immigration agent
This includes questions about your name, birthplace, immigration
status, or entry to the U.S. If agents ask for your documents, you
can show them if you have them or remain silent.



I choose to remain silent.

- 5 You do not need to line up or be sorted to help immigration agents
If agents stop you, you can ask if you're free to go.



Why are you stopping me? Am I free to leave?

- 6 You do not need to sign anything or answer any questions
without a lawyer present.



I would like to speak to a lawyer.

COMPANY REPRESENTATIVE(S)

*A designated company representative is someone the company has
identified to implement this plan.*

- 1 Ask to see the agent's identification.

- 2 Check for a judicial warrant

Ask to see a warrant signed by a judge. Confirm that the judicial
warrant is valid: name, dates, location, must all be correct and it
must be signed by a judge.

If agents **DO NOT HAVE** a judicial warrant, you **DO NOT** need to
release any information. Tell the enforcement officers that they
are not authorized to enter private areas.



Do you have a judicial warrant? If so, I would like to see it.

If NO: *I do not give you permission to search me or our work site.*

- 3 Accompany Agents — Keep Them in Authorized Areas

If the agents **HAVE** a valid judicial warrant, walk with them
and ensure the search remains within the boundaries authorized
by the warrant. You can object to a search of areas outside of
what is stated in the warrant, but do not physically block
or interfere with agents.

- 4 Do not give information about your employees or sort them

As a company representative, you **SHOULD NOT** give
information about employees, help agents sort people by
their immigration status or the country they are from, or say
if someone is working (even if there is a judicial warrant).

- 5 You can ask where detained employees are being taken.

- 6 Record the encounter and write down what you see

At a safe distance, you can film the interaction on your phone or
take notes. If you are asked to back up, do so, but you can continue
recording. Save the recording or notes in a secure location.

Write down the: date, time, warrant, who was detained, where
they were taken, agent names, badges, what they did, and any
mistreatment you witnessed. You can provide this information
to the company or detained worker's lawyer.



I am exercising my right to record this encounter.

- 7 Notify Emergency Contacts

Have someone notify the employee's emergency contact
if he or she has provided one and is arrested or detained at the
worksite, not at the worksite but during work hours, or during
the performance of job duties and you have knowledge of
the employee's arrest or detention. This is required under the
Workplace Know Your Rights Act (SB 294).



This information is provided for general informational purposes only and does not constitute legal advice. The information may change over time, and while we will work to implement timely updates and ensure accuracy, it may not always be fully accurate or up to date.

For more information on what to do if immigration agents arrive at your worksite, go to <https://tinyurl.com/mpkneh32>