

# KNOW YOUR RIGHTS WITH ICE



WASHINGTON IMMIGRANT  
**SOLIDARITY  
NETWORK**

## WORKSITE AUDITS & RAIDS

More than one million Washingtonians (1 in 6) are immigrants. Immigration enforcement actions at workplaces are a tactic used to detain a large group of individuals and are on the rise in our state. In this context, employers should take steps to prepare for encounters with ICE through I-9 audits and workplace immigration raids.

### TOOLS FOR EMPLOYERS:

Work with the Washington Immigrant Solidarity Network to ensure that appropriate protocols for safely engaging with immigration enforcement authorities at your business are in place and support is available for your employees:

- Print and display WAISN's "Know Your Rights with Immigration" flyers in common areas such as the employee breakroom.
- Develop and train staff on protocols (see reverse side of this flyer) for engaging with immigration officials if they appear at your business or attempt to contact your employees while on the job.
- Designate which areas of your business are closed to the public with clearly marked signage. See the sample signage below.



- Host a Know-Your-Rights training for your employees with a trusted community organization.
- Maintain contact information for an immigration attorney who will be able to advise you in the event of immigration enforcement activities affecting your business.

Report ICE activity and I-9 audits in Washington state to the  
WAISN DEPORTATION DEFENSE HOTLINE

**1-844-724-3737**

Monday to Friday from 6 A.M. to 6 P.M.

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## WORKSITE AUDITS & RAIDS

### ICE RAIDS

Train employees on the basics of interacting with immigration officials and their civil and constitutional rights:

- **DO NOT RUN.**
- **YOU HAVE THE RIGHT TO REMAIN SILENT & ASK TO SPEAK WITH AN ATTORNEY.**
- **YOU HAVE THE RIGHT TO NOT CONSENT TO ENTRY OR SEARCHES BY ICE WITHOUT A JUDICIAL WARRANT.** Train your employees to identify judicial warrants (as opposed to administrative warrants) using WAISN's "Know Your Rights with Immigration" flyer. If ICE presents a valid judicial warrant, employees should not attempt to interfere with their operation.
- **DOCUMENT THE ACTIVITY.** While ICE agents are likely to protest being photographed or filmed, your employees have the right to film and take pictures while they conduct enforcement activities at your business.
- **DO NOT SIGN DOCUMENTS WITHOUT AN ATTORNEY PRESENT.**

### I-9 AUDITS

- **DO NOT PANIC** or take any sudden action against your employees if you are notified that ICE will conduct an I-9 audit of your workplace.
- **CONTACT AN ATTORNEY.** You could have only a few days to produce documents for ICE. An attorney can help you determine your obligations so that you do not unnecessarily endanger your employees.
- **NOTIFY EMPLOYEES IMMEDIATELY.** Keep them updated on the status of the audit as it progresses. If your employees are unionized, reach out to their union.
- **YOU ARE NOT REQUIRED TO PRODUCE COPIES OF EMPLOYEES' IDENTITY DOCUMENTS** and you should not have them.

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**THIS INFORMATION IS FOR EDUCATIONAL PURPOSES ONLY AND DOES NOT CONSTITUTE LEGAL ADVICE.**