

### **How to Handle an ICE Visit: Pre-arrival**

- Have pre-visit protocol in place: who will meet with government official; contact numbers for priority contacts (attorney, owner, managers)
- Train receptionist and any staff who normally meet visitors on the visit protocols.

### **How to Handle an ICE Visit: Arrival**

- Ask agents why they are at the business.
- Ask agents for identification, badge #, business card.
- Ask if agents can wait for owner, manager, or attorney to arrive or be present via telephone.
- Have agents wait in a waiting area or other non-production space.
- Immediately contact owners, manager, and/or attorney.

### **How to Handle an ICE Visit: Request for Documents, Person**

- Agents may want to apprehend a person; ask to see arrest warrant.
- Bring listed person to agents, if possible.
- Agents may ask for documents; ask to see subpoena or search warrant.
- Limit access to only the location or documents listed on the warrant.
- Make a copy of any documents before agents remove the documents.
- Accompany agents at all times.

### **How to Handle an ICE Visit: I-9 Audit**

- If agent requests I-9 forms, they should provide a "Notice of Inspection" to you or subpoena.
- You have 3 days to provide I-9 forms after receiving a "Notice of Inspection".
- Contact legal counsel immediately to discuss timing/ location of I-9 turnover and possible corrections to I-9 forms.
- Locate I-9 forms; review; make corrections if needed.