



# DEALING WITH ICE RAIDS AND CREATING YOUR OWN RAID RESPONSE TEAMS

Tortilla Industry Association Convention  
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# **CURRENT EVENTS IN IMMIGRATION**

## **OBBB Act = Boosted ICE Budget = Increased Immigration Enforcement**

- ICE's annual budget is tripled to nearly \$30 billion for enforcement and deportation operations, with a total of about \$170 billion allocated over the next decade for immigration enforcement and border security.
- That money will partially be used to hire 10,000 new ICE employees over the next five years, aiming to achieve the stated goal of doubling the current workforce.
- As a result, we should continue to see an increase in mass deportations, expanded detention infrastructure, and crippling new financial barriers to legal immigration processes.

### *Impact on Employers*

- ICE continues to ramp up worksite enforcement activities, including audits, I-9 inspections, and worksite raids.

## Current Executive Orders and Recent Federal Actions

- **Mass Deportation Initiatives:**
  - ICE is conducting raids and arrests on a wide scale.
- **Revocation of Parole (Category C11 EADs):**
  - The Trump administration terminated the CHNV (Cuba, Haiti, Nicaragua, and Venezuela) parole programs and revoked the parole status of anyone who entered under this program. Any beneficiaries who do not have another status are no longer eligible to work or remain in the U.S.
- **Revocation of Temporary Protected Status (TPS) (Category A12/C19 EADs):**
  - DHS revoked the extension of numerous TPS and Humanitarian parole programs. There are several challenges to the revocations but the revocations have rendered many no longer able to live and work legally in the U.S.

## **Current Executive Orders and Recent Federal Actions (continued)**

- **Travel Ban:**
  - Citizens of 39 countries are subject to full travel bans or partial restrictions. Citizens or people born in 75 countries are no longer able to apply for permanent residence from outside the U.S.
- **Previous Safe Zones**
  - Churches and schools were deemed no longer safe zones from ICE activity, thereby making them locations that ICE can target during enforcement activity.
- **Increased data sharing between DHS, IRS, Medicare**
- **Immigration Registration**
  - Effective April 11, Certain foreign nationals must register if not already registered and remain in the US longer than 30 days.

# WORKSITE INVESTIGATIONS



U.S. Immigration  
and Customs  
Enforcement

## Why Would ICE Be At The Worksite? Raids vs. Audits

- ICE may come to the worksite to:
  - Start an I-9 audit (Document will be called “Notice of Inspection”);
  - Workplace raid – **must have a judicial warrant.**

## What protections are available?

- Employers and employees have rights under law, regardless of status
  - 4th Amendment – protects people against unreasonable search and seizure of their home, person and belongings
    - “Am I free to go?” If yes, walk away calmly. If no, detained.
    - ICE can only detain if they have reasonable suspicion (*don’t give any info or action that could lead to discriminatory suspicion (i.e. birth country or fleeing)*)
  - 5th Amendment – right to remain silent
- **Worksite Raids** must be accompanied by a Judicial Warrant signed by a judge and give a specific scope of search and seizure.
- **Home Searches** must also be accompanied by a Judicial Warrant
- **Warrants**
  - An administrative warrant authorizes an ICE agent to make an arrest or seizure, but **not to search**
  - An ICE warrant does not authorize an ICE agent to enter a private space or home without consent
  - An ICE warrant does not provide probable cause of a crime or meet Fourth Amendment requirements for arrest



## **Immigration Raid at Hyundai EV Battery Plant (September 4, 2025)**

- **Largest single-site immigration raid in U.S. history:** 475 workers detained at Hyundai's battery plant near Savannah, Georgia
- **Targeted subcontracted workers:** Mainly South Korean Nationals on restricted B-1 business visas; no direct Hyundai employees detained
- **Investigation remains ongoing**
- **Wider impact:** Raises concerns over U.S. immigration enforcement's effect on foreign investment and international relations

UNITED STATES DISTRICT COURT

for the Southern District of Georgia



In the Matter of the Search of
(Briefly describe the property to be searched
or identify the person by name and address)
HL-GA BATTERY COMPANY, LLC, LOCATED AT
9730 US HIGHWAY 280, ELLABELL, GEORGIA
31308 AND CERTAIN PERSONS THEREIN

Case No. 4:25-MJ-81

WARRANT BY TELEPHONE OR OTHER RELIABLE ELECTRONIC MEANS

To: Any authorized law enforcement officer

An application by a federal law enforcement officer or an attorney for the government requests the search and seizure of the following person or property located in the Southern District of Georgia
(identify the person or describe the property to be searched and give its location):

See Attachment A and Attachment A-1.

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property described above, and that such search will reveal (identify the person or describe the property to be seized):

See Attachment B and Attachment B-1.

YOU ARE COMMANDED to execute this warrant on or before September 14, 2025 (not to exceed 14 days)
in the daytime 6:00 a.m. to 10:00 p.m. at any time in the day or night because good cause has been established.

Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the property was taken.

The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory as required by law and promptly return this warrant and inventory to Hon. Christopher L. Ray, U.S. Magistrate Judge (United States Magistrate Judge).

Pursuant to 18 U.S.C. § 3103a(b), I find that immediate notification may have an adverse result listed in 18 U.S.C. § 2705 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose property, will be searched or seized (check the appropriate box)

for \_\_\_ days (not to exceed 30) until, the facts justifying, the later specific date of \_\_\_\_\_.

Date and time issued: 08/31/2025 5:05 pm

Handwritten signature of Christopher L. Ray

Judge's signature

City and state: Savannah, Georgia

Christopher L. Ray, U.S. Magistrate Judge

Printed name and title

**ATTACHMENT A**

*Property to be searched*

The property to be searched is HL-GA Battery Company, LLC, located at 9730 US Highway 280, Ellabell, Georgia 31308, hereinafter "Target Premises." The Target Premises is located on the Hyundai Motor Group Metaplant American (HMGMA) campus in Ellabell, Georgia. The HMGMA campus is a sprawling campus and consists of multiple completed structures, while other structures are still under construction. The HMGMA campus is approximately 2,900 acres. The HMGMA is a large manufacturer of electric vehicles. The Target Premises is the lithium battery cell manufacturing plant on the HMGMA campus that is currently under construction. The Target Premises is approximately 35 acres and includes not only the building, but also the outbuildings and curtilages connected to the Target Premises.

*Photographs of the Target Premises are on the Following Pages*



## **ICE Tactics**

- Attempts to enter non-public areas of worksites without a warrant
- Offering visas to undocumented workers in exchange for wearing a wire
- Using traffic stops to determine which employers to target
- Using “reasonable suspicion” to expand searches beyond the warrant

# BEST PRACTICES

# Preparation

## Immigration Point Person

- Assign a staff member as the primary contact for all DHS/ICE/CBP correspondence.
- Ensure all employees are aware of who this person is and how to contact them.

## Employee Awareness and Communication

- Train employees to immediately notify the Immigration Point Person in case of any contact from DHS/ICE/CBP.
- Provide clear instructions on workplace rights and responsibilities in case of a raid.

## Workplace Signage and Access Control

- Ensure proper signage is displayed on all private and non-public workspaces.
- Restrict unauthorized access to non-public areas unless legally required.

## Sample language we have drafted for employers to complete, print and provide to their employees to insert into their ID lanyards or post at their desk/work area

Be respectful at all times.  
Do not argue with the agent(s).

If they ask to enter, state, "I do not have authority or permission to grant you access. Please wait outside while I get the appropriate person."

If they indicate they have a Warrant, state, "Thank you, please [slide a copy under the door] or [hold it up to the glass] so that I can take a photograph and provide it to the appropriate people." Then provide it immediately to the individuals listed below.

Contact (or channel, etc. if there is a radio system):

1. [Manager Name] [number]
2. [HR Name] [number]
3. [Owner Name] [number]
4. Fisher Phillips Hotline 1-877-483-7781

## **ICE or CBP Arrival**

### **Handling ICE or CBP Agent Arrival**

- Ask agents if they have a warrant.
- If no warrant is presented, deny access to employees, documents, and non-public areas.
- If a warrant is presented, carefully review its details.

### **Validating the Warrant**

- Confirm it is a judicial warrant, issued by a federal court and signed by a judge.
- If it is an administrative warrant (issued by DHS/ICE/CBP), it does not grant access to non-public areas.

### **Managing the Search and Seizure Process**

- Cooperate within the limits of the warrant.
- Do not interfere with officers' search and seizure within the scope of the warrant.
- Record details of the search, including items taken and persons spoken to or detained.

## **Documenting the Activity**

### **Documentation and Evidence Collection**

- Keep detailed records of all interactions, searches, and seizures.
- Request a copy of the warrant and any inventory of seized items.

### **Protecting Business-Critical and Confidential Documents**

- If agents attempt to seize confidential or critical business documents, request an accommodation to retain or copy them.
- Consult legal counsel immediately for guidance.

### **Post-Raid Review and Next Steps**

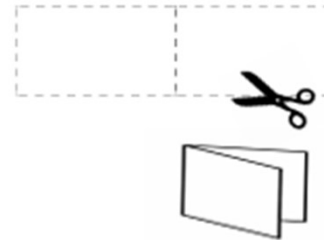
- Conduct a debriefing with key personnel to document the event.
- Consult an immigration attorney to assess the situation and respond appropriately.
- Provide necessary support to affected employees.
- Revise and update this action plan based on new developments or legal requirements.

# INDIVIDUAL RIGHTS

# Know Your Rights Red Cards

To print at home, use heavy weight paper, or card stock. Cut out the cards along the dotted lines. If you're unable to print on both sides, you can simply fold on the center line to make a 2-sided card.

If you use a professional printer, we suggest you print 2-sided cards with white text on red card stock with rounded corners.



You have constitutional rights:

- **DO NOT OPEN THE DOOR** if an immigration agent is knocking on the door.
- **DO NOT ANSWER ANY QUESTIONS** from an immigration agent if they try to talk to you. You have the right to remain silent.
- **DO NOT SIGN ANYTHING** without first speaking to a lawyer. You have the right to speak with a lawyer.
- If you are **outside of your home**, ask the agent if you are free to leave and if they say yes, leave calmly.
- **GIVE THIS CARD TO THE AGENT.** If you are inside of your home, show the card through the window or slide it under the door.

I do not wish to speak with you, answer your questions, or sign or hand you any documents based on my 5th Amendment rights under the United States Constitution.

I do not give you permission to enter my home based on my 4th Amendment rights under the United States Constitution unless you have a warrant to enter, signed by a judge or magistrate with my name on it that you slide under the door.

I do not give you permission to search any of my belongings based on my 4th Amendment rights.

I choose to exercise my constitutional rights.

*These cards are available to citizens and noncitizens alike.*

## Resources

### Know Your Rights

- <https://www.aclusocal.org/en/know-your-rights>

### Know your rights when stopped

- <https://www.aclusocal.org/en/know-your-rights/when-stopped-officer>
- <https://www.aclusocal.org/es/know-your-rights/si-lo-detiene-un-oficial>

### Know your rights if questioned by police, FBI, customs agents or immigration officers

- <https://www.aclusocal.org/en/know-your-rights/if-questioned-police-fbi-customs-agents-or-immigration-officers>
- <https://www.aclusocal.org/es/know-your-rights/que-debe-hacer-si-la-policia-un-agente-de-immigracion-o-el-fbi-lo-detiene>

### Know your rights when stopped by federal agents

- <https://www.aclusocal.org/en/know-your-rights/when-stopped-federal-agents>
- <https://www.aclusocal.org/es/know-your-rights/si-lo-detiene-un-agente-federal>

## Resources

ILRC – You Have Rights Handouts

<https://www.ilrc.org/community-resources/know-your-rights/know-your-rights-when-confronted-ice-flyer>

ILRC – Red Cards

<https://www.ilrc.org/red-cards-tarjetas-rojas>

Family Preparedness Plans

<https://www.ilrc.org/resources/step-step-family-preparedness-plan>

California Rapid Response Networks

<https://www.ccijustice.org/carrn>



### SELECT A SECTION

1. You have the right to remain silent.

2. Remain calm and do not run away.

3. You have the right to demand a judicial warrant before letting ICE into your home.

4. You have the right to speak with a lawyer if you are arrested.

5. U.S. Citizens can play a vital role.

# Resources

## Planning Ahead

### Create a Safety Plan

- Identify emergency contacts and memorize their phone numbers
- Provide your child's school or day care with an emergency contact to pick up your child
- Talk to your family about your plan

## Prepare in Case of Detention

### If Detained by ICE:

- Be sure family and emergency contacts have a copy of your A-number, if you have one
- Collect documents reflecting strong ties to the US, volunteer activities, donations, charities, etc.
- To find someone in ICE custody:  
<https://locator.ice.gov/odls/homepage.do>

# ICE AUDITS AND INTERNAL I-9 AUDITS

**Employment Eligibility Verification**  
Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9  
OMB No. 1615-0047  
Expires 08/31/2014

**START HERE:** Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [instructions](#).

**ANTI-DISCRIMINATION NOTICE:** All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

**Section 1. Employee Information and Attestation:** Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name) \_\_\_\_\_ First Name (Given Name) \_\_\_\_\_ Middle Initial (if any) \_\_\_\_\_ Other Last Names Used (if any) \_\_\_\_\_

Address (Street Number and Name) \_\_\_\_\_ Apt. Number (if any) \_\_\_\_\_ City or Town \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_\_ U.S. Social Security Number \_\_\_\_\_ Employer's Email Address \_\_\_\_\_ Employer's Telephone Number \_\_\_\_\_

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (see page 2 and 3 of the instructions.):

1. A citizen of the United States  
 2. A noncitizen national of the United States (see instructions).  
 3. A lawful permanent resident (Enter USCIS or A-Number).  
 4. A nonimmigrant (other than Item Numbers 2, and 3, above) authorized to work until (exp. date, if any) \_\_\_\_\_

If you check Item Number 4, enter one of these:

USCIS A-Number \_\_\_\_\_ or Form I-54 Admission Number \_\_\_\_\_ or Foreign Passport Number and Country of Issuance \_\_\_\_\_

Signature of Employee \_\_\_\_\_ Today's Date (mm/dd/yyyy) \_\_\_\_\_

If a preparer or translator assisted you in completing Section 1, that person MUST complete the Preparer or Translator Certification on Page 3.

**Section 2. Employer Review and Verification:** Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, and/or examine consistently with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see instructions.

Document Title	List A	List B	AND	List C
Document Title 1				
Issuing Authority				
Document Number (if any)				
Expiration Date (if any)				
Document Title 2 (if any)				
Issuing Authority				
Document Number (if any)				
Expiration Date (if any)				
Document Title 3 (if any)				
Issuing Authority				
Document Number (if any)				
Expiration Date (if any)				

Additional Information \_\_\_\_\_

check here if you used an alternative procedure authorized by DHS to examine documents.

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.

First Day of Employment (mm/dd/yyyy) \_\_\_\_\_

Last Name, First Name and Title of Employer or Authorized Representative \_\_\_\_\_ Signature of Employer or Authorized Representative \_\_\_\_\_ Today's Date (mm/dd/yyyy) \_\_\_\_\_

Employer's Business or Organization Name \_\_\_\_\_ Employer's Business or Organization Address, City or Town, State, ZIP Code \_\_\_\_\_

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

Form I-9 Edition: 08/01/13 Page 1 of 4

## Who can Work in the United States

Citizens of the United States

Noncitizen Nationals of the United States

Lawful Permanent Residents

Non-citizen Authorized to work

## Form I-9 Basic Requirements

- For all Active Employees hired after November 6, 1986
- Section 1 - completed by employee no later than start date of employment.
- Section 2 - completed by employer by end of third business day after employee starts work.
- May complete form prior to start date if offer of employment is made and accepted.
- Use Form I-9 with revision date 8/1/2023 for new hires and reverifications
  - The previous version, dated "10/21/2019," was only valid until October 31, 2023.

## **Discrimination and Unfair Documentary Practices**

- Employers **MUST** refrain from discriminating against individuals on the basis of actual or perceived national origin, citizenship or immigration status
- Do not require specific documents or combination of documents.
- Do not require more or different documents than minimally required.
- Do not refuse to accept documents that reasonably appear to be genuine.
- Employee's choice which of the acceptable Form I-9 documents to present.

## ICE I-9 Audits

- An I-9 audit (Notice of Inspection) may arrive by mail or hand delivered by an ICE officer
- The company will have 3 days to produce the requested I-9s and other documents
- Do not waive the 3 days – take the time to prepare the submission with legal counsel
- Extensions may be requested though are not often given for more than a few days
- Arrange with requesting officer where to produce the documents – either onsite at the workplace, via hand delivery to the officer or electronic submission
- If onsite inspection is required, provide the officer a place to review the documents that is separate from major areas of operations or other documents/items that could lead to further investigations

# Penalties



- Paperwork violation fines now range between \$288 to \$2,861 per violation
- Knowingly hiring or employing unauthorized workers have fines ranging from \$716 – \$5,724 per employee for the first violation.
- Second- and third-violation of knowingly hiring/employing range between \$5,724 up to \$28,619 per employee.
- Arrests and criminal convictions for knowingly hiring or employing unauthorized workers are on the rise as well.
- Can result in loss of federal contracts & asset forfeiture

## Form I-9 Resources

It is unlawful for employers to *knowingly* hire or continue employing individuals who are not authorized to work in the United States.

I-9 M-274 Manual:

<https://www.uscis.gov/i-9-central/form-i-9-resources/handbook-for-employers-m-274>

USCIS I-9 Central:

<https://www.uscis.gov/i-9-central>



## Self-Audit – Getting Started

- Generate a list of all current employees and terminated employees for the last 3 years.
  - Include name, date of hire, date of rehire, date of termination and distinguishing fact (SSN or DOB).
- Pull I-9 forms for all current employees first.
- Make sure that you have an I-9 form for each employee on the list.
- Make a note on the list if an I-9 form is missing for a particular employee.
- For current employees with missing I-9s, complete new I-9 on current version of the Form I-9 and current dates.
- Run E-Verify Report to find any current employees with “Final Non-confirmations” who are still working.

## **Most Common I-9 Mistakes**

- Section 1 – Work status box not checked.
- Section 1 – DOB and today's date interchanged.
- Section 2 – Start date missing.
- Section 2 – Issuing authority missing for document.
- Section 2 – More documents requested/listed than required.
- Supplement B – not completed in timely manner before work authorization expires

# Correcting Form I-9

## Missing Forms

- If you discover you are missing the Form I-9 for an employee:
  - Complete a new one immediately
  - Give the employee the current version of the Form I-9
  - Use current date on signature lines and original start date in section 2

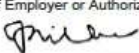
# Correcting Form I-9

## Correcting Mistakes

- If you discover a mistake on Form I-9, correct the existing form
  - Section 1 – **Employee** makes corrections.
  - Section 2 – **Employer** makes corrections.
- Strike a line through errors – do not use White Out or Liquid Paper. Must be transparent. Do NOT backdate.
- All corrections should be initialed/name written, dated, and include the words “Per Self Audit” by the internal company I-9 auditor

# Example of Audited I-9 with Corrections

**Section 2. Employer Review and Verification:** Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A	OR	List B	AND	List C
Document Title 1	EAD Card		<del>Driver's License</del>		<del>Social Security Card</del>
Issuing Authority	USCIS		<del>State of Maryland</del>		<del>SSA</del>
Document Number (if any)	YSC1690050023		<del>DL25066852</del>		<del>265-74-5255</del>
Expiration Date (if any)	12/01/2023		<del>12/01/2026</del>		<del>N/A</del>
Document Title 2 (if any)	Additional Information				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)	<input checked="" type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.				
Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.				First Day of Employment (mm/dd/yyyy): <b>08/17/2023</b>	
Last Name, First Name and Title of Employer or Authorized Representative <b>Johnson, Michael - VP Human Resources</b>			Signature of Employer or Authorized Representative 		Today's Date (mm/dd/yyyy) <b>08/16/2023</b>
Employer's Business or Organization Name <b>TM Engineering</b>			Employer's Business or Organization Address, City or Town, State, ZIP Code <b>1000 Larimer Street, Denver, CO 80202</b>		

Per Self  
Audit MJ  
08/17/2023

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

## Storage

You must have a Form I-9 on file for all current employees:

- **Keep I-9s separate from personnel files**
- Store Forms I-9 securely in a way that meets your business needs – on site, off-site, storage facility
- If saving electronically, be sure that electronic system complies with USCIS electronic storage requirements
- Store copies of documents with the Form I-9
- Ensure that only authorized personnel have access to stored Forms I-9
- Make sure I-9s are able to be produced within three days of an audit

## Retention

- Once employee terminated, you must retain I-9 form for:
  - At least three years from date of hire; or
  - At least one year from date of termination;
  - Whichever date is later.
- Once retention requirements met, purge form.

### Calculate how long to retain an employee's Form I-9 once they end employment:

- If they worked for less than two years, retain their form for three years after the date you entered in the First Day of Employment field.

OR

- If they worked for more than two years, retain their form for one more year after the date they stop working for you.

### EXAMPLES:

- John Smith (Hired Nov. 1, 2019, terminated May 5, 2020): John worked for less than 2 years, keep his form for 3 years, until 11/01/2022
- Betsy Ross (Hired Nov. 1, 2002, terminated May 5, 2020): Betsy worked for more than 2 years, keep her form for one more year, until 05/05/2021

# COMPLIANCE TIPS FOR EMPLOYERS

## 8 Best Practices for Employers to Maximize Compliance

The Form I-9 remains deceptively simple. Any time a one-page form requires eight pages of instructions, two supplements, a 146-page handbook on how to complete the form, and the potential for significant monetary and criminal penalties, it will continue to present a significant compliance challenge for employers.

Here are eight steps you can take to create a culture of compliance:


1. Provide updated training for all managers, human resources personnel, and staff involved in the I-9 process;
2. Provide updated training for all involved in the E-Verify process, including training on fraud awareness and anti-discrimination;
3. Update immigration policies in handbooks;
4. If your company does not have an immigration compliance policy, now is the right time to consider implementing one;
5. Update internal business processes associated with I-9s and E-Verify;
6. If your company uses an electronic I-9 provider, contact the provider now to ensure its system incorporates the new changes and complies with DHS requirements, including audit trails;
7. Enlist outside immigration counsel to conduct an attorney-client privileged audit of your I-9s
8. Evaluate E-Verify advantages and disadvantages with your immigration counsel to determine if your company should take advantage of the remote verification option for E-Verify employers.

**EMPLOYERS' RAPID  
RESPONSE TEAM: WHO WE  
ARE AND HOW WE CAN HELP**

# Employers' Rapid Response Website

Complimentary checklist available on the [Employers' Rapid Response webpage](https://www.fisherphillips.com/en/capabilities/services/immigration/employers-rapid-response-team-for-dhs-raids):

<https://www.fisherphillips.com/en/capabilities/services/immigration/employers-rapid-response-team-for-dhs-raids>



## EMPLOYER DHS/ICE RAID PREPAREDNESS ACTION PLAN CHECKLIST

- 1. Immigration Point Person**
  - Assign a staff member as the primary contact for all DHS/ICE/CBP correspondence.
  - Ensure all employees are aware of who this person is and how to contact them.
  - Immigration Point Person:
    - Name:
    - Contact Info:
- 2. Employee Awareness and Communication**
  - Train employees to immediately notify the Immigration Point Person in case of any contact from DHS/ICE/CBP.
  - Provide clear instructions on workplace rights and responsibilities in case of a raid.
  - Inform employees that they should not communicate with DHS/ICE/CBP on the Company's behalf.
- 3. Workplace Signage and Access Control**
  - Ensure proper signage is displayed on all private and non-public workspaces.
  - Restrict unauthorized access to non-public areas unless legally required.
- 4. Handling ICE or CBP Agent Arrival**
  - Step 1:** Ask agents if they have a warrant.
  - Step 2:** If no warrant is presented, deny access to employees, documents, and non-public areas.
  - Step 3:** If a warrant is presented, carefully review its details.
- 5. Validating the Warrant**
  - Confirm it is a judicial warrant, issued by a federal court and signed by a judge.
  - If it is an administrative warrant (issued by DHS/ICE/CBP), it does not grant access to non-public areas.
- 6. Managing the Search and Seizure Process**
  - Cooperate within the limits of the warrant.
  - Do not interfere with officers' search and seizure within the scope of the warrant.
  - Record details of the search, including items taken and persons spoken to or detained.
- 7. Employee Rights and Conduct**
  - Inform employees that it is **their choice whether to answer** questions from ICE agents.
  - Inform employees that it is **their choice whether to remain silent** and request legal representation.
- 8. Documentation and Evidence Collection**
  - Keep detailed records of all interactions, searches, and seizures.
  - Request a copy of the warrant and any inventory of seized items.
- 9. Handling Arrested or Detained Employees**
  - Gather details on where detained employees are being taken.
  - Notify legal counsel or an immigration attorney for assistance.
- 10. Protecting Business-Critical and Confidential Documents**
  - If agents attempt to seize confidential or critical business documents, request an accommodation to retain or copy them.
  - Consult legal counsel immediately for guidance.
- 11. Post-Raid Review and Next Steps**
  - Conduct a debriefing with key personnel to document the event.
  - Consult an immigration attorney to assess the situation and respond appropriately.
  - Coordinate with crisis communications team to manage post-raid internal and external communications and to limit risk and minimize exposure.
  - Provide necessary support to affected employees.
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### Disclaimer

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## Employers' Rapid Response Team Hotline

**24/7 Emergency Hotline:**

In the event of an active ICE enforcement action, call us at **877-483-7781** for immediate assistance.

[DHSRaid@fisherphillips.com](mailto:DHSRaid@fisherphillips.com)



# Questions?

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**THANK YOU**