

Protocol Guidance: Private Sector Immigration Preparedness



This guidance is intended to assist private businesses and organizations in developing protocols for when immigration enforcement agencies arrive.

Protocol considerations

1. Do not collect information from your customers/patrons/constituents that you do not need.
 - Most businesses and organizations do not need information such as immigration/citizenship status to serve the general public.
 - Remember: you can't share with immigration authorities what you do not have.
2. Post signs prohibiting ICE entry and clearly indicate what areas are private vs. public.
 - To deny ICE access to your entire property, even to areas otherwise open to the general public, place signs prominently in entrances and at perimeters. If you have posted these signs, ICE agents can enter only with a valid judicial warrant or with consent.
 - If there is no signage at the property entrance, that means law enforcement can enter areas accessible to the public but are still generally prohibited from entering private areas without a judicial warrant or consent.
 - Also place clearly visible signs marking which areas are private where general entry is not permitted.

Together, these laws mean that ICE can't make civil arrests at schools, enter nonpublic areas of schools, or obtain immigration information about students or staff *unless* they have authorization from an official court.

Visit acluvt.org/iceout to download printable ICE OUT signage.

3. Designate a point person if ICE arrives or requests information.
 - Having a designated point person clarifies who is responsible for dealing with ICE and limits employee interactions with ICE agents.
 - Consider having a supervisor serve as the designee.
4. Train staff to request identification, ask for a warrant, contact their designee, and prepare to assert their rights.

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- Remind staff that they have the right to remain silent.
 - Educate staff on how to recognize an [administrative warrant versus a valid judicial warrant](#).
5. Practice the procedure with staff. Running through potential scenarios and practicing the procedure with staff will help ensure that they are not caught by surprise in the event of an ICE interaction and build the staff's confidence in executing the protocol.