

CHECKLIST:

WHAT TO DO IF ICE VISITS YOUR APARTMENT BUILDING



Washington
LEAD for
Racial Justice
Initiative

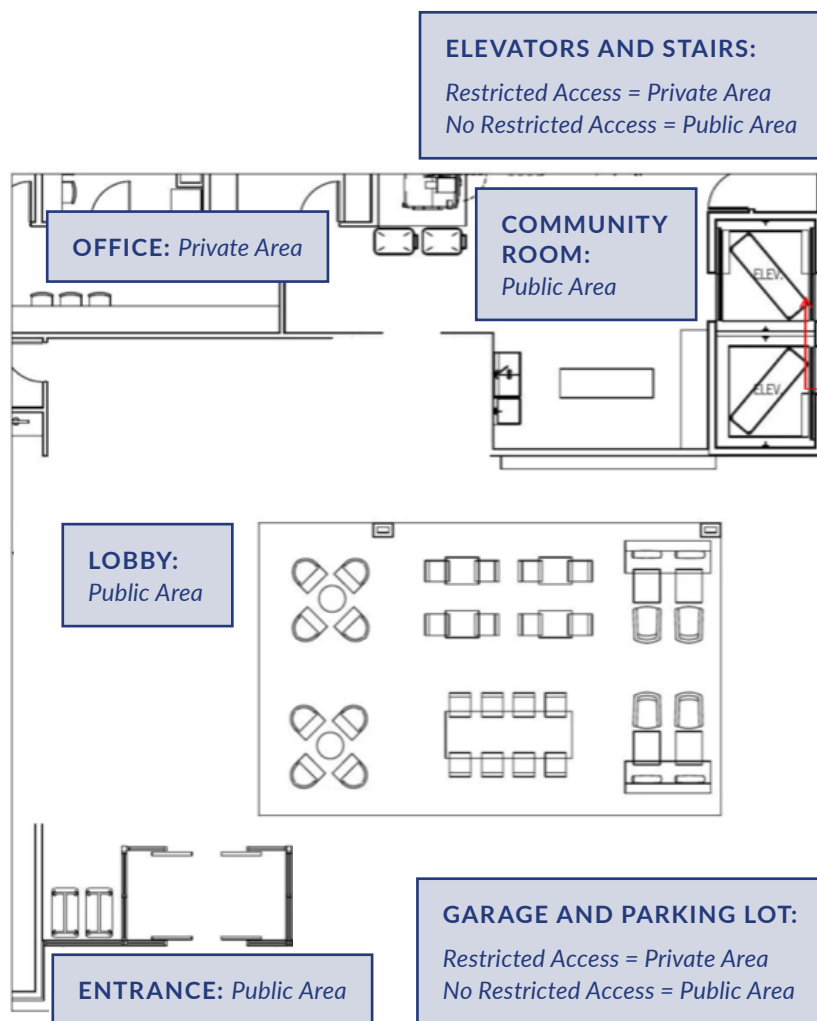
Updated February 9, 2025

Disclaimer: This checklist is for informational purposes only and does not constitute legal advice. It does not create an attorney-client relationship. If you need legal advice, consult an immigration attorney.

If immigration officers (ICE) show up at your business, staying calm and following the correct steps can protect your rights and your employees. Use this checklist to help you handle the situation properly.

KEY WORDS TO KNOW

- **Public Areas** are lobby, entrance, and community room. Elevators, stairs, and garage are public if there is no restricted access to elevators, stairs, or garage.
- **Private Areas** are sections of a workplace for employees or managers. Examples include:
 - **Employee Break Rooms:** Spaces where staff take breaks or have meals.
 - **Storage Rooms:** Areas used for storing inventory, supplies, or equipment.
 - **Offices:** Rooms for the managers or the owners.



ADMINISTRATIVE WARRANT

DOES NOT PERMIT ENTRY INTO A PRIVATE AREA

1. Issued by U.S. Immigration and Customs Enforcement
2. Does not provide a right of entry or list an address
3. Not signed by a "Judge"
4. Says ICE Form 200 or 205

EXAMPLE OF AN ADMINISTRATIVE WARRANT

1. Issued by U.S. Immigration and Customs Enforcement

DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement
WARRANT OF REMOVAL/DEPORTATION

File No: _____
Date: _____

To any immigration officer of the United States Department of Homeland Security:

(Full name of alien)

who entered the United States at _____ on _____
(Place of entry) (Date of entry)

is subject to removal/deportation from the United States, based upon a final order by:

☐ an immigration judge in exclusion, deportation, or removal proceedings
☐ a designated official
☐ the Board of Immigration Appeals
☐ a United States District or Magistrate Court Judge

and pursuant to the following provisions of the Immigration and Nationality Act:

2. Does not provide a right of entry

I, the undersigned officer of the United States, by virtue of the power and authority vested in the Secretary of Homeland Security under the laws of the United States and by his or her direction, command you to take into custody and remove from the United States the above-named alien, pursuant to law, at the expense of:

3. Signed by an immigration officer, not a judge

Signature
(Signature of immigration officer)
OFFICER
(Title of immigration officer)
(Date and office location)

4. Says ICE Form 200 or 205

ICE Form I-205 (8/07) Page 1 of 2

JUDICIAL WARRANT

1. Says "Court"
2. Check if this address is correct. The address might appear on another page or somewhere else on the document.
3. Signed by a judge

EXAMPLE OF A JUDICIAL WARRANT

AO 93 (Rev. 11/13) Search and Seizure Warrant

UNITED STATES DISTRICT COURT
for the

In the Matter of the Search of _____)
(Briefly describe the property to be searched)
or identify the person by name and address)) Case No. _____)
)
)

SEARCH AND SEIZURE WARRANT

To: Any authorized law enforcement officer

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

Recorded testimony, establish probable cause to search and seize the person or property reveal (Identify the person or describe the property to be seized):

YOU ARE COMMANDED to execute this warrant on or before _____ (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 _____
(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: _____

City and state: _____

Signature
Judge's signature

Printed name and title

CHECKLIST

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1. BEFORE ICE VISITS YOUR BUILDING

- Understand what are your Private Areas and Public Areas
- Understand what is a Judicial Warrant and what is an Administrative Warrant
- Have these phone numbers available:
 - Jamie Lee:
 - Jared Jonson:
 - Christine
- Ensure all staff have IDs and a laminated card with Jamie and Jared's phone numbers attached.
- Key Phrases for Building Managers to ice agents:
 - *"Do you have a judicial warrant signed by a judge?"*
 - *"This is a private area. You cannot enter without a valid judicial warrant."*
 - *"Please wait while I contact my manager for verification."*
 - To Residents/Staff: *"Please remain calm."*

2. WHEN ICE ARRIVES

- Stay Calm and Do Not Panic
- Do not argue or physically interfere with the officers.
- Call or text Jamie Lee or Jared Jonson immediately.
- Politely request to see a warrant.
- Take a photo of the warrant and send a text to Jamie or Jared

CHECKLIST, CONTINUED

3. DETERMINE IF ICE HAS THE RIGHT TO ENTER

- If ICE is in a Public Area (No Judicial Warrant is needed)
 - ICE can enter Public Areas without permission
 - Public Areas are dining rooms, waiting rooms, lobbies, and parking lots
 - Being in a public area does not give ICE automatic authority to stop, question, or arrest anyone.
 - If ICE approaches an employee in a public area, the employee should say: *"Please speak with my manager."*
- If ICE Wants to Enter a Private Area (Judicial Warrant Required)
 - ICE needs a Judicial Warrant signed by a judge to enter a Private Area
 - Private Areas are sections of a workplace for employees or managers. Examples include:
 - Employee Break Rooms: Spaces where staff take breaks or have meals.
 - Storage Rooms: Areas used for storing inventory, supplies, or equipment.
 - Kitchens (in restaurants): Cooking and food preparation zones not open to guests.
 - Offices: Rooms for the managers or the owners.
 - You do not have to tell ICE if an employee is working that day or take them to any employees.
 - If ICE does not have a Judicial Warrant, say: *"This is a private area. You cannot enter without a judicial warrant signed by a judge."*
- Administrative Warrant (Forms I-200 or I-205) do NOT allow ICE to enter Private Areas.
 - Without a Judicial Warrant, do not give permission to enter private spaces.
 - Do not hand over employee records unless ICE presents a valid subpoena or judicial warrant.

4. DO NOT ANSWER QUESTIONS ABOUT EMPLOYEES' IMMIGRATION STATUS

- Your managers and employees have the right to remain silent.
- Do not sign any documents without a lawyer reviewing them.

CHECKLIST, CONTINUED

5. DOCUMENT THE VISIT

- Write down:
 - Number of ICE agents (inside and outside the business)

- Provide details such as was anyone detained or arrested:

- Ask ICE for a copy of any warrant or document they present.

6. AVOID SPREADING RUMORS

- Only share first-hand, verified information.
- Do not spread unconfirmed reports of ICE activity, as false alarms can cause panic.
- If there is confirmed ICE activity, only share essential details with trusted sources.

7. AFTER THE RAID: FOLLOW UP

- Work with an attorney to determine next steps.
- Review what happened and update your business's preparedness plan.
- Conduct a training session for staff on how to handle future visits.