

Immigration

Business Initiative Training



nycd16-indivisible.org

nycd.16.group@gmail.com

Immigration

We will do a role play with Joyati and Mary Beth right after this training

Goal: to help our neighbors know what to do NOW in case of raids, detention or deportation and to inform about creating a record of rights denied for future legal action by safely videotaping.

- Go out in pairs and bring packets, red cards, scotch tape for posters, spreadsheet, a pen, clipboard if have one, and our NYCD 16-15 cards
- Be authentic/ use your own style
- Introduce yourself as a community member and hand our Indivisible card with our contact info



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Immigration

Volunteer Script (English)

Volunteer:
Good morning. My name is [], and I'm your neighbor. I'm a volunteer with [Your Organization]. We're sharing important information and resources about immigrant rights and what to do if ICE shows up. Is the owner or manager available? *Do not want to know anyone's status and will not ask you anything about it.*

If NO:
Do you know when they might be available?

I. Speaking with the Owner/Manager

1. Introduction:
Volunteer:
Do you have a few minutes? I have some resources for you to help you keep your workers safe during an ICE raid. We understand it can be intimidating to deal with ICE, but it's important to remember: **you and your employees have rights.** Take a deep breath, stay calm, and follow your plan.

2. Show the Employer Packet:
Volunteer:
This packet explains:

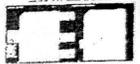
- How you can be prepared for an ICE raid, and what to do if ICE Comes
- QR codes to videos (in English and Spanish) about protecting rights.
- And it has a sample of the kind of document ICE is supposed to have

 These are the steps for getting ready for ICE.

Encourage them to review and practice the plan ahead of time.

3. Show the "Private" Sign:
Volunteer:
In the public area of your business where your customers go, ICE can question people if they have "reasonable suspicion" that the person is violating the law. **BUT**, not in private spaces. This sign helps mark and protect private areas like back rooms, staff offices, or even staff bathrooms ICE cannot enter these spaces without someone's consent or a judicial warrant. Can we put this sign up right now?
But be aware, they have been doing so anyway, but having this sign up shows you know your rights and will help you if you bring your case to court. Make sure your staff knows where to go to stay safe. It is illegal for you to hide anyone, but workers choose to go into the private space or elsewhere themselves.

4. Show the Warrant Info Page:
Explain the difference between a judicial warrant and an administrative warrant.
Volunteer:
This is a Judicial Warrant, signed by a judge. This is what ICE is supposed to have to go into a private spaces. They usually don't, and will have this administrative warrant instead. See how it says, Immigration Court? This is an Administrative warrant. Only a judicial warrant gives ICE the right to enter private areas. If they have the wrong warrant, or none at all, politely say, "I am sorry, I cannot give you consent without a judicial warrant."


5. Discuss a Safety Plan:
Use the flyer to talk through a basic plan for staff and management

6. Ask About Speaking to Employees:
Volunteer:
We also have resources for your workers. We hope you can take time to go through it too. It has information about finding legal services, about the importance of all employees having an Emergency Family Plan (in case they're detained) and what to do in case of detention. **May we speak with them—or would you prefer we come back?**
Show the flyer. It includes:

- Key steps to take now. (lawyer and family plan)
- What to do if detained
- Red cards (Have you seen these before?)
Red cards help anyone—documented or not—protect their rights.
- One side explains the right to remain silent and ask for a lawyer
- The other side is to show ICE, stating they are choosing to exercise their rights
They can hand it to ICE or slide it under a door.

7. Share the Child's Poster:
Volunteer:
Would you hang this up on your door to show support for immigrant rights?
A child from the neighborhood made it. It also may signal to ICE that this is a store where employees know their rights.

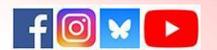
Closing:
Volunteer: If you ever have questions, we have more free resources, including legal help. Thank you for your time! Please share this info with others. Stay safe—and reach out anytime.

II. Speaking with Employees

Hi—We're sharing important info for anyone who might be worried about ICE. We don't want to know anyone's status. It has:
Volunteer: This flyer has very important information to help you be safe, including steps to take right now, like finding a lawyer and making a family plan. **Here is where you can get help finding a lawyer, which people should do ahead of time if they're worried about detention. And here talks about how important it is to have an emergency plan, especially if you have children. Who will care for them if you are detained. It has places to get help making the plan too if you scan the QR code.**
(It also has a red card inside. Have you heard about red cards? This side reviews your rights. It's for you to learn and know. **(read it)**
The other side is what you give to ICE if you are stopped. It tells ICE that you know and are using your rights. (If you're at home when you use this, only slide it under the door.)
And here it helps you know what to do if you are stopped and brought to detention.

If there's time, walk through the whole flyer, especially explaining the part about the family plan and finding a lawyer. Explain what they can find by scanning the QR codes

If not, ask when would be a good time to return.

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PRIVATE AREA

Employees Only Beyond This Point

ÁREA PRIVADA

**Solo Empleados Más
Allá de Este Punto**

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WELCOME

**WE ARE A PRIVATE BUSINESS.
ENTRY BY STAFF AUTHORIZATION ONLY.
PLEASE WAIT TO BE LET IN.**

BIENVENIDOS

**ESTE ES UN NEGOCIO PRIVADO.
ENTRADA SOLO CON AUTORIZACIÓN DEL PERSONAL.
POR FAVOR ESPERE A QUE LE ABRAN.**

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KNOW YOUR WARRANTS

ICE can't enter a private space without a judge-signed warrant or consent.
Employees do not have to give consent to law enforcement without a valid judicial warrant.

JUDICIAL WARRANT ICE CAN enter private space

ADMINISTRATIVE WARRANT ICE CANNOT enter private space

“U.S. District Court” or State Court heading. Look for a court name at the top. This means it's issued by a judge.

Is this the right address? Only the person & property areas specified may be searched.

Is it still current? The search is only allowed within 14 days of stated time and date.

Is it actually signed by a judge? Without it, you can refuse the search.

These are the visual cues that this is an Administrative Warrant. It's NOT valid for private areas. You can say no.

If the answer to all of these questions is YES, then it is likely a valid Judicial Warrant.

This flyer is for educational purposes only and does not constitute legal advice. For specific concerns, contact an immigration attorney.

CONOCE TUS ORDENES: JUDICIALES V ADMINISTRATIVOS

ICE no puede entrar a un espacio privado sin una orden firmada por un juez o sin consentimiento.
Ni ud, ni los empleados no deben dar su consentimiento a agentes del orden sin una orden judicial válida.

ORDEN JUDICIAL ICE SÍ puede entrar a un espacio privado

ORDEN ADMINISTRATIVA ICE NO puede entrar a un espacio privado

Encabezado de “U.S. District Court” o Corte Estatal. Busca el nombre de una corte en la parte superior. Eso indica que fue emitida por un juez.

¿Es esta la dirección correcta? Sólo se puede registrar a la persona y la área mencionada en la orden.

¿Sigue válida? El registro solo está permitido dentro de los 14 días a partir de la fecha y hora indicadas.

¿Está realmente firmada por un juez? Sin la firma, puedes rechazar el registro.

Estas son las señales visuales de que se trata de una Orden Administrativa. NO es válida para espacios privados. Ud puede decir: “No doy permiso.”

Si la respuesta a todas estas preguntas es SÍ, entonces probablemente sea una Orden Judicial válida. (Pero raramente es el caso)

Este volante es para fines educativos y no constituye asesoría legal. Para preocupaciones legales comuníquese con un abogado de inmigración.



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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.



www.ilrc.org/red-cards

Usted tiene derechos constitucionales:

- **NO ABRA LA PUERTA** si un agente de inmigración está tocando la puerta.
- **NO CONTESTE NINGUNA PREGUNTA** de un agente de inmigración si trata de hablar con usted. Usted tiene el derecho a guardar silencio.
- **NO FIRME NADA** sin antes hablar con un abogado. Usted tiene el derecho de hablar con un abogado.
- Si usted está fuera de su casa, pregúntele al agente si tiene la libertad de irse y si le dice que sí, váyase con tranquilidad.
- **ENTRÉGUELE ESTA TARJETA EL AGENTE.** Si usted está dentro de su casa, muestre la tarjeta por la ventana o pásela debajo de la puerta.



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ICE RAID PREP & RESPONSE A Quick Guide for Employers

Protect your workers. Know your rights. Create a safer workplace.

PREPARING FOR ICE



1. Make a Private Space
Choose a room (storage, bathroom, kitchen, etc...) used just by workers. Put a "PRIVATE – Employees Only!" sign on the door. Why?



2. Learn About Warrants
To enter private areas ICE needs a **Judicial Warrant** or your consent. An **Administrative Warrant** isn't enough. (See example below).



3. Train Employees

- Explain importance of private spaces.
- Stay calm. Don't run.
- Don't talk to ICE—send all questions to you or your chosen point person.



4. Pick a "Safe" Employee (Point Person)
They should speak to ICE if you're not there. A "safe" employee is someone who is **not at risk of deportation.**



5. Teach "Know Your Rights"
Give workers "Red Cards" that explain their rights. Practice what to say if ICE comes.



6. Record or Take Notes
Assign someone to record or take notes—audio, video, or written—during a raid. This can serve as court evidence if ICE breaks the law. Make copies and share with an immigrant rights group and your lawyer. (See resources.)

RESPONDING TO ICE

Remember: ICE CAN enter public areas where customers are allowed (a storefront), but **CANNOT** enter private areas without a judge-signed warrant or your consent.

Stay Calm and Remind Your Workers to Do So Too.
They must never try to run away.

Ask to See the Warrant. Read it. Take a photo of it if you can. If it's the wrong warrant, say, **"I'm sorry, but that is not a Judicial Warrant. I cannot let you enter with that."** But be aware that they may do so anyway.

Remain Silent. It's Your Right.
Say: **"I choose to remain silent."** Say it as often as you have to. You can remind workers to do this too.

Ask to Speak to Your Lawyer. It's Your Right Too!
Don't sign anything without one. If you don't already have one, see resources below.

Don't Help ICE Identify Your Workers.
Don't give names or immigration information. Don't agree to line workers up. You have a right to refuse to do these things.

Record What ICE Does If It Is Safe.
What to note: How many agents? What were they wearing? What were their badge numbers? What did they say? What did they do? Did they have a warrant? Weapons? Was anyone mistreated? Make copies and share with the detained person's loved ones or attorney (if possible) and the NYS attorney general's office.

ADDITIONAL RESOURCES



Order/Print Red Cards



How to Record ICE Safety



Legal Services and Community Groups



I-9 Audit Information



NYS AG's ICE Action Reporting Form

PREPARACIÓN Y RESPUESTA ANTE REDADAS DE ICE Una breve guía para empleadores

Proteja a sus trabajadores. Conozca sus derechos. Cree un entorno laboral más seguro.

PREPARÁNDOSE PARA ICE



1. Cree un espacio privado
Elija un cuarto (almacén, baño, cocina, etc...) que solo usen los trabajadores. Coloque un letrero en la puerta que diga: **"PRIVADO – ¡Solo empleados!"** ¿Por qué?



2. Infórmese sobre las ordenes judiciales y administrativas
Para entrar en áreas privadas, ICE necesita una **orden judicial** o su **consentimiento**. Una **orden administrativa** no es suficiente. (Vea el ejemplos abajo).



3. Explíquelo a sus empleados:

- Sobre la importancia de espacios privados
- Que mantengan la calma.
- Que nunca corran.
- Que no hablen con ICE y que dirijan todas preguntas de ICE a usted o a la persona designada.



4. Elija a un empleado "seguro" (persona designada)
para hablar con ICE si usted no está presente. Un empleado "seguro" es alguien que **no esté en riesgo de deportación.**



5. Enseñe "conozca sus derechos"
Entregue a los trabajadores **"Tarjetas rojas"** que explican sus derechos. Practiquen qué decir si llega ICE.



6. Designe a alguien para grabar o tomar notas
Asigne a alguien para grabar o tomar notas—audio, video o por escrito—durante una redada. Esto puede servir como evidencia en la corte si ICE infringe la ley. Haga copias y compártalas con un grupo de defensa de los derechos de los inmigrantes y con su abogado. (Vea recursos.)

CÓMO RESPONDER ANTE ICE

Recuerde: ICE puede entrar en áreas públicas donde se permite la entrada a clientes (como la parte frontal de una tienda), pero **NO** puede entrar en áreas privadas sin una orden firmada por un juez, o su consentimiento.

Mantenga la calma y recuerde a sus trabajadores que también deben hacerlo. Nunca deben intentar huir.

Pida ver la orden. Léala. Si puede, tome una foto. Si no es la orden correcta, diga: **"Lo siento, pero esa no es una orden judicial. No puedo permitirle entrar con eso."** Pero sepa que es posible que entren de todos modos.

Guarde silencio. Es su derecho.
Diga: **"Quiero permanecer en silencio."** Repítalo cuantas veces sea necesario. Recuerde a sus trabajadores que ellos también pueden decirlo.

Pida hablar con tu abogado/a. Es su derecho también!
No firma nada sin uno/a. Si no tiene abogado/a, vea los recursos abajo.

No ayude a ICE a identificar a sus trabajadores.
No dé nombres ni información migratoria. No acepte poner a los empleados en fila según su estatus. Tiene derecho a negarse a hacer esas cosas.

Grabe lo que hace ICE, si es seguro hacerlo.
Qué anotar: ¿Cuántos agentes había? ¿Qué llevaban puesto? ¿Cuáles eran sus números de placa? ¿Qué dijeron? ¿Qué hicieron? ¿Tenían una orden? ¿Armas? ¿Alguien fue maltratado? Haz copias del video y compártelas con los seres queridos y con el abogado de la persona detenida (si es posible) y con la oficina de la Fiscal General del Estado de Nueva York.

RECURSOS ADICIONALES



Para pedir/imprimir Tarjetas rojas



Cómo grabar a ICE de forma segura



Lista de servicios legales y grupos comunitarios



Info: auditorías de formulario I-9



Formulario de reporte de acción federal



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Immigration

Urge People to Make a Plan in Advance

- Employees should share this info with their families too, and make a personal plan.
- Read all of the materials and open QR codes.
- Hang up the private room signs before you leave.
- Ask if they have video cameras, and if so, don't delete footage.
- If employees have young children, make a plan for who will care for them and discuss it in advance. Memorize that person's telephone #.
- Immigration will probably take their phones away, so tell employees and their families to **memorize** key numbers of a lawyer, as well as friend/family point-person #.
- Every business should have a point person if possible to alert people to calmly walk to Private room/ They should have a signal to use.



Immigration

BE PREPARED. STAY SAFE. KNOW YOUR RIGHTS.



What to Do
Before ICE Arrives,
When They
Arrive, and If
You're Detained

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.

Carry this Red Card with you at all times. ONE side tells YOU your rights. Show the OTHER side to an agent if you're stopped. It tells them you're using your rights.

This guide explains how to get ready before an ICE encounter, what to do if you are stopped, and what to do if you are detained. ⓘ means there are links to more information on the last page

WHAT YOU SHOULD DO NOW



Find a lawyer. Memorize their number, and the number of an emergency help line for immigrants. ⓘ

Make an emergency plan. If you have children, be sure to include who will care for them if you are detained or deported. Give that person's contact information to your child's school. Give a copy of the plan to an emergency contact. ⓘ



Make copies of important documents. Carry only copies. Do not carry documents with your place of birth. ⓘ

Memorize your immigration number (A#) if you have one.

Ask your employer to put up a private sign like this → on a space that only workers can enter (for example, a kitchen or a break room). ICE cannot enter a private space without an employer's consent or a warrant signed by a judge. Employees can move into a private space if they know ICE is near—but **do not run** if ICE is present.



IF ICE STOPS YOU FOR QUESTIONING

RED CARDS

- Use your Red Card—read it aloud or show it to the agent.
- Ask "May I leave?" If the officer says yes, walk slowly away.
- If they say no, **do not answer questions.** You can say, "I wish to remain silent."
- Ask to call your lawyer or emergency contact.



- Do NOT sign anything without a lawyer.
- Do NOT agree to be searched. Say, "I do not consent to be searched."
- Don't lie, run away or show false documents.

IF ICE TAKES YOU INTO CUSTODY

- If you are afraid to return to your country, tell the agent.
- If you have children, inform the agent and ask to call your emergency contact.
- Tell the agent if you're pregnant or have a disability or health condition.
- Do not answer questions. You can say, "I wish to remain silent."
- Ask to call your lawyer. If you don't have one, request a list of free or low-cost lawyers. ⓘ
- Do not sign anything without a lawyer present.
- If you entered the U.S. more than 2 years ago, show proof (school records, utility bills, taxes.)
- Request a bond hearing. If you cannot pay, contact a bond fund. ⓘ



Emergency Numbers (NYC)

- Catholic Charities: 1-800-566-7636 (Mon-Fri, 9-5)
- Legal Aid Society: (844) 955-3425
- New York Legal Assistance Group (NYLAG): (212) 613-5000
- Human Rights First: (212) 845-5200
- African Services Committee: (212) 222-3882
- If under 21: Catholic Charities (212) 419-3700 or KIND (646) 677-9900



Resources

Plan & Preparation



Find a lawyer
Directory of free and low-cost legal services



Important documents
List of what to carry (and what not to carry)



Make an emergency plan
Step-by-step guide



ReadyNow! app
This app can help you with many of the steps suggested here



Support & Safety



Find a detained person. Locate loved ones in custody with their A# or personal info



Bond fund
Help paying for bond if detained



Videos on interacting safely with ICE



Immigration

Salud Ice Watch How and What to Report ICE

To report ICE activity, you can use the SALUTE method, which stands for Size, Actions, Location, Uniforms, Time, Equipment, and Weapons. Here's how to report ICE activity:

- **Size:** How many agents are present?
- **Actions:** What did you see them doing?
- **Location:** Give an exact address or intersection and in NYC, a borough.
- **Uniforms:** What are they wearing? Describe as much as possible.
- **Time:** What precise time did you witness this?
- **Equipment:** What did agents have with them? Ex: weapons, flexicuffs, dogs, door breakers, LRAD sound cannon, vans, SUVs, etc.

This section under development. Subject to change

To report ICE sightings or an encounter with ICE,

- 1) POLICE WATCH 914: send an email: ICEWATCH914@protonmail.com
- 2) NY State Attorney General's office: ag.ny.gov/federal-actions-form
- 3) Office for New American Hotline: 1-800-566-7636



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Immigration- Canvassing Tips

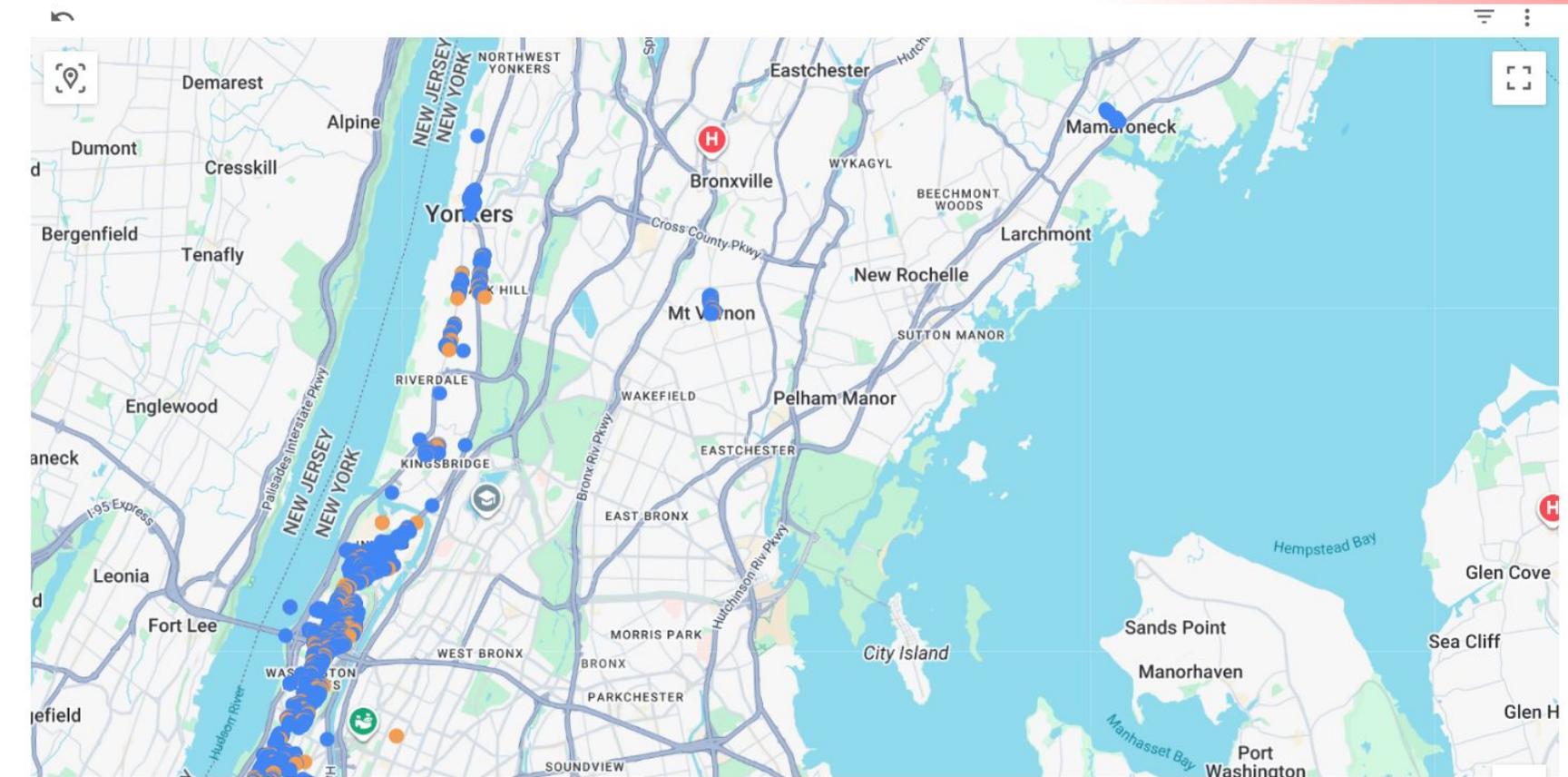
- Introduce yourself as a volunteer, using your first name
- Some businesses are nervous at first because they don't know you. Be gently persistent. They may shy away initially, but then become more interested if you ask to leave some info and quickly explain some basics from the package.
- You will not know all the answers to their questions. That's ok.
- Best practice is to do a thorough discussion, not a "drive-by".
- Bring bag to carry papers. Bring tape for signs.
- Places of business often have to take care of customers while you are there, so they want to go through it fast. Open QR codes, answer questions if you can
- Always go with a partner for safety, and use common sense judgement if a place does not look safe.
- The first time you go out, make sure you go out with someone who has done it before.

Most people you talk to will be VERY appreciative so this is very rewarding!!!!



Immigration- Picking a Turf

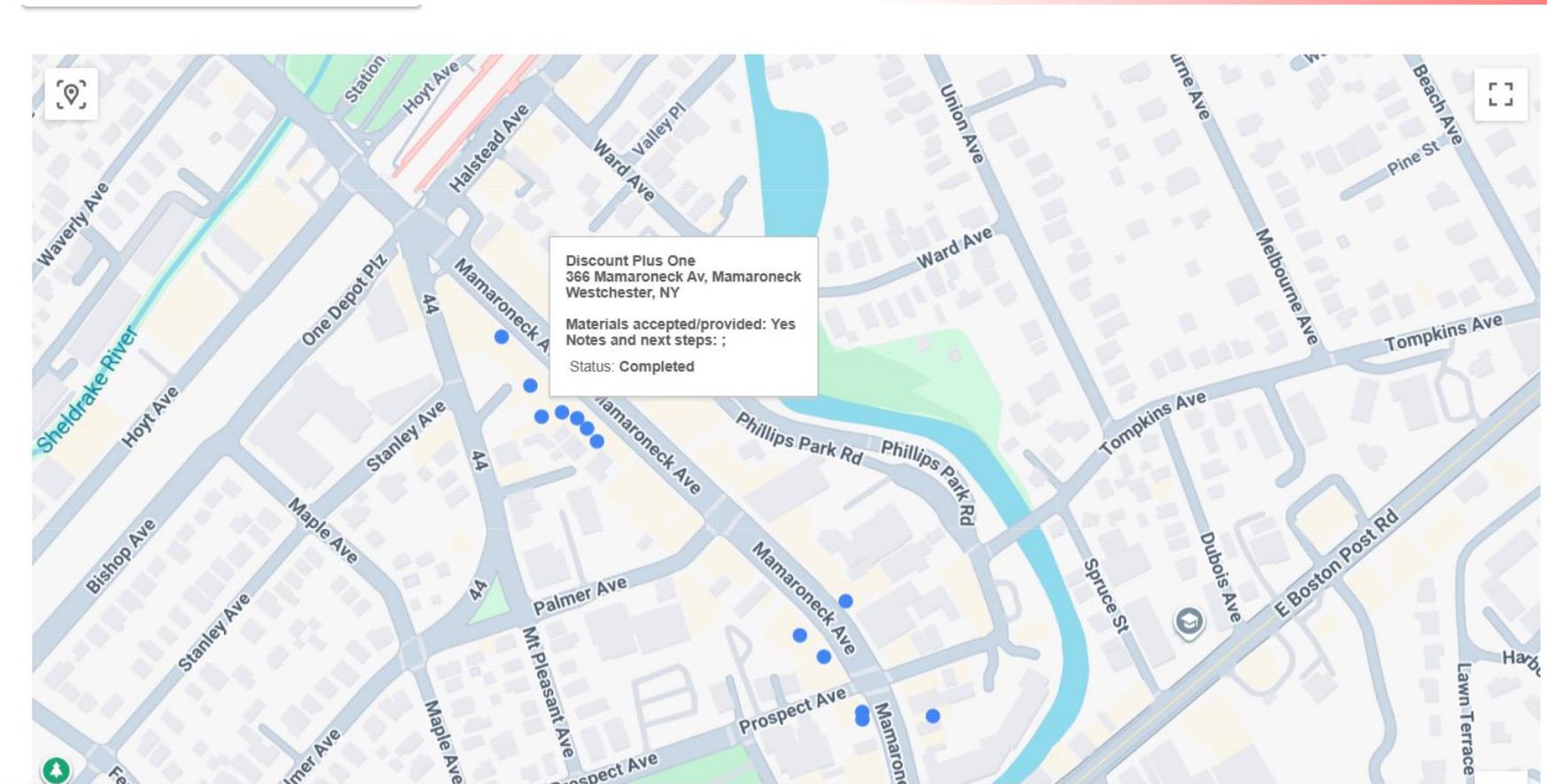
Pick a commercial street. Check in the HandsOff NYC tool to make sure nobody has been there yet.



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Immigration- Picking a Turf (contd)

Zoom-in on HandsOff Map tool

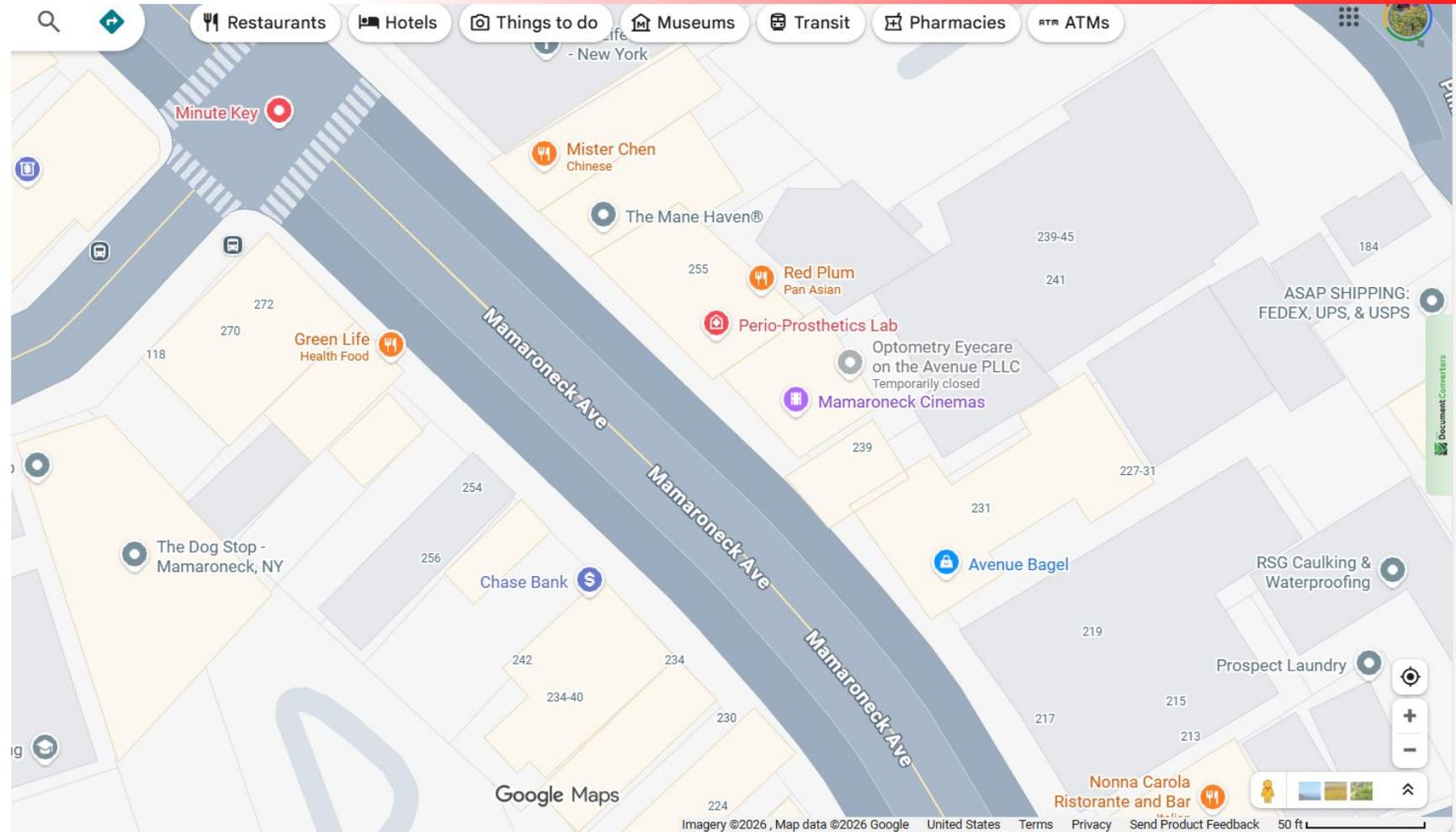


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Immigration- Picking a Turf (Contd)

- Use Google Maps (or similar) to locate address blocks
- Ideally if you have a “host” who can scout out the area first this is helpful to verify accuracy of addresses
- Each turf should have apx 10 small businesses on it
- Turfs that stay on one side of the street are more efficient
- Pick a local meeting spot eg coffee shop.



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Immigration- Picking a Turf (Contd)

HandsOff tool is also available in table format

Canvassed locations

For questions or support, please contact info@handsoffnyc.com

Select from filters below, as needed.

Business Name

Organizatio... (1) ▾

Neighborhood ▾

Street Address

Notes and next steps

| Business Name | Organization | Neighborhood | Address | Date | Materials accepted/provided? | Notes & next steps |
|---------------------------|------------------------|--------------|---------------------------|---------|--|---|
| #1 Kitchen | NYCD 15-16 Indivisible | Westchester | 460 S Broadway | 2/16/26 | Had a conversation and provided material | ;; follow-up info: , , |
| 99 cent and more | NYCD 15-16 Indivisible | Westchester | 391 s Broadway Yonkers | 2/16/26 | Had a conversation and provided material | Business is suffering due to ICE presence. ; follow-up info: , , |
| A&S Gourmet Deli, Yonkers | NYCD 15-16 Indivisible | Westchester | 457 s. Broadway, Yonkers | 2/16/26 | Spoke to someone but follow-up is required | ;; follow-up info: ; Manager is there mornings, Employee asked us to return when a manager was available |
| AA's Wine and Liquor | NYCD 15-16 Indivisible | Westchester | 430 Riverdale Av, Yonkers | 3/3/26 | Had a conversation and provided material | ;; follow-up info: , , |
| AA's wine and liquor | NYCD 15-16 Indivisible | Westchester | 430 Riverdale Ave Yonkers | 3/1/26 | Had a conversation and provided material | ;; follow-up info: , , |
| AD Sports Bar | NYCD 15-16 Indivisible | Westchester | 93 Gramatan Avenue | 2/1/26 | Spoke to someone but follow-up is required | Spanish speaker needed - did leave information ; follow-up info: , M-Sun 2-4 pm, We couldn't communicate (specify language spoken on next page) |
| Accutax | NYCD 15-16 Indivisible | Westchester | 25N Broadway, Yonkers, NY | 2/18/26 | Something else | Owner did not want any information left, nor conversation. He said he knew how to protect his business. Door is locked while open for business. ; follow-up info: |



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Immigration- After Your Visit

- Fill in the HandsOff Tracking Sheet
- Take notes outside the business - be inconspicuous
- Be sure to click on your Indivisible group name
- Be sure to put city name on same line as street address
- If we need to go back with Spanish speakers or speak to further employees/managers, mark that under Other Comments
- Ideally, if you can, check back on these businesses a few days later to see if they need more info.

The image shows a Google Form titled "Hands Off NYC Canvass Locations Form". The form instructions state: "Please fill out a new form for each business you visit." The form is currently "Not shared" and includes a "Switch account" link. A red asterisk indicates required questions. The form fields are: "Group Name" (a dropdown menu with "Choose" selected), "Business Information" (a section header), "Business Name" (a text input field with "Your answer" placeholder), "Number and Street Address" (a text input field with "Your answer" placeholder and examples: "2140 Broadway; 302 E 79th St"), "Zip Code" (a text input field with "Your answer" placeholder), and "What happened?" (a radio button selection with options: "Had a conversation and provided material", "Spoke to someone but follow-up is required", "Business is closed", and "Something else"). At the bottom, there is a "Next" button, a "Clear form" link, and a footer that reads: "Never submit passwords through Google Forms. This form was created inside of Hands Off NYC. - Contact form owner. Download this form: https://docs.google.com/forms/d/e/1FAIpQLS...".

We are next going out on **Sunday March 8 at 2:30 p.m. to Bainbridge Av, Bronx**



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