

Welcome!

CARE Community Briefing:

Guidance and Model Policies to Assist the Division of Labor Standards Enforcement, the Agricultural Labor Relations Board, and the Division of Workers Compensation

Thursday, October 29 | 1:30pm - 2:30pm

The presentation will begin shortly. No audio is currently being played.



ACCESSIBILITY

- Find the menu bar at the bottom of your zoom window
 - For presentation resources, please find the “Resources” tab.
 - You may see different sections such as “Links” and “Documents”.
 - More resources will be added during the presentation.
 - They may also be found at: oag.ca.gov/care/community-briefings.
 - For closed captioning, select “captions” and turn them on. Translated captions in multiple languages are available.
- If you do not see the options above, they may be under “more”

AGENDA

I. Welcome- *Cat Nou, Office of CARE, Director*

II. Introductory Remarks- *Attorney General Rob Bonta*

III. Presentation: Guidance and Model Policies to Assist California's Labor Agencies

- *Cindy Ventura, Deputy Attorney General, Worker Rights and Fair Labor Section*

IV. Questions and Answers

V. Thank You

California Labor Agencies



California's Legislative Response

- **Senate Bill 54 (Eff. Jan 1, 2018)** (codified in relevant part at Cal. Gov. Code § 7284.8)
- **Increase in immigration enforcement**
 - At and around state and local agencies
 - Seeking information held by state and local agencies
 - Impact on public trust, safety, health, and welfare
- **Senate Bill 580 (Eff. Jan. 1, 2026)** (codified at Cal. Gov. Code § 12532.5)

Overview of Senate Bill 580

Promoting Safe and Secure Government Access for All

Guidance and Model Policies to Assist State and Local Agencies in Responding to Immigration Issues Pursuant to Senate Bill 580 (2025)



Rob Bonta
California Attorney General
July 2026

SB 580, codified at Government Code Section 12532.5:

- By July 1, 2026, the Attorney General “shall publish model policies for state and local agencies relating to interactions with immigration authorities consistent with federal and state law.”
- By July 1, 2026, the Attorney General "shall publish guidance, audit criteria, and training recommendations for databases operated by a state or local agency, including databases maintained for the agency by private vendors, aimed at ensuring that the databases are governed in a manner that makes the availability of information therein to anyone or any entity for the purposes of immigration enforcement limited to the fullest extent practicable, consistent with federal and state law."
- By **January 1, 2027**, state and local agencies "shall implement" the model policies or equivalent policies.

Implementation of Senate Bill 580

- **Where can the general SB 580 guidance and model policies be found?**
 - The SB 580-mandated publication is available under the heading of "Immigration Guides" on the "Publications" page of the Office of the Attorney General's website – <https://oag.ca.gov/publications>.
- **The more specific guidance presented today implements SB 580 as it relates to Labor Agencies**
- **Facilities that do not already have equivalent policies in place must implement the model policies or equivalent policies by January 1, 2027.**



California's Labor Agencies

CA Labor and Workforce Development Agency (LWDA)

- CA Department of Industrial Relations (DIR)
 - CA Labor Commissioner's Office (LCO)—also known as the Division of Labor Standards Enforcement (DLSE)
 - Division of Workers' Compensation (DWC)
- CA Agricultural Labor Relations Board (ALRB)

Labor Agencies Guide: Promoting Fair and Safe Workplaces for All

Promoting Fair and Safe Workplaces for All

Guide and Model Policies to Assist the Division of Labor Standards Enforcement, the Agricultural Labor Relations Board, and the Division of Workers Compensation in Responding to Immigration Enforcement



Rob Bonta
California Attorney General
August 2026

- Where do I find the Labor Agencies Guide?
 - <https://oag.ca.gov/immigrant>
- What is the organization of the Guide?
 - **Section 1:** Legal Protections for Workers Who May Be Subject to Immigration Enforcement Action
 - **Section 2:** Responding to Requests and Attempts by Immigration Enforcement Authorities to Access Labor Agency Facilities
 - **Section 3:** Responding to Requests for Information
 - **Section 4:** Guidance, Audit Criteria, and Training Recommendations Regarding Databases
 - **Appendices**

Core Principles Informing the Guidance

First

State and local resources should not be used to assist immigration enforcement activities, except as required by state or federal law.

Second

Agencies should limit or restrict the collection, retention, and disclosure of information that could aid in identifying or apprehending individuals without lawful immigration status, unless required by law or necessary to administer a lawful program.

Third

Where there is no legal obligation to comply, agencies must require appropriate legal process — i.e., a judicial warrant, judicial subpoena, or court order — before complying.

Fourth

All requests for information should be directed to designated agency staff or legal counsel trained to evaluate such requests.

Fifth

Agencies should document interactions with immigration authorities, including requests for information, attempts to access facilities, and the presentation of legal process.

Legal Framework

Federal Responsibility for Immigration Law

- The federal government is responsible for the formulation, administration, and enforcement of immigration law, primarily through ICE, CBP, and USCIS (components of DHS).

No Federal Law Requires State or Local Agency Participation

- No federal law requires a state or local agency to participate in or facilitate immigration enforcement.
- A federal statute, 8 U.S.C. § 1373 (and similar statute, 8 U.S.C. § 1644), bars prohibitions or restrictions on sharing citizenship or immigration status information, **BUT** (1) does not reach other information (addresses, location, photographs, release dates), and (2) does not require agencies to respond to federal requests.

Tenth Amendment

- The federal government cannot compel states to enact or administer a federal regulatory program.
- California is constitutionally permitted to limit the use of state and local resources for immigration enforcement.
 - **California Values Act / SB 54 (2018)**

Section 1: Legal Protections for Workers Who May Be Subject to Immigration Enforcement Actions

01 Legal Protections for Workers Who May Be Subject to Immigration Enforcement Actions

Purpose of this Section

To describe legal protections that apply to workers who may be the subject of immigration enforcement actions, and to share with Labor Agency staff recommended principles and protocols for daily operations to improve access for workers, regardless of their immigration status.

Section 1: Legal Protections for Workers Who May Be Subject to Immigration Enforcement Actions – Governing Law

1. Immigrant Workers' Labor Rights

- All protections, rights, and remedies available under California law, except any reinstatement remedy prohibited by state or federal law, “are available to all individuals regardless of immigration status who have applied for employment, or who are or who have been employed in California.” See Gov. Code, § 7285, subd. (a); Lab. Code, § 1171 .5, subd. (a).



Section 1: Legal Protections for Workers Who May Be Subject to Immigration Enforcement Actions – Governing Law

2. Anti-Retaliation Laws Protecting Immigrant Workers

- **Labor Code § 1019**
 - Prohibits employers from engaging in unfair immigration-related practices that retaliate against employees who exercise rights protected by the Labor Code or local ordinances
 - Makes it unlawful for employers to use threats related to immigration status to retaliate against employees who have exercised their labor rights
- **Labor Code § 244 (b)**
 - If an employer reports or threatens to report the immigration status of a worker or a worker's family member, that act constitutes an adverse action for purposes of establishing a violation of an employee's, former employee's, or prospective employee's rights
- **Penalties for violating anti-retaliation statutes can be severe**

Section 1: Legal Protections for Workers Who May Be Subject to Immigration Enforcement Actions – Governing Law

3. Workers' Immigration Status Information

- Federal law does not affirmatively require a labor agency to share immigration status information in its possession.
- As noted above, 8 U.S.C. § 1373 (and similar statute, 8 U.S.C. § 1644), bars prohibitions or restrictions on sharing citizenship or immigration status information, **BUT** Tenth Amendment (1) does not reach other information (addresses, location, photographs, release dates), and (2) does not require agencies to respond to federal requests.



This content is found on pgs. 8-9

Section 1: Recommendations

Example Policies and Procedures to Ensure that All Workers Are Aware of Their Rights:

- Do not post hearing calendars in waiting areas or online. Instead, where possible, rely on support staff to communicate calendar information to workers and opposing parties;
- Where hearing calendars are posted in waiting areas, consider referring to matters on the calendar by their case or calendar numbers in lieu of party names identifying workers;
- Consider using case numbers or calendar numbers, not party names, to call matters;
- Provide secure waiting rooms for employers and workers;
- Permit remote appearances by phone or video where feasible;
- Permit witnesses to testify pseudonymously at evidentiary hearings; and
- Consider, to the extent permissible by law, continuing rather than dismissing ongoing matters in which a worker has failed to appear for reasons related to potential immigration enforcement actions

Section 1: Recommendations

Recommendations Regarding Agency Databases

- Ensure contracts with private vendors include terms that prohibit unauthorized access or disclosure of personally identifiable data to law enforcement, including immigration enforcement agents.
- Incorporate terms in contracts with private vendors that requires logging of all requests for information by law enforcement, including immigration enforcement officers.
- Develop audit criteria for staff and private vendors that include obligations to conduct database audits and demonstrate compliance through reporting or access.
- Ensure that in all instances where a vendor becomes aware that personally identifiable information was requested or shared with law enforcement, including immigration enforcement officers, it is documented and reported. Vendors must notify agency staff of requests for personally identifiable information before sharing information.
- Log and report all instances that staff become aware of disclosure of information or data to law enforcement, including immigration enforcement officers.

This content is found on pg. 10

Section 2: Responding to Requests and Attempts by Immigration Enforcement Authorities to Access Labor Agency Facilities

02 Responding to Requests and Attempts by Immigration Enforcement Authorities to Access Labor Agency Facilities

Purpose of this Section

To provide Labor Agency staff with guidelines for responding to requests to access Labor Agency facilities for immigration enforcement purposes. This section also describes various types of documentary authority that immigration enforcement authorities may present in support of a search or arrest.

Section 2: Responding to Requests and Attempts by Immigration Enforcement Authorities to Access Labor Agency Facilities – Governing Law

General Principle

- A facility being open to the public in some areas does not mean all areas are subject to unrestricted entry by immigration officers.

Fourth Amendment, U.S. Constitution

- Protects against unreasonable searches and seizures
- Applies where there is a reasonable expectation of privacy, which can include nonpublic areas of government facilities.



Section 2: Responding to Requests and Attempts by Immigration Enforcement Authorities to Access Labor Agency Facilities – Governing Law

The Workplace Know Your Rights Act (Eff. 2026) (Labor Code § 1550)

- Requires employers to distribute a standalone annual written notice of workers' rights, and to allow workers to designate an emergency contact to be notified if the employee is arrested or detained during work hours.

The Immigrant Worker Protection Act (AB 450) (codified in relevant part at Cal. Gov. Code, § 7285.1)

- Except as otherwise required by federal law, an agency “shall not provide voluntary consent” for an immigration enforcement agent to enter any nonpublic area or to access, review, or obtain employee records, without a subpoena or judicial warrant.
- https://www.dir.ca.gov/dlse/AB_450_QA.pdf



Section 2: Responding to Requests and Attempts by Immigration Enforcement Authorities to Access Labor Agency Facilities

Description of Warrants, Subpoenas, and Court Orders for Immigration Enforcement

- ICE Administrative “Warrant”
- Notice to Appear
- Federal Court Warrant
- Administrative Subpoena
- Federal Judicial Subpoena
- Court Order

This content is found in the Guide on pp. 14-15 and Appendices A - G

Section 2: Documents That May Accompany Requests for Physical Access

Notice to Appear

- Issued by ICE, CBP, or USCIS to commence formal removal proceedings against an individual.
- Does not authorize or require state or local agency staff to grant access to nonpublic areas.
- Does not authorize or require state or local agency personnel to take any action or otherwise grant or cooperate with requests from immigration enforcement authorities

U.S. Department of Homeland Security **Notice to Appear**

In removal proceedings under section 240 of the Immigration and Nationality Act:

Subject ID: _____ FINS: _____ File No: _____
DOB: _____ Event No: _____

In the Matter of: _____

Respondent: _____ currently residing at: _____
(Number, street, city and ZIP code) (Area code and phone number)

☐ 1. You are an arriving alien.
☐ 2. You are an alien present in the United States who has not been admitted or paroled.
☐ 3. You have been admitted to the United States, but are removable for the reasons stated below.

The Department of Homeland Security alleges that you:

☐ This notice is being issued after an asylum officer has found that the respondent has demonstrated a credible fear of persecution or torture.
☐ Section 235(b)(1) order was vacated pursuant to: ☐ 8CFR 208.30(f)(2) ☐ 8CFR 235.3(b)(5)(ii)

YOU ARE ORDERED to appear before an immigration judge of the United States Department of Justice at:

_____ (Complete Address of Immigration Court, including Room Number, if any)
on _____ at _____ to show why you should not be removed from the United States based on the
(Date) (Time)
charge(s) set forth above. _____ (Signature and Title of Issuing Officer)
Date: _____ (City and State)

See reverse for important information Form I-862 (Rev. 08/01/07)

Section 2: Documents That May Accompany Requests for Physical Access

U.S. DEPARTMENT OF HOMELAND SECURITY Warrant for Arrest of Alien

File No. _____
Date: _____

To: Any immigration officer authorized pursuant to sections 236 and 287 of the Immigration and Nationality Act and part 287 of title 8, Code of Federal Regulations, to serve warrants of arrest for immigration violations

I have determined that there is probable cause to believe that _____ is removable from the United States. This determination is based upon:

- ☐ the execution of a charging document to initiate removal proceedings against the subject;
- ☐ the pendency of ongoing removal proceedings against the subject;
- ☐ the failure to establish admissibility subsequent to deferred inspection;
- ☐ biometric confirmation of the subject's identity and a records check of federal databases that affirmatively indicate, by themselves or in addition to other reliable information, that the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law; and/or
- ☐ statements made voluntarily by the subject to an immigration officer and/or other reliable evidence that affirmatively indicate the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law.

YOU ARE COMMANDED to arrest and take into custody for removal proceedings under the Immigration and Nationality Act, the above-named alien.

(Signature of Authorized Immigration Officer)

(Printed Name and Title of Authorized Immigration Officer)

Certificate of Service

I hereby certify that the Warrant for Arrest of Alien was served by me at _____ (Location)

on _____ (Name of Alien) on _____ (Date of Service), and the contents of this notice were read to him or her in the _____ (Language) language.

Name and Signature of Officer

Name or Number of Interpreter (if applicable)

Form I-200 (Rev. 09/14)

Administrative Arrest and Removal Warrants

- Typically issued by immigration enforcement officers with ICE or other agencies within DHS.
- Not issued by a court
- An example of an ICE "Arrest Warrant" (Form I-200) is seen to the left and in Appendix B.
- An example of an ICE "Removal Warrant" (Form I-205) is seen on the right and has been included in Appendix B.

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:

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:

(Signature of immigration officer)

(Title of immigration officer)

(Date and office location)

ICE Form I-205 (8/07)

Page 1 of 2

Section 2: Documents That May Accompany Requests for Physical Access – Judicial Arrest and Search Warrants

- Issued by a court upon a finding of probable cause.
- Bear a magistrate or judge's signature, identify the issuing court, and typically include a case number and court seal.
- A judicial arrest warrant authorizes officers to arrest the named individual; a judicial search warrant authorizes a search of a specific location, person, or vehicle. Authority is limited to the scope of the warrant.

Samples (Federal Search Warrant, Form AO 93, and Federal Arrest Warrant, Form AO 442) have been included in Appendices C and D of the Guidance.

Section 2: Recommendations Regarding Access to Facilities and Physical Spaces

General Response Protocols

- When immigration authorities seek access to agency locations, personnel should respond in a manner that is consistent with governing law and agency policies and procedures.
- Agency personnel should remain calm and professional; request identification and any documents pertaining to the requested access/search and immediately notify designated personnel and/or agency counsel.
- Do not physically interfere with an enforcement authority and do not provide false information, destroy records, or voluntarily assist officers.

Designated Personnel or Legal Counsel

- Each agency should designate agency counsel or personnel with sufficient training to evaluate and respond to requests or attempted intrusions by immigration authorities, and to coordinate the agency's response.

Section 2: Recommendations Regarding Access to Facilities and Physical Spaces

- **Distinction Between Public and Nonpublic Areas**
 - Agency policies should clearly define and identify nonpublic areas, including any areas not open to the public or requiring authorization, escort, or credentialed access, through signage, access controls, and visitor protocols.
- **Public Areas**
 - Agency personnel should not interfere with immigration authority's access to or presence in areas of an agency facility or other agency location that is open to the general public.
- **Nonpublic Areas**
 - Agency personnel should not permit, grant, or facilitate access to nonpublic areas of the agency facility or other agency location, **UNLESS** the officer presents a judicial warrant, court order, or a properly noticed I-9 inspection form.

Section 2: Recommendations Regarding Access to Facilities and Physical Spaces

Labor Agency can employ an incident report form which includes, at a minimum, the following information:

- Name of staff person who responded to the contact or incident, including position and contact information;
- Name of any other staff members involved, including staff's position and contact information;
- Date, time, location, and manner of the contact (e.g., in-person, by phone);
- Name, agency, and badge number of all involved officers;
- Stated purpose of the visit or contact, described in as much detail as possible;
- Description of any records or information requested;
- Description of area(s) of facilities that the officer entered;
- Description of interaction with the officer, including any communications regarding consent and circumstances of forced entry; and
- Copies of any documents provided by the officer.

Section 3: Responding to Requests for Information

03 Responding to Requests for Information

Purpose of this Section

To provide Labor Agency staff with guidance for responding to requests for worker information and/or data for immigration enforcement purposes, including recommendations regarding databases.

Section 3: Responding to Requests for Information - Governing Law

1. Workers' Immigration Status Information
2. Workers' Compensation Records

This content is found in the Guide on p. 21



Section 3: Responding to Requests for Information – Types of Requests & Concerns Raised

- State and local agencies collect and maintain significant personally identifiable information (PII) while administering programs and services.
- Requests and demands for the production of data or access to data should always be directed or forwarded to the agency's legal counsel or designated personnel for evaluation and a determination of how to proceed.
- Requests and demands for files, records, data, or other information held by state or local agencies raise serious concerns.
- Disclosure of personal information increases the risk of identity theft and very often violates the law. Great care must be taken to ensure that any production of data or other sharing of personal or otherwise protected information occurs only when in accordance with all applicable law.

Section 3: Responding to Requests for Information – Types of Demands Agencies May Receive

Administrative Subpoenas

- Administrative subpoenas are issued by an agency, not a court.
- Administrative subpoenas are not “self-executing.”
- Administrative subpoenas should be properly served.
- Agency staff should immediately contact designated staff, a supervisor, +/or legal counsel upon receipt.

DEPARTMENT OF HOMELAND SECURITY
IMMIGRATION ENFORCEMENT
SUBPOENA
to Appear and/or Produce Records
8 U.S.C. § 1225(d), 8 C.F.R. § 287.4

1. To (Name, Address, City, State, Zip Code)

Subpoena Number

2. In Reference To

(Title of Proceeding) (File Number, if Applicable)

By the service of this subpoena upon you, **YOU ARE HEREBY SUMMONED AND REQUIRED TO:**

(A) ☐ **APPEAR** before the U.S. Customs and Border Protection (CBP), U.S. Immigration and Customs Enforcement (ICE), or U.S. Citizenship and Immigration Services (USCIS) Official named in Block 3 at the place, date, and time specified, to testify and give information relating to the matter indicated in Block 2.

(B) ☒ **PRODUCE** the records (books, papers, or other documents) indicated in Block 4, to the CBP, ICE, or USCIS Official named in Block 3 at the place, date, and time specified.

Your testimony and/or production of the indicated records is required in connection with an investigation or inquiry relating to the enforcement of U.S. immigration laws. Failure to comply with this subpoena may subject you to an order of contempt by a federal District Court, as provided by 8 U.S.C. § 1225(d)(4)(B).

3. (A) CBP, ICE or USCIS Official before whom you are required to appear

Name
Title
Address
Telephone Number

(B) Date
(C) Time ☒ a.m. ☐ p.m.

4. Records required to be produced for inspection

5. Authorized Official

(Signature)
(Printed Name)
(Title)
(Date)



If you have any questions regarding this subpoena, contact the CBP, ICE, or USCIS Official identified in Block 3.

DHS Form I-138 (8/09)

Judicial / Grand Jury Subpoenas

- AO 88B (Rev. 02/14) Subpoena to Produce Documents, Information, or Objects or to Permit Inspection of Premises in a Civil Action
- UNITED STATES DISTRICT COURT**
for the
- | | | |
|----------------------------------|-----------------------|------------------------|
| Plaintiff
v.

Defendant |)
)
)
)
) | Civil Action No. _____ |
|----------------------------------|-----------------------|------------------------|
- SUBPOENA TO PRODUCE DOCUMENTS, INFORMATION, OR OBJECTS
OR TO PERMIT INSPECTION OF PREMISES IN A CIVIL ACTION**
- To: _____
(Name of person to whom this subpoena is directed)
- ☐ **Production: YOU ARE COMMANDED** to produce at the time, date, and place set forth below the following documents, electronically stored information, or objects, and to permit inspection, copying, testing, or sampling of the material:
- | | |
|--------|----------------|
| Place: | Date and Time: |
|--------|----------------|
- ☐ **Inspection of Premises: YOU ARE COMMANDED** to permit entry onto the designated premises, land, or other property possessed or controlled by you at the time, date, and location set forth below, so that the requesting party may inspect, measure, survey, photograph, test, or sample the property or any designated object or operation on it.
- | | |
|--------|----------------|
| Place: | Date and Time: |
|--------|----------------|
- The following provisions of Fed. R. Civ. P. 45 are attached – Rule 45(c), relating to the place of compliance; Rule 45(d), relating to your protection as a person subject to a subpoena; and Rule 45(c) and (g), relating to your duty to respond to this subpoena and the potential consequences of not doing so.
- Date: _____

CLERK OF COURT **OR**

Signature of Clerk or Deputy Clerk

Attorney's signature
- The name, address, e-mail address, and telephone number of the attorney representing *(name of party)* _____, who issues or requests this subpoena, are:

- Notice to the person who issues or requests this subpoena**
- If this subpoena commands the production of documents, electronically stored information, or tangible things or the inspection of premises before trial, a notice and a copy of the subpoena must be served on each party in this case before it is served on the person to whom it is directed. Fed. R. Civ. P. 45(c)(4).

Section 3: Responding to Requests for Information – Recommendations

- **General Response Protocols:** Agency protocols should apply across agency operations and should be designed to ensure consistent, legally compliant responses.
- **Designated Personnel and/or Legal Counsel:** The agency should designate personnel responsible for evaluating and responding to requests for information by immigration authorities.

Section 3: Responding to Requests for Information – Recommendations

- 1. Account for Applicable Exemptions and Restrictions Regarding Disclosure of Confidential Worker Information**
- 2. Notify Workers Regarding Any Requests for Information by Immigration Enforcement Officers**

This content is found in the Guide on pp. 22-23

Section 4: Guidance, Audit Criteria, and Training Recommendations Regarding Databases Pursuant to SB 580

04 Guidance, Audit Criteria, and Training Recommendations Regarding Databases Pursuant to SB 580

The Office of the Attorney General publishes the following guidance, audit criteria, and training recommendations regarding databases as required by SB 580 codified in California Government Code section 12532.5. Labor Agencies are free to adopt these recommendations.

Section 4: Guidance and Recommendations Regarding Agency Databases

- **Section 4** contains guidance, audit criteria, and training recommendations for databases for Labor Agency facilities to limit the availability of information for immigration enforcement.
- These recommendations are in line with SB 580.
- Additional information about SB 580 and database recommendations can be found in the SB 580 Guide.

This content is found in the Guide at pp. 24-27.



Appendix H: Quick Reference Guide for Labor Agencies' Staff

Appendix H

Quick Reference Guide for Labor Agencies' Staff

What Should You Do if an Immigration Enforcement Officer Comes to Your Labor Agency?

1. As soon as possible, notify the designated labor agency administrator (the person tasked with responding to immigration enforcement actions at the labor agency) of any request (including subpoenas, petitions, complaints, warrants, or court orders) by an immigration enforcement officer to access a labor agency or any request for the review of [labor agency] documents.
2. Advise the officer that before proceeding with his or her request, you must first notify and receive direction from a designated labor agency administrator.
3. Ask to see, and make a copy of or note, the officer's credentials (name and badge number). Also ask for and copy or note the telephone number of the officer's supervisor.
4. Ask the officer to explain the purpose of the officer's visit, and note the response.
5. Ask the officer to produce any documentation that authorizes labor agency access.
6. Make copies of all documents provided by the officer.
7. Decline to answer questions posed by the officer and direct him or her to speak to the designated labor agency administrator.
8. State that the labor agency does not consent to entry of the facilities or portions thereof.
9. Without expressing consent, respond according to the requirements of the documentation.
If the officer has:
 - ✓ An ICE administrative "warrant" (see samples in Appendix, items A & B): Immediate compliance is not required. Inform the officer that the labor agency cannot respond to the warrant until after it has been reviewed by a designated administrator. Provide a copy of the warrant to the designated administrator as soon as possible.
 - ✓ A federal judicial warrant (either a search-and-seizure warrant or an arrest warrant; see samples in Appendix, items C & D): Prompt compliance usually is required, but where feasible, consult with legal counsel before responding.
 - ✓ A subpoena for the production of documents or other evidence (see samples in Appendix, items E & F): Immediate compliance is not required. Inform the officer that the labor agency cannot respond to the subpoena until after it has been reviewed by a designated administrator. Give your copy of the subpoena to the designated administrator or legal counsel as soon as possible.
 - ✓ A notice to appear (see sample in Appendix, item G): This document is not directed at the labor agency. There is no obligation to deliver this document or facilitate service to the person named in the document. If you get a copy of the document, give it to your designated labor agency administrator as soon as possible.
10. Document the officer's actions in as much detail as possible after he or she enters labor agency premises, but without interfering with the officer's movements.
11. If the officer orders staff to provide immediate access to facilities, comply with the officer's order and also immediately contact a designated administrator. Do not attempt to physically interfere with the officer, even if the officer appears to be acting without consent or appears to be exceeding

Additional Resources for Community Members

- **ICE Detainee Locator**
 - locator.ice.gov — helps determine if someone has been detained and where, using date of birth and A-Number if available. The site is not updated in real time.
- **Rapid Response Networks**
 - Community-based responses (not involving government agencies) to immigration enforcement — offer hotlines for reporting of enforcement activity and connecting individuals to legal assistance and “Know Your Rights” information.
- **Legal Assistance**
 - State Bar of California attorney search (calbar.ca.gov), legal aid directories (e.g., [National Immigration Legal Services Directory - Immigration Advocates Network](#)), and California Courts Self-Help Centers.
 - Immigration Court Hotline: 1-800-898-7180, and the EOIR case status website.
 - Consulate or Embassy of an individual's country of origin may offer additional assistance.

Questions?

Upcoming Events:

CARE Community Briefing Series: SB 54 Updated Guidance and Model Policies for Public Institutions

Thursday, 11/12 | 1:30-2:30 PM

CARE Community Briefing: Guidance and Model Policies to Assist California's Colleges and Universities

Register At: oag.ca.gov/care

Subscribe to receive notices on SB 54 Guidance and Model Policies:
oag.ca.gov/subscribe

Contact Us: care@doj.ca.gov