



*Lincoln-Goldfinch Law*

AN IMMIGRATION LAW FIRM

# **SAFE WORKPLACES, STRONG COMMUNITIES PACKET**

**Call or Text: (512) 957-7777**

**Email: [help@lincolngoldfinch.com](mailto:help@lincolngoldfinch.com)**



Dear Community,

At Lincoln-Goldfinch Law, our mission has always been to bring peace of mind to you and security to your family. We are an immigration law firm based in Austin, Texas, serving clients nationwide and globally. Every day, our team works to keep families together, defend their dignity, and ensure they feel safe and supported as they navigate the immigration system.

We know that immigration enforcement at workplaces can cause fear and confusion—not only for workers, but also for business owners and managers who care deeply about their teams. That’s why we created this Safe Workplaces, Strong Communities Packet: to provide clear, practical steps that empower both workers and businesses to protect their rights, their dignity, and their community in the face of workplace immigration actions. Whether it’s an ICE visit, an I-9 audit, or a broader enforcement action, you deserve to feel prepared, informed, and supported.

This packet is meant to be simple, accessible, and ready to use. We’ve included guidance for staff and management, sample scripts, a checklist for responding to audits, and even a sign you can post in your workplace to make clear where private areas begin. Every section was designed to help you act quickly and confidently if enforcement occurs.

Our commitment is rooted in justice, compassion, and community. You are not alone in this. With knowledge, preparation, and solidarity, we can keep each other safe.

In solidarity,

**Kate Lincoln-Goldfinch**  
Founding Attorney & Owner



# Dictionary of Key Terms

**Agent** — An officer from an immigration or law enforcement agency such as ICE, DHS, or SSA.

**Consent** — Voluntary permission. Agents often ask to “look around.” Without a judicial warrant, you do not have to give consent for them to enter private areas.

**Detained** — When a person is held by law enforcement and not free to leave.

**Document Audit** — A review of employer records (Form I-9 and related payroll files) by ICE or DHS. Employers usually have three business days to comply.  
**(I-9 Audit / Paper Raid)**

**Judicial Warrant** — A warrant signed by a judge. Required for agents to enter non-public areas of a workplace without consent.

**No-Match Letter** — A notice from the Social Security Administration (SSA) stating that an employee’s records don’t match SSA databases. It is not proof of immigration status.

**Non-Public / Private Area** — Any part of the workplace that is not open to the public (e.g., kitchen, storage, break room, offices). Requires either a judicial warrant or consent for agents to enter.

**Notice of Inspection (NOI)** — A formal written notice that ICE will inspect I-9 forms. Triggers the three-day response window.

**Public Area** — A space where customers or the public are normally allowed (e.g., retail floor, dining room).

**Red Card** — A printed card workers can use to assert their rights to remain silent and refuse consent to a search.

**Response Lead** — The designated manager, owner, or staff member trained to handle any agent interaction. All other staff should refer agents to the Response Lead.

# *Quick Start:*

## **What to Do Right Now**

# 1

### **Designate a Response Lead**

Choose one person (owner, manager, or trusted staff) to handle any interaction with immigration or law enforcement agents. Train all staff to direct agents to this person.

# 2

### **Mark Private Areas Clearly**

Post the included “Employees Only” sign at all entrances to kitchens, break rooms, offices, storage, or any other non-public spaces. Make sure staff know that only managers can give consent for entry—and that consent should not be given without a judicial warrant.

# 3

### **Organize Your Records**

Keep I-9s separate from personnel files, updated, and in a secure location. This ensures a fast and compliant response in case of an audit.

# 4

### **Train Staff on Rights & Scripts**

Workers should know what to say (and not say) if approached. Practice simple scripts: “I am exercising my right to remain silent. I want to speak to my attorney. I do not consent to a search.”

# 5

### **Post Emergency Contacts**

Place a one-page list of important numbers (Response Lead, legal counsel, worker hotline) in the manager’s office and breakroom.

# Comparing Warrants: Judicial vs. Administrative

Not all warrants are the same. Understanding the difference can protect your business and your staff.

## Judicial Warrant

**Signed by:** A federal judge or magistrate.

**Authorizes:** Entry into private, non-public spaces of your business.

**Employer Response:** Review the warrant carefully. Confirm it is signed by a judge. Cooperate only within the scope of the warrant.

## ICE Administrative Warrant (Form I-200 or I-205)

**Signed by:** An ICE or DHS officer (not a judge).

**Authorizes:** Arrest of specific individuals, not entry into private workplace areas.

**Employer Response:** Does not authorize entry into non-public spaces. You do not need to consent to entry without a judicial warrant.

## Subpoena or Notice of Inspection (NOI)

**Issued by:** ICE or DHS.

**Authorizes:** Request for documents such as I-9 forms. Employers usually have three business days to comply.

**Employer Response:** Accept the notice, contact counsel immediately, and prepare records. Does not authorize immediate entry into non-public areas.

## Search Warrant

**Signed by:** A federal judge.

**Authorizes:** Agents to enter specific areas and seize listed evidence.

**Employer Response:** Review carefully, comply only within the listed scope, and contact counsel immediately.

# Example of a Judicial Warrant

AO 442 (Rev. 11/11) Arrest Warrant

## UNITED STATES DISTRICT COURT

for the

United States of America

v.

)  
)  
)  
)  
)

Case No.

Defendant

### ARREST WARRANT

To: Any authorized law enforcement officer

**YOU ARE COMMANDED** to arrest and bring before a United States magistrate judge without unnecessary delay

(name of person to be arrested)

who is accused of an offense or violation based on the following document filed with the court:

- ☐ Indictment    ☐ Superseding Indictment    ☐ Information    ☐ Superseding Information    ☐ Complaint  
☐ Probation Violation Petition    ☐ Supervised Release Violation Petition    ☐ Violation Notice    ☐ Order of the Court

This offense is briefly described as follows:

Date: \_\_\_\_\_

Issuing officer's signature

City and state: \_\_\_\_\_

Printed name and title

### Return

This warrant was received on (date) \_\_\_\_\_, and the person was arrested on (date) \_\_\_\_\_  
at (city and state) \_\_\_\_\_.

Date: \_\_\_\_\_

Arresting officer's signature

Printed name and title

# Example of an ICE Administrative Warrant

<b>U.S. Department of Justice</b> <b>Immigration and Naturalization Service</b>	<b>Warrant of Removal/Deportation</b>
File No: _____	
Date: _____	
<b>To any officer of the United States Immigration and Naturalization Service:</b>	
_____	
(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:	
<input type="checkbox"/> an immigration judge in exclusion, deportation, or removal proceedings <input type="checkbox"/> a district director or a district director's designated official <input type="checkbox"/> the Board of Immigration Appeals <input type="checkbox"/> a United States District or Magistrate Court Judge	
and pursuant to the following provisions of the Immigration and Nationality Act:	
Section 241(a)(5) of the Immigration and Nationality Act(Act), as amended.	
I, the undersigned officer of the United States, by virtue of the power and authority vested in the Attorney General 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 the appropriation. "Salaries and Expenses Immigration and Naturalization Service 2002," including the expense of an attendant if necessary.	
_____	
(Signature of INS official)	
_____	
(Title of INS official)	
_____	
(Date and office location)	
Form I-205 (Rev. 4-1-97)N	

# Workers' Rights & Safety Scripts

## Workers' Rights at Work

- You have the right to remain silent about immigration status.
- You have the right to refuse consent to searches of personal belongings.
- You do not need to show immigration documents unless you are under arrest.
- You have the right to speak to a lawyer before answering questions or signing anything.

## If Approached by Agents

Say clearly and calmly:

- "I am exercising my right to remain silent."
- "I want to speak to my attorney."
- "I do not consent to a search."

If asked for immigration papers and you are not under arrest: "I do not wish to provide that information."

## If Detained

- Ask to call an attorney or trusted contact. Memorize key phone numbers.
- Do not sign any documents without legal advice.
- Inform your family or emergency contact immediately.

## Co-Worker Tips

- If you are a U.S. citizen or feel safe, you may observe, take notes, or record from a safe distance.
- Write down agent names, badge numbers, time, and location.
- Do not interfere physically.



# *Employer & Manager Checklist:*

## **I-9 Audits and Raids**

### **During an I-9 Audit (Paper Raid)**

1. Receive the Notice of Inspection (NOI) calmly.
2. Note the deadline—usually three business days.
3. Contact your employment/immigration counsel immediately.
4. Prepare and organize I-9s separately from personnel files.
5. Do not provide additional documents beyond what is requested.

### **During a Workplace Visit**

1. Contact the Response Lead immediately.
2. Ask to see identification. Write down names, agencies, and badge numbers.
3. Ask if they have a judicial warrant.
  - If yes, review carefully and allow access only as described.
  - If no, do not consent to entry into non-public areas.
4. Keep staff calm and focused.
5. Document everything.

# Make Your Space Safer:

## *Private vs. Public Areas*

### Why Signage Matters

Agents can generally enter public areas without consent (e.g., a dining room or retail floor during business hours). Private, non-public areas—clearly marked and used only by staff—require either a judicial warrant or consent to enter. Clear signs and consistent practice help protect your team.

### How to Designate Non-Public Areas

- Post **“Employees Only”** signs at all doors to back-of-house spaces.
- Keep doors closed and secured.
- Train staff to politely redirect visitors to public areas.
- Limit access to authorized personnel only.

### Staff Training Script

If someone attempts to enter a marked area:

“This is a non-public area for employees only. I can ask the manager to assist you in the lobby.”

### Incident Log Template

Keep a one-page log on clipboards at the front entrance and manager’s office:

- Date/Time
- Agency/Department
- Agent names and badge numbers
- Purpose stated
- Documents presented
- Areas visited
- Records requested
- Action taken and by whom



# **PRIVATE AREA**

*Employees Only*

**AbogadaKate.com • 512.957.7777**



# Next Steps

This packet is part of a larger set of community safety resources available through Lincoln-Goldfinch Law and Abogada Kate. For additional materials—including Know Your Rights flyers, Red Cards, and Family Safety Packets—visit:

[www.abogadakate.com/safety](http://www.abogadakate.com/safety)  
[www.abogadakate.com/es/seguridad](http://www.abogadakate.com/es/seguridad)

**For urgent help or to schedule a consultation:**

Call or Text: (512) 957-7777

Email: [help@lincolngoldfinch.com](mailto:help@lincolngoldfinch.com)