



As workplace immigration enforcement continues to evolve, it's crucial for employees to understand how to respond to these visits.

As a Manager, we ask that you ensure the following steps are taken:

- Print and review the **Employee Responsibilities Checklist**
- Print **ICE Workplace Visit Script Card** below
- Post them in your office space and/or make them available to your direct reports
- Review these documents with your direct reports (including student employees).
- **NOTE:** Please only print the **Employee Responsibilities Checklist** and **ICE Workplace Visit Script Card**, and not this first page of instructions

These documents outline the process for both scheduled audits and unannounced enforcement actions, helping to protect SJC and employees while maintaining compliance with immigration law.

Contact information for designated management representative during an ICE Workplace Visit:

Joseph Cassidy (207-904-7250)

CHECKLIST: What To Do During an ICE Workplace Visit

U.S. Immigration and Customs Enforcement (ICE) officials may visit a worksite for various reasons, including inspections, employee inquiries, or surprise enforcement actions. It is critical to have a structured response plan to ensure the College remains compliant while protecting its legal rights. Proper preparation will help the College navigate the situation professionally and in accordance with the law.

Employee Responsibilities

- ☐ **Present [ICE Workplace Visit Script Card](#)** (provided by your manager).
- ☐ **Alert your direct supervisor/manager and contact the designated management representative: Joseph Cassidy.**
- ☐ **Stay calm and professional:** Be respectful and composed.