

What Your Community Based Organization (CBO) Can Do to Prepare for ICE/CBP

- **Review (and update) your Privacy Policy (if applicable):**
 - Policies should clearly address disclosures for law enforcement purposes and disclosures for judicial and administrative warrant purposes.
 - Define what areas of your facility are public areas and what areas are considered private areas.
- **Establish, review and, if needed, update policies and procedures for responding to law enforcement inquiries, including when ICE/CBP agents are attempting to conduct enforcement actions at (or near) your facility.** Ensure staff are trained on the policies and procedures.
- **Inform your clients, staff, and community about their rights with ICE and CBP. You can post information on rights from trusted sources and provide resources.**
 - WAISN has created [“Know Your Rights”](#)¹ flyers available in: English, Spanish, Portuguese, French, Somali, and Lingala.
 - Asian Americans Advancing Justice Atlanta has [Know Your Rights](#)² flyers in multiple languages including: Amharic, Arabic, Chinese, English, Hindi, Khmer, Korean, Spanish, Thai, Tigrinya, Urdu, and Vietnamese.
 - Northwest Immigrant Rights Project (NWIRP) has collected additional versions and similar resources from advocacy groups, including WAISN, [here](#)³.
 - WAISN created this one-pager for employers in 2019: [Response to Immigration and Customs Enforcement: Worksite Audits & Raids](#)⁴.
- **Red Cards inform individuals of their rights and can be presented to law enforcement to assert those rights, which may be especially useful for Limited English Proficient (LEP) and deaf or hard-of-hearing individuals.** The Immigrant Legal Resource Center has created red cards in multiple languages that can be printed and given to clients and staff: [Red Cards / Tarjetas Rojas | Immigrant Legal Resource Center | ILRC](#)⁵. You can also order these to be shipped to your facility here: [Know Your Rights Cards | Red Card Orders | Immigrant Rights](#)⁶ but please note the high demand.
- **Educate/encourage clients to create a family preparedness plan and connect with immigration lawyers for advice specific to their situation.** A great resource to start is the National Immigration Legal Services Directory to find an immigration lawyer near you: [National Immigration Legal Services Directory - Immigration Advocates Network](#)⁷.
- **Make sure staff know what to do and whom to contact if ICE/CBP shows up.** Having policies and procedures established will be critical for this.



Full web links referenced from above:

- 1: waisn.org/kyrice/
- 2: [Know Your Rights — Asian Americans Advancing Justice-Atlanta](#)
- 3: www.nwirp.org/resources/kyr/
- 4: www.nwirp.org/uploads/2019/08/WAISN-Worksite-Response-Protocol.pdf
- 5: www.ilrc.org/red-cards-tarjetas-rojas
- 6: www.redcardorders.com
- 7: www.immigrationadvocates.org/legaldirectory/