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Tech note: this google doc is best viewed on desktop or in the google drive app on mobile; otherwise, some of the links might not open on mobile!

ORGANIZING TOOLS INDEX



GUIDES

- Guide for Workplaces –
 - [National Workplace Guide: Fourth Amendment Workplaces](#)



PRINT MATERIALS

- [Customizable designs toolkit](#) – make custom versions of the printable materials below
- Posters: [8.5x11](#) or [11x14](#)
- “Private Area” [8.5x11 sign](#) – helps solidify separation between public and private workplace areas

- [Statement of support for employer to sign](#)
- [Outreach conversation script](#) – to recruit employers to sign statement of support & take other steps
- [Short outreach handout](#) – designed to hand out when talking to workplace staff

DIGITAL ORGANIZING TOOLS

- [4thworkplace.org](#) – website for employers
- [Digital statement](#) for employer to sign
- [List of upcoming](#) canvasses, where you can see canvasses in your area, create your own (see note in FAQ if you need support in getting others there!)
- [Follow-up form](#): to report after you have a recruitment conversation with an employer, or an employer wants to request a training or another next step

VIDEOS

-  [4th Amendment Workplaces](#)
- *Creating 4th Amendment Workplaces (coming April 10)*

UPCOMING TRAININGS

- [April 29 national training](#)
- [May 8 peer learning space](#)

OVERVIEW OF OUR STRATEGIES

Fourth Amendment Workplaces is an initiative of Siembra NC's *Defend and Recruit* and *Make NC Work*, which seeks to ensure workplaces that are safe places to work and our communities are safe places to raise our families. Our country can't work if our small businesses are constantly losing employees and customers to the fear of or to actual ICE detentions.

Our Strategies to Counter Threats to Immigrant Workers & Their Workplaces

We need to mitigate five overall threats in every community because they are causing employers and employees to suffer.

1. ICE community arrests: With door-to-door know-your-rights education and trained ICE Watch volunteers responding to calls to our hotline across your state, we can reduce the risk people approached by federal agents or targeted by clandestine stakeouts will not know how to defend their rights

2. ICE workplace arrests: With *Fourth Amendment Workplaces* across the country where all staff know how to protect the rights of all present, there will be less risk of unconstitutional searches and seizures by federal agents
3. ICE jail arrests: By monitoring the people transferred from jail to ICE custody – including tracking the original charges that led to them being booked and fingerprinted – and researching police department misdemeanor booking policies, we can reduce the risk charges like driving without a license or trespassing will lead to ICE detention
4. Worker retaliation: If we show up to demand justice for workers who have been threatened with ICE detention by their employers, and ensure state and local prosecutors go after them, we can reduce the risk they will suffer financial or job losses
5. Eviction after an ICE detention: Launching a solidarity fund can provide emergency cash assistance to families experiencing ICE detention, with the goal of keeping them from becoming homeless or having to “self-deport” due to a financial crisis



OVERVIEW OF THIS TOOLKIT

This organizing toolkit outlines how to focus on #2 – building Fourth Amendment Workplaces. In this doc, we outline what Fourth Amendment Workplaces are, how to identify them in your community, how to outreach to them, and how to get them signed up. It includes resources you can customize for your local organization or group so you can get started right away, or if you're a newer group, resources you can use from our team. So, get your local group together and go through the document to get started building more power in your community!

Please note: for deeper dives into the other strategies outlined above, the Defend and Recruit network offers training, peer learning spaces, and one-to-one coaching to support the strategies outlined above. Check out our [toolkit and](#) our [resources](#) and sign up for our upcoming [trainings and learning spaces](#). You can also email us at [hola\(@\) defendandrecruit.org](mailto:hola(@)defendandrecruit.org) for more information or with questions.



ABOUT FOURTH AMENDMENT WORKPLACES

The following sections are excerpted from our employer-facing

[National Workplace Guide: Fourth Amendment Workplaces](#)

Fourth Amendment Workplaces put in place measures that reduce the risk of unconstitutional entry by federal agents, and encourage employees to understand their rights in the event of an unexpected visit by law enforcement.

At Fourth Amendment Workplaces, employers and employees know how to protect all present from unconstitutional search or seizure. They are trained on:

- How to interact with federal agents
- How to safeguard employees in the event of unconstitutional entry by federal agents
- How to avoid revealing private information about employees

We aim to recruit hundreds of workplaces across the country to participate by August 1, 2025.

WHY IS THE FOURTH AMENDMENT IMPORTANT?

Many federal agents who have participated in workplace immigration arrests in 2025 have not identified themselves when they first approach or show a warrant signed by a judge. But all law enforcement agents, from any agency, are required under the Fourth Amendment to demonstrate a valid search or arrest warrant signed by a judge that shows the specific name and address of the person under investigation, before being granted entry to a private area of any residence or establishment.

HOW TO BECOME A FOURTH AMENDMENT WORKPLACE

First, employers need to sign our [statement of support](#). That pledge lets us know more about them and what materials and trainings the workplace needs to become an official Fourth Amendment Workplace. Fourth Amendment Workplaces:

- Post a Fourth Amendment Workplace poster (*coming soon!*)
- Host a short all-staff training.
- Create a federal agent engagement protocol ([Google Drive](#))
- Create protocols for keeping applicable doors closed and locked
- Install locks on doors separating public and private areas or entry/exit doors
- Install doors to create durable separation between public and private areas

CURRENT REALITIES OF FEDERAL IMMIGRATION WORKPLACE ARRESTS

- Multiple agencies participate: Customs & Border Protection (CBP), FBI, DEA, ATF, US Marshals have all helped Homeland Security Investigations (HSI) & ICE agents make arrests in 2025

- Federal agents often do not identify themselves: In many 2025 workplace actions, agents introduce themselves by demanding to see a specific person, or simply push their way towards an area with employees at work.
 - [Los Fresnos TX](#) ([video](#))
- Federal agents often target employees or patrons in public areas like dining rooms, reception areas, parking lots, and open construction areas.
 - [Rochester MN](#), [Duluth MN](#), [Wilton Manors FL](#)
- Federal agents also illegally enter private areas: In at least ten cases in early 2025 federal agents did not display any warrant – judicial or administrative – before they entered private areas and began making arrests, a violation of the Fourth Amendment.
 - [Philadelphia](#), [Newark](#), [Memphis](#), [Tupper Lake NY](#)
- Federal agents detain anyone they suspect of not having legal presence: Multiple US citizens have been temporarily detained during workplace actions. Agents have forced all staff present at some workplaces to, on the spot, demonstrate proof of current legal presence.
 - [Newark](#), [Kansas City](#), [Spring TX](#), [Kennett Square PA](#), [St Louis Park MN](#)

WHAT CAN WORKPLACES DO

Workplaces can take steps to:

1. Implement new security protocols to prevent unconstitutional entry and protect employees' rights
2. Host all-staff training: Make sure all employees know what their rights are and how to protect them
3. Publicize your support: Signal to staff, patrons, and the wider community that this workplace is opposed to unconstitutional entry by federal agents.
4. Recruit other workplaces to participate

Preventing Unconstitutional Entry

- Review “private” and “public” areas.
 - Anyone – including federal agents – can enter public areas of your business without permission. Public areas include a dining area in a restaurant; parking lot; lobby or waiting area. Focus especially on public areas within the workplace. For each one, ask, would it be possible to make this area private, by installing a door lock, intercom, and door code or requiring an employee to open the door for potential visitors?

- For private areas, review how federal agents may access them from existing public areas. For example, for restaurants, agents have sometimes entered through an exit door near the dumpster. In February 2025, agents entered a seafood processing facility's private employee area through a public retail store.
- Use a door lock protocol.
 - If interior doors that lock already exist separating public from private areas, establish a new protocol requiring them to be locked during the hours when an entry door is open
 - Install doors and locks.
 - Where possible, install new interior doors or install locks on existing doors separating public and private areas.
- Review workplace alert protocols.
 - There should be a way to let all employees present know when federal agents are attempting entry.
 - Employees should lock any interior or exterior doors to prevent unconstitutional entry and give staff time to review any warrants that are presented
 - Employees should not run to the exits as ICE agents can say that those running are likely violating immigration laws.

KNOW YOUR RIGHTS EDUCATION FOR STAFF

- **Right to remain silent.** You do not have to share information with federal agents about which staff are present, their immigration status or country of origin. You do not have to disclose **any** information – as with any law enforcement agency, you have the right to remain silent.
 - That means **no one** needs to show them ID, employee records, time cards, etc.
- **Right to restrict access.** Employees can say they are prohibited from granting entry until the arrival of a designated staff point person or consultation with legal counsel. You have the right to refuse access to private areas and to refuse requests to open locked doors.
- **Right to decline a search.** You can review any warrants they provide, but no matter what, you do **not** have to consent to a search.
- **Right to request counsel.** You can decline to answer questions and state that company policy is for legal counsel to review any warrants before access is granted.

- **Right to record.** You have the right to record any interactions with federal agents and to release surveillance footage later.
- **Right to inform.** You have the right to alert all present to the presence of federal agents, and to broadcast information about how staff and patrons can protect their Fourth Amendment rights (such as by repeating, “You do not have to answer their questions, you do not have to reveal your country of origin, you do not have to show them ID...”)

The following choices could put you in legal jeopardy:

- Physically impeding the passage of federal agents
- Providing false information
- Helping employees flee the premises
- Refusing entry to private areas after being provided a judicial warrant specifying
 - the correct company name and address
 - properly signed and dated by a judge
 - including a timeframe within which the search must be conducted
 - with a description of the premises to be searched and a list of items or people to be seized

CREATE A FEDERAL AGENT PROTOCOL

Federal agents seeking to make immigration arrests may come to your workplace for three reasons.

1. A “raid” or operation to detain employees or patrons at random
2. A “targeted operation” to detain specific people
3. A Form I-9 audit

“Raids” and “targeted operations” are most common, and you may not know the difference because in 2025 federal agents have sometimes pretended to be looking for a specific person, but ultimately detained many workers, as in the case of a Kansas City restaurant in which a dozen workers were detained.

Examples of Agent Engagement Protocol are included in our workplace guide.

→ ORGANIZING FOURTH AMENDMENT WORKPLACES IN YOUR COMMUNITY: HOW TO IDENTIFY WORKPLACES

We want to focus on workplaces that share these characteristics.

- **High Profile:** When people think of your city or town, they think of this workplace with a public brand or presence, the employer may be a celebrated or respected local, and elected officials might seek their support or proximity. They might have received awards or regional/national publicity
- **High Visibility:** They are visible from a road or sidewalk that gets a lot of foot or car traffic, or they are highly visible to online audiences
- **Share Our Values:** These are often workplaces to which we have existing personal connections. They are pro-worker, pro-immigrant, etc.

How to Identify High-Profile and High-Traffic Workplaces

1. What is “High-Profile” and “High-Traffic”

- High-Profile: Workplaces that are well-known within the community or industry, have significant economic impact, or are frequent points of media focus.
- High-Traffic: Locations that see a large number of visitors or employees daily. Examples include large retail centers, corporate offices, hospitals, and educational institutions.

2. Utilize Local Business Directories

- Chamber of Commerce: Most local chambers of commerce provide a directory of businesses in the area. High-profile businesses are often active members.
- Better Business Bureau (BBB): Check the BBB’s local listings for accredited businesses, which often include some of the most reputable and high-traffic businesses in the county.

3. Research

- Google Maps: Search for business hubs in your county. Look for areas with a high density of businesses and check for those with a large number of reviews or Google Street View traffic.
- Yelp and TripAdvisor: These sites can provide insights into which locations are popular with locals and tourists, indicating high traffic.

4. Review Local Media Outlets

- Business News Sections: Local newspapers and business magazines often feature articles on significant local businesses and economic developments.

5. Check Public Transportation Usage

- Bus and Train Routes: High-traffic areas are typically well-served by public transportation. Review the routes and stops to see which areas have the highest service levels.

- Ride-Sharing Data: Some cities release data about the most frequent pick-up and drop-off points for services like Uber and Lyft, which can indicate high-traffic areas.

6. Walk Around

- Drive or Walk Around: Sometimes, the best way to identify high-traffic areas is to see where people are. Visiting different parts of the county at various times can provide a live snapshot of traffic patterns and hotspots.
- Talk to Locals: Speak with local residents, other business owners, and municipal officials to get their insights on which places draw the most visitors.

7. Use Government and Economic Development Resources

- Economic Development Offices: Most counties have an economic development agency that tracks major employers and commercial activity.
- Real Estate Listings: Commercial real estate firms often have data on high-traffic retail locations and prominent office parks.

8. Monitor Social Media

- Social Listening Tools: Use tools like Hootsuite or Mention to monitor mentions of local businesses and spots. High-profile places are often talked about more frequently.
- Hashtags and Geotags: Look at local hashtags or geotags on Instagram or Twitter to see which locations are most frequently highlighted.

→ HOW TO APPROACH EMPLOYERS

[How to approach employers: recruiting a Fourth Amendment Workplace](#)

→ RECRUITMENT CONVERSATION SCRIPT

[Conversation script: recruiting a Fourth Amendment Workplace](#)

→ TRAINING OUTLINE

Coming Soon!

→ ROLEPLAY SCRIPT

Roleplay Training Script: Handling Federal Agent Visits

Scenario Setup:

"In this roleplay we're going to practice responding to the most common form of workplace action in 2025, in which at least one agent attempted to enter a private area without permission. Although agents often do not show warrants, we are also going to practice identifying a judicial warrant, and practice our system for alerting staff, for monitoring agents while they conduct an illegal search and for closing access to private areas, if we can. Then we'll debrief to check-in about our security protocols."

- **Location:** Reception area
- **Materials**
 - Printed "Federal Agent Protocol"
 - "ICE Warrant"
- **Roles**
 - **Front Desk Staff** (Employee 1): Tasked with notifying all staff and maintaining contact with lead agent
 - **Other Employee** (Employee 2): Tasked with recording and enlisting others to closely monitor Agent 2 as they attempt to illegally gain entry to a private area
 - **Designated Employee** (Supervisor/Manager, Employee 3)
 - **Federal Agent 1** (played by Trainer or another employee)
 - **Federal Agent 2** (played by Trainer or another employee)
 - **Observers** (Other Employees)

Objective: To practice the protocol for managing a visit by federal agents who are requesting access to non-public areas without a judicial warrant.

[Begin Roleplay]

Federal Agent 1: [Enters the reception area] "Where is George Lopez? Let's look back there guys."

Federal Agent 2: [Begins heading towards a private area. Employee 2 stays in front of them asking questions and begins filming the interaction with their phone]

Front Desk Staff (Employee 1): "Who are you? Can you show me an ID? You do not have permission to enter any private areas including [name an actual area]"

Employee 1: [Speaking on an intercom, or going to a place they can be heard by all present]: "All staff, federal agents are attempting to enter our workplace, please remain calm and use the federal agent protocol"

[If there are interior doors separating public and private areas, Employee 2 or 3 should close or lock them]

Federal Agent 1: [Shows a badge and an administrative warrant] "Here is my badge, and this is the warrant. Step aside please. Where is George currently? We need to see proof that all staff are in the US legally."

Federal Agent 2: [Begins asking other staff if George is present, and tries to see or push back into private areas. Employee 2 continues to verbally deny them entry, record the interaction, verbally alert staff]

Front Desk Staff/Employee 1: "Thank you for showing me your badge, I need to review this warrant before you can be granted entry. One moment, please, while I contact our designated employee who handles these matters."

[Employee 1 calls Employee 3/Manager]

Manager (Employee 3): [Arrives at the front desk] "Hello, I'm [Name], the supervisor on duty. How can I assist you today?"

Federal Agent 1: "As I mentioned, I need to conduct a search. Here is the warrant."

Manager (Employee 3): [Reviews the warrant carefully] "Thank you for your patience. This appears to be an administrative warrant, which does not authorize entry into private areas without consent. As per our company policy and rights under the Fourth Amendment, I cannot allow access to non-public areas without a valid search or arrest warrant signed by a judge."

Federal Agent 1: "You are impeding our investigation. There could be serious legal consequences for you if you don't let us interview your employees immediately."

Manager (Employee 3): "I understand your position; however, we must adhere to legal protocols to protect the privacy and rights of our operations and employees. You're welcome to wait here while I contact [another manager or higher-up] and wait for them to arrive. I am required to follow our company policies."

[End Role-play]

Debrief Questions

- *For roleplayers:* How are we feeling? What was it like to roleplay this scenario?
- *For observers:* What did the front desk staff do well in this scenario?
- How effectively did the Designated Employee verify the warrant?
- What could they have done differently to better protect the employer and employees' rights?
- What would we want to happen differently if this were a real scenario?

- What next steps should we set for ourselves?

→ ORGANIZING TOOLS TO BUILD FOURTH AMENDMENT WORKPLACES

With that overview of what a Fourth Amendment Workplace is, here again some organizing resources to help you grow them in your community.

Online materials:

- [Digital statement](#) for employer to sign
- [List of upcoming](#) canvasses, where you can see canvasses in your area, create your own (see note in FAQ if you need support in getting others there!)
- [Follow-Up Form](#): to report after you have a recruitment conversation with an employer, or an employer wants to request a training or another next step
- [Customizable designs toolkit](#) – make custom versions of the printable materials below

Materials You Can Print:

- Posters: *coming soon!*
- “Private Area” [8.5x11 sign](#)
- [Printed statement of support for employer to sign](#)
- [Printed canvas handout](#)
- [Printed conversation script guide](#)

→ FAQ

What is the Fourth Amendment? Why is it important?

The Fourth Amendment to the U.S. Constitution protects against arbitrary searches and seizures of people and their property. The Supreme Court has extended this right to undocumented immigrants, holding that they have the same Fourth Amendment protections as US citizens and legal residents – and certainly applies to all workplaces. Even federal law enforcement officers [are protected](#) against unreasonable searches at their offices. As recently as [2022](#) and [2024](#) federal courts have ordered the Department of Homeland Security to halt illegal violations of the Fourth Amendment, but in both cases following years of illegal searches. Just as we are seeing attacks on [law firms](#) and [immigrants](#) exercising their First Amendment

rights, if employers and workers don't do something to deter illegal searches, they could continue and broaden beyond workplaces with immigrant workers.

Will these measures really help?

We believe if workplaces educate staff about their rights and practice how to handle an attempted search and seizure operation, they are much less likely to have their rights violated by federal agents. In 2025 dozens of people have documented [themselves](#) protecting their Fourth Amendment rights [at home](#) during ICE "knock and talk" operations, and we believe

What other reasons are there to oppose unconstitutional searches?

If federal agencies – unlike local law enforcement – are allowed to enter private areas and seize workers without warrants, what would stop them from pursuing other kinds of political agendas targeted at employers and workplaces that somehow offend the president? If they can seize workers, they can also seize records, property, etc. And if the Fourth Amendment no longer applies when it interferes with a presidential agenda, and the First Amendment is already being targeted, what about the Second Amendment? What other parts of the Bill of Rights will no longer apply?

What consequences are there for illegal searches and seizures?

Federal agencies have been ordered to stop making illegal arrests in the past, and have also been forced to [release](#) people detained using illegal measures.

What does it mean to be a Fourth Amendment Workplace?

You agree to take steps to defend the Fourth Amendment at work, which can include holding an all-staff discussion or training, reviewing public and private areas, using new protocols and security measures to protect against illegal searches, displaying posters demonstrating your support, and recruiting other workplaces to participate. (You don't have to complete all of these measures to be a Fourth Amendment Workplace.)

What happens after employers sign the employer pledge?

If they asked for a specific kind of follow-up support and you can help locally, follow up with them. If you need someone from our national team to support them, we'll be in touch in time (and might reach out to you before!)

How long does outreach take? Are there better times?

There are usually three kinds of workplace outreach:

1. “Cold” outreach – Visiting workplaces unannounced. Depending on the time of day and kind of workplace these might be quick conversations, asking about the best way to set a time to talk to manager/owner or multiple staff members, or might lead to an unexpected 20’ conversation
2. “Warm” outreach: You have a reason to believe the workplace decision-makers will be present and ‘this might be a good time to talk’ – probably because someone visited them during a “cold” outreach shift and found out we should “come back tomorrow at 2”
3. Scheduled 1 to 1 conversation: They know you’re coming

For “cold” outreach, we would encourage you to set aside around two hours, and to have several workplaces in mind – and it might require driving between them.

I don’t want to do this alone; can I canvass with other people?

There’s a few ways to do this:

- Grab a few friends and make a plan together!
- Sign up to [host a canvass here](#) and let us know you’ve created a canvass if you want us to invite other people in your community. You can do this by emailing us at hola(@)defendandrecruit.org, but we will need at least a week’s notice to help out!

Handling Objections & Common Responses

The employer wasn’t there and the workers said they “probably wouldn’t be interested”

“We don’t have immigrant workers here”

They said “I don’t want to put a target on us”

SOURCES & RESOURCES

For Employers

- [A Guide for Employers: What to Do if Immigration Comes to Your Workplace – NILC](#)
- [Workplace Immigration Law in 2025: What Restaurants Should Expect January 22, 2025](#)
- [ICE Worksite Raid: Employer Rights and Responsibilities](#)
- [ICE Raids on Construction Projects: Best Practices for Mitigation | Law Bulletins](#)

For Workers

- [Protecting your constitutional rights during a workplace raid – The United Food & Commercial Workers International Union](#)
- [Know Your Rights | Immigrants' Rights | ACLU](#)
- [Resource: Workplace Toolkit: Raids – UFCW United Latinos](#)
- [What you need to know if ICE agents come to your workplace – WSNA](#)
- [Workplace Raids: Workers' Rights](#)
- [Immigrant Workers' Rights – iAmerica](#)

For Legal Help

- [National Immigration Legal Services Directory](#)
- [AILA's Immigration Lawyer Search](#)