

## **Exhibit B – Worksite Enforcement Action Agency Checklist**

For some historical perspective concerning the preparation of agencies for a worksite enforcement action, please consider the 1998 memo below from the Office of Field Operations (OFO) of the legacy agency precursor to USCIS.

Immigration and Naturalization Service (INS)

Office of Field Operations Worksite Enforcement Operations Plan Checklist

May 22, 1998

This checklist should be used when preparing an operations plan to address key elements in planning a worksite enforcement operation. The checklist identifies many troublesome or problematic circumstances and will serve as a structure to plan for handling unforeseen circumstances that may arise during a worksite enforcement operation. The written operations plan may require additional factors to address particular issues of concern that are not included on this checklist. Using the checklist will facilitate planning and will help prevent problems that may arise during the execution of the plan or that will jeopardize the safety of INS personnel, aliens in custody, or others involved in the INS operation.

### **A. Case**

Date of operation

Case number

Supervisory special agent

### **B. Situation**

Type of

Worksite

Operation

Employer consent

Blackie's warrant

Rule 41 warrant

Other warrants

Covert operation

Locations

Briefing

Staging

Targets

Processing

Hospital

Police Department

Special concerns

Officer safety

Public safety

Media coverage

Community issues

Special interest cases

Handling aliens not in possession of alien registration documents

Processing (females, juveniles)

Detention space

Removal transportation (buses, JPATS, etc.)

Plan for emergency egress from the operation

### C. Personnel

INS (names and number of participants)

Supervisors

Agents

Detention officers

Deportation officers

Support personnel

Community relations officer or public affairs officer

INS on-site spokesperson

Field office point of contact for conducting record checks

Other Agencies

Agency name(s)

Name(s) of other agency officers

Specific roles and duties of other agency personnel

### D. Target Location

Business name

Address

Maps, diagrams, photographs

### E. Teams and Assignments

Personnel Assignments/Team Designations

Interviews

Perimeter

Search

Transportation

Evidence

Processing

### F. Important Telephone Numbers

Local supervisors and managers

Emergency medical care

Police department

Fire department

INS command center

Processing location

### G. Equipment

Communication

Primary INS radio channel

Secondary INS radio channel

Cellular phones

Other agency frequency, if used

Vehicles

Sedans

Vans

Buses

Surveillance

Appropriate Attire for Specific Operation

Business/professional or rough duty clothing

Identification/raid jackets

Weapons

Body Armor  
Hand cuffs  
Flashlights  
Gloves  
Other  
Fingerprinting equipment  
ADP equipment  
Special tools (e.g., bolt cutters, rams, etc.)

Other warrants  
H. Background Information and Intelligence

Business  
Number of employees  
Number and names (if available) of unauthorized workers identified  
Case predication  
Type of industry  
Weapons (e.g., tools, utensils)  
Hazardous situations (e.g., chemicals, machinery)  
Other  
Employer History  
Previous INS contacts and violations  
Other violations

I. Operational Plan Approval Levels  
Level 1: Headquarters  
Level 2: Region  
Level 3: District Director

J. Distribution  
ADDI  
Command Center  
All team personnel  
District Director  
Region  
Headquarters