



STATE OF WISCONSIN DEPARTMENT OF ADMINISTRATION

Instructions for State Employees Encountering ICE or Other Federal Agents at Their Workplace

- 1. Stay calm and don't rush.** Notify your supervisor immediately.
- 2. Ask the agent:**
 - a. For their name and to see their government-issued badge.
 - i. Verify the agent's stated identity and agency against the information on their badge.
 - b. Why they are at your workplace.
 - c. To see any documents supporting their reason for being there.
 - i. If they reference a judicial or administrative warrant, ask for a copy of the document to retain while you consult with your attorney.
 - d. To have a seat in a public area, ideally in a space that is separate from the rest of the office, such as an enclosed waiting room.
- 3. Call your Office of Legal Counsel and speak directly with an attorney.**
 - a. This applies regardless of whether or not the agent has presented a judicial or administrative warrant.
 - b. If you do not reach an attorney, ask the agent to come back at another time after you have been able to consult with your attorney.
- 4. Do NOT do any of the following:**
 - a. Do not answer questions, including when an agent asks about someone you know or presents a warrant with an individual name.
 - b. Do not give the agent access to any paper files or computer systems without speaking to your attorney, including when the agent presents a warrant.
 - c. Do not give your consent for the agent to enter into a non-public area.
 - i. The agent must have a judicial warrant to do this, and your attorney will advise you on what areas are covered by a warrant.
 - ii. Examples of public areas include reception, waiting areas and lobbies, restrooms available to the public, and other common areas accessible by members of the public without screening or escort.
- 5. Remember** that every state employee has a duty to protect confidential data and information collected or maintained by the State of Wisconsin in state offices and electronic filing systems. Because of this, state employees may not grant ICE or another agent access to any such data or information absent authorization from their legal counsel pursuant to a valid judicial warrant.