Proactive ICE Audit and Raid Preparation
Be Raid Ready: Proactive Employer Checklist

I-9s and Documentation

☐ Ensure all employees hired after Nov. 6, 1986, have complete I-9s
☐ Use payroll records to identify missing forms
☐ Retain I-9s for the required retention period (3 years after hire or 1 year after termination)

Internal I-9 Audit

☐ Conduct regular internal audits (at least annually)
☐ Fix technical errors promptly with proper correction protocols
☐ Log all audit activities and keep copies of previous audits

Training and Policy

☐ Train HR/managers on I-9 completion and document review
☐ Create clear policies for onboarding, reverification, and termination
☐ Educate supervisors on NLRA risks and protected concerted activity

Raid Readiness

☐ Designate a Rapid Response Team (include legal contact info)
☐ Prepare a written Raid Protocol with specific instructions
☐ Assign trained liaisons to interact with ICE
☐ Run mock raid scenarios or tabletop exercises
☐ Consider using E-Verify if appropriate for your business

Fisher Phillips