

## **How to Deal with Officers or Agents**

Always be polite and professional. Officers / Agents are doing a great job of protecting all of us.

1. Say ONLY **“We want to cooperate, all company records are maintained at our corporate office and all matters are handled by Ms. Gloria Watson. I will contact her now”**
2. Ask the Officer/Agent “May I please see your identification, badge number, and any warrant”
  - a. Write down the above information
  - b. Make a copy of any documents you are given.
3. Immediately contact ALL of the following:
  - a. Gloria Watson
    - i. Cell # 602-717-4537
  - b. Julie Pace (our company lawyer)
    - i. Work # 602-322-4046
    - ii. Cell # 602-397-9871
  - c. Jason 602-740-1652
  - d. Carl 602-722-4815
  - e. Margaret 602-722-3492
4. If the Officers / Agents do NOT have a warrant, you should:
  - a. NOT give them access to your worksite
  - b. NOT speak to them. Ask them to speak to Ms. Gloria Watson instead.
  - c. NOT allow them to disrupt your normal operations
5. If they do have a warrant, you may NOT interfere with their rights under that warrant.
  - a. However, you have a right to read the warrant before they proceed. Make a copy of it. They do NOT have the right to go beyond the limits of the warrant.
  - b. Do not grant them access to any portion of the worksite, or give them any documents, that are not specifically authorized in the warrant.
  - c. Make sure that someone remains with the agents at all times.
  - d. If the warrant allows them to take certain documents, ask if you can make a copy of the documents before they take the originals. If they deny you that opportunity, at the very least make a list of what the agents are taking.
6. If the media/press/television cameras are there do NOT let them on the premises. Do NOT say anything to them. Only ask them to speak with the corporate office.
7. You have the right to instruct company representatives (managers and supervisors) not to talk with the agents but do NOT direct them not to speak to agents when questioned. They have the right to speak to the officers / agents.