

**PROCEDURES FOR EMPLOYERS TO FOLLOW UPON A SURPRISE VISIT**

<b>Agency</b>	<b>Enforcement Objectives</b>	<b>Document Requests</b>	<b>What to do Upon Inspection</b>
Department of Labor Standards Enforcement (DLSE)	To enforce wage and hour laws, postings, child labor laws, workers' compensation insurance coverage, IWC Wage orders and unlicensed contractors.	Postings, I-9's, minor work permits, workers' compensation insurance coverage.	Ask for a business card and ID; ask why they are there. Take good notes and prepare staff for a possible visit ahead of time. Make sure inspectors speak to the correct employees. Be cooperative and make any corrections as soon as possible.
Department of Labor (DOL)	Employment eligibility verification, anti-discrimination policies'	Postings, I-9's, work permits, licenses.	Ask for a business card and ID; ask why they are there. The employer should designate a knowledgeable individual to meet with DOL agents.
Employment Development Department (EDD)	Classification of workers, state payroll taxes and forms. Often EDD is looking for "underground economy," i.e. businesses that operate without paying proper taxes or obtaining proper licenses.	Postings, Payroll records, tax reporting forms, licenses.	Ask for a business card and ID; ask why they are there. Be cooperative and polite, provide the requested documents.
CAL OSHA	Enforce safety of workers in the workplace through inspections of the employer's facilities, reviews of employer records and issuance of citations.	IIPP, Heat Illness Prevention Program, Log 300, Lock out Program, Tag out Program, Hazard Communications Program, Respiratory Protection Program .	Ask for a business card and ID; ask why they are there. There will be an Opening Conference in which the purpose of the visit is discussed. The inspector will walk around the worksite and may conduct employee interviews. Be sure that the inspector speaks to the appropriate employees. The inspector will conduct a closing conference and go over any possible citations. Frequently identified areas: First Aid kit, Toilets/handwashing, drinking water; IIPP
Immigration and Customs Enforcement (ICE)	To enforce immigration status of workers and discuss work authorization and employment eligibility of employees.	I-9's and employment eligibility documents.	Ask for a business card and ID; ask why they are there. If they are there for an audit, an audit requires three days notice, but no search warrant. A raid requires a search warrant. The employer should designate a knowledgeable individual to meet with ICE agents. Contact your legal counsel and limit the scope of the inspection by bringing the documents to a secure office. Remain calm, polite and cooperative.