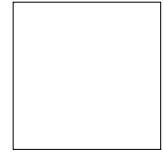




For signage, safety plan templates,
and compliance guidance:
Scan the QR code or visitcabq.gov



OFFICIAL NOTICE Safer Community Places Bill (O-26-15)

Dear Business Owner,

City of Albuquerque has adopted the Safer Community Places Bill (O-26-15). This notice outlines requirements that apply to certain private businesses.

1. Required Signage Marking Private (Non-Public) Areas

Businesses that register or re-register with the City of Albuquerque must clearly mark areas that are not open to the public. If your business has private areas (such as offices, kitchens, storage rooms, back rooms, or any employee-only spaces), you must:

- Post signage at each entrance to those areas
- Clearly indicate the area is restricted
- Ensure the sign is visible before entry

Four, free, City of Albuquerque-approved versions of required signage is included in this packet. You may also download the signs by scanning the QR code included with this notice and available on the City of Albuquerque website.

Existing signage, currently posted at your business, that clearly identifies a space as private, restricted, or employee-only will be accepted as compliant with the Ordinance.

2. Employee Notification Requirements

If your business receives notice of a federal I-9 inspection:

Within 24 hours, you must:

- Notify all current employees
- Post notice in a visible location
- Provide notice in the language normally used at the workplace
- If applicable, notify workers if the federal government determines their documents do not establish authorization to work in the U.S.

Additionally, if immigration enforcement agents are present at the workplace outside of an I-9 inspection, employees and contractors must also be notified within 24 hours.

Downloadable templates for these required notices are available by scanning the QR code or by visiting the City of Albuquerque website.

3. Safety Plan Requirement (5+ Employees)

Businesses with five (5) or more employees must adopt a written workplace safety plan that meets City of Albuquerque standards. The safety plan must address:

- Protection of private workplace areas
- Procedures for responding to law enforcement requests to enter into private spaces
- Measures to protect workers and customers

Templates and guidance are available by scanning the QR code or available on the City of Albuquerque website.

Implementing the City of Albuquerque signage and employee-notification requirements described above can serve as a substantial part of your safety plan.

**AUTHORIZED
INDIVIDUALS ONLY
SOLO PERSONAS AUTORIZADAS**

**PRIVATE
PRIVADO**



**NON-PUBLIC AREA PURSUANT TO
FEDERAL, STATE, & LOCAL LAW**

**ÁREA NO PÚBLICA DE CONFORMIDAD CON LAS LEYES
FEDERALES, ESTATALES Y LOCALES**

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