

What happens with Detention and Pre-Trial services for 247's:

- 1) Inmate gets booked
- 2) ICE sends 247
- 3) Pre-trial does Immigration Notification Matrix First Review (if pre-trial not present then it's Lt or Sgt for example at time of bail, occasionally supervising DS)
 - a. If protected by SB 54, inmate is given "Immigration Notification Form- ICE Denial"
 - i. Pretrial gives to Records- Records makes a copy
 - ii. Records then gives "Immigration Notification Form- ICE Denial" to correctional deputy.
 - iii. Deputy takes to inmate for signature. If signed or refused, Correctional Deputy returns to Records
 - b. If not protected by SB 54, inmate is given "Immigration Notification Form"
 - i. Pretrial gives to Records- Records makes a copy
 - ii. Records then gives "Immigration Notification Form- ICE" to correctional deputy.
 - iii. Deputy takes to inmate for signature. If signed or refused, Correctional Deputy returns to Records
 - c. DS's then sends Public Defender email stating if the Department intends on notifying ICE or not with:
 - i. Completed "Immigration Notification Form" [or denial]
 - ii. Immigration Notification Matrix First Review
 - iii. ICE 247
- 4) Review for those who will be notified
 - a. Occasionally, Public Defender office will send an informal request for clarification or compliance with SB 54 and may change the original intention of notifying ICE.
 - b. Formal "Immigration Notification Review Form"- document filled out by inmate, attorney, or community member asking discretion not to contact ICE with listed 5 factors- done by Pre-Trial Sgt.
- 5) Final Review- Done by Records and Occasionally Pre-trial Services
 - a. If box 4 on the Immigration Notification Matrix is marked, then the case is reviewed again after the preliminary hearing to see if the whether or not ICE can be contacted. Updated Material then sent to the Public Defender
 - b. If the client was protected by SB 54 originally (original intention not to contact ICE email), but has been convicted of an unprotected charge the final review form to Public Defender
 - c. Where "Immigration Notification Review Form" has been granted then the updated information will be sent to inmate and Public Defender
- 6) Release
 - a. On those protected by SB 54, no information sent at time of release to Public Defender
 - b. Only for those who the Department has indicated will contact ICE, an email upon release to Public Defender stating:

"Hello, pursuant to the TRUTH Act I am informing you that ICE has been notified of the following inmate's upcoming [impending] release" or "Hello, pursuant to the TRUTH Act I am informing you that ICE has been notified of the following inmate's release. "

 - i. Attached to this email is a copy of the ICE 247 with the bottom section "To be completed by the law enforcement agency holding the alien who is the subject of this notice" filled out by Sgt or LP Supervisor
 - c. Released before Notification- Records
 - i. Occasionally, a person will have been released and the 247 will arrive after. LP's will send an email of the 247 and indicating that step #3 above could not happen before the release.

Interview Requests

This process does not include a Matrix review to see if the inmate is protected by SB 54

1. ICE comes to the Jail and requests to interview inmate
2. Sheriff Department Provides ICE with the ICE interview Consent Form
3. Jail Notifies Inmate that ICE is present for an interview
 - a. Inmate refuse to meet – the interview form will have an indication that the inmate refused to meet
 - b. Inmate Meets with ICE agent
 - i. Inmate gives written consent on the form provided
 1. Conditional written consent on form provided only if attorney is provided
 - ii. Inmate indicates on form provided that interview is refused