DATE: Updated March 27, 2025

TO: Processing, Classification, Corrections Sergeants, and Administration

FROM: Office of the Sheriff

RE: Updated ICE 247 Detainer Release Procedures

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SHERIFF

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After meeting with ICE, we have updated the I-247 detainer release procedure. The following procedure details the specific time parameters which must be followed and details that must be noted in EIS to ensure we are following current federal guidelines and we are accurately tracking ICE data. The below listed procedures are to clarify our existing policy to ensure that all staff have clear direction in the operational expectations regarding inmates with ICE detainers.

Update:

1. Processing Procedure:
   - Once local charges are released, note the time and date the 48-hour hold time will begin in the I-247 Hold Comments. [redacted]
   - Contact ICE by calling the 24/7 Duty Officer phone number @ [redacted], informing them of the release of local charges.
   - Document all correspondence with ICE in the Hold Comments section in EIS. [redacted]
   - Once the release has been set up, copy and paste the notes in the Hold Comments section to the Hold Disposition Comments section of the hold screen.
   - For general correspondence which is not time sensitive, use the CAP (Criminal Alien Program) email address: [redacted]
   - ICE detainers will come from both the national, state and the local ICE offices [redacted]
   - The Processing clerk responsible for generating the PCD list each day will run the ICE Hold Countdown Report (CR-24) at the start of every shift to verify if there is a current I-247 hold in the 48-hour countdown window.
   - If at any time you are unsure about this process, notify a supervisor.

2. Classification Procedure:
   - When Classification verifies AFIS responses and receives an immigration-related response, [redacted]

[redacted].

- Call the ICE 24/7 Duty Officer at [redacted] The 24/7 Duty Officer will always be the back-up contact.
  - For non-emergent requests [redacted] an email can be sent to [redacted] Added 02-27-25
- If you receive an [redacted] response that states that the individual is in the United States legally or is a US citizen, **do not** contact ICE.
- Immigration officials may inquire for information regarding criminal history which we will provide verbally, and then they will determine if a hold is to be placed. If they place a hold, they will follow up with the Processing Office.
- If they do not place a hold but ICE requests basic identifier information, fill out the ICE Information Sheet (attached to this email) and email it to [redacted]
- Enter an inmate note whenever correspondence is made with immigration officials.
- When in doubt regarding information in an immigration response, call the ICE numbers listed above or contact a supervisor for further instruction.

3. Corrections Sergeant Review:
   - Before releasing any detainee subject to a 247 hold, the assigned Sergeant will review all documentation to:
     - Confirm ICE has been notified of the detainee's availability.
     - Ensure all paperwork is complete, accurate, and properly recorded in JMS.
     - [redacted]
   - A Sergeant will review and sign the Pink I-247 Release Sheet in the inmate's file.
   - A Sergeant will complete the ICE release task in EIS.
   - If Classification is unavailable, a Sergeant will follow the classification process for notifying ICE regarding immigration responses through AFIS.
   - Contact the Administration for further instruction if you are unsure about any aspect in this review process.

4. Agency Contact Protocols:
   - Mandatory attempts to contact U.S. Customs and Border Protection ICE 24/7 Duty Officer [redacted], the Law Enforcement Support Center [redacted], and the PERC (Pacific Enforcement Response Center **– {for AFIS response inquiries only}** [redacted] must be made and logged in JMS.
   - If there is any uncertainty about whether the wait time is reasonable, consult a command staff member, either on duty or on call, before proceeding.

5. Release or Hold Determinations:
   - If ICE confirms the detainer is lifted, release the detainee, and document the decision in JMS.
   - If ICE indicates they will pick up the detainee, hold them for **up to 48 hours** (Regardless of Weekends and Holidays) to allow secure transfer.
   - If no response is received, escalate the matter to the Jail Administration for further direction prior to the 48-hour timeline expiring.

6. ICE Reports in EIS:

   - ICE Report (CR-03) can be used to determine all inmates in custody with an active charge and an immigration hold. Added 03-27-25
   - ICE Report (CR-04) can be used to verify Immigration Releases for any period of time. This report will show the Hold Disposition Comments required prior to releasing any inmate with an I-247 Hold.
   - ICE Hold Countdown Report (CR-24) can be used to verify the number of hours remaining in the 48-hour period once local charges are released on an inmate with an I-247 Hold.

Please continue to follow these guidelines and consult your supervisors if you encounter any unfamiliar situations. It is imperative that this process be followed and that the chain of command be utilized when receiving and disseminating sensitive information.

Thank you for your ongoing cooperation and attention to these procedures. If you have any questions, please contact Jail Administration.