



**From Raids
to
Deportation:**

**A Community
Resource
Kit**



DETENTION
WATCH NETWORK.ORG

national IMMIGRATION project
of the National Lawyers Guild

EMERGENCY RESPONSE TO RAIDS: The First 72 hours



GET THE RIGHT INFORMATION!

Use Appendix A, Phone Intake Form

With the right information, you can help find someone in detention (Page 4), provide information to communities and family members (Page 5), monitor and report abuses during the raid and in detention (Page 11), find lawyers for detained persons (Page 8), and advocate on behalf of those who are detained.



VERIFY IF A RAID IS HAPPENING

Ask *sympathetic* local elected officials to verify that a raid has occurred, e.g. Mayor's office, City Council, State Senator, or Congress members, etc.



ACT QUICKLY TO STOP DETAINEE TRANSFERS

Out-of state transfers can happen in a couple of days. It is important to make contact with those arrested as soon as possible and secure legal counsel for them to reduce the risk that they will be transferred. See Pages 6 and 9 for more information.

To stop mass transfers, consider contacting attorneys to file lawsuits to stop the transfers, See pages 9, 13 and 14.



TAKE THE CALL AND PROVIDE INFORMATION!

People detained usually must call "collect" from a jail (that is, your organization will be charged for the call). Information you provide may help a person in detention preserve their rights, navigate the detention system, contact their family, and stop a transfer to another jail. For information to tell detained persons, see Appendix B.



FIND LAWYERS EXPERIENCED IN DEPORTATION DEFENSE

See Page 9 to find out how to find lawyers experienced in deportation defense and detention.



UNIONS: ASK THE EMPLOYER TO ALLOW COMMUNITY ADVOCATES AND ATTORNEYS EXPERIENCED IN DEPORTATION DEFENSE TO ENTER THE WORKSITE

In addition, try to secure an agreement with the Employer that the Employer will not provide information about detainees' immigration status.



BE AN ADVOCATE

You can visit a detention center (Page 7), hold a press conference, meet with the Deportation Office to ask questions (Page 6), or demand investigations of civil rights violations. On Pages 13 and 14, you can see what other groups have done and figure out what is right for your organization.

IMPORTANT BACKGROUND INFORMATION

IMMIGRATION DETENTION FACILITIES: The Department of Homeland Security (DHS) is ultimately in charge of immigration detention. The DHS sub-agency, Immigration and Customs Enforcement (ICE), manages enforcement actions, raids, arrests and the detention system. Each facility has different visitor and entry policies.



While there are immigration-managed facilities, most immigrants are detained in county or local jails or private contract facilities.

The detention facilities can be:

- ICE-managed facilities e.g. Krome Detention facility in Miami, FL
- Private contract facilities
- Local County Jail
- Federal prison
- Military Base

TREATMENT OF DETAINED PERSONS UNDER THE DETENTION STANDARDS:

Living conditions of detainees are governed by the ICE Detention Standards. They cover medical care, access to legal counsel, visitation, law materials, telephone access and other critical needs of incarcerated persons.

- You can download the Detention Standards at:
<http://www.ice.gov/partners/dro/opsmanual/index.htm>
- The Standards are routinely violated in immigration detention facilities.
- Advocates should keep a copy of the standards and refer to them when investigating complaints of abuse or treatment in immigration detention.

TRANSFERS: BEWARE!

People arrested by ICE will first be processed by officers in an ICE Detention and Removal Office or a short-term facility (such as a county jail) for up to 72 hours. Then, they may be transferred to another place for a longer-term stay, often out-of-state. Some people may be transferred several times in the first few weeks.

Transfers usually occur WITHOUT notice to family members or lawyers.

HOW DO WE FIND THEM? Locating someone in detention

*Finding a person detained by ICE is a challenge and you may get several different answers. **Be persistent and call frequently.***

1. Information you will need:

- The person's full name (including all aliases)
- Their date of birth,
- Their "A" number ("Alien Registration Number.") The A number is on most immigration papers, including a work permit, green card, or any other document that immigration provides. It looks like: A99 999 999.



2. Who do I call to find the detained person?

There is no one place that you can call to find someone. You may need to contact some or all of these places.

- **Local ICE Office of Detention and Removal Operations Offices (ICE-DRO):** The website provides information about different local ICE-DRO offices. Start with the facilities closest to the raid location. If you can't find a local office, call the Washington, DC main number for more information: 202-305-2734. Website: <http://www.ice.gov/about/dro/contact.htm>
- **ICE Detention Facilities:** This is NOT a complete list of all detention facilities. This list identifies facilities directly operated by ICE. Most detainees are detained in local and county jails. Start with the facilities closest to the raid location. Website: <http://www.ice.gov/pi/dro/facilities.htm>
- **Consulates and Embassies:** Consular officers must protect their nationals. Consulates are required by law to be notified when one of their nationals is detained. They should help you find where someone is detained. Website: <http://www.embassy.org/embassies/>
- **Detention Watch Network:** DWN has created a map of detention centers, and contact info for ICE-DRO offices and legal service providers. Website: www.detentionwatchnetwork.org
- **Local nonprofit immigration service providers (preferably working in detention):** These groups have the most familiarity with ICE-DRO. They may have good tips. See Detention Watch Network map for a local detention service provider in your area.
- **Local elected officials, such as Mayor, City Council, or Senator.** Ask them to help you make the request to ICE-DRO.
- **If all else fails, start calling local jails or prisons.** You can find their information on the state website (Department of Corrections) or county websites.

3. What if ICE-DRO will not release the information?

- Get a specific reason for the refusal.
- Explain your role (i.e. community organizer) in the process.
- Explain that you are serving as a translator for a family member who cannot speak English (if that is true).
- Ask to speak to a **supervisory deportation officer** or the **ICE Field Office Director** (the person who runs ICE Detention and Removal).

WHAT TO TELL FAMILY MEMBERS WHO CALL YOU

If they are looking for a family member, give them information from *“How to find a detained person,”*
Page 4



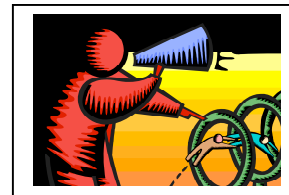
Action steps families can take:

1. **Immediately collect** the immigration documents of the person in detention. (You need to find their A number and obtain a copy of the **“Notice to Appear”**, an immigration charging document.) See **Appendix C**, for more document collection material.
2. Do they know if their loved one has a **prior deportation order or criminal arrests**? Get details of what offense was committed, when and where. Get copies of their criminal record at County office in which they were convicted.
3. Call the **telephone company** to remove any blocks on their phones so their loved ones can contact them.
4. **Undocumented** individuals should not visit the jail or detention center.
5. Before visiting a family member, call the facility and ask about **visitation restrictions and hours**.
6. Has the loved one **designated individuals to take care of children, property**, etc if detained? Children may be placed in child protection services if a parent is not available. The detained person can give legal power to someone they trust to make important decisions on their behalf while they are detained. This is called a “power of attorney” and varies from state to state.
7. If they want to **hire a lawyer**, provide them with referrals of lawyers experienced in deportation defense. Make sure that the lawyer has reviewed the immigration charging document, called a Notice to Appear or has reviewed other immigration papers/background information of the detained person. Sign a contract for services with the lawyer, called a “retainer” agreement. **If the person is unhappy with the services of their lawyer, tell them to keep communications with the lawyer in writing.
8. **Send** them *“I am detained by Immigration... What are my rights?”*



DEALING WITH ICE AFTER A RAID OR ARRESTS: SOME SUGGESTIONS

1. Contact the ICE **Field Director of Detention and Removal**: If your organization wants to advocate on behalf of community members in detention, inform the Field-Director of your organization's involvement with persons in detention. The Field Director manages the local ICE Detention and Removal office (ICE-DRO).



Suggested action plan:

- **Meet** with the ICE Field Director and DRO staff to obtain details of the arrest or raid
 - **Request that ICE not transfer individuals to another facility**. If you believe that ICE plans a transfer, consider contacting attorneys and civil rights groups to bring a lawsuit to stop the transfer. (See Pages 13-14)
 - Raise **specific medical, humanitarian concerns or abuse of detained persons with the Field Director and the Officer-In-Charge (deportation officer in jail), if OIC exists**.
 - Those who require regular/prompt medication or who have specific conditions, such as diabetes or pregnancy.
 - Individuals who present good cases for release, such as individuals with young children, elderly parents, disabled family members, etc.
 - Inform them if you know or believe that civil rights violations were committed during the jail or in the detention center, such as arrests based purely on racial profiling.
 - **If you feel some cases are particularly compelling, ask the Field Office Director to use prosecutorial discretion and cancel removal proceedings**. Prosecutorial discretion is a way of asking immigration not to enforce immigration law against an individual. To ask for this, you will need to involve local elected officials and other community members. This is a long-term campaign. To develop a prosecutorial discretion campaign, consult the Families for Freedom toolkit "ARM."
<http://www.familiesforfreedom.org/downloads/CaseCampaign.pdf>
2. Every person has a **specific deportation officer** in charge of their case. Cases are assigned by nationality or by last name. Get the name of the officer and their direct telephone line! Ask them what are the best times to contact them.
 3. The staff may attempt to bar access of lawyers or legal advocates to the facility. **If the facility is not run by ICE, Ask/Demand that the Field Office Director or Deportation Officer help facilitate access. Be persistent**.
 - Ask the ICE officer-in-charge (OIC) of the facility to call the jail if the staff does not let you in.
 - If the ICE field director does not want to assist, consider calling Public Affairs at ICE Headquarters (202) 514-2648 for help to enter a facility.

HOW TO CONTACT A PERSON IN DETENTION OR ORGANIZE A VISIT TO A DETENTION CENTER

- 1. Contacting a person in detention:**
 - If it is urgent, call the jail and ask to speak with the officer in charge of immigration detainees or ask for the officer in charge of the “pod” or “unit” for immigration detainees. For an immigration–run facility, you will have to speak to an ICE officer.
 - After you are transferred, tell the officer that you need to discuss urgent personal matters or matters relating to that person’s case. Don’t lie.
 - If the officer refuses, tell the officer to pass on a message to the person that he/she needs to contact you immediately. Don’t forget to provide your contact information.
 - Getting documents signed by someone in detention: Call the jail or OIC to see how to get documents signed.
- 2. Call the facility and ask about their visitation rules.** (Lawyers should be able to meet with their clients when they want. Lawyers should bring their bar card or attorney registration information to the facility.)
 - What are visiting hours?
 - Who can visit the person and for how long?
 - Are there any special requirements?
 - Are you allowed to give anything to the detainee? (Most jails forbid any gift giving but you may be able to put money into their account.)
 - If you follow the rules, but you still have problems entering the jail or the jail flatly denies access for lawyers, call the Field Director of ICE and ask them to help you access the jail. If they refuse, contact Public Affairs at ICE HQ in Washington DC. At (202) 514–2648. Consider media and legislative advocacy strategies (See Pages 13 and 14).
- 3. Record abuses.** Abuses happen in immigration detention, during raids or when people are processed. It is important to obtain very specific information about the abuse or the care that is not being provided, such as failure to provide required medications.
 - Get the specific details surrounding the arrest and raid (time, place, chronology leading to the abuse, treatment of person during arrest, names of officers).
 - Get specific information about denials or obstacles in obtaining medical care, lack of functioning phones, access to attorneys or legal materials, visitation with family members.
 - Give them a copy of “Know Your Rights in Detention.”
- 4. Bring a screening questionnaire so that an immigration advocate can find out if the person has an immigration case.**
 - Ask your local detention service provider or local immigration advocates experienced in deportation defense to give you a screening questionnaire.
 - Try to obtain specific information about prior deportation orders or any criminal history or arrests. (What offense, where they were arrested/convicted, when did it occur?)

5. Ask the person if they have designated individuals to take care of their children or make decisions about their personal property.

If not, ask them for the names, address and DOB for individuals who can do that. Ask them to include individuals with lawful status. The detained person can give legal power to someone they trust to make important decisions on their behalf while they are detained. This is called a “power of attorney” and varies from state to state. (See Appendix D, Sample power of attorney for detained individuals in Iowa and Nebraska.)

HOW TO FIND ATTORNEYS FOR CASE CONSULTATION

1. What kind of lawyer should we be looking for?

You need immigration lawyers experienced in deportation defense. (To find one, see “Resources” section below). Keep a list of lawyers available in your organization for future use.

2. What things can a lawyer help with?

The lawyer can provide information on the following:

- Does the person have a way to fight his deportation case?
- Is the detainee having problems in the jail and how to fix them?
- Can they stop ICE from transferring the person out of the area?
- Can the attorney help detainees designate individuals who will make decisions on behalf of their children and property? This may help children from being abandoned or entering child protective services. (See sample attached power of attorney.)
- Local chapters of lawyer organizations may partner with you on advocacy actions and exploring legal avenues for arrested persons. Chapters of the National Lawyers Guild (NLG) or the American Immigration Lawyers Association (AILA) might help you with advocacy.
 - AILA local chapter chair:
<http://www.aila.org/content/default.aspx?docid=1188>.
 - National Lawyers Guild Chapters: www.nlg.org – click on “Chapters”

3. The lawyer can have a pre-representation meeting. The attorney can file a G-28 in order to have an interview, both to conduct an initial legal assessment and to get access if family/community members are denied. The G-28 can be downloaded at <http://www.immigration.gov/graphics/formsfee/forms/g-28.htm>. Fax the form to the Deportation Officer immediately. With this form on file, the attorney may also be able to convince the ICE officer to stop any transfers.

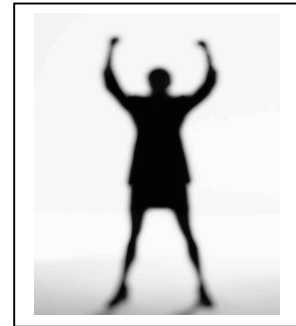
4. Places to find immigration attorneys or local service providers

- The **National Immigration Project** of the National Lawyers Guild: www.nationalimmigrationproject.org. Click on: “Looking for An Attorney?”
- The **American Immigration Lawyers Association**: Look on the AILA website for attorney referrals: www.ailalawyer.com.
- Local/state immigration legal service providers and immigrant rights groups
- The **Detention Watch Network** website www.detentionwatchnetwork.org contains a map of detention centers, ICE offices and local service providers.
- **Immigration low-cost or free service providers list**: the American Bar Association keeps a list of low-cost immigration service providers (these groups may or may not represent detained individuals) http://www.abanet.org/publicserv/immigration/legal_services_directory_map.shtml
- For questions about **civil rights violations**, contact your local chapter of the American Civil-Liberties Union (ACLU). www.aclu.org or Mexican-American Legal Defense Fund, www.maldef.org.

HOW TO GET SOMEONE OUT OF IMMIGRATION DETENTION

1. Try to get the person released on bond

- Find out whether the person is eligible for a bond. (This is complicated, and you will need someone experienced in immigration law to help you.)
- Ask for a bond hearing with an immigration judge right away. (See “Know Your Rights in Detention”)
- Prepare for the bond hearing. (see “**Know Your Rights in Detention**”)
- Arrange money for bond. You have to pay the full amount. You can pay the bond at any ICE bond office. Bond must be paid by cashier’s check or a bank money order, payable to the Department of Homeland Security. The person paying the bond **MUST** have some kind of immigration status, identification and a social security card! Immigration Bail Bond companies are available, but review their terms **VERY** carefully.



2. What if the bond amount is too high for our community members?

Call or send a letter (on your letterhead) to the Field Office Director or the Detention Officer of the detainee asking them to consider reducing the bond amount. In the letter, provide information about your personal knowledge of the person and why they will not be a danger to society or a flight risk.

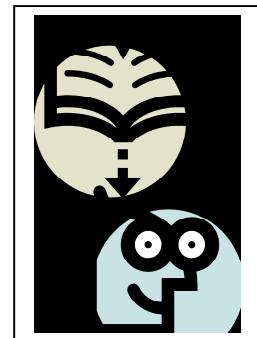
3. Get documents to support a request for bond– See Appendix C

HOW TO SEND THE GOVERNMENT A COMPLAINT ABOUT DETENTION CONDITIONS OR TREATMENT BY ICE

1. Filing the complaint:

- Document in detail any abuse or detention condition violations or serious medical or mental health concerns. Include: date and names of the officers who may be involved. You can use this questionnaire from the American Bar Association:
 - English:
http://www.abanet.org/publicserv/immigration/conditions_questionnaire92106.pdf
 - Spanish:
http://www.abanet.org/publicserv/immigration/conditions_questionnaire%20_spanish_fordistribution.pdf
 - Arabic:
http://www.abanet.org/publicserv/immigration/conditions_questionnaire%20_spanish_fordistribution.pdf
 - File a letter of complaint with the jail and send copies to the OIC or Field Office Director, the head (warden or sheriff) of the jail, a human rights or civil rights organization. **Make sure all the people are listed on the same complaint.** Make sure that the detained person sends copies to the family and his/her lawyer.
 - You can use the immigration grievance form from the American Bar Association to make complaints or make your own letter.
 - English:
http://www.abanet.org/publicserv/immigration/Complaint_Processes_Immig_Detainees.pdf
 - Spanish:
http://www.abanet.org/publicserv/immigration/Complaint_Processes_Immig_Detainees%20_Spanish.pdf
 - Then, try to resolve the issue with your deportation officer or local Immigration and Customs Enforcement (ICE) office.
- ## 2. If local authorities fail to respond, submit the complaint in writing to the following offices:

Mr. Timothy Perry, Acting Chief of the Detention Acquisition and Support Branch, ICE Office of Detention and Removal, U.S. Department of Homeland Security, 801 "I" Street, Suite 980, Washington, D.C. 20536.



Department of Homeland Security, Mail Stop #0800, Office for Civil Rights and Civil Liberties, Washington, DC 20528. Tel: 202.401.1474, 202.401.0470 (Local TTY); Toll Free: 1.866.644.8360; E-mail: civil.liberties@dhs.gov.

If the complaint concerns medical and mental health care, send a copy to:

Captain Philip Jarres, Branch Chief of Field Operations for the United States Public Health Service, 1220 L Street NW, Suite 500, Washington DC 20005. Tel: 202.732.0100;

Human rights organizations:

Elena Tsinikas, National Immigrant Justice Center, 208 S. LaSalle Street, Suite 1818, Chicago, IL 60604

The National Immigrant Justice Center: NIJC has a database of detention conditions complaints that will be used to document trends in detention centers. Personal information of detainees will be protected.

American Bar Association, Commission on Immigration, 740 Fifteenth Street, NW, 9th Floor, Washington, DC 20005-1022

3. Good resources for advocacy around detention conditions:

- a. **Families for Freedom**: You're your organization can advocate for better detention conditions:
<http://www.familiesforfreedom.org/downloads/CaseCampaign.pdf>
- b. **Detention Watch Network**, www.detentionwatchnetwork.org

COMMUNITY RESPONSE: SOME RAPID RESPONSE IDEAS AND TACTICS

1. Hold a **press conference or protest** the day of the raid:
 - Denounce the raid and question methods used to arrest individuals
 - Provide information about the raid to the community
 - Ask for assistance from the community for family members affected by raid
 - Case Example: Casa de Maryland held a press conference the day of a 7-11 raid. They provided information about logistics of raid to community members, provided a forum for discussion on impact on communities and families, and questioned profiling methods of ICE.
2. **Unions: Hire** and send attorneys experienced in deportation defense to worksite raid, home raid or any place of enforcement actions
 - Case example: In Minnesota, UFCW hired two immigration attorneys who went directly to the plant. While they were only able provide limited legal advice because ICE refused to grant them access to attorneys, they witnessed several instances of racial profiling and abuses in detention.
3. Create a **hotline for the community** to share information about raids.
4. **Establish a listserv and organize a community forum** with local advocates to coordinate and share information and strategies.
5. **Connect and strategize with attorneys and non-profit organizations who specialize in deportation defense and civil rights violations.** These attorneys may have ideas about how to terminate deportation proceedings or get people out of detention. (See page 9 for more information on what attorneys can do and how to find them.)
 - You can consider filing legal actions in federal court to stop mass transfers of individuals or to stop frequent civil rights violations or racial profiling. You can also obtain information that ICE refuses to provide.
 - NOTE! These legal actions are extremely complicated. It is important that you quickly seek advice from organizations or individuals experienced in federal litigation. For referrals, contact the National Immigration Project of the National Lawyers Guild at 617-227-9727 or the National Immigration Law Center, www.nilc.org.
6. **Organize a strategy** with the community, local elected officials (Mayor, city council, etc), local service providers and/or Congress members to pressure ICE and DHS Secretary Michael Chertoff to exercise **prosecutorial discretion**, that is, take people out of deportation proceedings. (See #9 for contact information) These requests should be made in compelling cases.



A suggested resource for prosecutorial discretion advocacy is the Families for Freedom ARM toolkit, a toolkit of short-term and long-term media and advocacy strategies. The packet includes strategies on working with media, ICE, local elected officials and members of Congress to stop deportation in compelling circumstances.

<http://www.familiesforfreedom.org/downloads/CaseCampaign.pdf>

7. Visit an organization or send **faith-based delegations** to the detention center. Ask them to flag health conditions and other abuses of detainees.
8. **Send a letter, contact, or meet with Congress members and/or DHS Secretary Michael Chertoff** asking them to investigate the raid and to address specific problems, like racial profiling or other civil rights violations. Ask that those members of Congress contact the Field Director of ICE or the Deputy Secretary of ICE (Julie Myers) to address the specific problem. See below for contact information.
9. Circulate a **sign-on letter** to sister organizations and communities. Send the letter to elected officials and senior DHS officials such as Secretary Chertoff and the DHS Office of Civil Rights and Civil Liberties.
 - The letter should contain detailed and specific information about any civil rights violations, abuses or concerns about denials to medical care, counsel or family members.
 - Contact information: (1) Secretary Michael Chertoff, US Department of Homeland Security, Washington, D.C. 20528 (2) **Department of Homeland Security**, Mail Stop #0800, Office for Civil Rights and Civil Liberties, Washington, DC 20528
10. **Pressure and collaborate with consulates and embassies** and see if they can help you get information from ICE, help you make demands to ICE, or if they are willing to sign on to legal actions that protect their nationals. For example, in Massachusetts, the consulate signed on to federal litigation demanding constitutional accountability for civil rights violations committed during the raid.
11. **Create a plan to help families who have loved ones who are detained.** Assist detainees and their families to get medication, blankets, funds for release on bond, transportation, rent money, babysitting services, child care or pickups. Work with local organizations or local religious groups/organizations to implement this plan. You can also help fundraise to put money into jail accounts for detained persons so they have access to basic necessities.
12. **Take pictures and record people's stories for future advocacy.**
13. Commit to a **LONG-TERM** plan. See "Pre-Raid Community Safety Plan: Building Capacity for the Safety of the Immigrant Community."

APPENDIX A: Phone Questionnaire: Questions to ask Raid/Detained Individuals

Date:

Raid Questions

1. Where is/did the raid or arrest occur?
2. How do you know it was an immigration raid?
3. Other details of raid (location, number of people, uniforms of arresting officers)
4. Was local police involved? How do you know?
5. Was the person in a union? Which one?
6. What is the largest city near the raid? (this will help you figure out which local immigration office is involved)
7. Do you have information on how people were being treated during the arrest?

Individual Detainee information

1. Full name of detainee
2. A Number
3. How is the caller communicating with the detainee?
4. Do you know where they are detained?
5. Do you know if the detainee has a lawyer? (If yes, get contact information)
6. Who has copies of his/her immigration papers, if any? (ask for copy of "NOTICE TO APPEAR" or Notice of Reinstatement of Removal Order/Administrative Order)
7. What can you tell me about their immigration status?
8. Contact information for caller (name or telephone numbers):
9. Contact information for family members? (if they are willing to be contacted)
10. Has the person made arrangements for child care or other family members?
11. Was the detainee ever arrested or convicted of a crime? If yes. Date, Location, Specific Offense
12. Is there a prior deportation order? If yes, Date, Location, Which Court
13. Do you have information of any abuse or civil rights violation? (BE SPECIFIC)

APPENDIX B: TIPS for detained persons who call (Excerpt from Families for Freedom's "Know Your Rights Flyer")

- Once in Immigration Custody, Do NOT sign anything giving up your right to an immigration hearing in front of an immigration judge or any other rights. Sometimes immigration agents will serve you a **Notice To Appear (NTA)** but ask you to sign papers giving up your rights.
- If you have an old order of deportation, you will not see a judge and can be deported *immediately*. Ask for a **Notice of Reinstatement of Deportation Order**.
- Make sure your family members have a copy of your immigration paperwork, including your **NTA**.
- You will be assigned a **Deportation Officer**. Know his/her name and telephone number.
- If you see an immigration judge and you do not have an attorney, tell the judge that you need more time to find counsel. Do **NOT** concede or admit to any charges against you. Do NOT go into detail about your case. Anything you say can and will be used against you – even your country of birth.
- If you think you may be **transferred** to a detention center far from your home, and you have an immigration lawyer here, your lawyer may file immigration form G-28 with the Department of Homeland Security. Fax the form to the Deportation Officer immediately. This form may convince the officer to stop your transfer.
- If you face **automatic deportation** because of a crime, consult a criminal immigration attorney about the positives and negatives of Vacating, Appealing, or Reopening your Criminal Case. This is very complicated, but may be your only way to avoid deportation.

Information is precious to someone in detention. If you can send legal materials, do it! If you need to send something by overnight mail, check with the jail so that the mail isn't rejected.

Self-help legal materials:

- Florence Immigrant and Refugee Rights Project has an excellent set of self-help materials on deportation defense. <http://www.firrp.org/pubs.asp>
- Detention Watch Network website has a library of legal materials: www.detentionwatchnetwork.org
- Families For Freedom: Deportation 101 packet, www.familiesforfreedom.org
- If you know a local detention service provider, ask if they have a packet that they send out or keep their packet on hand.

Appendix C: DOCUMENT AND INFORMATION COLLECTION (SOME IDEAS)

AT THE RAID: Any information on civil rights violations: names of officers, time, what was said, names of witnesses. Be specific.



AT THE IMMIGRATION DEPORTATION OFFICE (ICE-DRO) and IMMIGRATION COURT

- ❑ Notice to Appear
- ❑ Complete Immigration File
- ❑ Complete Criminal History (no matter how long ago the conviction): include complaint and disposition
- ❑ Collect evidence in support of bond (if you are eligible). Must show you are not a flight risk or danger to the community
 - Affidavits and statements of support from family members
 - Pictures of children and family
 - Letter from employer describing responsibilities, work history and satisfaction with work
 - Tax returns
 - Letters from family members, community leaders, religious leaders highlighting connections with family and community and opinion that individual will not run away
 - Proof of rehabilitation (e.g. letter showing successful completion of anger management class or letter from parole officer)
 - Evidence of service in the Armed Forces
 - Letters from family members showing financial dependence on the family member detained (e.g. detained family member was the breadwinner)
 - Letters of support from friends, family, religious groups, local elected official describing impact of separation or future separation on family, community, etc
 - Letters from counselors (emotional distress or trauma) or doctors (health problems) showing the impact on detained person's health if he/she was deported
 - Evidence of property ownership (car, home, etc)
 - School records (if currently attending school)
 - Community membership ties (e.g. Church group, etc.)
 - Awards

DETENTION

- ❑ Jail handbook – provides information on how to make complaints and use grievance process in jail
- ❑ Detention Standards (See more on page 3)

APPENDIX D: SAMPLE- only for use in IOWA!!!!!!!

PODER NOTARIAL/POWER OF ATTORNEY

PROYECTO CONEXION-CONEXION PROJECT

MUNA LEGAL CLINIC, ICADV; IOWACASA; YOUTH LAW CENTER; NEBRASKA BAR ASSOCIATION

Si usted desea asegurar que sus hijos permanezcan al cuidado de una persona o familiar designada/elegida por usted hasta que usted tenga acceso a sus hijos, favor de rellenar la siguiente informacion. *If you wish to make sure that your children remain under the phisycal care of a person or family member designated/chosen by you until you have access to your children, please fill out the following information.*

DATOS BIOGRAFICOS DE LOS PADRES/BIOGRAPHIC INFORMATION THE PARENTS

Nombre, apellido del padre/Name and last name of father

Fecha y lugar de nacimiento/date and place of birth of the father

Nombre y apellido de la madre/name and last name of the mother

Fecha y lugar de nacimiento de la madre/date and place of birth of the mother

Nombre, apellido y fecha de nacimiento de sus hijos

PERSONA/S ASIGNADAS AL CUIDADO TEMPORAL DE SUS HIJOS, TELEFONO Y DOMICILIO Person/s designated by you to the temporary care of your children, phone and address (O como localizarlas, o how to locate them)

1. -----

2. -----

FIRMA DE LA MADRE O DEL PADRE

FECHA