

# PREPARING YOUR FAMILY FOR IMMIGRATION ENFORCEMENT

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Your Rights

Immigration Services

Important Forms

Important Numbers



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RIGHTS & RESPONSIBILITIES

# PREPARING YOUR FAMILY FOR IMMIGRATION ENFORCEMENT

## RIGHTS & RESPONSIBILITIES



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# **BEFORE AN IMMIGRATION RAID**

## **DEVELOP AN EMERGENCY RESPONSE PLAN**

<ul style="list-style-type: none"><li>• <b>Keep all of your important documents in an easily accessible place. Make copies of these documents for a family member or close friend to keep in case of emergency.</b><ul style="list-style-type: none"><li>- <i>Passport</i></li><li>- <i>Birth Certificate</i></li><li>- <i>Marriage License</i></li><li>- <i>Properties Title</i></li><li>- <i>All immigration documents, including "A" number</i></li></ul></li></ul>
<ul style="list-style-type: none"><li>• <b>Speak with a non-profit immigration lawyer to assess your individual immigration situation (see APPENDIX A for a list)</b><ul style="list-style-type: none"><li>- <i>Always have the number or card of a respected legal service provider or immigration lawyer in case of emergency.</i></li><li>- <i>Your family should also have these numbers.</i></li></ul></li></ul>
<ul style="list-style-type: none"><li>• <b>Have an Emergency Plan at Your Place of Work</b><ul style="list-style-type: none"><li>- <i>Ask if your coworkers are willing to stay silent and ask to speak with a lawyer in the event that immigration comes to your workplace.</i></li><li>- <i>If your workplace has a union, speak with the union representative to better learn how to prepare in case of a raid.</i></li></ul></li></ul>
<ul style="list-style-type: none"><li>• <b>Have a Plan to Protect Your Family</b><ul style="list-style-type: none"><li>- <i>Prepare a "Power of Attorney" form to ensure the proper care of your children with a relative or family friend in case you are detained.</i><ul style="list-style-type: none"><li>- <i>This is <u>very important</u>, and in an emergency, would allow for a close friend or family member to care for your children rather than them being placed into the foster care system (see APPENDIX B)</i></li></ul></li><li>- <i>Obtain a valid passport for your children.</i><ul style="list-style-type: none"><li>- <i>If your child is a citizen of the United States, obtain a passport for them as soon as possible. They will need this to travel outside of the country.</i></li><li>- <i>If your child is not a citizen of the U.S., obtain a passport from their birth country. You can get this from your country's consulate (see APPENDIX C).</i></li></ul></li><li>- <i>Register your child as a citizen of your home country at that country's consulate so you do not have problems in that country once you arrive.</i><ul style="list-style-type: none"><li>- <i>For example, in some countries, children that are not registered cannot attend school. See p. 16 for info on how to register your U.S. born children in Mexico.</i></li></ul></li></ul></li></ul>

## **HAVE A PLAN TO PROTECT YOUR FAMILY!**

## **DURING A RAID**

### **WHAT TO DO DURING A RAID**

#### **What to do if the police or an immigration agent interrogates you:**

- ✓ You have the right to ask if you are being detained or arrested.  
*-If the officer says “No, you are not under arrest or being detained”, ask him or her if you are free to leave. If he/she says yes, slowly and calmly walk away.*
  
- If the officer says “Yes, you are under arrest and/or being detained”, then*  
**YOU HAVE THE RIGHT TO REMAIN SILENT!!**

#### **If you have valid documents:**

- ✓ Show them to the officer. Always carry them with you.

#### **If you do not have valid documents to be in this country:**

- ✓ Do not answer any questions.
- ✓ Do not show false documents.
- ✓ Only say “I need to speak with my attorney.”
- ✓ Do not say anything about where you are from or how you got into this country.
- ✓ Show the officer the “Know Your Rights” card (see APPENDIX D).

## **ABOVE ALL**

**DO NOT SHOW FALSE DOCUMENTS AND DO NOT LIE!!**

## WHAT TO DO IF IMMIGRATION COMES TO YOUR HOUSE:

- If the police, immigration agent or other government agent tries to enter your house:
  - **Don't open the door!!**
    - It is very important to ask them if they are the police or immigration.  
(Sometimes, immigration agents will say they are the police, so ask them very specific questions)
  - **If it is immigration, they are not allowed to enter for any reason unless you open the door or give them permission to enter**
    - Even if you only open the door, but do not explicitly give permission to enter, the agent might say that by opening the door you gave consent to enter.
    - Or if Immigration has a criminal warrant
  - **If it is the police, they need a "Search Warrant" to enter your house.**
    - A search warrant is a signed paper by a judge that authorizes the officer to enter your house.
    - The warrant should say in detail who the person is that the officer is looking for
    - If they have an arrest warrant but not a search warrant, they are not legally able to enter your house.
- If an officer enters your home:
  - Write down the names and badge numbers of the officers
  - Tell them that you have not given them consent for a search
  - Take down the names, address, and numbers of anyone who is present
- Do not run – it is not safe

## WHAT TO DO IF IMMIGRATION COMES TO YOUR PLACE OF WORK:

- **STAY CALM**
  - Do not run!
  - It is not safe to run
- In order to enter your workplace, the officer must have a warrant from a judge or permission from your boss

## WHAT TO DO IF IMMIGRATION STOPS YOU IN PUBLIC:

- If they stop you in the street
  - They must have proper order/warrant to do so; ask to see it.
  - Or they have to have reasonable suspicion that you are not in this country legally

## **REMEMBER:**

**You have the right to remain silent. Do not say anything about your immigration status or where you were born. If you have valid immigration documents, show them.**

## **AFTER A RAID**

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### **IF YOU ARE ARRESTED**

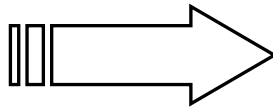
- **Find out who has arrested you**
  - Write down the names of the officers and their organizations (FBI, ICE, CBP, etc.).
  - Write down badge numbers (on uniform) and vehicle license plate numbers.
- **Do not sign any documents you do not understand before speaking with an attorney**
  - It's possible that the agents will try to pressure you to sign something.
  - Do not let them pressure you. They could be trying to get you to sign something that renounces your right to appear before an immigration judge.
- **Contact your lawyer or a family member**
  - You have the right to call someone after your arrest.
  - Memorize the number of your lawyer, family member, or union representative.
  - Contact them immediately.
- **Contact your consulate**
  - You have the right to contact the consulate of your native country to request assistance.
  - You have the right to tell the agent to inform the consulate of your arrest.
  - The consulate can help you find an attorney.
  - The consulate may also offer to contact your family.
- **Apply for bail**
  - Apply for bail while in immigration custody, even if the agent says it is not suitable.
  - You must be able to show that you are not going to flee or a danger to the community.

**DO NOT SIGN ANYTHING YOU DO NOT UNDERSTAND BEFORE CONSULTING  
WITH A LAWYER!**

## AFTER A RAID

### IMPORTANT INFORMATION ABOUT IMMIGRATION DETENTION

**How long can the local government detain a person with a detention order from I.C.E.?**



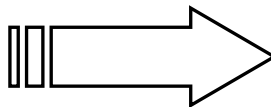
*According to federal regulations, a person detained pursuant to an immigration detainer cannot be held for more than 48 hours, excluding Saturdays, Sundays and holidays. The 48 hour period starts to run after the local or state police would have released that person from their custody for any underlying offense.*

**What happens once the 48 hours has passed?**



*Because an ICE detainer only allows for an individual to be detained for 48 hours beyond what is permitted by state or local law, the detained individual should be immediately released after the 48-hour period has ended. After this period, you and/or your lawyer should ask that you be released if you are not released automatically.*

**What happens if the jail continues to detain a person when the order has expired?**



*If the jail does not have independent authority to detain a person based on criminal charges, it is illegal for them to continue to detain that person after the immigration detainer has expired. Contact an attorney if this has occurred.*

#### **NOTE about BONDS:**

The 48-hours ICE has to pick up a detained individual under an immigration detainer begins to run either once the individual pays the bond for an underlying criminal charge or otherwise would have been released from state custody. So it is possible that ICE can still pick that individual up after they have paid the local/state bond, and that the time in immigration custody will not count towards a sentence. If possible, consult with an attorney as soon as possible after being detained to assess whether it is a good strategy to pay the local bond. Don't take advice from clerks or jail staff about this.

## AFTER A RAID

### YOUR RIGHTS WHILE IN DETENTION

#### YOU HAVE THE RIGHT:

- ✓ **Not to sign declarations or documents, particularly the ones you do not understand**
  - Especially those that renounce your right to a trial before a judge
  - If necessary, say that you would like to speak with a lawyer before signing
- ✓ **Not to offer information about your immigration status**
  - What you say can be used against you later
- ✓ **To contact your consulate**
- ✓ **To make a call after you have been detained**
  - Memorize the number of your lawyer or a family member
  - Call them immediately
- ✓ **To ask for a bond**
  - You always should ask for a bond hearing
- ✓ **To have an interpreter at your first hearing if you do not speak English**

**For more information about detention see APPENDIX C**



# **APPENDIX A**

## **NON-PROFIT IMMIGRATION LEGAL SERVICES PROVIDERS**

## **List of Non-profit Immigration Legal Services Providers**

*It's recommended that you speak with these organizations before you have problems with Immigration to assess your personal situation and to see if there are remedies in case you are detained.*

### **Organizations that do family-based petitions and Deferred Action (DACA) applications but not deportation defense:**

- Diocese of Grand Rapids: 213 Sheldon Blvd SE  
(616) 551-4746 Grand Rapids, MI 49503-4513
- Hispanic Center of Western Michigan: 1204 Grandville Ave SW  
(616) 742-0200 Grand Rapids, MI 49503
- Diocese of Kalamazoo: 215 N. Westnedge Ave  
(269) 903-0134 Kalamazoo, MI 49007

### **Organizations that do a variety of immigration cases including deportation defense:**

- St. Vincent Catholic Charities: 2800 West Willow St  
(517) 323-4734 Lansing, MI 48917
- Justice for Our Neighbors: 227 Fulton St East  
(616) 301-7461 Grand Rapids, MI 49503  
(734) 709-1151 Newburg United Methodist Church  
36500 Ann Arbor Trail  
Livonia, MI 48150
- Freedom House (help with asylum cases within a year of your arrival):  
(313) 964-4320 2630 West Lafayette Blvd  
Detroit, MI 48216
- Wayne State Immigration and Asylum Clinic (help with asylum cases):  
(313) 577-0686 471 Palmer St  
Detroit, MI 48202
- University of Detroit Mercy, Immigration and Asylum Clinic:  
(313) 596-9456 651 East Jefferson Ave  
Detroit, MI 48226
- International Institute of Metro Detroit: 111 East Kirby St  
(313) 871-8600 Detroit, MI 48202
- Telamon Corporation: Patricia Carmona, BIA Accredited Rep.  
(517) 323-7002, Ext 124 416 N Cedar St  
Lansing, MI 48912
- Lighthouse Immigrant Advocates: Macatawa Resource Center  
(616) 298-8984 665 136<sup>th</sup> Ave Suite 150,  
Holland, MI 49424
- Michigan Immigrant Rights Center: 3030 S. 9<sup>th</sup> St, Ste 1B  
(734) 239-6863 Kalamazoo, MI 49009  
1-800-968-4046 (For farmworkers only)

APPENDIX B

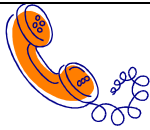
**IMPORTANT FORMS**

## **POWER OF ATTORNEY FORM: Instructions for how to fill it out**

The parent or legal guardian should fill out this form to give a third party general power to make the majority of decisions and to do the majority of things that a parent would do for their child.

1. You should make copies of this form once it is signed. Use the copies whenever possible in order to protect the original.
2. The form should be signed by the mother or father with legal custody or the legal guardian
3. The mother or father has to sign the form in front of a notary public. You can ask jail staff to help find the notary in the jail. Every bank has a notary public. You should not have to pay a high fee.
4. These forms do not last more than 180 days under the delegation laws of parental powers in the state of Michigan. If you sign the power of attorney in advance, you will have to re-sign it if it is expired when you need it.





**Important Telephone Numbers  
And Information**

**Emergency: In case of serious emergency CALL 911**

**Insurance Information:**

**Health Insurance**

Company:

Police Department:

Phone Number:

Fire Department:

Policy Number:

Consulate of my country:

**Car Insurance**

**Family/Important Contacts in the U.S.**

Company:

**Name:**

Phone:

Home Phone:

Policy Number:

Cell Phone:

Car 1:

Work:

VIN #/Plate #:

Relationship:

Car 2:

**Name:**

VIN #/Plate #:

Home Phone:

**Home Insurance**

Cell Phone:

Company:

Work:

Phone:

Relationship:

Policy Number:

**Family/Important Contacts in my Country**

**Important Medical Information**

**Name:**

**Doctor Name:**

Home Phone:

Phone:

Cell Phone:

**Dentist Name:**

Work:

Phone:

Relationship:

**Pediatrician's Name:**

**Name:**

Phone:

Home Phone:

**Hospital:**

Cell Phone:

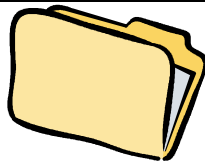
Phone:

Work:

**Pharmacy:**

Relationship:

Phone:



### Important Family Records

Use this form in order to have all important information in the same place. Put originals of each document in a safe place (e.g. lock box).

<u>Important Work Numbers</u>	<u>Important School/Daycare Numbers</u>
<b>Employer #1</b>	<b>School #1</b>
Name:	<b>Name of Child:</b>
Phone:	Name of School:
Supervisor:	Name of Teacher:
Date Started:	Phone:
Union Rep:	School ID Number:
Phone:	<b>Name of Child:</b>
<b>Employer #1</b>	Name of Teacher:
Name:	School ID Number:
Phone:	<b>School #2</b>
Supervisor:	<b>Name of Child:</b>
Date Started:	Name of School:
Union Rep:	Name of Teacher:
Phone:	Phone:
<u><b>Important Information about your Vehicles</b></u>	School ID Number:
<b>Vehicle 1 Make/Model:</b>	<b>Name of Child:</b>
Plate #:	Name of Teacher:
VIN/ID #:	School ID Number:
Car Loan:	<u><b>Social Security #/ITIN</b></u>
Insurance:	<b>Name:</b>
<b>Vehicle 2 Make/Model:</b>	Number:
Plate #:	<b>Name:</b>
VIN/ID #:	Number:
Car Loan:	<b>Name:</b>
Insurance:	Number:
<i>Attach a copy of each vehicles registration and insurance and a photograph of each vehicle.</i>	<i>Attach a copy of each social security card</i>

## REGISTERING YOUR U.S. BORN CHILDREN IN MEXICO

### WHAT SHOULD I DO SO THAT MY CHILDREN BORN IN THE UNITED STATES ARE REGISTERED IN MEXICO?

#### REQUIREMENTS:

- Both parents must present themselves at the nearest Mexican Consulate and bring the following:
- **Original certified copy of minor child's long-form birth certificate. The birth certificate should contain the place, date and time of birth for the child, as well as the names and dates of birth of the parents. If there are errors on these documents they will not be accepted.** The original certified copies will not be returned.
- **U.S. Passport or state ID of minor child.**
- Original birth certificate of both parents. If one of the parents is not a Mexican citizen, they should present their birth certificate, with an apostille from their country of origin, and translated into Spanish, unless it is a U.S. birth certificate.
- Marriage certificate (if the parents are married)
- Official and unexpired ID for both parents (Passport, matricula, voting card); if one is not of Mexican origin, then they should present their valid Passport from their country of origin. The name should appear as it does on the birth certificate.
- Two witnesses with official, unexpired IDs (family members, friends, etc).

**NOTE: You must bring two double-sided copies of each document.**

**Important:** In the case of a single mother, the registration can only take place with her presence and if the child is registered on the birth certificate with only her last names, and only if the father's name and information does not appear on the birth certificate.

If the registration is for an adult child over the age of 18, the registration can take place without the presence of the parents.

The registration is free. The cost for each certified copy of the registration is \$13. If you want a certified copy, it will be sent by mail. Bring a pre-paid EXPRESS MAIL envelope with you the day of the appointment (available at the U.S. post office).

**THE REGISTRATION WILL TAKE PLACE BY APPOINTMENT ONLY BY CALLING (313) 964-4515 EXT. 15. PLEASE CALL BETWEEN 3 AND 5 P.M.**



**Consulado de México  
The Penobscot Building  
645 Griswold Street, Suite 830  
Detroit, MI 48226**

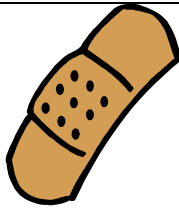
Phone numbers: 313 964 4515, 4517, 4532, 4534 - FAX: 313 964 4522

Mexitel: 1-877-369-4835 (schedule an appointment)

Email: [detroit@sre.gob.mx](mailto:detroit@sre.gob.mx)

Website: [www.sre.gob.mx/detroit](http://www.sre.gob.mx/detroit)





## Family Medical Information and Identification

Attach a copy of birth certificates, records of vaccination, and photos of each family member.

### **Family Member #1**

Name:

Date of Birth:

Organ Donor:    **Yes**    **No**

Allergies:

Medications:

Medical conditions & Medical History:

### **Family Member #2**

Name:

Date of Birth:

Organ Donor:    **Yes**    **No**

Allergies:

Medications:

Medical conditions & Medical History:

### **Family Member #3**

Name:

Date of Birth:

Organ Donor:    **Yes**    **No**

Allergies:

Medications:

Medical conditions & Medical History:

### **Family Member #4**

Name:

Date of Birth:

Organ Donor:    **Yes**    **No**

Allergies:

Medications/Medical conditions and history:

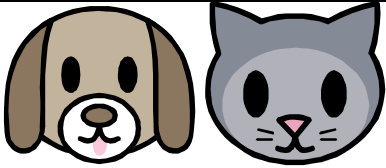
<b><u>Family Member #5</u></b>	
Name:	
Date of Birth:	Organ Donor: <b>Yes</b> <b>No</b>
Allergies:	
Medications:	
Medical conditions & Medical History:	
<b><u>Family Member #6</u></b>	
Name:	
Date of Birth:	Organ Donor: <b>Yes</b> <b>No</b>
Allergies:	
Medications:	
Medical conditions & Medical History:	
<b><u>Family Member #7</u></b>	
Name:	
Date of Birth:	Organ Donor: <b>Yes</b> <b>No</b>
Allergies:	
Medications:	
Medical conditions & Medical History:	
<b><u>Persons who CAN pick up my children from school/day care</u></b>	<b><u>Persons who CANNOT pick up my children</u></b>
<b>Name:</b>	Name:
Date of Birth:	Name:
Home Phone:	
Cell Phone:	Name:
Work :	
Relationship:	<p>*Please inform personnel at your children's school that the persons listed in these sections have permission to pick up your children or do not have permission.</p> <p>*If there is a restraining order, attach a copy of this order and file another copy with the school and/or day care of your children.</p>
<b>Name:</b>	
Date of Birth:	
Home Phone:	
Cell Phone:	
Work :	
Relationship:	



**Contacts for Legal Problems,  
Identity Theft, and Fraud**

*For your security DO NOT NOTE the numbers of  
your credit cards or account numbers on this  
document.*

<b><u>Credit Card Companies</u></b>	<b><u>Contacts for your Financial Affairs</u></b>
<b>Card #1</b>	<b>Checking Account #1</b>
Company:	Bank:
Toll-Free Number:	Toll-Free Number:
Names on Card:	Persons with Access:
<b>Card #2</b>	<b>Checking Account #2</b>
Company:	Bank:
Toll-Free Number:	Toll-Free Number:
Names on Card:	Persons with Access:
<b>Card #3</b>	<b>Savings Account #1</b>
Company:	Bank:
Toll-Free Number:	Toll-Free Number:
Names on Card:	Persons with Access:
<b><i>Report theft of credit cards IMMEDIATELY!</i></b>	<b>Savings Account #2</b>
	Bank:
	Toll-Free Number:
	Persons with Access:
<b><u>Public Agency Contacts</u></b>	<b><u>Civil Legal Assistance</u></b>
Domestic Violence Help:	Legal Aid:
Public Prosecutor:	Immigration Attorney:
Report Child Abuse:	Other Attorney:



## Emergency Care for Pets

**Pet #1**

Name:

Date of Birth:

Breed:

Description:

Registration Number:

Medications:

Medical Problems:

**Pet #1**

Name:

Date of Birth:

Breed:

Description:

Registration Number:

Medications:

Medical Problems:

**Veterinarian****Emergency Housing for Pets**

Name:

Name:

Phone:

Phone:

Address:

Address:

Emergency Phone:

*Attach a photograph of each pet!*

APPENDIX C

**IMPORTANT NUMBERS**

## **Information for Detained Immigrants and Immigrant Advocates in Michigan:**

### **ICE Detainee Locator Online**

<http://locator.ice.gov/odls/homePage.do>

### **Immigrant Detention Centers:**

**Calhoun County Jail**  
185 E. Michigan Street  
Battle Creek, Michigan 49014  
(269) 969-6303

**Wayne County Jail – “Dickerson”**  
3501 Hamtramck Dr.  
Detroit, MI 48211  
(313) 875-7000

**Chippewa County Jail**  
325 Court Street  
Sault Ste. Marie, MI 49783  
(906) 635-7620

**Monroe County Dormitory Facility**  
7000 East Dunbar Road  
Monroe, Michigan 48161  
(734) 240-8001

### **Government Offices:**

#### **Immigration and Customs Enforcement (ICE) –**

**Detroit**  
333 Mt. Elliott St.  
Detroit, MI 48207  
(313) 568-6049

**Grand Rapids**  
517 Ottawa Ave NW  
Grand Rapids, MI 49503-1424  
(616) 254-1200

#### **United States Citizenship and Immigration Services (USCIS):**

**USCIS National Customer Service Line**  
1-800-375-5283

**USCIS Detroit District Office**  
11411 East Jefferson Ave  
Detroit, MI 48214  
(313) 926-4202\*

\*If the recorded message does not address your question for USCIS about an application that is being decided at the Detroit District Office and you need to speak, press 1 and extension 4522 to speak with an operator

#### **Executive Office for Immigration Review**

##### **Immigration Court:**

**Detroit Court**  
477 Michigan Ave  
Detroit, MI 48226  
(313) 226-2603

Automated information line for court date and decision information for aliens in removal (deportation) proceedings – “A#” is required but anyone can call:  
1-800-898-7180

#### **Customs and Borders Protections (CBP)/ICE:**

**Grand Rapids**  
6450 Air Cargo Drive SE  
Grand Rapids, MI 49512  
(616) 235-3936

## **List of Consulates:**

### **Consulate of Mexican**

#### **Detroit**

Suite 830, 645 Griswold Street  
Detroit, MI 48226  
(313) 964-4515

### **Consulate of Guatemala**

#### **Chicago**

205 N. Michigan Avenue #2350  
Chicago, IL 60601  
(312) 332-1587

### **Consulate of El Salvador**

#### **Chicago**

177 N. State #200, Mezzanine  
Chicago 60601  
(312) 332-1393

### **Consulate of Honduras**

#### **Chicago**

4439 W. Fullerton Avenue  
Chicago, IL 60639  
(773) 342-8281

### **Consulate of Costa Rica**

#### **Chicago**

30 N Michigan Avenue #1922  
Chicago, IL 60602  
(312) 470-0282

### **Consulate of the Dominican Republic**

#### **Chicago**

8770 W Bryn Mawr Ave #1300  
Chicago, IL 60631  
(773) 714-4924

## Here's a list of other facilities where individuals could be detained:

### **Chippewa County Correctional Facility**

Warden Connie Horton  
4269 W. M-80  
Kincheloe, MI 49784  
906-495-12275

### **St. Clair County Jail**

1170 Michigan Road  
Port Huron, MI 48060-4658  
810-987-1721

### **Monroe County Main Jail Facility**

100 E 2nd Street  
Monroe, MI 48161  
734-240-7430

## **Detroit Field Office**

### ***Calhoun County Correctional Center***

#### **Enforcement and Removal Operations Leadership**

Facility Main Telephone Line: (269) 969-6304  
Field Office Main Telephone Line: (313) 568-6049

#### **Facility Location**

##### **Street Address:**

185 E. Michigan Street  
Battle Creek, MI 49014

**Parking:** Parking adjacent to facility.

**Accessibility for Individuals with Special Needs:** The facility is in compliance with the Americans with Disabilities Act (ADA).

#### **Hours of Visitation**

##### ***Friends and Family Visits***

Mondays through Fridays: 7 a.m. – 2:45 p.m.

**A-E** Monday    **F-J** Tuesday    **K-O** Wednesday    **P-T** Thursday    **U-Z** Friday

Visitors must sign-in no later than 2:15 p.m. for visitation.

Visitors must present a valid verifiable government-issued identification card to enter the facility.

Visits shall not exceed 20 minutes per visit and allowed two visits per day for a maximum visitation time of 40 minutes per day.

Minors who are visiting the facility must be accompanied by an adult guardian (18 years or older). Minors must not be left unaccompanied in the waiting room, visiting room or any other area.



### ***Attorney Visits***

Legal representatives of detainees are authorized to visit their clients during the following hours:

Daily, 7 a.m. – 3 p.m. There are no restrictions as to the number of legal representatives' visits, with the exception of a declared facility emergency.

A list of pro bono (free) legal organizations will be posted in all detainee housing units and other appropriate areas. This list shall be updated quarterly. If a detainee wishes to see a representative or paralegal from that organization, it is the detainee's responsibility to contact them for an appointment.

### ***Consular Visits***

Consular officials may meet with their detained nationals at any time. It is requested that prior arrangements be made with the ICE Supervisory Deportation Officer to the extent possible, and that consular officials bring appropriate credentials when they come to the facility. The ICE Supervisory Deportation Officer in charge of the facility can be reached at (313) 568-6049, ext. 8562.

### ***Clergy Visits***

Clergy may visit detainees at any time, but must make prior arrangements with the Chaplain's Office at (269) 969-6304.

### ***Visiting Restrictions***

1. All family or other social visits are non-contact.
2. No firearms or weapons of any kind are permitted in the facility.
3. If visitors are or appear to be intoxicated, visitation will not be allowed.
4. All visitors are subject to search while in the facility.
5. Visitors are not allowed to pass or attempt to pass any items to detainees.
6. Visitors are not allowed to carry any items into the visitation area.

### ***Search Procedures (prior to or during all visitations)***

All individuals requesting admittance to the facility or the visitation area are subject to a pat-down search of their person, an inspection of their belongings, and a metal scan search. Individuals refusing to cooperate with a reasonable search will not be admitted. No firearms or weapons of any kind are permitted. No electronic devices (cell phones, pagers, radios, etc.) are permitted in the secure areas of this facility.

### **Contacting Us**

If you need information about a detainee that is housed at this facility, you may call (313) 568-6047 between the hours of 7 a.m. and 5 p.m. When you call, please have the individual's biographical information ready, including first, last and hyphenated names, any aliases he or she may use, date of birth and country of birth.

### **Calling a Detainee**

Detainees cannot receive incoming calls. If you need to get in touch with a detainee to leave an urgent message, you must call (269) 969-6304 and leave the detainee's full name, alien registration number and your name and telephone number where you can be reached. The detainee will be given your message.

If you need to get in touch with a detainee you must call (313) 568-6047 and leave the detainee's full name, alien registration number and a telephone number where you can be reached. He or she will be given your message.

### **Freedom of Information Act (FOIA)**

All FOIA and Privacy Act requests must be submitted on form G-639 (Freedom of Information / Privacy Act Request) or in letter format. All requests must contain the original, notarized signature of the subject in question. Please complete the form G-639 thoroughly and if writing a letter, be sure to include the full name, any other names used, date of birth, place of birth, A-number of the alien you are seeking information about, as well as your full name, address, and telephone number, so that we may contact you if we have any questions.

#### ***Mail your FOIA or Privacy Act request to:***

U.S. Immigration and Customs Enforcement  
Freedom of Information Act Office  
800 North Capitol Street, NW, Room 585  
Washington, D.C. 20536

Phone – 1-866-633-1182  
E-mail – ICE-FOIA@dhs.gov

### **Finding the status of a case**

#### ***Immigration Court***

For information about a matter before the immigration court, you may call 1-800-898-7180 to speak with them directly. Applications for relief from removal and other applications requested by the immigration judge must be filed directly with the immigration court.

#### ***Board of Immigration Appeals (BIA)***

For information about a matter before the Board of Immigration Appeals (BIA), you may call (703) 605-1007 where you can obtain automated information or speak with a live representative during office hours.

### **Legal Help**

For a list of pro bono representatives that offer free services on the national level and could help you, see APPENDIX A, or go to this website: <http://www.justice.gov/eoir/probono/states.htm>.

### **Press/Media**

The Facility has a responsibility to protect the privacy and other rights of detainees and members of the staff. Therefore, interviews will be regulated to ensure the orderly and safe operation of the Facility. Ordinarily, live television or radio interviews will not be permitted in the facility. Press should contact Mr. Khaalid Walls at (313) 226-0726 for further information.

### ***Personal Interviews***

A news media representative who desires to conduct an interview with a detainee must apply in writing to the Detroit Field Office, Office of Enforcement and Removal Operations, indicating familiarity with and agreement to comply with the rules and regulations of the facility as provided to that person by staff.

### ***Detainee Consent***

A detainee has the right not to be interviewed, photographed, or recorded by the media. Before interviewing, photographing, or recording the voice of a detainee, a visiting representative of the media must obtain written permission from that individual.

### **Feedback/ Complaints**

We strive to provide quality service to people in our custody, their family, friends, and to their official representatives. If you believe that we have not lived up to this commitment, we would like to know. If we have met or exceeded your expectations, please let us know that as well. To comment on the services provided at this office, please write to:

Field Office Director, Enforcement and Removal Operations  
U.S. Immigration and Customs Enforcement  
333 Mt. Elliott Street  
Detroit, MI 48207

If you feel that an ICE employee or contract services employee mistreated you and wish to make a complaint of misconduct, you may:

Contact the Field Office Director at:

Field Office Director, Enforcement and Removal Operations  
U.S. Immigration and Customs Enforcement  
333 Mt. Elliott Street  
Detroit, MI 48207  
(313) 568-6049

Write the Office of Professional Responsibility:

Director, Office of Professional Responsibility  
U.S. Immigration and Customs Enforcement  
P.O. Box 14475  
Pennsylvania Ave, NW  
Washington, D.C. 20044

Contact the Joint Intake Center:

Phone Number: 1-877-2INTAKE  
Email: [Joint.Intake@dhs.gov](mailto:Joint.Intake@dhs.gov)

You may also contact the Department of Homeland Security, Office of Inspector General:

245 Murray Drive, Building 410 Stop: 2600  
Washington, D.C. 20528

Phone: 1-800-323-8603  
Fax: 202-254-4292  
Email: [DHSOIGHOTLINE@DHS.GOV](mailto:DHSOIGHOTLINE@DHS.GOV)

## **Local Procedures**

### ***To post a Departure or Delivery Bond***

These bonds are posted when a person has been placed into removal proceedings while in the United States. The person supplying the bond money must show proof of identity and lawful immigration status. This person (the obligor) is responsible for ensuring that the alien presents himself before an officer or agent of this agency whenever a request is made. For bond information, please call (313) 568-6049 and ask to speak to the Deportation Officer handling the case. You must have the last name of the detainee and alien registration number before calling.

To post an immigration bond for an alien being detained by ICE, you must post the bond at 333 Mt. Elliott Street, Detroit, MI 48207, Mondays through Fridays (except public holidays) between the hours of 9 a.m. and 3 p.m. Acceptable bond forms of payment are Cashier's Check from a bank or Postal Money Order. These must be made payable to the "U.S. Department of Homeland Security".

For further questions about bonds, please contact the Debt Management Center:

Debt Management Center  
Attention: Bond Unit  
P.O. Box 5000  
Williston, VT 05495-5000

Telephone: (802) 288-7600  
Fax: (802) 288-1226

## **Sending Mail**

Letters sent to detainees must include the detainee's A-number (File Number), facility ID number, plus the sender's name and address. To enhance the safety of the facility, all incoming mail is subject to screening for contraband. The mail is not read upon opening, only inspected by the delivering officer. Detainees may send mail from the facility. Detainees may seal their outgoing letters and place them in the provided receptacle. All incoming mail will be delivered to the detainee, and outgoing mail will be routed to the proper postal office within 24 hours of receipt by facility staff. A mail pick-up and delivery schedule is posted in all housing units.

Detainees are allowed to purchase stamps for use. Generally, there is no limit to the amount of correspondence detainees may send at their own expense. Indigent detainees (those who have no means of financial support and no funds in their facility account) will be provided postage allowance at government expense.

When detainees depart the facility or are transferred to another facility, only their legal mail will be forwarded to them. General correspondence will be endorsed "Return to Sender" and returned to the post office.

### **Sending Money**

If detainees receive funds in the mail, they will be taken to the processing area for the money to be placed into their account. The processing officer will provide a receipt for all funds received. Detainees are cautioned not to have cash sent to them in the mail.

### **Sending Packages**

A detainee may receive items that are determined to be of necessity for the sole purpose of travel or release from agency custody with approval of the ICE Deportation Officer. Before sending packages to detainees, contact the detained-docket supervisor at the facility at:

(313) 568-6049

333 Mt. Elliott Street  
Detroit MI 48207

Note that detainees being removed from the United States are allowed one small piece of luggage. If a detainee does not have such baggage, such luggage can be sent/delivered after receiving approval from Supervisory Deportation Officer. Please be advised that for security reasons, no electronic devices (cell phones, electric razors, laptop computers, radios, etc.) will be accepted.

## APPENDIX D

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### **KNOW YOUR RIGHTS CARDS**

*Cut out these cards and carry them in your wallet*

**RIGHTS CARD**

**I am giving you this card because I do not wish to speak to you or have any further contact with you. I choose to exercise my right to remain silent and to refuse to answer your questions. If you arrest me, I will continue to exercise my right to remain silent and to refuse to answer your questions. I want to speak with a lawyer before answering your questions.**

**I want to contact this attorney or organization:**

**Telephone number:**

**TARJETA DE DERECHOS**

**Le estoy dando esta tarjeta porque no deseo hablar o tener más contacto con usted. Yo elijo a ejercer mi derecho de mantenerme callado y me niego a contestar sus preguntas. Si me arresta, seguiré ejerciendo mi derecho a mantenerme callado y a negarme a contestar sus preguntas. Yo quiero hablar con un abogado antes de contestar cualquier pregunta.**

**Quiero contactar este abogado o organización:**

**Teléfono:**

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**Quiero contactar este abogado o organización:**

**Teléfono:**



3030 S. 9th Street, Suite 1B  
Kalamazoo, MI 49009  
Phone: 269-492-7196  
Fax: 269-492-7198

220 E. Huron Street, Suite 600A  
Ann Arbor, MI 48104  
Phone: 734-239-6863  
Fax: 734-998-9125

Statewide farmworker hotline: 1-800-968-4046

[mirc@michiganimmigrant.org](mailto:mirc@michiganimmigrant.org)  
[www.michiganimmigrant.org](http://www.michiganimmigrant.org)

The **Michigan Immigrant Rights Center (MIRC)** is a legal resource and advocacy center for Michigan's immigrants. MIRC works to build a thriving Michigan where immigrant communities experience equal justice and are fully integrated and respected. In order to realize this mission the Michigan Immigrant Rights Center:

- Builds capacity through education and training about immigration law and the complex relationship between immigration status and immigrants' rights in areas including access to public benefits, family law and child welfare, civil rights, and worker's rights.
- Answers questions and provides technical support to attorneys and advocates serving low-income immigrants.
- Recruits, trains, and mentors volunteer *pro bono* attorneys.
- Leads systematic advocacy to advance the rights of low-income immigrants and their families.
- Tracks and analyzes legislative and legal developments related to immigration law and immigrants' rights.
- Builds coalition among immigrant advocacy and other social justice and civil rights organizations statewide.
- Represents individual clients in priority areas including naturalization and citizenship matters and the rights of survivors of domestic violence, refugees, unaccompanied minors, and farmworkers.
- Promotes respect and understanding among immigrants and receiving communities through our Welcoming Michigan initiative.
- Represents clients in impact cases involving violations of civil rights by law enforcement or government entities, access to public benefits for immigrants and children of immigrants, the unauthorized practice of immigration law, and any other civil legal issue relating to immigration status.

**If you have a complaint regarding how Immigration or the police treated you, or another question about accessing education for your children or public benefits, do not hesitate to contact us at (269) 492-7196.**

*MIRC would like to thank Gerardo Zamora Diaz for his excellent work in designing the cover and index of this guide:*

**GERARDO  
ZAMORA  
DIAZ**

GRAPHIC DESIGNER  
/ILLUSTRATOR

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