



MEMORANDUM

POLICE DEPARTMENT

TO: Police Detention All

FROM: Cory Amend, Commander
Detention Division

DATE: April 30, 2014

SUBJECT: Immigration Holds

Due to recent changes in the legal interpretation of Immigration and Customs Enforcement procedures, we are changing our practice on processing inmates with immigration holds at the Detention Center.

Effective immediately, as soon as we know the release date and time of any inmate being held at our Detention Center, who also has an immigration hold, we will contact the Department of Homeland Security (DHS) at 720-873-2828 during business hours, or 720-873-2829 after hours or in an emergency. If you cannot reach a DHS official at these numbers, call 802-872-6020 and notify them of the date and time the person will be released. If an ICE Agent is not at the Detention Center at the time the inmate is ready to be released, the inmate will be released following our standard release procedures, and not held for any length of time for the arrival of an ICE Agent.

The booking officer will document the date and time they contacted the DHS office in the inmate's log.

The only exception to this would be if we receive a warrant, signed by a judge, for the person's arrest. We would then follow our procedures for holding the inmate for another jurisdiction with an active warrant.

A policy on immigration holds will be coming out in the near future to formalize our procedure on this topic.