



*This pamphlet has been prepared by the **Northwest Immigrant Rights Project** to provide useful information to friends and family of people detained at the Northwest Detention Center. **For the most up to date information regarding visitation hours and requirements, you should contact the Northwest Detention Center directly.***

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LEGAL SERVICES

A **pro se** person is someone who does NOT have a lawyer and is representing themselves.

If you know someone who has been detained at the Northwest Detention Center, is pro se, and needs legal assistance:

- Call the Northwest Immigrant Rights Project (NWIRP) at 253-383-0519 or 877-814-6444;
- Leave the detained person's name and A number (see below).

Due to the volume of calls, NWIRP will not be able to return any calls. Please be assured that the detained person will be scheduled for a Legal Orientation Rights Presentation as soon as possible. The detained person can also request to speak with one of NWIRP's lawyers one-on-one after a group presentation.

Please note that most detained people will NOT be represented by NWIRP because there are too many pro se detained people compared with the size of staff. However, NWIRP will provide legal assistance to detained people as long as they are pro se.

BASIC INFORMATION

Where is the NWDC?

The NWDC is located in Tacoma, Washington, about 40 minutes south of Seattle. The address for the facility is **1623 East J Street, Tacoma, WA, 98421**.

Parking is available on the street in front of the NWDC.

The NWDC is about 1.2 miles from the Tacoma Dome Bus Station, located at 610 Puyallup Avenue, Tacoma, Washington.

What is an "A" number?

An "A" number is a 9-digit number assigned to non-citizens in the United States by the Department of Homeland Security. If the detained person did not have an A number prior to detention, one will be issued when they are processed into the detention center. This number is printed on all paperwork issued by

the government regarding immigration, and can also be found on bracelets worn by detained people.

VISITATION

How do I find out if someone is at the NWDC?

If you have the **full name and A number** of the person you are looking for, you can try to find out if they are being held at the NWDC using one of the following ways:

- 1) You can access the ICE Online Detainee Locator System at: <https://locator.ice.gov/odls/homePage.do>
- 2) You can call ICE: **253.779.6000 Ext 14** and ask if the individual you are looking for is at the facility.
- 3) You can also visit the detention center and ask to speak with ICE.

If you do not have both the full name and A number, you can try to find the individual using the website for depositing funds in the detained person's account. See the section: "**How do I send money to a detained person?**"

Who is allowed to visit?

- 1) **Immediate Family:** mothers, fathers, stepparents, foster parents, brothers, sisters, children, spouses, including common-law spouses, grandparents, uncles, aunts, in-laws, godparents or any other person who has custodial responsibility for the detained person.
- 2) **Other Relatives, Friends, Associates:** cousins, non-relatives and friends, unless posing a threat to the security, good order of the institution and available space.
- 3) **Members of the clergy with proper identification.**

Minors under 18: At the Associate Warden's discretion, a minor without positive identification may be admitted if the accompanying adult visitor vouches for his/her identity. Minors are to remain under the direct supervision of an adult visitor, so as not to disturb other visitors. Disruptive conduct by minors, accompanying adults or detained person may cause termination of the visit.

Are there any restrictions on visitation?

Do not visit if you are undocumented or have doubts about your current immigration status. If you lie about your status, this could have future consequences.

What do visitors have to bring?

All adults must have photo identification. A driver's license or other state I.D. is best.

How many visitors can a detained person have?

A maximum of two adults and two children may visit a detained person at any one time. This regulation is to be interpreted flexibly and subject to exceptions.

Is there a dress code for visitors?

Yes. **Male visitors** age 12 and older:

- Shorts must cover the buttocks and crotch when sitting and standing.
- Shirts must be worn at all times.
- No muscle shirts, sleeveless tops, or bare midriffs are allowed.
- No jackets, sweatshirts, or sweaters with hoods.
- "Gang colors" and other displays of gang affiliation are prohibited.

Female visitors age 12 and older:

- Shorts must cover the buttocks and crotch when sitting and standing. No jogging shorts, cut-offs, or other short shorts.
- Skirts or dresses must be long enough to reach mid-thigh when seated, including any slits.
- No see-through clothing is allowed.
- Shirts should not show cleavage, and cannot extend lower than the underarm in the front or the back.
- No tank tops, bare midriffs, or strapless tops are allowed.
- No jackets, sweatshirts, or sweaters with hoods.
- "Gang colors" and other displays of gang affiliation are prohibited.

What else can I expect when I get to the detention center?

All visitors are subject to a personal search. This includes walking through a metal detector, and may include a pat-down search and inspection of bags, packages, and other containers.

Visitors cannot bring any items into the waiting area, including: food or drinks, cell phones, purses, coats, car keys, and pictures. Lockers will be provided for these items at no cost, but it is easier if the items are left in the car or at home.

When can I visit?

The schedule for visitation hours changes frequently. To be sure you have the most current information, it is best to call the NWDC at (253) 396-1611 and ask to speak to the front desk to verify the visitation hours for the day you plan to visit. The NWDC is closed to visitors on Tuesdays and Wednesdays. However, the NWDC is open on holidays.

Visitation hours depend on the detained person's security level, which you can determine by asking the detained person what color uniform he or she is wearing. Men are classified as: Level 1/"Low" (blue); Level 2 ("Medium-Low [green] or "Medium-high" [orange]); or Level 3/"High" (red). Women wear yellow uniforms (level 1 or 2) or pink uniforms (level 3). People who are transgender/non-binary should be housed according to the gender with which they most identify, though local ICE practices may vary. **Contact the detained person to learn their uniform color and security level prior to visiting to ensure your visit is during the proper time and day.**

Current visitation hours (as of February 2017) are as follows:

On even-numbered dates (e.g. 2, 4, 6, 8, -0,)

7:30-11:00 a.m. – Levels 1 & 2 (Low, Medium-low and Medium-high)

1:00-4:00 p.m. and 6:00-10:00 p.m. – Level 3 (High classification)

On odd-numbered dates (e.g. 1, 3, 5, 7, 9)

7:30-11:00 a.m. – Level 3 (High classification)

1:00-4:00 p.m. and 6:00-10:00 p.m. – Levels 1 & 2 (Low, Medium-low and Medium-high)

Check-in times are from 7:30-9:45 a.m., 12:30-2:45 p.m., and 5:30-8:45 p.m.

Visitors must be checked in no later than 9:45 a.m., 2:45 p.m., or 8:45 p.m., respectively, to allow for enough time to process an hour visit. Visitors arriving after those times will be permitted to visit, with the understanding that they will not receive a full hour visit.

Visits will normally be allowed for one hour, although the facility may restrict them to a minimum of 30 minutes depending on the number of visitors and staff availability. More time may be authorized by the Shift Supervisor for family members travelling significant distances.

Where does visitation occur?

There are two kinds of visits: regular visits and contact visits. For either kind of visit, you will wait in a waiting room until the guard calls the name of the person you are visiting.

Regular visits are the most common type. For this kind of visit, you will go into a room where you can talk to the person you are visiting, but you will be separated by a glass barrier.

Contact visits are very rare and require special permission from ICE. To request a contact visit, **the detained person** must file a request, called a “KITE,” with their dormitory officer, stating who will be visiting and the reasons why you would like a contact visit. If the request is denied, the detained person will receive a written explanation for the denial.

PHONE / MAIL / EMAIL

Can people make phone calls from the detention center?

Detained individuals can make calls from the NWDC using a personal PIN number issued to them if they have money in their accounts. The rate for calls is 10 cents for local calls and 15 cents for long-distance calls. They can also make collect calls. If you are having trouble receiving collect calls from the detained person, you should call 1-866-348-6231.

Certain calls, such as those to free legal services and consulates, are free. There are instructions for how to make free calls above the phones in each unit.

Family and friends can deposit money in a detained person’s phone account by going to <https://pay.gettingout.com/#/> and locating them by name. You can deposit money for a detained person to make phone calls generally, or to call your number specifically. There is a 7% transaction fee.

NOTE: ICE and the NWDC reserve the right to record any phone calls made from or to the facility, except for attorney calls where the attorney has specifically requested the number be exempted from monitoring.

Can I call a detained person?

You cannot call a detained person directly.

Can I leave a phone message for a detained person?

In case of family or other emergencies, or to leave messages for a detained person, you can call 253-396-1611. Messages must be short and usually serve only to prompt the detained person to call you back. Messages are delivered daily at 8:00 PM.

You can also leave voicemail messages of up to three minutes in length for detained people by calling (888) 516-0115 for a \$2.95 fee.

Can detained people send mail?

Detained people can send mail at any time at their own expense. Detained people who are indigent (defined as having a balance of \$15.00 or less and has not exceeded that amount in the last 30 days) can send up to three pieces of regular-size mail at the facility's expense per week.

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Can I send mail to a detained person?

Detained people can receive mail, as long as it does not include any prohibited items that are considered contraband, such as spiral bound notebooks, paperclips or rubber bands. Also keep in mind that detained people cannot usually receive original identity documents, and it is preferable to send copies of such documents if they are for the detained person's legal case.

What address should I use?

You can send mail to a detained person at:

[Detained person Name]
[Alien "A" Number]
1623 East J Street, Suite 5
Tacoma, Washington 98421-1615

Can I send packages to a detained person?

Detained people cannot receive packages unless prior arrangements have been made with ICE. To request permission to send a package, write to:

ICE/ERO
1623 East J Street, Suite 1
Tacoma, WA 98421.

Note that ICE and the NWDC reserve the right to inspect all mail coming in and going out of the facility to confiscate contraband. Mail may also be read, so be careful about what you write, particularly about undocumented friends and family and their whereabouts. This is also an important reason to deliver money in person, to send U.S. Postal money orders, or to deposit the funds online or via telephone, rather than including cash in letters.

Mail should be opened in the presence of the receiving detained person.

Emailing is available through SmartJailMail.com on computer kiosks located in the pods. Emails cost \$0.50 per message, which can be paid by the detained person, or the recipient.

MONEY & PROPERTY

How do I put money in a detained person's account?

To put money in a detained person's account, you can drop off cash or a U.S. Postal Money Order with the reception officer between 7:30 a.m. and 3:00 p.m. You can also send U.S. Postal Money Orders. Sending cash is strongly discouraged. Money orders other than those issued by the U.S. Post Office *will not* be placed in the detained person's account.

You can also make deposits online at <https://secure.accesscorrections.com/#/>, by telephone at 1-866-345-1884, or by using one of the machines in the lobby of the NWDC.

You can deposit money for telephone use at <https://pay.gettingout.com/#/> or by using one of the machines in the lobby of the NWDC. Both you and the detained person should receive a receipt for any funds accepted.

How do I give money or property to someone who is getting deported?

Detained people are supposed to receive in cash any money left in their account. You can put money in the detained person's account using the instructions above. The money should be available within 30 minutes, but be aware that you will not be able to deposit money if the detained person will be deported within the next 24 hours.

Detained people must follow these procedures to receive property to take with them when they are deported:

Step 1: The detained person fills out a KITE available in their unit to receive the property. The request must list what property the detained person is receiving and who will be bringing the property.

Step 2: The form will be sent for approval by ICE.

Step 3: Once the request is approved, the detained person will be notified and a letter will be sent to front desk specifying who is bringing the property and what the property it is. The detained person will also be told when their friend/family should bring the property.

Step 4: The person dropping off the property comes to the front desk of the detention center from 4:00 - 6:00 PM to drop off property.

THIS PROCESS TAKES TIME, SO PLEASE ALLOW AT LEAST 10 DAYS.

What kind of property can a detained person typically receive for deportation?

One suitcase, no more than 40 pounds, filled with clothes.

Can a detained person get their ID back after they are released from the detention center?

If the detained person is being deported, ICE will not return state or US-issued IDs. ICE will return foreign national IDs. If the detained person is released on bond, state ID documents will be returned. If ICE fails to return any original documents after release or deportation, people can file DHS Form G-884 (Request for the Return of Original Documents).

FOOD & OTHER SERVICES

What type of food is available at the NWDC?

All detained people are given three hot meals a day. Vegetarian, kosher, halal, and other special diets are available. People may also buy additional food items at the commissary.

Can detained people work inside the detention center?

Detained people can participate in a volunteer work program. All detained people that work are paid \$1/day. There are positions in the kitchen, laundry, cleaning, barber shop, etc.

Do detained people have access to books, computers, and other resources?

There is a law library at the detention center, and detained people can use it up to five hours/week. Usage can be increased with special permission. There are computers, but no internet access. There are Lexis-Nexis CDs that are updated every six months for legal research. To access the library, detained people usually must sign up at least a day in advance.

Can detained people make copies of documents?

There is no copy machine available to detained people, but they can request that copies be made for them by a GEO guard.

What medical services are provided to detained people?

Within 12 hours of arrival, all detained people are given a medical exam and chest x-ray. All women are given a pregnancy test.

The detention center has a pharmacy, emergency care station, and provides dental care. If a serious medical condition arises that cannot be adequately addressed at the NWDC, the patient will be taken to a local medical facility.

Are mental health services available?

There is a psychiatrist, psychologist and mental health social worker on staff. If a detained person has concerns about their mental health, they should request to speak with one of these professionals. Further, there is a procedure for ensuring due process protection in court for people with serious mental health conditions that affect their ability to participate in their defense against deportation.

What if a detained person cannot speak English to medical personnel?

If a detained person cannot speak English and no one on staff can interpret, an interpreter will be provided via telephone.

BONDS & BOND HEARINGS

What is a bond?

A bond is money paid to the government to secure the detained person's release. It is a guarantee that the detained person will go to all court hearings and comply with the judge's final order.

Who sets the bond?

ICE can set a bond. Detained people usually receive a piece of paper with the heading: "**Notice of Custody Determination**" on it that has the amount of bond that ICE set.

The Immigration Judge can also set a bond. If ICE did not set a bond amount, the detained person can ask the Judge to set one by asking for a **Bond Hearing**.

The detained person can also ask the Immigration Judge to lower the bond that ICE set by requesting a bond hearing. However, the Immigration Judge does not have the power to lower everyone's bond amount. Also, the Immigration Judge has the power to raise the amount or take the existing bond away.

Can the Immigration Judge set a bond for everyone?

No. The Immigration Judge cannot set a bond for certain people. For example, people who are being charged as an "arriving alien" (someone who is picked up at a port of entry, like a land border or the airport), people who have been

previously deported and reentered without inspection, people who have been ordered deported and never left the U.S., or people who were convicted of certain types of crimes, cannot get a bond from the Judge. Some of these people may be given a bond hearing after waiting 180 days (six months) (see below).

Can a detained person have more than one bond hearing?

Courts must provide most detained people, even those listed above, with a new bond hearing every six months. A person cannot have another bond hearing if it has been less than six months since their last bond hearing, unless their situation has fundamentally changed since the last hearing.

How does the detained person request a bond hearing?

The detained person can either ask the Immigration Judge for one in person at the first master calendar hearing, or the detained person can fill out a **Motion Requesting Hearing for Custody Redetermination** and mail to the court: Tacoma Immigration Court, 1623 East J Street, Suite 3, Tacoma, WA 98421. A copy must also be mailed to the Office of Chief Counsel at: ICE Office of Chief Counsel, 1623 East J Street, Suite 2, Tacoma, WA 98421. **NWIRP can assist pro se detained people with this process.**

What is the best way for a detained person to prepare for a bond hearing?

The Immigration Judge is looking for two things:

- 1) Whether the detained person is a danger to the community; and
- 2) Whether the detained person is a “flight risk” – meaning, whether the detained person is likely to go to all future court hearings.

Detained people are encouraged to invite family members and friends to bond hearings and provide supporting documents to the Immigration Judge, such as letters from friends, family and employers.

Does the ENTIRE bond need to be paid for the detained person to be released?

Yes.

Are there bond agencies that can help pay the bond amount?

Yes. NWIRP provides a Bond Agencies list. Note that immigration bonds and criminal bonds are not the same.

How can family members post bond for detained people?

The person supplying the bond money must show proof of identity. This person (the obligor) is responsible for ensuring that the detained person presents him/herself before an officer or agent of ICE whenever a request is made.

All bonds can be posted from Monday to Friday, 9 a.m. - 3 p.m. at either of the following locations (if you live outside of Washington, see below):

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Detention and Removal Operations Northwest Detention Center 1623 East J Street, Suite 2 Tacoma, Washington 98421-1615 (253) 779-6000 x14 (253) 779-6096 Fax | Detention and Removal Operations 4th Floor 12500 Tukwila International Boulevard Seattle, Washington 98168 (206) 835-0650 (206) 835-0088 Fax |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|

NO CASH IS ACCEPTED. Only **Cashier's Checks** or **Post Office Money Orders** made payable to the **United States Department of Homeland Security**. No abbreviations.

Can the person posting bond pay in another city or state?

Yes. The person needs to contact the local ICE field office closest to them.

National Bond Help Desk: (866) 233-1915

Website for locating your local ICE office: <https://www.ice.gov/contact/field-offices>

How soon after bond is posted will the detained person be released?

Typically, people are released the afternoon/early evening of the day bond is posted.

How will the detained person get to their final destination after release?

A local, volunteer-run nonprofit organization, Advocates for Immigrants in Detention Northwest (AID NW) operates a Welcome Center in an RV parked outside the detention center from 3:00 p.m. to 7:00 p.m., Monday through Friday. The RV is equipped with a small printer and laptop to assist recently-released people to print their boarding passes for upcoming flights, or arrange other onward travel. AID NW can also be contacted before the day of release for help in booking airline, bus or train tickets. In addition, volunteers provide hospitality while people wait for their friends or relatives to pick them up, including emergency food and clothing as needed, and getting travelers to Greyhound, SeaTac Airport, or Amtrak. When needed, overnight and longer term transitional housing is provided in safe and welcoming AID NW apartments in Tacoma. All services are provided free of charge.

For more information, visit: <http://aidnw.org/our-programs/welcome-center/>

IMMIGRATION COURT

How do I check a detained person's immigration case status?

The easiest way to check the status of a case in immigration court is to call their automated number: **1-800-898-7180**. You will need the detained person's full 9-digit A number. If the A number only has 8 digits, enter a "0" at the beginning of the number.

This line will provide basic information about the case:

- 1) The date, time and location of the next hearing;
- 2) Any decisions issued by the Immigration Court;
- 3) The status or availability of appeals; and
- 4) Other relevant deadlines.

If the individual's "A" number is not found in the system, do not worry. Sometimes there is a delay in entering cases into the system. Call back at a later date and try again.

If the problem persists, it may be that the individual's case is not scheduled to go before a judge, such as when the individual has been previously removed from the country, or when he or she has signed a stipulated order of removal.

If you receive a message that says, “Information cannot be released regarding this case,” it means that a detained person is either requesting asylum or they have asked for their case to be “closed” (made private) for some other reason. If a case is closed, you will not be able to obtain court information via the hotline.

If you need more information, you can call the Tacoma Immigration Court directly at 253-779-6020. Press zero (“0”) to skip forward and speak with court staff.

Where do detained people attend court?

The Tacoma Immigration Court is located in the detention center. The address for the court is:

Tacoma Immigration Court
Northwest Detention Center
1623 East J Street, Suite 3
Tacoma, WA 98421

Can I attend court to support a detained person?

Yes. Immigration courts are usually open to the public during Master Calendar Hearings and Bond Hearings. Individual Hearings are often closed (private) and you must have the permission of the detained person in order to attend. If you will be testifying as a witness in the detained person’s Individual Hearing, you will be asked to wait outside the courtroom until it is your turn to testify. Anyone who is not testifying will be allowed to stay in the courtroom for the entire hearing. Court rules prohibit family and friends from talking to or having physical contact with detained people while in the courtroom. If you wish to visit with the detained person, you must return during public visiting hours (see above).

If I have documents for a detained person’s case, can I bring them to court to give to the judge?

Maybe. First, make sure to tell the guards that is the documents are for court, so you are allowed to carry them in. Then, Judges will usually accept last-minute documents (such as letters of support) for bond hearings. For Individual Hearings, it is best if the detained person can file all documents at least 10 days

prior to their court date. All documents must be in English or come with a certified English translation.

What are the stages of immigration court proceedings?

The first type of hearing a detained person will attend is called a **Master Calendar Hearing**. This hearing is similar to an arraignment in criminal court. At the hearing, many detained people will be brought to the courtroom at once, and the judge will spend a short time talking to each of them. The judge will explain the government's charges and inform the detained person of his or her rights. The judge will ask whether the detained person agrees with the government's charges, listed in a document called a "Notice to Appear" (NTA). At this hearing, the detained person can also ask for a **Bond Hearing**, to get a bond or to get bond lowered (though the bond hearing will be set for a different day in the future). The detained person can also ask for more time to find a lawyer by requesting a **Continuance**.

If the detained person is eligible for a form of "relief" (a defense against deportation or removal) and wishes to apply for this relief, the judge will schedule an **Individual Hearing**. This also sometimes called a "merits hearing," since this is when the detained person must present arguments for why he or she qualifies and should be allowed to stay in the U.S. The government attorney will also make arguments for why the detained person should be deported. Each side can present evidence and call witnesses (including family members, friends or others who have information relevant to their case). The judge will make a decision based on the arguments made at this hearing.

If the detained person disagrees with the judge's decision at the Individual Hearing, he or she has the right to appeal to **Board of Immigration Appeals** (BIA). To appeal, the BIA must receive a "Notice of Appeal" from the detained person within 30 days of the decision issued at the Individual Hearing. The detained person can make arguments in the Notice of Appeal, or can indicate that he or she will be sending arguments in a written statement, called a "brief." If the detained person submits a brief, he or she must do so by the time set by the BIA, or the BIA will reject the appeal. All arguments and decisions are made in writing, and are sent by mail.

If the detained person disagrees with the BIA decision, he or she has the right to appeal to **Federal Circuit Court**. The Circuit Court for California, Idaho, Oregon, and Washington, among others, is the 9th Circuit.

Another method of relief, mainly for those who have been ordered deported but who ICE is unable to deport, can challenge their detention through a **Writ**

of Habeas Corpus. Individuals interested in pursuing this option should contact their local Federal Public Defenders for more information.

What are the defenses against removal?

The Northwest Immigrant Rights Project provides an explanation of the most common forms of relief in a “***Guide for Detained Immigrants***” provided to detained people. The guide is available in both Spanish and English.

To request a copy of this guide, you or the detained person can leave a message for NWIRP at 1-877-814-6444 or 253-383-0519.