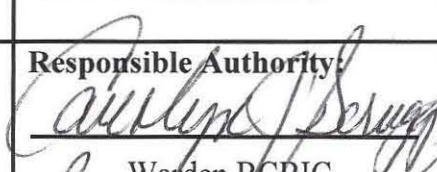
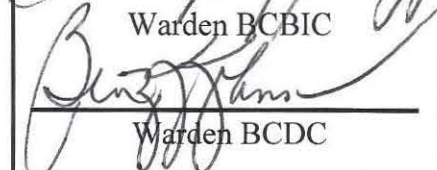
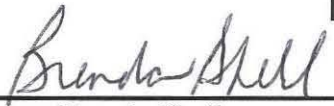


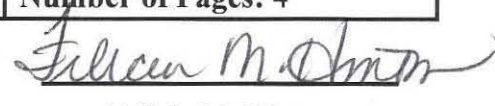
Facility Directive



Title: U.S. Department of Homeland Security — Priority Enforcement Program	Facility Directive Number: DPDS.110.0003
Related MD Statute and Regulations: Correctional Services Article, §2-103, Annotated Code of Maryland	Supersedes: This is a new directive.
Related ACA Standards: 1-CORE-5B-04	Responsible Authority:  Warden BCBIC  Warden BCDC
Related MCCA Standards: N/A	Effective Date: August 1, 2015 Number of Pages: 4



Brenda Shell
Commissioner



Felicia M. Hinton
Assistant Commissioner

.01 Purpose.

This DPDS directive provides supporting information for the Department of Public Safety and Correctional Services (Department) policy for working with the U.S. Department of Homeland Security (DHS), Immigration and Customs Enforcement (ICE) to transfer a foreign born inmate to (ICE) under the DHS Priority Enforcement Program (PEP).

.02 Scope.

This directive is applicable to the Division of Pretrial Detention and Services (DPDS), excluding the Chesapeake Detention Facility and the Division of Parole and Probation:

- A. Baltimore Central Booking and Intake Center;
- B. Baltimore City Detention Center; and
- C. Baltimore Pre-Release Unit.

.03 Policy.

It is the policy of the Division of Pretrial Detention and Services that:

- A. “Procedures for releasing inmates from the facility include, but are not limited to, the following:
 - (1) Identification of outstanding warrants, wants, or detainers;

- (2) Verification of identity;
- (3) Verification of release papers;
- (4) Completion of release arrangements, including notification of the parole authorities in the jurisdiction of release, if required;
- (5) Return of personal property;
- (6) Provision of a listing of available community resources; and
- (7) Provision of medication as directed by the health authority” (1-CORE-5B-04).

- B. All releases are thoroughly verified and processed by a Sergeant, Lieutenant, or above.
- C. The appropriate DPDS Staff stays in constant communication with a contact person from ICE. Therefore, contact beyond normal business hours is needed for ICE so that contact can be made 24 hours a day, to include weekends and holidays.

.04 Definitions.

- A. The following terms have the meanings indicated.
- B. Terms Defined.
 - (1) “BCJL” means Baltimore City Jail Locator.
 - (2) “ICE” means Immigration Customs Enforcement.
 - (3) “OCMS” means Offender Case Management System.

.05 Responsibility.

- A. Effectively immediately, when a detainee receives a release on their local charge(s) and they have an active detainer from the Immigration Customs Enforcement (ICE), the Central Records Staff shall:
 - (1) When the bail is posted on the local charges and the detainee has an ICE detainer, the staffer at the bail window accepting the bail release will process the bail according to policy on accepting bail releases.
 - (2) Once the staffer finishes updating the release packet, the packet is to be given to the Supervisor/Lead or Manager of the Records Department.
 - (3) The Records Department supervisor/lead or manager will verify that the release is good and notify the warrant unit that the detainee post bail and they have an ICE detainer by completing the Releases with Immigration Detainer Form and fax a copy of the bail release and the ICE detainer to the warrant desk.

- (4) The paperwork is then taken to the release area and the supervisor in the release area will place the packet in the tray labeled "Waiting on Decision from Warrant Desk".
- (5) The warrant unit will notify Records Department if the detainee is to be held on the detainer or released to the street according to the "ICE GOVERNOR'S DIRECTIVE".
- (6) If the decision is returned that the detainee is to be released to the street, the BCJL institutional record is to be updated (Per warrant unit (name), the detainee is to be released per the ICE Governor's Directive close the detainer and process for release."
- (7) If the decision is returned that the detainee is to be held on the detainer, ICE is to be notified immediately for a pick up time and place commitment packet in the detainer tray to be process on the morning of the pickup.
- (8) When the paperwork is returned to Records from court, and the detainee received a release on their local charges and have an ICE Detainer, the court work staff will update the court release immediately and give to the Records court work supervisor/lead or manager to be verified. Once the Records supervisor/lead or manager verifies that the release is good, they will complete the Releases with Immigration Detainer Form and fax the ICE detainer to the warrant desk. The supervisor/lead or manager is to follow the above sets 4 thru 7.

B. Upon notification of an open (ICE) warrant for an offender or detainee in custody, the Warrant Officer shall:

- (1) Lodge detainer information in BCJL system and complete a notice of a detainer form. Fax the notice of detainer to records and await the signed copy.
- (2) If the detainee is in process on OCMS awaiting initial appearance:
 - (a) Lodge the detainer in OCMS, note the system and forward a copy of the detainer to intake.
 - (b) Should the detainee be presented to BCBIC with no other charges, except the ICE detainer, the detainee is booked as detain only.
 - (c) A detainer is lodged in OCMS noting that this detainee's status is "**DETAIN ONLY FOR ICE.**"
- (3) Make notification to ICE that the detainee needs to be picked up. It is imperative that ICE provides a contact person for the evenings, holiday and weekend hours so that the 48 hour rule is not violated.
- (4) Notes will then be placed into OCMS of all correspondence with ICE.

.06 Attachments.

Appendix A - Releases with Immigration Detainer Form

.07 History.

Facility Directive Number: DPDS-110.0003

This is a new directive.

.08 Distribution

TBD

RELEASES WITH IMMIGRATION DETAINER

TO: WARRANT UNIT
Fax # (410) 585-1073

FROM: CENTRAL RECORDS COURT WORK AREA

DATE: _____ **SHIFT:** _____

NAME	SID#	TIME RELEASE PAPERWORK RETURNED FROM COURT	TIME DETAINER FAXED TO WARRANT UNIT	NAME OF THE PERSON IN THE WARRANT UNIT WHO REC'D FAX	RECORDS STAFF INITIALS	THE TIME THE RESPONSE REC'D BACK
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						