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**Notes and
References**

**IMMIGRATION AND CUSTOMS ENFORCEMENT
REQUESTS/DOCUMENTATION**

Deputy Probation Officers (DPOs) will, through the normal course of their duties, have occasion to believe that an adult client is undocumented and in the United States. ICE officials have the authority to determine a person's U.S. citizenship or immigration status and may contact the Probation Department to inquire about adults under our supervision.

I. Response to ICE inquiry:

Upon receiving an inquiry from ICE, the DPO should not provide any information and notify the Supervising Probation Officer (SPO), who in turn will notify his/her Manager. The request should be documented in Information Management for Probation Automated Client Tracking (IMPACT) via an Event entry.

- It is the position of the County of Santa Barbara and therefore the position of our Department that, as outlined in the County of Santa Barbara Public Notice titled "Santa Barbara County Response Re: Immigration Enforcement" released by the CEO's office on 3/16/17, we will not partner with ICE for purpose of enforcing immigration laws, or provide information, when there is no co-existing alleged criminal activity.
- Consideration will be given, however, to providing assistance and information to ICE in apprehending a person that poses a serious threat to public safety, such as an armed and dangerous suspect that is potentially a lethal threat, and in these situations the incident must be staffed and approved by a Manager.

II. ICE Contact Tracking:

Pursuant to Government Code §7283.1, as of January 1, 2018, if a law enforcement agency provides ICE with access to an individual during the year, or provides information to ICE regarding the individual, the agency shall hold at least one community forum during the following year to provide information to the public about ICE's access to individuals, and to receive and consider public comment. In order to comply with legal requirements and to determine on an annual basis whether or not there is a need for the Probation Department to hold a public hearing, all ICE contacts must be documented.

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**Immigration and Customs Enforcement Requests/Documentation
(Continued)**

**Notes and
References**

- All ICE correspondence and contacts are to be documented by completing an ICE Contact Information form (PRO-224), located in IMPACT and the Forms Library.
 - All contacts and correspondence must be documented by the end of the business day in which the contact occurred.
 - All information must be reviewed and approved by the appropriate Probation Department SPO or Manager in the chain of command prior to the release of information to ICE.
 - Additional protections and provisions are required regarding juvenile inquiries.
- Staff are to complete the PRO-224 and send it to their SPO or Manager for review.
 - Upon review and approval, the SPO will send the completed form to the ICE Tracker Point-of-Contact, currently AOP Nancy Valdez.
 - The ICE Tracker Point-of-Contact will enter the information into a database and post under “ICE Contacts” in the Reference section of the Probation Portal.