



*This pamphlet has been prepared by the **Northwest Immigrant Rights Project** to provide useful information to friends and family of detainees 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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*Revised 1/23/2015*

## LEGAL SERVICES

A **pro se** detainee 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 detainee'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 detainee will be scheduled for a Legal Orientation Rights Presentation as soon as possible. The detainee can also request to speak with one of NWIRP's lawyers one-on-one after a presentation.

Please note that most detainees will NOT be represented by NWIRP because there are too many pro se detainees. However, NWIRP will provide legal assistance to detainees 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 person detained 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 detainees.

# 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 detainee's account. See the section: **"How do I send money to a detainee?"**

## 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 detainee.
- 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:** 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 detainees 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 detainee have?**

A maximum of two adults and two children may visit a detainee 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.

**Female visitors** age 12 and older:

- Shorts must cover the buttocks and crotch when sitting and standing.
- 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.

## **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: 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?

Visitation hours depend on the detainee's security level, which you can determine by asking the detainee what color uniform he or she is wearing. Male detainees are classified as: Level 1 (blue); Level 2 (orange or green); or Level 3 (red). Female detainees all wear yellow uniforms, but are also classified as Level 1, 2, or 3. **Contact the detainee to learn his or her uniform color and security level prior to visiting to ensure your visit is during the proper time and day.**

Morning visitation hours are: 7:50 AM – 10:15 AM

Afternoon visitation hours are: 12:30 PM – 2:45 PM

Levels 1 & 2 alternate with Level 3 on mornings and afternoons.

The NWDC is closed to visitors on Tuesdays and Wednesdays. However, the NWDC is open on holidays.

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.

**. Please 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.**

## 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 detainee** must file a request, called a “KITE,” with the detainee’s dormitory officer, stating who will be visiting and the reasons why you would like a contact visit. If the request is denied, the detainee will receive a written explanation for the denial.

## PHONE / MAIL

### **Can detainees make phone calls?**

Detainees 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. Detainees can also make collect calls. If you are having trouble receiving collect calls from the detainee, 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 detainee's phone account by going to <https://pay.gettingout.com/#/> and locating the detainee by name. You can deposit money for a detainee 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 detainee?**

You cannot call a detainee directly.

### **Can I leave a phone message for a detainee?**

In case of family or other emergencies, or to leave messages for a detainee, you can call 253-396-1611. Messages must be short and usually serve only to prompt the detainee 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 detainees by calling (888) 516-0115 for a \$2.95 fee.

### **Can detainees send mail?**

Detainees can send mail at any time at their own expense. Detainees who are indigent 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 detainee?**

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

## **What address should I use?**

You can send mail to a detainee at:

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

## **Can I send packages to a detainee?**

Detainees 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 detainee.

# MONEY & PROPERTY

## **How do I put money in a detainee's account?**

To put money in a detainee'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 detainee's account.

You can also make deposits online at <http://www.inmatedeposits.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 detainee should receive a receipt for any funds accepted.

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

Detainees will receive in cash any money left in their account. You can put money in the detainee's account using the instructions above. The money should be available within 30 minutes.

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

Step 1: The detainee fills out a KITE available in their unit to receive the property. The request must list what property the detainee 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 detainee 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 detainee 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 4:30 - 6:00 PM to drop off property.

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

**What kind of property can a detainee typically receive for deportation?**

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

**Can detainees get their IDs back after they are released from the detention center?**

If the detainee is being deported, ICE will not return state or US-issued IDs. ICE will return foreign national IDs. If the detainee is released on bond, state ID documents will be returned.

## FOOD & OTHER SERVICES

### **What are detainees fed?**

All detainees are given three hot meals a day. Vegetarian and other special diets are available.

### **Can detainees work inside the detention center?**

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

### **Do detainees have access to books and other resources?**

There is a law library at the detention center, and detainees 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.

### **Can detainees make copies of documents?**

There is no copy machine available to detainees, but they can request that copies be made for them.

### **What medical services are provided to detainees?**

Within 12 hours of arrival, all detainees 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. Cases are also referred through the Franciscan network of doctors.

### **Are mental health services available?**

There is a psychiatrist, psychologist and mental health social worker on staff.

### **What if a detainee cannot speak English to medical personnel?**

If a detainee 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 in return for the detainee's release. It is a guarantee that the detainee will go to all court hearings and comply with the judge's final order.

## Who sets the bond?

ICE can set a bond. Detainees 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 detainee can ask the Judge to set one by asking for a **Bond Hearing**.

The detainee 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), or people who were convicted of certain types of crimes, cannot get a bond from the Judge.

## Can a detainee have more than one bond hearing?

No, unless the detainee's situation has fundamentally changed since the last hearing.

## How does the detainee request a bond hearing?

The detainee can either ask the Immigration Judge for one in person at the first master calendar hearing, or the detainee can fill out a **Motion Requesting Hearing for Bond Determination** and mail to the court: Tacoma Immigration Court, 1623 East J Street, Suite 3, Tacoma, WA 98421. **NWIRP can assist pro se detainees with this process.**

## What is the best way for a detainee to prepare for a bond hearing?

The Immigration Judge is looking for two things:

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

Detainees 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 detainee 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 detainees?

The person supplying the bond money must show proof of identity. This person (the obligor) is responsible for ensuring that the detainee 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:

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
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**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.

Bond Help Desk: (866)233-1915

Portland, OR: (503) 326-4165  
4310 SW Macadam Ave.  
Portland, OR 97239

**How soon after bond is posted will the detainee be released?**

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

# IMMIGRATION COURT

## How do I check a detainee'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 detainee'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 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 detainees 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

## What are the stages of immigration court proceedings?

The first type of hearing a detainee will attend is called a **Master Calendar Hearing**. This hearing is similar to an arraignment in criminal court. At the



hearing, many detainees will be brought to the courtroom at once, and the judge will spend a short time talking to each one. The judge will explain the government's charges and inform the detainee of his or her rights. The judge will ask whether the detainee agrees with the government's charges, listed in a document called a "Notice to Appear" (NTA). At this hearing, the detainee can also ask for a **Bond Hearing**, to get a bond or to get bond lowered. The detainee can also ask for more time to find a lawyer by requesting a **Continuance**.

If the detainee 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 is also sometimes called a "merits hearing," since this is when the detainee 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 detainee should be deported. Each side can present evidence and call witnesses. The judge will make a decision based on the arguments made at this hearing.

If the detainee 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 detainee within 30 days of the decision issued at the Individual Hearing. The detainee 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 detainee 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 detainee 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 detainees. The guide is available in both Spanish and English.

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