

Allen Nance/JUV/SFGOV
07/15/2008 02:58 PM

To JUV-ProbationOfficer/JUV/SFGOV
Dennis Fuata/JUV/SFGOV@SFGOV, Mark
cc Mardahl/JUV/SFGOV@SFGOV, Garry
Bieringer/JUV/SFGOV@SFGOV, Vince
bcc
Subject ICE Referral Worksheet

Colleagues:

Please find the attached Immigration and Customs Enforcement (ICE) worksheet that should be completed for any undocumented person who is arrested and booked in the Juvenile Justice Center on a Felony offense. Please make certain you include the FBI# which can be found on the arrest report material and may be located in the "ID numbers" section of JJIS). Once the form is completed it should be directed to my office so that it can be logged and faxed to ICE. You will be notified once an ICE interview is scheduled and once an ICE detainer is received. Please keep me informed of the court orders following each of the court dates for your undocumented minors. My office will inform ICE once the minor is scheduled for release from Juvenile Hall. Please let me know if you have any questions.

Allen



ICE Referral worksheet-Master-SFJPD.doc

Allen Nance
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CCSF-JPD 000092



**City and County of San Francisco
Juvenile Probation Department**

William P. Siffermann
CHIEF PROBATION OFFICER

375 WOODSIDE AVENUE
SAN FRANCISCO, CA. 94127
(415) 753-7556

<Insert Date>

Department of Homeland Security
Immigration and Customs Enforcement
Attn: TEAM SAN FRANCISCO
630 Sansome St
San Francisco, CA 94111

RE: (Minor's Name, date of birth and PFN) and no action has been taken to place an ICE Hold

Dear Sirs:

Please be advised that the above-named person was arrested and booked into the San Francisco Juvenile Hall on (insert admission's date) and charged with (insert code violation). The Juvenile Probation Department suspects that the person is undocumented.

A referral was faxed to the Department of Homeland Security – Immigration and Customs Enforcement (ICE) on (Insert fax date). At present there is no ICE hold on this person. The Juvenile Probation Department intends to release the person to a parent, guardian, or other responsible adult charged with the custody, care and control of this person. If no such person exists, the Department will release the minor to the San Francisco Department of Human Services, Child Protection Center.

Sincerely,

(Probation Officer of Record),
Deputy Probation Officer

c: Juvenile Probation Department case file

CCSF-JPD 000088



**City and County of San Francisco
Juvenile Probation Department**

William P. Siffermann
CHIEF PROBATION OFFICER

375 WOODSIDE AVENUE
SAN FRANCISCO, CA. 94127
(415) 753-7556

ICE Referral worksheet

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1. Subject's Name, Sex, DOB: (Is there a question about alien's age?) _____ 2.FBI#: _____
2A. PFN: _____
-
3. Country and City of Birth: _____ 4. Spoken Language(s): _____
-
5. Apprehension date: _____ 6. Current Location of Minor:(City, St. – Facility) _____
-
7. Does the subject have any charges or convictions? _____
-
8. Why was the subject apprehended? _____
-
9. Subject's next Court date? _____
-
10. Subject's date of Release _____
-
11. Is subject aware of or does subject have existing medical concerns (*pregnancy, TB, coughing, etc*) _____
-
12. Probation Officer Name: _____ Telephone Number: (415) _____
(Print Name)
- PO's Fax number: (415) _____
13. Any additional information?: _____

Please fax the completed document to (415) 844-5682. Attention Team San Francisco. A copy of the faxed document should be forwarded to the Assistant Chief Probation Officer.

The contact information (home address or other) of youth under Juvenile Probation jurisdiction is usually provided by the youth, parent or other sources, and may not be verified by the Juvenile Probation Department. Youth may also relocate at any time. THE JUVENILE PROBATION DEPARTMENT CANNOT GUARANTEE THAT THE CONTACT INFORMATION PROVIDED ON THIS FORM IS THE CURRENT RESIDENCE OF THE IDENTIFIED YOUTH. LAW ENFORCEMENT AGENTS ARE ADVISED TO INDEPENDENTLY VERIFY THE YOUTH'S WHEREABOUTS AND RESIDENCE.

Revised 9-8-2008

CCSF-JPD 000087