

Kepler, Jeffrey

From: Meletis, Pete A.
Sent: Thursday, July 9, 2020 12:18 PM
To: Kepler, Jeffrey
Subject: Fwd: Inmates Files - ICE detainers; effective 07/06/2020

Sent via the Samsung Galaxy S9, an AT&T 5G Evolution capable smartphone
Get [Outlook for Android](#)

From: McMahon, Susan J. <smcmahon@pwcgov.org>
Sent: Thursday, July 9, 2020 11:54:31 AM
To: Meletis, Pete A. <pmeletis@pwcgov.org>
Subject: FW: Inmates Files - ICE detainers; effective 07/06/2020

Captain Susan McMahon
Director of Administration
Prince William-Manassas Regional
Adult Detention Center
9320 Lee Avenue
Manassas, Virginia 20110
(703) 792-7666 – desk
(571) 238-7012 – cell

From: McMahon, Susan J.
Sent: Monday, July 6, 2020 6:18 PM
To: ADC Booking <ADCBooking@pwcgov.org>; ADC Records <ADCRecords@pwcgov.org>
Cc: Lambert, Amanda L. <alambert@pwcgov.org>
Subject: Inmates Files - ICE detainers; effective 07/06/2020

All,

When dealing with a file of an inmate with an ICE detainer, the following procedures should be followed. This email supersedes all previous email sent out on these procedures.

Inmates with known release dates

When possible, Records should notify ICE 5 days in advance of the scheduled release date: notification should be made via phone and email: document notice on communication (date, time, ICE staff receiving notification, note about whether or not they will pick up the inmate on the release date; initials and unit number of the ADC employee making notification). Notify ICE that releases generally start after count clears in the morning. They must arrive before the inmate completes the process or the inmate will be released to the street.

If less than 5 days to serve, notify ICE immediately of the scheduled release date using procedures and notifications listed above.

On the scheduled day of release, the inmate should be released to the street if ICE does not arrive before the inmate is processed out of the ADC. If ICE arrives before the release process is completed, release the inmate to ICE custody.

Inmates with no notice of release date

During regular business hours:

Once it has been determined that an inmate is to be released from the ADC and he/she has an immigration detainer, Records should notify ICE of the inmate's pending release. Documentation of the notification should be completed on the communication sheet.

Records should ensure the file is sent to Intake to prepare for the release of the inmate.

Intake staff should proceed through their normal procedures in preparation to release an inmate. If the inmate is no longer eligible for release, make the appropriate notifications to ICE and any other involved law enforcement agencies. If the inmate is good to proceed with the release, continue as normal through the release process. If ICE does not arrive before the release process is completed, release the inmate to the street. If ICE arrives before the release process is completed, release the inmate to ICE custody.

After regular business hours:

The procedures described above should be followed with Intake staff making the notification to ICE and documenting communication in the inmate's file.

If you have any questions, please do not hesitate to ask.

Captain Susan McMahon
Director of Administration
Prince William-Manassas Regional
Adult Detention Center
9320 Lee Avenue
Manassas, Virginia 20110
(703) 792-7666 – desk
(571) 238-7012 – cell