

#### SAN DIEGO COMMUNITY COLLEGE DISTRICT

#### **Administrative Procedure**

#### **Chapter 3 – General Institution**

# AP 3415 – NON-PARTICIPATION IN IMMIGRATION ENFORCEMENT ACTIVITIES; IMMIGRATION STATUS SECURITY

- Collecting and Retaining Student Information Potentially Related to Immigration Status or Enforcement
  - a. Consistent with its Board Policies and so far as not prohibited by law, the San Diego Community College District (District) shall treat all students equitably in the receipt of all school services regardless of immigration status, including, but not limited to, the gathering of student and family information for the institution's benefit programs.
  - b. The Vice Chancellor Student Services shall maintain in writing District policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures, including the protection of student records information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA).
  - c. The District will provide students and families, on an annual basis, with written information regarding institutional policies for student privacy, and the abilities of parents or eligible students to inspect student information.
  - d. Per Administrative Procedure, *AP 3001.1*, *Student Records, Release, Correction and Challenge*, section 1.g., the District does not identify or release any student record information as "directory information."
  - e. Any sensitive information potentially related to immigration enforcement, such as a student's, parent's, or guardian's Social Security Number (SSN), AB 540 determinations, or citizenship status information collected by the District or disclosed by the student, will be maintained only for as long as reasonably necessary, including a reasonable time to determine that such information is no longer needed and to dispose of it in accordance with District policy.
  - f. If the District possesses information that could indicate immigration status or citizenship status, District personnel shall not consider the acquired information in admissions decisions or access to educational courses or degree programs.
  - g. Students may elect not to provide immigration or citizenship status information to the District, and this election shall not impede admissions or enrollment in educational programs.
  - h. District personnel shall not maintain any permanent list, compilation or other record of student names linked with immigration status. Any such list, compilation or record shall be created only when necessary for a legitimate business or educational purpose that cannot be accomplished without it, and shall be promptly destroyed as soon as practicable after such purpose is accomplished.

- i. College Police personnel, including but not limited to sworn Peace Officers, shall not:
  - 1) Inquire into an individual's immigration status; or
  - 2) Aid any effort to create a registry containing individuals' country of birth, or any other protected characteristics of victims, witnesses, or suspects of crimes unless required by law for specified purposes.
- 2. Responding to Inquiries of Immigration Status, Citizenship Status, and National Origin Information
  - a. Unless required by federal or state law, District personnel shall not inquire specifically about a student's citizenship or immigration status, or the citizenship or immigration status of a student's parents or guardians; nor shall personnel seek or require, to the exclusion of other permissible documentation or information that may indicate a student's immigration status, such as a green card, voter registration, a passport, or citizenship papers.
  - b. Where any law contemplates submission of immigration status or citizenship status information to satisfy the requirements of a special program, District personnel shall not use that documentation or information for decisions related to admissions or enrollment in courses or degree programs.
  - c. The District shall not use immigration status, citizenship status, or national origin information in personal statements outside the application process, other than for legitimate educational purposes, including the provision of a service or benefit relating to the student, such as health care, counseling, job placement or financial aid.
  - d. If the District learns of a student's immigration status through its application process (including the students' personal statement or answers to personal insight questions), the District shall create procedures to protect such personal identifiable information and retain the information only to the extent it is necessary or required by law.
  - e. The District shall not disclose information that might indicate a student or family's citizenship or immigration status if the disclosure is not authorized by FERPA or state law.
  - f. Where permitted by law, the District shall enumerate in one or more Administrative Procedures alternative means to establish residency, age, or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status or citizenship status, and that do not reveal information related to citizenship or immigration status. Examples of documents that can be used as proof of residency include but are not limited to:
    - 1) Registering a motor vehicle operated in California;
    - 2) Obtaining a California driver's license or California identification card;
    - 3) Filing a resident or nonresident California state income tax return;
    - 4) Listing a California address on a federal income tax return;
    - 5) Listing a permanent military address or home of record in California;

- 6) A professional or vocational license obtained from a California state licensing agency (e.g., nursing, teaching credentials);
- 7) Maintaining active resident memberships in California based professional organizations (e.g., police union, teachers' union); and
- 8) Maintaining an active bank account at a California bank.
- g. Where the District is permitted by law to request a minor student's parent's residency information in order to determine tuition or aid, the District shall only require documentation or information that is available to persons regardless of immigration status (as noted above).
- h. Where residency, age, and other eligibility criteria for purposes of enrollment or any program may be established by alternative documents or information permitted by law or District policy, procedures and forms shall describe to the applicant, and accommodate all alternatives specified in law, and all alternatives authorized under this Procedure.
- i. Specifically, where the District must determine a student's residency for purposes of instate tuition, the District shall not inquire about a parent/guardian's citizenship or immigration status, and shall enumerate alternative means of establishing a parent/guardian's residency. If the student is considered a minor dependent of a California resident, the District shall only require documents to determine whether the parent has resided in California for one year (e.g. vehicle registration, lease agreements, etc.). Where the immigration status of a parent or guardian is a legal prerequisite to participation in a program or receipt of benefits (such as federal financial aid), students and their parents/guardians shall have the option to withhold such information and thus forgo participation is such program(s) or benefits.
- 3. Responding to Requests for Access for Immigration Enforcement Purposes
  - a. The District shall provide guidance and offer to campus employees training addressing law enforcement access to District property and facilities. This guide shall include the following required topics:
    - 1) Instructions that law enforcement officers cannot enter District facilities or portions thereof that are not open to the public to make arrests without a judicial warrant, valid consent, or exigent circumstances. Wherever this policy refers to "District facilities or portions thereof that are not open to the public," this includes any facilities or portions thereof where only enrolled students and District staff are allowed, such as classrooms, private offices, or restricted access areas.
    - 2) Instructions that District, including College Police, cannot consent to the entry into District facilities or portions thereof that are not open to the public for the purpose of a search or arrest, but a judicial warrant or exigent circumstances may authorize officer entry without consent.
    - 3) Contact information to report concerns about the presence of officers engaged in immigration enforcement on any District property. The Vice Chancellor, Student Services, will be the Designated District Official (DDO) to whom such concerns may be reported.

- 4) Samples of warrant and subpoena documents that could be used for access onto District property or portions thereof that are not open to the public, or to seize or arrest students or other individuals on campus (see sample Appendices A to G).
- 5) Sample responses for District personnel to use in response to officers seeking access for immigration enforcement purposes, when otherwise allowed by this Policy, that avoids classroom interruptions, and that preserves the peaceful conduct of the school's activities.
- b. District personnel shall advise all students, faculty, and staff to immediately notify the DDO if they are advised that an officer engaged in immigration enforcement is expected to enter, will enter, or has entered any campus or other District property for immigration enforcement purposes. College Police should also be notified as soon as possible.
- c. No District employee may consent to entry of District facilities or portions thereof that are not open to the public.
- d. District personnel shall advise all students, faculty, and staff responding to or having contact with an officer engaged in immigration enforcement executing an immigration order, to refer the entity or individual to the DDO for purposes of verifying the legality of any warrant, court order, or subpoena.
- e. If the immigration enforcement officer declares that exigent circumstances exist and demands immediate access to the campus, District personnel should not refuse the officer's orders, but must immediately, or as soon as reasonably possible under the circumstances, contact the DDO.
- f. The DDO shall determine what type of authorization is being provided to support the officer's request for access:
  - 1) A U.S. Immigrations and Customs Enforcement (ICE) "warrant" (see sample Appendices A and B): Immediate compliance is not required. District personnel shall inform the officer that they cannot consent to any request without first consulting with the DDO. The District personnel who are contacted will provide a copy of the warrant to the DDO as soon as possible. When deemed advisable, the DDO will consult with the District's legal counsel as soon as reasonably practicable.
  - 2) A federal judicial warrant (search-and-seizure warrant or arrest warrant; see sample Appendices C and D): Prompt compliance with such a warrant is usually legally required; but, where feasible, District personnel should consult with the DDO before responding.
  - 3) A subpoena for production of documents or other evidence (see sample Appendices E and F): Immediate compliance is not required. Inform the officer that the District cannot respond to the subpoena until after it has been reviewed by the DDO. District personnel shall provide a copy of the subpoena to the DDO as soon as possible. When deemed advisable, the DDO will consult with the District's legal counsel as soon as reasonably practicable.
  - 4) A notice to appear (see sample Appendix G): This document is not directed at the District. District personnel are under no obligation to deliver or facilitate service of this document to the person named in the document. District personnel shall provide a copy of the document to the DDO as soon as possible.

- g. District personnel should not attempt to physically interfere with an officer, even if the officer appears to be acting without consent or exceeding the authorization given under a warrant or other document. If an officer enters the premises without consent, District personnel shall make a record of the contact and forward the information to the DDO.
- h. In making record of the contact with an immigration enforcement officer, District personnel shall endeavor to collect and report the following information:
  - 1) Name of the officer, and, if available, the officer's credentials and contact information:
  - 2) Identity of all District personnel who communicated with the officer;
  - 3) Details of the officer's request;
  - 4) Whether the officer presented a warrant, subpoena, or court order to accompany the request, what was requested in the warrant/subpoena/court order, and whether the warrant/subpoena/court order was signed by a judge;
  - 5) District personnel's response to the officer's request;
  - 6) Any further action taken by the immigration officer; and
  - 7) Photo or copy of any documents presented by the immigration officer.
- i. District personnel shall provide a copy of those notes, and associated documents collected from the immigration enforcement officer, to the DDO. In turn, the DDO shall submit a timely report to the Chancellor, which the Chancellor will promptly provide to the District's Board of Trustees and to College Police regarding the immigration officer's requests and actions and the District's response(s).
- 4. Responding to Request for Access to Student Records for Immigration Enforcement Purposes
  - a. The District shall obtain a student's written consent before disclosing educational records, unless the information is relevant for a legitimate educational purpose. Neither exception permits disclosing information for immigration enforcement purposes; no student information shall be disclosed for immigration enforcement purposes without a court order or judicial warrant. Without a court order or a judicial warrant, written consent must be signed and dated by the student, or (if the student is a minor) by the student's parent(s) or guardian(s), before disclosure of the information, and must specify the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made. If desired by the student, the District shall provide a copy of the records to be released. The party to whom the information is disclosed will be advised that they may not redisclose the information to any other party without the prior consent of the student or subsequent court order.
  - b. The Chancellor shall adopt a written administrative procedure for interactions with immigration authorities seeking to review student records. At a minimum, such procedures shall include the following information:
    - 1) Contact information [name, title, e-mail addresses, and phone numbers] for the correct person to review and respond to a request for student records.

- 2) Access to sample warrant and subpoena documents that could be used for access onto District property or portions thereof not open to the public, or to seize or arrest students or other individuals on District property (see sample Appendices A to G).
- 3) A set of responses for District personnel to use in response to officers seeking access to records for immigration enforcement purposes.
- c. In addition to notifying the DDO, District personnel shall take the following action steps in response to an officer, other than College Police, requesting access to student records:
  - 1) Ask for the officer's name, identification number, and agency affiliation;
  - 2) Record or copy this information;
  - 3) Ask for a copy of any warrants;
  - 4) Inform the officer that they are not obstructing his or her efforts but that they need to contact the designated administrator for assistance.
- d. College Police shall not provide personal information about an individual for immigration enforcement purposes, unless required by a court order or judicial warrant. "Personal information" is defined as any information that identifies or describes an individual, and includes but is not limited to, a student's physical description, home or work address, telephone number, education, financial matters, medical or employment history, and statements made by, or attributed to, the individual.
- e. In accordance with FERPA, unless the District is served with a judicial subpoena or court order that by its terms prohibits disclosure to the student, the student must be notified of any judicial order or subpoena before the institution complies with the order.
- 5. Responding to Immigration Actions Against Students or Family Members
  - a. If there is reason to suspect that a student, faculty member, or staff person has been taken into custody as the result of an immigration action, the District shall attempt to notify the person's emergency contact that the person may have been taken into custody.
  - b. The DDO is designated as the point of contact for any student, faculty member, or staff person who may or could be subject to an immigration order or inquiry.
  - c. District personnel shall not discuss the personal information, including immigration status information, of any student, faculty member, or staff person with anyone, or reveal the personal information to anyone, unless disclosing this information is permitted by federal and state law.
  - d. The DDO shall maintain a contact list of legal service providers who provide legal immigration representation, and will provide this list free of charge to any student or employee who requests it. At a minimum, the list shall include the legal service provider's name and contact number, e-mail address, and office address.

- e. If a student is detained or deported, or is unable to attend to his or her academic requirements because of an immigration order, District personnel will make all reasonable efforts to assist the student in retaining any eligibility for financial aid, fellowship stipends, exemption from nonresident tuition fees, funding for research or other educational projects, housing stipends or services, or other benefits the student has been awarded or received subject to and in compliance with its policy.
- f. District personnel shall permit a student who is subject to an immigration order to reenroll if and when the student is able to return, subject to and in compliance with its policies, and will make reasonable and good-faith efforts to provide for a seamless transition in the student's reenrollment and reacquisition of campus services and support.
- g. The DDO or their designee(s) shall be available to assist, in a sensitive manner, any student, faculty, and staff who may be subject to an immigration order or inquiry, or who may face similar issues, and whose education or employment is at risk because of immigration enforcement actions. Such assistance shall not include direct monetary support or legal advice.

Reference: Education Code section 66093.3; Government Code section 7282, et seq.,

and 7284, et seq.

See also: Promoting a Safe and Secure Campus for All: Guidance and Model Policies to

Assist California's Colleges and Universities in Responding to Immigration Issues

(https://oag.ca.gov/sites/all/files/agweb/pdfs/immigration/higher-education-

guidance.pdf)

Approved by

the Chancellor: October 29, 2019

Supersedes: New Procedure

### Appendix A Immigrations and Customs Enforcement "Arrest Warrant" (Form I-200)

|             | DEPARTMENT OF HOMELAND SECURITY  | Warrant for Arrest of Alien   |
|-------------|--|---|
|             |  | File No   |
|             |  | Date:   |
| То:         | Any immigration officer authorized pursuant<br>Immigration and Nationality Act and part 28<br>Regulations, to serve warrants of arrest for in  | 7 of title 8, Code of Federal   |
|             | re determined that there is probable cause to believe<br>movable from the United States. This determination  |   |
|             | ☐ the execution of a charging document to initiate   | e removal proceedings against the subject;  |
|             | ☐ the pendency of ongoing removal proceedings a  | against the subject;  |
|             | ☐ the failure to establish admissibility subsequent  | to deferred inspection;   |
|             | biometric confirmation of the subject's identity databases that affirmatively indicate, by themselve information, that the subject either lacks immigrat is removable under U.S. immigration law; and/or   | es or in addition to other reliable   |
|             | statements made voluntarily by the subject to a reliable evidence that affirmatively indicate the su   |   |
|             | notwithstanding such status is removable under U.  |   |
| YOU         | J ARE COMMANDED to arrest and take into cus  | S. immigration law.   |
| YOU         |  | S. immigration law.   |
| YOU         | J ARE COMMANDED to arrest and take into cus igration and Nationality Act, the above-named alie   | S. immigration law.   |
| YOU         | J ARE COMMANDED to arrest and take into custigration and Nationality Act, the above-named alies  | S. immigration law. stody for removal proceedings under the   |
| YOU         | J ARE COMMANDED to arrest and take into custigration and Nationality Act, the above-named alies  | stody for removal proceedings under the n.  gnature of Authorized Immigration Officer)  time and Title of Authorized Immigration Officer)   |
| YOU         | J ARE COMMANDED to arrest and take into custigration and Nationality Act, the above-named alies (Signation Act) (Printed Nationality Act)  | As immigration law.  Stody for removal proceedings under the n.  Interpolation of the proceedings under the n.  Interpolation of the proceedings under the n.  Interpolation of the proceedings under the n.  Interpolation of Authorized Immigration of the proceedings under the n.  Interpolation of Authorized Immigration of the proceedings under the n.  |
| YOU<br>Immi | J ARE COMMANDED to arrest and take into custigration and Nationality Act, the above-named alies (Signation Act) (Printed Nationality Act) (Printed N | As immigration law.  Stody for removal proceedings under the n.  Interpolation of Authorized Immigration Officer)  The and Title of Authorized Immigration Officer  Vice  |
| YOU<br>Immi | ARE COMMANDED to arrest and take into custigration and Nationality Act, the above-named alies (Signation and Nationality Act, the above-named alies (Printed Nationality Act, the above-named alies)  Certificate of Service Certify that the Warrant for Arrest of Alien was service on   | stody for removal proceedings under the n.  gnature of Authorized Immigration Officer)  me and Title of Authorized Immigration Officer)  vice  ved by me at   |
| YOU Immi    | Certificate of Ser  Certify that the Warrant for Arrest of Alien was ser  (Name of Alien)  (Name of Alien)  (Name into custom and take into custom and  | Actody for removal proceedings under the n.  Integration law.  Integration law.  Integration of removal proceedings under the n.  Integration of Authorized Immigration Officer)  Integration of Integration of Integration Officer of Integration |
| YOU Immi    | ARE COMMANDED to arrest and take into custigration and Nationality Act, the above-named alies (Signation and Nationality Act, the above-named alies (Printed Nationality Act, the above-named alies)  Certificate of Service Certify that the Warrant for Arrest of Alien was service on   | stody for removal proceedings under the n.  gnature of Authorized Immigration Officer)  me and Title of Authorized Immigration Officer)  vice  ved by me at   |

## Appendix B Immigrations and Customs Enforcement "Removal Warrant" (Form I-205)

|  | DEPARTMENT OF HOMELAND SECURITY   |
|--|---|
| U.S.                                       | Immigration and Customs Enforcement   |
| WAF  | RRANT OF REMOVAL/DEPORTATION  |
|  | File No:  |
|  | Date:   |
| To any immigration officer of the Unit     | ted States Department of Homeland Security:   |
|  |   |
|  | (Full name of alien)  |
| who entered the United States at           | (Place of entry) (Date of entry)  |
|  |   |
| is subject to removal/deportation from the | ne United States, based upon a final order by:  |
|  | clusion, deportation, or removal proceedings  |
| a designated official                      |   |
| the Board of Immigration A                 | Appeals   |
| a United States District or                | Magistrate Court Judge  |
|  |   |
| Security under the laws of the United St   | States, by virtue of the power and authority vested in the Secretary of Home rates and by his or her direction, command you to take into custody and rem d alien, pursuant to law, at the expense of: |
|  | (Signature of immigration officer)  |
|  | (Title of immigration officer)  |
|  | (Date and office location)  |
|  |   |

# Appendix C Federal Search and Seizure Warrant (Form AO 93)

|  | ATES DISTRICT COURT   |
|--|---|
|  | for the   |
|  |   |
| In the Matter of the Search of (Briefly describe the property to be searched or identify the person by name and address)   | ) ) Case No. ) )  |
| SEARCH A   | AND SEIZURE WARRANT   |
| : Any authorized law enforcement officer   |   |
| An application by a federal law enforcement of the following person or property located in thetntify the person or describe the property to be searched and given the property the property to be searched and given the property the property the given the property the property the given the gi    | fficer or an attorney for the government requests the search  District of  we its location):  |
| I find that the affidavit(s), or any recorded testi<br>scribed above, and that such search will reveal (identi)  | imong establical probable cause to search and seize the person or property from person of describe the property to be seized):  |
| YOU ARE COMMANDED to execution to execution with the second secon | varrant on or before (not to exceed 14 days)  |
|  | any time in the day or night because good cause has been established.   |
|  | a must give a copy of the warrant and a receipt for the property taken to the orty was taken, or leave the copy and receipt at the place where the  |
| operty was taken.  |   |
| operty was taken.  The officer executing this warrant, or an office  | er present during the execution of the warrant, must prepare an inventory   |
| operty was taken.  |   |
| perty was taken.  The officer executing this warrant, or an office required by law and promptly return this warrant and □ Pursuant to 18 U.S.C. § 3103a(b), I find that in 1705 (except for delay of trial), and authorize the officerty, will be searched or seized (check the appropriate  | d inventory to (United States Magistrate Judge)  mmediate notification may have an adverse result listed in 18 U.S.C. (Icer executing this warrant to delay notice to the person who, or whose (box)                              |
| perty was taken.  The officer executing this warrant, or an office required by law and promptly return this warrant and  □ Pursuant to 18 U.S.C. § 3103a(b), I find that in 1705 (except for delay of trial), and authorize the officer.   | (United States Magistrate Judge)  mmediate notification may have an adverse result listed in 18 U.S.C. icer executing this warrant to delay notice to the person who, or whose (box)  |
| perty was taken.  The officer executing this warrant, or an office required by law and promptly return this warrant and □ Pursuant to 18 U.S.C. § 3103a(b), I find that in 1705 (except for delay of trial), and authorize the office operty, will be searched or seized (check the appropriate □ for days (not to exceed 30) □ until, the factors in the search of the        | (United States Magistrate Judge)  mmediate notification may have an adverse result listed in 18 U.S.C. ficer executing this warrant to delay notice to the person who, or whose (box) acts justifying, the later specific date of |
| perty was taken.  The officer executing this warrant, or an office required by law and promptly return this warrant and □ Pursuant to 18 U.S.C. § 3103a(b), I find that in 1705 (except for delay of trial), and authorize the office office the appropriate □ for days (not to exceed 30) □ until, the find that in the find that in 1805 are the appropriate □ for days (not to exceed 30) □ until, the find that in 1805 are the appropriate □ for days (not to exceed 30) □ until, the find that in 1805 are the appropriate □ for days (not to exceed 30) □ until, the find that in 1805 are the appropriate □ for days (not to exceed 30) □ until, the find that in 1805 are the appropriate □ for days (not to exceed 30) □ until, the find that in 1805 are the appropriate □ for days (not to exceed 30) □ until, the find that in 1805 are the appropriate □ for days (not to exceed 30) □ until, the find that in 1805 are the appropriate □ for days (not to exceed 30) □ until, the find that in 1805 are the appropriate □ for days (not to exceed 30) □ until, the find that in 1805 are the appropriate □ for days (not to exceed 30) □ until, the find that in 1805 are the appropriate □ for days (not to exceed 30) □ until, the find that in 1805 are the appropriate □ for days (not to exceed 30) □ until, the find that in 1805 are the appropriate □ for days (not to exceed 30) □ until, the find that in 1805 are the appropriate □ for days (not to exceed 30) □ until, the find that in 1805 are the appropriate □ for days (not to exceed 30) □ until, the find that in 1805 are the appropriate □ for days (not to exceed 30) □ until the find that in 1805 are the appropriate □ for days (not to exceed 30) □ until the find that in 1805 are the appropriate □ for days (not to exceed 30) □ until the find that in 1805 are the appropriate □ for days (not to exceed 30) □ until the find that in 1805 are the appropriate □ for days (not to exceed 30) □ until the find   | (United States Magistrate Judge)  mmediate notification may have an adverse result listed in 18 U.S.C. icer executing this warrant to delay notice to the person who, or whose (box)  acts justifying, the later specific date of |

# Appendix D Federal Arrest Warrant (Form AO 442)

| LL vones Co.  | nng Dygmygm Coymm  |
|---|--|
| UNITED STAT   | TES DISTRICT COURT   |
|   | for the  |
|   |  |
| United States of America  |  |
| V.  | )<br>Case No.  |
|   | )<br>)   |
|   | )  |
| Defendant   | )  |
| ·   | EST WARRANT  |
|   | LOI WARRAINI   |
| To: Any authorized law enforcement officer  |  |
| YOU ARE COMMANDED to arrest and bring l   | before a United Lates magistrate judge without unnecessary delay |
| (name of person to be arrested)   |  |
| who is accused of an offense or violation based on the fol  | llowing tocume t filed with the court:                           |
|   | no will totall to linear with the court.                         |
| ☐ Indictment ☐ Superseding Indictment ☐   | In relation ☐ Superseding Information ☐ Complaint                |
|   | In a nation  |
| ☐ Probation Violation Petition ☐ Supervised Relea   | In a nation  |
| ☐ Probation Violation Petition ☐ Supervised Relea   | In a nation  |
| ☐ Probation Violation Petition ☐ Supervised Relea   | In a nation  |
| ☐ Probation Violation Petition ☐ Supervised Relea   | In a nation  |
| ☐ Probation Violation Petition ☐ Supervised Relea   | In a pation  |
| ☐ Probation Violation Petition ☐ Supervised Release.  This offense is briefly described as follows:                       | In a nation  |
| ☐ Probation Violation Petition ☐ Supervised Release This offense is briefly described as follows:                         | In a pation  |
| ☐ Probation Violation Petition ☐ Supervised Release.  This offense is briefly described as follows:  Date:                | In a nation  |
| ☐ Probation Violation Petition ☐ Supervised Release This offense is briefly described as follows:  Date:                  | In a nation  |
| ☐ Probation Violation Petition ☐ Supervised Release.  This offense is briefly described as follows:  Date:                | In a vation  |
| Probation Violation Petition Supervised Release This offense is briefly described as follows:  Date:  City and state:     | In a nation  |
| Date:  This warrant was received on (date)  | In a vation  |
| Date:  This warrant was received on (date)  | In a nation  |
| Date:  This warrant was received on (date)  at (city and state)   | In a nation  |
| ☐ Probation Violation Petition ☐ Supervised Release This offense is briefly described as follows:  Date:  City and state: | In a nation  |

# Appendix E Department of Homeland Security Immigration Enforcement Subpoena (Form I-138)

| 1. To (Name, Address, City, State, Zip Code)   | IMMIGRA<br>to Appea  | ATION ENFOI<br>SUBPOENA<br>and/or Produc                        | e Records  |
|--|--|---|--|
| Subpoena Number  | 8 0.5.0. 9   | 1225(d), 8 C.F.   | K. 9 201.4   |
| 2. In Reference To   |  |   |  |
| -  |  | (pm) 11 )   |  |
| (Title of Proceeding)  by the service of this subpoena upon you, YOU   |  | •   | if Applicable)   |
| Enforcement (ICE), or U.S. Citize at the place, date, and time spec Block 2.  (B) PRODUCE the records (books, puscis of USCIS Official named in Block 3 four testimony and/or production of the indicate equiry relating to the enforcement of U.S. immou to an order of contempt by a federal District. | apers, or other documents) indicate the place, date, and time specied records is required a connection laws and the place. | d in Blook 4, to<br>file<br>ection with an ir<br>with this subp | matter indicated in the CBP, ICE, or nvestigation or soena may subject |
| 3. (A) CBP, ICE or USCIS Official before whom yo   |  | (B) Date  | (2).   |
| Name   |  | (-)   |  |
| Title  |  |   |  |
| Address  |  | (C) Time  | ⊠ a.m.   |
| Telephone Number   |  | (0), 1  |  |
| I. Records required to be product a 10, inspect in   |  |   |  |
| PARTM  | 5. Authorized Official   |   |  |
|  | (Signatur  | e)  |  |
| TAND SECON   | (Printed Na  | me)   |  |
| If you have any questions regarding  | (Title)  |   |  |
| this subpoena, contact the CBP, ICE, or USCIS Official identified in Block 3.  | (Date)   |   |  |
|  |  |   |  |

## Appendix F Federal Judicial Subpoena (Form AO 88B)

|  | United Sta  | ATES DISTRICT COURT  |
|--|---|--|
|  | OR TO PERMIT INSPECTI   | Civil Action No. Civil Action                                |
|  | (Name of per  | erson to whom this subpoena is diverted)   |
|  |   | o produce at the time, date, and acc sectorth below the following tects, and to permit it spection, copying, testing, or sampling of the   |
| Place:   | •   | Lite and Time:   |
| other property possess   | sed or controlled by you  | MAN. ED to permit entry onto the designated premises, land, or time, one, and location set forth below, so that the requesting part to ap. the property or any designated object or operation on it. |
|  |   | Date and Time:   |
| Place:   |   |  |
|  |   |  |
| The following<br>Rule 45(d), relating to                           |   | 45 are attached – Rule 45(c), relating to the place of compliance; ubject to a subpoena; and Rule 45(e) and (g), relating to your duty ences of not doing so.  |
| The following<br>Rule 45(d), relating to<br>respond to this subpoe | your protection as a person su<br>ena and the potential consequer | ubject to a subpoena; and Rule 45(e) and (g), relating to your duty  |
| The following<br>Rule 45(d), relating to<br>respond to this subpoe | your protection as a person su                                    | ubject to a subpoena; and Rule 45(e) and (g), relating to your duty  |
| The following<br>Rule 45(d), relating to<br>respond to this subpoe | your protection as a person su<br>ena and the potential consequer | ubject to a subpoena; and Rule 45(e) and (g), relating to your duty tences of not doing so.  OR  |

## Appendix G Notice to Appear Form (Form I-862)

| In removal proceedings under section 240 of the Immigration and Nationality Act  |   |
|--|---|
| File No:   | -   |
| n the Matter of:   |   |
|  |   |
| Respondent:  | currently residing at   |
|  |   |
| (Number, street, city, state and ZIP code)   | (Area code and phone number                                   |
| <ul> <li>1. You are an arriving alien.</li> <li>2. You are an alien present in the United States who has not been admitted or paroled.</li> </ul>  |   |
| 3. You have been admitted to the United States, but are deportable for the reasons stated below:   |   |
|  |   |
| The Department of Homeland Security alleges that you:  |   |
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|  | 444 dha Callannina  |
|  | t to the following  |
|  |   |
| This notice is being issued after an asylum officer has found that the respondent has demonstrated a c   | redible fear of persecution.                                  |
| provision(s) of law:   | redible fear of persecution.                                  |
| This notice is being issued after an asylum officer has found that the respondent has demonstrated a c  Section 235(b)(1) order was vacated pursuant to: 8 CFR208.30(f)(2) 8 CFR235.3(b)(5)(iv)  | redible fear of persecution.                                  |
| This notice is being issued after an asylum officer has found that the respondent has demonstrated a c  Section 235(b)(1) order was vacated pursuant to: 8 CFR208.30(f)(2) 8CFR235.3(b)(5)(iv)  YOU ARE ORDERED to appear before an immigration judge of the United States Department of Justice   | redible fear of persecution.                                  |
| This notice is being issued after an asylum officer has found that the respondent has demonstrated a c  Section 235(b)(1) order was vacated pursuant to: 8 CFR208.30(f)(2) 8CFR235.3(b)(5)(iv)  YOU ARE ORDERED to appear before an immigration judge of the United States Department of Justice  (Complete Address of Immigration Court, Including Room Number, if any)   | redible fear of persecution.                                  |
| This notice is being issued after an asylum officer has found that the respondent has demonstrated a c  Section 235(b)(1) order was vacated pursuant to: 8 CFR208.30(f)(2) 8 CFR235.3(b)(5)(iv)  YOU ARE ORDERED to appear before an immigration judge of the United States Department of Justice  (Complete Address of Immigration Court, Including Room Number, if any)  | redible fear of persecution.                                  |
| This notice is being issued after an asylum officer has found that the respondent has demonstrated a complete Section 235(b)(1) order was vacated pursuant to: 8 CFR208.30(f)(2) 8 CFR235.3(b)(5)(iv)  YOU ARE ORDERED to appear before an immigration judge of the United States Department of Justice (Complete Address of Immigration Court, Including Room Number, if any)  on (Date) (Time) to show why you should not be removed from the  | redible fear of persecution.                                  |
| This notice is being issued after an asylum officer has found that the respondent has demonstrated a c  Section 235(b)(1) order was vacated pursuant to: 8 CFR208.30(f)(2) 8CFR235.3(b)(5)(iv)  YOU ARE ORDERED to appear before an immigration judge of the United States Department of Justice  (Complete Address of Immigration Court, Including Room Number, if any) at to show why you should not be removed from the   | redible fear of persecution.  at:  United States based on the |
| This notice is being issued after an asylum officer has found that the respondent has demonstrated a c  Section 235(b)(1) order was vacated pursuant to: 8 CFR208.30(f)(2) 8CFR235.3(b)(5)(iv)  YOU ARE ORDERED to appear before an immigration judge of the United States Department of Justice  (Complete Address of Immigration Court, Including Room Number, if any)  on (Date) (Complete Address of Immigration Court, Including Room Number, if any)  other charge(s) set forth above.  (Signature and Title of Court in the Court in t | redible fear of persecution.  at:  United States based on the |
| This notice is being issued after an asylum officer has found that the respondent has demonstrated a complete Section 235(b)(1) order was vacated pursuant to: 8 CFR208.30(f)(2) 8 CFR235.3(b)(5)(iv) YOU ARE ORDERED to appear before an immigration judge of the United States Department of Justice (Complete Address of Immigration Court, Including Room Number, if any) to show why you should not be removed from the charge(s) set forth above.  | redible fear of persecution.  at: United States based on the  |