



# San Francisco Sheriff's Department

## INTER-OFFICE CORRESPONDENCE

March 13, 2015  
Reference: 2015-036

TO: All Personnel

FROM: Sheriff Ross Mirkarimi 

RE: Immigration & Custom Enforcement Procedures (ICE)  
Contact and Communication

The San Francisco Sheriff's Department's (SFSD) policy is that there shall be limited contact and communication with ICE representatives absent a court issued warrant, a signed court order, or other legal requirement authorizing ICE access. Consistent with San Francisco Administrative Code Section 12H.2, "no department, agency, commission, officer or employee of the City and County of San Francisco shall use any city funds or resources to assist in the enforcement of federal immigration law or to gather or disseminate information regarding the immigration status of individuals in the City and County of San Francisco unless such assistance is required by federal or state statute, regulation, or court decision."

SFSD staff shall not provide the following information or access to ICE representatives:

- citizenship/immigration status of any inmate;
- access to inmates in jail;
- access to SFSD computers and/or databases;
- SFSD logs;
- booking and arrest documents;
- release dates or times;
- home or work contact information;
- other non-public jail records or information.

SFSD staff are authorized to provide the following public information (pursuant to California Government Code Section 6250, et seq.; San Francisco Administrative Code Chapter 67) regarding an inmate to ICE representatives upon request:

- current charges;
- arrest date and location;
- location in custody;
- next court date;
- bail amount.

No additional assistance or information shall be provided to ICE representatives regarding any current or former inmate unless the following requirements have been met:

- (1) Sheriff's legal has been contacted;
- (2) Sheriff's legal has confirmed that the ICE request is supported by a court issued warrant, a signed court order authorizing the ICE request, or that the access is required by federal or state statute, regulation or court decision; and
- (3) The Sheriff has authorized the access or release of information requested by ICE representatives.

This memorandum supersedes all previous directives regarding ICE contact or communication and is effective immediately. This ICE Contact and Communication memorandum is implemented in addition to the requirements of the ICE Immigration Detainer policy dated March 9, 2015, Reference: 2015-033.

Please contact Sheriff's Legal with any questions:

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