

From: (b)(6), (b)(7)(C)
To: (b)(6), (b)(7)(C)
Subject: FW: UNHCR Request to Visit Artesia (1 of 2)
Date: Wednesday, August 27, 2014 10:10:53 AM
Attachments: [UNHCR Request to ICE for Artesia Visit.pdf](#)
[UNHCR Signed Code of Conduct Forms.pdf](#)
[ICE stakeholder tour-visit notification flyer UNHCR.pdf](#)
[UNHCR Visitation Consent Form Updated.pdf](#)

Here is the pdf version of the UNHCR Flyers that must be posted today.

Thanks,

From: (b)(6), (b)(7)(C)
Sent: Tuesday, August 05, 2014 1:56 PM
To: (b)(6), (b)(7)(C); MACIAS, ADRIAN; (b)(6), (b)(7)(C)
Cc: Moore, Marc J; (b)(6), (b)(7)(C)
Subject: FW: UNHCR Request to Visit Artesia (1 of 2)

Artesia team,

Here is a request for a tour of Artesia from UNHCR. Please let us know what dates might work best for you and what follow up you'd like us to do. We can reach back out to them, or you can directly.

(b)(6), (b)(7)(C)

From: (b)(6), (b)(7)(C)
Sent: Tuesday, August 05, 2014 3:31 PM
To: (b)(6), (b)(7)(C)
Cc: (b)(6), (b)(7)(C)
Subject: FW: UNHCR Request to Visit Artesia (1 of 2)

Please coordinate their visit per policy.

(b)(6), (b)(7)(C)
Deputy Assistant Director
Custody Programs
ICE/ERO
202.733. (b)(6), (b)(7)(C)

****sent via iPad****

-----Original Message-----

From: (b)(6), (b)(7)(C)
Sent: Tuesday, August 05, 2014 03:27 PM Eastern Standard Time
To: (b)(6), (b)(7)(C)
Cc: (b)(6), (b)(7)(C)
Subject: UNHCR Request to Visit Artesia (1 of 2)

Dear (b)(6), (b)(7)(C)

Per our previous email, attached please find a request for UNHCR to conduct a monitoring visit to the Artesia Family Residential Center. Included are all required request materials pursuant to the ICE stakeholder access policy (driver's license information will be sent in a separate email due to size).

Please let us know if there is anything further you need from UNHCR in order to accommodate this request.

Warmly,

(b)(6), (b)(7)(C)

(b)(6), (b)(7)(C)

Assistant Protection Officer, U.S. Protection
UNHCR Regional Office for the USA and the Caribbean
1775 K Street NW, Suite 300
Washington, DC 20006
Main: 202-296-~~(b)(6), (b)(7)(C)~~
Direct: 202-243-~~(b)(6), (b)(7)(C)~~
Fax: 202-296-5660

(b)(6), (b)(7)(C)



DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement

**STAKEHOLDER VISITOR
CODE OF CONDUCT**

U.S. Immigration and Customs Enforcement (ICE) is committed to maintaining safe and secure detention facilities. To ensure security and avoid any disruptions in daily operations, all agency stakeholders¹ touring and/or conducting visitation with detainees shall maintain proper and appropriate decorum, adhere to applicable ICE and facility standards, and abide by this Stakeholder Visitor Code of Conduct (Code).

Any person or group that violates any part of the Code set forth below may be subject to immediate removal from the facility and may be denied future access to ICE detention facilities.

Stakeholders entering the facility to participate in a tour or conduct a visit with an ICE detainee(s) are subject to a standard search of their person and belongings for security reasons. ICE or the Facility Administrator have the discretion to cancel, reschedule or terminate a tour or visit if: 1) an emergency arises; 2) the safety, security, and orderly operations of the facility are potentially jeopardized; or 3) any violations of this Code or ICE and facility standards are observed.

Stakeholders **shall**:

- Follow all applicable facility rules, standards, and policies.
- Behave in a respectful and courteous manner towards detainees, staff, and other visitors at all times.
- Comply with instructions given by facility and ICE staff.
- Follow the facility's Dress Code.
- Sign a waiver of liability, if required.

Stakeholders **shall not**:

- Bring any electronic/recording devices, cell phones, laptops, or smart phone/wireless communication devices into the secure areas of the facility.
- Engage in any activity for the purpose of financial gain.
- Solicit legal clients in violation of applicable attorney Rules of Professional Conduct.
- Distribute legal solicitation materials, to include business cards and/or marketing materials, in violation of applicable attorney Rules of Professional Conduct.
- Coerce or intimidate any ICE detainee.

¹ "Stakeholders" shall include, but are not limited to, non-governmental organizations, community service organizations, intergovernmental entities (e.g. United Nations High Commissioner for Refugees), faith-based organizations, members of academia, and legal representative/associations/groups (e.g. pro bono legal service provider groups). This guidance does not apply to (1) Legal Orientation Program or Know Your Rights presentation providers; (2) law firms, organizations, or sole attorney practitioners providing or seeking to provide legal representation; (3) family members or friends of detainees; (4) religious service providers and, (5) physicians with a request from a detainee's counsel to conduct an examination relevant to the detainee's case.

- Have any physical contact with ICE detainees.
- Counsel or assist any ICE detainee(s) in conduct that
 - o is illegal, criminal or fraudulent;
 - o disrupts the daily and orderly operations of the facility; or
 - o appears to endanger the security and safety of the detainee, other detainees, staff, and visitors.
- Distribute any item to an ICE detainee unless the item has been pre-approved by ICE or the Facility Administrator. ICE will seize as contraband any unapproved items provided to an ICE detainee.
- Distribute material that depicts, describes, encourages, or promotes activities that could lead to physical violence or group disruptions.²
- Enter, move about the facility or leave without being properly escorted by ICE or facility staff.

I acknowledge and accept responsibility for adhering to this Code and I understand that any violation or suspected violation may result in immediate termination of the scheduled tour or visit or tour, removal of visitor(s) from the facility, and the denial of future tour or visitation requests.

PRINTED NAME: _____ DATE: _____

(b)(6), (b)(7)(C) (b)(6), (b)(7)(C) 8/5/14

ORGANIZATION: _____ CONTACT NUMBER AND EMAIL: _____

UNHCR 202-243- (b)(6), (b)(7)(C)

² Reports and/or materials that have been pre-approved by the facility administrator or ICE staff are acceptable for distribution.

DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement

**STAKEHOLDER VISITOR
CODE OF CONDUCT**

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Stakeholders **shall**:

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- Behave in a respectful and courteous manner towards detainees, staff, and other visitors at all times.
- Comply with instructions given by facility and ICE staff.
- Follow the facility's Dress Code.
- Sign a waiver of liability, if required.

Stakeholders **shall not**:

- Bring any electronic/recording devices, cell phones, laptops, or smart phone/wireless communication devices into the secure areas of the facility.
- Engage in any activity for the purpose of financial gain.
- Solicit legal clients in violation of applicable attorney Rules of Professional Conduct.
- Distribute legal solicitation materials, to include business cards and/or marketing materials, in violation of applicable attorney Rules of Professional Conduct.
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 - o appears to endanger the security and safety of the detainee, other detainees, staff, and visitors.
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I acknowledge and accept responsibility for adhering to this Code and I understand that any violation or suspected violation may result in immediate termination of the scheduled tour or visit or tour, removal of visitor(s) from the facility, and the denial of future tour or visitation requests.

PRINTED NAME:

(b)(6), (b)(7)(C)

DATE:

(b)(6), (b)(7)(C)

8/5/14

ORGANIZATION:

UNHCR

CONTACT NUMBER AND EMAIL:

202-243-

(b)(6), (b)(7)(C)

² Reports and/or materials that have been pre-approved by the facility administrator or ICE staff are acceptable for distribution.



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

UNHCR
United Nations High Commissioner for Refugees
Regional Representation in Washington

1775 K Street NW Tel: (202) 243.3436, (b)(7)(C)
Suite 300 Fax: (202) 296.5660
Washington, DC 20006 Email: (b)(6), (b)(7)(C)

5 August 2014

Subject: UNHCR Visit Request – Artesia Family Residential Center (13-15 August 2014)

Dear Assistant Field Office Director (b)(6), (b)(7)(C)

On behalf of the United Nations High Commissioner for Refugees (UNHCR) Regional Office for the United States and the Caribbean located in Washington, DC, I am writing to request your assistance in facilitating a detention facility tour and interviews with detained asylum-seekers at the Artesia Family Residential Center.

The visit would begin in the morning at a mutually convenient time. This visit will be undertaken within the context of UNHCR’s advisory relationship with the United States Government regarding its obligations under the 1967 Protocol relating to the Status of Refugees. The visit will be part of our 2014 monitoring asylum-seekers in expedited removal (see attached letter to Secretary Jeh Johnson and 2014 expedited removal monitoring proposal). During the visit, the UNHCR delegation would like to visit and tour the Artesia facility to observe the conditions of detention for asylum-seekers; to interview detained asylum-seekers; and to observe credible fear interviews conducted at the facility.

Regarding observations of conditions at the facility, we would be interested in observing the living and processing areas, including housing areas, libraries, classrooms, recreation areas, interview and visitation rooms, medical treatment areas, clinics, cafeterias and any segregation areas. We would also like to meet with individual asylum-seekers and refugees who are detained there. As in the past, we would appreciate the use of two private rooms equipped with a speaker phone in order to utilize the DHS interpreter line while interviewing these individuals. Additionally, per regular protocol, we would request to speak with Enforcement and Removal Operations (ERO) leadership at the facility before the tour and after its conclusion.

The UNHCR/USCIRF delegation will be comprised of the following staff:

Last Name	First Name	Agency	DOB	Title	License Number	Immigration Status
(b)(6), (b)(7)(C)	(b)(6), (b)(7)(C)	UNHCR	(b)(6), (b)(7)(C)	Asst. Protection Officer	(b)(6), (b)(7)(C) (DC)	U.S. Citizen
(b)(6), (b)(7)(C)	(b)(6), (b)(7)(C)	UNHCR		Senior Protection Officer	(b)(6), (b)(7)(C) (DC)	U.S. Citizen

(b)(6), (b)(7)(C)
Assistant Field Office Director, El Paso Field Office
Immigration and Customs Enforcement
United States Department of Homeland Security
1545 Hawkins Blvd.
El Paso, TX 79925

(b)(6), (b)(7)c will be our point of contact in arranging the visit. She can be reached via e-mail at (b)(6), (b)(7)c and by phone at 202-243-(b)(6), (b)(7)c

According to the ICE Procedures for Requesting a Detention Facility Tour, we attach the following: supporting documentation for background information; a completed ICE Notification Flyer; a signed ICE Visitor Code of Conduct form for each individual who will be visiting the facility; and a copy of the Consent Form for detainees who agree to meet with our office.

Thank you for your kind assistance in accommodating this request. We look forward to working with you and the local ERO officials in arranging the visit.

Sincerely,

(b)(6), (b)(7)c

Shelly Pitterman
Regional Representative

Attachments (6)

cc: (b)(6), (b)(7)c Assistant Director, Office of Detention Policy and Planning, Immigration and Customs Enforcement, U.S. Department of Homeland Security

(b)(6), (b)(7)c Deputy Assistant Director, Office of Enforcement and Removal Operations, Immigration and Customs Enforcement, U.S. Department of Homeland Security

**United Nations High Commissioner for Refugees (UNHCR)
Authorization and Release**

Print name: _____ A# _____

____ I understand that UNHCR is not the authority that makes the decision on my asylum claim and that UNHCR does not have any influence over the outcome of my case.

____ I grant UNHCR permission to speak with me.

____ I grant UNHCR and ICE permission to exchange information about my case.

____ I grant UNHCR permission to observe my interview with the USCIS asylum officer.

____ I grant UNHCR and USCIS permission to exchange information about my case.

X _____
Signature

Date

X _____
Signature of parent or guardian if applicable

Date

.....

**Alto comisionado de las naciones unidas para los refugiados (UNHCR)
Autorización y permiso**

Nombre: _____ A# _____

____ Yo entiendo que UNHCR no es la autoridad que tomara la decisión sobre mi solicitud de asilo y que UNHCR no tiene el poder de influir la decisión sobre mi solicitud de asilo.

____ Yo le doy permiso a UNHCR para hablar conmigo.

____ Yo le doy permiso a UNHCR y las autoridades de migración y detención (ICE) de compartir entre ellos información sobre mi caso.

____ Yo le doy permiso a UNHCR para observar mi entrevista con la/el oficial de asilo de USCIS.

____ Yo le doy permiso a UNHCR y las autoridades de asilo (USCIS) de compartir entre ellos información sobre mi caso.

X _____
Firma

Fecha

X _____
Firma de un padre o un guardián si aplicable

Fecha

From: (b)(6), (b)(7)(C)
To: (b)(6), (b)(7)(C)
Subject: FW: Briefing memo - Artesia legal representation.
Date: Monday, August 18, 2014 11:19:56 AM
Attachments: [image001.png](#)
[DRAFT - AFRC Attorney Visitation 08182014 1000 HRS.doc](#)

Are you familiar with any issues related to NGOs requesting access to asylum hearings to observe (not representing the aliens)? Is this something that should be included?

(b)(6), (b)(7)(C)

Special Assistant
Office of the Deputy Executive Associate Director
Enforcement & Removal Operations
(o) 202-732-
(c) 202-344- (b)(6), (b)(7)(C)

From: (b)(6), (b)(7)(C)
Sent: Monday, August 18, 2014 11:05 AM
To: (b)(6), (b)(7)(C)
Subject: FW: Briefing memo - Artesia legal representation.

Could you pls take a look, per our discussion? Thanks!

From: (b)(6), (b)(7)(C)
Sent: Monday, August 18, 2014 10:45 AM
To: (b)(6), (b)(7)(C)
Subject: FW: Briefing memo - Artesia legal representation.

(b)(6), (b)(7)(C)
202-486- (b)(6), (b)(7)(C)
(Sent from mobile device)

-----Original Message-----

From: (b)(6), (b)(7)(C)
Sent: Monday, August 18, 2014 10:27 AM Eastern Standard Time
To: (b)(6), (b)(7)(C)
Cc: (b)(6), (b)(7)(C)
Subject: FW: Briefing memo - Artesia legal representation.

Good morning (b)(6), (b)(7)(C). Per your request, please see attached document dealing with concerns raised regarding legal visitation/access at AFRC.

Please let us know if you want edits made or if any other assistance is needed.

Thank you.

(b)(6), (b)(7)(C)

From: (b)(6), (b)(7)(C)
Sent: Monday, August 18, 2014 10:19 AM
To: Moore, Marc J (b)(6), (b)(7)(C)
Subject: Briefing memo - Artesia legal representation.

For your review.

Respectfully,

(b)(6), (b)(7)(C)

Deportation Officer

U.S. Immigration and Customs Enforcement

Enforcement and Removal Operations

Field Operations - TDY

500 12th Street SW, Washington, DC 20024 | Desk: 202-737-(b)(6), (b)(7)(C) 786-(b)(6), (b)(7)(C)



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Pages 12 through 13 redacted for the following reasons:

(b)(5)

From: (b)(6), (b)(7)c
To:
Subject: FW: AFRC Attorney Visitation (Attachment C)
Date: Thursday, September 18, 2014 5:12:43 PM
Attachments: [AFRC Attorney Visitation \(Attachment C\).docx](#)
Importance: High

Found under attorney represent alien.

From: (b)(6), (b)(7)c
Sent: Tuesday, August 19, 2014 3:41 PM
To: (b)(6), (b)(7)c MACIAS, ADRIAN; (b)(6), (b)(7)c
Cc: (b)(6), (b)(7)c Moore, Marc J
Subject: FW: AFRC Attorney Visitation (Attachment C)

Here is the document that went to D2. I'll let you know if we learn of any changes at the DHS level.

Thanks y'all. See y'all tomorrow,

(b)(6), (b)(7)c

From: (b)(6), (b)(7)c
Sent: Tuesday, August 19, 2014 5:36 PM
To: Ragsdale, Daniel H (b)(6), (b)(7)c; Robbins, Timothy S
Cc: O'Neill, Gerard R (b)(6), (b)(7)c; Homan, Thomas
Subject: AFRC Attorney Visitation (Attachment C)

Dan,

Attached please find the updated document. AFRC's additional information is at the bottom of page 2/top of page 3, and copied below for ease of reading on iPhone.

Please let me know if you require any additional information.

(b)(6), (b)(7)c

(b)(5)

(b)(5)

Pages 3 through 5 redacted for the following reasons:

(b)(5)