

STRENGTHENING SANCTUARY ALLIANCE

ACCOMPANIMENT PROGRAM MANUAL

OLYMPIA, WASHINGTON

JANUARY 2020

STRENGTHENING SANCTUARY ALLIANCE

ACCOMPANIMENT MANUAL

TABLE of CONTENTS

What is the Strengthening Sanctuary Alliance?	3
Accompaniment Program Overview	4
Accompaniment Program Goal and Objectives	5
Team Roles and Responsibilities	6
Community Member Intake and Detainee Support	7
The Initial Conversation with a Community Member	9
Accompaniment Program Team Checklist	10
Accompaniment Program Current Status	15
Appendix	16

STRENGTHENING SANCTUARY ALLIANCE

Strengthening Sanctuary Alliance formed in December 2016 to support and expand upon the Olympia City Council's resolution to declare Olympia a sanctuary city.

MISSION

Our mission is to support the principles of sanctuary cities and counties by working to enhance the safety, security and wellbeing of the immigrant members of our community, regardless of their immigration status.

KEY ACTIVITIES

- Encouraging local law enforcement agencies to adopt policies that provide maximum legal protection for immigrant residents, and monitoring law enforcement's compliance with the Keep Washington Working Act
- Monitoring implementation of legislation affecting the immigrant community, and reporting on progress, impact, and policy gaps
- Networking with local faith groups to coordinate and support sanctuary initiatives
- Supporting the development of a safe and respectful culture in schools by providing tailored presentations to schools and other educational groups that work with immigrant youth and families
- Building relationships with local, state and national immigration rights organizations
- Accompanying immigrants to the Thurston County Courthouse
- Conducting "Know Your Rights" workshops for immigrants, and those who support them
- Supporting families and individuals in sanctuary

ACCOMPANIMENT PROGRAM

OVERVIEW

The mission of Strengthening Sanctuary Alliance is to support the principles of sanctuary cities and counties by working to enhance the safety, security and wellbeing of the immigrant members of our community, regardless of their immigration status.

Purpose of the Accompaniment Program

Being accompanied by a team of supportive volunteers can relieve some of the immigrant's anxiety and fears related to a courthouse visit. Although there are no guarantees, the presence of the team can also reduce the likelihood of the immigrant being detained by ICE agents. We refer to the immigrant who is being accompanied as the community member.

Volunteers from Strengthening Sanctuary Alliance meet as a team to accompany the community member to the courthouse.

Accompaniment Program Goal

To support access to justice and due process rights under the U. S. Constitution, regardless of nationality or citizenship status.

Accompaniment Team Objectives

The Strengthening Sanctuary Alliance Accompaniment Team is there to:

1. **Help the Community Member feel safe and protected** by being reassuring, friendly and calm.
2. **Remind the Community Member of their rights and to remain calm** during an encounter with ICE.
3. **Document ICE activity during an encounter**, which will increase the likelihood that the Community Member will not be detained and/or will help in a court case.
4. **Stay out of the way if ICE is going to arrest the Community Member, with or without a warrant.**
5. **Report the detention** of the Community Member to the Washington Immigrant Solidarity Network (WAISN) Hotline.

PROGRAM GOAL AND TEAM OBJECTIVES

Volunteers from Strengthening Sanctuary Alliance meet as a team to accompany immigrants (Community Members) to the courthouse.

PROGRAM GOAL: *to support access to justice and due process rights under the U. S. Constitution, regardless of nationality or citizenship status.*

TEAM OBJECTIVES: The Accompaniment Team is there to:

1. **Help the Community Member feel safe and protected** by being reassuring, friendly and calm.
2. **Remind the Community Member of their rights and to remain calm** during an encounter with ICE.
3. **Document ICE activity during an encounter**, which will increase the likelihood that the Community Member will not be detained and/or will help in a court case.
4. **Stay out of the way if ICE is going to arrest the Community Member, with or without a warrant.**
5. **Report the detention** of the Community Member to the Washington Immigrant Solidarity Network (WAISN) Hotline.

ACCOMPANIMENT TEAM ROLES & RESPONSIBILITIES

- **Team Leader:** Coordinates, directs and coaches the team members during the accompaniment engagement to ensure that the program goal and objectives are met. Rides with the driver to be present if the car is stopped by ICE.
- **ICE Liaison:** The only person who talks with ICE if they show up. This person must remain calm, clear and nonconfrontational at all times.
- **Community Member Liaison:** The main person communicating with the community member. This person should speak the language of the community member, but it is not required.
- **Videographers (1-2):** They use video to document any interaction with ICE.
- **Driver:** One of the team members who has the additional responsibility to drive the community member and the team from the rendezvous location to the courthouse.
- **Notetaker:** Optional team member who documents, in writing, any interaction with ICE, including badge numbers, license plates and where ICE is taking the community member.
- **Backup:** Additional volunteer who will replace a team member that has to cancel unexpectedly. The backup may accompany the team if desired.

At a minimum, four volunteers are required to form a team: Team Leader, Ice Liaison, Community Member Liaison and Videographer.

See the Accompaniment Team Checklist (page 10) for more information about the responsibilities of each role.

ACCOMPANIMENT PROGRAM

COMMUNITY MEMBER INTAKE AND DETAINEE SUPPORT PROCESSES

INTAKE PROCESS

The Washington Immigrant Solidarity Network (WAISN) will perform the intake/detainee support processes for Strengthening Sanctuary Alliance's Accompaniment Program (SSA/AP). WAISN refers to immigrants who are seeking accompaniment as community members.

- The initial call from the community member who is seeking accompaniment is to the WAISN Hotline, which is staffed from 6am- 9pm Monday-Sunday by volunteers who are bilingual in at least English and Spanish.
- Hotline staff take basic contact information and email it to the WAISN Network Coordinator and the SSA/AP Coordinator.
- If it is possible, the SSA/AP Coordinator will form up an accompaniment team and notify the WAISN Network Coordinator and the hotline that a team is ready.
- The WAISN Network Coordinator will then contact the community member to:
 - complete the WAISN Pre-accompaniment Prep Form (see Attachment 1)
 - prepare an emergency plan
 - explain what the day of accompaniment will look like
 - provide the community member with the name and phone number of the SSA/AP community member liaison and get a good time for the community member to receive a call from the liaison
- If the community member doesn't answer the call from the SSA/AP community member liaison, he/she will send the community member a text to verify the call is coming from the liaison.
- The SSA/AP liaison should have basic Spanish but does not need to be fluent. The WAISN Network Coordinator will cover most details in Spanish, during intake.

DETAINEE SUPPORT PROCESS

- SSA/AP will notify WAISN that the community member has been detained and where they are being detained (if known). WAISN will follow up with the community member's emergency contact(s) and provide other appropriate support, if possible.
- When the WAISN Hotline is notified of a detention at the Tacoma Northwest Detention Center (NWDC), and with the prior consent of the community member, the hotline

volunteer will complete a form that is sent to Tacoma-Northwest Immigrant Rights Project (NWIRP), where the person will be added to the Legal Orientation Program. The information sent to NWIRP is: Name, Previous Deportation Status, A Number (if known), and Date of Birth. This information is already known to ICE.

- Subject to prior approval by the community member, the information from the WAISN Pre-accompaniment Prep Form, along with relevant video recorded during the detention, will be sent by WAISN to an immigration attorney, if the community member has one.

NOTE:

The information on the prep form can be helpful to the immigration attorney when negotiating an administrative bond with ICE or CBP. An administrative bond cannot be negotiated if the individual is detained at the NWDC or other federal facility.

INITIAL CONVERSATION WITH A COMMUNITY MEMBER

Goals for the Initial Conversation

1. Establish trust and rapport.
2. Gather necessary information.
3. Inform the Community Member what to expect on the day of accompaniment.
4. Remind the Community Member about their rights.
5. Answer any questions that the Community Member may have.

Calling the Community Member

You will be given the name and phone number of the Community Member and the location and date/time of the hearing. If the Community Member doesn't answer when you call, send him/her a text to verify your identity, e.g. "Hello Fred, this is Jane Doe from Strengthening Sanctuary Alliance. WAISN gave me your phone number. I would like to talk to you about accompanying you to your hearing. When would be a good time to call you?"

An Example of a Conversation

Introduction:

I am a community volunteer with Strengthening Sanctuary Alliance. WAISN, the Washington Immigrant Solidarity Network, gave me your number. We support immigrants as they go to and from the courthouse. We want you to feel safe on the day of your hearing. We are not lawyers and cannot assist with legal advice. But, if you would like, we would be happy to accompany you. Are you interested? Would you mind answering a few questions?

1. Confirm name and phone number. What is the best number to reach you? Are there other phone numbers you would like to share? Do you text?
2. Confirm the location, time/date of the court hearing.
3. Will you be available to meet us an hour before the court hearing?
4. Do you have your own transportation? If not, how will you be getting to the hearing?

The Day Before the hearing

The day before the hearing, you will receive a text with the time and place to meet. I will also call you to confirm and answer any questions.

ACCOMPANIMENT PROGRAM

TEAM CHECKLIST

1. ALL TEAM MEMBERS

AT THE COURTHOUSE

- If ICE appears, we will take the following actions:
 - Remain calm and do not interfere with ICE officers.
 - Follow our assigned roles.
 - Form an open semi-circle around the community member, not shielding or blocking the person.
- It could be a crime to hide, block, shield, or otherwise help community members to evade ICE.
- **Do not resist--stay out of the way if ICE is going to arrest the community member, with or without a warrant.**

2. TEAM LEADER

Role: Coordinates, directs and coaches the team members during the accompaniment engagement to ensure that the program goal and objectives are met. Rides with the driver to be present if the car is stopped by ICE.

THE DAY OF THE ENGAGEMENT:

- Meet volunteers at the rendezvous location.
- Verify that everyone is there and understands their roles/responsibilities.
- Review the roles and responsibilities of the team members.
- Ensure that the community member is fully briefed on his/her rights by the community member liaison.
- Verify that phones are on and everyone has each other's phone numbers.
- Remind the backup volunteer that he/she has the option to go or leave.
- Ride with the driver, community member and community member liaison.
 - Serve as videographer if the car is stopped by ICE

AT THE COURT HOUSE

- Assemble the team.
- Ensure that the Accompaniment Team Checklist is followed:

- Coach team members as needed to help them remember tasks specific to their roles, particularly if approached by ICE
- If the community member is detained, immediately call the WAISN Hotline at 844.724.3737, and the team organizer.
- **Ensure that team members do not resist and they stay out of the way if ICE is going to arrest the community member, with or without a warrant.**

AFTER THE HEARING

- Return to car as a team, while remaining vigilant.
- Proceed to rendezvous location.
- Debrief team in the car.
- Verify that community member is safely away.
- Complete engagement report and email it to the team organizer.

3. ICE LIAISON

Role: The only person who talks with ICE if they show up. This person must remain calm, clear and nonconfrontational at all times.

IF YOU ARE APPROACHED BY ICE OFFICERS

- Maintain an open semi-circle around the community member, not shielding or blocking the person. Stay out of the way of the ICE officers.
- Ask officers: “Are we being detained?”
- If the officers indicate they do not intend to make an arrest and indicate that the group can go:
 - Tell the officers that the group is leaving and lead the group away with the community member.
- If the officers indicate that they want to detain the community member:
 - Ask “May I see your warrant?”
 - Inspect any documents presented and determine if there is a valid judicial warrant (signed by a judge) or ICE administrative warrant. To be valid, both must have the community member’s correct name.
- If the document is a valid warrant, clearly state out loud, “This is a valid (type) warrant.” If it is not, clearly state out loud, “This is not a valid (type) warrant.”
- If the officers continue to insist that they want to detain the community member:
 - Ask, “Do you know this person’s full name?”

- Then, if appropriate: “What is your probable cause that this person is detainable by you?”
- If the officer’s information about the community member is incorrect, be sure to state this clearly out loud.
- Ask for the officers’ names and badge numbers.
- Ask where the officers are taking the community member, if he or she is detained.

Do not resist and stay out of the way if ICE is going to arrest the community member, with or without a warrant.

4. COMMUNITY MEMBER LIAISON

Role: The main person communicating with the community member. This person should speak the language of the community member, but it is not required.

CONDUCT THE INITIAL CONVERSATION

- Refer to the example in the “Initial Community Member Conversation” instructions.

THE DAY BEFORE THE HEARING

- Participate in the team’s group text with the community member.
- Call the community member to confirm arrangements and answer questions.

BEFORE ARRIVING AT THE COURTHOUSE

- Give the community member a Red Card and review it with them.
- Remind them before arriving at the courthouse that:
 - If someone calls your name in the court hallways or outside the courthouse, do not turn around and do not reply. You should keep walking. Stay calm. Do not run.
 - If we are approached by an ICE officer, we will talk to the officer.
 - They should say nothing more to an ICE officer than, “I am exercising my right to remain silent. I will not answer any questions, provide any information, or sign any papers until I’ve spoken with an attorney.”

AT THE COURTHOUSE

- If you are approached by an ICE Officer:
 - Remind the person again to remain silent, stay calm and not to run.
 - Remind the person that they are not required to fill out any forms or sign any documents until they have spoken with an attorney.

- Reassure the person that if ICE detains them, we will contact WAISN immediately. WAISN will contact family members and will start working to get an immigration attorney.
- **Do not resist and stay out of the way if ICE is going to arrest the community member, with or without a warrant.**

5. DRIVER

Role: One of the team members who has the additional responsibility to drive the community member and the team from the rendezvous location to the courthouse.

- One person must be designated as the driver of the car that will carry the community member and the key members of the team.
- The driver must have a valid driver's license, insurance and registration. These documents must be in the car.
- If it is not the driver's car, they must have a signed and dated letter from the owner of the car stating that they are giving the driver permission to drive the car. A letter will be needed if the solely named owner of the car is the driver's spouse.

IF YOUR CAR IS STOPPED BY ICE AFTER YOU LEAVE THE COURTHOUSE.

- As the driver, you will be the only person interacting with ICE if you are pulled over. Only the driver is required to show any form of identification.
- The team leader will be present to coach the driver.
- Park the car in a safe place as quickly as possible. Turn off the car, turn on the inside light at night, open the window part-way, and place your hands on the wheel.
- If it can be done safely, the videographer should record the interaction with ICE.
- If the officer asks, show your driver's license, registration and proof of insurance.
- You must ask for a judicial warrant signed by a judge if they ask to search the car or arrest any of the passengers. If they do not have a judicial warrant with the correct name of the community member, state this clearly and out loud.
- If they don't have a valid judicial warrant signed by a judge and they ask to search your car, you can refuse to consent by saying, "I do not consent to a search".
- If the community member is detained, ask the officers where they are taking the community member.
- **Do not resist and stay out of the way if ICE is going to arrest the community member, with or without a warrant.**
- Everyone in the car has the right to remain silent.

- If you are a passenger, ask if you are free to leave. If the officer says yes, sit silently or calmly leave.

6. NOTETAKER

Role: Optional team member who documents, in writing, any interaction with ICE.

- Record badge numbers, license plates and where community member will be taken, if detained.
- Write notes on what is happening during the interaction with ICE.
- **Do not resist and stay out of the way if ICE is going to arrest the community member, with or without a warrant.**

7. VIDEOGRAPHER(S)

Role: They use video to document any interaction with ICE.

BEFORE ARRIVING AT THE COURTHOUSE

- Be sure that your phone is fully charged.

AT THE COURTHOUSE

- Set your phone to video mode.
- You have a right to record ICE if you do it openly and publicly, and don't interfere with the officers.
- If ICE tries to take your phone, insist on your right to record ("I have a right to record, you in a public space. I'm taking a step back to give you more space.") but do not resist physically.
- If there are two videographers, send one away from the group to record the whole interaction and keep one close to record the interaction in detail. Be sure to record badge numbers and license plates.
- **Do not resist and stay out of the way if ICE is going to arrest the community member, with or without a warrant.**

ACCOMPANIMENT PROGRAM

CURRENT STATUS

We are now ready to begin accompaniments. In December, 15 volunteers completed the second required training session. In addition to training volunteers, there were two other tasks that needed to be done before we could implement the program, (1) Meeting with the Thurston County Public Defense Office and (2) finalizing our understanding with the Washington Immigrant Solidarity Network (WAISN) about community member (immigrant) intake and detention. During the first week of the New Year we completed both tasks, so it appears that we are off to a good start for 2020.

On January 3 we met with 22 staff from the Thurston County Public Defense Office (PDO). Some of our members gave an overview of SSA, and talked about how we will conduct the initial conversation with the community member. Members of the LE/ICE Working Group were also present. The response from the public defenders was very positive. Meeting with the PDO was a prerequisite to beginning accompaniments.

On January 7, several of us met with Jon Tunheim, the Thurston County Prosecuting Attorney, his chief of staff, and the chief civil deputy prosecutor. We gave the SSA overview and described SSA's involvement with an immigrant who was detained and was released on bond because of our support. Jon and his staff were supportive and encouraging.

Both the Public Defense Office and the Prosecuting Attorney's Office (PAO) expressed a willingness to distribute handbills to their clients that describe the Accompaniment Program and provide instructions for contacting the WAISN Hotline to request accompaniment. We are currently designing the handbill and it should be ready soon. We plan to distribute it widely to appropriate organizations.

This manual contains the final version of the Accompaniment Program's "Community Member Intake and Detainee Support Processes", which describes how we will work with WAISN. The only changes to the review draft that I sent to you previously are:

- The addition of responses to these two questions for the list of information that will be sent to the Accompaniment Program by WAISN; (1) How did you hear about us? and (7) What is your preferred language for communication?.
- Changing the word "Support" to "Solidarity" in the first sentence under the heading "Intake".

ATTACHMENT: WAISN PRE-ACCOMPANIMENT PREP FORM QUESTIONS

1. How did you hear about us?
2. What is your full name?
3. What is your date of birth?
4. What is your country of birth?
5. Date, time & location of your court hearing?
6. Why are you going to court?
7. What is your preferred language for communication?
8. Have you had a prior deportation?
9. Do you have an A number?
10. Have you had previous contact with ICE or CBP? (Example: did you get detained when you were crossing? If so, when? Where? Were your fingerprints taken?)
11. Who would you like us to contact in case of an emergency (name & phone number)? What is their preferred language of communication?
12. Do you have children who need to be picked up/taken to someone for care?
13. If yes to question 12, can you notify your emergency contact list at school and/or daycare?
14. Do you have a criminal attorney? What is their name and contact information?
15. Do you have an immigration attorney? What is their name and contact information?
16. Do we have your permission to talk about your case should you be detained with other activist(s) so they can help us fight your case?
17. Do you want your case to be talked about publicly to mount pressure for your release or would you rather we protect your anonymity?
18. Can you start collecting letters of support?

NOTE:

- The only information collected on the prep form that will be sent to SSA/AP will be the answers to these questions: (1) How did you hear about us?, (2) What is your full name?, (5) Date, time & location of your court hearing?, and (7) What is your preferred language for communication?.
- Except for information sent to SSA/AP, only the WAISN Network Coordinator will see the other information on the form, unless the community member is detained.
- The form will be shredded by WAISN after the intake/detainee support processes have been completed.