

***DO NOT MAIL THE INSTRUCTIONS AND CONSENT FORM WITH
YOUR COMPLAINT TO DHS***

**Instructions for Filing the Immigration Enforcement Civil Rights
Complaint Form**

WHO

The attached form may be used for individuals and organizations that have individual or collective complaints about local law enforcement officers or immigration officials committing misconduct, illegal profiling, or civil rights abuses in the course of enforcing immigration laws.

WHEN

A complaint should be filed for any civil rights violation by local law enforcement officers under any of the immigration partnership programs, including 287(g) and Secure Communities, as well as violations by Immigration and Customs Enforcement (ICE) and Customs and Border Protection (CBP), and any other local, state or federal law enforcement agency.

HOW

- 1) Submit Complaint to DHS: Individuals or organizations should make their complaints directly to DHS. DHS advises that the complaints provide as much detail as possible about the misconduct committed. DHS maintains a web page on investigating civil rights complaints in which it provides some guidance on format:
http://www.dhs.gov/xabout/structure/editorial_0373.shtm

Send written complaints to:

Department of Homeland Security
Immigration and Customs Enforcement
Office of Professional Responsibility
P.O. Box 14475
Pennsylvania Avenue NW
Washington, D.C. 20044
Joint.Intake@dhs.gov

Department of Homeland Security
Office for Civil Rights and Civil Liberties
Review and Compliance
245 Murray Lane, SW
Building 410, Mail Stop #0800
Washington, D.C. 20528
civil.liberties@dhs.gov

Telephone complaints can be directed to:

ICE Office of Professional Responsibility Joint Intake Center (877)-246-8253

DHS Office for Civil Rights and Civil Liberties
(202) 401-1474 or Toll Free (866) 644-8360

DHS Office of the Inspector General
Toll Free 1-800-323-8603

- 2) Submit Copy of Complaint and Consent Form to:
National Immigration Law Center
Attn: Melissa Keaney
3435 Wilshire Blvd. Suite 2850
Los Angeles, CA 90010

Or by email to: civilrightscomplaint@nilc.org

WHAT

Listed below are examples of possible violations of civil rights or of 287(g) agreements. These are just examples. Your complaint must describe what actually happened to you even if it is not included in these examples. You should describe **in detail** what happened to you on the attached complaint form.

When mailing your complaint to the government **do not include the instruction sheet OR consent form with your complaint form.**

Examples of possible violations:

1. Officer stopped or detained me using racial or ethnic profiling.
2. Officer arrested me for a traffic offense or a crime as a pretext to check my immigration status.
3. Officer was only interested in checking my immigration status.
4. Officer questioned passengers in my car about their immigration status.
5. Police arrested me and then dropped criminal charges, leaving only immigration charges against me.
6. I was not provided an interpreter even though I speak little English.
7. I was not told I could contact my consulate or was not allowed to contact my consulate.
8. Officer(s) committed misconduct through physical, mental or verbal abuse.
9. Officer(s) did not ensure the safety and/or adequate supervision of children who were with me at the time of my arrest or detention.
10. I was not allowed access to legal counsel after I requested a chance to speak with a lawyer.
11. Officers continued to question me after I requested a lawyer.
12. I was not allowed to make a phone call to my attorney, and/or to a family member, and/or to the consulate of my home country.
13. Jail officers attempted to get me to waive my rights OR never informed me of any rights before questioning me about my immigration status.
14. Officers committed physical abuse or violence against me

Include any relevant documents and copies of any paperwork related to the complaint or its circumstances.

We will be keeping a record of complaints filed. If you have additional questions, please feel free to contact us. Thank you for your time and effort.

CONSENT

I authorize the National Immigration Law Center to receive a copy of this complaint. I understand that a copy of the complaint will be forwarded to the U.S. Department of Justice, Civil Rights Division and that processed data, stripped of personal identifying information may be made available to researchers who can demonstrate appropriate research needs consistent with the goal of protecting immigrant communities from abuses by police and immigration officials enforcing federal immigration law.

Name of complainant

Signature of complainant

Date

Send to:

National Immigration Law Center
Attn: Melissa Keaney
3435 Wilshire Blvd. Suite 2850
Los Angeles, CA 90010
civilrightscomplaint@nilc.org

Immigration Enforcement Civil Rights Complaint Form

Today's Date: _____

Contact Information for Complainant

First Name	Last Name	
A-Number	Alias (if any)	
Street Address		
City	State	Zip Code
Daytime Phone		Evening Phone
Email/Other Contact		

Contact Information for Complainant Outside the U.S.

Street Address			
City	State	Zip Code	Phone

Contact Information for Organization or Representative Submitting Complaint on Behalf of Individual

Contact Name	Organization	
Email	Phone Number	
Street Address		
City	State	Zip Code

Details of Complaint

1. Date and time of incident giving rise to complaint: _____
2. Agency (for example ICE or Border Patrol) or names of individual officers against whom complaint is filed: _____

3. Location of incident: _____
4. Contact information for any witnesses: _____

5. Describe what happened in detail using space below and attach any additional pages as necessary.

[illegible]

Signature of Complainant and Consent to Share Information

I hereby authorize _____ [name of organization] to act on my behalf in this complaint and direct the Department of Homeland Security to release any and all records and information related to my complaint to _____ (contact name) at _____ (organization).

Date: _____

Printed Name: _____

Signature: _____