

DO NOT INCLUDE/MAIL THESE INSTRUCTIONS OR THE ATTACHED CONSENT FORM WHEN YOU MAIL YOUR COMPLAINT FORMS TO ICE/CBP AND DHS

Instructions for Filing Immigration Enforcement Civil Rights Complaint Forms for Violations of the “Sensitive Locations” Policy At or Near Your School

WHO

The attached complaint form may be used by any schools, individuals, or organizations that have individual or collective complaints about local law enforcement officers or immigration officials violating the “sensitive locations” memos¹ at or near your school (or other sensitive locations²) or committing misconduct, racial profiling, or other civil rights abuses in the course of enforcing immigration laws.

WHEN

For the purpose of this toolkit, a complaint should be filed anytime the complainant (e.g., the school, a parent, organization, or other individual) believes that an immigration official (or officials) or other law enforcement officer(s) has/have violated the sensitive locations memos by conducting immigration enforcement activity at or near the school or other sensitive location. In addition, a complaint should be filed for any civil rights violation by local law enforcement officers who are engaging in or facilitating immigration enforcement activities, as well as any violations of civil rights by U.S. Immigration and Customs Enforcement (ICE), U.S. Customs and Border Protection (CBP), or other local, state, or federal law enforcement agency engaging in immigration enforcement.

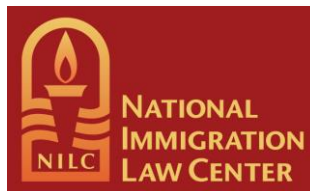
WHAT

Below are examples of possible violations of the sensitive locations memos. This list of examples is *not* exhaustive. Your complaint must describe what happened at or near your school, even if what happened does not match any of the examples provided below. You will be submitting two complaint forms directly to U.S. government agencies with immigration enforcement responsibilities: (1) the

¹ Memorandum from David V. Aguilar, Deputy Commissioner, U.S. Customs and Border Protection, “U.S. Customs and Border Protection Enforcement Actions At or Near Certain Community Locations” (Jan. 18, 2013), https://foiarr.cbp.gov/docs/Policies_and_Procedures/2013/826326181_1251/1302211111_CBP_Enforcement_Actions_at_or_Near_Certain_Community_Locations_%7BSigned_M.pdf; Memorandum from John Morton, Director, U.S. Immigration & Customs Enforcement, “Enforcement Actions at or Focused on Sensitive Locations” (Oct. 24, 2011), <https://www.ice.gov/doclib/ero-outreach/pdf/10029.2-policy.pdf>.

² The sensitive locations memos reiterate longstanding policy of the U.S. Department of Homeland Security (DHS) to avoid immigration enforcement activities in “sensitive locations” which include, but are not limited to, all schools (K-12, public, private, colleges, and adult/alternative schools), hospitals, places of worship, sites of public religious ceremonies (such as weddings or funerals), and sites used during a public demonstration, such as a march or parade.

LOS ANGELES (Headquarters)
3450 Wilshire Blvd. #108 – 62
Los Angeles, CA 90010
213 639-3900
213 639-3911 fax



WASHINGTON, DC
1121 14th Street, NW, Ste. 200
Washington, DC 20005
202 216-0261
202 216-0266 fax

attached form, in which you should describe in detail what happened *and* (2) the Department of Homeland Security (DHS) complaint form to which a hyperlink is provided below.

Examples of possible violations:

1. Officer conducted immigration enforcement activity of any kind — such as stopping, arresting, detaining, questioning/interviewing, searching, or surveilling of a person — at the school site or on school property.
2. Officer used the school premises in any way to facilitate or conduct immigration enforcement activity.
3. Officer stopped, arrested, or detained parent(s)/guardian(s)/caretaker(s) while they were picking up or dropping off a child at school.
4. Officer surveilled school bus stop during drop-off or pick-up hours and/or stopped, arrested, or detained a student or parent at or near the bus stop.
5. Officer(s) made false or misleading communications with parent(s)/guardian(s)/caretaker(s) to induce them to come to the school (such as that their child needed medication) and then arrested or detained them there.

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

HOW

To complete the complaint process, **(1)** the **complaint form** (attached below) must be submitted directly to the appropriate federal immigration agency; **(2)** a second, separate **DHS complaint form** (URL/hyperlink provided below) must be completed and sent to the DHS Office of Civil Rights and Civil Liberties; and **(3)** along with the completed and signed **consent form** (attached below), please forward a copy of both complaint forms to NILC.

1. Submit the **attached complaint form** directly to the federal immigration agency you believe violated the sensitive locations memos. Complainants should make their complaints directly to the federal immigration agency they believe violated the sensitive locations memos. This could be ICE or CBP. Complaints should provide as much detail as possible about the misconduct committed (using the complaint form attached below).
 - a. **ICE:** Email the ICE Office of Diversity and Civil Rights at ICE.Civil.Liberties@ice.dhs.gov.
 - b. **CBP:** Mail to the information center at:

U.S. Customs & Border Protection
IPL/CBP INFO Center
1300 Pennsylvania Avenue N.W., MS: 1345
Washington, DC 20229
2. Contact DHS's Office of Civil Rights and Civil Liberties by filling out a **DHS complaint form** (<https://www.dhs.gov/xlibrary/assets/crcl-complaint-submission-form-english.pdf>) and confirming that you also filed a complaint directly with either ICE or CBP.
Email the DHS complaint form to CRCLCompliance@hq.dhs.gov or mail it to (*mailing address on next page*):

U.S. Department of Homeland Security
Office for Civil Rights and Civil Liberties
Compliance Branch
245 Murray Lane, SW
Building 410, Mail Stop #0190
Washington, DC 20528

3. Send a copy of (a) **both** completed **complaint forms** and (b) the **consent form** (below) to:

National Immigration Law Center
Attn: Sarah Kim Pak
3450 Wilshire Blvd. #108-62
Los Angeles, CA 90010

And/or by email to: SafeSpacesAlerts@nilc.org

NILC will keep a record of all complaints filed. If you have any additional questions or need help filling out these forms, please feel free to contact us at the above email address.

Thank you for your time and your efforts to keep our schools as safe zones!

Please don't forget to complete and sign the CONSENT FORM on the following page and to send it to NILC along with copies of BOTH completed COMPLAINT FORMS!

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 immigration and police officials enforcing federal immigration law.

Name of complainant (e.g. school/individual/organization)

Name of contact person for complainant authorized to consent

Signature of contact person for complainant authorized to consent

Date

Please email this signed consent form to SafeSpacesAlerts@nilc.org or mail to:

National Immigration Law Center
ATTN: Sarah Kim Pak
3450 Wilshire Blvd., Box #108-62
Los Angeles, CA 90010

IMMIGRATION ENFORCEMENT COMPLAINT
Violation of Sensitive Locations Memorandum

Today's date: _____

Contact information for *complainant*:

Complainant's name (e.g., name of school)

Name of *contact person* for complainant (first, last)

Street address of complainant

City

State

Zip

Daytime phone

Evening phone

Email/other contact

COMPLAINT DETAILS

1. Date and time of incident giving rise to complaint: _____

2. Agency (ICE or CBP) or names of individual officers against whom complaint is filed:

3. Location of incident: _____

4. Contact information for any witnesses: _____
