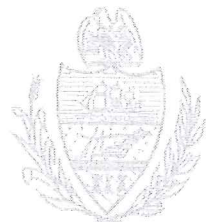


2019-163
RTK REQUEST NUMBER

Oct. 7, 2019
DATE RECEIVED

Extension
5 DAY RESPONSE DATE



COUNTY OF LUZERNE

RIGHT TO KNOW LAW REQUEST FORM

NAME OF REQUESTER: Stine Vanessa
(PLEASE PRINT CLEARLY) LAST FIRST MI

MAILING ADDRESS: P.O. Box 60173
STREET / P.O. BOX
Philadelphia PA 19102
CITY STATE ZIP CODE

PHONE # (215) 592-1513 FAX# (267) 573-3054

EMAIL ADDRESS: vstine@aclupa.org

SIGNATURE: /s/ Vanessa Stine DATE: 8/19/2019

RECORDS REQUESTED - Requesters MUST specify the document(s) sought. Please use additional pages if necessary.

Please see attached request.

- PLEASE CHECK ONE OF THE FOLLOWING:
- I AM ONLY REQUESTING ACCESS TO THE DOCUMENT(S)
 - I AM REQUESTING A HARD COPY OF THE DOCUMENT(S) (PAPER, CD, etc...)
 - I AM REQUESTING AN E-FILE OF THE DOCUMENT(S) (IF AVAILABLE) (PDF, EXCEL SPRDSHT, etc...)

PLEASE NOTE: LUZERNE COUNTY IS NOT REQUIRED TO CREATE A RECORD WHICH DOES NOT CURRENTLY EXIST OR TO COMPILE, MAINTAIN, FORMAT OR ORGANIZE A RECORD IN A MANNER IN WHICH THE AGENCY DOES NOT CURRENTLY COMPILE, MAINTAIN, FORMAT OR ORGANIZE THE RECORD

Definitions

“Federal Immigration Officials” include, but are not limited to the following entities and their agents: the United States Department of Homeland Security (DHS) and its sub-agencies: Immigration and Customs Enforcement (ICE), United States Immigration and Citizenship Services (USCIS), Homeland Security Investigations (HSI), Customs and Border Protection (CBP), and the Bureau of Justice Assistance (BJA).

“Records” means all documents (whether stored on paper or in an electronic format, in draft or final form), data, and images (such as photos) and recordings (audio or video), including:

- communications (such as letters, e-mails, text messages, instant messenger chat logs, direct messages sent via social media platforms, voicemails, direct messages, encrypted electronic communications);
- training materials and policies (including instructions, guidelines, protocols, procedures, presentations, handouts); and
- other informational materials (including bulletins, alerts, updates, advisories, memos, reports, meeting agenda, minutes, or notes);

“Your Facility” means Luzerne County Prison.

Requests:

All Records, from January 1, 2017 to present, that describe, document, reflect, or otherwise pertain to:

1. The circumstances under which employees of Your Facility may or must:
 - a. Inquire about, or document, the immigration status, national origin, and/or country of birth of an individual with whom Your Facility has had contact, including individuals who are in your custody;
 - b. Contact Federal Immigration Officials regarding an individual with whom Your Facility has had contact;
 - c. Share information with Federal Immigration Officials regarding an individual with whom Your Facility has had contact, whether at time of arrest, in jail, in court, or elsewhere, and the procedures for doing so (e.g. incident reports, booking records, databases);
 - d. Respond to inquiries from Federal Immigration Officials regarding an individual with whom Your Facility has had contact, including but not limited to responses to DHS Form I-247A;
 - e. Detain someone at the request of Federal Immigration Officials; or Otherwise assist Federal Immigration Officials in investigating possible violations of the immigration laws or enforcing the immigration laws.
2. Presence of ICE officials in Your Facility (including formal or informal agreements to interview individuals in Your Facility’s custody).

3. Number of times Federal Immigration Officials sent inquiries, including but not limited to copies of all I-247As.
4. Number of times Federal Immigration Officials have visited Your Facility to talk to individuals in the Correctional Facility's custody. This includes but is not limited to visitor logs.
5. How many individuals have been transferred from your jail to federal immigration officials, and the date(s) on which the transfers occurred.
6. All communications (including emails) between Your Facility and Federal Immigration Officials.
7. Meetings – in person, telephonically or via internet-based medium -- between employees of Your Facility and Federal Immigration Officials. This includes intra-agency or inter-agency communications made in anticipation of the meeting(s) as well as meeting dates, participants, agendas, notes, and communications made after the meeting.
8. The existence of an Agreement, or Your Facility's interest in entering into an Agreement, to assist with enforcement of federal immigration law, including, but not limited to:
 - a. 287(g) agreements or related Records;
 - b. Intergovernmental Service Agreements (IGSAs) or related Records; and
 - c. the Warrant Service Officer (WSO) Program or related Records.
9. Funds sought by Your Facility from Federal Immigration Officials or furnished to Your Facility from Federal Immigration Officials, to support or reimburse Your Facility for helping to enforce immigration laws, including Records related to the State Criminal Alien Assistance Program (SCAAP) or costs related to detaining or transporting people on behalf of Federal Immigration Officials.
10. Records indicating Your Facility's foreign language interpretation and translation policies and practices, including but not limited to the number of personnel who are able to communicate in Spanish or any other language other than English.