

GUIDE: HOW TO REQUEST REMOVAL OF YOUR ANKLE MONITOR



The information contained in this guide is specifically for individuals on the expedited dockets before the San Francisco Immigration Court who are currently wearing an ankle monitor as part of the ISAP program. This guide was created by the Stanford Law School Immigrants' Rights Clinic on behalf of The Bar Association of San Francisco and the San Francisco Immigrant Legal Defense Collaborative. We do not work for and are not funded by any divisions of the Department of Homeland Security, including ICE, USCIS, or CBP.

IMPORTANT INFORMATION: *The guide is intended as an informative and practical resource for pro se individuals (those without lawyers) and is not a substitute for legal advice from an experienced lawyer. Immigration law is complex and ever-changing, and for these reasons, it is always best, if possible, to get advice on a particular case from a lawyer or advocate familiar with ISAP.*

Guide: How to Request Removal of Your Ankle Monitor



This guide will tell you how to request removal of your ankle monitor. Sixty days after you start wearing the ankle monitor, the government should automatically review whether you still need an ankle monitor. If this automatic review does not happen or if you do not know if it has happened, you can ask the government to do a review.

Your ankle monitor is part of the Intensive Supervision Appearance Program (“ISAP”). The purpose of ISAP is to ensure that people appear for their court hearings. There are two different offices that have control over your ankle monitor: ISAP and ICE. Your Immigration Judge does not have control over your ankle monitor.

Who Is in Charge of My Ankle Monitor?

ISAP

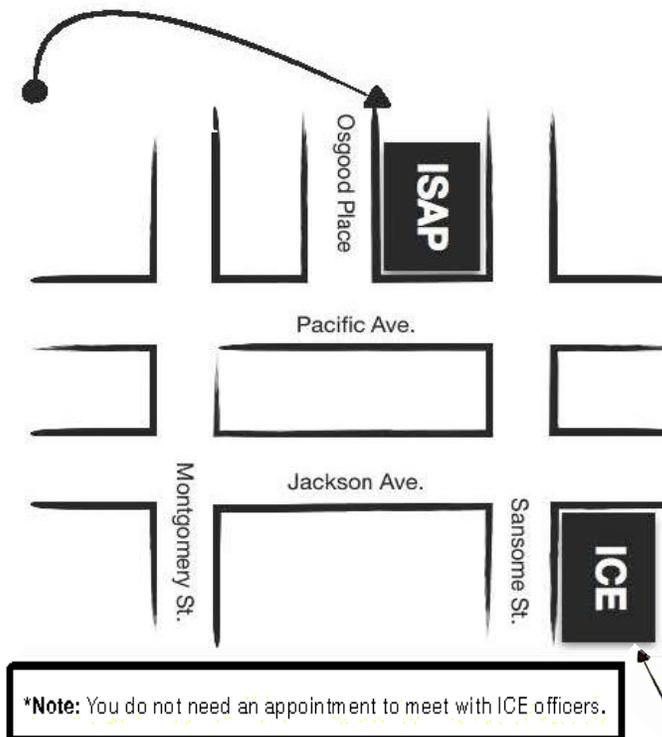
ISAP is located at 50 Osgood Place, on the first floor of a brick building in an alley.

ISAP is where you first got your ankle monitor and where you go for your appointments after going to court.

ICE

The main office for ICE is at 630 Sansome Street. It is on the 5th Floor of a large building with metal detectors at the entrance.

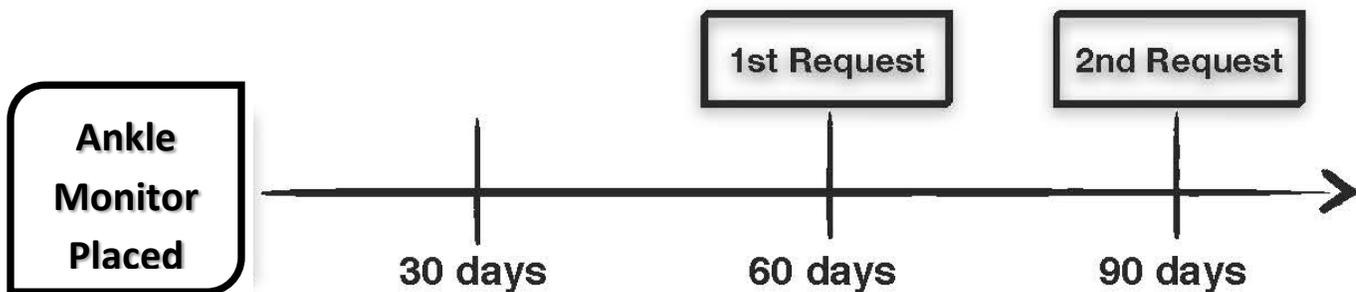
ICE has other local offices that you may have to visit that are closer to where you live.



Ask ICE or ISAP to Remove my Ankle Monitor?

RIGHT TO ASK: You can ask to get your ankle monitor removed after 60 days.

If you are pregnant or have other medical conditions affected by the ankle monitor, you should ask to have the ankle monitor removed immediately. You do **not** have to wait 60 days.



1. Write a Letter to ICE



- Attached to this guide are three copies of a letter you can use to request removal of your ankle monitor. The purpose of the letter is to show that you will go to your court hearings, even if you do not have an ankle monitor.
- We have left blank spaces for you to fill in. Check any boxes that apply to you.
- The “Other Information” section is a chance to explain why you are the type of reliable person who will go to all your court hearings.

2. Deliver the Letter to ICE in Person

- Once you have filled out the letter, deliver the letter to an ICE Office.
 - You don't need an appointment to visit ICE, either at the main ICE office at 630 Sansome Street in San Francisco or at your local ICE office.
- If you are not able to deliver the letter to ICE you can also deliver the letter to ISAP. You do not have to have an appointment to go to ISAP.



3. Follow Up with ICE After You've Made Your Request

- If the ICE officer does not give you an immediate answer about whether ICE will remove the ankle monitor, you should follow up a few days or a week later. Keep following up until you get an answer to your request.
- If your request is denied, ask why.
- If your first request is denied, wait 30 more days and make another request.
- Keep trying until you get your ankle monitor off.
- You can also ask for review by the ICE officer's supervisor if you think the ICE officer made the wrong decision or is not considering your request.



What Factors Does ICE Consider When Deciding to Remove the Ankle Monitor?

☐ Have you followed all ISAP rules?

- ICE wants to see you have followed their rules to make sure they can trust you to attend all your future court hearings.
- If you accidentally break an ISAP rule, like missing a check-in appointment, or not charging the ankle monitor, or missing a home visit, contact ICE or your ISAP officer immediately to explain what happened.
- Even if you made a minor mistake, you can still qualify to get your ankle monitor removed.



☐ Do you have a reliable phone number?

- ICE wants a phone number for you so that they can call you to make sure you are attending your hearings and following the rules.
- ICE prefers landlines, but you can also use a cell phone.
- It does not matter which phone company you use.



☐ Do you have a passport?

- ICE wants a passport as proof of what country you are from, but you do not need one to have your monitor removed.
- If you are afraid of applying for a passport from your country, please explain why to the officer.
- If you are afraid of returning to your home country because you are afraid of your country's government or anyone who works for your country's government (like police or army), please consult with an attorney or the Attorney of the Day at Court before going to the consulate to apply for your passport.
- If it is difficult for you to get a passport for other reasons, explain those reasons to the officer and tell the officer about the efforts you have made to try to get a passport.



Attached: Letter for ISAP and ICE

Attached to this guide is a letter requesting removal of your ankle monitor. Please fill out the letter and bring the one single letter (not this entire guide) to ISAP or ICE. We have provided you with three copies so that you can write multiple letters if ICE does not agree to remove your bracelet after the first request.

We strongly recommend you to make a copy of any letter before you give it to ICE or ISAP. That way you will have proof that you asked for your ankle monitor to be removed. You should keep the copy for your own records.

ICE
San Francisco Office
630 Sansome Street, Room 590
San Francisco, CA 94111

ISAP
San Francisco Office
50 Osgood Place
San Francisco, CA 94133

Your Address: _____
(Su Dirección) _____

(date/fecha) _____

RE: REQUEST FOR DE-ESCALATION (SOLICITUD PARA DE-ESCALAMIENTO)

- First Request** *Primera Solicitud* **Second Request** *Segunda Solicitud* _____ **Request** *Solicitud*

Dear Officer,
Querido Oficial,

I am writing to request de-escalation so that my ankle monitor may be removed and/or that my ISAP check in requirements be eliminated.
Le escribo para solicitar un de-escalamiento para poder remover mi brazalete y/o eliminar mis requisitos de registro con ISAP.

My name is _____ My A number is _____
Mi nombre es Mi número A es

The following statements apply to me (check all that apply). *Los siguientes hechos me aplican (marque todo lo que aplique):*

- I have had my ankle monitor for at least 60 days. *He tenido mi brazalete por al menos 60 días.*
- I have regularly checked in with my ICE officer. *Me he comunicado regularmente con mi oficial de ICE.*
- I have a reliable telephone number. My current number is _____.
Tengo un número de teléfono confiable. Mi número es _____.
- I regularly keep my ankle monitor charged. *Mantengo mi brazalete cargado regularmente.*
- I have a valid passport. *Tengo un pasaporte válido.*
- I am afraid to return to my country, so I can't get a passport. *Tengo miedo de volver a país, y por eso no puedo obtener un pasaporte.*
- I have not been able to obtain my passport because _____.
No he podido obtener mi pasaporte porque _____.
- I am pregnant or have the following medical conditions that are affected by the ankle monitor: _____.
Estoy embarazada y tengo las siguientes condiciones de salud que se afectan por el grillete: _____.
- I have family members who are citizens or permanent residents who live in Northern California. *Tengo familiares que son ciudadanos o residentes permanentes del Norte de California.*
- I have attended and will continue to attend my court hearings. *He asistido y continuaré asistiendo a mis audiencias en corte.*
- I have young children. *Tengo hijos pequeños.* They are _____ years old. *Tienen _____ años.*
- I have a child(ren) in school. *Tengo hijo(s) en la escuela.*

Other Information
Información Adicional: _____

Thank you for your attention to this matter. *Gracias por su atención.*

Sincerely,
Sinceramente, _____
(Signature/firma) (Printed Name/nombre escrita)

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630 Sansome Street, Room 590
San Francisco, CA 94111

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San Francisco Office
50 Osgood Place
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