

DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement

**STAKEHOLDER VISITOR
CODE OF CONDUCT**

U.S. Immigration and Customs Enforcement (ICE) is committed to maintaining safe and secure detention facilities. To ensure security and avoid any disruptions in daily operations, all agency stakeholders¹ touring and/or conducting visitation with detainees shall maintain proper and appropriate decorum, adhere to applicable ICE and facility standards, and abide by this Stakeholder Visitor Code of Conduct (Code).

Any person or group that violates any part of the Code set forth below may be subject to immediate removal from the facility and may be denied future access to ICE detention facilities.

Stakeholders entering the facility to participate in a tour or conduct a visit with an ICE detainee(s) are subject to a standard search of their person and belongings for security reasons. ICE or the Facility Administrator have the discretion to cancel, reschedule or terminate a tour or visit if: 1) an emergency arises; 2) the safety, security, and orderly operations of the facility are potentially jeopardized; or 3) any violations of this Code or ICE and facility standards are observed.

Stakeholders **shall**:

- Follow all applicable facility rules, standards, and policies.
- Behave in a respectful and courteous manner towards detainees, staff, and other visitors at all times.
- Comply with instructions given by facility and ICE staff.
- Follow the facility's Dress Code.
- Sign a waiver of liability, if required.

Stakeholders **shall not**:

- Bring any electronic/recording devices, cell phones, laptops, or smart phone/wireless communication devices into the secure areas of the facility.
- Engage in any activity for the purpose of financial gain.
- Solicit legal clients in violation of applicable attorney Rules of Professional Conduct.
- Distribute legal solicitation materials, to include business cards and/or marketing materials, in violation of applicable attorney Rules of Professional Conduct.
- Coerce or intimidate any ICE detainee.

¹ "Stakeholders" shall include, but are not limited to, non-governmental organizations, community service organizations, intergovernmental entities (e.g. United Nations High Commissioner for Refugees), faith-based organizations, members of academia, and legal representative/associations/groups (e.g. pro bono legal service provider groups). This guidance does not apply to (1) Legal Orientation Program or Know Your Rights presentation providers; (2) law firms, organizations, or sole attorney practitioners providing or seeking to provide legal representation; (3) family members or friends of detainees; (4) religious service providers and, (5) physicians with a request from a detainee's counsel to conduct an examination relevant to the detainee's case.

- Have any physical contact with ICE detainees.
- Counsel or assist any ICE detainee(s) in conduct that
 - o is illegal, criminal or fraudulent;
 - o disrupts the daily and orderly operations of the facility; or
 - o appears to endanger the security and safety of the detainee, other detainees, staff, and visitors.
- Distribute any item to an ICE detainee unless the item has been pre-approved by ICE or the Facility Administrator. ICE will seize as contraband any unapproved items provided to an ICE detainee.
- Distribute material that depicts, describes, encourages, or promotes activities that could lead to physical violence or group disruptions.²
- Enter, move about the facility or leave without being properly escorted by ICE or facility staff.

I acknowledge and accept responsibility for adhering to this Code and I understand that any violation or suspected violation may result in immediate termination of the scheduled tour or visit or tour, removal of visitor(s) from the facility, and the denial of future tour or visitation requests.

PRINTED NAME:

SIGNATURE:

DATE:

ORGANIZATION:

CONTACT NUMBER AND EMAIL:

² Reports and/or materials that have been pre-approved by the facility administrator or ICE staff are acceptable for distribution.