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*Director of Administration  
and Chief Clerk*

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*Solicitor*

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Telephone (570) 320-2124  
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COUNTY of LYCOMING  
48 WEST THIRD STREET  
WILLIAMSPORT, PA 17701

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[www.lyco.org](http://www.lyco.org)  
[county.commissioners@lyco.org](mailto:county.commissioners@lyco.org)

November 25, 2014

Jennifer Lee  
101 Gittis Student Center-North  
1755 N. 13<sup>th</sup> Street  
Philadelphia, PA

via email  
[tuf28341@temple.edu](mailto:tuf28341@temple.edu)

Dear Ms Lee:

This letter responds to your Right-To-Know request received on October 8, 2014. You have provided the County with an extension to respond to your request, until November 25, 2014. Your request is granted in part and denied in part.

You requested that the County provide the following:

...[A]ny document, correspondence, or public record, stored electronically or otherwise, that sets forth or refers to Lycoming County's county-wide or jail specific policy, procedure, or mandate regarding ICE detainers.

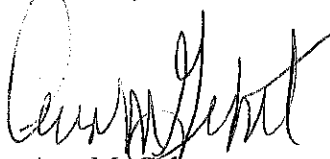
Your request is denied as insufficiently specific. Under Section 703 of the Right-To-Know law, a request for records must identify or describe the records sought with sufficient specificity to enable the County to determine which records are being requested. See 65 P.S. § 67.703.

Without waiving the foregoing denial, to the extent your request seeks written confirmation of Lycoming County Prison's practice regarding ICE detainers, your request is granted. One (1) page is responsive to your request and is attached. The County's copying fee of \$0.25 per page is waived.

You have a right to appeal this denial in writing to Ms. Terry Mutchler, Executive Director, Office of Open Records, Commonwealth Keystone Building, 400 North Street, 4<sup>th</sup> Floor, Harrisburg, PA 17120. If you choose to file an appeal you must do so within 15 business days of the mailing date of this response. Please note that a copy of your original Right-to-Know request and this response must be included when filing an appeal. The law also requires that you state the reasons why you believe the requested record is a

public record and address the reasons the agency denied your request. Visit the Office of Open Records' website at <http://openrecords.state.pa.us> for further information on filing an appeal. Please be advised that this correspondence will serve to close this record with this office as permitted by law.

Sincerely,



A handwritten signature in black ink, appearing to read "Ann M. Gehret". The signature is written in a cursive style with a large initial "A".

Ann M. Gehret  
Director of Administration  
and Chief Clerk

cc: Commissioners  
Solicitor  
Prison

October 20, 2014

TO: Intake Staff

FROM: Warden DeParlos   
Deputy Warden Shoemaker 

**RE: IMMIGRATION & CUSTOMS ENFORCEMENT (ICE) DETAINERS**

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This is a reminder that the prison **does not accept** Immigration & Customs Enforcement (ICE) detainers. If any law enforcement agency brings a commitment to the prison and the only document they have for commitment is an ICE detainer, the commitment will be refused.

If there is a commitment on new or pending criminal charges and an ICE detainer, then we should receive the commitment on the charges. The ICE detainer may be kept in the file but not entered into the system as a hold.

Approximately 2 hours before the time of the inmate's anticipated release, the prison will contact ICE and advise that the inmate is being released on the criminal charges and we will hold the inmate for no longer than **2** hours pending release to allow the local field officers to assume custody of the Inmate pursuant to the authority of the ICE detainer.

In the event that ICE does not assume custody of the inmate within **2** hours of the notification phone call, the inmate shall be released pursuant to normal procedures.

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Cc: Supervisors  
Counselors (3)