


U.S. Department of Homeland Security
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**U.S. Immigration
and Customs
Enforcement**

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MEMORANDUM FOR: Field Office Directors

FROM: Tae Johnson 
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SUBJECT: Updated Guidance: ERO Support of the U.S. Department of Justice Executive Office for Immigration Review Legal Orientation Program

Purpose:

This memorandum provides updated guidance to Enforcement and Removal Operations (ERO) Field Office Directors (FODs), Deputy Field Office Directors (DFODs), and Assistant Field Office Directors (AFODs) on best practices in support of the U.S. Department of Justice's (DOJ) Executive Office for Immigration Review (EOIR) Legal Orientation Program (LOP).

This memorandum updates the previous memorandum *ERO Support of the Department of Justice's Executive Office for Immigration Review Legal Orientation Program*, issued on April 23, 2013, and provides an updated list of the 37 ICE facilities in which an LOP currently operates. *See Attachment A.*

Background:

For over 17 years, the DOJ EOIR Office of Legal Access Programs (OLAP) has worked to improve the efficiency of immigration court proceedings by increasing access to information and improving representation for individuals in proceedings. In 2003, EOIR launched the LOP to assist all parties in detained removal proceedings: detained aliens; the immigration courts; ICE; and detention facilities. The LOP is run by EOIR contractors, and orients ICE detainees to the immigration court process, their obligations, and their legal options. Experience has shown that LOP attendees are positioned to make better informed decisions, are more likely to obtain legal representation, and complete their cases faster than detainees who have not received the LOP.

The LOP is generally comprised of: (1) an interactive group orientation, which is open to general questions; (2) an individual orientation, in which unrepresented individuals can briefly discuss their cases with experienced legal service providers; (3) a self-help component, in which unrepresented individuals who wish to pursue their case, or who wish to voluntarily

depart the U.S. or request removal, receive helpful legal materials and basic training on self-representation through group workshops; and (4) a referral process, in which individuals seeking relief are referred to pro bono counsel, where available.

The LOP is currently operating in 37 ICE detention facilities. A list of those facilities is attached. *See* Attachment A. In addition, EOIR periodically updates this list in response to changes in detention populations and availability of resources.

Discussion:

FODs who have EOIR LOP contractors operating in facilities within their area of responsibility (AOR) should note the updated best practices outlined below.

Accommodations

FODs are encouraged to establish consistent times and adequate space for the EOIR LOP contractors to meet with detainees. FODs should appoint dedicated field office point(s) of contact to maintain productive working relationships and facilitate information sharing among ERO, detention facilities, and the EOIR LOP contractors. To better ensure confidentiality of individual detainee legal matters, detention facilities should provide a means by which LOP contractors/representatives can converse privately with detainees, if needed.

Information Sharing

FODs are authorized¹ and encouraged to share information about detainees with EOIR and their LOP contractors. FODs should also provide EOIR contractors new arrival and full population rosters to the LOP contractors on a regular (i.e., daily or weekly) basis, which may include:

- Detainee names;
- A-Numbers;
- Country of birth;
- Book-in dates;
- Types of immigration proceeding; and
- Housing locations, if necessary.

Eligible detainees include all detainees in EOIR proceedings; detainees who may be placed in EOIR proceedings; and detainees in other immigration proceedings, depending on available LOP resources.

The Field Office should also:

- Develop standard procedures for announcing the LOP presentations to detainees, and for facilitating movement of interested detainees within the facility to allow attendance.

¹ Privacy Act of 1974; Department of Homeland Security United States Immigration and Customs Enforcement – 011 Criminal Arrest Records and Immigration Enforcement (CARIER) System of Records, Oct. 19, 2016.

- Provide information and/or training to Field Office and facility staff on the LOP; and
- Maintain a consistent point of contact at each facility to increase efficiencies.

Legal Documentation and Availability of LOP Materials

FODs shall ensure facilities allow detainees to keep legal documents (e.g., NTAs, court information, etc.) with them, in accordance with relevant ICE detention standards, so that the detainees may bring these to the LOP as well as to their immigration court hearings. Additionally, FODs should ensure that LOP materials are consistently available in facilities' law libraries.

Technology

EOIR LOP contractors are better able to assist detainees and provide the LOP when allowed to use technology in ICE detention facilities. Subject to ICE and facility policy and procedures, FODs may provide appropriate laptop, internet, and telephone access to EOIR and their LOP contractors.

For further information, contact ERO CMD at detention.legalaccess@ice.dhs.gov.

Attachments:

- A. ICE Facilities with EOIR LOP Contractors

ATTACHMENT A
U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT
FACILITIES WITH LEGAL ORIENTATION PROGRAM CONTRACTORS

ICE Facilities with EOIR LOP Contractors					
	Name	City	State	AOR	Type
1	Adelanto Correctional Facility	Adelanto	CA	LOS	DIGSA
2	Central Arizona Florence Correctional Complex	Florence	AZ	PHO	USMS IGA
3	Eloy Federal Contract Facility	Eloy	AZ	PHO	DIGSA
4	Florence Service Processing Center	Florence	AZ	PHO	SPC
5	El Paso Service Processing Center	El Paso	TX	ELP	SPC
6	Otero County Processing Center	Chaparral	NM	ELP	DIGSA
7	West Texas Detention Facility	Sierra Blanca	TX	ELP	USMS IGA
8	Northwest Detention Center	Tacoma	WA	SEA	CDF
9	Houston Contract Detention Facility	Houston	TX	HOU	CDF
10	Joe Corley Detention Facility	Conroe	TX	HOU	IGSA
11	IAH Secure Adult Detention Facility	South	TX	HOU	IGSA
12	Prairieland Detention Center	Alvarado	TX	DAL	IGSA
13	Denver Contract Detention Facility	Aurora	CO	DEN	CDF
14	Kenosha County Detention Center	Kenosha	WI	CHI	USMS IGA
15	McHenry County Jail	Woodstock	IL	CHI	USMS IGA
16	York County Prison	York	PA	PHI	IGSA
17	Berks County Family Shelter	Leesport	PA	PHI	Family
18	Karnes County Residential Center	Karnes City	TX	SNA	USMS IGA
19	South Texas Detention Center	Pearsall	TX	SNA	CDF
20	South Texas Family Residential Center	Dilley	TX	SNA	IGSA
21	Elizabeth Detention Center	Elizabeth	NJ	NEW	CDF
22	Essex County Jail	Newark	NJ	NEW	IGSA
23	Hudson County Jail	Kearney	NJ	NEW	IGSA
24	East Hidalgo Detention Center	La Villa	TX	SNA	USMS IGA
25	Port Isabel Service Processing Center	Los Fresnos	TX	SNA	SPC
26	San Diego Contract Detention Facility - Otay	San Diego	CA	SND	CDF
27	LaSalle Processing Center	Jena	LA	NOL	IGSA
28	Pine Prairie Processing Center	Pine Prairie	LA	NOL	IGSA
29	Stewart Detention Center	Lumpkin	GA	ATL	DIGSA
30	Irwin County Detention Center	Ocilla	GA	ATL	USMS IGA
31	Broward County Transitional Center	Pompano	FL	MIA	CDF
32	Krome North Service Processing Center	Miami	FL	MIA	SPC
33	Frederick County Adult Detention Center	Frederick	MD	BAL	IGSA
34	Howard County Detention Center	Jessup	MD	BAL	IGSA
35	Worcester County Jail	Snow Hill	MD	BAL	IGSA
36	Immigration Centers of America Farmville	Farmville	VA	WAS	DIGSA
37	Virginia Peninsula Regional Jail	Williamsburg	VA	WAS	USMS IGA