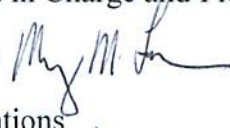


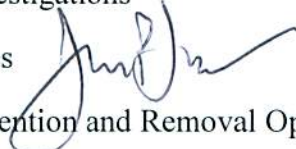


U.S. Immigration  
and Customs  
Enforcement

OCT 1 2007

MEMORANDUM FOR: All Special Agents in Charge and Field Office Directors

FROM: Marcy M. Forman   
Director  
Office of Investigations

John P. Torres   
Director  
Office of Detention and Removal Operations

SUBJECT: DRO/OI Protocols and Handling Unaccompanied Alien Children

On August 20, 2007, the Office of Investigations (OI) and Office of Detention and Removal Operations (DRO) jointly issued protocols providing national guidance to DRO Field Office Directors (FODs) and OI Special Agents in Charge (SACs) regarding a myriad of issues. The protocols did not specifically address the handling of unaccompanied alien children. Section 462 in Title IV of the Homeland Security Act defines the term "unaccompanied alien child" to mean a child who "(A) has no lawful immigration status in the United States; (B) has not attained 18 years of age; and (C) with respect to whom- (i) there is no parent or legal guardian in the United States; or (ii) no parent or legal guardian in the United States is available to provide care and physical custody."

While the apprehension and arrest of alien juveniles rests with U.S. Immigration and Customs Enforcement (ICE), DRO, and U.S. Customs and Border Protection (CBP), the responsibility for detaining and placement of unaccompanied alien children rests with the Office of Refugee Resettlement (ORR) within the Department of Health and Human Services. ORR has limited facilities to house children and has not yet developed a transport infrastructure. DRO Field Office Juvenile Coordinators (FOJCs) are responsible for coordinating the actual placement of juveniles with ORR. Both OI and DRO face formidable challenges and liability attempting to secure juveniles until ORR can find placements.

On September 10, 2007, DRO issued guidance to the FODs instructing them to support OI when a juvenile alien has been arrested and processed for immigration proceedings. DRO supervisors were instructed to have FOJCs immediately respond when OI makes notification that an alien juvenile has been arrested and processed for removal proceedings. FOJCs are then responsible for obtaining and facilitating the placement of an alien juvenile to the appropriate ORR shelter or facility. FOJCs will make all required travel and/or transportation arrangements to facilitate the juvenile's temporary transfer into DRO custody pending final ORR placement.

DRO will provide priority attention to unaccompanied alien children, including placement to an ORR-approved facility within 72 hours locally, and within 5 days outside of the local area of responsibility (AOR).

Juveniles with criminal adjudications who are identified as “accompanied” will be placed in an approved ICE secure juvenile facility. If a juvenile has been convicted as an adult, FOJCs are to provide the detaining facility and DRO office with complete information regarding the conviction(s) and prior to, or as soon as possible following, the placement of the alien in an ICE facility. FOJCs will also assist with mandatory reunification efforts of any releasable alien juvenile to a family member or legal guardian per applicable provisions of 8 CFR § 236.3.

SACs will administratively process all unaccompanied juveniles prior to transfer to DRO custody. To facilitate this transfer, the current contact list for FOJCs is attached. The FOJCs may be unable to respond to simultaneous calls within their AOR. Therefore, SACs will meet with FODs to identify and remedy transportation deficiencies within their AOR and will jointly identify solutions using the coordination, de-confliction, transportation, and conflict resolution portions of the DRO/OI protocols.

OI and DRO will continue to work with CBP and ORR on a long-term solution of handling unaccompanied children and will issue further guidance as appropriate.

**Detention and Removal Operations  
Juvenile Coordinator Contact List - Sept 2007**

Field Office	Primary FOJC Name	Jack-Up FOJC Name	Desk Phone	Ext#	Cell Phone	SDDO	Fax Number	Mailing Address		
ANCHORAGE	<b>(b)(6); (b)(7)(c)</b>		(907) 277-9077	(b)(6); (b)(7)(c)	(907) 227-9077	(b)(6); (b)(7)(c)	907-277-9077	(b)(6); (b)(7)(c) Anchorage, Alaska 99501		
ATLANTA			907-271-4049		907-223-9077				(b)(6); (b)(7)(c) Atlanta, GA 30303	
BALTIMORE			410-962-4109		410-977-4109				410-962-4109	(b)(6); (b)(7)(c) Baltimore, Maryland 21201
			410-962-4109		443-463-4109				410-962-4109	(b)(6); (b)(7)(c) Salisbury, Maryland 21801
			410-548-4109		443-463-4109				410-548-4109	(b)(6); (b)(7)(c) Hartford, CT 08103
BOSTON-CT,VT,ME			860-240-6179		860-250-6179			860-240-6179	JKF Federal Building, Boston, MA 02203	
BOSTON-MA,RI,NH			617-961-7165		617-719-7165			617-569-7165	(b)(6); (b)(7)(c) Buffalo, NY 14202	
BUFFALO			716-551-7165		716-583-7165			716-551-7165	(b)(6); (b)(7)(c) Chicago, IL 60605	
CHICAGO			312-347-3129		312-296-3129			312-347-3129	(b)(6); (b)(7)(c) Cleveland, OH 44199	
CLEVELAND			312-347-6149		312-907-6149			312-356-6149	(b)(6); (b)(7)(c) Dallas, TX 75247	
DALLAS			614-469-2165		614-332-2165			614-469-2165	(b)(6); (b)(7)(c) Denver, CO 80239	
DENVER			214-905-2149		214-437-2149			214-905-2149	(b)(6); (b)(7)(c) Aurora, CO 80010	
DETROIT			303-371-3039		303-472-3039			303-361-3039	(b)(6); (b)(7)(c) Detroit, MI 48207	
EL PASO			303-371-3039		303-472-3039			303-361-3039	(b)(6); (b)(7)(c) El Paso, TX 79925	
HARLINGEN			313-568-9159		313-220-9159			313-568-9159	(b)(6); (b)(7)(c) Harlingen, TX 78552	
HOUSTON			915-278-9159		915-892-9159			915-228-9159	(b)(6); (b)(7)(c) Houston, TX 77060	
KANSAS	915-225-9569		915-727-9569			915-225-9569	(b)(6); (b)(7)(c) Kansas City, MO 64153			
LOS ANGELES	956-389-2819		956-535-2819			956-389-2819	(b)(6); (b)(7)(c) Santa Ana, CA 92701			
MIAMI	281-774-2819		832-435-2819			281-774-2819	(b)(6); (b)(7)(c) Miami, FL 33130			
MEMPHIS	816-891-8169		(816) 564-8169			816-891-8169	(b)(6); (b)(7)(c) Memphis, TN 38122			
NEWARK	816-891-7149		816) 564-7149			816-891-7149	(b)(6); (b)(7)(c) Newark, NJ 07114			

Field Office	Primary FOJC Name	Jack-Up FOJC Name	Desk Phone	Ext#	Cell Phone	SDDO	Fax Number	Mailing Address
NEW YORK	(b)(6); (b)(7)(c)	(b)(6); (b)(7)(c)	212-620-212-264		646-358-347-582	(b)(6); (b)(7)(c)	212-620-212-264	26 Federal Plaza, NY, NY 10278
NOL (BP)			225-298-251-660		225-806-251-490		225-298-	(b)(6); (b)(7)(c) Baton Rouge, LA 70816
NEW ORLEANS			504-599-504-599		504-329-504-329		504-589-504-589	(b)(6); (b)(7)(c) (b)(6); (b)(7)(c) New Orleans, LA 70113
OMAHA			402-536-402-536		402-981-402-981		402-536-402-536	(b)(6); (b)(7)(c) Omaha, NE 68110
PHILADELPHIA			610-374-610-374		610-587-610-587		610-374-610-374	(b)(6); (b)(7)(c) Leesport, PA 19533
PITTSBURGH			412-432-412-432		412-475-412-475		412-432-	(b)(6); (b)(7)(c) (b)(6); (b)(7)(c) Pittsburgh, PA 15203
PHOENIX			602-379-602-379		602-723-602-723		602-379-602-379	(b)(7)(E) (b)(6); (b)(7)(c) Phoenix, AZ 85004
PORTLAND			503-326-503-326		503-849-503-849		503-326-503-326	(b)(6); (b)(7)(c) Portland, OR 97209
SALT LAKE CITY			801-313-406-495		801-502-406-431		801-265-406-495	(b)(6); (b)(7)(c) (b)(6); (b)(7)(c) Salt Lake City, UT 84123 Helena, MT 49602
SAN ANTONIO			210-967-210-967		210-889-210-889		210-967-210-967	(b)(6); (b)(7)(c) San Antonio, TX 78239
SAN DIEGO			619-557-619-727		619-247-619-520		619-557-619-557	(b)(6); (b)(7)(c) (b)(6); (b)(7)(c) San Diego, CA 92101
SAN FRANCISCO			415-844-415-844		415-850-		415-844-415-844	(b)(6); (b)(7)(c) San Francisco, CA 94111
SAN JUAN			787-706-787-706	281 317	787-310-787-528		787-706-787-706	
SEATTLE			253-779-206-835		206-786-206-793			(b)(6); (b)(7)(c) Seattle, WA 98168
ST. PAUL			402-536-952-853		402-981-612-290		402-536-952-853	(b)(7)(E) (b)(6); (b)(7)(c) Sioux Falls, SD 57103 (b)(6); (b)(7)(c) (b)(6); (b)(7)(c) Bloomington, MN 55425
TAMPA			813-637-813-637		813-781-941-737		813-637-	(b)(6); (b)(7)(c) Tampa, FL 33607
WASHINGTON			703-285-703-285		202-345-202-345		703-285-703-285	(b)(6); (b)(7)(c) Fairfax, VA 22031
HQ/DRO/Nat'l JC			202-732-202-732		202-345-202-359		202-732-202-732	(b)(6); (b)(7)(c) (b)(6); (b)(7)(c) Washington, DC 20535