



U.S. Department of Justice

Executive Office for Immigration Review

Office of the Chief Immigration Judge

Chief Immigration Judge

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Falls Church, Virginia 22041

November 16, 1998

MEMORANDUM TO: All Assistant Chief Immigration Judges
All Immigration Judges
All Court Administrators
All Support Staff

FROM: The Office of the Chief Immigration Judge

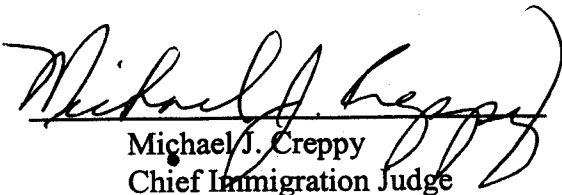
SUBJECT: Operating Policies and Procedures Memorandum
No. 98-7: Management of the Institutional Hearing
Program (IHP)

This Operating Policies and Procedures Memorandum (hereinafter OPPM) supersedes OPPM 94-7, dated July 18, 1994. The management of the Institutional Hearing Program (hereinafter IHP) will be handled as follows:

1. Management Responsibility: The Institutional Hearing Program Unit is headed by an Assistant Chief Immigration Judge (hereinafter ACIJ). The Unit is also comprised of a Program Coordinator and a Program Analyst and has management responsibility over all institutional hearing programs at the federal, state, and municipal levels.
2. Institutional Hearing Program Supervision: The ACIJ supervising the IHP will supervise the following Immigration Courts: Oakdale, Louisiana; Eloy, Arizona; Memphis, Tennessee; and New Orleans, Louisiana. In addition, the ACIJ supervising the IHP will provide performance appraisal input to the ACIJ's responsible for evaluating the performance of the Court Administrator's at the following Immigration Courts which conduct independent IHP operations as determined by the Chief Immigration Judge. For purposes of this OPPM, independent IHP operations will be defined as any institutional hearing program where an Immigration Judge presides on a full-time basis.
3. IHP Caseload Management: The IHP Unit will monitor the IHP caseload to determine management efficiency in caseload movement, backlog reduction, and adherence to earliest possible release dates. This information will provide the IHP Unit with the data necessary for calendar planning for the number and duration of

Immigration Judge visits to the IHP sites to ensure case completion prior to release from incarceration.

4. **Site Selection:** The IHP Unit, assisted by the Court Administrator, will coordinate all potential site selections for the IHP including the federal, state, and municipal locations. Initial site visits will be coordinated between the IHP Unit and the Court Administrator. The IHP Unit will monitor present locations to determine program feasibility and address operational issues which may affect the location of institutional hearing programs.
5. **Liaison Meetings:** The ACIJ and/or other members of the IHP Unit will represent the Office of the Chief Immigration Judge at all liaison meetings concerning institutional hearing program/criminal alien matters with the Immigration & Naturalization Service (hereinafter INS) and the Bureau of Prisons (hereinafter BOP), and all state and county departments of corrections.
6. **Advanced Technological Systems:** The IHP Unit will represent the Office of the Chief Immigration Judge at meetings and conferences pertinent to technological systems effecting IHP, for example, video teleconferencing, and will coordinate the selection of hearing sites where video teleconferencing, closed circuit television, devices and any other technological systems equipment will be utilized. The effectiveness of these systems will be monitored by the IHP Unit through the local Immigration Courts where they are utilized.
7. **Special Projects:** The IHP Unit will be responsible for maintaining and implementing ANSIR IHP reports for system responsiveness to caseload management; assisting field office personnel handling IHP matters; assisting in establishment of independent state or municipal IHP locations and BOP facilities; and performing special analysis or ad hoc studies of the program as requested by the Chief Immigration Judge.


Michael J. Creppy
Chief Immigration Judge