



U.S. Department of Justice
Executive Office for Immigration Review
Office of the Chief Immigration Judge

Chief Immigration Judge

5107 Leesburg Pike, State 2545

Falls Church, Virginia 22041

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 a n 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