



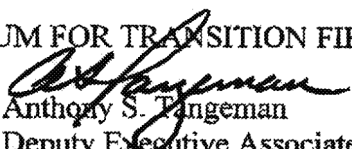
U.S. Department of Justice  
Immigration and Naturalization Service

HQDRO 50/10

425 I Street NW  
Washington, DC 20536

DEC 28 2002

MEMORANDUM FOR TRANSITION FIELD COORDINATORS

FROM:   
Anthony S. Tangeman  
Deputy Executive Associate Commissioner  
Office of Detention and Removal

SUBJECT: Legal Service Provider Work Areas

This memorandum issues guidance governing the practice of providing work areas for legal service providers visiting Service Processing Centers (SPCs) and Contract Detention Facilities (CDFs) and is a reiteration of a memorandum previously issued by the Executive Associate Commissioner, Office of Field Operations on December 28, 2001.

In the past, a small number of SPCs and CDFs have provided specific dedicated workspace for visiting legal service providers (LSPs). The provision of a work area for LSPs is at the discretion of the Officer in Charge. There is no requirement by the Immigration and Naturalization Service (INS) to provide a dedicated work area for LSPs. INS is required to provide private consultation rooms for LSPs to meet with their clients. Private consultation rooms should be confidential and not subject to auditory supervision.

If a facility desires to provide a work area for visiting LSPs, this area should be located outside of the private consultation rooms. Work areas do not need to meet the same standards for confidentiality as private consultation rooms. Under no circumstances may private consultation rooms be utilized as a work area nor shall the number of private consultation rooms be diminished to make a work area available. If a work area is made available, that area shall consist of a writing surface, a chair, and access to an electrical outlet. This work area shall be made available to any LSP who requests its use on a first come, first serve basis. LSPs shall not be allowed to reserve the work area ahead of time nor will INS provide any permanent equipment or resource materials.

Field managers should consult the INS "Visitation" Detention Standard for additional guidance on visitation by LSPs. If you or your staff have any questions, please contact (b)(6),(b)(7)(C) (b)(6),(b)(7)(C) Director, Field Operations Division, at 202-305-(b)(6),(b)(7)(C)



U.S. Department of Justice  
Immigration and Naturalization Service

HQOPS 50/14

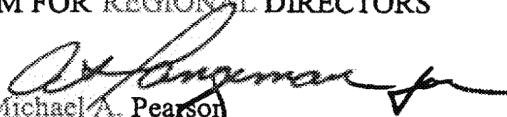
Office of the Executive Associate Commissioner

425 I Street NW  
Washington, DC 20536

DEC 28 2001

MEMORANDUM FOR REGIONAL DIRECTORS

FROM:

  
Michael A. Pearson  
Executive Associate Commissioner  
Office of Field Operations

SUBJECT: Legal Service Provider Work Areas

This memorandum issues guidance governing the practice of providing work areas for legal service providers visiting Service Processing Centers (SPCs) and Contract Detention Facilities (CDF's). In the past, a small number of SPCs and CDF's have provided specific dedicated workspace for visiting legal service providers. The provision of a work area for legal service providers is at the discretion of the Officer in Charge. There is no requirement by the Immigration and Naturalization Service (INS) to provide a dedicated work area for legal service providers. INS is required to provide private consultation rooms for legal service providers to meet with their clients. Private consultation rooms should be confidential and not subject to auditory supervision.

If a facility desires to provide a work area for visiting legal service providers, this area should be located outside of the private consultation rooms. Work areas do not need to meet the same standards for confidentiality as private consultation rooms. Under no circumstances may private consultation rooms be utilized as a work area nor shall the number of private consultation rooms be diminished to make a work area available. If a work area is made available, that area shall consist of a writing surface, a chair, and access to an electrical outlet. This work area shall be made available to any legal service provider who requests its use on a first come, first serve basis as needed. Legal service providers shall not be allowed to reserve the work area ahead of time nor will INS provide any permanent equipment or resource materials.

Field managers should consult the INS "Visitation" Detention Standard for additional guidance on visitation by legal service providers. If your staff have any questions, please have them contact (b)(6),(b)(7)(C) Chief, Facilities Management & Transportation Branch at 1-202-616-(b)(6),(b)(7)(C)