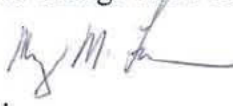


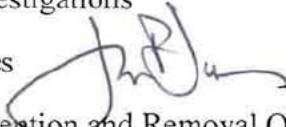


U.S. Immigration  
and Customs  
Enforcement

DEC 14 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: 287(g) Processing Guidelines

This memorandum provides guidance on the processing of 287(g) arrests in ENFORCE.

In order to more accurately track 287(g) arrest statistics, the 287(g) Program Management Office along with the Executive Information Unit has created a guide with standard operating procedures to assist 287(g) officers and supervisors in the processing of 287(g) arrests in ENFORCE. Along with the guide, several enhancements will be made to ENFORCE for 287(g) processing. These enhancements include the addition of a 287(g) specific Event Type code and 287(g) specific Landmark codes. With these enhancements and the processing procedures outlined in the guide, additional quality control over 287(g) arrest statistics will be achieved.

Please ensure that all ICE supervised 287(g) officers abide by the instructions in the guide when processing a 287(g) arrest in ENFORCE. These new processing procedures shall be followed for all 287(g) arrests occurring on or after 12:00 a.m. EST, January 1, 2008.

If you have further questions regarding the 287(g) program contact **(b)(6); (b)(7)(c)**, Acting 287(g) OI Unit Chief, via email at **(b)(6); (b)(7)(c)** [@dhs.gov](mailto:(b)(6); (b)(7)(c)@dhs.gov) or phone at **(b)(6); (b)(7)(c)** or **(b)(6); (b)(7)(c)** 287(g) DRO Unit Chief, via email at **(b)(6); (b)(7)(c)** [@dhs.gov](mailto:(b)(6); (b)(7)(c)@dhs.gov) or phone at **(b)(6); (b)(7)(c)**



**U.S. Immigration  
and Customs  
Enforcement**

**287(g) QUICK REFERENCE  
PROCESSING GUIDE**



This Quick Reference Guide is designed for the processing of undocumented aliens under the auspices of the 287(g) program.

Information contained herein is to be treated as Law Enforcement Sensitive. Do not share this document in any form with anyone who does not have a need to know. This includes officers in your agency who are not designated as 287(g) officers.



## Initial Processing

All processing of 287(g) subjects should begin at the initial event screen to ensure proper event creation. This quick reference is designed to guide all 287(g) officers in the correct procedures for processing of aliens. There are no other acceptable methods to process 287(g) arrests. Full processing should be completed after the subject's identity, arrest and criminal history have been verified through IDENT/IAFIS.

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