



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

MAY 23 2008

**MEMORANDUM FOR:** Field Office Director  
San Antonio

Field Office Director  
Philadelphia *Jm*

**THROUGH:** Gary E. Mead  
Acting Director

**FROM:** Tina Tucker  
Acting Chief  
Juvenile and Family Residential Management Unit

**SUBJECT:** Parent/Child Separations

It is the responsibility of the Office of Detention and Removal Operations to oversee operations at the T. Don Hutto and Berks Family Residential Facilities, located in Taylor, Texas, and Leesport, Pennsylvania, respectively. This memorandum provides guidance regarding the temporary or permanent separation of minors housed at these locations from their parents or legal guardians.

The San Antonio and Philadelphia Field Office Directors (FODs) shall, barring exigent circumstances, obtain the concurrence of the Chief, Juvenile and Family Residential Management Unit (JFRMU) prior to separating a minor residing at either facility from his or her parent or legal guardian at the facility. Separation of a family unit requires both notification and written justification by the FOD, followed by the JFRMU Chief's concurrence.

If, due to exigent circumstances, separation must occur prior to a consultation concerning the safety and welfare of the minor or his or her parent (or legal guardian), the FOD shall immediately notify the JFRMU Chief, who will review and provide guidance on whether any follow-up actions are required.

Please contact Tina Tucker, Acting JFRMU Chief, at (202) b2Low with any questions.