



U.S. Immigration
and Customs
Enforcement

MAY 07 2008

MEMORANDUM FOR: Assistant Directors
Deputy Assistant Directors
Field Office Directors
Deputy Field Directors

FROM: Gary E. Mead
Acting Director

SUBJECT: Establishment of a Monthly POCR Report

This memorandum supersedes the April 26, 2007, memorandum titled "Establishment of a Quarterly POCR Report."

Effective May 1, 2008, Headquarters (HQ) Detention and Removal Operations (DRO) will transition from the current quarterly report process of a sampling of cases to a monthly report process, using a sampling of cases in all stages of the post-order custody removal period. The establishment of a Monthly Post Order Custody Report (POCR) will assist the field offices in tracking their detained cases and will facilitate in identifying at-risk cases in all stages of the removal period. HQ Case Management Unit (CMU) will task each field office with a sampling of cases in their AOR utilizing an Excel spreadsheet. Each field office will provide the requested information and return the Excel spreadsheet. No other format or modifications will be accepted. The requested information will be reviewed by HQCMU and will be presented for review to management.

HQCMU will disseminate the report electronically to each field office on the first Monday of every month. Responses from each field office will be due within ten (10) business days by 1700 (EST) hours. The responses will be submitted electronically, to the following e-mail address: CMU.DRO-@dhs.gov. In addition to providing management with the results of the monthly POCR report, HQCMU will also provide feedback to each Field Office Director in an effort to promote consistency and quality control within the national POCR program.

Any questions regarding the Monthly POCR Report may be directed to CMU via the following e-mail address: CMU.DRO-@dhs.gov or contact b6, b7c Chief, CMU at b6, b7c or at (202) 732 b6, b7c.