

ATTACHMENT

Sample Policy

Prohibition Against Providing Legal Services Outside the Office & Expectations of Employees

The following are additional policies that apply to all employees working in Catholic Charities of Dallas Immigration and Legal Services Division (ILS):

1. Prohibition against extending immigration advice, counsel or representation outside the office.

Immigration and Legal Services is a program officially recognized by the Department of Justice, pursuant to 8 Code of Federal Regulations Part 1292.11.

As such all employees of ILS must carry out their work according to the following additional policies:

- No ILS employee is permitted to extend immigration advice, counsel or representation to individuals outside of the ILS office.
- All work on existing client cases must be carried out in the physical office of ILS, unless the client is being accompanied to an Immigration Court hearing or Department of Homeland Security appointment.
- Client files are never to be removed from the ILS office, unless being brought along for an Immigration Court hearing or Department of Homeland Security appointment.
- Any ILS employee discovered and confirmed to be extending immigration services to individuals on his/her own time outside of office hours will be terminated immediately.

2. Expectation of Good Moral Character

ILS employees must be able to establish “good moral character” for future purposes of becoming Accredited Representatives. All ILS employees should conduct their affairs with this in mind.

3. Client Confidentiality

Although client confidentiality is addressed in the Agency Personnel Manual, the nature of ILS’ work requires that it be reiterated here. Immigration client files contain highly sensitive information that must never be improperly shared with anyone not authorized by the client. Employees shall maintain client confidentiality at all times and failure to do so will result in termination.

4. Training Materials

ILS staff attends an abundance of immigration law training. In order that training materials may be available for all staff to use, all training materials obtained during training conferences paid for by ILS remain the property of ILS. Upon returning from a training or seminar, all training materials should be passed to the ILS person charged with maintaining the division’s library.

I have read the above additional policies specific to Immigration and Legal Services and I have been provided a copy of them.

Signature

Date