(This should be on Department/Agency Letterhead; this template can be edited to fit the dynamics of your LEAs specific paradigm)

ICE/ERO Acting Executive Associate Director

U.S. Immigration and Customs Enforcement Department of Homeland Security

500 12 Street SW

Washington, DC 20536

Dear Acting Executive Associate Director:

I am writing to request XXXXX Sheriff's Office participation in the Warrant Service Officer (WSO) Program pursuant to 287(g) of the Immigration and Nationality Act. Given our current relationship with ICE, the partnership will enable us to better serve and meet the needs of the residents of XXXXX County, STATE.

I have been in contact with your ERO Field Office Director and the local 287(g) Program Manager. Both have been helpful. I am proposing the following:

* The establishment of a Warrant Service Officer Program for our XXXXX County Detention Facility, located in XXXXX, STATE.
* The XXXXX County Detention Facility is the only detention and processing facility in XXXXX County, STATE.
* Train # Sheriff's Deputies assigned to the facility as Warrant Service Officers. I understand the requirements for selection of these officers.

The WSO Program will allow us to enter into a Memorandum of Agreement which will enable my agency to assist in expediting transfer of subjects to ICE custody who may pose a risk to public safety in XXXXX County. I look forward to your speedy endorsement of this request in hopes of moving forward with the program for the benefit of both agencies.

If there are any questions or other needs which would assist in processing this request, please do not hesitate to contact my office.