




U.S. Immigration
and Customs
Enforcement

JUL 25 2008

MEMORANDUM FOR: Assistant Directors
All Special Agents in Charge

FROM: Marcy M. Forman 
Director

SUBJECT: Coordination of Enforcement Activity

This memorandum is being sent to Assistant Directors and Special Agents in Charge (SAC) as a reminder that all enforcement activity occurring in another SAC's AOR MUST be coordinated with the affected SAC upon receipt. This memorandum serves to complement a previous memorandum that was sent out on May 12, 2008, as a reminder of SAC coordination of investigative activity and is attached to this memorandum. Like the "Coordination of Investigative Activity" Memorandum, this critical coordination and notification ensures that all venue and jurisdictional requirements are fulfilled and that every SAC is fully aware of all enforcement activity occurring within their respective AOR. Since the "Coordination of Investigative Activity" Memorandum was issued, there have been several instances in which enforcement activity was conducted in a SAC's AOR without any prior notification. Proper coordination and de-confliction is essential to ensure the safety of OI personnel.

SACs will coordinate and de-conflict these enforcement activities at the local level. Elevation to the Assistant Directors for Operations East and West should only be utilized as a last resort. To this end, it is imperative that the 26 SACs within OI cooperate and coordinate investigations that extend outside their AOR.


Attachment



U.S. Immigration
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MAY 12 2008

MEMORANDUM FOR: Assistant Directors
Deputy Assistant Directors
All Special Agents in Charge

FROM: Marcy M. Forman 
Director

SUBJECT: Coordination of Investigative Activity

This memorandum is being sent as a reminder that all investigative activity occurring in multiple SAC AORs must be coordinated by the affected SAC offices at the earliest possible opportunity. There have been several recent incidents involving investigative activity that originated in one SAC AOR and later extended into another AOR without adequate notification, coordination and deconfliction between offices. A failure to coordinate jeopardizes the safety of law enforcement officers, confidential informants and/or the public. Moreover, it is detrimental to the mission and success of the Office of Investigations.

Effective immediately, each SAC will be held accountable for timely and proper notification to other offices when investigations overlap jurisdictions or may belong in another SAC's AOR. At no time should a SAC office initiate an investigation of a person or organization when the primary violation or venue occurs outside their AOR without first coordinating and deconflicting with the affected SAC office. The SAC is ultimately responsible for evaluating investigative leads and determining if they should be investigated within his/her AOR or if they should be referred to another SAC for investigation. Regardless of the decision, it is the responsibility of the SAC and/or his designee (not lower than a DSAC/ASAC) to coordinate these activities prior to initiating an investigation. Overlapping jurisdictional investigations are a common occurrence in federal law enforcement and, as such, require cooperation by all affected parties to achieve maximum results.

SACs should make every effort to resolve overlapping jurisdictional issues at the field level prior to elevating such matters to the Assistant Directors for Operations.