

**U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT**  
**ICE Policy System**

**OFFICE OF PRIMARY INTEREST: OFFICE OF PROFESSIONAL RESPONSIBILITY**

<b>DISTRIBUTION:</b>	ICE
<b>DIRECTIVE NO.:</b>	8-5.0
<b>ISSUE DATE:</b>	April 21, 2006
<b>EFFECTIVE DATE:</b>	April 21, 2006
<b>REVIEW DATE:</b>	April 21, 2009
<b>SUPERSEDES:</b>	See Section 3

**DIRECTIVE TITLE: Annual Integrity Training**

1. **PURPOSE and SCOPE.** This Directive establishes U.S. Immigration and Customs Enforcement (ICE) policy and procedures for annual integrity training for all non-bargaining unit ICE employees. This Directive applies to all components of ICE.
2. **AUTHORITIES.**
  - 2.1 Department of Homeland Security Delegation Number 7030.2, issued November 13, 2004.
  - 2.2 ICE Delegation Order Number, 04-008, issued June 18, 2004.
  - 2.3 5 C.F.R. 2635, Standards of Ethical Conduct for Employees.
3. **SUPERSEDED/CANCELED POLICY/SUMMARY OF CHANGES.** This Directive supersedes any previously recognized integrity training policies used by legacy agencies.
4. **BACKGROUND.** Every employee is responsible for the integrity of ICE. Integrity awareness and anticorruption training is essential to maintain both the organizational integrity of ICE and the personal integrity of its employees. Continuing integrity awareness and anticorruption training is key to preserving that integrity, which is why federal regulation requires such training. The Office of Professional Responsibility (OPR) has developed a training program to address this requirement.

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ANNUAL INTEGRITY TRAINING FOR ICE EMPLOYEES

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**5. DEFINITION.**

- 5.1 Integrity Awareness Program or IAP** is an Intranet-based training and awareness program designed to provide useful organizational and personal integrity information to employees. IAP is delivered through the ICE Virtual University Intranet site and captures ICE-wide participation.

**6. POLICY.**

- 6.1** It is ICE policy to require annual anticorruption and integrity awareness training and certification for every ICE employee covered by this directive.
- 6.2** Employees with documented permanent and temporary physical disabilities that preclude successful completion of the program with reasonable accommodation are exempt from completing the program.

**7. RESPONSIBILITIES.**

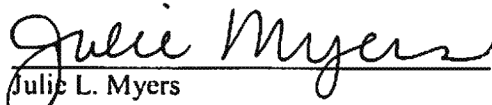
- 7.1** The Director, OPR, shall implement all aspects of this directive.
- 7.2** Office Directors and Chief Officers will ensure all ICE employees within their respective components are aware of their responsibility to complete annual integrity training according to this directive.
- 7.3** The Director, Office of Public Affairs, is responsible for promoting the training program through internal communications channels.
- 7.4** The Director, Office of Training and Development, is responsible for hosting the program on the ICE Virtual University, advising OPR as to information system requirements, and providing instructional design requirements or improvements.
- 7.5** Supervisors and managers will ensure all employees comply with this training requirement annually and that they are provided support and resources as needed to complete the training via the ICE Intranet and the Virtual University.

**8. PROCEDURES.**

- 8.1** The annual integrity training is to be completed each fiscal year, October 1 to September 30. An ICE broadcast announcement will notify all employees of a specific start and completion date within the fiscal year. All employees will complete the IAP module through the ICE Virtual University.
- 8.2** The training will be taken as many times as necessary during the specified training period to achieve a passing score and complete the program.

- 8.3 Employees who successfully complete IAP training will be provided an automated certificate of completion from the Virtual University.
- 8.4 Local compliance with this policy will be self-reported through the OPR Self Inspection Program and is subject to validation through formal inspection.
- 9. **NO PRIVATE RIGHT STATEMENT:** This Directive is an internal policy statement of ICE. It is not intended to and does not create any rights, privileges, or benefits, substantive or procedural, enforceable by any party against the United States; its departments, agencies, or other entities; its officers or employees; or any other person.

APPROVED

  
Julie L. Myers  
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