





**U.S. Immigration  
and Customs  
Enforcement**

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MEMORANDUM FOR: All Program Office Directors

FROM: Humberto Medina   
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SUBJECT: Reporting Lost or Stolen Sensitive Property and other  
Accountability Processes

This memorandum provides additional guidance in reporting lost or stolen sensitive property items such as firearms, body armor, law enforcement badges and credentials.

Recently, the Department of Homeland Security (DHS) Office of Inspector General (OIG) audited the existing firearms security measures of Components to determine if firearms are sufficiently safeguarded and controlled. This effort included field audits of US Immigration and Customs Enforcement's (ICE) firearms program, security practices and a review of lost and/or stolen firearms. The audit revealed several deficiencies in the loss reporting process and the documentation of the transfer and receipt of firearms in ICE's (b)(7)(E)

(b)(7)(E)

Following the OIG audit, ICE's internal review of the records relating to the loss of other sensitive property items, such as body armor, law enforcement badges and credentials also revealed reporting deficiencies. All sensitive property, including firearms, body armor, law enforcement badges and credentials must be accounted for accurately in accordance with ICE policies and procedures. Such accounting requires the immediate reporting of sensitive items when they are lost or stolen, as well as recognizing the transfer and receipt of sensitive items in

(b)(7)(E)

The National Firearms and Tactical Training Unit (NFTTU) in conjunction with the Office of Professional Responsibility, have prepared additional guidance that is attached to this memorandum. All Directors will ensure these procedures are provided to and followed by all employees within their program.

If there are any questions concerning this, please contact (b)(6),(b)(7)(C) Director, NFTTU at (b)(6),(b)(7)(C) @dhs.gov.

## **Additional Guidelines for Reporting Lost or Stolen Sensitive Property Items Firearms, Body Armor, Law Enforcement Badges and Credentials**

The procedures below provide additional guidance relating to the reporting processes contained in ICE policies pertaining to firearms, body armor and law enforcement badges and credentials. Effective immediately these procedures will be added to reporting process when an officer becomes aware that his or her ICE issued or approved personally owned firearm, body armor and/or law enforcement badge and credential is lost or stolen.

1. An officer shall:
  - a) Immediately report a lost or stolen firearm, body armor and/or law enforcement badge and credential to a supervisor.
  - b) Within 48 hours of the discovery, the officer reporting the lost or stolen firearm, body armor and/or law enforcement badge and credential shall complete block 8 of a DHS Form 200-2 Report of Survey, and submit the form and accompanying documents through channels to the Responsible Official, (Special Agent in Charge, Field Office Director or for ICE Headquarters, Program Office Director). Block 8 of the DHS Form 200-2 section requires the officer to provide a detailed description of the circumstances surrounding the loss or theft of the firearm, body armor and/or law enforcement badge and credential. This information may also be included on an accompanying memorandum as an attachment.
2. The supervisor shall immediately:
  - a) Report the lost or stolen firearm, body armor, law enforcement badge and credential to the ICE Reporting and Operations Center (IROC) via the (b)(7)(E) (b)(7)(E) In addition to required (b)(7)(E) report fields, the report to the IROC must include the make, model, serial number of the firearm and/or body armor, badge and credential number if applicable, and the name of the person who is assigned these items.
  - b) Report the lost or stolen firearm, body armor and/or law enforcement badge and credential to the Office of Professional Responsibility (OPR), Joint Intake Center (JIC) (b)(7)(E) or the local OPR field office.
  - c) Ensure that the local law enforcement authorities have been notified and that the firearm, body armor and/or law enforcement badge and credential has been annotated as lost or stolen in the Firearms Armor and Credential Tracking System (FACTS). The supervisor shall report it to the Responsible Official as soon as practical.
3. The Responsible Official shall complete block 13 of the DHS Form 200-2 and forward copies of all documentation to include a copy of the police report to the Program Office Director and the Director, NFFTU, within ten days. When the Responsible Official is the Program Office Director, a copy of the officer's report of a lost or stolen firearm, body armor and/or law enforcement badge and credential shall be sent directly to the Director, NFFTU.
4. The IROC shall immediately notify the OPR, the respective Program Office Director and the Director NFFTU. The IROC notification to NFFTU and OPR must also include the make, model, serial number of the firearm and body armor, and/or the badge and credential number and the name of the person who is assigned the items to facilitate timely entry into the National Crime Information Center (NCIC).

5. The Director, NFFTU shall ensure that the serial number of the lost or stolen firearm, body armor or the badge and credential number, and the name of the person who is assigned the items are entered into NCIC no later than the close of business on the next duty day following the receipt of the IROC notification.

### **Additional Guidelines for Documenting the Transfer and Receipt of Sensitive Property**

Responsible Officials shall ensure that;

1. The transfer of all firearms, body armor, law enforcement badges and credentials initiated by personnel within their organization is documented in (b)(7)(E). These transfers should be documented prior to the physical delivery or shipment of the sensitive property and in no case will it exceed 24 hours.
2. The acceptance of all firearms and body armor, badges and credentials by personnel within their organization is documented in (b)(7)(E). Acceptance should be documented immediately after taking possession of the sensitive property items and in no case will it exceed 24 hours.
3. Exception to these requirements must be approved by the Director, NFFTU.

**Instructions for transfer and acceptance of items in FACTS are available at:**

(b)(6),(b)(7)(C)