

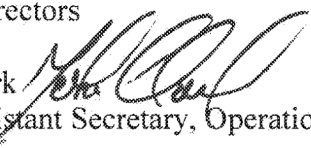


**U.S. Immigration
and Customs
Enforcement**

DEC 26 2007

INFORMATION

MEMORANDUM FOR: Program Directors

FROM: John P. Clark 
Deputy Assistant Secretary, Operations

SUBJECT: Safeguarding ICE Body Armor

Purpose

The purpose of the memorandum is to remind all Program Directors of the importance of safeguarding ICE body armor and the procedures for reporting armor that is lost or stolen.

Background

The ICE Body Armor Policy requires every armed employee of ICE to be issued soft body armor. The National Firearms and Tactical Training Unit (NFTTU) is responsible for managing the ICE body armor program and every employee is responsible for the proper care and accountability of their assigned body armor. This protective equipment is inventoried every year as part of the annual inventory of firearms, armor, badges and credentials. Since ownership of body armor is restricted in many local jurisdictions and also by Federal law, it is important to maintain accountability of these items at all time. Most body armor in service with ICE is also subject to export restrictions. For officer and public safety it is important that these items not fall into the wrong hands.

Discussion

During the FY 2007 inventory cycle the NFTTU identified a number of lost, stolen and missing units of body armor. The ICE Body Armor Policy requires that any time armor is lost or stolen it must be reported to the NFTTU within 48 hours and the serial number entered into NCIC. That policy also allows reporting through any other system mandated by ICE policy or procedure. To eliminate any ambiguity regarding the mechanism for compliance with this requirement, effective immediately all ICE body armor that is lost or stolen must also be reported to the IOC following the same Significant Incident (SIR) reporting processes that are utilized when reporting the loss or theft of a firearm. All employees should be reminded to safeguard this vital piece of officer safety equipment and to provide timely reports when ICE issued body armor is lost or stolen.

If you have any questions on this process please contact Humberto Medina, Director, NFTTU at (202) 616- or @dhs.gov.