



U.S. Immigration and Customs Enforcement

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Reporting Guidelines for Significant Incident Reports (SIRs) and Significant Prospective Enforcement Activity Reports (SPEARs)

GUIDELINES FOR REPORTING SIGNIFICANT EVENTS

This policy requires that incidents, significant events, and other emerging or sensitive matters occurring in the field and affecting ICE be reported telephonically by field personnel to the IROC within 2 hours after their occurrence or as soon as possible and practical. SIRs are written reports of the reportable incident, event or matter and must be submitted as soon as possible and practical but, under no circumstances, later than 24 hours after occurrence of the reported incident, event, or matter.

The following descriptions are examples of incidents and events that must be reported, but they are **not** meant to serve as an all-inclusive list:

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