



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

SEP 02 2008

MEMORANDUM FOR: All Special Agents in Charge
All ICE Attaché Offices

FROM: Marcy M. Forman
Director, Office of Investigation

Raymond R. Parmer, Jr.
Acting Director, Office of International Affairs

SUBJECT: Human Rights Violator and War Crimes Assessment and Outreach Strategy

One of the key components of human rights related investigations and prosecutions is the assistance of a broad number of non-governmental organizations (NGOs) who cooperate with Immigration and Customs Enforcement in our work against suspected human rights violators. This assistance ranges from the identification of potential suspects, the identification of witnesses or victims, crime scene information, foreign outreach and even language support. Currently, the ICE Human Rights Violator and War Crimes Unit (HRVWC), in conjunction with the Human Rights Law Division (HRLD) maintain outreach with several dozen local, regional, national and international organizations who work in the human rights field. These organizations include witness assistance organizations, academic institutions, legal organizations, and many other groups who have an interest in seeing perpetrators of human rights abusers face justice. Under the auspices of the newly established Human Rights Violator Center, the HRVWC is seeking to expand this outreach effort to focus on obtaining additional information which can be used to both identify and prevent the entry of human rights abusers into the U.S., and to initiate domestic enforcement actions against those individuals who are already in this country.

As part of our continuing efforts to enhance our capacity to prevent the admission of known or suspected human rights violators, as well as to increase the effectiveness of ongoing domestic enforcement activities, the Office of Investigations, in conjunction with the Office of the Principle Legal Advisor and the Office of International Affairs has developed a comprehensive strategy by which ICE can expand contacts with international, regional and local law enforcement activities as well as NGOs which deal with human rights abuse and refugee related topics. Non-governmental organizations can include refugee assistance groups, advocacy groups, resettlement organizations, educational or academic institutions, as well as organizations

specifically dedicated to tracking human rights abuse related issues (i.e. Human Rights Watch). Based on the broadly similar human rights aspects shared by HRV cases and those involving Human Smuggling and Trafficking investigations relating to interactions with non-governmental organizations, the HRVWC is adopting a similar outreach strategy to that employed by Human Smuggling and Trafficking.

To implement this outreach program the following steps will be implemented by SAC and OIA offices. SAC outreach efforts will incorporate an assessment, outreach and coalition building activities to further the HRVWC mission.

Assessment:

SAC and Attaché offices will identify potential sources of information or agencies operating within their area of responsibility that would be expected to have information relating to human rights related abuses. For SAC offices, these sources will include (but are not limited to) local, state and federal law enforcement organizations, governmental organizations that deal with refugee and asylum related issues (Citizenship and Immigration Service (CIS) asylum offices), refugee assistance and resettlement organizations, local support groups, religious based organizations, survivor groups, outreach centers, academic institutions and human rights related advocacy groups. For OIA offices, these sources will include partner law enforcement organizations at both the national and international level, contacts with international humanitarian organizations, refugee and migration organizations, and academic institutions engaged in human rights abuse related advocacy issues. These will also include contacts with designated State Department Human Rights reporting officers at each Embassy. This assessment will be completed and forwarded to ICE Headquarters no later than December 1, 2008.

Outreach Activities:

In order to facilitate successful outreach, ICE Headquarters has created a variety of products designed to educate targeted organizations regarding ICE's roles and expertise in Human Rights Violator investigative activities. These include a standardized public service announcement, brochures and briefing materials. SAC and OIA offices will utilize this material as part of a broader education campaign to identify organizations and to increase awareness among these groups in an effort to foster positive working relationships that lead to greater information sharing activities at both the local and national level. Headquarters will send copies of the standardized public service announcement and brochures to each SAC and OIA office to be utilized for outreach activities on or about October 1, 2008.

Coalition building:

SAC and OIA offices will work to maintain and strengthen existing relationships with targeted organizations in order to foster a long-term strategic partnership that provides for exchanges of information, collaboration, and cooperation. This will be accomplished by initiating contact with the organizations identified in the assessment stage (see attachments) of this outreach campaign. Once the initial contact is made with these organizations, each SAC and OIA office will maintain and strengthen the relationship by initiating and arranging follow-up contact with the identified organizations. This relationship should positively influence the quality of information obtained

by ICE relating to human rights violator activities. In turn, this can lead to the identification of additional targets, support ongoing investigations by identifying new victims and/or witnesses, research, intelligence and other sources of information.

Reporting parameters:

Contact reports of outreach activities are required in order to ensure the most efficient use of the available personnel and other outreach resources. Contact reports will include the name of the person/organization contacted, a summary of the information discussed, follow-up contact data and a local assessment of the usefulness of the information that the individual or organization can provide in relation to local and national enforcement strategies. Contact reports will be submitted to the ICE HRVWC no later than five days after the contact. In addition, to facilitate HQ oversight of outreach activities, each SAC or OIA office will forward a quarterly encapsulation report listing the number of contacts undertaken with each separate source/partnership law enforcement agency or non-governmental organization. The first quarterly report is due by the end of the FY 2009 second quarter (March 31, 2009).

A sample contact and quarterly outreach report is attached to this memorandum. Also attached is a general listing of possible target organizations for outreach with an accompanying sample questionnaire to be answered when completing the aforementioned assessment.

Questions concerning the implementation of these outreach initiatives should be addressed to (b)(6),(b)(7)(C) Unit Chief, Human Rights Violator and War Crimes Unit, 202-307-(b)(6),(b)(7)(C) or (b)(6),(b)(7)(C) @dhs.gov

Attachments

Annex: A

DRAFT CONTACT REPORT OUTLINE

Office/Agency initiating contact:

Contacting individual:

Name of organization contacted (or individual person if applicable):

Phone number/e-mail address:

Date of contact:

Summary of contact (information provided or received):

Local assessment of information received (validity of information, usefulness, etc...)

Potential for future outreach activities:

Annex B:

DRAFT SAC/OIA HUMAN RIGHTS VIOLATOR OUTREACH
 QUARTERLY REPORT

| | | |
|-------------------------------------|--|--|
| Non-Government Organizations | | |
| New Contacts | | |
| Follow-up Contacts | | |
| Number of agencies contacted | | |
| Contact reports submitted | | |
| | | |
| Law Enforcement | | |
| New Contacts | | |
| Follow Up Contact | | |
| Local | | |
| State | | |
| Federal | | |
| Foreign | | |
| Number of agencies contacted | | |
| Contact reports submitted | | |
| | | |
| | | |
| | | |

Annex C:

General SAC (domestic) outreach targets-Assessment Phase

Government Agencies

1. Local law enforcement (Useful information on refugee population demographics in AOR. Many local law enforcement agencies also hire language qualified officers which can be a valuable resource. Local knowledge of community activities).
2. Citizenship and Immigration Services (Asylum, Refugee or other local service centers).

Community Activities and Outreach Services:

3. Refugee/Migration service organizations (Catholic Charities, Lutheran Family Services, Legal Aid Services, etc.,)
4. Religious organizations (Church of Monrovia, etc.,)
5. Diaspora organizations (local ethnic or cultural groups)
6. Victim aid/support organizations (Minnesota Torture Victim Project, etc.,)

Regional, Service or Academic Institutions

7. Local college or university based research centers (Indiana University African Studies Center, etc)
8. Human rights related monitoring organizations (Amnesty International, Human Rights Watch, etc.,),

Annex D: Assessment informational requirements-

1. Determination of what type of organization will be the target of the outreach effort.
2. Determination if the targeted organization is an organization that may have information related to HRV issues:
 - A. Does this organization deal with victim/witness issues?
 - B. Does this organization conduct research on topical areas of interest to the greater HRV arena?
3. Determination of the suitability of the outreach:
 - A. How well-established is this organization in the local community?
 - B. Is it publicly or privately funded?
 - C. What are the goals or objectives of the organization in relation to the community?
4. Outreach climate:
 - A. Has this organization been receptive to previous outreach initiatives?
 - B. Can organization cooperate with law enforcement without violating privacy or client confidentiality concerns?
 - C. Is this organization overtly hostile to U.S. immigration activities or policies?
 - D. Will either ICE or the organization be subject to adverse community reaction should outreach contacts become public?
5. Security:
 - A. Would outreach related activities serve to tip off specific targets of investigation and/or specific enforcement tactics?
 - B. Can locally procured translators or other sources be vetted to ensure they are not connected to specific targets or crime bases?