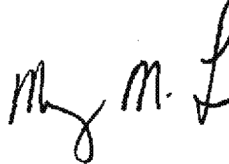




**U.S. Immigration  
and Customs  
Enforcement**

DATE: September 29, 2005

MEMORANDUM FOR: All Special Agents in Charge (SACs)  
Deputy Assistant Directors  
All Attachés

FROM: Marcy M. Forman   
Director

SUBJECT: Media Contacts

As ICE is a high profile law enforcement agency, we often receive national, regional and local media attention. The use of media releases provides an opportunity for us to illustrate to the public the achievement and effectiveness that ICE and the Office of Investigations (OI) has in fulfilling our mission. Additionally, these releases present an excellent opportunity for ICE to educate the public as to the scope of our mission and to gain their support.

As such, it is critical that when we speak to the media that we are consistent in our message, accurate of our facts, and only reporting information that is appropriate to disseminate to the public. All are reminded that contacts with the media are to be routed through your local Public Affairs Officer or the Headquarters Office of Public Affairs (OPA). Once OPA has approved the request, the following individuals are authorized to be on the record for the Office of Investigations: Special Agents in Charge, Attachés, Deputy Special Agents in Charge, Assistant Special Agents in Charge, and Resident Agents in Charge. However, if there are circumstances that warrant other OI staff to speak to the media (e.g., a Group Supervisor for a press event or an agent interview to be used for a large media piece, etc.) permission may be gained by routing the request through your Assistant Director to me.

I appreciate your support of this guidance, as OI will continue to utilize media contacts and releases to highlight and inform the public of our significant investigative achievements and contributions to national security and public safety.

Cc: OI Assistant Directors  
Director, Office of Public Affairs