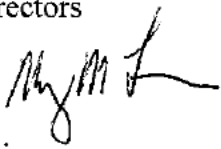


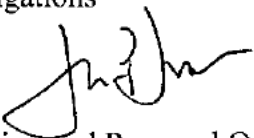


U.S. Immigration
and Customs
Enforcement

NOV 9 2007

MEMORANDUM FOR: All Special Agents in Charge
All Field Office Directors

FROM: Marcy M. Forman 
Director
Office of Investigations

John P. Torres 
Director
Office of Detention and Removal Operations

SUBJECT: Significant Event Notification, Law Enforcement Agency Request
for Assistance (b) (7)(E) System Enhancements

Effective October 31, 2007, Immigration and Customs Enforcement (ICE) has implemented new procedures to document and track requests from State and Local (STL) Law Enforcement Agencies regarding requests for assistance involving immigration related enforcement actions. The Office of Investigations (OI) and Detention and Removal Operations (DRO) will be required to capture such requests as specified in the attached procedures.

The new procedures involve the enhancements made to the Significant Event Notification (SEN) module known as (b) (7)(E). Access to the application can be accomplished using one of the following links:

- The SEN Log-on page at (b) (7)(E)
- The (b) (7)(E) Log-on page at (b) (7)(E)

ICE personnel are required to complete a request for each call for assistance from a State, County or Municipal office or officer. Documented information will be used to track and report on immigration related requests for assistance by STL agencies.

For questions or technical user support please contact (b) (6), (b) (7)(C) Law Enforcement Systems Section Chief, Executive Information Unit, via E-Mail (b) (6), (b) (7)(C)@dhs.gov) or phone ((703) 921-(b) (6), (b) (7)(C)), or (b) (6), (b) (7)(C) SEN Program Manager, Executive Information Unit, via E-Mail (b) (6), (b) (7)(C)@dhs.gov) or phone ((703) 293-(b) (6), (b) (7)(C))

SUBJECT: (b) (7)(E)

) System Enhancements

Page 2

Alternatively, inquiries may be directed to the ICE National SCO Office via E-Mail at (b) (7)(E) (b) (7)(E)@dhs.gov or phone at (b) (7)(E) option 2.

Attachments

(b) (7)(E)

(b) (7) (E)

(b) (7) (E)

(b) (7) (E)

[\[return to top\]](#)

(b) (7) (E)

(b) (7) (E)

[\[return to top\]](#)

[View a Request](#)

(b) (7) (E)

(b) (7) (E)

(b) (7) (E)

(b) (7)(E)

3.4

Functional Change Document



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

(b) (7)(E)

Software Version #: 3.4

**Prepared for:
Office of Investigations
Executive Information Branch
Washington, D.C. 20229**

REVISION HISTORY

Version	Date	Summary of Changes
1.0	10/30/07	original

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(b) (7) (E)

(b) (7) (E)

(b) (7) (E)

(b) (7)(E)

**LAW ENFORCEMENT AGENCY REQUEST FOR ASSISTANCE
PROCEDURES**

Beginning October 31, 2007 (FY08), all requests for ICE (OI / DRO) assistance initiated by a State Local or other Federal agency must be documented by an entry into the SEN
(b) (7)(E)

The procedures in support of this enhancement are as follows:

Procedures for creating an entry

(b) (7)(E)