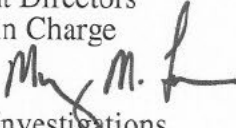




U.S. Immigration
and Customs
Enforcement

MAY 18 2006

MEMORANDUM FOR: Assistant Director, International Affairs
All Deputy Assistant Directors
All Special Agents in Charge

FROM: Marcy M. Forman 
Director, Office of Investigations

SUBJECT: State and Local Law Enforcement Agency Requests for
Assistance (Immigration Related)

Effective May 19, 2006, the ICE Office of Investigations (OI) is implementing new procedures to document and track requests from State and Local (STL) Law Enforcement Agencies regarding requests for ICE-OI assistance involving immigration related enforcement actions. The new procedures involve the development of a new Significant Event Notification (SEN) module, which is currently in development and should be available for agency utilization within approximately 60 days.

During this 60-day period (until the new SEN module is available on line) OI personnel will be required to document all immigration related STL requests for assistance using the attached Microsoft Excel worksheet. (Note: Worksheet instructions are also provided with the attached document). The Law Enforcement Agency-Request for Assistance (LAW-RFA) worksheet and instructions may be downloaded from the following ICE Intranet sites:

- The OI Web Site at [\(b\) \(7\)\(E\)](#) under the "SEN Guides / Forms / FAQs" section.
- The SEN Log-on page at [\(b\) \(7\)\(E\)](#)

Agents are required to complete a LAW-RFA worksheet (document) for each individual request for assistance and forwarded the completed document to their supervisor for review and approval. Once approved, the LAW-RFA worksheet are to be consolidated and sent weekly to the ICE-OI Ombudsperson at [\(b\) \(7\)\(E\) @dhs.gov](#) as E-Mail Attachments. Documented information will be used to track and report on immigration related requests for assistance to OI by STL agencies.

For technical support assistance, or questions, please contact [\(b\)\(6\); \(b\)\(7\)\(c\)](#) via E-Mail at [\(b\)\(6\); \(b\)\(7\)\(c\) @dhs.gov](#), or by phone at [\(b\)\(6\); \(b\)\(7\)\(c\)](#). For additional management information, or questions, please contact [\(b\)\(6\); \(b\)\(7\)\(c\)](#) Unit Chief Executive Information / Modernization Office via E-Mail at [\(b\)\(6\); \(b\)\(7\)\(c\) @dhs.gov](#), or by phone at [\(b\)\(6\); \(b\)\(7\)\(c\)](#).

Attachment

Please use this pdf as an example only. For the original, refer to

(b) (7)(E)



SEN / Law Enforcement Agency - Request for Assistance
Manual Entry Data Report Information and Instructions

(b) (7)(E)

(b) (7) (E)

Please use this pdf as an example only. For the original, refer to <http://>

(b) (7)(E)

SEN / Law Enforcement Agency - Request for Assistance
Manual Entry Data Report

(b) (7)(E)

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