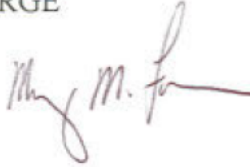




U.S. Immigration
and Customs
Enforcement

AUG 15 2005

MEMORANDUM FOR: ALL SPECIAL AGENTS IN CHARGE

FROM: Marcy M. Forman
Director, Office of Investigations 

SUBJECT: TECS Case Categories in General Alien Investigations

As part of an on-going review of investigative hours and statistics, the Office of Investigations (OI) is implementing the following revisions to the TECS case management system for immediate action. These changes affect case category ^{(b) (7)(E)} General Alien Investigations, which is projected to account for over 1,000,000 hours this fiscal year. This revision will allow OI to better articulate how many hours are being expended upon different classes of administrative alien investigations. Presently, various types of administrative alien cases are being classified under the current case category of ^{(b) (7)(E)} General. Unfortunately, OI cannot differentiate how many of these hours relate to incarcerated alien cases, proactive criminal alien cases, or response to state and local law enforcement agency's (LEAs) requests for assistance relating to administrative alien cases. The accurate accounting for each of these areas has become extremely important due to the transition of the incarcerated alien program from OI to the Office of Detention and Removal. Effective August 15, 2005 the following case sub-categories will be added to TECS:

^{(b) (7)(E)} General Alien Investigations – Incarcerated Criminal Aliens

This new category will allow OI to articulate exactly how many hours are being expended working administrative jail cases.

^{(b) (7)(E)} General Alien Investigations – Non-Incarcerated Criminal Aliens

This new category will allow OI to articulate how many agent hours are being expended working criminal aliens who are on probation, parole, or who have been released from local, state, or federal custody that are amenable to removal.

(b) (7)(E) General Alien Investigations – Criminal Alien Organizations

This new category will capture those hours expended working alien gangs, both administrative and criminal investigations. Additionally, this category can be used to track those hours expended on other organized crime groups involving aliens that cannot be classified under another case category.

(b) (7)(E) General Alien Investigations – Response to State and Local LEAs

This new category will track those hours expended responding to state and local LEA requests for assistance for illegal aliens that do not amount to criminal investigations (i.e. not alien smuggling loads). Leads from the LESC will be captured here if strictly administrative and not alien smuggling loads or incarcerated aliens.

The creation of these sub-categories will allow offices to post statistics to the investigations which are currently not available when using sub-category (b) (7)(E). This will become more relevant when the proposed cross connect between TECS and the Enforcement Integrated Database is completed.

Each SAC office is directed to open a general investigative case number for each of these new sub-categories and have agents post their hours accordingly. Agents who expend a significant amount of their time in any of these noted sub-categories (i.e. an agent assigned primarily to incarcerated alien work) can open an individual case and attribute hours. The goal is for fiscal year 2006 to have accurate data related to each of these new sub-categories for future OI budgetary and planning endeavors.

Should you have any questions regarding the new case sub-categories, please contact the TECS National SCO at (b) (7)(E), option 2 or e-mail (b) (7)(E) @dhs.gov.

Category/Sub-Category	General Description	Detailed Description
(b) (7)(E)	General	Currently capturing the majority of criminal alien hours. The hours posted to this sub-category should be drastically reduced with the addition of the four new sub-categories.
(b) (7)(E)	Illegal Re-Entry Investigations	This sub-category captures hours spent on criminal prosecutions of re-entry cases.
(b) (7)(E)	Significant I&NA Removal Investigations	At times used for criminal alien work, however, this sub-category should only be used for those administrative alien investigation, not amounting to a criminal case, and also that do not fall into one of the other categories (catch-all). An example of a case in this sub-category would be a Private Bill investigation or some other investigation requiring a case opening, field work, ROIs, etc.
(b) (7)(E)	Alien Absconder Investigations	Unchanged
	Alien Related Firearms Violations	Unchanged
	Torture – Human Rights Violators	Unchanged
	Failure To Register As A Foreign Agent	Unchanged
	Incarcerated Criminal Aliens	This new category will allow OI to articulate exactly how many 1811 hours are being spent working jails cases.
(b) (7)(E)	Non-Incarcerated Criminal Aliens	This new category will allow OI to articulate how many agent hours are being expended working criminal aliens who are on probation, parole, or who have been released from state, local, federal custody that are amenable to removal.
(b) (7)(E)	Criminal Alien Organizations	This new category will capture those hours agents expend working gang, narcotics, organized crime groups where there is not an active criminal investigation.
(b) (7)(E)	Response to State and Local LEAs	This new category will track those hours agents spend responding to State and local LEAs requests for assistance for illegal aliens that do not amount to criminal investigations (i.e. not alien smuggling loads). Leads from the LESC will be captured here if strictly administrative and not alien smuggling loads.
(b) (7)(E)	Petition For Relief Of Seizure	Unchanged