U.S. Department of Homeland Security
Washington, DC 20229

U.S. Customs and
Border Protection

DEC 1 1 2008

MEMORANDUM FOR: Directors, Field Operations
Acting Director, Pre-Clearance
Office of Field Operations

FROM: Executive Director
Office of Field Operations (b)(6) & (b)(7)(C) [redacted]

SUBJECT: Clarification To Ensure Proper Documentation of Border Search of Information (BSI) in TECS Applications

The purpose of the document is to clarify the required format for capturing the data associated with BSI examinations as recorded in TECS applications and the frequency by which the record should be updated when there is a detention.

The following direction must be followed:

- The recording of all BSI examinations will require the creation of an Inspection Operations Incident Log (IOIL) report in TECS. This requirement will reduce duplication of statistical data, allow modifications and corrections and require approval by a supervisor for proper IOIL examination record content.

- The selection of the correct code for any examination that involves the BSI of documents, papers, and electronic media must reflect the type of examination that occurred. **The code MUST be the first item in the narrative and MUST be in parentheses. If more than one type of media is examined, subsequent code(s) should be used.**

- The narrative following the code should be a chronological sequence of events that relate what transpired in the examination. Revised Muster 2008-09 provided example statements that could be used in the body of the narrative to accurately describe the code selected.

- The example statements provided in Muster 2008-09 are not required to be directly behind the code, but are to be incorporated in the body off the exam narrative. The approving CBP Supervisor certifies the TECS narrative accurately represents the selection of the proper code.

- The narrative accurately identifies the specific BSI format (document or media device) that was examined/copied/detained, and describes specifically what the document/media device was. (Laptop, cell phone, SIM card, paper note, etc.)

- When a media device is detained you MUST have a supervisor approval and update the IOIL with the status of the detention after each extension approval so the current status of the detention is available. If the device was transferred to another agency who is detaining it under their authority [redacted], you MUST update the IOIL to reflect the status of the detention and which agency is involved. Weekly follow ups with the other agency are to be updated in the IOIL with the status, status date and reason it is still detained by the other agency.

As part of the Securing America's Borders at Ports of Entry (SABPOE) strategic plan, this effort is linked to 11 - Situational Awareness and Information Sharing Strategic Initiative and Milestone 11.2 – Develop and fully implement tools and processes for officers.

If you have any questions, please contact [redacted] or have a member of your staff contact [redacted]