



## U.S. Immigration and Customs Enforcement

MEMORANDUM FOR: All U.S. Immigration and Customs Enforcement Headquarters  
Responsible Officials

FROM: Daniel H. Ragsdale *DH*  
Acting Deputy Director

SUBJECT: Financial Responsibility for Damage to ICE Academy Government  
Vehicles by ICE Academy Trainees or Detailees

When ICE personnel attend the ICE Academy for training or are detailed to the ICE Academy to support training functions, it has been the practice to allow these individuals to use ICE Academy government vehicles for use during their stay. This approach has proven to be more cost effective for ICE than authorizing rental cars for these personnel. While the practice has been successful overall, it has not been without problems. The most serious issue affecting this practice, which could ultimately jeopardize its continuation, involves the assumption of financial responsibility when an accident occurs that results in damage to a loaned vehicle. Historically, directorates and program offices have been hesitant to assume the financial responsibility for costs associated with damage to ICE Academy vehicles occurring while being operated by one of their personnel. This in turn has resulted in the entire fiscal burden falling on the ICE Academy/Office of Training and Development.

The cost savings realized by loaning ICE Academy vehicles to personnel attending the ICE Academy for training or temporarily working at the ICE Academy are enough to ensure that it should continue. However, I also recognize that it is an unfair burden for the ICE Academy to have to assume all financial responsibility for any damages to their vehicles when on loan to personnel from other program offices. Therefore, effective immediately, all directorates and program offices are solely responsible for any damage to any ICE Academy vehicle and all subsequent expenses incurred while it is being operated by one of their employees. There are no exceptions to this policy. ICE does not maintain vehicle liability insurance for government owned vehicles. Once an employee chooses to operate an ICE Academy vehicle, the directorate or program office to which he or she is assigned is responsible for any damages that must be paid from ICE funds. If the damage to the vehicle is the fault of a third party rather than the result of an employee's action, program offices may file an insurance claim with the third party's insurance company to cover the expenses for the repairs. The insurance company or liable third party may pay the repair shop directly for the repairs.

This memorandum applies to all personnel in training or personnel detailed to the ICE Academy. Directorates or program offices may elect to fund rental vehicles for their personnel in training and avoid the potential for liability related to damage to ICE Academy vehicles. Due to the cost associated with providing rental vehicles, that practice is strongly discouraged.

Government-owned vehicles (GOV) are to be used only for official business. Nothing in this memorandum is intended to authorize ICE personnel to use a GOV for personal travel or transportation of unauthorized persons. If an employee uses the vehicle outside of official business while on temporary duty (TDY), the employee driving the vehicle will be solely responsible for damages to the loaned vehicle. For additional information regarding appropriate use of a GOV while on a TDY, please refer to the ICE Travel Handbook.

The guidelines established by this memorandum are not intended to, do not, and may not be relied upon to create any right or benefit, substantive or procedural, enforceable at law by any party in any administrative, civil, or criminal matter.