

Civil Rights and Civil Liberties (CRCL)

The Office of Civil Rights and Civil Liberties supports the Department's mission to secure the nation while preserving individual liberty, fairness, and equality under the law. CRCL integrates civil rights and civil liberties into all Department activities including: promoting respect for civil rights and civil liberties in policy creation and implementation by advising Department leadership and personnel, and state and local partners and leading the Department's equal employment opportunity programs and promoting workforce diversity and merit system principles. <http://www.dhs.gov/crcl>

CRCL Publications and Guidance

Annual Reports to Congress Under 6 U.S.C. § 345 and 42 U.S.C. § 2000ee-1, CRCL is required to report annually to Congress about the activities of the Office. For more information, or to view the reports, please visit www.dhs.gov/crcl.

Quarterly Reports to Congress The Implementing Recommendations of the 9/11 Commission Act of 2007, Public Law 110-53, requires CRCL to report quarterly regarding: (1) the number and types of review of Department actions undertaken; (2) the type of advice provided and the response given to such advice; (3) the number and nature of complaints received by the Department for alleged violations; and (4) a summary of the disposition of such complaints, the reviews and inquiries conducted, and the impact of these activities. For more information on these reports, please visit www.dhs.gov/crcl.

No FEAR Act Reports Section 203 of the No FEAR Act specifically requires, not later than 180 days after the end of each fiscal year, each Federal agency to submit an annual report to Congress. The No FEAR Act Annual Report shall have specific information relating to each agency's EEO complaints activity (including Federal district court cases) and resulting disciplinary actions, Judgment Fund reimbursements, adjustments to agency budgets to meet reimbursement requirements, as well as an analysis of trends, causation, and practical knowledge gained through experience. For more information, please visit www.dhs.gov/crcl.

CRCL Impact Assessments CRCL reviews Department programs, policies, and activities to determine whether these initiatives have an impact on the civil rights and civil

liberties of those affected by the initiative. For more information about CRCL's Impact Assessments, please visit www.dhs.gov/crcl.

Equal Employment Opportunity (EEO) Reports CRCL's EEO & Diversity Division prepares and submits a variety of annual progress reports relating to the Department's EEO activities. For more information please visit www.dhs.gov/crcl.

CRCL Monthly Newsletter CRCL distributes a monthly newsletter to our stakeholders. We hope to inform members of the public about the Office's activities, including how to make complaints; ongoing and upcoming projects; opportunities to offer comments and feedback; etc. We distribute our newsletters via an email list, post them on our website (www.dhs.gov/crcl), and make them available to community groups for redistribution. Please contact CRCLOutreach@dhs.gov for more information.

CRCL Resources

Asylum Seekers Overview This new online and CD-ROM-based training provides Department of Homeland Security law enforcement personnel with essential information related to asylum seekers. For more information please visit http://www.dhs.gov/xlibrary/assets/training/xus/crcl/asylumseekers/crcl_asylum/index.htm or contact crcl@dhs.gov.

DisabilityPreparedness.gov is the Disability Resource Center of the Interagency Coordinating Council on Emergency Preparedness and Individuals with Disabilities (ICC). Maintained by CRCL, this site is the main repository for information related to the activities of the ICC, including bimonthly updates regarding federal programs

and services relevant to individuals with disabilities and emergency preparedness. The site also contains information to assist individuals with disabilities in personal preparedness planning; provides emergency managers, first responders, and other disaster service providers with resources relevant to working with individuals who have disabilities; and offers tips regarding how individuals with disabilities can get involved in preparedness activities within their communities. This resource can be accessed at www.disabilitypreparedness.gov. The public e-mail address for this resource is: Disability.preparedness@dhs.gov. The contact phone number is: 202-357-8483.

How to File and Submit a Complaint CRCL reviews and assesses complaints in areas such as: treatment; abuse of authority/color of law; conditions of detention; discrimination; and due process. Complaints are accepted in languages other than English. For more information or to file a complaint please visit www.dhs.gov/crcl.

Language Access CRCL provides resources, guidance and technical assistance to recipients of federal financial assistance from DHS to help ensure they provide meaningful access to persons who are Limited English Proficient (LEP) as required by Title VI of the Civil Rights Act of 1964. CRCL is a member of the Federal Interagency Working Group on LEP, which hosts www.LEP.gov. This site, hosted by DOJ, contains Federal agency LEP guidance documents, including the DHS LEP guidance for DHS recipients, and resources for planning and delivering language services. For more information please contact crcl@dhs.gov.

Posters on Common Muslim American Head Coverings, Common Sikh American Head Coverings, and the Sikh Kirpan These training posters provide guidance to Department personnel on ways in which to screen, if needed, Muslim or Sikh individuals wearing various types of religious head coverings and Sikh individuals carrying a Kirpan (ceremonial religious dagger). To obtain the posters please visit www.dhs.gov/crcl or contact crcl@dhs.gov.

CRCL Community Engagement

Community Roundtables CRCL leads or plays a significant role in regular roundtable meetings among community leaders and Federal, State, and local government officials. Some of these roundtables bring together American Arab, Muslim, South Asian, Middle Eastern, and Sikh communities with government representatives; others are broader and include many immigrant communities and others with frequent DHS contacts. CRCL also conducts roundtables with young leaders of diverse communities. The Community Engagement Section is currently active in metropolitan areas including Boston; Chicago; Columbus, OH (and other metropolitan areas of Ohio); Detroit; Los Angeles; Minneapolis/St. Paul; and Washington, DC. Our work also includes dozens of other community events, in these and other locations. For more information please contact CRCLOutreach@dhs.gov.

Human Rights and Vulnerable Populations CRCL is the DHS single point of contact for international human rights treaty reporting and coordination. We work with federal agencies and departments to ensure that human rights are considered in policy and programs. We have developed and advanced protective policies and procedures for victims of torture and persecution, battered women, and trafficked persons, among others. For more information please contact CRCLOutreach@dhs.gov.

Improving the Diversity and Critical Language Skills of the Department CRCL promotes government service at job fairs, conferences, and in media outlets serving ethnic and religious communities. The National Security Internship Program, a partnership between the FBI and DHS, has brought more than two dozen Arabic speakers into DHS's

intelligence and security divisions during the summers of 2008-2010. To learn more about the program, visit www.nationalsecurityinternship.com.

Quarterly NGO Civil Rights / Civil Liberties Committee Meeting CRCL hosts regular meetings of this committee, including representatives of over 20 civil society organizations. Assisted by extensive grassroots networks, Committee members articulate the concerns of NGOs and communities across the country concerning civil and human rights. The CRCL Officer meets quarterly with the Committee to identify systemic and policy concerns relevant to CRCL. For more information please contact CRCLOurteach@dhs.gov.

Verification Databases and Programs New education videos are available to help employers use E-Verify in a non-discriminatory manner and in full compliance with their responsibilities under the terms of use. The videos provide invaluable information to human resources personnel, and are a must see for E-Verify participants. An employer video, *Employee Responsibilities and Worker Rights*, showcases model employer behavior and emphasizes an employer responsibility to use E-Verify properly, and in a manner that respects worker rights. A separate video, *Employer Rights and Responsibilities*, available in English and Spanish, emphasizes worker rights when employer use E-Verify, and the workers responsibilities when contesting mismatches. The videos emphasize proper treatment of workers, and contain vignettes addressing a worker's mismatch. The videos, produced jointly by the CRCL and USCIS are available online at www.uscics.gov/everify. Written pamphlets accompany the videos and serve as helpful desktop reminders. You may order (at no cost) the DVD videos and written pamphlets by contacting the DHS Office for Civil Rights and Civil Liberties at crcl@dhs.gov.

CRCL Training

Civil Rights and Civil Liberties and Fusion Centers CRCL partners with the DHS Privacy Office and the DOJ Bureau of Justice Assistance to develop and deliver training on

civil rights, civil liberties, and privacy for personnel at state, local, regional, and tribal fusion centers. In addition to the ongoing eight-hour course offered on-site to fusion center staff and local liaison officer networks. In 2010 CRCL completed training of 69 privacy/civil liberties officers at 66 of the 72 designated fusion centers. CRCL now provides technical assistance to these local officers, who, in turn, provide civil rights and civil liberties training to state and local staff. In support of this training mission, CRCL also maintains a web portal for single point of access to the wide range of resources and training materials available in the Information Sharing Environment that address civil rights, civil liberties, and privacy. The fusion center training website can be found at: www.it.ojp.gov/PrivacyLiberty.

Posters on Common Muslim American Head Coverings, Common Sikh American Head Coverings, and the Sikh Kirpan These training posters provide guidance to Department personnel on ways in which to screen, if needed, Muslim or Sikh individuals wearing various types of religious head coverings and Sikh individuals carrying a Kirpan (ceremonial religious dagger). For more information contact crcl@dhs.gov or www.dhs.gov/crcl.

Introduction to Arab American and Muslim American Cultures is an hour-long training DVD, released in the fall of 2006, that provides insights from four national and international experts, including an Assistant United States Attorney who is a practicing Muslim; a member of the National Security Council who is a practicing Muslim; a scholar of Islamic studies; and a civil rights attorney who advocates on issues of concern to Arab American and Muslim American communities. The training assists law enforcement officers and other personnel who interact with Arab and Muslim Americans, as well as individuals from the Arab or Muslim, world in the course of their duties. For more information contact crcl@dhs.gov or visit www.dhs.gov/crcl.