



**DOMESTIC INVESTIGATIONS  
AND OPERATIONS GUIDE  
FEDERAL BUREAU OF INVESTIGATION  
RELEASED MARCH 3, 2016  
UPDATED SEPTEMBER 28, 2016**

This is a privileged document that cannot be released in whole or in part to persons or agencies outside the Federal Bureau of Investigation, nor can it be republished in whole or in part in any written form not containing this statement, including general use pamphlets, without the approval of the Director of the Federal Bureau of Investigation.

## NOTICE OF SUPERSESSION AND UPDATE:

This document amends and supersedes the previous *Domestic Investigations and Operations Guide* (DIOG), published November 18, 2015

### PRINTED VERSIONS:

THE OFFICIAL VERSION OF THE DIOG IS POSTED ONLINE AT THE POLICY LIBRARY. PRINTED COPIES OF THE DIOG MAY NOT CONTAIN THE MOST CURRENT POLICY REQUIREMENTS.

### CONTACT INFORMATION:

Questions or comments pertaining to the DIOG can be directed to:

The Resource Planning Office (RPO), Internal Policy Office (IPO) at  
HQ\_DIV00\_INTERNAL\_POLICY\_OFFICE  
or the Office of the General Counsel (OGC)

### PRIVILEGED INFORMATION:

Any use of this document, including direct quotes or identifiable paraphrasing, will be marked with the following statement:

*This is a privileged document that cannot be released in whole or in part to persons or agencies outside the Federal Bureau of Investigation, nor can it be republished in whole or in part in any written form not containing this statement, including general use pamphlets, without the approval of the Director of the Federal Bureau of Investigation.*

FOR OFFICIAL FBI INTERNAL USE ONLY—DO NOT DISSEMINATE  
~~FOR OFFICIAL USE ONLY~~

## TABLE OF CONTENTS

---

<b>1 (U) Scope and Purpose.....</b>	<b>1-1</b>
1.1 (U) Scope .....	1-1
1.2 (U) Purpose.....	1-1
<b>2 (U) General Authorities and Principles .....</b>	<b>2-1</b>
2.1 (U) Authority of the Attorney General's Guidelines for Domestic FBI Operations .....	2-1
2.2 (U) General FBI Authorities under AGG-Dom.....	2-2
2.2.1 (U) Conduct Investigations and Collect Intelligence and Evidence.....	2-2
2.2.2 (U) Provide Investigative Assistance.....	2-2
2.2.3 (U) Conduct Intelligence Analysis and Planning.....	2-2
2.2.4 (U) Retain and Share Information.....	2-2
2.3 (U) FBI as an Intelligence Agency.....	2-2
2.4 (U) FBI Lead Investigative Authorities.....	2-3
2.4.1 (U) Introduction.....	2-3
2.4.2 (U) Terrorism and Counterterrorism Investigations.....	2-3
2.4.2.1 (U) "Federal Crimes of Terrorism" .....	2-4
2.4.2.2 (U) Additional offenses not defined as "Federal Crimes of Terrorism" .....	2-7
2.4.2.3 (U// <del>FOUO</del> ) NSPD-46/HSPD-15, "U.S. Policy and Strategy in the War on Terror" .....	2-8
2.4.3 (U) Counterintelligence and Espionage Investigations.....	2-8
2.4.3.1 (U) Espionage Investigations of Persons in United States Diplomatic Missions Abroad.....	2-8
2.4.3.2 (U) Investigations of Unauthorized Disclosure of Classified Information to a Foreign Power or Agent of a Foreign Power .....	2-8
2.4.4 (U) Criminal Investigations .....	2-8
2.4.4.1 (U) Investigations of aircraft piracy and related violations .....	2-9
2.4.4.2 (U) Violent crimes against foreign travelers .....	2-9
2.4.4.3 (U) Felonious killings of state and local law enforcement officers .....	2-9
2.4.4.4 (U) Investigations of serial killings.....	2-9
2.4.5 (U) Authority of an FBI Special Agent.....	2-9
2.5 (U) Status as Internal Guidance .....	2-9
2.6 (U) Departure from the AGG-Dom (AGG-Dom I.D.3) .....	2-10
2.6.1 (U) Definition.....	2-10
2.6.2 (U) Departure from the AGG-Dom in Advance.....	2-10
2.6.3 (U) Emergency Departures from the AGG-Dom.....	2-10
2.6.4 (U) Records of Departures from the AGG-Dom.....	2-10

2.7 (U) Departures from the DIOG .....	2-11
2.7.1 (U) Definition.....	2-11
2.7.2 (U) Departure from the DIOG.....	2-11
2.7.3 (U) Emergency Departures from the DIOG .....	2-11
2.7.4 (U) Records of Departures from the DIOG .....	2-12
2.8 (U) Discovery of Non-compliance with DIOG Requirements after-the-fact .....	2-12
2.8.1 (U) Substantial Non-Compliance with the DIOG.....	2-12
2.8.1.1 (U) Substantial Non-Compliance.....	2-12
2.8.1.2 (U) Other Non-Compliance.....	2-13
2.8.2 (U) Documentation of Substantial non-Compliance.....	2-13
2.8.3 (U) Reporting Authorities.....	2-13
2.8.4 (U) Role of OIC and OGC .....	2-14
2.8.4.1 (U) DISCONTINUATION OF REPORTING .....	2-14
2.8.5 (U) Potential IOB matters involving the reports of Substantial Non-Compliance.....	2-14
2.8.6 (U) Reporting Non-Compliance with Policy Guides.....	2-14
2.8.7 (U) Reporting Non-Compliance with other FBI Policies and Procedures (outside the DIOG).....	2-15
2.9 (U) Other FBI Activities Not Limited by AGG-Dom.....	2-15
2.10 (U) Use of Classified Investigative Technologies.....	2-15
2.11 (U) Application of AGG-Dom and DIOG.....	2-15

### **3 (U) Core Values, Roles, and Responsibilities..... 3-1**

3.1 (U) The FBI's Core Values .....	3-1
3.1.1 (U) Compliance .....	3-1
3.2 (U) Investigative Authority, Roles and Responsibility of the Director's Office.....	3-2
3.2.1 (U) Director's Authority, Roles and Responsibility .....	3-2
3.2.2 (U) Deputy Director's Authority, Roles and Responsibility .....	3-2
3.3 (U) Special Agent/Intelligence Analyst/Task Force Officer (TFO)/Task Force Member (TFM)/Task Force Participant (TFP)/FBI Contractor/Others - Roles and Responsibilities .....	3-3
3.3.1 (U) Roles and Responsibilities.....	3-3
3.3.1.1 (U) Training.....	3-3
3.3.1.2 (U) Investigative Activity.....	3-3
3.3.1.3 (U) Privacy and Civil Liberties .....	3-3
3.3.1.4 (U) Protect Rights.....	3-3
3.3.1.5 (U) Compliance .....	3-4
3.3.1.6 (U) Report Non-Compliance.....	3-4
3.3.1.7 (U) Assist Victims .....	3-4

~~UNCLASSIFIED – FOR OFFICIAL USE ONLY~~

Domestic Investigations and Operations Guide

3.3.1.8	(U) Obtain Approval.....	3-4
3.3.1.9	(U) Attribute Information to Originator in Reports .....	3-4
3.3.1.10	(U) Serve as Investigation (“Casc”) Manager .....	3-4
3.3.1.11	(U) Create and Maintain Records/Files .....	3-5
3.3.1.12	(U) Index Documents .....	3-5
3.3.1.13	(U) Seek Federal Prosecution .....	3-5
3.3.1.14	(U) Retain ORIGINAL Notes Made During An Investigation .....	3-5
3.3.2	(U) Definitions of Task Force Officer (TFO), Task Force Member (TFM), and Task Force Participant (TFP).....	3-6
3.3.2.1	(U) Task Force Officer (TFO).....	3-6
3.3.2.2	(U) Task Force Member (TFM).....	3-6
3.3.2.3	(U) Task Force Participant (TFP).....	3-7
3.4	(U) Supervisor Roles and Responsibilities.....	3-7
3.4.1	(U) Supervisor Defined.....	3-7
3.4.2	(U) Supervisor Responsibilities.....	3-7
3.4.2.1	(U) Approval/Review of Investigative or Collection Activities .....	3-7
3.4.2.2	(U) Oral Authority / Approval.....	3-8
3.4.2.3	(U) No Self-Approval Rule .....	3-8
3.4.2.4	(U) Ensure Compliance with U.S. Regulations and other Applicable Legal and Policy Requirements.....	3-8
3.4.2.5	(U) Training.....	3-8
3.4.2.6	(U) Protect Civil Liberties and Privacy .....	3-9
3.4.2.7	(U) Report Compliance Concerns .....	3-9
3.4.2.8	(U) Non-Retaliation Policy.....	3-9
3.4.2.9	(U) Create and Maintain Records/Files .....	3-9
3.4.2.10	(U// <del>FOUO</del> ) U-1 Nonimmigrant Status Certifications.....	3-9
3.4.3	(U) Delegation and Succession in the FBI.....	3-9
3.4.3.1	(U) Delegation .....	3-10
3.4.3.2	(U) Succession: Acting Supervisory Authority .....	3-10
3.4.3.3	(U) Documentation.....	3-11
3.4.3.3.1	(U// <del>FOUO</del> ) “Delegations of Authority Related to Senior Executives” – File 319X-HQ-A1700684-XX .....	3-11
3.4.3.3.2	(U// <del>FOUO</del> ) “Delegations of Authority Related to Non-Senior Executives” (including All Senior Executive Service [SES] and Other Supervisory Management Officials) and All Adhoc Designations – File 319X-HQ-A1700685-XX .....	3-11
3.4.3.3.3	(U// <del>FOUO</del> ) Succession Plans – File 319X-HQ-A1538387 .....	3-11
3.4.4	(U) File Reviews and Justification Reviews.....	3-11

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

3.4.4.1	(U) Overview .....	3-11
3.4.4.2	(U) Types of Files/Investigations Requiring File Reviews and Justification Reviews..	3-12
3.4.4.3	(U) Frequency of File Reviews .....	3-12
3.4.4.4	(U) Delegation of File Reviews.....	3-13
3.4.4.5	(U) Predicated Investigations and Type 3, 4, and 6 Assessment – File Review Requirements.....	3-13
3.4.4.6	(U) Type 1 and 2 Assessments – Justification Review Requirements.....	3-16
3.4.4.7	(U) [REDACTED] - File Review Requirements.....	3-17
3.4.4.8	(U) Documentation of File Reviews.....	3-17
3.4.4.9	(U) File Review Example.....	3-18
3.5	(U) Chief Division Counsel (CDC) Roles and Responsibilities.....	3-18
3.6	(U) Office of the General Counsel (OGC) Roles and Responsibilities .....	3-19
3.7	(U) Internal Policy Office (IPO) Roles and Responsibilities.....	3-20
3.8	(U) Office of Integrity and Compliance (OIC) Roles and Responsibilities .....	3-21
3.9	(U) Operational Program Manager Roles and Responsibilities.....	3-21
3.10	(U) Division Compliance Officer Roles and Responsibilities.....	3-21
3.11	(U) Position Equivalents - FBI Headquarters (FBIHQ) Approval Levels.....	3-22

b7E

**4 (U) Privacy and Civil Liberties, and Least Intrusive Methods..... 4-1**

4.1	(U) Civil Liberties and Privacy .....	4-1
4.1.1	(U) Overview .....	4-1
4.1.2	(U) Purpose of Investigative Activity.....	4-1
4.1.3	(U) Oversight and Self-Regulation.....	4-2
4.2	(U) Protection of First Amendment Rights .....	4-4
4.2.1	(U) Free Speech.....	4-6
4.2.2	(U) Exercise of Religion .....	4-7
4.2.3	(U) Freedom of the Press.....	4-8
4.2.4	(U) Freedom of Peaceful Assembly and to Petition the Government for Redress of Grievances.....	4-9
4.3	(U) Equal Protection under the Law.....	4-11
4.3.1	(U) Introduction.....	4-11
4.3.2	(U) Policy Principles.....	4-12
4.3.3	(U) Guidance on the Use of Race, Ethnicity, Gender, National Origin, Religion, Sexual Orientation, or Gender Identity in Assessments and Predicated Investigations.....	4-13
4.3.3.1	(U) Individual Race, Ethnicity, Gender, National Origin, Religion, Sexual Orientation, or Gender Identity as a Factor .....	4-13
4.3.3.2	(U) Community Race, Ethnicity, Gender, national origin, Religion, Sexual Orientation, or Gender Identity as a Factor .....	4-14

4.3.3.2.1	(U) Collecting and Analyzing Demographics .....	4-14
4.3.3.2.2	(U) Geo-Mapping Ethnic/Racial Demographics .....	4-14
4.3.3.2.3	(U) General Ethnic/Racial Behavior.....	4-14
4.3.3.2.4	(U) Specific and Relevant Ethnic Behavior .....	4-15
4.3.3.2.5	(U) Exploitive Ethnic Behavior .....	4-15
4.4	(U) Least Intrusive Method .....	4-15
4.4.1	(U) Overview.....	4-15
4.4.2	(U) General Approach to Least Intrusive Method Concept.....	4-16
4.4.3	(U) Determining Intrusiveness.....	4-16
4.4.4	(U) Standard for Balancing Intrusion and Investigative Requirements .....	4-18
4.4.5	(U) Conclusion.....	4-19
<b>5</b>	<b>(U) Assessments.....</b>	<b>5-1</b>
5.1	(U) Overview and Activities Authorized Prior to Opening an Assessment.....	5-1
5.1.1	(U) Activities Authorized Prior to Opening an Assessment.....	5-2
5.1.1.1	(U) Public Information.....	5-2
5.1.1.2	(U) Records or Information - FBI and DOJ .....	5-2
5.1.1.3	(U) Records or Information – Other federal, state, local, tribal, or foreign government agency .....	5-2
5.1.1.4	(U) On-line Services and Resources.....	5-2
5.1.1.5	(U) Clarifying Interview .....	5-2
5.1.1.6	(U) Information Voluntarily Provided by Governmental or Private Entities .....	5-2
5.1.2	(U) Documentation Requirements for Activities Authorized Prior to Opening an Assessment: (Existing /historical information referred to in section 5.1.1 above).....	5-3
5.1.3	(U) Liaison Activities and Tripwires .....	5-3
5.2	(U) Purpose and Scope.....	5-4
5.2.1	(U) Scenarios.....	5-4
5.3	(U) Civil Liberties and Privacy .....	5-6
5.4	(U) Five Types of Assessments (AGG-Dom, Part II.A.3.) .....	5-7
5.4.1	(U) Assessment Types.....	5-7
5.5	(U) Standards for Opening or Approving an Assessment.....	5-8
5.6	(U) Position Equivalents, Effective Date, Duration, Documentation, Approval, Notice, File Review and Responsible Entity .....	5-8
5.6.1	(U) Field Office and FBIHQ Position Equivalents .....	5-8
5.6.2	(U) Effective Date of Assessments.....	5-8
5.6.3	(U) Assessment Types.....	5-9
5.6.3.1	(U) Type 1 & 2 Assessments .....	5-9
5.6.3.1.1	(U) Duration.....	5-9

UNCLASSIFIED -~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

5.6.3.1.2	(U) Documentation .....	5-9
5.6.3.1.3	(U) Approval to Open .....	5-10
5.6.3.1.4	(U) Sensitive Investigative Matters (SIM) .....	5-10
5.6.3.1.5	(U) Notice .....	5-10
5.6.3.1.6	(U) Justification Review.....	5-11
5.6.3.1.7	(U) Responsible Entity.....	5-11
5.6.3.1.8	(U) Type 1 & 2 Assessment Closing.....	5-11
5.6.3.1.9	(U) Examples/Scenarios of Type 1 & 2 Assessments.....	5-11
5.6.3.2	(U) Type 3 Assessments.....	5-12
5.6.3.2.1	(U) Duration.....	5-14
5.6.3.2.2	(U) Documentation .....	5-14
5.6.3.2.3	(U) Approval.....	5-14
5.6.3.2.4	(U) Sensitive Investigative Matters (SIM) .....	5-14
5.6.3.2.5	(U) Notice .....	5-15
5.6.3.2.6	(U) File Review.....	5-15
5.6.3.2.7	(U) Responsible Entity.....	5-15
5.6.3.2.8	(U) Type 3 Assessment Closing .....	5-15
5.6.3.2.9	(U) Examples of Type 3 Assessments .....	5-15
5.6.3.3	(U) Type 4 Assessments.....	5-17
5.6.3.3.1	(U) Duration.....	5-18
5.6.3.3.2	(U) Documentation .....	5-18
5.6.3.3.3	(U) Approval.....	5-18
5.6.3.3.4	(U) Sensitive Investigative Matters (SIM) .....	5-18
5.6.3.3.5	(U) Notice .....	5-19
5.6.3.3.6	(U) File Review.....	5-19
5.6.3.3.7	(U) Responsible Entity.....	5-19
5.6.3.3.8	(U) Type 4 Assessment Closing .....	5-19
5.6.3.3.9	(U) Examples of Type 4 Assessments .....	5-19
5.6.3.4	(U) Type 5 Assessments.....	5-20
5.6.3.4.1	(U) Phases of Type 5 Assessments .....	5-21
5.6.3.4.2	(U) Duration.....	5-22
5.6.3.4.3	(U) Documentation .....	5-23
5.6.3.4.4	(U) Approval.....	5-24
5.6.3.4.5	(U) Notice .....	5-25
5.6.3.4.6	(U) File Review.....	5-25
5.6.3.4.7	(U) Responsible Entity.....	5-26
5.6.3.4.8	(U) Authorized Investigative Methods in Type 5 Assessments.....	5-26
5.6.3.4.9	(U) Closing Type 5 Assessments.....	5-27
5.6.3.4.10	(U) Examples of Type 5 Assessments .....	5-28
5.6.3.5	(U) Type 6 Assessments.....	5-30

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

5.6.3.5.1	(U) Duration .....	5-30
5.6.3.5.2	(U) Documentation .....	5-31
5.6.3.5.3	(U) Approval .....	5-31
5.6.3.5.4	(U) Sensitive Investigative Matters (SIM) .....	5-31
5.6.3.5.5	(U) Notice .....	5-31
5.6.3.5.6	(U) File Review .....	5-31
5.6.3.5.7	(U) Responsible Entity .....	5-32
5.6.3.5.8	(U) Type 6 Assessment Closing .....	5-32
5.6.3.5.9	(U) Examples/Scenarios of Type 6 Assessments .....	5-32
5.7	(U) Sensitive Investigative Matters (SIM) in Assessments and Sensitive Potential CHS or Sensitive Characteristic Designations in Type 5 Assessments .....	5-33
5.7.1	(U) SIM Categories in Assessments .....	5-33
5.7.2	(U) Academic Nexus in Assessments .....	5-33
5.8	(U) Standards for Opening or Approving the Use of an Authorized Investigative Method .....	5-34
5.9	(U) Authorized Investigative Methods in Assessments .....	5-34
5.9.1	(U) Type 1 through 4 and Type 6 Assessments .....	5-34
5.9.2	(U) Type 5 Assessments .....	5-34
5.10	(U) Other Investigative Methods Not Authorized During Assessments .....	5-35
5.11	(U) Intelligence Collection (i.e., Incidental Collection) .....	5-35
5.12	(U) Retention and Dissemination of Privacy Act Records .....	5-36
5.12.1	(U) Marking Type 1 & 2, and Type 3, 4 and 6 Closed Assessments That Contain Personal Information .....	5-36
5.12.1.1	(U) Type 1 & 2 Assessments .....	5-37
5.12.1.2	(U) Type 3, 4, and 6 Assessments .....	5-37
5.12.1.3	(U) Type 5 Assessments .....	5-37
5.13	(U) Assessment File Records Management and Retention .....	5-37
5.13.1	(U) Pending Inactive Status .....	5-38
5.14	(U) Other Program Specific Investigation Requirements .....	5-38
<b>6</b>	<b>(U) Preliminary Investigations .....</b>	<b>5-38</b>
6.1	(U) Overview .....	6-1
6.2	(U) Purpose and Scope .....	6-1
6.3	(U) Civil Liberties and Privacy .....	6-1
6.4	(U) Legal Authority .....	6-2
6.4.1	(U) Criminal Investigations .....	6-2
6.4.2	(U) Threats to the National Security .....	6-2
6.5	(U) Predication .....	6-3
6.6	(U) Standards for Opening or Approving a Preliminary Investigation .....	6-3

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

6.7 (U) Opening Documentation, Approval, Effective Date, Notice, Extension, Pending Inactive Status, Conversion, and File Review.....	6-4
6.7.1 (U) Opening Documentation .....	6-4
6.7.1.1 (U) Approval / Effective Date / Notice.....	6-4
6.7.2 (U) Extension .....	6-6
6.7.2.1 (U) Good Cause.....	6-6
6.7.3 (U) Pending Inactive Status .....	6-6
6.7.4 (U) Conversion to Full Investigation.....	6-6
6.7.5 (U) File Review .....	6-6
6.8 (U) Standards for Opening or Approving the Use of an Authorized Investigative Method in Preliminary Investigations .....	6-6
6.9 (U) Authorized Investigative Methods in Preliminary Investigations .....	6-7
6.10 (U) Sensitive Investigative Matters (SIM) in Preliminary Investigations .....	6-8
6.10.1 (U) SIM Categories in Preliminary Investigations .....	6-8
6.10.2 (U) Academic Nexus in Preliminary Investigations .....	6-8
6.11 (U) Intelligence Collection (i.e., Incidental Collection).....	6-9
6.12 (U) Standards for Approving the Closing of a Preliminary Investigation.....	6-10
6.12.1 (U) Standards.....	6-10
6.12.2 (U) Approval Requirements to Close .....	6-10
6.13 (U) Other Program-Specific Investigative Requirements.....	6-11
<b>7 (U) Full Investigations.....</b>	<b>7-1</b>
7.1 (U) Overview .....	7-1
7.2 (U) Purpose and Scope.....	7-1
7.3 (U) Civil Liberties and Privacy .....	7-1
7.4 (U) Legal Authority .....	7-2
7.4.1 (U) Criminal Investigations .....	7-2
7.4.2 (U) Threats to the National Security .....	7-3
7.4.3 (U) Foreign Intelligence Collection .....	7-3
7.5 (U) Predication .....	7-3
7.6 (U) Standards for Opening or Approving a Full Investigation.....	7-4
7.7 (U) Opening Documentation, Approval, Effective Date, Notice, Pending Inactive Status, File Review, and Letter Head Memorandum .....	7-4
7.7.1 (U) Opening Documentation .....	7-4
7.7.1.1 (U) Approval / Effective Date / Notice.....	7-4
7.7.2 (U) Pending Inactive Status .....	7-6
7.7.3 (U) File Review .....	7-6

7.7.4	(U) Annual Letterhead Memorandum.....	7-7
7.8	(U) Standards for Opening or Approving the Use of an Authorized Investigative Method in Full Investigations .....	7-7
7.9	(U) Authorized Investigative Methods in Full Investigations .....	7-7
7.10	(U) Sensitive Investigative Matters (SIM) in Full Investigations .....	7-8
7.10.1	(U) SIM Categories in Full Investigations.....	7-8
7.10.2	(U) Academic Nexus in Full Investigations .....	7-8
7.11	(U) Intelligence Collection (i.e., Incidental Collection).....	7-9
7.12	(U) Standards for Approving the Closing of a Full Investigation.....	7-10
7.12.1	(U) Standards.....	7-10
7.12.2	(U) Approval Requirements to Close .....	7-11
7.13	(U) Other Program Specific Investigative Requirements .....	7-11

## **8 (U) Enterprise Investigations (EI)..... 8-1**

8.1	(U) Overview .....	8-1
8.2	(U) Purpose, Scope and Definitions .....	8-1
8.3	(U) Civil Liberties and Privacy .....	8-1
8.4	(U) Predication .....	8-2
8.5	(U) Standards for Opening or Approving an Enterprise Investigation.....	8-3
8.6	(U) Opening Documentation, Effective Date, Approval, Notice, and File Review .....	8-4
8.6.1	(U) Opening Documentation .....	8-4
8.6.2	(U) Effective Date.....	8-4
8.6.3	(U) Approval Requirements for Opening an Enterprise Investigation (EI).....	8-5
8.6.3.1	(U) EI Opened by a Field Office.....	8-5
8.6.3.2	(U) EI Opened by FBIHQ .....	8-5
8.6.3.3	(U) Sensitive Investigative Matter (SIM) EI Opened by a Field Office.....	8-5
8.6.3.4	(U) Sensitive Investigative Matter EI Opened by FBIHQ .....	8-5
8.6.4	(U) Notice Requirements.....	8-6
8.6.5	(U) File Review .....	8-6
8.6.6	(U) Pending Inactive Status .....	8-6
8.7	(U) Authorized Investigative Methods in an Enterprise Investigation .....	8-7
8.8	(U) Sensitive Investigative Matters (SIM) in Enterprise Investigations .....	8-7
8.8.1	(U) SIM Categories in Enterprise Investigations.....	8-7
8.8.2	(U) Academic nexus in Enterprise Investigations .....	8-7
8.9	(U) Intelligence Collection (i.e., Incidental Collection).....	8-8
8.10	(U) Standards for Approving the Closing of an Enterprise Investigation.....	8-9
8.10.1	(U) Standards.....	8-9

8.10.2 (U) Approval Requirements to Close .....	8-9
8.11 (U) Other Program Specific Investigative Requirements .....	8-10
<b>9 (U) Foreign Intelligence.....</b>	<b>9-1</b>
9.1 (U) Overview .....	9-1
9.2 (U) Purpose and Scope.....	9-2
9.3 (U) Civil Liberties and Privacy .....	9-2
9.4 (U) Legal Authority .....	9-3
9.4.1 (U) Full Investigation Activities.....	9-4
9.5 (U) General Requirements and FBIHQ Standards for Approving the Opening of Positive Foreign Intelligence Investigations.....	9-4
9.5.1 (U) General Requirements and Program Responsibilities.....	9-4
9.5.2 (U) Standards For Opening a Full Investigation to Collect Positive Foreign Intelligence ..	9-4
9.6 (U) Opening Documentation, Approval, Effective Date, and File Review.....	9-5
9.6.1 (U) Opening by a Field Office With FBIHQ HPMU UC Approval or Opening by FBIHQ .....	9-5
9.6.1.1 (U) Approval to Open a Full PFI Investigation.....	9-5
9.6.1.1.1 (U) Effective Date .....	9-5
9.6.1.2 (U) Approval to Open a Full PFI Investigation Involving a Sensitive Investigative Matter (SIM).....	9-5
9.6.1.2.1 (U) SIM Full PFI Investigation Opened by a Field Office.....	9-5
9.6.1.2.2 (U) SIM Full PFI Investigation Opened by FBIHQ .....	9-5
9.6.1.2.3 (U) Effective Date .....	9-6
9.6.2 (U) Pending Inactive Status .....	9-6
9.6.3 (U) Notice to DOJ .....	9-6
9.6.3.1 (U) For a Full PFI Investigation .....	9-6
9.6.4 (U) Duration.....	9-6
9.6.5 (U) File Review .....	9-6
9.6.5.1 (U) Full Investigations .....	9-6
9.6.6 (U) Annual Letterhead Memorandum .....	9-7
9.6.6.1 (U) Field Office Responsibility .....	9-7
9.6.6.2 (U) FBIHQ Responsibility .....	9-7
9.7 (U) Standards for Opening or Approving the Use of an Authorized Investigative Method in a Full Positive Foreign Intelligence Investigation .....	9-7
9.8 (U) Authorized Investigative Methods in a Full Positive Foreign Intelligence Investigation.....	9-8
9.9 (U) Investigative Methods Not Authorized During A Full Positive Foreign Intelligence Investigation.....	9-9

9.10 (U) Sensitive Investigative Matters (SIM) in a Full Positive Foreign Intelligence Investigation.....	9-9
9.10.1 (U) Sensitive Investigative Matters (SIM).....	9-9
9.10.2 (U) Academic Nexus.....	9-10
9.11 (U) Retention of Information.....	9-10
9.12 (U//FOUO) Standards for Approving the Closing of a Full Positive Foreign Intelligence Investigation.....	9-10
9.12.1 (U) Standards.....	9-10
9.12.2 (U) Approval Requirements.....	9-11
9.12.2.1 (U) Opened by a Field Office with FBIHQ Approval.....	9-11
9.12.2.2 (U) Opened by FBIHQ.....	9-11
9.12.2.3 (U) SIM Opened by a Field Office with FBIHQ Approval.....	9-11
9.12.2.4 (U) SIM Opened by FBIHQ.....	9-11
9.13 (U) Other Program Specific Investigation Requirements.....	9-11

## **10(U//~~FOUO~~) Sensitive Investigative Matter (SIM) and Sensitive Operations Review Committee (SORC) ..... 10-1**

10.1 (U) Sensitive Investigative Matters (SIM) .....	10-1
10.1.1 (U) Overview.....	10-1
10.1.2 (U) Purpose, Scope, and Definitions.....	10-1
10.1.2.1 (U) Definition of Sensitive Investigative Matters (SIM) .....	10-1
10.1.2.2 (U) Definitions/Descriptions of SIM Officials and Entities.....	10-1
10.1.2.2.1 (U) Domestic Public Official.....	10-1
10.1.2.2.2 (U) Domestic Political Candidate.....	10-2
10.1.2.2.3 (U) Domestic Political Organization or Individual Prominent in such an Organization.....	10-2
10.1.2.2.4 (U) Religious Organization or Individual Prominent in such an Organization.....	10-2
10.1.2.2.5 (U) Member of the News Media or a News Organization.....	10-2
10.1.2.2.6 (U) Academic Nexus.....	10-3
10.1.2.2.7 (U) Other Matters .....	10-3
10.1.3 (U) Factors to Consider When Opening or Approving an Investigative Activity Involving a SIM.....	10-3
10.1.4 (U) Opening Documentation, Approval, Notice, Change in SIM Status, and Sensitive Potential CHS or Sensitive Characteristic Designations in Type 5 Assessments .....	10-4
10.1.4.1 (U) Review and Approval of SIM Assessments By A Field Office .....	10-4
10.1.4.1.1 (U) Type 1 & 2 Assessments.....	10-4
10.1.4.1.2 (U) Type 3 and 4 Assessments.....	10-5
10.1.4.1.3 (U) Type 5 Assessments.....	10-5
10.1.4.1.4 (U) Type 6 Assessments.....	10-5

**UNCLASSIFIED – FOR OFFICIAL USE ONLY**

Domestic Investigations and Operations Guide

10.1.4.2 (U) Notice for SIM Assessments by a Field Office .....	10-5
10.1.4.3 (U) Review and Approval of SIM Predicated Investigations by a Field Office .....	10-5
10.1.4.3.1 (U) Predicated Investigations Involving a SIM .....	10-5
10.1.4.3.2 (U) Enterprise Investigations Involving a SIM .....	10-5
10.1.4.3.3 (U) Positive Foreign Intelligence Full Investigations Involving a SIM .....	10-6
10.1.4.4 (U) Notice for SIM Predicated Investigations by a Field Office .....	10-6
10.1.4.4.1 (U) Notice for SIM Predicated Investigations .....	10-6
10.1.4.4.2 (U) Notice for SIM Enterprise Investigations .....	10-6
10.1.4.4.3 (U) Notice for SIM Positive Foreign Intelligence Full Investigations .....	10-6
10.1.4.5 (U) Review and Approval of SIM Assessments Opened by FBIHQ .....	10-6
10.1.4.5.1 (U) Type 1 & 2 Assessments .....	10-6
10.1.4.5.2 (U) Type 3 and 4 Assessments .....	10-7
10.1.4.5.3 (U) Type 5 Assessments .....	10-7
10.1.4.5.4 (U) Type 6 Assessments .....	10-7
10.1.4.6 (U) Notice Requirements for SIM Assessments by FBIHQ .....	10-7
10.1.4.6.1 (U) Review and Approval of SIM Predicated Investigations by FBIHQ .....	10-7
10.1.4.6.2 (U) Predicated Investigations Involving a SIM .....	10-7
10.1.4.6.3 (U) Enterprise Investigations Involving a SIM .....	10-7
10.1.4.6.4 (U) Positive Foreign Intelligence Full Investigations Involving a SIM .....	10-7
10.1.4.7 (U) Notice for SIM Predicated Investigations by FBIHQ .....	10-7
10.1.4.7.1 (U) Notice for SIM Predicated Investigations .....	10-7
10.1.4.7.2 (U) Notice for SIM Enterprise Investigations .....	10-8
10.1.4.7.3 (U) Notice for SIM Full Positive Foreign Intelligence Investigations .....	10-8
10.1.4.8 (U) Change in SIM Status .....	10-8
10.1.4.8.1 (U) Documentation .....	10-8
10.1.4.9 (U) Closing SIM Investigations .....	10-9
10.1.4.9.1 (U) SIM Assessments Closed by a Field Office .....	10-9
10.1.4.9.2 (U) SIM Predicated Investigations Closed by a Field Office .....	10-9
10.1.4.9.3 (U) SIM Assessments Closed by FBIHQ .....	10-9
10.1.4.9.4 (U) SIM Predicated Investigations Closed by FBIHQ .....	10-10
10.1.5 (U) Distinction Between SIM and Sensitive Circumstance in Undercover Operations ..	10-10
10.1.6 (U) Distinction Between SIM and Sensitive Undisclosed Participation .....	10-10
10.1.6.1 (U) Scenarios .....	10-10
10.2 (U// <del>FOUO</del> ) Sensitive Operations Review Committee .....	10-11
10.2.1 (U) Membership and Staffing .....	10-11
10.2.2 (U) Function .....	10-12
10.2.3 (U) Review and Recommendation .....	10-12
10.2.3.1 (U) Factors to Consider for Review and Recommendation .....	10-13
10.2.3.2 (U) Process for Review and Recommendation .....	10-13

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

10.2.4 (U) Emergency Authorization.....	10-14
10.2.4.1 (U) Notice/Oversight Function of SORC.....	10-15
10.2.5 (U) Logistics.....	10-16
<b>11(U) Liaison Activities and Tripwires .....</b>	<b>11-1</b>
11.1 (U) Overview .....	11-1
11.2 (U) Purpose and Scope.....	11-1
11.3 (U) Approval Requirements for Liaison and Tripwires .....	11-1
11.3.1 (U) Scenario 1 .....	11-1
11.3.2 (U) Scenario 2 .....	11-1
11.4 (U) Documentation & Records Retention Requirements.....	11-2
<b>12(U) Assistance to Other Agencies .....</b>	<b>12-1</b>
12.1 (U) Overview .....	12-1
12.2 (U) Purpose and Scope.....	12-1
12.2.1 (U) Investigative Assistance.....	12-1
12.2.2 (U) Technical Assistance.....	12-2
12.3 (U) Investigative Assistance to Other Agencies - Standards, Approvals and Notice Requirements .....	12-2
12.3.1 (U) Standards for Providing Investigative Assistance to Other Agencies .....	12-2
12.3.2 (U) Authority, Approval and Notice Requirements for Providing Investigative Assistance to Other Agencies .....	12-3
12.3.2.1 (U) Investigative Assistance to United States Intelligence Community (USIC) Agencies .....	12-3
12.3.2.1.1 (U) Authority .....	12-3
12.3.2.1.2 (U) Approval Requirements.....	12-3
12.3.2.1.3 (U) Notice Requirements .....	12-3
12.3.2.1.4 (U) Documentation Requirements .....	12-4
12.3.2.2 (U) Investigative Assistance to Other United States Federal Agencies.....	12-4
12.3.2.2.1 (U) Authority .....	12-4
12.3.2.2.2 (U) Approval Requirements.....	12-6
12.3.2.2.3 (U) Notice Requirements .....	12-6
12.3.2.2.4 (U) Documentation Requirements.....	12-6
12.3.2.3 (U) Investigative Assistance to State, Local, and Tribal Agencies .....	12-6
12.3.2.3.1 (U) Approval Requirements.....	12-11
12.3.2.3.2 (U) Notice Requirements .....	12-12
12.3.2.3.3 (U) Documentation Requirements .....	12-12
12.3.2.3.4 (U) Examples of Expert Assistance in Investigations of Non-Federal Crimes.....	12-12
12.3.2.4 (U) Investigative Assistance to Foreign Agencies .....	12-14

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

12.3.2.4.1	(U) Authorities .....	12-14
12.3.2.4.2	(U) Approval Requirements.....	12-15
12.3.2.4.3	(U) Notice Requirements .....	12-15
12.3.2.4.4	(U) Documentation Requirements .....	12-16
12.3.2.4.5	(U) Examples .....	12-16
12.4	(U) Technical Assistance to Other Agencies – Standards, Authority and Approval Requirements .....	12-16
12.4.1	(U) Authority.....	12-17
12.4.2	(U) Approval Requirements.....	12-17
12.4.2.1	(U) Technical Assistance to USIC Agencies .....	12-17
12.4.2.2	(U) Technical Assistance to Federal, State, Local and Tribal (Domestic) Agencies Regarding Electronic Surveillance, Equipment, and Facilities.....	12-17
12.4.2.3	(U) Technical Assistance to Federal, State, Local and Tribal (Domestic) Agencies Involving Equipment or Technologies Other than Electronic Surveillance Equipment	12-18
12.4.2.4	(U) Technical Assistance to Foreign Agencies .....	12-19
12.4.2.4.1	(U) Authorities .....	12-19
12.4.2.4.2	(U) Approval Requirements.....	12-19
12.4.2.4.3	(U) Notice Requirements .....	12-19
12.4.2.4.4	(U) Documentation Requirements .....	12-19
12.5	(U) Documentation Requirements for Investigative Assistance to Other Agencies .....	12-20
12.5.1	(U) Documentation Requirements in General.....	12-20
12.5.2	(U) Documentation Requirements for Investigative Assistance (including Expert Assistance) to Other Agencies (Domestic or Foreign).....	12-20
12.5.3	(U) Documentation Requirements for Technical Assistance to Other Agencies (Domestic or Foreign).....	12-21
12.6	(U) Dissemination of Information to Other Agencies – Documentation Requirements.....	12-21
12.7	(U) Records Retention Requirements .....	12-22
12.7.1	(U) Serializing the FD-999 for Dissemination of Information .....	12-22
12.7.2	(U) Serializing the FD-999 for Investigative Assistance.....	12-22
12.7.3	(U) Request for FD-999 Exemption.....	12-23
12.7.4	(U// <del>FOUO</del> ) 343 File Classification - Domestic Police Cooperation Files.....	12-23
12.7.5	(U// <del>FOUO</del> ) 163 File Classification – Foreign Police Cooperation Files.....	12-23
<b>13(U)</b>	<b>Extraterritorial Provisions .....</b>	<b>13-1</b>
13.1	(U) Overview .....	13-1
13.2	(U) Purpose and Scope.....	13-1
13.3	(U) Joint Venture Doctrine .....	13-2
13.4	(U) Legal Attaché Program .....	13-2

**14(U) Retention and Sharing of Information.....14-1**

14.1 (U) Purpose and Scope.....	14-1
14.2 (U) The FBI's Records Retention Plan, and Documentation .....	14-1
14.2.1 (U) Database or Records System .....	14-1
14.2.2 (U) Records Management Division Disposition Plan and Retention Schedules.....	14-2
14.3 (U) Information Sharing.....	14-2
14.3.1 (U) Permissive Sharing .....	14-2
14.3.2 (U) Required Sharing.....	14-3
14.4 (U) Information Related to Criminal Matters.....	14-3
14.4.1 (U) Coordinating with Prosecutors.....	14-3
14.4.2 (U) Criminal Matters Outside FBI Jurisdiction.....	14-3
14.4.3 (U) Reporting Criminal Activity of an FBI Employee or CHS.....	14-4
14.5 (U) Information Related to National Security and Foreign Intelligence Matters.....	14-4
14.5.1 (U) Department of Justice .....	14-4
14.5.2 (U) The White House.....	14-5
14.5.2.1 (U) Requests sent through NSC or HSC .....	14-6
14.5.2.2 (U) Approval by the Attorney General .....	14-6
14.5.2.3 (U) Information Suitable for Dissemination .....	14-6
14.5.2.4 (U) Notification of Communications.....	14-6
14.5.2.5 (U) Dissemination of Information relating to Background Investigations.....	14-7
14.5.3 (U) Congress.....	14-7
14.6 (U) Special Statutory Requirements .....	14-7
14.7 (U) Threat To Life – Dissemination Of Information.....	14-8
14.7.1 (U) Overview.....	14-8
14.7.2 (U// <del>FOUO</del> ) Information Received through FISA Surveillance.....	14-8
14.7.3 (U) Dissemination of Information Concerning Threats against Intended Victims (Persons) .....	14-9
14.7.3.1 (U) Warning to the Intended Victim (Person) .....	14-9
14.7.3.1.1 (U) Expedited Warnings to Identifiable Intended Victims.....	14-9
14.7.3.1.2 (U) Warnings When Intended Victim is in Custody or is a Protectee .....	14-10
14.7.3.2 (U) Notification to Law Enforcement Agencies That Have Investigative Jurisdiction	14-10
14.7.3.2.1 (U) Expedited Notification.....	14-10
14.7.3.2.2 (U) Exceptions to Notification .....	14-11
14.7.3.2.3 Means, Manner, and Documentation of Notification.....	14-11
14.7.4 (U// <del>FOUO</del> ) Dissemination of Information Concerning Threats, Possible Violence or Demonstrations Against Foreign Establishments or Officials in the United States.....	14-11

UNCLASSIFIED – FOR OFFICIAL USE ONLY  
Domestic Investigations and Operations Guide

14.7.5 (U) Dissemination of Information Concerning Threats against the President and Other Designated Officials.....	14-11
<b>15(U) Intelligence Analysis and Planning.....</b>	<b>15-1</b>
15.1 (U) Overview .....	15-1
15.2 (U) Purpose and Scope.....	15-1
15.2.1 (U) Functions Authorized.....	15-1
15.2.2 (U) Integration of Intelligence Activities .....	15-1
15.2.3 (U) Analysis and Planning Not Requiring the Opening of an Assessment (See DIOG Section 5).....	15-2
15.3 (U) Civil Liberties and Privacy .....	15-2
15.4 (U) Legal Authority .....	15-2
15.5 (U) Intelligence Analysis and Planning – Requiring a Type 4 Assessment.....	15-3
15.6 (U) Authorized Activities in Intelligence Analysis and Planning .....	15-3
15.6.1 (U) Strategic Intelligence Analysis.....	15-3
15.6.1.1 (U) Domain Management.....	15-3
15.6.1.2 (U) Written Intelligence Products.....	15-4
15.6.1.3 (U) United States Person (USPER) Information.....	15-4
15.6.1.4 (U) Intelligence Systems .....	15-5
15.6.1.5 (U) Geospatial Intelligence (GEOINT) .....	15-5
<b>16(U) Undisclosed Participation (UDP).....</b>	<b>16-1</b>
16.1 (U) Overview .....	16-1
16.1.1 (U) Authorities.....	16-1
16.1.2 (U) Mitigation of Risk .....	16-1
16.1.3 (U) Sensitive UDP defined.....	16-2
16.1.4 (U) Non-sensitive UDP defined .....	16-2
16.1.5 (U)Type of Activity.....	16-2
16.2 (U) Purpose, Scope, and Definitions .....	16-2
16.2.1 (U) Organization.....	16-2
16.2.2 (U) Legitimate Organization .....	16-2
16.2.3 (U) Participation .....	16-3
16.2.3.1 (U) Undisclosed Participation.....	16-4
16.2.3.2 (U// <del>FOUO</del> ) Influencing the Activities of the Organization.....	16-4
16.2.3.3 (U// <del>FOUO</del> ) Influencing the exercise of First Amendment rights.....	16-4
16.2.3.4 (U) Appropriate Official.....	16-4
16.2.3.5 (U) [Redacted] Undisclosed Participation.....	16-4

b7E

UNCLASSIFIED – FOR OFFICIAL USE ONLY  
Domestic Investigations and Operations Guide

16.2.3.6 (U) Already a Member of the Organization or a Participant in its Activities.....	16-5
16.3 (U) Requirements for Approval .....	16-5
16.3.1 (U) General Requirements.....	16-5
16.3.1.1 (U) Undercover Activity.....	16-5
16.3.1.2 (U) Concurrent Approval .....	16-6
16.3.1.3 (U) Delegation and “Acting” Status .....	16-6
16.3.1.4 (U) Specific Requirements for General Undisclosed Participation (Non-sensitive UDP).....	16-6
16.3.1.4.1 (U// <del>FOUO</del> ) [REDACTED]	16-6
16.3.1.4.2 (U// <del>FOUO</del> ) [REDACTED]	16-7
16.3.1.5 (U) Specific Requirements for Sensitive Undisclosed Participation (Sensitive UDP)..	16-7
16.3.1.5.1 (U// <del>FOUO</del> ) [REDACTED]	16-7
16.3.1.5.2 (U// <del>FOUO</del> ) [REDACTED]	16-8
16.3.1.5.3 (U// <del>FOUO</del> ) [REDACTED]	16-8
16.4 (U) Supervisory Approval Not Required.....	16-8
16.5 (U) Standards for Review and Approval.....	16-9
16.6 (U) Requests for Approval of Undisclosed Participation .....	16-10
16.7 (U) Duration .....	16-11
16.8 (U// <del>FOUO</del> ) Sensitive Operations Review Committee (SORC).....	16-11
16.8.1 (U// <del>FOUO</del> ) SORC Notification.....	16-11
16.8.2 (U// <del>FOUO</del> ) SORC Review .....	16-11
16.9 (U) FBIHQ Approval Process of UDP Requests.....	16-11
16.9.1 (U) Submitting the UDP request to FBIHQ.....	16-11
16.9.2 (U// <del>FOUO</del> ) [REDACTED]	16-12
16.9.3 (U// <del>FOUO</del> ) [REDACTED]	16-12
16.9.4 (U// <del>FOUO</del> ) Procedures for approving emergency UDP requests that otherwise require FBIHQ approval .....	16-14
16.10 (U) UDP Examples .....	16-14
<b>17(U) Otherwise Illegal Activity (OIA) .....</b>	<b>17-1</b>
17.1 (U) Overview .....	17-1

UNCLASSIFIED – FOR OFFICIAL USE ONLY  
Domestic Investigations and Operations Guide

17.2 (U) Purpose and Scope.....	17-1
17.3 (U// <del>FOUO</del> ) Application.....	17-1
17.4 (U) Legal Authority .....	17-1
17.5 (U// <del>FOUO</del> ) Standards and Approval Requirements for OIA .....	17-1
17.5.1 (U) General Approval Requirements.....	17-1
17.5.2 (U) OIA in an Undercover Activity.....	17-2
17.5.3 (U// <del>FOUO</del> ) Field Office Review and Approval of OIA for an FBI Agent or Employee....	17-2
17.5.4 (U// <del>FOUO</del> ) OIA by a Confidential Human Source (CHS) Approval .....	17-3
17.5.5 (U// <del>FOUO</del> ) OIA Related to [redacted] b7E Investigations.....	17-3
17.5.5.1 (U// <del>FOUO</del> ) Procedures on Requests and Approval for OIA Related to [redacted] b7E [redacted].....	17-4
17.6 (U// <del>FOUO</del> ) Documentation of Requests to Engage in OIA by an FBI Agent or Employee .....	17-4
17.7 (U// <del>FOUO</del> ) Standards for Review and Approval of OIA .....	17-5
17.8 (U) OIA not authorized.....	17-5
17.9 Approval and Documentation of Emergency OIA.....	17-5
17.10 Other Governmental Approvals.....	17-6

**18(U) Investigative Methods ..... 18-1**

18.1 (U) Overview .....	18-1
18.1.1 (U) Investigative Methods Listed by Sub-Section Number.....	18-1
18.1.2 (U) Investigative Methods Listed by Name (Alphabetized).....	18-2
18.1.3 (U) General Overview .....	18-3
18.1.4 (U) Conducting investigative activity in another field office's AOR.....	18-3
18.2 (U) Least Intrusive Method .....	18-3
18.3 (U) Particular Investigative Methods .....	18-4
18.3.1 (U) Use of Criminal Investigative Methods in National Security Investigations .....	18-4
18.4 (U) Information or Evidence Obtained in Assessments and Predicated Investigations .....	18-4
18.5 (U) Authorized Investigative Methods in Assessments.....	18-5
18.5.1 (U) Investigative Method: Public Information (“Publicly Available Information”)...18-6	18-6
18.5.1.1 (U) Scope.....	18-6
18.5.1.2 (U) Application.....	18-7
18.5.1.3 (U) Approval .....	18-7
18.5.1.3.1 (U// <del>FOUO</del> ) Special Rules: “Special Rule for Religious Services” and “Special Rule for Other Sensitive Organizations”.....	18-7
18.5.1.4 (U) Use/Dissemination.....	18-7
18.5.2 (U) Investigative Method: Records or Information – FBI and Department of Justice (DOJ).....	18-8

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

18.5.2.1	(U) Scope.....	18-8
18.5.2.2	(U) Application.....	18-8
18.5.2.3	(U) Approval.....	18-8
18.5.2.4	(U) Pattern-Based Data Mining.....	18-8
18.5.2.5	(U) Use/Dissemination.....	18-9
18.5.3	(U) Investigative Method: Records or Information – Other Federal, State, Local, Tribal, or Foreign Government Agency.....	18-10
18.5.3.1	(U) Scope.....	18-10
18.5.3.2	(U) Application.....	18-10
18.5.3.3	(U) Approval.....	18-10
18.5.3.4	(U) Use/Dissemination.....	18-11
18.5.4	(U) Investigative Method: On-Line Services and Resources.....	18-12
18.5.4.1	(U) Scope.....	18-12
18.5.4.2	(U) Application.....	18-12
18.5.4.3	(U) Approval.....	18-12
18.5.4.4	(U) Use/Dissemination.....	18-12
18.5.5	(U) Investigative Method: CHS Use and Recruitment.....	18-13
18.5.5.1	(U) Scope.....	18-13
18.5.5.2	(U) Application.....	18-13
18.5.5.3	(U) Approvals .....	18-13
18.5.5.4	(U// <del>FOUO</del> ) Applicability of the Misplaced Confidence Doctrine during CHS Online Activity.....	18-15
18.5.5.5	(U) Use/Dissemination.....	18-16
18.5.6	(U) Investigative Method: Interview or Request Information from the Public or Private Entities.....	18-17
18.5.6.1	(U) Scope.....	18-17
18.5.6.2	(U) Application.....	18-18
18.5.6.3	(U) Voluntariness.....	18-18
18.5.6.4	(U) Approval / Procedures.....	18-19
18.5.6.4.1	(U) Domestic Custodial Interviews .....	18-19
18.5.6.4.2	(U// <del>FOUO</del> ) Miranda Warnings for Suspects in Custody Overseas.....	18-22
18.5.6.4.3	(U) Constitutional Rights to Silence and Counsel under Miranda.....	18-23
18.5.6.4.4	(U) Sixth Amendment Right to Counsel.....	18-24
18.5.6.4.5	(U) Contact with Represented Persons.....	18-24
18.5.6.4.6	(U) Members of the United States Congress and their Staffs.....	18-24
18.5.6.4.7	(U) White House Personnel.....	18-25
18.5.6.4.8	(U) Members of the News Media.....	18-25

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

18.5.6.4.9	(U) During an Assessment - Requesting Information without Revealing FBI Affiliation or the True Purpose of a Request.....	18-26
18.5.6.4.10	(U) Consultation and Discussion.....	18-28
18.5.6.4.11	(U) Examples .....	18-28
18.5.6.4.12	(U// <del>FOUO</del> ) Predicated Investigations - Requesting Information without Revealing FBI Affiliation or the True Purpose of a Request .....	18-31
18.5.6.4.13	(U) Interviews of Juveniles .....	18-31
18.5.6.4.14	(U) Interviews of Juveniles After Arrest.....	18-32
18.5.6.4.15	(U) Documentation .....	18-33
18.5.6.4.16	(U) Use of the FD-302 .....	18-34
18.5.6.4.17	(U) Electronic Recording of Interviews .....	18-36
18.5.6.4.18	(U) Interviews Relating to Closed Files.....	18-47
18.5.6.4.19	(U) FBIHQ Operational Division Requirements.....	18-47
18.5.6.5	(U) Use/Dissemination.....	18-47
18.5.6.6	(U// <del>FOUO</del> ) Overseas Interviews .....	18-47
18.5.6.6.1	(U// <del>FOUO</del> ) Interviews Outside the United States.....	18-47
18.5.6.6.2	(U// <del>FOUO</del> ) Miranda Warnings for Persons in Custody Overseas.....	18-48
18.5.7	(U) Investigative Method: Information Voluntarily Provided by Governmental or Private Entities.....	18-49
18.5.7.1	(U) Scope.....	18-49
18.5.7.2	(U) Application.....	18-49
18.5.7.3	(U) Approval .....	18-49
18.5.7.4	(U) Use/Dissemination.....	18-49
18.5.8	(U) Investigative Method: Physical Surveillance (not requiring a court order) .....	18-50
18.5.8.1	(U) Scope.....	18-50
18.5.8.2	(U) Application.....	18-51
18.5.8.3	(U) Approval .....	18-51
18.5.8.3.1	(U// <del>FOUO</del> ) Standards for Opening or Approving Physical Surveillance During an Assessment.....	18-51
18.5.8.3.2	(U// <del>FOUO</del> ) [REDACTED] for Assessments .....	18-51
18.5.8.3.3	(U// <del>FOUO</del> ) [REDACTED] .....	18-52
18.5.8.3.4	(U) [REDACTED] .....	18-52
18.5.8.4	(U) Other Physical Surveillance.....	18-54
18.5.8.5	(U) Maintain a "Surveillance Log" during Physical Surveillance .....	18-54
18.5.8.6	(U) Use/Dissemination.....	18-54
18.5.9	(U) Investigative Method: Grand Jury Subpoenas – to providers of electronic communication services or remote computing services for subscriber or customer information (only in Type 1 & 2 Assessments).....	18-55
18.5.9.1	(U) Scope.....	18-55

b7E

18.5.9.2 (U) Application.....	18-55
18.5.9.3 (U) Approval .....	18-55
18.5.9.3.1 (U) Members of the News Media.....	18-55
18.5.9.4 (U) Grand Jury Subpoenas to Providers of Electronic Communication Services or Remote Computing Services for subscriber or Customer Information (ECPA 18 U.S.C. §2703.....	18-56
18.5.9.5 (U) Restrictions on Use and Dissemination .....	18-56
18.6 (U) Authorized Investigative Methods in Preliminary Investigations.....	18-58
18.6.1 (U) Investigative Method: Consensual Monitoring of Communications, including Electronic Communications.....	18-59
18.6.1.1 (U) Summary.....	18-59
18.6.1.2 (U) Application.....	18-59
18.6.1.3 (U) Legal Authority.....	18-59
18.6.1.4 (U) Definition of Investigative Method .....	18-59
18.6.1.5 (U) Standards and Approval Requirements for Consensual Monitoring .....	18-60
18.6.1.5.1 (U) General Approval Requirements .....	18-60
18.6.1.6 (U) Consensual Monitoring Situations Requiring Additional Approval.....	18-63
18.6.1.6.1 (U) Party Located Outside the United States.....	18-63
18.6.1.6.2 (U) Consent of More than One Party Required for Consensual Monitoring.....	18-64
18.6.1.6.3 (U) Sensitive Monitoring Circumstance.....	18-64
18.6.1.7 (U) Duration of Approval.....	18-65
18.6.1.8 (U) Specific Procedures.....	18-65
18.6.1.8.1 (U) Documenting Consent to Monitor/Record.....	18-66
18.6.1.8.2 (U) Documenting Approval .....	18-66
18.6.1.8.3 (U) Retention of Consensually Monitored Communications .....	18-66
18.6.1.8.4 (U) Multiple Communications .....	18-67
18.6.1.8.5 (U) Investigation Specific Approval.....	18-67
18.6.1.9 (U) <i>Compliance and Monitoring</i> .....	18-67
18.6.1.10 (U) <i>Evidence Handling</i> .....	18-67
18.6.2 (U) Investigative Method: Intercepting the Communications of a Computer Trespasser	18-68
18.6.2.1 (U) Summary.....	18-68
18.6.2.2 (U) Application.....	18-68
18.6.2.3 (U) Legal Authority.....	18-68
18.6.2.4 (U) Definition of the Communications of a Computer Trespasser .....	18-68
18.6.2.5 (U//FOUO) Use and Approval Requirements for Intercepting the Communications of a Computer Trespasser.....	18-70
18.6.2.5.1 (U) General Approval Requirements .....	18-70

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~

## Domestic Investigations and Operations Guide

18.6.2.6	(U) Duration of Approval for Intercepting the Communications of a Computer Trespasser.....	18-71
18.6.2.7	(U) Specific Procedures for Intercepting the Communications of a Computer Trespasser.....	18-71
18.6.2.7.1	(U) Documenting Authorization to Intercept.....	18-72
18.6.2.7.2	(U) Acquiring Only the Trespasser Communications.....	18-72
18.6.2.7.3	(U) Reviewing the Accuracy of the Interception.....	18-73
18.6.2.7.4	(U) Reviewing the Relevancy of the Interception.....	18-73
18.6.2.7.5	(U) Duration of Approval .....	18-73
18.6.2.7.6	(U) ELSUR Requirements.....	18-74
18.6.2.7.7	(U) Investigation Specific Approval.....	18-74
18.6.2.8	(U) Compliance and Monitoring .....	18-74
18.6.2.9	(U) Evidence Handling .....	18-74
18.6.3	(U// <del>FOUO</del> ) Investigative Method: [REDACTED] Closed-Circuit Television/Video Surveillance, Direction Finders, and Other Monitoring Devices.....	18-75
18.6.3.1	(U) Summary.....	18-75
18.6.3.2	(U) Application.....	18-75
18.6.3.3	(U) Legal Authority.....	18-75
18.6.3.4	(U) Definition of Investigative Method.....	18-75
18.6.3.5	(U// <del>FOUO</del> ) Standards for Use and Approval Requirements for Investigative Method.....	18-76
18.6.3.6	(U) Duration of Approval.....	18-76
18.6.3.7	(U) Specific Procedures.....	18-76
18.6.3.8	(U) CCTV/Video Surveillance where there is a Reasonable Expectation of Privacy in the area to be viewed or for the installation of the equipment.....	18-77
18.6.3.8.1	(U) Warrant or Court Order .....	18-77
18.6.3.8.2	(U// <del>FOUO</del> ) Required Consultation with Technical Advisor (TA) or Technically Trained Agent (TTA) .....	18-77
18.6.3.9	(U) Evidence Handling .....	18-78
18.6.3.10	(U) [REDACTED] .....	18-78
18.6.3.11	(U) CCTV/Video Surveillance Equipment – Types, Availability, Repair And Disposal .....	18-78
18.6.3.11.1	(U) Equipment Types.....	18-78
18.6.3.11.2	(U) Equipment Availability.....	18-79
18.6.3.11.3	(U) Equipment Repair.....	18-79
18.6.3.11.4	(U) Equipment Disposal.....	18-79
18.6.3.12	(U) Compliance and Monitoring.....	18-79
18.6.4	(U) Investigative Method: Administrative Subpoenas (compulsory process).....	18-80
18.6.4.1	(U) Overview of Compulsory Process .....	18-80
18.6.4.2	(U) Application.....	18-80

b7E

b7E

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

18.6.4.3 (U) Administrative Subpoenas .....	18-80
18.6.4.3.1 (U) Summary .....	18-80
18.6.4.3.2 (U) Legal Authority and Delegation.....	18-81
18.6.4.3.3 (U) Approval Requirements.....	18-83
18.6.4.3.4 (U) Limitations on Use of Administrative Subpoenas.....	18-84
18.6.4.3.5 (U) Compliance/Monitoring.....	18-87
18.6.5 (U) Investigative Method: Grand Jury Subpoenas (compulsory process).....	18-90
18.6.5.1 Overview of Compulsory Process.....	18-90
18.6.5.2 (U) Application.....	18-90
18.6.5.3 (U) Legal Authorities.....	18-90
18.6.5.4 (U) Scope.....	18-91
18.6.5.4.1 (U) Scope of FGJ Policy on Administrative Personnel.....	18-91
18.6.5.5 (U) Approval Requirements .....	18-92
18.6.5.6 (U) Duration of Approval.....	18-92
18.6.5.7 Members of the News Media .....	18-92
18.6.5.8 (U) Notice and Reporting Requirements.....	18-92
18.6.5.9 (U) Definition of Matters Occurring Before the Grand Jury.....	18-92
18.6.5.9.1 (U) Examples of Matters Occurring Before the Grand Jury.....	18-92
18.6.5.9.2 (U) Federal Grand Jury Physical Evidence and Statements of Witnesses.....	18-93
18.6.5.9.3 (U) Documents Created Independent of Grand Jury but Obtained by Grand Jury Subpoena:.....	18-94
18.6.5.9.4 (U// <del>FOUO</del> ) Data Extracted from Records Obtained by Grand Jury Subpoena:....	18-94
18.6.5.10 (U) Restrictions on Disclosure.....	18-94
18.6.5.11 (U) Disclosures by the Government Requiring the Court's Permission.....	18-95
18.6.5.11.1 (U) Disclosures by the Government Not Requiring the Court's Permission.....	18-95
18.6.5.11.2 (U) Rule 6(e) Exceptions Permitting Disclosure of FGJ Material .....	18-96
18.6.5.11.3 (U) Rule 6(e)(3)(d) Disclosure Exception for Intelligence or National Security Purposes.....	18-96
18.6.5.11.4 (U) FBI's Conduit Rule.....	18-97
18.6.5.11.5 (U) Other Statutory Disclosure Restrictions Not Affected.....	18-97
18.6.5.11.6 (U) Rule 6(e)(d) Receiving Official Rules and Restrictions.....	18-97
18.6.5.11.7 (U) Violations.....	18-99
18.6.5.12 (U) Limitation of Use .....	18-99
18.6.5.13 (U// <del>FOUO</del> ) Marking, Physical Storage, and Mailing of Grand Jury Material.....	18-100
18.6.5.13.1 (U// <del>FOUO</del> ) Physical Storage of FGJ Material.....	18-101
18.6.5.13.2 (U// <del>FOUO</del> ) Electronic Storage of FGJ Material.....	18-102
18.6.5.13.3 (U// <del>FOUO</del> ) Handling and Storage of FGJ Material after the Closure of a Case.	18-103
18.6.5.13.4 (U// <del>FOUO</del> ) Deletion of Electronically Stored Material Identified as Matters Occurring Before the Grand Jury .....	18-103

UNCLASSIFIED -~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

18.6.5.13.5 (U// <del>FOUO</del> ) FGJ Material Containing Classified or Other Sensitive Information	18-104
18.6.5.14 (U) Requests for FGJ subpoenas in Fugitive Investigations .....	18-104
18.6.5.15 (U) FGJ Overproduction.....	18-105
18.6.5.16 (U) FGJ Material Compliance and Monitoring .....	18-105
18.6.6 (U) Investigative Method: National Security Letter (Compulsory Process) .....	18-106
18.6.6.1 (U) Overview of Compulsory Process .....	18-106
18.6.6.2 (U) Application.....	18-106
18.6.6.3 (U) National Security Letters.....	18-106
18.6.6.3.1 (U) Legal Authority .....	18-106
18.6.6.3.2 (U) Definition of Method.....	18-107
18.6.6.3.3 (U) Approval Requirements.....	18-107
18.6.6.3.4 (U) Standards for Issuing NSLs.....	18-107
18.6.6.3.5 (U) Special Procedures for Requesting Communication Subscriber Information	18-108
18.6.6.3.6 (U) Duration of Approval .....	18-109
18.6.6.3.7 (U) Specific Procedures for Creating NSLs.....	18-109
18.6.6.3.8 (U) Notice and Reporting Requirements.....	18-114
18.6.6.3.9 (U) Receipt of NSL Information, Review for Overproduction, and Releasing the Information.....	18-114
18.6.6.3.10 (U) Overproduction.....	18-115
18.6.6.3.11 (U) Retention of NSL Information.....	18-116
18.6.6.3.12 (U) Service and Returns of NSLs.....	18-116
18.6.6.3.13 (U) Dissemination of NSL Information .....	18-118
18.6.6.3.14 (U) Special Procedures for Handling Right to Financial Privacy Act Information and Other Information.....	18-119
18.6.6.3.15 (U) Payment for NSL-Derived Information.....	18-120
18.6.6.3.16 (U) Judicial Review of NSLs.....	18-120
18.6.6.3.17 (U) Review of Nondisclosure Requirement in NSLs.....	18-121
18.6.7 (U) Investigative Method: FISA Order for Business Records (compulsory process) ...	18-123
18.6.7.1 (U) Overview of Compulsory Process .....	18-123
18.6.7.2 (U) Application.....	18-123
18.6.7.3 (U) Business Records Under FISA .....	18-123
18.6.7.3.1 (U) Legal Authority .....	18-123
18.6.7.3.2 (U) Definition of Method.....	18-123
18.6.7.3.3 (U) Approval Requirements.....	18-124
18.6.7.3.4 (U) Duration of Court Approval .....	18-124
18.6.7.3.5 (U) Notice and Reporting Requirements.....	18-124
18.6.7.3.6 (U) Compliance Requirements.....	18-124
18.6.7.3.7 (U) See the current classified FISA Business Records standard minimization procedures:.....	18-124

UNCLASSIFIED -~~FOR OFFICIAL USE ONLY~~

## Domestic Investigations and Operations Guide

18.6.8 (U) Investigative Method: Stored Wire or Electronic Communications and Transactional Records .....	18-125
18.6.8.1 (U) Summary.....	18-125
18.6.8.2 (U) Application.....	18-125
18.6.8.2.1 (U) Stored Data .....	18-125
18.6.8.2.2 (U) Legal Process .....	18-126
18.6.8.2.3 (U) Retrieval .....	18-126
18.6.8.2.4 (U) Basic Subscriber Information .....	18-126
18.6.8.2.5 (U) Preservation of Stored Data.....	18-126
18.6.8.2.6 (U) Cost reimbursement.....	18-126
18.6.8.3 (U) Legal Authority.....	18-127
18.6.8.4 (U) ECPA Disclosures .....	18-127
18.6.8.4.1 (U) Definitions .....	18-127
18.6.8.4.2 (U) Compelled Disclosure .....	18-128
18.6.8.4.3 (U) Voluntary Disclosure.....	18-134
18.6.8.5 (U) Voluntary Emergency Disclosure.....	18-137
18.6.8.5.1 (U) Scope .....	18-137
18.6.8.5.2 (U) Duration of Approval .....	18-138
18.6.8.5.3 (U) Specific Procedures.....	18-138
18.6.8.5.4 (U) Cost Reimbursement.....	18-138
18.6.8.5.5 (U) Reporting Voluntary Emergency disclosures .....	18-139
18.6.8.5.6 (U) Roles/Responsibilities .....	18-139
18.6.9 (U) Investigative Method: Pen Registers and Trap/Trace Devices (PR/TT).....	18-140
18.6.9.1 (U) Summary.....	18-140
18.6.9.2 (U) Application.....	18-140
18.6.9.3 (U) Legal Authority.....	18-140
18.6.9.4 (U) Definition of Investigative Method.....	18-140
18.6.9.5 (U) Standards for Use and Approval Requirements for Investigative Method.....	18-140
18.6.9.5.1 (U) Pen Register/Trap and Trace under FISA .....	18-140
18.6.9.5.2 (U) Criminal Pen Register/Trap and Trace under Title 18.....	18-142
18.6.9.6 (U) Duration of Approval.....	18-144
18.6.9.7 (U) Specific Procedures.....	18-144
18.6.9.8 (U) Use of FISA Derived Information in Other Proceedings .....	18-145
18.6.9.9 (U) Congressional Notice and Reporting Requirements.....	18-145
18.6.9.9.1 (U) Criminal Pen Register/Trap and Trace- Annual Report.....	18-145
18.6.9.9.2 (U) National Security Pen Registers and Trap and Trace – Semi-Annual Report	18-146
18.6.9.10 (U) Post Cut-Through Dialed Digits (PCTDD) .....	18-146
18.6.9.10.1 (U) Overview .....	18-146

UNCLASSIFIED -~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

18.6.9.10.2 (U) Collection of PCTDD.....	18-147
18.6.9.10.3 (U) Use of PCTDD .....	18-147
18.6.9.10.4 (U) What constitutes PCTDD content.....	18-149
18.6.9.11 (U// <del>FOUO</del> ) [REDACTED]	b7E 18-149
18.6.9.11.1 (U// <del>FOUO</del> ) To Locate a Known Phone Number.....	18-149
18.6.9.11.2 (U// <del>FOUO</del> ) To Identify an Unknown Target Phone Number .....	18-150
18.6.9.11.3 (U) PR/TT Order Language .....	18-151
18.6.10 (U) Investigative Method: Mail Covers.....	18-152
18.6.10.1 (U) Summary.....	18-152
18.6.10.2 (U) Application.....	18-152
18.6.10.3 (U) Legal Authority.....	18-152
18.6.10.4 (U) Definition of Investigative Method.....	18-152
18.6.10.5 (U) Standard for Use and Approval Requirements for Investigative Method.....	18-153
18.6.10.6 (U) Duration of Approval.....	18-155
18.6.10.7 (U) Storage of Mail Cover Information.....	18-155
18.6.10.8 (U) Return of Mail Cover Information to USPS .....	18-155
18.6.10.9 (U) Compliance and Monitoring.....	18-156
18.6.11 (U) Investigative Method: Polygraph Examinations.....	18-157
18.6.11.1 (U) Summary.....	18-157
18.6.11.2 (U) Application.....	18-157
18.6.11.3 (U) Legal Authority.....	18-157
18.6.11.4 (U) Standards for Use and Approval Requirements for Investigative Method.....	18-157
18.6.11.5 (U) Duration of Approval.....	18-157
18.6.11.6 (U) Specific Procedures.....	18-158
18.6.11.7 (U) Compliance and Monitoring.....	18-158
18.6.12 (U) Investigative Method: Searches that Do Not Require a Warrant or Court Order (Trash Cover, [REDACTED] b7E [REDACTED] AND Inventory Searches Generally.....	18-159
18.6.12.1 (U) Summary.....	18-159
18.6.12.2 (U) Application.....	18-159
18.6.12.3 (U) Legal Authority.....	18-159
18.6.12.4 (U) Definition of Investigative Method.....	18-160
18.6.12.4.1 (U) Distinction between a Trash Cover, a Search of Abandoned Property in a Public receptacle, and Administrative Inventory Search of a Lost or Misplaced Item .....	18-160
18.6.12.4.2 (U) Determination of an Area of Curtilage Around a Home.....	18-161
18.6.12.5 (U) Standards for Use and Approval Requirements for a Trash Cover.....	18-161

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

18.6.12.6 (U) Standards for Use and Approval Requirements Retrieval of Discarded or Abandoned Property, Administrative Searches of Lost or Misplaced Property and Inventory Searches Generally .....	18-162
18.6.13 (U) Investigative Method: Undercover Operations.....	18-163
18.6.13.1 (U) Summary.....	18-163
18.6.13.2 (U) Legal Authority.....	18-163
18.6.13.3 (U) Definition of Investigative Method .....	18-163
18.6.13.3.1 (U) Distinction Between Sensitive Circumstance and Sensitive Investigative Matter .....	18-164
18.6.13.4 (U// <del>FOUO</del> ) Standards for Use and Approval Requirements for Investigative Method	18-164
18.6.13.4.1 (U) Standards for Use of Investigative Method.....	18-164
18.6.13.4.2 (U// <del>FOUO</del> ) Approval Requirements for UCOs (investigations of violations of federal criminal law that do not concern threats to national security or foreign intelligence).....	18-165
18.6.13.4.3 (U// <del>FOUO</del> ) Approval Requirements for UCOs [redacted]	[redacted] b7E .....
18.6.13.5 (U) [redacted] DIA in Undercover Operations .....	18-166
18.6.13.6 (U) Duration of Approval.....	18-167
18.6.13.7 (U) Additional Guidance .....	18-167
18.6.13.8 (U) Compliance and Monitoring, and Reporting Requirements.....	18-167
18.7 (U) Authorized Investigative Methods in Full Investigations .....	18-168
18.7.1 (U) Investigative Method: Searches – With a Warrant or Court Order (reasonable expectation of privacy).....	18-170
18.7.1.1 (U) Summary.....	18-170
18.7.1.2 (U) Legal Authority.....	18-170
18.7.1.3 (U) Definition of Investigative Method .....	18-171
18.7.1.3.1 (U) Requirement for Reasonableness.....	18-171
18.7.1.3.2 (U) Reasonable Expectation of Privacy .....	18-171
18.7.1.3.3 (U) Issuance of Search Warrant.....	18-171
18.7.1.3.4 (U) Property or Persons That May be Seized with a Warrant.....	18-172
18.7.1.4 (U) Approval Requirements for Investigative Method.....	18-175
18.7.1.5 (U) Duration of Approval.....	18-176
18.7.1.6 (U) Specific Procedures.....	18-176
18.7.1.6.1 (U) Obtaining a Warrant under FRCP Rule 41 .....	18-176
18.7.1.6.2 (U) Obtaining a FISA Warrant.....	18-179
18.7.2 (U) Investigative Method: Electronic Surveillance – Title III.....	18-184
18.7.2.1 (U) Summary.....	18-184
18.7.2.2 (U) Legal Authority.....	18-184
18.7.2.3 (U) Definition of Investigative Method .....	18-184

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

18.7.2.4	(U) Title III Generally .....	18-184
18.7.2.5	(U) Standards for Use and Approval Requirements for Non-Sensitive Title IIIs ....	18-184
18.7.2.6	(U) Standards for Use and Approval Requirements for Sensitive Title IIIs .....	18-185
18.7.2.7	(U) Procedures For Emergency Title III Interceptions .....	18-186
18.7.2.7.1	(U) Obtaining Emergency Authorization.....	18-187
18.7.2.7.2	(U) Post-Emergency Authorization .....	18-188
18.7.2.8	(U) Pre-Title III Electronic Surveillance (ELSUR) Search Policy .....	18-189
18.7.2.9	(U) Duration of Approval for Title III .....	18-189
18.7.2.10	(U) Specific Procedures for Title III Affidavits.....	18-189
18.7.2.11	(U) Dispute Resolution for Title III Applications .....	18-191
18.7.2.12	(U) Reporting and Notice Requirements – Title III.....	18-191
18.7.2.12.1	(U// <del>FOUO</del> ) Notice Requirements for Sensitive Investigative Matters (SIM) that Involve Title III Interceptions.....	18-192
18.7.2.13	(U) Joint Title III Operations with Other Law Enforcement Agencies .....	18-192
18.7.2.13.1	(U) Federal Law Enforcement Agencies.....	18-192
18.7.2.13.2	(U) State and Local Law Enforcement Agencies.....	18-192
18.7.2.14	(U) Evidence Handling .....	18-193
18.7.3	(U) Investigative Method: Electronic Surveillance – FISA and FISA Title VII (acquisition of foreign intelligence information) .....	18-194
18.7.3.1	(U) Summary.....	18-194
18.7.3.2	(U) Foreign Intelligence Surveillance Act (FISA) .....	18-194
18.7.3.2.1	(U) Legal Authority .....	18-194
18.7.3.2.2	(U) Definition of Investigative Method.....	18-195
18.7.3.2.3	(U) Standards for Use and Approval Requirements for FISA .....	18-195
18.7.3.2.4	(U) Duration of Approval for FISA .....	18-196
18.7.3.2.5	(U// <del>FOUO</del> ) Specific Procedures for FISA .....	18-196
18.7.3.2.6	(U) Notice and Reporting Requirements for FISA .....	18-198
18.7.3.2.7	(U) Compliance and Monitoring for FISA .....	18-198
18.7.3.2.8	(U) Special Circumstances for FISA.....	18-198
18.7.3.2.9	(U) FISA Overcollection.....	18-199
18.7.3.2.10	(U) Other Applicable Policies .....	18-199
18.7.3.2.11	(U) Collection handling .....	18-199
18.7.3.3	(U) FISA Title VII (acquisition of foreign intelligence information) .....	18-201
18.7.3.3.1	(U) Summary .....	18-201
18.7.3.3.2	(U) Legal Authority .....	18-201
18.7.3.3.3	(U) Definition of Investigative Method.....	18-201
18.7.3.3.4	(U// <del>FOUO</del> ) Standards for Use and Approval Requirements for Investigative Method.....	18-201
18.7.3.3.5	(U) Duration of Approval .....	18-201

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

18.7.3.3.6 (U// <del>FOUO</del> ) Specific Collection Procedures for Title VII.....	18-201
<b>19(U) Arrest Procedure Policy .....</b>	<b>19-1</b>
19.1 (U) Arrest Warrants .....	19-1
19.1.1 (U) Complaints.....	19-1
19.1.2 (U) Arrest Warrants.....	19-1
19.1.3 (U) Jurisdiction .....	19-1
19.1.4 (U) Person to be Arrested.....	19-1
19.2 (U) Arrest with Warrant .....	19-1
19.2.1 (U) Policy .....	19-1
19.2.2 (U) Prompt Execution.....	19-2
19.2.3 (U) Arrest Plans.....	19-2
19.2.4 (U) Arrest Techniques – General .....	19-3
19.2.4.1 (U) Initial Approach during an Arrest Operation .....	19-3
19.2.4.2 (U) Possession and Display of Warrant.....	19-4
19.2.4.3 (U) Handcuffing.....	19-4
19.2.4.4 (U) Search of the Person Incident to Arrest .....	19-4
19.2.4.4.1 (U) High-Risk Search/Full-Body Search.....	19-4
19.2.4.4.2 (U) Final Search and Collection of Evidence.....	19-5
19.2.4.5 (U) Transportation of Arrested Persons.....	19-5
19.2.4.6 (U) Joint Arrests.....	19-6
19.2.4.7 (U) Eyewitness Identifications .....	19-6
19.3 (U) Arrest without Warrant .....	19-6
19.3.1 (U) Federal Crimes .....	19-6
19.3.2 (U) Notification to U.S. Attorney .....	19-6
19.3.3 (U) Non-Federal Crimes .....	19-7
19.3.4 (U) Adherence to FBI Policy.....	19-7
19.4 (U) Prompt Appearance before Magistrate .....	19-7
19.4.1 (U) Definition of Unnecessary Delay .....	19-8
19.4.2 (U) Effect of Unnecessary Delay .....	19-9
19.4.3 (U) Necessary Delay .....	19-9
19.4.4 (U) Initial Processing .....	19-9
19.4.4.1 (U) Requests of Subjects in Custody.....	19-9
19.4.5 (U) Collection of DNA after Arrest or Detention.....	19-9
19.5 (U) Use of Force .....	19-10
19.5.1 (U) Identification.....	19-10
19.5.2 (U) Physical Force .....	19-10

**UNCLASSIFIED – FOR OFFICIAL USE ONLY**  
Domestic Investigations and Operations Guide

19.5.3 (U) Restraining Devices.....	19-10
19.5.4 (U) Pregnant Arrestees .....	19-10
19.6 (U) Manner of Entry.....	19-11
19.6.1 (U) Knock and Announce.....	19-11
19.6.2 (U) Suspect's Dwelling.....	19-11
19.6.3 (U) Third Party Dwelling.....	19-11
19.6.4 (U) Exigent Circumstances.....	19-12
19.7 (U) Search Incident to Arrest.....	19-12
19.7.1 (U) Prerequisite: Lawful Arrest.....	19-12
19.7.2 (U) Scope and Timing Requirement.....	19-12
19.7.2.1 (U) Scope of Search.....	19-12
19.7.2.2 (U) Vehicles.....	19-13
19.7.2.3 (U) Cell Phones .....	19-13
19.7.2.4 (U) Protective Sweep.....	19-13
19.7.2.5 (U) Timing .....	19-13
19.7.3 (U) Inventory of Personal Property .....	19-14
19.8 (U) Medical Attention for Arrestees.....	19-15
19.9 (U) Arrest of Foreign Nationals.....	19-15
19.9.1 (U) Requirements Pertaining to Foreign Nationals.....	19-15
19.9.2 (U) Steps to Follow When a Foreign National is Arrested or Detained .....	19-16
19.9.3 (U) Suggested Statements to Arrested or Detained Foreign Nationals.....	19-17
19.9.3.1 (U) Statement 1: When Consular Notification is at the Foreign National's Option....	19-17
19.9.3.2 (U) Statement 2: When Consular Notification is Mandatory.....	19-18
19.9.4 (U) Diplomatic Immunity.....	19-18
19.9.4.1 (U) Territorial Immunity .....	19-18
19.9.4.2 (U) Personal Immunity.....	19-18
19.10 (U) Arrest of Members of the News Media.....	19-18
19.10.1 (U) Exigent Circumstances.....	19-19
19.11 (U) Arrest of Armed Forces Personnel.....	19-19
19.12 (U) Arrest of Juveniles.....	19-20
19.12.1 (U) Definition.....	19-20
19.12.2 (U) Arrest Procedures.....	19-20
<b>20(U) Other Investigative Resources .....</b>	<b>20-1</b>
20.1 (U) Overview .....	20-1
20.1.1 (U//FOUO) [REDACTED]	20-1
20.1.2 (U//FOUO) [REDACTED]	20-1

b7E

UNCLASSIFIED -~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

20.1.3 (U// <del>FOUO</del> ) Behavioral Analysis – Operational Behavioral Support Program .....	20-1
20.1.4 (U// <del>FOUO</del> ) Sensitive Technical Equipment.....	20-1
20.2 (U// <del>FOUO</del> [REDACTED] .....	20-1
20.2.1 (U) Authorized Investigative Activity.....	20-1
20.3 (U// <del>FOUO</del> [REDACTED] .....	20-1
20.3.1 (U) Authorized Investigative Activity.....	20-1
20.4 (U// <del>FOUO</del> ) Operational Behavioral Support Program – CIRG's Behavioral Analysis Units (BAUs) and/or CD's Behavioral Analysis Program.....	20-2
20.4.1 (U) Authorized Investigative Activity.....	20-2
20.5 (U// <del>FOUO</del> ) Sensitive Technical Equipment.....	20-2
20.5.1 (U) Authorized Investigative Activity.....	20-2
20.6 (U// <del>FOUO</del> [REDACTED] .....	20-2
20.6.1 (U) Authorized Investigative Activity.....	20-3
<b>21(U) Intelligence Collection.....</b>	<b>21-1</b>
21.1 (U) Incidental Collection.....	21-1
21.2 (U) FBI National Collection Requirements.....	21-1
21.3 (U// <del>FOUO</del> ) FBI Field Office Collection Requirements.....	21-3

b7E

b7E

## (U) APPENDICES

---

**Appendix A: (U) The Attorney General's Guidelines for Domestic FBI Operations**

**Appendix B: (U) Executive Order 12333**

**Appendix C: (U//~~FOUO~~) Use and Targeting of a Federal Prisoner Held in the Custody of the BOP or USMS During an FBI Predicated Investigation; Interview of a Federal Prisoner Held in the Custody of the BOP or USMS During an FBI Assessment or Predicated Investigation**

**Appendix D: (U) Department of Justice Memorandum on Communications with the White House and Congress, dated May 11, 2009**

**Appendix E: (U//~~FOUO~~) Attorney General Memorandum – Revised Policy on the Use or Disclosure of FISA information, dated January 10, 2008**

**Appendix F: (U) DOJ Policy on Use of Force**

**Appendix G: (U) Classified Provisions**

**Appendix H: (U) Pre-Title III Electronic Surveillance (ELSUR) Search Policy**

**Appendix I: (U) Accessing Student Records Maintained by an Educational Institution (“Buckley Amendment”)**

**Appendix J: (U) Case File Management and Indexing**

**Appendix K: (U) Reporting of Suspected Child Abuse, Neglect and/or Sexual Exploitation**

**Appendix L: (U) On-Line Investigations**

**Appendix M: (U) The Fair Credit Reporting Act (FCRA)**

**Appendix N: (U) Federal Taxpayer Information (FTI)**

**Appendix O: (U) Right to Financial Privacy Act (RFPA)**

**Appendix P: (U) Acronyms**

**Appendix Q: (U) Definitions**

**Appendix R: (U) Superseded Documents and NFIPM, MIOG, and MAOP  
Sections**

**Appendix S: (U) Lists of Investigative Methods**

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigation and Operations Guide

*This Page is Intentionally Blank.*

## (U) PREAMBLE

---

November 12, 2015

(U) As the primary investigative agency of the federal government, the FBI has the authority and responsibility to investigate all violations of federal law that are not exclusively assigned to another federal agency. The FBI is further vested by law and by Presidential directives with the primary role in carrying out criminal investigations and investigations of threats to the national security of the United States. This includes the lead domestic role in investigating international terrorist threats to the United States, and in conducting counterintelligence activities to counter foreign entities' espionage and intelligence efforts directed against the United States. The FBI is also vested with important functions in collecting foreign intelligence as a member agency of the United States Intelligence Community (USIC). (AGG-Dom, Introduction)

(U) While investigating crime, terrorism, and threats to the national security, and collecting foreign intelligence, the FBI must fully comply with all laws and regulations, including those designed to protect civil liberties and privacy. Through compliance, the FBI will continue to earn the support, confidence and respect of the people of the United States.

(U) To assist the FBI in its mission, the Attorney General signed the *Attorney General's Guidelines for Domestic FBI Operations (AGG-Dom)* on September 29, 2008. The primary purpose of the AGG-Dom and the Domestic Investigations and Operations Guide (DIOG) is to standardize policy so that criminal, national security, and foreign intelligence investigative activities are accomplished in a consistent manner, whenever possible (e.g., same approval, notification, and reporting requirements). In addition to the DIOG, each FBIHQ operational division has a policy guide (PG) that supplements this document. Numerous FBI manuals, electronic communications, letterhead memoranda, and other policy documents are incorporated into the DIOG and the operational division policy guides, thus, consolidating the FBI's policy guidance. The FBIHQ Internal Policy Office (IPO) plays an instrumental role in this endeavor. Specifically, the IPO maintains the most current version of the DIOG on its website. As federal statutes, executive orders, Attorney General guidelines, FBI policies, or other relevant authorities change, IPO will electronically update the DIOG after appropriate coordination and required approvals.

(U) Since its initial release in 2008, the DIOG has been revised several times as a result of changes to Executive Orders, the Attorney General Guidelines, federal statutes, as well as suggestions offered by field offices and FBIHQ Divisions. The changes to the DIOG in this release should better equip you to protect the people of the United States against crime and threats to the national security and to collect foreign intelligence. This is your document, and it requires your input so that we can provide the best service to our nation. If you discover a need for change, please forward your suggestion to FBIHQ IPO.

(U) Thank you for your outstanding service!

James B. Comey

Director

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~

Domestic Investigation and Operations Guide

*This Page is Intentionally Blank.*

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~

Domestic Investigations and Operations Guide

§1

## 1 (U) SCOPE AND PURPOSE

---

### 1.1 (U) SCOPE

(U) The Domestic Investigations and Operations Guide (DIOG) applies to all investigative activities and intelligence collection activities conducted by the FBI within the United States, in the United States territories, or outside the territories of all countries. This policy document does not apply to investigative and intelligence collection activities of the FBI in foreign countries; those are governed by:

- A) (U) *The Attorney General's Guidelines for Extraterritorial FBI Operations and Criminal Investigations;*
- B) (U) *The Attorney General's Guidelines for FBI National Security Investigations and Foreign Intelligence Collection* (those portions which were not superseded by *The Attorney General Guidelines for Domestic FBI Operations*);
- C) (U) *The Attorney General Guidelines on the Development and Operation of FBI Criminal Informants and Cooperative Witnesses in Extraterritorial Jurisdictions;*
- D) (U) *The Attorney General Procedure for Reporting and Use of Information Concerning Violations of Law and Authorization for Participation in Otherwise Illegal Activity in FBI Foreign Intelligence, Counterintelligence or International Terrorism Intelligence Investigations* (August 8, 1988); and
- E) (U) *Memorandum of Understanding Concerning Overseas and Domestic Activities of the Central Intelligence Agency and the Federal Bureau of Investigation* (2005).

(U//~~FOUO~~) Collectively, these guidelines and procedures are hereinafter referred to as the Extraterritorial Guidelines in the DIOG.

### 1.2 (U) PURPOSE

(U) The purpose of the DIOG is to standardize policies so that criminal, national security and foreign intelligence investigative activities are consistently and uniformly accomplished whenever possible (e.g., same approval, opening/closing, notification, and reporting requirements).

(U) This policy document also stresses the importance of oversight and self-regulation to ensure that all investigative and intelligence collection activities are conducted within Constitutional and statutory parameters and that civil liberties and privacy are protected.

(U) In addition to this policy document, each FBI Headquarters (FBIHQ) operational division has a policy guide (PG) or several PGs that supplement the DIOG. No policy or PG may contradict, alter, or otherwise modify the standards of the DIOG. A DIOG-related policy or PG must adhere to the standards, requirements and procedures established by the DIOG. Requests for DIOG modifications can be made to the Internal Policy Office (IPO) pursuant to DIOG Section 3.2.2 paragraphs (A), (B), (C) and (D). As a result, numerous FBI manuals, electronic communications, letterhead memoranda, and other policy documents are incorporated into the DIOG and operational division PGs, thus, consolidating FBI policy guidance.

UNCLASSIFIED -~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

*This Page is Intentionally Blank.*

## 2 (U) GENERAL AUTHORITIES AND PRINCIPLES

---

### 2.1 (U) AUTHORITY OF THE ATTORNEY GENERAL'S GUIDELINES FOR DOMESTIC FBI OPERATIONS

(U) The *Attorney General's Guidelines for Domestic FBI Operations (AGG-Dom)* apply to investigative and intelligence collection activities conducted by the FBI within the United States, in the United States territories, or outside the territories of all countries. They do not apply to investigative and intelligence collection activities of the FBI in foreign countries, which are governed by the Extraterritorial Guidelines discussed in DIOG Section 13. (Reference: AGG-Dom, Part I.A.)

(U) The AGG-Dom replaces the following six guidelines:

- A) (U) *The Attorney General's Guidelines on General Crimes, Racketeering Enterprise and Terrorism Enterprise Investigations* (May 30, 2002);
- B) (U) *The Attorney General's Guidelines for FBI National Security Investigations and Foreign Intelligence Collection* (October 31, 2003);
- C) (U) *The Attorney General's Supplemental Guidelines for Collection, Retention, and Dissemination of Foreign Intelligence* (November 29, 2006);
- D) (U) *The Attorney General Procedure for Reporting and Use of Information Concerning Violations of Law and Authorization for Participation in Otherwise Illegal Activity in FBI Foreign Intelligence, Counterintelligence or International Terrorism Intelligence Investigations* (August 8, 1988);
- E) (U) *The Attorney General's Guidelines for Reporting on Civil Disorders and Demonstrations Involving a Federal Interest* (April 5, 1976); and
- F) (U) *The Attorney General's Procedures for Lawful, Warrantless Monitoring of Verbal Communications* (May 30, 2002) [only portion applicable to FBI repealed].

(U) Certain of the existing guidelines that are repealed by the AGG-Dom currently apply in part to extraterritorial operations, including the *Attorney General's Guidelines for FBI National Security Investigations and Foreign Intelligence Collection*, and the *Attorney General Procedure for Reporting and Use of Information Concerning Violations of Law and Authorization for Participation in Otherwise Illegal Activity in FBI Foreign Intelligence, Counterintelligence or International Terrorism Intelligence Investigations*. To ensure that there is no gap in the existence of guidelines for extraterritorial operations, these existing guidelines will remain in effect in their application to extraterritorial operations notwithstanding the general repeal of these existing guidelines by the AGG-Dom.

(U) Also, the classified *Attorney General Guidelines for Extraterritorial FBI Operation and Criminal Investigations* (1993) will continue to apply to FBI criminal investigations, pending the execution of the new guidelines for extraterritorial operations. Finally, for national security and foreign intelligence investigations, FBI investigative activities will continue to be processed as set forth in the classified *Memorandum of Understanding Concerning Overseas and Domestic Activities of the Central Intelligence Agency and the Federal Bureau of Investigation* (2005).

## 2.2 (U) GENERAL FBI AUTHORITIES UNDER AGG-DOM

(U) The AGG-Dom recognizes four broad, general FBI authorities. (AGG-Dom, Part I.B.)

### 2.2.1 (U) CONDUCT INVESTIGATIONS AND COLLECT INTELLIGENCE AND EVIDENCE

(U) The FBI is authorized to collect intelligence and to conduct investigations to detect, obtain information about, and prevent and protect against federal crimes and threats to the national security and to collect foreign intelligence, as provided in the DIOG (AGG-Dom, Part II).

(U) By regulation, the Attorney General has directed the FBI to investigate violations of the laws of the United States and to collect evidence in investigations in which the United States is or may be a party in interest, except in investigations in which such responsibility is by statute or otherwise specifically assigned to another investigative agency. The FBI's authority to investigate and to collect evidence involving criminal drug laws of the United States is concurrent with such authority of the Drug Enforcement Administration (DEA) (28 C.F.R. § 0.85[a]).

### 2.2.2 (U) PROVIDE INVESTIGATIVE ASSISTANCE

(U) The FBI is authorized to provide investigative assistance to other federal, state, local, or tribal agencies, and foreign agencies as provided in Section 12 of the DIOG (AGG-Dom, Part III).

### 2.2.3 (U) CONDUCT INTELLIGENCE ANALYSIS AND PLANNING

(U) The FBI is authorized to conduct intelligence analysis and planning as provided in Section 15 of the DIOG (AGG-Dom, Part IV).

### 2.2.4 (U) RETAIN AND SHARE INFORMATION

(U) The FBI is authorized to retain and to share information obtained pursuant to the AGG-Dom, as provided in Sections 12 and 14 of the DIOG (AGG-Dom, Part VI).

## 2.3 (U) FBI AS AN INTELLIGENCE AGENCY

(U) The FBI is an intelligence agency as well as a law enforcement agency. Its basic functions accordingly extend beyond limited investigations of discrete matters, and include broader analytic and planning functions. The FBI's responsibilities in this area derive from various administrative and statutory sources. See Executive Order 12333; 28 U.S.C. § 532 note (incorporating P.L. 108-458 §§ 2001-2003) and 534 note (incorporating P.L. 109-162 § 1107).

(U) Part IV of the AGG-Dom authorizes the FBI to engage in intelligence analysis and planning, drawing on all lawful sources of information. The functions authorized under that Part includes: (i) development of overviews and analyses concerning threats to and vulnerabilities of the United States and its interests; (ii) research and analysis to produce reports and assessments (see note below) concerning matters relevant to investigative activities or other authorized FBI activities; and (iii) the operation of intelligence systems that facilitate and support investigations through the compilation and analysis of data and information on an ongoing basis.

(U) *Note:* In the DIOG, the word “assessment” has two distinct meanings. The AGG-Dom authorizes as an investigative activity an “Assessment,” which requires an authorized purpose and clearly defined objective(s) as discussed in the DIOG Section 5. The United States Intelligence Community (USIC), however, also uses the word “assessment” to describe written intelligence products as discussed in the DIOG Section 15.6.1.2.

## 2.4 (U) FBI LEAD INVESTIGATIVE AUTHORITIES

### 2.4.1 (U) INTRODUCTION

(U//~~FOUO~~) The FBI’s primary investigative authority is derived from the authority of the Attorney General as provided in 28 U.S.C. §§ 509, 510, 533 and 534. Within this authority, the Attorney General may appoint officials to detect crimes against the United States and to conduct such other investigations regarding official matters under the control of the Department of Justice (DOJ) and the Department of State (DOS) as may be directed by the Attorney General (28 U.S.C. § 533). The Attorney General has delegated a number of his statutory authorities and granted other authorities to the Director of the FBI (28 C.F.R. § 0.85[a]). Some of these authorities apply both inside and outside the United States.

### 2.4.2 (U) TERRORISM AND COUNTERTERRORISM INVESTIGATIONS

(U) The Attorney General has directed the FBI to exercise Lead Agency responsibility in investigating all crimes for which DOJ has primary or concurrent jurisdiction and which involve terrorist activities or acts in preparation of terrorist activities within the statutory jurisdiction of the United States. Within the United States, this includes the collection, coordination, analysis, management and dissemination of intelligence and criminal information, as appropriate. If another federal agency identifies an individual who is engaged in terrorist activities or acts in preparation of terrorist activities, the other agency is required to promptly notify the FBI. Terrorism, in this context, includes the unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, to further political or social objectives (28 C.F.R. § 0.85[1]). For a current list of legal authorities relating to the FBI’s investigative jurisdiction in terrorism investigations, see the OGC Law Library.

(U//~~FOUO~~) DOJ guidance designates the FBI as Lead Agency for investigating explosives matters which, under the following protocol, demonstrate a possible nexus to international or domestic terrorism:

- A) (U//~~FOUO~~) The following factors are strong indicia of a nexus to terrorism and lead-agency jurisdiction is assigned based on these factors alone:
  - 1) (U//~~FOUO~~) an attack on a government building, mass transit, a power plant; or
  - 2) (U//~~FOUO~~) the use of a chemical, biological, radiological, or nuclear agents.
- B) (U//~~FOUO~~) Requires each agency to notify the other immediately when responding to an explosives incident and to share all relevant information that may serve to rule in or out a connection to terrorism; and
- C) (U//~~FOUO~~) Creates a process for the FBI/Joint Terrorism Task Force (JTTF) to identify an explosives incident as connected to terrorism when there is reliable evidence supporting that claim and establishes a process for shifting lead-agency jurisdiction to the JTTF until the issue

is resolved. (See DOJ Memorandum dated August 3, 2010, on "Protocol for Assigning Lead Agency Jurisdiction in Explosives Investigations.")

#### 2.4.2.1 (U) "FEDERAL CRIMES OF TERRORISM"

(U) Pursuant to the delegation in 28 C.F.R. § 0.85(l), the FBI exercises the Attorney General's lead investigative responsibility under 18 U.S.C. § 2332b (f) for all "federal crimes of terrorism" as identified in that statute. Many of these statutes grant the FBI extraterritorial investigative responsibility (See the cited statute for the full particulars concerning elements of the offense, jurisdiction, etc.). Under 18 U.S.C. § 2332b(g)(5), the term "federal crime of terrorism" means an offense that is: (i) calculated to influence or affect the conduct of government by intimidation or coercion or to retaliate against government conduct; and (ii) violates a federal statute relating to:

- A) (U) Destruction of aircraft or aircraft facilities (18 U.S.C. § 32);
- B) (U) Violence at international airports (applies to offenses occurring outside the United States in certain situations) (18 U.S.C. § 37);
- C) (U) Arson within "special maritime and territorial jurisdiction (SMTJ) of the United States" (SMTJ is defined in 18 U.S.C. § 7) (18 U.S.C. § 81);
- D) (U) Prohibitions with respect to biological weapons (extraterritorial federal jurisdiction if offense committed by or against a United States national) (18 U.S.C. § 175);
- E) (U) Possession of biological agents or toxins by restricted persons (18 U.S.C. § 175b);
- F) (U) Variola virus (includes smallpox and other derivatives of the variola major virus) (applies to offenses occurring outside the United States in certain situations) (18 U.S.C. § 175c);
- G) (U) Prohibited activities regarding chemical weapons (applies to offenses occurring outside the United States in certain situations) (18 U.S.C. § 229) (E.O. 13128 directs any possible violation of this statute be referred to the FBI);
- H) (U) Congressional, Cabinet, and Supreme Court assassination, kidnapping and assault (18 U.S.C. § 351[a]-[d]) (18 U.S.C. § 351[g] directs that the FBI shall investigate violations of this statute);
- I) (U) Prohibited transactions involving nuclear materials (applies to offenses occurring outside the United States in certain situations) (18 U.S.C. § 831);
- J) (U) Participation in nuclear and weapons of mass destruction threats to the United States (extraterritorial federal jurisdiction) (18 U.S.C. § 832);
- K) (U) Importation, exportation, shipping, transport, transfer, receipt, or possession of plastic explosives that do not contain a detection agent (18 U.S.C. § 842[m] and [n]);
- L) (U) Arson or bombing of government property risking or causing death (18 U.S.C. § 844[f][2] or [3]) (18 U.S.C. § 846[a] grants FBI and the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) concurrent authority to investigate violations of this statute). See Section 2.4.2.C above regarding DOJ Memorandum dated 08/03/2010 on ATF/FBI Lead Agency Jurisdiction;
- M) (U) Arson or bombing of property used in or affecting interstate or foreign commerce (18 U.S.C. § 844[i]) (18 U.S.C. § 846[a] grants FBI and ATF concurrent authority to investigate violations of this statute);

- N) (U) Killing or attempted killing during an attack on a federal facility with a dangerous weapon (18 U.S.C. § 930[c]);
- O) (U) Conspiracy within United States jurisdiction to murder, kidnap, or maim persons at any place outside the United States (18 U.S.C. § 956[a][1]);
- P) (U) Using a computer for unauthorized access, transmission, or retention of protected information (18 U.S.C. § 1030[a][1]) (18 U.S.C. § 1030[d][2] grants the FBI “primary authority” to investigate Section 1030[a][1] offenses involving espionage, foreign counterintelligence, information protected against unauthorized disclosure for reasons of national defense or foreign relations, or Restricted Data as defined in the Atomic Energy Act, except for offenses affecting United States Secret Service (USSS) duties under 18 U.S.C. § 3056[a]);
- Q) (U) Knowingly transmitting a program, information, code, or command and thereby intentionally causing damage, without authorization, to a protected computer (18 U.S.C. § 1030[a][5][A][i]);
- R) (U) Killing or attempted killing of officers or employees of the United States, including any member of the uniformed services (18 U.S.C. § 1114);
- S) (U) Murder or manslaughter of foreign officials, official guests, or internationally protected persons (applies to offenses occurring outside the United States in certain situations) (18 U.S.C. § 1116) (Attorney General may request military assistance in the course of enforcement of this section);
- T) (U) Hostage taking (applies to offenses occurring outside the United States in certain situations) (18 U.S.C. § 1203);
- U) (U) Willfully injuring or committing any depredation against government property or contracts (18 U.S.C. § 1361);
- V) (U) Destruction of communication lines, stations, or systems (18 U.S.C. § 1362);
- W) (U) Destruction or injury to buildings or property within special maritime and territorial jurisdiction of the United States (18 U.S.C. § 1363);
- X) (U) Destruction of \$100,000 or more of an “energy facility” property as defined in the statute (18 U.S.C. § 1366);
- Y) (U) Presidential and Presidential staff assassination, kidnapping, and assault (18 U.S.C. § 1751[a], [b], [c], or [d]) (extraterritorial jurisdiction) (Per 18 U.S.C. § 1751[i], 1751 violations must be investigated by the FBI; FBI may request assistance from any federal [including military], state, or local agency notwithstanding any statute, rule, or regulation to the contrary);
- Z) (U) Terrorist attacks and other violence against railroad carriers and against mass transportation systems on land, on water, or through the air (includes a school bus, charter, or sightseeing transportation; or any means of transport on land, water, or through the air) (18 U.S.C. § 1992);
- AA) (U) Destruction of national defense materials, premises, or utilities (18 U.S.C. § 2155);
- BB) (U) Production of defective national defense materials, premises, or utilities (18 U.S.C. § 2156);
- CC) (U) Violence against maritime navigation (18 U.S.C. § 2280);

- DD) (U) Violence against maritime fixed platforms (located on the continental shelf of the United States or located internationally in certain situations) (18 U.S.C. § 2281);
- EE) (U) Certain homicides and other violence against United States nationals occurring outside of the United States (18 U.S.C. § 2332);
- FF) (U) Use of weapons of mass destruction (WMD) (against a national of the United States while outside the United States; against certain persons or property within the United States; or by a national of the United States outside the United States) (18 U.S.C. § 2332a) (WMD defined in 18 U.S.C. § 2332a(c)(2));
- GG) (U) Acts of terrorism transcending national boundaries (includes murder, kidnapping, and other prohibited acts occurring inside and outside the United States under specified circumstances – including that the victim is a member of a uniform service; includes offenses committed in the United States territorial sea and airspace above and seabed below; includes offenses committed in special maritime and territorial jurisdiction of the United States as defined in 18 U.S.C. § 7) (18 U.S.C. § 2332b);
- HH) (U) Bombings of places of public use, government facilities, public transportation systems and infrastructure facilities (applies to offenses occurring inside or outside the United States in certain situations; does not apply to activities of armed forces during an armed conflict) (18 U.S.C. § 2332f);
- II) (U) Missile systems designed to destroy aircraft (applies to offenses occurring outside the United States in certain situations) (18 U.S.C. § 2332g);
- JJ) (U) Radiological dispersal devices (applies to offenses occurring outside the United States in certain situations) (18 U.S.C. § 2332h);
- KK) (U) Harboring or concealing terrorists (18 U.S.C. § 2339);
- LL) (U) Providing material support or resources to terrorists (18 U.S.C. § 2339A);
- MM) (U) Providing material support or resources to designated foreign terrorist organizations (extraterritorial federal jurisdiction) (18 U.S.C. § 2339B) ("The Attorney General shall conduct any investigation of a possible violation of this section, or of any license, order, or regulation issued pursuant to this section." 18 U.S.C. § 2339B(e)(1));
- NN) (U) Prohibitions against the financing of terrorism (applies to offenses occurring outside the United States in certain situations including on board a vessel flying the flag of the United States or an aircraft registered under the laws of the United States) (18 U.S.C. § 2339C) (See DOJ Memorandum dated May 13, 2005 on "Terrorist Financing Investigations");
- OO) (U) Relating to military-type training from a foreign terrorist organization (extraterritorial jurisdiction) (18 U.S.C. § 2339D);
- PP) (U) Torture applies only to torture committed outside the United States in certain situations; torture is defined in 18 U.S.C. § 2340 (18 U.S.C. § 2340A);
- QQ) (U) Prohibitions governing atomic weapons (applies to offenses occurring outside the United States in certain situations) (42 U.S.C. § 2122) (FBI shall investigate alleged or suspected violations per 42 U.S.C. § 2271(b));
- RR) (U) Sabotage of nuclear facilities or fuel (42 U.S.C. § 2284) (FBI shall investigate alleged or suspected violations per 42 U.S.C. § 2271(b));
- SS) (U) Aircraft piracy (applies to offenses occurring outside the United States in certain situations) (49 U.S.C. § 46502) (FBI shall investigate per 28 U.S.C. § 538);

- TT) (U) Assault on a flight crew with a dangerous weapon (applies to offenses occurring in the "special aircraft jurisdiction of the United States" as defined in 49 U.S.C. § 46501[2]): (second sentence of 49 U.S.C. § 46504) (FBI shall investigate per 28 U.S.C. § 538);
- UU) (U) Placement of an explosive or incendiary device on an aircraft (49 U.S.C. § 46505[b][3]) (FBI shall investigate per 28 U.S.C. § 538);
- VV) (U) Endangerment of human life on aircraft by means of weapons (49 U.S.C. § 46505[c]) (FBI shall investigate per 28 U.S.C. § 538);
- WW) (U) Application of certain criminal laws to acts on aircraft (if homicide or attempted homicide is involved) (applies to offenses occurring in the "special aircraft jurisdiction of the United States" as defined in 18 U.S.C. § 46501[2]): (49 U.S.C. § 46506) (FBI shall investigate per 28 U.S.C. § 538);
- XX) (U) Damage or destruction of interstate gas or hazardous liquid pipeline facility (49 U.S.C. § 60123[b]); and
- YY) (U) Section 1010A of the Controlled Substances Import and Export Act (relating to narco-terrorism).

#### 2.4.2.2 (U) ADDITIONAL OFFENSES NOT DEFINED AS "FEDERAL CRIMES OF TERRORISM"

(U) Title 18 U.S.C. § 2332b(f) expressly grants the Attorney General primary investigative authority for additional offenses not defined as "Federal Crimes of Terrorism." These offenses are:

- A) (U) Congressional, Cabinet, and Supreme Court assaults (18 U.S.C. § 351[e]) (18 U.S.C. § 351[g]) directs that the FBI investigate violations of this statute);
- B) (U) Using mail, telephone, telegraph, or other instrument of interstate or foreign commerce to threaten to kill, injure, or intimidate any individual, or unlawfully to damage or destroy any building, vehicle, or other real or personal property by means of fire or explosive (18 U.S.C. § 844[e]); (18 U.S.C. § 846[a] grants FBI and ATF concurrent authority to investigate violations of this statute);
- C) (U) Damages or destroys by means of fire or explosive any building, vehicle, or other personal or real property, possessed, owned, or leased to the United States or any agency thereof, or any institution receiving federal financial assistance (18 U.S.C. § 844[f][1]) (18 U.S.C. § 846[a] grants FBI and ATF concurrent authority to investigate violations of this statute). See Section 2.4.2C above regarding DOJ Memorandum dated 08/03/2010 on ATF/FBI Lead Agency Jurisdiction;
- D) (U) Conspiracy within United States jurisdiction to damage or destroy property in a foreign country and belonging to a foreign country, or to any railroad, canal, bridge, airport, airfield, or other public utility, public conveyance, or public structure, or any religious, educational, or cultural property so situated (18 U.S.C. § 956[b]);
- E) (U) Destruction of \$5,000 or more of an "energy facility" property as defined in 18 U.S.C. § 1366(c) (18 U.S.C. § 1366[b]); and
- F) (U) Willful trespass upon, injury to, destruction of, or interference with fortifications, harbor defenses, or defensive sea areas (18 U.S.C. § 2152).

(U) Nothing in this section of the DIOG may be construed to interfere with the USSS under 18 U.S.C. § 3056.

**2.4.2.3 (U//~~FOUO~~) NSPD-46/HSPD-15, "U.S. POLICY AND STRATEGY IN THE WAR ON TERROR"**

(U//~~FOUO~~) Annex II (Consolidation and Updating of Outdated Presidential Counterterrorism Documents), dated January 10, 2007, to the classified National Security Presidential Directive (NSPD) 46/Homeland Security Presidential Directive (HSPD) 15, dated March 6, 2006, establishes FBI lead responsibilities, as well as those of other federal entities, in the "War on Terror."

b7E

(U//~~FOUO~~) Areas addressed in Annex II

b7E

Both NSPD-46/HSPD-15 and Annex II thereto are classified.

**2.4.3 (U) COUNTERINTELLIGENCE AND ESPIONAGE INVESTIGATIONS**

(U//~~FOUO~~) A representative list of federal statutes applicable to counterintelligence and espionage investigations appears below. For additional information, refer to the classified Counterintelligence Division (CD) Policy Guide, 0717DPG and the current list of espionage and counterintelligence authorities.

**2.4.3.1 (U) ESPIONAGE INVESTIGATIONS OF PERSONS IN UNITED STATES DIPLOMATIC MISSIONS ABROAD**

(U) Section 603 of the Intelligence Authorization Act of 1990 (P.L. 101-193) states that, subject to the authority of the Attorney General, "the FBI shall supervise the conduct of all investigations of violations of the espionage laws of the United States by persons employed by or assigned to United States diplomatic missions abroad. All departments and agencies shall provide appropriate assistance to the FBI in the conduct of such investigations." Consult the Attorney General's extraterritorial guidelines and other applicable policy or agreements.

**2.4.3.2 (U) INVESTIGATIONS OF UNAUTHORIZED DISCLOSURE OF CLASSIFIED INFORMATION TO A FOREIGN POWER OR AGENT OF A FOREIGN POWER**

(U) The National Security Act of 1947, as amended, establishes procedures for the coordination of counterintelligence activities (50 U.S.C. § 3381). Part of that statute requires that, absent extraordinary circumstances as approved by the President in writing on a case-by-case basis, the head of each executive branch department or agency must ensure that the FBI is "advised immediately of any information, regardless of its origin, which indicates that classified information is being, or may have been, disclosed in an unauthorized manner to a foreign power or an agent of a foreign power."

**2.4.4 (U) CRIMINAL INVESTIGATIONS**

(U//~~FOUO~~) In addition to the statutes listed above and below, refer to the appropriate program/sub-program Criminal Investigative Division (CID) PG in the [redacted] for additional criminal jurisdiction information.

b7E

**2.4.4.1 (U) INVESTIGATIONS OF AIRCRAFT PIRACY AND RELATED VIOLATIONS**

(U) The FBI shall investigate any violation of 49 U.S.C. § 46314 (Entering aircraft or airport areas in violation of security requirements) or chapter 465 (Special aircraft jurisdiction of the United States) of Title 49, United States Code; (28 U.S.C. § 538)

**2.4.4.2 (U) VIOLENT CRIMES AGAINST FOREIGN TRAVELERS**

(U) The Attorney General and Director of the FBI shall assist state and local authorities in investigating and prosecuting a felony crime of violence in violation of the law of any State in which the victim appears to have been selected because he or she is a traveler from a foreign nation; (28 U.S.C. § 540A[b])

**2.4.4.3 (U) FELONIOUS KILLINGS OF STATE AND LOCAL LAW ENFORCEMENT OFFICERS**

(U) The FBI shall investigate any violation of 28 U.S.C. § 540; and

**2.4.4.4 (U) INVESTIGATIONS OF SERIAL KILLINGS**

(U) The FBI shall investigate any violation of 28 U.S.C. § 540B.

**2.4.5 (U) AUTHORITY OF AN FBI SPECIAL AGENT**

(U) An FBI Special Agent has the authority to:

- A) (U) *Investigate violations of the laws, including the criminal drug laws, of the United States (21 U.S.C. § 871; 28 U.S.C. §§ 533, 534 and 535; 28 C.F.R. § 0.85);*
- B) (U) *Collect evidence in investigations in which the United States is or may be a party in interest (28 C.F.R. § 0.85 [a]) as redelegated through exercise of the authority contained in 28 C.F.R. § 0.138 to direct personnel in the FBI;*
- C) (U) *Make arrests (18 U.S.C. §§ 3052 and 3062);*
- D) (U) *Serve and execute arrest warrants and seize property under warrant; issue and/or serve administrative subpoenas; serve subpoenas issued by other proper authority; and make civil investigative demands (18 U.S.C. §§ 3052, 3107; 21 U.S.C. § 876; 15 U.S.C. § 1312);*
- E) (U) *Carry firearms (18 U.S.C. § 3052);*
- F) (U) *Administer oaths to witnesses attending to testify or depose in the course of investigations of frauds on or attempts to defraud the United States or irregularities or misconduct of employees or agents of the United States (5 U.S.C. § 303);*
- G) (U) *Seize property subject to seizure under the criminal and civil forfeiture laws of the United States (e.g., 18 U.S.C. §§ 981 and 982); and*
- H) (U) *Perform other duties imposed by law.*

(U) Note: For policy regarding Agent's authority to intervene in non-federal crimes or make non-federal arrests, see Section 19.3.3.

**2.5 (U) STATUS AS INTERNAL GUIDANCE**

(U) The AGG-Dom, this DIOG, and the various operational division PGs are set forth solely for the purpose of internal DOJ and FBI guidance. They are not intended to, do not, and may not be relied upon to create any rights, substantive or procedural, enforceable by law by any party in

any matter, civil or criminal, nor do they place any limitation on otherwise lawful investigative and litigative prerogatives of the DOJ and the FBI. (AGG-Dom. Part I.D.2.)

## 2.6 (U) DEPARTURE FROM THE AGG-DOM (AGG-DOM I.D.3)

### 2.6.1 (U) DEFINITION

(U//~~FOUO~~) A “departure” from the AGG-Dom is a deliberate deviation from a known requirement of the AGG-Dom. The word “deliberate” means the employee was aware of the AGG-Dom requirement and affirmatively chose to depart from it for operational reasons before the activity took place. Departures from the AGG-Dom may only be made in accordance with the guidance provided in this section.

### 2.6.2 (U) DEPARTURE FROM THE AGG-DOM IN ADVANCE

(U//~~FOUO~~) A departure from the AGG-Dom must be approved by the Director of the FBI, by the Deputy Director of the FBI, or by an Executive Assistant Director (EAD) designated by the Director. The Director of the FBI has designated the EAD National Security Branch (NSB) and the EAD Criminal Cyber Response and Services Branch (CCRSB) to grant departures from the AGG-Dom. Notice of the departure must be provided by Electronic Communication (EC) to the General Counsel (GC) using file number 333-HQ-C1629406. The Office of the General Counsel (OGC) must provide timely written notice of departures from the AGG-Dom to either the DOJ Criminal Division or National Security Division (NSD), whichever is appropriate, or to both, and the Criminal Division or NSD must notify the Attorney General and the Deputy Attorney General. Notwithstanding this paragraph, all activities in all circumstances must be carried out in a manner consistent with the Constitution and laws of the United States. (AGG-Dom. Part I.D.3.)

### 2.6.3 (U) EMERGENCY DEPARTURES FROM THE AGG-DOM

(U//~~FOUO~~) If a departure from the AGG-Dom is necessary without prior approval because of the immediacy or gravity of a threat to the safety of persons or property or to the national security, an FBI employee may, at his/her discretion, depart from the requirements of the AGG-Dom when the designated approving authority for the investigative activity cannot be contacted through reasonable means. The Director, the Deputy Director, or a designated EAD, and the GC must be notified by EC of the departure as soon thereafter as practicable, but not more than 5 business days after the departure using file number 333-HQ-C1629406. The OGC must provide timely written notice of departures from the AGG-Dom to either the DOJ Criminal Division or NSD, whichever is appropriate, or to both of them, and the Criminal Division or NSD must notify the Attorney General and the Deputy Attorney General. Notwithstanding this paragraph, all activities in all circumstances must be carried out in a manner consistent with the Constitution and laws of the United States. (AGG-Dom, Part I.D.3.)

### 2.6.4 (U) RECORDS OF DEPARTURES FROM THE AGG-DOM

(U//~~FOUO~~) The OGC is responsible for maintaining records of all requests and approvals or denials of departures from the AGG-Dom. Records will be maintained in file number 333-HQ-C1629406.

## 2.7 (U) DEPARTURES FROM THE DIOG

### 2.7.1 (U) DEFINITION

(U//~~FOUO~~) A “departure” from the DIOG is a deliberate deviation from a specific known requirement or action governed by the DIOG. The word “deliberate” means the employee was aware of the DIOG requirement and affirmatively chose to depart from it for operational reasons before the activity took place. Approval of a departure must be based upon a specific circumstance involving a specific administrative or operational need. An approval may be for the duration of an investigation or relate to a specific classification, cannot extend beyond the scope of authority of the approving official, and must be approved in accordance with the guidance provided in this subsection.

(U//~~FOUO~~) DIOG related policy and policy guides (PG) must follow this departure review and approval process.

### 2.7.2 (U) DEPARTURE FROM THE DIOG

(U//~~FOUO~~) A request for a departure from the DIOG must be submitted with an EC using file number 333-HQ-C1629406 and must be approved by the appropriate operational program Assistant Director (AD) and the AD of OIC, with notice to the GC. The approving EC must document the scope; necessity; program-related value; specific circumstances that limit the departure’s application; and an evaluation of what, if any, risk the departure may create for systemic or unintended non-compliance with the DIOG or other policies. Notwithstanding this paragraph, all activities in all circumstances must be carried out in a manner consistent with the Constitution, laws of the United States, Executive Orders, Presidential Directives, Department of Justice guidelines, Office of the Director of National Intelligence policy directives and interagency agreements.

(U//~~FOUO~~) OGC will review all departures from the DIOG. If OGC determines the departure from the DIOG also involves a departure from the AGG-Dom, OGC must provide timely written notice to DOJ in accordance with the provisions of Section I.D.3 of the AGG-Dom.

### 2.7.3 (U) EMERGENCY DEPARTURES FROM THE DIOG

(U//~~FOUO~~) FBI employees may conduct or engage in investigative activity that deviates from the requirements of the DIOG, including utilizing investigative methods, without prior approval, when the designated approving authority for the investigative activity (if any) cannot be contacted through reasonable means and in the judgment of the employee one of the following factors is present:

- A) (U//~~FOUO~~) *an immediate or grave threat to the safety of persons or property exists, or*
- B) (U//~~FOUO~~) *an immediate or grave threat to the national security exists, or*
- C) (U//~~FOUO~~) *a substantial likelihood exists that a delay will result in the loss of a significant investigative opportunity.<sup>1</sup>*

(U//~~FOUO~~) The appropriate operational program AD and the GC must be notified of the emergency departure by EC using file number 333-HQ-C1629406 as soon as practicable, but no

<sup>1</sup> (U//~~FOUO~~) This is not a permissible factor for departing from the AGG-Dom. Thus, this factor may only provide a basis for a departure from the DIOG that does not require a departure from the AGG-Dom.

later than 5 business days after engaging in the activity or utilizing the investigative method. This documentation must also be filed in the applicable investigative file in which the activity or method was taken. OGC will review all departures from the DIOG. If OGC determines the departure from the DIOG also involves a departure from the AGG-Dom, OGC must provide timely written notice to DOJ in accordance with the provisions of Section I.D.3 of the AGG-Dom. Notwithstanding this paragraph, all activities in all circumstances must be carried out in a manner consistent with the Constitution and laws of the United States.

#### **2.7.4 (U) RECORDS OF DEPARTURES FROM THE DIOG**

(U//~~FOUO~~) The OGC is responsible for maintaining records of all requests and approvals or denials of departures from the DIOG. Records will be maintained in file number 333-HQ-C1629406.

### **2.8 (U) DISCOVERY OF NON-COMPLIANCE WITH DIOG REQUIREMENTS AFTER-THE-FACT**

#### **2.8.1 (U) SUBSTANTIAL NON-COMPLIANCE WITH THE DIOG**

##### **2.8.1.1 (U) SUBSTANTIAL NON-COMPLIANCE**

(U//~~FOUO~~) “Substantial non-compliance” means non-compliance that is of significance to the matter and is more than a minor deviation from a DIOG requirement.<sup>2</sup> Non-compliance that relates solely to administrative or peripheral requirements is not substantial. While the examples listed below do not comprise an exhaustive list and are not required elements, substantial noncompliance specifically includes any of the following:

- A) (U//~~FOUO~~) The unauthorized use of an investigative method;
- B) (U//~~FOUO~~) The failure to obtain required supervisory approval;<sup>3</sup> and
- C) (U//~~FOUO~~) Noncompliance that has a potential adverse effect upon a member of the public’s individual rights or liberties.

(U//~~FOUO~~) **Example A:** During an Assessment

b7E

Because the approval was not obtained in advance nor was it done pursuant to an emergency situation as described in 2.7.3, this would be “substantial” non-compliance with DIOG sections 18.5.8.3.3 and 18.5.8.3.4 and must be reported to OIC as set forth in 2.8.2 below.

(U//~~FOUO~~) **Example B:** A new SSA arrives in a squad and discovers that his predecessor did not conduct file reviews in several of the squad’s Predicated Investigations for several months. This is “substantial non-compliance” and must be reported.

<sup>2</sup> (U//~~FOUO~~) Departures from the AGG-Dom and the DIOG do not fall within the definition of “non-compliance” as used in this section. Departures are to be handled as described Sections 2.6 and 2.7 and should not be reported as “non-compliance” matters.

<sup>3</sup> (U//~~FOUO~~) If supervisory approval was obtained pursuant to Section 2.7.3 (Emergency Departure from the DIOG), the failure to document this approval within 5 business days is a reportable “substantial non-compliance” matter.

### 2.8.1.2 (U) OTHER NON-COMPLIANCE

(U//~~FOUO~~) An employee who discovers non-compliance that appears to be non-substantial must report the non-compliance to the Division Compliance Officer (DCO). Normally, non-compliance that is not “substantial” need not be reported to OIC. If there is uncertainty regarding whether a particular matter is substantial or not, the matter should be reported to [redacted]

b7E

Nevertheless, whenever non-compliance is discovered (whether reported or not), appropriate remedial action must be taken by the relevant employee(s) to correct the non-compliance, including implementing any preventative measures that would help eliminate possible future non-compliance.

(U//~~FOUO~~) **Example:** An SSA discovers that she conducted a file review 20 days late. This relates to an administrative requirement and, without more, is not “substantial” noncompliance and does not have to be reported to OIC. The SSA should, however, report the noncompliance to the DCO and take appropriate preventative measures to avoid recurrence.

### 2.8.2 (U) DOCUMENTATION OF SUBSTANTIAL NON-COMPLIANCE

(U//~~FOUO~~) Substantial non-compliance with the DIOG must be reported. The report should be submitted by the party committing the non-compliance, if at all possible. It must be reported via EC [redacted] The EC must include the following information:

- A) (U//~~FOUO~~) The relevant DIOG provision(s) involved;
- B) (U//~~FOUO~~) Description of the facts and circumstances (including dates) of the substantial non-compliance;
- C) (U//~~FOUO~~) The date the substantial non-compliance was discovered;
- D) (U//~~FOUO~~) Circumstances leading to the discovery of the substantial non-compliance;
- E) (U//~~FOUO~~) If the substantial non-compliance was the result of the failure to obtain appropriate supervisory approval, a statement as to whether that official, or the current official in the appropriate supervisory position, would have approved the action if a timely request had been made based on the facts and circumstances then known;
- F) (U//~~FOUO~~) Known adverse consequences, if any, attributable to the substantial non-compliance; and
- G) (U//~~FOUO~~) Corrective or remedial action(s) taken or planned to be taken to mitigate the substantial non-compliance, as well as to help prevent such occurrences in the future.

(U//~~FOUO~~) **Example:** An ASAC discovers that a Preliminary Investigation (PI) was extended without obtaining the proper approvals. The failure to obtain appropriate supervisory approval to extend the Preliminary Investigation must be reported, and the report must address all of the seven areas in A-G listed above.

### 2.8.3 (U) REPORTING AUTHORITIES

(U//~~FOUO~~) If the substantial non-compliance occurred in a field office, the EC must be approved by the DCO and addressed to the ADIC/SAC. If the substantial non-compliance occurred at FBI Headquarters (FBIHQ), the EC must be approved by the DCO and addressed to the employee’s Assistant Director. A copy of the EC must be provided to the Office of Integrity

and Compliance (OIC) and to the Office of the General Counsel (OGC) using file number 319O-HQ-A1561245-OIC. A copy of the EC should also be sent to the investigative file in which the incident occurred. In addition, if the ADIC/SAC or AD assesses that the non-compliance appears to reflect intentional or willful misconduct; it must be reported separately by EC to the Internal Investigations Section of the Inspection Division.

#### 2.8.4 (U) ROLE OF OIC AND OGC

(U//~~FOUO~~) OGC will review all reports of substantial non-compliance to determine whether any further action is required in the particular matter. OIC will analyze substantial non-compliance reports to determine whether any trends exist in the data and will develop strategies to reduce the occurrences of substantial non-compliance. Based upon OIC’s analysis of these reports, if OIC discovers a systemic problem of non-compliance with the AGG-Dom or DIOG involving intelligence activities, either division or FBI wide, OIC must notify OGC/NSLB of this systemic problem.

(U//~~FOUO~~) **Example A:** An IA discovers that a mail cover was used in an Assessment. Because mail covers are not permitted to be used in Assessments, this must be reported as a “substantial” non-compliance with the DIOG.

(U//~~FOUO~~) **Example B:** A supervisor determines that a Type 1 & 2 Assessment was opened based solely on the exercise of First Amendment rights. While no supervisory approval was required to open the Type 1 & 2 Assessment, this must be reported as “substantial” non-compliance because opening an Assessment based solely on the exercise of First Amendment rights, affects an individual’s rights and liberties.

##### 2.8.4.1 (U) DISCONTINUATION OF REPORTING

(U//~~FOUO~~) If OIC determines that a sufficient amount of data has been received regarding a particular substantial non-compliance issue to identify a systemic trend, the OIC AD may eliminate the reporting requirement by providing written notification to the field and headquarters divisions indicating that the reporting of a particular substantial non-compliance matter to OIC is no longer necessary or required. OIC must coordinate with OGC and IPO before written notification is provided to field and headquarter divisions to ensure no reporting obligations outside the FBI will be affected, and to ensure all logical data collection pertaining to the substantial non-compliance has been acquired. The OIC written notification must be documented in case file number 319O-HQ-A1561245-OIC.

#### 2.8.5 (U) POTENTIAL IOB MATTERS INVOLVING THE REPORTS OF SUBSTANTIAL NON-COMPLIANCE

(U//~~FOUO~~) If the substantial non-compliance is also a potential IOB matter, the matter must be reported in accordance with the requirements and procedures for reporting potential IOB matters to OGC/NSLB. See *Guidance on Intelligence Oversight Board Matters Policy Directive, 0188D*; *Guidance on Intelligence Oversight Board (IOB) Matters Policy Guide, 0188PG* and see DIOG Section 4. No additional reporting of the incident needs to be made to OIC under this section.

#### 2.8.6 (U) REPORTING NON-COMPLIANCE WITH POLICY GUIDES

(U//~~FOUO~~) Substantial non-compliance with DIOG-related Policy/Program Guides must be reported by EC or subsequent form to the SAC/ADIC, with a copy to the pertinent Headquarters

Program Manager, and to the OIC, OGC, and the IPO using file number 319O-HQ-A1561245-OIC.

#### 2.8.7 **(U) REPORTING NON-COMPLIANCE WITH OTHER FBI POLICIES AND PROCEDURES (OUTSIDE THE DIOG)**

(U//~~FOUO~~) Nothing in this section is intended to alter, limit, or restrict existing policies that require non-compliance to be reported in areas not covered by the DIOG. Employees remain responsible to report those other matters. Additional information can be found on the Office of Integrity and Compliance's Intranet site.

#### 2.9 **(U) OTHER FBI ACTIVITIES NOT LIMITED BY AGG-DOM**

(U) The AGG-Dom applies to FBI domestic investigative activities and do not limit other authorized activities of the FBI. The authority for such other activities may be derived from the authority of the Attorney General as provided in federal statutes, guidelines, or Executive Orders. The scope and approval of these other authorized activities are addressed in the policies that govern the activity and these policies must be relied on when engaging in such activities. Examples of authorized FBI activities not governed by the AGG-Dom include, but are not limited to, the FBI's responsibilities to conduct background checks and inquiries concerning applicants and employees under federal personnel security programs (e.g., background investigations), FBI physical building security issues, Office of Professional Responsibility/personnel issues, certain administrative claims/civil actions, the FBI's maintenance and operation of national criminal records systems and preparation of national crime statistics, and the forensic assistance and administration functions of the FBI Laboratory. (AGG-Dom, Part I.D.4.)

(U) FBI employees may incidentally obtain information relating to matters outside of the FBI's primary investigative responsibility. For example, information relating to violations of state or local law or foreign law may be incidentally obtained in the course of investigating federal crimes or threats to the national security or in collecting foreign intelligence. Neither the AGG-Dom nor the DIOG bar the acquisition of such information in the course of authorized investigative activities, the retention of such information, or its dissemination as appropriate to the responsible authorities in other jurisdictions. (See Section 14; AGG-Dom, Part II and Part VI.B)

#### 2.10 **(U) USE OF CLASSIFIED INVESTIGATIVE TECHNOLOGIES**

(U) Inappropriate use of classified investigative technologies may risk the compromise of such technologies. Hence, in an investigation relating to activities in violation of federal criminal law that does not concern a threat to the national security or foreign intelligence, the use of such technologies must be in conformity with the Procedures for the Use of Classified Investigative Technologies in Criminal Cases (AGG-Dom, Part V.B.2), Operational Technology Division (OTD) Domestic Technical Assistance (DTA) Policy Guide (PG), and any other FBI policies concerning such technology use.

#### 2.11 **(U) APPLICATION OF AGG-DOM AND DIOG**

(U//~~FOUO~~) The AGG-Dom and DIOG apply to all FBI domestic investigations and operations conducted by an "FBI employee" or an FBI confidential human source (CHS), when operating

pursuant to the tasking or instructions of an FBI employee. The term “FBI employee” includes, but is not limited to, an operational/administrative professional staff person, intelligence analyst, special agent, task force officer (TFO), task force member (TFM), task force participant (TFP), detailee, and FBI contractor. Both an “FBI employee” and a CHS, when operating pursuant to the tasking or instructions of an FBI employee, are bound by the AGG-Dom and DIOG. In the DIOG, “FBI employee” includes all personnel descriptions, if not otherwise prohibited by law or policy. For example, if the DIOG states that the “FBI employee” is responsible for a particular investigative activity, the supervisor has the flexibility to assign that responsibility to any person bound by the AGG-Dom and DIOG (e.g., agent, intelligence analyst, task force officer), if not otherwise prohibited by law or policy.

(U//~~FOUO~~) TFOs, TFM, TFPs, detailees, and FBI contractors are defined as “FBI employees” for purposes of application of the AGG-Dom and DIOG. However, for overt representational purposes, TFOs, TFM, TFPs, detailees and FBI contractors should identify themselves as employees of their parent agency and, if appropriate and necessary, affiliated with a particular FBI investigative entity, such as the JTTF, etc. A CHS is likewise bound by the AGG-Dom, DIOG, AGG-CHS, and other applicable CHS policies when operating pursuant to the tasking or instructions of an FBI employee; however, the FBI CHS is not an employee of the FBI.

(U//~~FOUO~~) TFOs, TFM, TFPs, detailees, and FBI contractors are defined as “FBI employees” only for purposes of the AGG-Dom and DIOG. This inclusive definition does not define federal employment for purposes of the Federal Tort Claims Act, 28 U.S.C. §§ 1346(b), 2401, and 2671 et seq.; the Federal Employees Compensation Act, 5 U.S.C. § 8101 et seq.; the Intergovernmental Personnel Act, 5 U.S.C. § 3374 et seq, or any other law.

(U//~~FOUO~~) No policy or PG may contradict, alter or otherwise modify the standards of the DIOG. A DIOG related policy or PG must adhere to the standards, requirements and procedures established by the DIOG. Requests for DIOG modifications can be made to the Internal Policy Office (IPO) pursuant to DIOG Section 3.2.2 paragraphs (A), (B), (C) and (D).

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

*This Page is Intentionally Blank*

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~

UNCLASSIFIED – FOR OFFICIAL USE ONLY

Domestic Investigations and Operations Guide

§3

### 3 (U) CORE VALUES, ROLES, AND RESPONSIBILITIES

---

#### 3.1 (U) THE FBI'S CORE VALUES

(U) The FBI's core values guide and further our mission and help us achieve our many goals. The values do not exhaust the many goals we wish to achieve, but they capsule the goals as well as can be done in a few words. The FBI's core values must be fully understood, practiced, shared, vigorously defended, and preserved. The values are:

- A) (U) Rigorous obedience to the Constitution of the United States
- B) (U) Respect for the dignity of all those we protect
- C) (U) Compassion
- D) (U) Fairness
- E) (U) Uncompromising personal integrity and institutional integrity
- F) (U) Accountability by accepting responsibility for our actions and decisions and their consequences
- G) (U) Leadership, by example, both personal and professional

(U) By observing these core values, we achieve a high level of excellence in performing the FBI's national security and criminal investigative functions as well as the trust of the American people. Our individual and institutional rigorous obedience to constitutional principles and guarantees is more important than the outcome of any single interview, search for evidence, or investigation. Respect for the dignity of all reminds us to wield law enforcement powers with restraint and to avoid placing our self interest above that of those we serve. Fairness and compassion ensure that we treat everyone with the highest regard for constitutional, civil, and human rights. Personal and institutional integrity reinforce each other and are owed to our Nation in exchange for the sacred trust and great authority conferred upon us.

(U) We who enforce the law must not merely obey it. We have an obligation to set a moral example that those whom we protect can follow. Because the FBI's success in accomplishing its mission is directly related to the support and cooperation of those we protect, these core values are the fiber that holds together the vitality of our institution.

#### 3.1.1 (U) COMPLIANCE

(U) All FBI personnel must fully comply with all laws, rules, and regulations governing FBI investigations, operations, programs and activities, including those set forth in the AGG-Dom. We cannot, do not, and will not countenance disregard for the law for the sake of expediency in anything we do. The FBI expects its personnel to ascertain the laws and regulations that govern the activities in which they engage and to acquire sufficient knowledge of those laws, rules, and regulations to understand their requirements, and to conform their professional and personal conduct accordingly. Under no circumstances will expediency justify disregard for the law. FBI policy must be consistent with Constitutional, legal, and regulatory requirements. Additionally, the FBI must provide sufficient training to affected personnel and ensure that appropriate oversight monitoring mechanisms are in place.

(U//~~FOUO~~) In general, the FBI requires employees to report known or suspected failures to adhere to the law, rules or regulations by themselves or other employees, to any supervisor in the employees' chain of command; any Division Compliance Officer; any Office of the General Counsel (OGC) Attorney; any Inspection Division personnel; any FBI Office of Integrity and Compliance (OIC) staff; or any person designated to receive disclosures pursuant to the FBI Whistleblower Protection Regulation (28 Code of Federal Regulations § 27.1), including the Department of Justice (DOJ) Inspector General. For specific requirements and procedures for reporting "departures" and "non-compliance" with the AGG-Dom on the DIOG, see DIOG Section 2.

## 3.2 (U) INVESTIGATIVE AUTHORITY, ROLES AND RESPONSIBILITY OF THE DIRECTOR'S OFFICE

### 3.2.1 (U) DIRECTOR'S AUTHORITY, ROLES AND RESPONSIBILITY

(U//~~FOUO~~) The Director's authority is derived from a number of statutory and regulatory sources. For example, Sections 531 through 540a of Title 28, United States Code (U.S.C.), provide for the appointment of the Director and enumerate some of his powers. More importantly, with regard to promulgation of the DIOG, Section 301 of Title 5, U.S.C., authorizes the head of an Executive department to "prescribe regulations for the government of his department, the conduct of its employees, the distribution and performance of its business, and the custody, use, and preservation of its records, papers, and property." The Attorney General, as head of the DOJ, has delegated the authority in Section 301 to the Director in a variety of orders and regulations. Foremost among these delegations are Subpart P and Section 0.137 of Title 28, Code of Federal Regulations (C.F.R.). This DIOG is promulgated under the authority thus delegated.

(U//~~FOUO~~) The Director's role and responsibilities under the AGG-Dom and DIOG, include, among others, the approval or denial of departures from the AGG-Dom, Undisclosed Participation (UDP) (see DIOG Section 16) and Sensitive Operations Review Committee (SORC) matters (see DIOG Section 10).

### 3.2.2 (U) DEPUTY DIRECTOR'S AUTHORITY, ROLES AND RESPONSIBILITY

(U//~~FOUO~~) The Deputy Director is the proponent of the DIOG, and in that position has oversight regarding compliance with the DIOG and subordinate implementing procedural directives and divisional specific PGs. The Deputy Director is also responsible for the development and the delivery of necessary training and the execution of the monitoring and auditing processes.

(U//~~FOUO~~) The Deputy Director works through the Internal Policy Office (IPO) to ensure the following:

- A) (U//~~FOUO~~) The DIOG is updated as necessary to comply with changes in the law, rules, or regulations;
- B) (U//~~FOUO~~) The DIOG is reviewed every three years after the effective date of the 2011 revision, and revised as appropriate. This mandatory review schedule, however, does not restrict the IPO, which is responsible for all FBI policy matters, from working with FBI Headquarters (FBIHQ) divisions and field offices in the meantime to make policy revisions to the DIOG and the PGs whenever necessary and appropriate during the three year period. The

IPO may also make technical or non-substantive language or formatting changes to the DIOG, as necessary, provided those changes clarify the meaning without altering the substance of the DIOG;

- C) (U//~~FOUO~~) Existing and proposed investigative and administrative policies and PGs comply with the standards established in the AGG-Dom and DIOG. On behalf of the Deputy Director, the IPO has the authority, following coordination with the OIC and OGC, to modify or remove any provision of existing or proposed investigative or administrative policies or PGs determined to violate, contradict, or otherwise modify the intent or purpose of any provision or standard established in the AGG-Dom or DIOG; and
- D) (U//~~FOUO~~) If the IPO makes any changes to the DIOG or other policy pursuant to DIOG Sections 3.2.2.B and/or 3.2.2.C above, the IPO will immediately advise by e-mail all FBIHQ and field office Division Policy Officers (DPO) of such changes and all DPOs must further advise their respective FBI employees of such changes. The electronic version of the DIOG maintained in the IPO's Policy and Guidance Library is the official current policy of the FBI.

### **3.3 (U) SPECIAL AGENT/INTELLIGENCE ANALYST/TASK FORCE OFFICER (TFO)/TASK FORCE MEMBER (TFM)/TASK FORCE PARTICIPANT (TFP)/FBI CONTRACTOR/OTHERS - ROLES AND RESPONSIBILITIES**

#### **3.3.1 (U) ROLES AND RESPONSIBILITIES**

(U//~~FOUO~~) Special Agents, analysts, TFO, TFM, TFP, FBI contractors and others bound by the AGG-Dom and DIOG must:

##### **3.3.1.1 (U) TRAINING**

(U//~~FOUO~~) Obtain training on the DIOG standards relevant to his/her position and perform activities consistent with those standards;

##### **3.3.1.2 (U) INVESTIGATIVE ACTIVITY**

(U//~~FOUO~~) Ensure all investigative activity complies with the Constitution, Federal law, executive orders, Presidential Directives, AGG-Dom, other Attorney General Guidelines (AGG), Treaties, Memoranda of Agreement/Understanding, the DIOG, and any other applicable legal and policy requirements (if an agent, analyst, TFO, or other individual is unsure of the legality of any action, he/she must consult with his/her supervisor, the Chief Division Counsel (CDC) or OGC);

##### **3.3.1.3 (U) PRIVACY AND CIVIL LIBERTIES**

(U//~~FOUO~~) Ensure that civil liberties and privacy are protected throughout the Assessment or investigative process;

##### **3.3.1.4 (U) PROTECT RIGHTS**

(U//~~FOUO~~) Conduct no investigative activity based solely on the exercise of First Amendment rights (i.e., the free exercise of speech, religion, assembly, press or petition) or on the race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity of the subject (See DIOG Section 4);

**3.3.1.5 (U) COMPLIANCE**

(U//~~FOUO~~) Ensure compliance with the DIOG, including standards for opening, conducting, and closing an investigative activity; collection activity; or use of an investigative method, as provided in the DIOG;

**3.3.1.6 (U) REPORT NON-COMPLIANCE**

(U//~~FOUO~~) Comply with the law, rules, or regulations, and report any non-compliance concern to the proper authority. For specific requirements and procedures for reporting departures and non-compliance with the AGG-Dom and the DIOG, see DIOG Sections 2.6 - 2.8;

**3.3.1.7 (U) ASSIST VICTIMS**

(U//~~FOUO~~) Identify victims who have suffered direct physical, emotional, or financial harm as result of the commission of Federal crimes, offer the FBI's assistance to victims of these crimes and provide victims' contact information to the responsible FBI Victim Specialist (VS). The VS is thereafter responsible for keeping victims updated on the status of the investigation to the extent permitted by law, regulation, or policy, unless the victim has opted not to receive assistance. The FBI's responsibility for assisting victims is continuous as long as there is an open investigation (see the *Victim Assistance Policy Guide, 0505PG*);

**3.3.1.8 (U) OBTAIN APPROVAL**

(U//~~FOUO~~) Ensure appropriate supervisory approval is obtained for investigative activity as required in the DIOG. Obtain and document oral approval as specified in Section 3.4.2.2 below. Self-approval of DIOG activities is not permitted. See "No Self-Approval Rule" set forth in Section 3.4.2.3 below;

**3.3.1.9 (U) ATTRIBUTE INFORMATION TO ORIGINATOR IN REPORTS**

(U//~~FOUO~~) Ensure that if the originator of information reported to the FBI characterizes an individual, group, or activity in a certain way, FBI records (i.e., 302s, ECs, LHM<sub>s</sub>, etc.) reflect that another party, and not the FBI, is the originator of the characterization. Example: An FBI document should state: "The complainant advised that the subject was prejudiced and motivated by ethnic bias" rather than "The subject was prejudiced and motivated by ethnic bias;"

**3.3.1.10 (U) SERVE AS INVESTIGATION ("CASE") MANAGER**

(U//~~FOUO~~) If assigned responsibility for an investigation, manage all aspects of that investigation, until it is assigned to another person. It is the employee's responsibility to ensure compliance with all applicable laws, rules, regulations, and guidelines, both investigative and administrative, from the opening of the investigation through disposition of the evidence, until the investigation is assigned to another person. If assigned as a co-case agent, co-case manager, or if assigned case-related activities or duties, it is the employee's responsibility to ensure compliance with all applicable laws, rules, regulations, and guidelines, both investigative and administrative, from the opening of the investigation through disposition of the evidence, until the investigation is assigned to another person or the case related activity requirement(s) ends.

3.3.1.11 (U) CREATE AND MAINTAIN RECORDS/FILES

(U//~~FOUO~~) Create and maintain authentic, reliable, and trustworthy records, establish files, set leads, supervise investigations, index documents, and retain and share information, as specified in DIOG Section 14 and Appendix J;

3.3.1.12 (U) INDEX DOCUMENTS

(U//~~FOUO~~) If assigned responsibility for an investigation, index information in documents. Current guidance for indexing documents may be found in DIOG Appendix J, [redacted] and on the RMD Intranet site.

b7E

3.3.1.13 (U) SEEK FEDERAL PROSECUTION

(U//~~FOUO~~) Prefer Federal prosecution rather than state/local prosecution. An FBI employee may protect the FBI's resources and interests when discussing investigations with the United States Attorney's Office (USAO) by accurately representing the time and effort spent on an investigation. The USAO should be aware of this information prior to deciding whether he/she will decline prosecution in favor of handling by local authorities. Criminal investigations conducted by the FBI are designed to obtain evidence for prosecution in Federal court and not in state or local courts; and

3.3.1.14 (U) RETAIN ORIGINAL NOTES MADE DURING AN INVESTIGATION

(U//~~FOUO~~) Retain in the investigative file (1A envelope) the following types of material developed when interviewing witnesses:

- A) (U) Statements signed by the witness.
- B) (U) Written statements, unsigned by the witness, but approved or adopted in any manner by the witness.
- C) (U) Original notes of interview with prospective witnesses and/or suspects and subjects. That is, in any interview where preparation of an FD-302 is required (an interview where it is anticipated the results will become the subject of court testimony) the handwritten notes must be retained.
- D) (U) Dictating the results of an interview onto an audio tape/media in lieu of taking handwritten interview notes may be viewed by a court as "original notes" and, therefore, the audio tape/media must be retained. In such circumstances, the audio tape/media becomes the "original note" material. Conversely, an audio tape/media used for dictation from handwritten interview notes for transcription to a final FD-302 is not "original note" material and the audio tape need not be retained.
- E) (U) An FBI employee's notes made to record his/her own finding, must always be retained. Such notes include, but are not limited to, accountant's work papers and notes covering matters such as crime scene searches, laboratory examinations, and fingerprint examinations. If there is a question whether notes must be retained, resolve the question in favor of retaining the notes.

(U) See also DIOG Section 18.5.6.4.15 (Interview Documentation).

(U) *Note:* For the purpose of this note retention policy, an interview and an interrogation are analogous.

(U//~~FOUO~~) All original handwritten interview notes must be retained as "original note material" in [redacted] file. The original handwritten notes may be scanned, but the physical

b7E

original handwritten notes must be retained regardless of whether or not the notes are scanned.

Also see [redacted]

b7E

### 3.3.2 (U) **DEFINITIONS OF TASK FORCE OFFICER (TFO), TASK FORCE MEMBER (TFM), AND TASK FORCE PARTICIPANT (TFP)**

(U//~~FOUO~~) It is required in some situations for the sponsoring agency of the TFO, TFM and TFP<sup>4</sup> to enter into an MOU with the FBI that governs the activities of the Task Force. For purposes of the DIOG, TFO, TFM, and TFP are defined as follows:

#### 3.3.2.1 (U) **TASK FORCE OFFICER (TFO)**

(U//~~FOUO~~) An individual is a TFO when all of the following apply:

- A) (U//~~FOUO~~) The individual is a certified Federal, state, local, or tribal law enforcement officer;
- B) (U//~~FOUO~~) The individual is authorized to carry a firearm;
- C) (U//~~FOUO~~) The individual is currently deputized under either Title 21 or Title 18 of the U.S.C.;
- D) (U//~~FOUO~~) The individual is eligible and has initiated the FBI's process for obtaining Federal Law Enforcement Credentials;
- E) (U//~~FOUO~~) The individual is assigned to the supervision of an FBI led task force;
- F) (U//~~FOUO~~) The individual has initiated a request for a security clearance issued by the FBI.  
*Note:* If the TFO fails to complete the security clearance process, he or she must be removed as a TFO; and
- G) (U//~~FOUO~~) The individual is authorized to have access to FBI facilities.

(U//~~FOUO~~) An FBI TFO is mandated to attend all DIOG related training, and is bound by all rules, regulations, and policies set forth in the DIOG when acting in the capacity as an FBI TFO.

#### 3.3.2.2 (U) **TASK FORCE MEMBER (TFM)**

(U//~~FOUO~~) An individual is a TFM when all of the following apply:

- A) (U//~~FOUO~~) The individual is an employee of a Federal, state, local, or tribal agency;
- B) (U//~~FOUO~~) The individual is assigned to the supervision of an FBI led task force;
- C) (U//~~FOUO~~) The individual has a security clearance recognized by the FBI that is currently active; and
- D) (U//~~FOUO~~) The individual is authorized to have access to FBI facilities.

(U//~~FOUO~~) An FBI TFM is mandated to attend all DIOG related training, and is bound by all rules, regulations, and policies set forth in the DIOG when acting in the capacity as an FBI TFM.

---

<sup>4</sup> "A TFO, TFM, or TFP must follow their own agency's DFP; however, a TFO, TFM, or TFP is bound by the [redacted]"

b7E

### 3.3.2.3 (U) TASK FORCE PARTICIPANT (TFP)

(U//~~FOUO~~) An individual is a TFP when he/she participates in investigations and operations on an FBI-led task force and does not otherwise qualify as a TFO or TFM. When participating as an FBI TFP, the TFP is bound by all rules, regulations, and policies set forth in the DIOG. DIOG related training for a FBI may be required by the head of the office/division that governs the activities of the Task Force.

## 3.4 (U) SUPERVISOR ROLES AND RESPONSIBILITIES

### 3.4.1 (U) SUPERVISOR DEFINED

(U) The term “supervisor” as used in the DIOG includes (whether in a Field Office or FBIHQ) the following positions, or a person acting in such capacity:

- A) (U) Supervisory Special Agent (SSA),
- B) (U) Supervisory Senior Resident Agent (SSRA),
- C) (U) Supervisory Intelligence Analyst (SIA),
- D) (U) Senior Supervisory Intelligence Analyst (SSIA)
- E) (U) Legal Attaché (LEGAT),
- F) (U) Deputy Legal Attaché (DLAT),
- G) (U) Unit Chief (UC),
- H) (U) Assistant Special Agent in Charge (ASAC).
- I) (U) Assistant Section Chief (ASC),
- J) (U) Section Chief (SC),
- K) (U) Special Agent in Charge (SAC),
- L) (U) Deputy Assistant Director (DAD),
- M) (U) Assistant Director (AD),
- N) (U) Assistant Director in Charge (ADIC),
- O) (U) Associate Executive Assistant Director (A/EAD),
- P) (U) Executive Assistant Director (EAD),
- Q) (U) Associate Deputy Director (ADD), and
- R) (U) Deputy Director (DD).

(U) The term “supervisor” is also intended to include any other FBI supervisory or managerial position that is not specifically listed above but is equal in rank and/or responsibility to these listed positions. (Note: TFOs/TFMs cannot be supervisors.)

### 3.4.2 (U) SUPERVISOR RESPONSIBILITIES

#### 3.4.2.1 (U) APPROVAL/REVIEW OF INVESTIGATIVE OR COLLECTION ACTIVITIES

(U//~~FOUO~~) Anyone in a supervisory role who approves/reviews investigative or collection activity must determine whether the standards for opening, approving, conducting, and

closing an investigative activity, collection activity or investigative method, as provided in the DIOG, have been satisfied.

#### 3.4.2.2 (U) ORAL AUTHORITY / APPROVAL

(U//~~FOUO~~) Unless otherwise specified by the AGG-Dom or FBI policy, any authority/approval required in the DIOG necessary to conduct investigative activities may be granted orally by the appropriate approving official. Should such oral authorization be granted, appropriate written documentation of the oral authorization must be documented by the FBI employee to the authorizing official as soon as practicable, but not more than five business days after the oral authorization. The effective date of any such oral authorization is the date on which the oral authority was granted, and that date and the name of the approving official must be included in the subsequent written documentation.

(U//~~FOUO~~) Supervisors are not permitted to self-approve investigative or intelligence collection activity or methods in assessments or investigations assigned to them as case agents or analysts. An independent evaluation and approval of these activities must be obtained including the opening and closing of any Assessment or Predicated Investigation. See Section 3.4.2.3 below.

#### 3.4.2.3 (U) NO SELF-APPROVAL RULE

(U//~~FOUO~~) When approval/authority is required in the DIOG, or related policy guides, to open, utilize an investigative method, close, or perform any administrative requirement within the scope of the DIOG (i.e. initial paperwork to a file, perform a file review, etc.), an approving official (supervisor) may not “self-approve” his/her own work or activity. An independent evaluation and approval of these activities must be obtained, including the opening and closing of any Assessment or Predicated Investigation. Note: See Records Management Policy Guide, 0769PG subsection 4.7.2. for guidance on administrative case files.

(U//~~FOUO~~) Example: An SSA/SIA properly designates a relief supervisor on the squad to act as the SSA/SIA while the supervisor is on leave. The relief SSA/SIA may not approve anything related to his/her own investigations/work because supervisors are not permitted to self-approve investigative or intelligence collection activity or methods in files assigned to themselves.

#### 3.4.2.4 (U) ENSURE COMPLIANCE WITH U.S. REGULATIONS AND OTHER APPLICABLE LEGAL AND POLICY REQUIREMENTS

(U//~~FOUO~~) Supervisors must monitor and take reasonable steps to ensure that all investigative activity, collection activity and the use of investigative methods comply with the Constitution, Federal law, Executive Orders, Presidential Directives, AGG-Dom, other AGG, Treaties, Memoranda of Agreement/Understanding, the DIOG, and any other applicable legal and policy requirements.

#### 3.4.2.5 (U) TRAINING

(U//~~FOUO~~) Supervisors must obtain training on the DIOG standards relevant to his/her position and then conform decisions to those standards. Supervisors must also take reasonable

steps to ensure that all subordinates have received the required training on the DIOG standards and requirements relevant to the subordinate's position.

#### 3.4.2.6 (U) PROTECT CIVIL LIBERTIES AND PRIVACY

(U//~~FOUO~~) All supervisors must take reasonable steps to ensure that civil liberties and privacy are protected throughout the investigative process.

#### 3.4.2.7 (U) REPORT COMPLIANCE CONCERNs

(U//~~FOUO~~) If a supervisor encounters a practice that does not comply, or appears not to comply, with the law, rules, or regulations, the supervisor must report that compliance concern to the proper authority and, when necessary, take action to maintain compliance. For specific requirements and procedures for reporting departures and non-compliance with the AGG-Dom and the DIOG, see Sections 2.6 - 2.8.

#### 3.4.2.8 (U) NON-RETALIATION POLICY

(U//~~FOUO~~) Supervisors must not retaliate or take adverse action against persons who raise compliance concerns. (See [redacted])

b7E

#### 3.4.2.9 (U) CREATE AND MAINTAIN RECORDS/FILES

(U//~~FOUO~~) Supervisors must ensure that FBI employees create and maintain authentic, reliable, and trustworthy records, establish files, set leads, supervise investigations, index documents, and retain and share information, as specified in DIOG Section 14.

(U//~~FOUO~~) Supervisors must periodically review investigative, control, and administrative files assigned to their areas of program responsibility or management in accordance with DIOG subsection 3.4.4 below.

#### 3.4.2.10 (U//~~FOUO~~) U-1 NONIMMIGRANT STATUS CERTIFICATIONS

(U//~~FOUO~~) Pursuant to the Memorandum of Delegation signed December 10, 2014, the [redacted] has the authority to sign OMB Form I-918b as the certifying official to assist non-U.S. citizens who have suffered federal, state or local offenses such as rape, torture, human trafficking, slave trade, and extortion who are residing temporarily in the United States, if that person can provide specific relevant facts to the investigation or prosecution of the criminal activity in question. Whenever [redacted] serves as the certifying official, the USAO prosecuting the matter must be notified in writing of the action as soon as practicable, but no more than [redacted] from the date of certification."

b7E

#### 3.4.3 (U) DELEGATION AND SUCCESSION IN THE FBI

(U//~~FOUO~~) The ability to exercise legal authority within the FBI through delegations of legal authority and orderly succession to positions of authority is set forth in the *Succession and Delegation Policy Directive, 0259D*. A DIOG related policy or PG must adhere to the delegation and succession of authority standards, requirements and procedures established by the DIOG.

### 3.4.3.1 (U) DELEGATION

(U//~~FOUO~~) As used in the DIOG, the term “delegation” refers to the conveyance of authority to another official (either by position or to a named individual). FBI legal authority is generally delegable one supervisory level unless expressly permitted, prohibited, or restricted by law, regulation, or policy. For example, an SAC may delegate his/her authority to approve Sensitive Investigative Matters (SIMs) to an ASAC, but the ASAC cannot further delegate this authority to an SSA. Delegations will continue in effect until modified, revoked, superseded, the position no longer exists, or the named individual vacates the position.

(U//~~FOUO~~) A supervisor may only delegate authority to another supervisor one level junior to himself or herself, unless specified otherwise (e.g., an ASAC may delegate authority to an SSA). SACs may, however, restrict delegations within their field offices, i.e., an SAC may prohibit ASACs from further delegating authorities that have been assigned to them.

(U//~~FOUO~~) SSAs and Supervisory Intelligence Analysts (SIA) cannot “delegate” their authority because they are the first level of supervisory responsibility; however, a relief supervisor may exercise the SSA’s authority when serving as the “acting” SSA (e.g., when the SSA is absent or unavailable). In the absence of the immediate approval authority, a supervisor at the same or higher level than that required may approve a particular activity (e.g., an Special Agent requests that his/her ASAC or SAC approve a Preliminary Investigation because the Agent’s SSA is on a temporary duty assignment).

(U//~~FOUO~~) It is recognized that the first line supervisor’s role in mentoring and training relief supervisors is often accomplished by assigning tasks to those employees while the supervisor is present or available. This type of activity is permitted so long as the supervisor is monitoring the progress and outcome(s) of the assignments and is not abdicating the responsibilities associated with his or her supervisory position. b7E

This type of task promotes effective supervision and provides a monitored opportunity for the relief supervisor to hone his or her management abilities.

### 3.4.3.2 (U) SUCCESSION: ACTING SUPERVISORY AUTHORITY

(U//~~FOUO~~) As used in the DIOG, the term “succession” refers to the process by which an official assumes the authorities and responsibilities of an existing position, typically when the incumbent is absent, unavailable, unable to carry out official responsibilities, or has vacated the position. A person who temporarily succeeds to a position is referred to as “acting” in that position.

(U//~~FOUO~~) The FBI follows the general rule, recognized in law, that employees properly designated as “acting” in a position exercise the full legal authorities of that position, unless specifically precluded by higher authority or by an applicable law, regulation, or policy. Accordingly, unless expressly precluded, any authority vested in an FBI supervisor pursuant to the DIOG may be exercised by someone who occupies that position in an acting status. An employee may be designated to an acting position either through a succession plan or ad hoc designation. See the *Succession and Delegation Policy Directive, 0259D* for additional details.

**3.4.3.3 (U) DOCUMENTATION**

(U//~~FOUO~~) Delegations of authority as well as succession plans and ad hoc designations must be documented in writing and maintained in the appropriate administrative file identified below whenever practicable, unless specifically required by the DIOG. Administrative files have been created by RMD to maintain documentation of delegations of authority, to include ad hoc designations and succession plans.

**3.4.3.3.1 (U//~~FOUO~~) "DELEGATIONS OF AUTHORITY RELATED TO SENIOR EXECUTIVES" – FILE 319X-HQ-A1700684-XX**

(U//~~FOUO~~) File (319X-HQ-A1700684-XX with the last two alpha characters designating particular field office. FBIHQ Division or LEGAT must be used to document delegations of authority related to the responsibilities of senior executive positions (defined in the Director & Senior Officials (07-01) Retention Schedule) as only the Director, Deputy Director, Chief of Staff, Associate Deputy Director, and Executive Assistant Director(s). (Note: This file does not include Senior Executive Service (SES) delegations of authority. Such delegations of authority by SES and all other supervisory management officials must be documented using the file specified below in DIOG Section 3.4.3.3.2)

**3.4.3.3.2 (U//~~FOUO~~) "DELEGATIONS OF AUTHORITY RELATED TO NON-SENIOR EXECUTIVES" (INCLUDING ALL SENIOR EXECUTIVE SERVICE [SES] AND OTHER SUPERVISORY MANAGEMENT OFFICIALS) AND ALL ADHOC DESIGNATIONS – FILE 319X-HQ-A1700685-XX**

(U//~~FOUO~~) File 319X-HQ-A1700685-XX with the last two alpha characters designating particular field office. FBIHQ Division or LEGAT must be used to document delegations of authority related to the responsibilities of non-senior executive positions to include all SES level and other supervisory management officials not included above in DIOG Section 3.4.3.3.1, as well as to document adhoc designations, as specified.

(U//~~FOUO~~) Documentation of acting authority may take place subsequent to the actual ad hoc designation. For example, an SSA orally advises his principal relief supervisor that he/she has an emergency and will not be able to come into the office. The ad hoc designation of the relief supervisor as acting SSA can be documented upon the SSA's return to the office. Failure to document an ad hoc designation does not invalidate the designation but may result in difficulty proving the appropriate exercise of authority if required to do so. (See Section 3.4.2.2 above concerning oral authorizations and related documentation requirements).

**3.4.3.3.3 (U//~~FOUO~~) SUCCESSION PLANS – FILE 319X-HQ-A1538387**

(U//~~FOUO~~) An administrative file has also been created to maintain documentation of succession plans (319X-HQ-A1538387-XX with the last two alpha characters designating the particular field office, FBIHQ Division or LEGAT).

**3.4.4 (U) FILE REVIEWS AND JUSTIFICATION REVIEWS****3.4.4.1 (U) OVERVIEW**

(U//~~FOUO~~) The file review is designed to ensure that investigative and intelligence activities are progressing adequately and being conducted in compliance with applicable statutes,

regulations, and FBI/DOJ policies and procedures. As a management tool, the file review process has proven effective for operational program oversight, tracking investigative and intelligence collection progress, ensuring investigative focus, program management, and reduction of risk.

(U//~~FOUO~~) Supervisory review of investigative files (main file and all sub-files) is especially important with regard to tracking the progress and development of new employees. It provides an opportunity for supervisors to guide employees on how properly to manage and document investigative files and to use and document investigative methods, while emphasizing the importance of compliance and recognition of risk. In addition, the file review process is an opportunity to begin to evaluate an employee's level of performance and to identify his or her strengths and weaknesses. Performance evaluation must not be documented on the file review itself; rather, any notes regarding performance must be documented utilizing the optional form [REDACTED] "Performance Summary Assessment (PSA)" (see DIOG subsection 3.4.4.8 for further guidance). b7E

(U//~~FOUO~~) File reviews help supervisors to ensure that their office is effectively supervising activities in its own territory and monitoring investigative activity carried out on their behalf in other field offices. For example, a supervisor may use a file review to ensure that an employee assigned an investigation has addressed all logical investigation in a timely manner, or that the employee has successfully set necessary leads for other offices or other employees within his or her own office. Additionally, the periodic review of control files and relevant administrative files permits the supervisor to evaluate progress in meeting program-related objectives and ensures that FBI resources are being utilized and managed properly in accordance with policy standards and are aligned with strategic objectives.

#### 3.4.4.2 (U) TYPES OF FILES/INVESTIGATIONS REQUIRING FILE REVIEWS AND JUSTIFICATION REVIEWS

(U//~~FOUO~~) File reviews (including the main file and all sub-files) must be conducted for all predicated investigations, including investigations placed in "pending inactive" status, unaddressed work files, and Type 3–6 assessments. Type 1 and 2 assessments must have 30-day justification reviews, as specified below.

#### 3.4.4.3 (U) FREQUENCY OF FILE REVIEWS

(U//~~FOUO~~) Supervisors must adhere to the following timeframes for file reviews:

- A) (U//~~FOUO~~) **For agents, resident agents, TFOs, IAs, and other employees assigned investigative files – 90 Days.** The supervisor must review the files (i.e., main file and sub-files) for all investigations (including pending predicated investigations, pending inactive investigations, unaddressed work files, and Type 3–6 assessments, or assigned control files, such as a 300A) for each consecutive 90-calendar-day period.
  1. (U//~~FOUO~~) **30 Additional Days:** The file review process and file review documentation, as described in DIOG subsections 3.4.4.5–3.4.4.9 below, including tasks identified while conducting the in-person or telephonic session, must be completed within 30 calendar days following each consecutive 90 calendar day file review period.
- B) (U//~~FOUO~~) **For probationary employees (agents, resident agents, IAs, and other employees assigned investigative files) – 60 Days.** The supervisor must review the files (i.e., main file and sub-files) for all investigations (including pending predicated investigations,

pending inactive investigations, unaddressed work files, and Type 3-6 assessments, or assigned control files, such as a 300A) for each consecutive 60-calendar-day period.

1. (U//~~FOUO~~) **30 Additional Days:** The file review process and file review documentation, as described in DIOG subsections 3.4.4.5–3.4.4.9 below, including tasks identified while conducting the in-person or telephonic session, must be completed within 30 calendar days following each consecutive 60/90 calendar day file review period.

#### 3.4.4.4 (U) DELEGATION OF FILE REVIEWS

(U//~~FOUO~~) Thorough and complete file reviews are an important part of the compliance regimen, provide valuable and needed information for the purpose of evaluating the performance of employees, and are critical to the effective management of a squad. For these reasons, file reviews are an important duty and responsibility for supervisors, and supervisors are discouraged from routinely delegating these reviews. However, because conducting a file review is an important developmental opportunity for primary relief supervisors, file reviews may be conducted by a duly designated acting supervisor or duly designated primary relief supervisor. Acting supervisors may conduct file reviews just as they would conduct any other supervisory duty while functioning in an acting capacity. Primary relief supervisors may conduct file reviews; however, when they do so, the next required file review must be conducted by a supervisor or duly designated acting supervisor. In other words, every other file review of any given investigative file must be conducted by a supervisor or duly designated acting supervisor. Acting supervisors may not review their own files under any circumstances; they must either reassign their investigations or have their investigations reviewed by another supervisor or an ASAC.

#### 3.4.4.5 (U) PREDICATED INVESTIGATIONS AND TYPE 3, 4, AND 6 ASSESSMENT – FILE REVIEW REQUIREMENTS

(U//~~FOUO~~) A file review must be conducted in person, or by telephone when necessary (e.g., if an employee is on TDY or in a remote resident agency [RA]); conducted in private; and documented as specified in DIOG subsection 3.4.4.8 below.

(U//~~FOUO~~) The file review process requires the supervisor to review the investigative files (including the main file and all sub-files) assigned to the employee; discuss progress made in the last 60- or 90-day period toward specified investigative or intelligence collection objectives, the projected work or future objectives being contemplated, and the method(s) to achieve them in the next review period; and document that information in the file review package generated by  

b7E

(U//~~FOUO~~) When reviewing the employee's assigned investigative files (i.e., main file and sub-files), the supervisor should consider the following, whenever applicable, when evaluating an assessment or a predicated investigation:

- A) (U//~~FOUO~~) That no investigative activity is based solely on activity that is protected by the First Amendment or on the race, ethnicity, gender, national origin or religion, sexual orientation, or gender identity of an individual, group, or organization or a combination of only those factors
- B) (U//~~FOUO~~) Whether the activities that occurred in the prior 60 or 90 calendar days were appropriate based upon the investigative category, the type of case classification, and the

stated objectives and whether investigative methods were used in compliance with applicable DIOG requirements

- C) (U//~~FOUO~~) Whether subject(s) have been indexed in compliance with indexing guidelines
- D) (U//~~FOUO~~) Whether threat issues and Crime Problem Indicator (CPI) codes for the investigation or assessment were identified, complete, and current in accordance with policy
- E) (U//~~FOUO~~) Whether victim assistance policy has been followed (i.e., identification, notification to the VS, documentation, case status updates, etc.) in compliance with the DIOG and the *Victim Assistance Policy Guide*, 0505PG
- F) (U//~~FOUO~~) Whether information shared with domestic or foreign agencies was done in accordance with dissemination policy
- G) (U//~~FOUO~~) Whether liaison and tripwire activity was documented
- H) (U//~~FOUO~~) Whether statistical accomplishments (i.e., accomplishments in the Accomplishments module of [redacted]) have been entered within established timeframes
- I) (U//~~FOUO~~) Whether evidence has been stored and disposed of properly and whether documentation has been completed according to evidence control policies
- J) (U//~~FOUO~~) Whether leads have been covered within established deadlines
- K) (U//~~FOUO~~) Whether significant milestones or activities were documented, including the final adjudication of a subject(s), by submitting form [redacted] b7E
- L) (U//~~FOUO~~) Whether any intelligence in the investigation or assessment resulted in the production of intelligence products (e.g., Intelligence Information Reports (IIRs), Situational Information Reports (SIRs), Intelligence Bulletins, Intelligence Assessments) and whether the reports were released to the intelligence or law enforcement community and properly documented in the INTELPRODS sub-file, in compliance with the DIOG
- M) (U//~~FOUO~~) Whether National Security Letters (NSLs) have been issued in accordance with policy, including whether responsive materials have been appropriately examined (e.g., examined for overproduction);
- N) (U//~~FOUO~~) Whether federal grand jury subpoenas have been issued in accordance with policy, including whether responsive materials have been appropriately examined (e.g., examined for overproduction), and federal grand jury materials covered by Rule 6c are properly marked and handled, including being appropriately restricted in [redacted]
- O) (U//~~FOUO~~) Whether documents obtained pursuant to a mail cover request were returned to the USPS within 60 days of the criminal mail cover termination date, and the return documented in the investigative file
- P) (U//~~FOUO~~) Whether administrative subpoenas have been issued in accordance with policy, including whether responsive materials have been appropriately examined (e.g., examined for overproduction)
- Q) (U//~~FOUO~~) Whether case-related electronic communications, including e-mail, text messages, phone calls, and instant messages, have been appropriately uploaded into [redacted] or another RMD-authorized recordkeeping system. See *Records Management Policy Guide*, 0769PG; See also the *Social Media and Other Electronic Information Sharing Technologies Policy Guide*, 0579PG b7E
- R) (U//~~FOUO~~) Whether the watch-list status of any subject(s) has been appropriately documented

- S) (U//~~FOUO~~) Whether the status of the preliminary investigation is current (i.e., has not expired or will not expire before the next file review)
- T) (U//~~FOUO~~) Whether any potential Intelligence Oversight Board (IOB) violations have been reported in accordance with policy
- U) (U//~~FOUO~~) Whether relevant asset forfeiture statutes have been applied and their use documented
- V) (U//~~FOUO~~) For predicated investigations, whether the predication for continuing the investigation continues to exist
- W) (U//~~FOUO~~) For assessments, whether it is reasonably likely that information will be obtained that is relevant to the authorized purpose and clearly defined objective(s), thereby warranting an extension for another 60/90 calendar days
- X) (U//~~FOUO~~) Whether adequate predication has been developed in the assessment to open a predicated investigation

(U//~~FOUO~~) Supervisors must evaluate the proper use of investigative methods and ensure that they are appropriately documented in the file. When evidence has been obtained, the supervisor must ensure that the evidence was treated and/or disposed of appropriately. The supervisor should use the file review process as an opportunity to determine whether the employee has adequately used liaison and external contacts to further the investigation/assessment. In addition, the supervisor must assess whether the employee needs additional assistance, training, guidance, or other resources to successfully advance the investigation/assessment.

(U//~~FOUO~~) The intelligence aspect of every investigation must be scrutinized during the file review process. The supervisor must determine whether the employee understands his or her responsibilities relative to intelligence collection and reporting and has ensured that investigative and intelligence aspects of each investigation complement each other. This includes examining whether the employee has adequately collaborated with the field office's intelligence component and exploited his or her investigations to obtain information relevant to standing intelligence collection requirements. The supervisor must review the files for potential intelligence collection and sharing opportunities, both cross-programmatic and interagency. The file review must document whether applicable intelligence products, such as intelligence reports, bulletins and assessments, have been or should be drafted based on investigative and intelligence information collected during the investigation.

(U//~~FOUO~~) The supervisor must also evaluate whether the employee has been in communication with FBIHQ division entities, if appropriate, with respect to his or her investigative/intelligence activities and whether the employee has coordinated with FBIHQ to obtain any special authorities or concurrences needed from DOJ or FBI components and other governmental agencies (e.g., CIA, DOS, and DOD).

(U//~~FOUO~~) The supervisor must consider the employee's collateral duties, such as special weapons and tactics (SWAT), emergency response team (ERT), hazardous materials (HAZMAT), hostage negotiator, training, TDY assignments, and other activities constituting official business that could limit the employee's ability to address his or her assigned caseload. The supervisor must take into account planned annual and sick leave, holidays, and

similar time constraints when estimating the employee's overall work responsibilities for the next 60/90-day period.

(U//~~FOUO~~) The supervisor must evaluate whether the employee is acting within all applicable statutes, regulations, and FBI and DOJ policies and procedures. Supervisors must keep in mind that how the employee accomplishes his or her tasks is just as important as whether he or she accomplishes them. Any compliance concerns must be immediately referred to the field office's compliance officer for discussion regarding additional actions to be taken. For specific requirements and procedures for reporting departures from and noncompliance with the AGG-Dom and the DIOG, see subsections 2.6–2.8.

(U//~~FOUO~~) At the conclusion of the file review, the supervisor must ensure that the employee understands the objectives to be accomplished over the next 60/90 calendar days and must document specifically those expectations in the file review package.

(U) While conducting file reviews pursuant to this subsection, a supervisor must ensure that all investigative activity conducted online is in accordance with DIOG Appendix L, "Online Investigations." Supervisors must pay special attention to information relating to the exercise of a First Amendment right. This type of information may only be collected if (1) the collection is logically related to an authorized investigative purpose, (2) the collection does not materially interfere with the ability of an individual or a group to engage in the exercise of constitutionally protected rights, and (3) the method of collection is the least intrusive alternative that is reasonable, based upon the circumstances of the investigation. The FBI must not base investigative activities solely on an individual's legal exercise of his or her First Amendment rights. Further, every FBI employee has the responsibility to ensure that the activities of the FBI are "lawful, appropriate and ethical as well as effective in protecting the civil liberties and privacy of individuals in the United States." (See DIOG subsection 4.1.3.)

(U//~~FOUO~~) The supervisor must be diligent about documenting all aspects of the file review in the file review package and setting appropriate ticklers.

#### 3.4.4.6 (U) TYPE 1 AND 2 ASSESSMENTS – JUSTIFICATION REVIEW REQUIREMENTS

(U//~~FOUO~~) Supervisors must conduct 30-day justification reviews for Type 1 and 2 assessments. Following the end of the 30-day period, the agent, TFO, or IA and the supervisor have up to 10 calendar days to complete all aspects of the justification review and to document the review.   Guardian (FD-71a) or

  These justification reviews must address the following assessment review standards (ARS):

- A) (U//~~FOUO~~) Has progress been made toward achieving the authorized purpose and clearly defined objective(s)?
- B) (U//~~FOUO~~) Were the activities that occurred in the prior 30 calendar days appropriate and in compliance with applicable DIOG requirements?
- C) (U//~~FOUO~~) Is it reasonably likely that information will be obtained that is relevant to the authorized purpose and clearly defined objective(s), thereby warranting an extension for another 30 calendar days?
- D) (U//~~FOUO~~) Has adequate predication been developed to open a predicated investigation?
- E) (U//~~FOUO~~) Should the assessment be terminated?

3.4.4.7

(U)

**FILE REVIEW REQUIREMENTS**

b7E

(U//~~FOUO~~)

A) (U)

1. (U//~~FOUO~~)2. (U//~~FOUO~~)3. (U//~~FOUO~~)4. (U//~~FOUO~~)

B) (U)

1. (U//~~FOUO~~)2. (U//~~FOUO~~)3. (U//~~FOUO~~)4. (U//~~FOUO~~)**3.4.4.8 (U) DOCUMENTATION OF FILE REVIEWS**

b7E

(U//~~FOUO~~) File review packages are generated by [redacted]. These must be completed by an assigned case manager, the supervisor, and the ASAC or SSIA as part of the file review process. Once finalized, the completed packages can be viewed within [redacted] and used as a tool in determining an employee's performance rating. Documents maintained for evaluations, including printed copies of file review packages, must be maintained or destroyed in accordance with the FBI's performance appraisal system (see the *Performance Appraisal System Policy Guide*, 0439PG). At the conclusion of each file review, the electronic file review package must be submitted to field office executive management (e.g., ASAC or SSIA), who is responsible for ensuring that the file reviews were conducted properly by reviewing and signing the file review package. The [redacted] file review package must be maintained for inspection review and other purposes not related to the performance appraisal process for a period of at least two years after being created or—if related to a pending internal investigation, performance action, complaint, or charge—one year from the date on which that case or action was closed, whichever is the longer period of time.

(U//~~FOUO~~) The [redacted] is now accessible from the file review package in [redacted]. Use of the [redacted] is not required to be completed by the supervisor as part of the file review process. However, if the supervisor chooses to document performance notes, then the [redacted] must be used. Completing an [redacted] can assist the supervisor and the employee in evaluating performance, and it complements the formal employee performance appraisal

system. If used, the supervisor and employee must sign and date the completed [redacted] on the signature page, and the employee must initial each preceding page. The original signed [redacted] [redacted] should be placed into the employee's performance folder, maintained by the rating official. A copy must be provided to the employee. (See the *Performance Appraisal System Policy Guide*, 0489PG for the retention policy.)

b7E

#### 3.4.4.9 (U) FILE REVIEW EXAMPLE

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

(U//~~FOUO~~) Note: While the file reviews must be conducted every 90/60 days respectively, employees have 30 days following the 90- or 60-day period to conduct the in-person or telephonic meeting, complete the file review package in [redacted] and complete any outstanding tasks. For example, if a missing LHM, [redacted] or accomplishment is identified, those tasks should be completed during the 30-day period.

b7E

### 3.5 (U) CHIEF DIVISION COUNSEL (CDC) ROLES AND RESPONSIBILITIES

(U//~~FOUO~~) The CDC must review all Assessments and Predicated Investigations involving Sensitive Investigative Matters (SIM) as discussed in DIOG Section 10 as well as review the use of certain investigative methods as discussed in Section 18. The primary purpose of the CDC's review is to ensure the legality of the actions proposed. Review, in this context, includes a determination that the investigative activity is: (i) not legally objectionable (e.g., that it is not based solely on the exercise of First Amendment rights (i.e., the free exercise of speech, religion, assembly, press or petition) or on the race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity of the subject); and (ii) founded upon an authorized purpose and/or adequate factual predication and meets the standard specified in the DIOG. The CDC should also include in his or her review and recommendation, if appropriate, a determination of the wisdom of the proposed action (e.g., the CDC may have no legal objection but may recommend denial because the value of the proposal is outweighed by the intrusion into legitimate privacy interests). The CDC's determination that an investigative activity is: (i) not legally objectionable; and (ii) warranted from a mission standpoint is based on facts known at the

time of the review and recommendation. Often, these facts are not verified or otherwise corroborated until the investigative activity commences. As a result, the CDC may require additional CDC reviews or provide guidance to supervisory personnel with regard to monitoring the results of the investigative activity to ensure that the authorized purpose and/or factual predication remains intact after the facts are developed. The regularity of such review is within the CDC's discretion. Activities found to be legally objectionable by the CDC may not be approved unless and until the CDC's determination is countermanded by the FBI General Counsel or a delegated designee.

(U//~~FOUO~~) For investigative activities involving a SIM, the CDC must also independently consider the factors articulated in Section 10 and provide the approving authority with a recommendation as to whether, in the CDC's judgment, the investigative activity should be approved.

(U//~~FOUO~~) Throughout the DIOG, DIOG related policies, or PGs, any requirement imposed on the CDC may be performed by an Associate Division Counsel (ADC) or a designated Acting CDC.

### 3.6 (U) OFFICE OF THE GENERAL COUNSEL (OGC) ROLES AND RESPONSIBILITIES

(U//~~FOUO~~) The mission of the FBI's Office of the General Counsel (OGC) is to provide comprehensive legal advice to the Director, other FBI officials and divisions, and field offices on a wide array of national security, investigative, and administrative operations. In addition to providing legal advice as requested, OGC reviews the legal sufficiency of sensitive Title III affidavits and a wide variety of operational documents relating to foreign counterintelligence/international terrorism investigations, including requests for surveillance and physical searches pursuant to the Foreign Intelligence Surveillance Act (FISA) and undercover proposals, and manages the physical flow of FISA requests, applications, orders, and returns. OGC maintains liaison with the intelligence community on legal issues and reviews for legal sufficiency proposals to share information or form partnerships with other federal, state, local, and international agencies. OGC also supports federal criminal prosecutions by assisting in criminal discovery and by conducting reviews of personnel files, coordinates the defense of the FBI and its employees in civil actions which arise out of the FBI's investigative mission and personnel matters, and assists the Office of Congressional Affairs (OCA) in responding to Congressional inquiries, including Congressional requests for FBI documents. OGC addresses legal issues associated with the impact of communication and information technology on the ability of the FBI and other law-enforcement and intelligence agencies to execute their public safety and national security missions, including their ability to conduct authorized electronic surveillance.

(U//~~FOUO~~) In coordination with the DOJ NSD, the OGC is responsible for conducting regular reviews of all aspects of FBI national security and foreign intelligence activities. The primary purpose of the OGC's review is to ensure the legality of the actions proposed. These reviews, conducted at FBI field offices and FBIHQ' units, broadly examine such activities for compliance with the AGG-Dom and other applicable requirements. Review, in this context, includes a determination that the investigative activity is: (i) not legally objectionable (e.g., that it is not based solely on the exercise of First Amendment rights or on the race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity of the subject); and (ii) founded upon an

authorized purpose and/or adequate factual predication and meets the standard specified in the DIOG. The OGC should also include in its review and recommendation, if appropriate, a determination of the wisdom of the proposed action (e.g., the OGC may have no legal objection but may recommend denial because the value of the proposal is outweighed by the intrusion into legitimate privacy interests). The OGC's determination that an investigative activity is: (i) not legally objectionable; and (ii) warranted from a mission standpoint is based on facts known at the time of the review and recommendation. Often these facts are not verified or otherwise corroborated until the investigative activity commences. As a result, the OGC may require additional OGC reviews or provide guidance to supervisory personnel with regard to monitoring the results of the investigative activity to ensure that the authorized purpose and/or factual predication remains intact after the facts are developed. The regularity of such review is within the discretion of OGC.

(U//~~FOUO~~) For those investigative activities involving a sensitive investigative matter requiring OGC review, the OGC must independently consider the factors articulated in Section 10 and provide the approving authority with a recommendation as to whether, in the OGC's judgment, the investigative activity should be approved.

(U//~~FOUO~~) Throughout the DIOG, any requirement imposed on the General Counsel may be delegated and performed by a designated OGC attorney. All delegations must be made as set forth in Section 3.4.3 above.

### 3.7 (U) INTERNAL POLICY OFFICE (IPO) ROLES AND RESPONSIBILITIES

(U//~~FOUO~~) Subject to the guidance of the Deputy Director, the IPO has oversight of the implementation of the DIOG. Working with the Deputy Director's office, the IPO may make revisions to the DIOG as necessary, following appropriate coordination with the OIC, OGC and other FBIHQ or field office entities. In the process of implementing and analyzing the DIOG, the IPO should report any apparent compliance risk areas directly to the OIC. Additionally, the IPO will work directly with the OIC to ensure that the policies, training and monitoring are adequate to meet compliance monitoring procedures.

(U//~~FOUO~~) The IPO is responsible for ensuring the following:

- A) (U//~~FOUO~~) The DIOG is updated as necessary to comply with changes in the law, rules, or regulations;
- B) (U//~~FOUO~~) The DIOG is reviewed every three years from the effective date of the 2011 revision, and revised as appropriate. This mandatory review schedule, however, does not restrict the IPO, which is responsible for all FBI policy matters, from working with FBIHQ divisions and field offices to make policy revisions to the DIOG and the PGs whenever necessary and appropriate during the three year period. The IPO may also make technical or non-substantive language or formatting changes to the DIOG, as necessary, provided those changes clarify the meaning without altering the substance;
- C) (U//~~FOUO~~) Existing and proposed investigative and administrative policies and PGs comply with the standards established in the AGG-Dom and DIOG. On behalf of the Deputy Director, the IPO has the authority, following coordination with the OIC and OGC, to modify or remove any provision of existing or proposed investigative or administrative policies or PGs determined to violate, contradict, or otherwise modify the intent or purpose of any provision or standard established in the AGG-Dom or the DIOG; and

D) (U//~~FOUO~~) If the IPO makes any changes to the DIOG or other policy pursuant to 3.7.B and/or C above, the IPO will immediately advise by e-mail all FBIHQ and field office Division Policy Officers (DPO) of such changes and all DPO must further advise their respective FBI employees of such changes. The electronic version of the DIOG maintained in the IPO's Policy and Guidance Library is the official current policy of the FBI.

### 3.8 (U) OFFICE OF INTEGRITY AND COMPLIANCE (OIC) ROLES AND RESPONSIBILITIES

(U//~~FOUO~~) OIC is responsible for reviewing the DIOG and working with each FBIHQ division and the IPO to identify compliance risk areas and to ensure the adequacy of policy statements, training and monitoring. When compliance risk areas are identified, OIC must work with the divisions, field offices, and/or programs affected by the risk and develop programs to review the adequacy of policy statements, training, and monitoring in order to mitigate those concerns appropriately.

### 3.9 (U) OPERATIONAL PROGRAM MANAGER ROLES AND RESPONSIBILITIES

(U//~~FOUO~~) In addition to managing national level programs, coordinating investigations, training, and providing guidance and oversight to the field, the FBIHQ Operational Program Managers are responsible for identifying, prioritizing, and analyzing potential compliance risks within their programs regarding implementation of the DIOG and developing mitigation plans where warranted.

(U//~~FOUO~~) Operational Program Managers must proactively identify and take appropriate action to resolve potential compliance concerns. In identifying possible compliance concerns, Program Managers should consider the following indicators of possible compliance issues:

- A) (U//~~FOUO~~) Similar activities being handled differently from squad-to-squad / unit-to-unit / field office-to-field office;
- B) (U//~~FOUO~~) Unusually high level of contact with FBIHQ' division for basic information on how to conduct an activity;
- C) (U//~~FOUO~~) Apparent confusion over how to conduct a certain activity;
- D) (U//~~FOUO~~) Policy conflict;
- E) (U//~~FOUO~~) Non-existent/inaccurate/wrongly targeted training;
- F) (U//~~FOUO~~) Monitoring mechanisms that do not exist or do not test the right information (e.g. file reviews/program management); and
- G) (U//~~FOUO~~) Inadequate processes in place to audit for compliance.

(U//~~FOUO~~) Operational Program Managers may not retaliate or take adverse action against persons who raise compliance concerns.

### 3.10 (U) DIVISION COMPLIANCE OFFICER ROLES AND RESPONSIBILITIES

(U//~~FOUO~~) Each FBIHQ division and field office must have a Division Compliance Officer (DCO). The DCO will proactively identify potential risk of non-compliance in the implementation of the DIOG and report them to the proper authority and the OIC. The DCO

must always be aware that the focus of a compliance program is the identification and resolution of a compliance problem using non-punitive and non-retaliatory means.

### 3.11 (U) POSITION EQUIVALENTS - FBI HEADQUARTERS (FBIHQ) APPROVAL LEVELS

(U//~~FOUO~~) The official position equivalents between the field offices and FBIHQ are outlined below. In general, an equivalent position at either the field or FBIHQ may exercise DIOG authority, unless the DIOG specifically limits a given authority, or whenever a specific position is assigned the authority as part of its responsibilities (e.g., SSIA, ASAC). The equivalent positions are:

- A) (U//~~FOUO~~) Field Office Analyst or Special Agent = FBIHQ Analyst or Special Agent;
- B) (U//~~FOUO~~) Field Office SIA = FBIHQ SIA;
- C) (U//~~FOUO~~) CDC = FBIHQ OGC General Attorney;
- D) (U//~~FOUO~~) Field Office SSA = FBIHQ SSA;
- E) (U//~~FOUO~~) Field Office ASAC = FBIHQ UC;
- F) (U//~~FOUO~~) SAC = FBIHQ SC; and
- G) (U//~~FOUO~~) ADIC = FBIHQ AD.

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

*This Page is Intentionally Blank*

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~

UNCLASSIFIED – FOR OFFICIAL USE ONLY

Domestic Investigations and Operations Guide

§4

## 4 (U) PRIVACY AND CIVIL LIBERTIES, AND LEAST INTRUSIVE METHODS

---

### 4.1 (U) CIVIL LIBERTIES AND PRIVACY

#### 4.1.1 (U) OVERVIEW

(U) The FBI is responsible for protecting the security of our nation and its people from crime and terrorism while maintaining rigorous obedience to the Constitution. *The Attorney General's Guidelines for Domestic FBI Activities* (AGG-Dom) establish a set of basic principles that serve as the foundation for all FBI mission-related activities. When these principles are applied, they demonstrate respect for civil liberties and privacy as well as adherence to the Constitution and laws of the United States. These principles are as follows:

- A) (U) **Protecting the public includes protecting their rights and liberties.** FBI investigative activity is premised upon the fundamental duty of government to protect the public, which must be performed with care to protect individual rights and to ensure that investigations are confined to matters of legitimate government interest.
- B) (U) **Only investigate for a proper purpose.** All FBI investigative activity must have an authorized law enforcement, national security, or foreign intelligence purpose.
- C) (U) **Race, ethnicity, gender national origin, religion, sexual orientation, or gender identity alone can never constitute the sole basis for initiating investigative activity.** Although these characteristics may be taken into account under certain circumstances, there must be an independent authorized law enforcement or national security purpose for initiating investigative activity.
- D) (U) **Only perform authorized activities in pursuit of investigative objectives.** Authorized activities conducted as part of a lawful assessment or investigation include the ability to: collect criminal and national security information, as well as foreign intelligence; provide investigative assistance to federal, state, local, tribal, and foreign agencies; conduct intelligence analysis and planning; and retain and share information.
- E) (U) **Employ the least intrusive means that do not otherwise compromise FBI operations.** Assuming a lawful intelligence or evidence collection objective, i.e., an authorized purpose, strongly consider the method (technique) employed to achieve that objective that is the least intrusive available (particularly if there is the potential to interfere with protected speech and association, damage someone's reputation, intrude on privacy, or interfere with the sovereignty of foreign governments) while still being operationally sound and effective.
- F) (U) **Apply best judgment to the circumstances at hand to select the most appropriate investigative means to achieve the investigative goal.** The choice of which investigative method to employ is a matter of judgment, but the FBI must not hesitate to use any lawful method consistent with the AGG-Dom when the degree of intrusiveness is warranted in light of the seriousness of the matter concerned.

#### 4.1.2 (U) PURPOSE OF INVESTIGATIVE ACTIVITY

(U) One of the most important safeguards in the AGG-Dom—one that is intended to ensure that FBI employees respect the constitutional rights of Americans—is the threshold requirement that all investigative activities be conducted for an authorized purpose. Under the AGG-Dom that

authorized purpose must be an authorized national security, criminal, or foreign intelligence collection purpose.

(U) Simply stating such a purpose, however, is not sufficient to ensure compliance with this requirement. The authorized purpose must be well-founded and well-documented. In addition, the information sought and the investigative method used to obtain it must be focused in scope, time, and manner to achieve the underlying purpose. Furthermore, the Constitution sets limits on what that purpose may be. It may not be solely to monitor the exercise of constitutional rights, such as the free exercise of speech, religion, assembly, press and petition, and, equally important, the authorized purpose may not be based solely on the race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity of an individual, group, or organization or a combination of only those factors.

(U) It is important to understand how the “authorized purpose” requirement and these constitutional limitations relate to one another. For example, individuals or groups who communicate with each other or with members of the public in any form in pursuit of social or political causes—such as opposing war or foreign policy, protesting government actions, or promoting certain religious beliefs—have a First Amendment right to do so. No investigative activity may be conducted for the sole purpose of monitoring the exercise of these rights. If a well-founded basis to conduct investigative activity exists, however, and that basis is not solely activity that is protected by the First Amendment or on the race, ethnicity, gender, national origin or religion, sexual orientation, or gender identity of the participants—FBI employees may assess or investigate these activities, subject to other limitations in the AGG-Dom and the DIOG. In such a situation, the investigative activity would not be based solely on constitutionally-protected conduct or on race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity. Finally, although investigative activity would be authorized in this situation, it is important that it be conducted in a manner that does not materially interfere with the ability of the individuals or groups to engage in the exercise of constitutionally-protected rights.

#### 4.1.3 (U) OVERSIGHT AND SELF-REGULATION

(U) Every FBI employee has the responsibility to ensure that the activities of the FBI are lawful, appropriate and ethical as well as effective in protecting the civil liberties and privacy of individuals in the United States. Strong oversight mechanisms are in place to assist the FBI in carrying out this responsibility. Department of Justice (DOJ) oversight is provided through provisions of the AGG-Dom, other Attorney General Guidelines, and oversight by other DOJ components. DOJ and the FBI’s Inspection Division, and the FBI’s Office of Integrity and Compliance (OIC) and Office of the General Counsel (OGC), also provide substantial monitoring and guidance. In the criminal investigation arena, prosecutors and district courts exercise oversight of FBI activities. In the national security and foreign intelligence arenas, the DOJ National Security Division (NSD) exercises that oversight. The DOJ NSD’s Oversight Section and the FBI’s OGC are responsible for conducting regular reviews of all aspects of FBI national security and foreign intelligence activities. These reviews, conducted at FBI field offices and FBI Headquarters (FBIHQ) divisions, broadly examine such activities for compliance with the AGG-Dom and other applicable requirements. In addition, the AGG-Dom creates additional requirements, including:

- A) (U) Required notification by the FBI to the DOJ NSD concerning a Full Investigation that involves foreign intelligence collection, a Full Investigation of a United States person

(USPER) in relation to a threat to the national security, or a national security investigation involving a “sensitive investigative matter” (SIM) (see DIOG Section 10).

- B) (U) An annual report by the FBI to the DOJ NSD concerning the FBI’s foreign intelligence collection program, including information reflecting the scope and nature of foreign intelligence collection activities in each FBI field office.
- C) (U) Access by the DOJ NSD to information obtained by the FBI through national security or foreign intelligence activities.
- D) (U) General authority for the Assistant Attorney General for National Security to obtain reports from the FBI concerning these activities. (AGG-Dom, Intro. C)

(U) Further examples of oversight mechanisms include the involvement of both FBI and prosecutorial personnel in the review of undercover operations involving sensitive circumstances; notice requirements for investigations involving sensitive investigative matters; and notice and oversight provisions for Enterprise Investigations, which involve a broad examination of groups implicated in criminal and national security threats. These requirements and procedures help to ensure that the rule of law is respected in the FBI’s activities and that public confidence is maintained in these activities. (AGG-Dom, Intro. C)

(U) In addition to the above-described oversight mechanisms, the FBI is subject to a regime of oversight, legal limitations, and self-regulation designed to ensure strict adherence to the Constitution. This regime is comprehensive and has many facets, including the following:

- A) (U) The Foreign Intelligence Surveillance Act of 1978, as amended, and Title III of the Omnibus Crime Control and Safe Streets Act of 1968. These laws establish the processes for obtaining judicial approval of electronic surveillance and physical searches for the purpose of collecting foreign intelligence and electronic surveillance for the purpose of collecting evidence of crimes.
- B) (U) The Whistleblower Protection Acts of 1989 and 1998. These laws protect whistleblowers from retaliation.
- C) (U) The Freedom of Information Act of 1966. This law provides the public with access to FBI documents not covered by a specific statutory exemption.
- D) (U) The Privacy Act of 1974. This law balances the government’s need to maintain information about United States citizens and legal permanent resident aliens with the rights of those individuals to be protected against unwarranted invasions of their privacy stemming from the government’s collection, use, maintenance, and dissemination of that information. The Privacy Act forbids the FBI and other federal agencies from collecting information about how individuals exercise their First Amendment rights, unless that collection is expressly authorized by statute or by the individual, or is pertinent to and within the scope of an authorized law enforcement activity (5 U.S.C. § 552a[e][7]). Activities authorized by the AGG-Dom – with the exception of Positive Foreign Intelligence collection (see DIOG Section 9.3) – are authorized law enforcement activities or activities for which there is otherwise statutory authority for purposes of the Privacy Act.
- E) (U) Documents describing First Amendment rights that are subsequently determined to have been collected or retained in violation of the Privacy Act must be destroyed as set forth in Records Management Division’s (RMD) policy, *Handling of Information Gathered in Violation of the Privacy Act Policy Directive, 0356D*.

(U) Congress, acting primarily through the Judiciary and Intelligence Committees, exercises regular, vigorous oversight into all aspects of the FBI's operations. To this end, the National Security Act of 1947 requires the FBI to keep the intelligence committees (for the Senate and House of Representatives) fully and currently informed of substantial intelligence activities. This oversight has significantly increased in breadth and intensity since the 1970's, and it provides important additional assurance that the FBI conducts its investigations according to the law and the Constitution. Guidance on what activities fall within the scope of required congressional notification can be obtained from OCA. See [redacted]

b7E

(U) The FBI's intelligence activities (as defined in Section 3.4(e) of Executive Order (EO) 12333 [see DIOG Appendix B]) are subject to significant self-regulation and oversight beyond that conducted by Congress. The Intelligence Oversight Board (IOB), comprised of members from the President's Intelligence Advisory Board (PIAB), also conducts oversight of the FBI's intelligence activities. Among its responsibilities, the IOB must inform the President of intelligence activities the IOB believes: (i)(a) may be unlawful or contrary to EO or Presidential National Security Directive (PNSD), and (b) are not being adequately addressed by the Attorney General, the Director of National Intelligence (DNI), or the head of the department concerned; or (ii) should be immediately reported to the President. The requirements and procedures for reporting potential IOB matters to OGC/NSLB can be found in Guidance on Intelligence Oversight Board Matters Policy Directive, 0188D and the Guidance on Intelligence Oversight Board Matters Policy Guide, 0188PG.

(U) Internal FBI safeguards include:

- A) (U) the OGC's Privacy and Civil Liberties Unit (PCLU), which reviews plans for any proposed FBI record system for compliance with the Privacy Act and related privacy protection requirements and policies and which provides legal advice on civil liberties questions;
- B) (U) the criminal and national security undercover operations review committees, comprised of senior DOJ and FBI officials, which review all proposed undercover operations that involve sensitive circumstances;
- C) (U) the Sensitive Operations Review Committee (SORC), comprised of senior DOJ and FBI officials, which provides oversight of those investigative activities that may impact civil liberties and privacy and that are not otherwise subject to high level FBI and DOJ review;
- D) (U) the FBI requirement that all FBI employees report departures from and non-compliance with the DIOG to their supervisor, other management officials, or appropriate authorities as set forth in DIOG Sections 2.6 – 2.8 and 3.1.1; and
- E) (U) training new FBI employees on privacy and periodic training for all FBI employees to maintain currency on the latest guidelines, changes to laws and regulations, and judicial decisions related to constitutional rights and liberties.

## 4.2 (U) PROTECTION OF FIRST AMENDMENT RIGHTS

(U) A fundamental principle of the Attorney General's Guidelines for FBI investigations and operations since the first guidelines were issued in 1976 has been that investigative activity may not be based solely on the exercise of rights guaranteed by the First Amendment to the United States Constitution. This principle carries through to the present day in the AGG-Dom. The

Privacy Act contains a corollary principle – the government is prohibited from retaining information describing how a person exercises rights under the First Amendment, unless that information is pertinent to or within the scope of an authorized law enforcement activity. 5 U.S.C. § 552a(c)(7).

(U) The First Amendment states:

*(U) Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or of the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.*

(U) Although the amendment appears literally to apply only to Congress, the Supreme Court made clear long ago that it also applies to activities of the Executive Branch, including law enforcement agencies. Therefore, for FBI purposes, it would be helpful to read the introduction to the first sentence as: “The FBI shall take no action respecting...” In addition, the word “abridging” must be understood. “Abridging,” as used here, means “diminishing.” Thus, it is not necessary for a law enforcement action to destroy or totally undermine the exercise of First Amendment rights for it to be unconstitutional; significantly diminishing or lessening the ability of individuals to exercise these rights without an authorized investigative purpose is sufficient.

(U) This is not to say that any diminution of First Amendment rights is unconstitutional. The Supreme Court has never held that the exercise of these rights is absolute. In fact, the Court has realistically interpreted the level and kind of government activity that violates a First Amendment right. For example, taken to an extreme, one could argue that the mere possibility of an FBI agent being present at an open forum (or as an on-line presence) would diminish the right of free speech by a participant in the forum because he/she would be afraid to speak freely. The Supreme Court, however, has never found an “abridgement” of First Amendment rights based on such a subjective fear. Rather, the Court requires an action that, from an objective perspective, truly diminishes the speaker’s message or his/her ability to deliver it (e.g., pulling the plug on the sound system). For another example, requiring protestors to use a certain parade route may diminish their ability to deliver their message in a practical sense, but the Court has made it clear, that for legitimate reasons (e.g., public safety), the government may impose reasonable limitations in terms of time, place and manner on the exercise of such rights, as long as the ability to deliver the message remains.

(U) While the language of the First Amendment prohibits action that would abridge the enumerated rights, the implementation of that prohibition in the AGG-Dom reflects the Supreme Court’s opinions on the constitutionality of law enforcement action that may impact the exercise of First Amendment rights. As stated above, the AGG-Dom prohibits investigative activity for the sole purpose of monitoring the exercise of First Amendment rights. The importance of the distinction between this language and the actual text of the First Amendment is two-fold: (i) the line drawn by the AGG-Dom prohibits even “monitoring” the exercise of First Amendment rights (far short of abridging those rights) as the sole purpose of FBI activity; and (ii) the requirement of an authorized purpose for all investigative activity provides additional protection for the exercise of constitutionally protected rights.

(U) The AGG-Dom classifies investigative activity that involves a religious or political organization (or an individual prominent in such an organization) or a member of the news media as a “sensitive investigative matter.” That designation recognizes the sensitivity of

conduct that traditionally involves the exercise of First Amendment rights by groups, e.g., who associate for political or religious purposes or by the press. The requirements for opening and pursuing a “sensitive investigative matter” are set forth in DIOG Section 10. It should be clear, however, from the discussion below just how pervasive the exercise of First Amendment rights is in American life and that not all protected First Amendment rights will fall within the definition of a “sensitive investigative matter.” Therefore, it is essential that FBI employees recognize when investigative activity may have an impact on the exercise of these fundamental rights and be especially sure that any such investigative activity has a valid law enforcement or national security purpose, even if it is not a “sensitive investigative matter” as defined in the AGG-Dom and the DIOG.

(U) Finally, it is important to note that individuals in the United States (and organizations comprised of such individuals) do not forfeit their First Amendment rights simply because they also engage in criminal activity or in conduct that threatens national security. For example, an organization suspected of engaging in acts of domestic terrorism may also pursue legitimate political goals and may also engage in lawful means to achieve those goals. The pursuit of these goals through constitutionally protected conduct does not insulate them from legitimate investigative focus for unlawful activities—but the goals and the pursuit of their goals through lawful means remain protected from unconstitutional infringement.

(U) When allegations of First Amendment violations are brought to a court of law, it is usually in the form of a civil suit in which a plaintiff has to prove some actual or potential harm. See, e.g., *Presbyterian Church v. United States*, 870 F.2d 518 (9th Cir. 1989) (challenging INS surveillance of churches). In a criminal trial, a defendant may seek either or both of two remedies as part of a claim that his or her First Amendment rights were violated: suppression of evidence gathered in the alleged First Amendment violation, a claim typically analyzed under the “reasonableness” clause of the Fourth Amendment, and dismissal of the indictment on the basis of “outrageous government conduct” in violation of the Due Process Clause of the Fifth Amendment.

(U) The scope of First Amendment rights and their impact on FBI investigative activity are discussed below. The First Amendment’s “establishment clause”—the prohibition against the government establishing or sponsoring a specific religion—has little application to the FBI and, therefore, is not discussed here.

#### 4.2.1 (U) FREE SPEECH

(U) The exercise of free speech includes far more than simply speaking on a controversial topic in the town square. It includes such activities as carrying placards in a parade, sending letters to a newspaper editor, posting information on the Internet, wearing a tee shirt with a political message, placing a bumper sticker critical of the President on one’s car, and publishing books or articles. The common thread in these examples is conveying a public message or an idea through words or deeds. Law enforcement activity that diminishes a person’s ability to communicate in any of these ways may interfere with his or her freedom of speech—and thus may not be undertaken by the FBI solely for that purpose.

(U) It is important to understand the line between constitutionally protected speech and advocacy of violence or of conduct that may lead to violence or other unlawful activity. In *Brandenburg v. Ohio*, 395 U.S. 444 (1969), the Supreme Court established a two-part test to determine whether such speech is constitutionally protected: the government may not prohibit advocacy of force or

violence except when such advocacy (i) is intended to incite imminent lawless action, and (ii) is likely to do so. Therefore, even heated rhetoric or offensive provocation that could conceivably lead to a violent response in the future is usually protected. Suppose, for example, a politically active group advocates on its web site taking unspecified "action" against persons or entities it views as the enemy, who thereafter suffer property damage and/or personal injury. Under the *Brandenburg* two-part test, the missing specificity and imminence in the message may provide it constitutional protection. For that reason, law enforcement may take no action that, in effect, blocks the message or punishes its sponsors.

(U) Despite the high standard for interfering with free speech or punishing those engaged in it, the law does not preclude FBI employees from observing and collecting any of the forms of protected speech and considering its content—as long as those activities are done for a valid law enforcement or national security purpose and are conducted in a manner that does not unduly infringe upon the ability of the speaker to deliver his or her message. To be an authorized purpose it must be one that is authorized by the AGG-Dom—i.e. to further an FBI Assessment, Predicated Investigation, or other authorized function such as providing assistance to other agencies. Furthermore, by following the standards for opening or approving an Assessment or Predicated Investigation as contained in the DIOG, the FBI will ensure that there is a rational relationship between the authorized purpose and the protected speech to be collected such that a reasonable person with knowledge of the circumstances could understand why the information is being collected.

(U) Returning to the example posed above, because the group's advocacy of action could be directly related by circumstance to property damage suffered by one of the group's known targets, collecting the speech—although constitutionally protected—can lawfully occur. Similarly, listening to and documenting the public talks by a religious leader, who is suspected of raising funds for a terrorist organization, may yield clues as to his motivation, plan of action, and/or hidden messages to his followers. FBI employees should not, therefore, avoid collecting First Amendment protected speech if it is relevant to an authorized AGG-Dom purpose—as long as FBI employees do so in a manner that does not inhibit the delivery of the message or the ability of the audience to hear it, and so long as the collection is done in accordance with the discussion of least intrusive means or method in DIOG Section 4.4.

(U) In summary, during the course of lawful investigative activities, the FBI may lawfully collect, retain, and consider the content of constitutionally protected speech, so long as: (i) the collection is logically related to an authorized investigative purpose; (ii) the collection does not actually infringe on the ability of the speaker to deliver his or her message; and (iii) the method of collection complies with the least intrusive method policy.

#### 4.2.2 (U) EXERCISE OF RELIGION

(U) Like the other First Amendment freedoms, the "free exercise of religion" clause is broader than commonly believed. First, it covers any form of worship of a deity—even forms that are commonly understood to be cults or fringe sects, as well as the right not to worship any deity. Second, protected religious exercise also extends to dress or food that is required by religious edict, attendance at a facility used for religious practice (no matter how unlikely it appears to be intended for that purpose), observance of the Sabbath, raising money for evangelical or missionary purposes, and proselytizing. Even in controlled environments like prisons, religious exercise must be permitted—subject to reasonable restrictions as to time, place, and manner.

Another feature of this First Amendment right is that religion is a matter of heightened sensitivity to some Americans—especially to devout followers. For this reason, religion is a matter that is likely to provoke an adverse reaction if the right is violated—regardless of which religion is involved. Therefore, when essential investigative activity may impact this right, the investigative activity must be conducted in a manner that avoids the actual—and the appearance of—interference with religious practice to the maximum extent possible.

(U) While there must be an authorized purpose for any investigative activity that could have an impact on religious practice, this does not mean religious practitioners or religious facilities are completely free from being examined as part of an Assessment or Predicated Investigation. If such practitioners are involved in—or such facilities are used for—activities that are the proper subject of FBI-authorized investigative or intelligence collection activities, their religious affiliation does not “immunize” them to any degree from these efforts. It is paramount, however, that the authorized purpose of such efforts be properly documented. It is also important that investigative activity directed at religious leaders or at conduct occurring within religious facilities be focused in time and manner so as not to infringe on legitimate religious practice by any individual but especially by those who appear unconnected to the activities under investigation.

(U) Furthermore, FBI employees may take appropriate cognizance of the role religion may play in the membership or motivation of a criminal or terrorism enterprise. If, for example, affiliation with a certain religious institution or a specific religious sect is a known requirement for inclusion in a violent organization that is the subject of an investigation, then whether a person of interest is a member of that institution or sect is a rational and permissible consideration. Similarly, if investigative experience and reliable intelligence reveal that members of a terrorist or criminal organization are known to commonly possess or exhibit a combination of religion-based characteristics or practices (e.g., group leaders state that acts of terrorism are based in religious doctrine), it is rational and lawful to consider such a combination in gathering intelligence about the group—even if any one of these, by itself, would constitute an impermissible consideration. By contrast, solely because prior subjects of an investigation of a particular group were members of a certain religion and they claimed a religious motivation for their acts of crime or terrorism, other members’ mere affiliation with that religion, by itself, is not a basis to assess or investigate—absent a known and direct connection to the threat under Assessment or investigation. Finally, the absence of a particular religious affiliation can be used to eliminate certain individuals from further investigative consideration in those scenarios where religious affiliation is relevant.

#### 4.2.3 (U) **FREEDOM OF THE PRESS**

(U) Contrary to what many believe, this well-known First Amendment right is not owned by the news media; it is a right of the American people. Therefore, this right covers such matters as reasonable access to news-making events, the making of documentaries, and various other forms of publishing the news. Although the news media typically seek to enforce this right, freedom of the press should not be viewed as a contest between law enforcement or national security, on the one hand, and the interests of news media, on the other. That said, the news gathering function is the aspect of freedom of the press most likely to intersect with law enforcement and national security investigative activities.

(U) The interest of the news media in protecting confidential sources and the interest of agencies like the FBI in gaining access to those sources who may have evidence of a crime or national security intelligence often clash. The seminal case in this area is *Branzburg v. Hayes*, 408 U.S. 665 (1972), in which the Supreme Court held that freedom of the press does not entitle a news reporter to refuse to divulge the identity of his source to a federal grand jury. The Court reasoned that, as long as the purpose of law enforcement is not harassment or vindictiveness against the press, any harm to the news gathering function of the press (by revealing source identity) is outweighed by the need of the grand jury to gather evidence of crime.

(U) Partially in response to *Branzburg*, the Attorney General promulgated regulations that govern the issuance of subpoenas for reporter's testimony and telephone toll records, the arrest of a reporter for a crime related to news gathering, and the interview of a reporter as a suspect in a crime arising from the news gathering process. In addition, an investigation of a member of the news media in his official capacity, the use of a reporter as a source, and posing as a member of the news media are all sensitive circumstances in the AGG-Dom, DIOG and other applicable AGGs.

(U) These regulations are not intended to insulate reporters and other news media from FBI Assessments or Predicated Investigations. They are intended to ensure that investigative activity that seeks information from or otherwise involves members of the news media:

- A) (U) Is appropriately authorized;
- B) (U) Is necessary for an important law enforcement or national security objective;
- C) (U) Is the least intrusive means to obtain the information or achieve the goals; and
- D) (U) Does not unduly infringe upon the news gathering aspect of the constitutional right to freedom of the press.

#### **4.2.4 (U) FREEDOM OF PEACEFUL ASSEMBLY AND TO PETITION THE GOVERNMENT FOR REDRESS OF GRIEVANCES**

(U) Freedom of peaceful assembly, often called the right to freedom of association, presents unique issues for law enforcement agencies, including the FBI. Individuals who gather with others to protest government action, or to rally or demonstrate in favor of, or in opposition to, a social cause sometimes present a threat to public safety by their numbers, by their actions, by the anticipated response to their message, or by creating an opportunity for individuals or other groups with an unlawful purpose to infiltrate and compromise the legitimacy of the group for their own ends. The right to peaceful assembly includes more than just public demonstrations—it includes, as well, the posting of group web sites on the Internet, recruiting others to a cause, marketing a message, and fund raising. All are protected First Amendment rights if they are conducted in support of the organization or political, religious or social cause.

(U) The right to petition the government for redress of grievances is so linked to peaceful assembly and association that it is included in this discussion. A distinction between the two is that an individual may exercise the right to petition the government by himself whereas assembly necessarily involves others. The right to petition the government includes writing letters to Congress, carrying a placard outside city hall that delivers a political message, recruiting others to one's cause, and lobbying Congress or an executive agency for a particular result.

(U) For the FBI, covert presence or action within associations or organizations, also called "undisclosed participation," has the greatest potential to impact this constitutional right. The Supreme Court addressed this issue as a result of civil litigation arising from one of the many protests against the Vietnam War. In *Laird v. Tatum*, 408 U.S. 1 (1972), the Court found that the mere existence of an investigative program—consisting of covert physical surveillance in public areas, infiltration of public assemblies by government operatives or sources, and the collection of news articles and other publicly available information—for the purpose of determining the existence and scope of a domestic threat to national security does not, by itself, violate the First Amendment rights of the members of the assemblies. The subjective "chill" to the right to assembly, based on the suspected presence of government operatives, did not by itself give rise to legal "standing" for plaintiffs to argue that their constitutional rights had been abridged. Instead, the Court required a showing that the complained-of government action would reasonably deter the exercise of that right.

(U) Since *Laird v. Tatum* was decided, the lower courts have examined government activity on many occasions to determine whether it gave rise to a "subjective chill" or an "objective deterrent." The basic standing requirement established by *Laird* remains unchanged today. The lower courts, however, have often imposed a very low threshold of objective harm to survive a motion to dismiss the case. For example, plaintiffs who have shown a loss of membership in an organization, loss of financial support, loss to reputation and status in the community, and loss of employment by members have been granted standing to sue.

(U) More significant for the FBI than the standing issue has been the lower courts' evaluation of investigative activity into First Amendment protected associations since *Laird*. The courts have held the following investigative activities to be constitutionally permissible under First Amendment analysis:

- A) (U) Undercover participation in group activities;
- B) (U) Physical and video surveillance in public areas;
- C) (U) Properly authorized electronic surveillance;
- D) (U) Recruitment and operation of sources;
- E) (U) Collection of information from government, public, and private sources (with consent); and
- F) (U) The dissemination of information for a valid law enforcement purpose.

(U) However, these decisions were not reached in the abstract. In every case in which the courts have found government action to be proper, the government proved that the action was conducted for an authorized law enforcement or national security purpose and that the action was conducted in substantial compliance with controlling regulations. In addition, in approving these techniques, the courts have often considered whether a less intrusive technique was available to the agency, and the courts have balanced the degree of intrusion or impact against the importance of the law enforcement or national security objective.

(U) By contrast, since *Laird*, the courts have found these techniques to be legally objectionable:

- A) (U) Opening an investigation solely because of the group's social or political agenda (even if the agenda made the group susceptible to subversive infiltration);
- B) (U) Sabotaging or neutralizing the group's legitimate social or political agenda;

- C) (U) Disparaging the group's reputation or standing;
- D) (U) Leading the group into criminal activity that otherwise probably would not have occurred; and
- E) (U) Undermining legitimate recruiting or funding efforts.

(U) In every such case, the court found the government's purpose was not persuasive, was too remote, or was too speculative to justify the intrusion and the potential harm to the exercise of First Amendment rights.

(U) Once again, the message is clear that investigative activity that involves assemblies or associations of individuals in the United States exercising their First Amendment rights must have an authorized purpose under the AGG-Dom—and one to which the information sought and the technique to be employed are rationally related. Less intrusive techniques should always be explored first and those authorizing such activity (which, as discussed above, will almost always constitute a sensitive investigative matter) should ensure that the investigative activity is focused as narrowly as feasible and that the purpose is thoroughly documented.

## 4.3 (U) EQUAL PROTECTION UNDER THE LAW

### 4.3.1 (U) INTRODUCTION

(U) The Equal Protection Clause of the United States Constitution provides in part that: “No State shall make or enforce any law which shall deny to any person within its jurisdiction the equal protection of the laws.” The Supreme Court and the lower courts have made it clear that the Equal Protection Clause applies to the official acts of United States government law enforcement agents. See, e.g., *Whren v. United States*, 517 U.S. 806 (1996); see also *Chavez v. Illinois State Police*, 251 F.3d 612 (7th Cir. 2001).

(U) Specifically, federal government employees are prohibited from engaging in invidious discrimination against individuals on the basis of race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity. This principle is further reflected and implemented for federal law enforcement in the United States Department of Justice’s Guidance for Federal Law Enforcement Agencies Regarding the Use of Race, Ethnicity, Gender, National Origin, Religion, Sexual Orientation, or Gender Identity (hereinafter “DOJ’s 2014 Guidance on Use of Race, etc.”).

(U) Investigative and intelligence collection activities must not be based solely on race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity. Any such activities that are based solely on such considerations are invidious by definition, and therefore, unconstitutional. This standard applies to all investigative and collection activity, including collecting and retaining information, opening investigations, disseminating information, and indicting and prosecuting defendants. It is particularly applicable to the retention and dissemination of personally identifying information about an individual—as further illustrated in the examples enumerated below.

(U) The constitutional prohibition against invidious discrimination based on race, ethnicity, national origin or religion and the DOJ Guidance on the Use of Race, Ethnicity, Gender, National Origin, Religion, Sexual Orientation, or Gender Identity is relevant to both the national security and criminal investigative programs of the FBI. National security investigations often have ethnic aspects; members of a foreign terrorist organization may be primarily or exclusively

from a particular country or area of the world. Similarly, ethnic heritage is frequently the common thread running through violent gangs or other criminal organizations. It should be noted that this is neither a new nor isolated phenomenon. Ethnic commonality among criminal and terrorist groups has been relatively constant and widespread across many ethnicities throughout the history of the FBI.

#### 4.3.2 (U) POLICY PRINCIPLES

(U) On December 8, 2014, the Department of Justice issued the DOJ's 2014 Guidance on Use of Race, etc., which superseded the Department's 2003 "Guidance Regarding the Use of Race by Federal Law Enforcement Agencies."

(U) The DOJ's 2014 Guidance applies to Federal law enforcement officers performing Federal law enforcement activities, including those related to national security and intelligence, and defines not only the circumstances in which Federal law enforcement officers may take into account a person's race and ethnicity – as the 2003 Guidance did – but also when gender, national origin, religion, sexual orientation, or gender identity may be taken into account. This new Guidance also applies to state and local law enforcement officers while participating in Federal law enforcement task forces.

(U) The DOJ's 2014 Guidance on Use of Race, etc. provides two standards in combination which will guide Federal law enforcement and task force officers in the appropriate use of race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity in law enforcement or intelligence activities:

A) (U) In making routine or spontaneous law enforcement decisions, such as ordinary traffic stops, Federal law enforcement or task force officers may not use race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity to any degree, except that officers may rely on the listed characteristics in a specific suspect description. This prohibition applies even where the use of a listed characteristic might otherwise be lawful.

B) (U) In conducting all activities other than routine or spontaneous law enforcement activities, Federal law enforcement or task force officers may consider race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity only to the extent that there is trustworthy information, relevant to the locality or time frame, that links persons possessing a particular listed characteristic to an identified criminal incident, scheme, or organization, a threat to national or homeland security, a violation of Federal immigration law, or an authorized intelligence activity. In order to rely on a listed characteristic, federal law enforcement or task force officers must also reasonably believe that the law enforcement, security, or intelligence activity to be undertaken is merited under the totality of the circumstances, such as any temporal exigency and the nature of any potential harm to be averted. This standard applies even where the use of a listed characteristic might otherwise be lawful.

(U) To ensure that Assessment and investigative activities and strategies consider racial, ethnic, gender, national origin, religion, sexual orientation, or gender identity factors properly and effectively and to help assure the American public that the FBI does not engage in invidious discrimination, the DIOG establishes the following policy principles:

A) (U) The prohibition on basing investigative activity solely on race or ethnicity is not avoided by considering it in combination with other prohibited factors. For example, a person of a certain race engaging in lawful public speech about his religious convictions is not a proper

subject of investigative activity based solely on any one of these factors—or by their combination. Before collecting and using information on race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity, a well-founded and authorized investigative purpose must exist beyond these prohibited factors.

- B) (U) When race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity is a relevant factor to consider, it should not be the dominant or primary factor. Adherence to this standard will not only ensure that they are never the sole factor—it will also preclude undue and unsound reliance on them in investigative analysis. It reflects the recognition that there are thousands and, in some cases, millions of law abiding people in American society of the same race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity as those who are the subjects of FBI investigative activity, and it guards against the risk of sweeping them into the net of suspicion without a sound investigative basis.
- C) (U) The FBI will not collect or use behavior or characteristics common to a particular racial or ethnic community as investigative factors unless the behavior or characteristics bear clear and specific relevance to a matter under Assessment or investigation. This policy is intended to prevent the potential that collecting ethnic characteristics or behavior will inadvertently lead to individual identification based solely on such matters, as well as to avoid the appearance that the FBI is engaged in ethnic or racial profiling.

#### 4.3.3 (U) GUIDANCE ON THE USE OF RACE, ETHNICITY, GENDER, NATIONAL ORIGIN, RELIGION, SEXUAL ORIENTATION, OR GENDER IDENTITY IN ASSESSMENTS AND PREDICATED INVESTIGATIONS

(U) Considering the reality of common ethnicity, race, religion, or national origin among many criminal and terrorist groups, some question how the prohibition against racial or ethnic profiling is to be effectively applied—and not violated—in FBI Assessments and Predicated Investigations. The question arises generally in two contexts: (i) with respect to an individual or a group of individuals; and (ii) with respect to ethnic or racial communities as a whole.

##### 4.3.3.1 (U) INDIVIDUAL RACE, ETHNICITY, GENDER, NATIONAL ORIGIN, RELIGION, SEXUAL ORIENTATION, OR GENDER IDENTITY AS A FACTOR

(U) The DOJ's 2014 Guidance on Use of Race, etc. permits the consideration of race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity information based on specific reporting—such as from an eyewitness. As a general rule, race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity as an identifying feature of a suspected perpetrator, subject, and in some cases, a victim, is relevant if it is based on reliable evidence or information—not conjecture or stereotyped assumptions. In addition, the DOJ's 2014 Guidance on Use of Race, etc. permits consideration of such personal characteristics in other investigative or collection scenarios if it is relevant to an identified criminal incident, scheme, or organization. These examples illustrate:

- A) (U) The race or ethnicity of suspected members, associates, or supporters of an ethnic-based gang or criminal enterprise may be collected and retained when gathering information about or investigating the organization.
- B) (U) Ethnicity may be considered in evaluating whether a subject is—or is not—a possible associate of a criminal or terrorist group that is known to be comprised of members of the same ethnic grouping—as long as it is not the dominant factor for focusing on a particular

person. It is axiomatic that there are many members of the same ethnic group who are not members of the criminal or terrorist group; for that reason, there must be other information beyond race or ethnicity that links the individual to the terrorist or criminal group or to the other members of the group. Otherwise, racial or ethnic identity would be the sole criterion, and that is impermissible.

**4.3.3.2 (U) COMMUNITY RACE, ETHNICITY, GENDER, NATIONAL ORIGIN, RELIGION, SEXUAL ORIENTATION, OR GENDER IDENTITY AS A FACTOR**

**4.3.3.2.1 (U) COLLECTING AND ANALYZING DEMOGRAPHICS**

(U) The *DOD's 2014 Guidance on Use of Race, etc.* and FBI policy permit the FBI to identify locations of concentrated ethnic communities in the field office's domain, if these locations will reasonably aid the analysis of potential threats and vulnerabilities to national and homeland security or an authorized intelligence activity, e.g., assist domain awareness for the purpose of performing intelligence analysis. If, for example, intelligence reporting reveals that members of certain terrorist organizations live and operate primarily within a certain concentrated community of the same ethnicity, the location of that community is clearly valuable—and properly collectible—data. Similarly, the locations of ethnic-oriented businesses and other facilities may be collected if their locations will reasonably contribute to an awareness of potential threats and vulnerabilities, and intelligence collection opportunities. Also, members of some communities may be potential victims of civil rights crimes and, for this reason, community location may aid enforcement of civil rights laws. Information about such communities should not be collected, however, unless the communities are sufficiently concentrated and established so as to provide a reasonable potential for intelligence collection that would support FBI mission programs (e.g., where identified terrorist subjects from certain countries may relocate to blend in and avoid detection).

**4.3.3.2.2 (U) GEO-MAPPING ETHNIC/RACIAL DEMOGRAPHICS**

(U) As a general rule, if information about community demographics may be collected, it may be “mapped.” Sophisticated computer geo-mapping technology visually depicts lawfully collected information and can assist in showing relationships among disparate data. By itself, mapping raises no separate concerns about racial or ethnic profiling, assuming the underlying information that is mapped was properly collected. It may be used broadly – e.g., for domain awareness of all relevant demographics in the field office’s area of responsibility or to track crime trends – or narrowly to identify specific communities or areas of interest to inform a specific Assessment or investigation. In each case, the relevance of the ethnic or racial information mapped to the authorized purpose of the Assessment or investigation must be clearly demonstrated and documented.

**4.3.3.2.3 (U) GENERAL ETHNIC/RACIAL BEHAVIOR**

(U) The authority to collect ethnic community location information does not extend to the collection of cultural and behavioral information about an ethnic community that bears no rational relationship to a valid investigative or analytical need. Every ethnic community in the Nation that has been associated with a criminal or national security threat has a dominant majority of law-abiding citizens, resident aliens, and visitors who may share common ethnic behavior but who have no connection to crime or terrorism (as either subjects or victims). For this reason, a broad-brush collection of racial or ethnic characteristics or behavior is not

helpful to achieve any authorized FBI purpose and may create the appearance of improper racial or ethnic profiling.

#### 4.3.3.2.4        *(U) SPECIFIC AND RELEVANT ETHNIC BEHAVIOR*

(U) On the other hand, knowing the behavioral and life style characteristics of known individuals who are criminals or who pose a threat to national security may logically aid in the detection and prevention of crime and threats to the national security within the community and beyond. Focused behavioral characteristics reasonably believed to be associated with a particular criminal or terrorist element of an ethnic community (not with the community as a whole) may be collected and retained. For example, if it is known through intelligence analysis or otherwise that individuals associated with an ethnic-based terrorist or criminal group conduct their finances by certain methods, travel in a certain manner, work in certain jobs, or come from a certain part of their home country that has established links to terrorism, those are relevant factors to consider when investigating the group or assessing whether it may have a presence within a community. It is recognized that the “fit” between specific behavioral characteristics and a terrorist or criminal group is unlikely to be perfect—that is, there will be members of the group who do not exhibit the behavioral criteria as well as persons who exhibit the behaviors who are not members of the group. Nevertheless, in order to maximize FBI mission relevance and to minimize the appearance of racial or ethnic profiling, the criteria used to identify members of the group within the larger ethnic community to which they belong must be as focused and as narrow as intelligence reporting and other circumstances permit. If intelligence reporting is insufficiently exact so that it is reasonable to believe that the criteria will include an unreasonable number of people who are not involved, then it would be inappropriate to use the behaviors, standing alone, as the basis for FBI activity.

#### 4.3.3.2.5        *(U) EXPLOITIVE ETHNIC BEHAVIOR*

(U) A related category of information that can be collected is behavioral and cultural information about ethnic or racial communities that is reasonably likely to be exploited by criminal or terrorist groups who hide within those communities in order to engage in illicit activities undetected. For example, the existence of a cultural tradition of collecting funds from members within the community to fund charitable causes in their homeland at a certain time of the year (and how that is accomplished) would be relevant if intelligence reporting revealed that, unknown to many donors, the charitable causes were fronts for terrorist organizations or that terrorist supporters within the community intended to exploit the unwitting donors for their own purposes.

### 4.4        **(U) LEAST INTRUSIVE METHOD**

#### 4.4.1        *(U) OVERVIEW*

(U) The AGG-Dom requires that the “least intrusive” means or method be considered and—if reasonable based upon the circumstances of the investigation—used to obtain intelligence or evidence in lieu of a more intrusive method. This principle is also reflected in Appendix B: Executive Order 12333, which governs the activities of the United States Intelligence Community. The concept of least intrusive method applies to the collection of all information. Regarding the collection of foreign intelligence that is not collected as part of the FBI’s

traditional national security or criminal missions, the AGG-Dom further requires that open and overt collection activity must be used with USPERs, if feasible.

(U) By emphasizing the use of the least intrusive means to obtain information, FBI employees can effectively execute their duties while mitigating potential negative impact on the privacy and civil liberties of all people encompassed within the investigation, including targets, witnesses, and victims. This principle is not intended to discourage FBI employees from seeking relevant and necessary information, but rather is intended to encourage investigators to choose the least intrusive—but still reasonable—means from the available options to obtain the information.

(U) This principle is embodied in statutes and DOJ policies on a variety of topics including electronic surveillance, the use of tracking devices, the temporary detention of suspects, and forfeiture. In addition, the concept of least intrusive method can be found in case law as a factor to be considered in assessing the reasonableness of an investigative method in the face of a First Amendment or due process violation claim. See *Clark v. Library of Congress*, 750 F.2d 89, 94-5 (D.C. Cir. 1984); *Alliance to End Repression v. City of Chicago*, 627 F. Supp. 1044, 1055 (N.D. Ill. 1985), citing *Elrod v. Burns*, 427 U.S. 347, 362-3 (1976).

#### **4.4.2 (U) GENERAL APPROACH TO LEAST INTRUSIVE METHOD CONCEPT**

(U) Determining what constitutes the least intrusive method in an investigative or intelligence collection scenario is both a logical process and an exercise in judgment. It is logical in the sense that the FBI employee must first confirm that the selected technique will:

- A) (U) Gather information that is relevant to the Assessment or Predicated Investigation;
- B) (U) Acquire the information within the time frame required by the assessment or Predicated Investigation;
- C) (U) Gather the information consistent with operational security and the protection of sensitive sources and methods; and
- D) (U) Gather information in a manner that provides confidence in its accuracy.

(U) Determining the least intrusive method also requires sound judgment because the factors discussed above are not fixed points on a checklist. They require careful consideration based on a thorough understanding of investigative objectives and circumstances.

#### **4.4.3 (U) DETERMINING INTRUSIVENESS**

(U) The degree of procedural protection that established law and the AGG-Dom provide for the use of the method helps to determine its intrusiveness. Using this factor, search warrants, wiretaps, and undercover operations are very intrusive. By contrast, investigative methods with limited procedural requirements, such as checks of government and commercial data bases and communication with established sources, are less intrusive.

(U) The following guidance is designed to assist FBI personnel in judging the relative intrusiveness of different methods:

- A) (U) **Nature of the information sought:** Investigative objectives generally dictate the type of information required and from whom it should be collected. This subpart is not intended to address the situation where the type of information needed and its location are so clear that consideration of alternatives would be pointless. When the option exists to seek information from any of a variety of places, however, it is less intrusive to seek information from less

sensitive and less protected places. Similarly, obtaining information that is protected by a statutory scheme (e.g., financial records) or an evidentiary privilege (e.g., attorney/client communications) is more intrusive than obtaining information that is not so protected. In addition, if there exists a reasonable expectation of privacy under the Fourth Amendment (i.e., private communications), obtaining that information is more intrusive than obtaining information that is knowingly exposed to public view as to which there is no reasonable expectation of privacy.

- B) (U) ***Scope of the information sought:*** Collecting information regarding an isolated event—such as a certain phone number called on a specific date or a single financial transaction—is less intrusive or invasive of an individual's privacy than collecting a complete communications or financial "profile." Similarly, a complete credit history is a more intrusive view into an individual's life than a few isolated credit charges. In some cases, of course, a complete financial and credit profile is exactly what the investigation requires (for example, investigations of terrorist financing or money laundering). If so, FBI employees should not hesitate to use appropriate legal process to obtain such information if the predicate requirements are satisfied. Operational security—such as source protection—may also dictate seeking a wider scope of information than is absolutely necessary for the purpose of protecting a specific target or source. When doing so, however, the concept of least intrusive method still applies. The FBI may obtain more data than strictly needed, but it should obtain no more data than is needed to accomplish the investigative or operational security purpose.
- C) (U) ***Scope of the use of the method:*** Using a method in a manner that captures a greater picture of an individual's or a group's activities are more intrusive than using the same method or a different one that is focused in time and location to a specific objective. For example, it is less intrusive to use a tracking device to verify point-to-point travel than it is to use the same device to track an individual's movements over a sustained period of time. Sustained tracking on public highways would be just as lawful but more intrusive because it captures a greater portion of an individual's daily movements. Similarly, surveillance by closed circuit television that checks a discrete location within a discrete time frame is less intrusive than 24/7 coverage of a wider area. For another example, a computer intrusion device that captures only host computer identification information is far less intrusive than one that captures file content.
- D) (U) ***Source of the information sought:*** It is less intrusive to obtain information from existing government sources (such as state, local, tribal, international, or federal partners) or from publicly-available data in commercial data bases, than to obtain the same information from a third party (usually through legal process) that has a confidential relationship with the subject—such as a financial or academic institution. Similarly, obtaining information from a reliable confidential source who is lawfully in possession of the information and lawfully entitled to disclose it (such as obtaining an address from an employee of a local utility company) is less intrusive than obtaining the information from an entity with a confidential relationship with the subject. It is recognized in this category that the accuracy and procedural reliability of the information sought is an important factor in choosing the source of the information. For example, even if the information is available from a confidential source, a grand jury subpoena, national security letter, ex parte order, or other process may be required in order to ensure informational integrity and accuracy.
- E) (U) ***The risk of public exposure:*** Seeking information about an individual or group under circumstances that create a risk that the contact itself and the information sought will be exposed to the individual's or group's detriment and/or embarrassment—particularly if the method used carries no legal obligation to maintain silence—is more intrusive than information gathering that does not carry that risk. Interviews with employers, neighbors, and associates, for example, or the issuance of grand jury subpoenas at a time when the

investigation has not yet been publicly exposed are more intrusive than methods that gather information covertly. Similarly, interviews of a subject in a discrete location would be less intrusive than an interview at, for example, a place of employment or other location where the subject is known.

(U) There is a limit to the utility of this list of intrusiveness factors. Some factors may be inapplicable in a given investigation and, in many cases, the choice and scope of the method will be dictated wholly by investigative objectives and circumstances. The foregoing is not intended to provide a comprehensive checklist or even an overall continuum of intrusiveness. It is intended instead to identify the factors involved in a determination of intrusiveness and to attune FBI employees to select, within each applicable category, a less intrusive method if operational circumstances permit. In the end, selecting the least intrusive method that will accomplish the objective is a matter of sound judgment. In exercising such judgment, however, consideration of these factors should ensure that the decision to proceed is well founded.

#### ***4.4.4 (U) STANDARD FOR BALANCING INTRUSION AND INVESTIGATIVE REQUIREMENTS***

(U) Once an appropriate method and its deployment have been determined, reviewing and approving authorities should balance the level of intrusion against investigative requirements. This balancing test is particularly important when the information sought involves clearly established constitutional, statutory, or evidentiary rights or sensitive circumstances (such as obtaining information from religious or academic institutions or public fora where First Amendment rights are being exercised), but should be applied in all circumstances to ensure that the least intrusive method is reasonable based upon the circumstances of the investigation is being utilized.

(U) Balancing the factors discussed above with the considerations discussed below will help determine whether the method and the extent to which it intrudes into privacy or threatens civil liberties are proportionate to the significance of the case and the information sought.

(U) Considerations on the investigative side of the balancing scale include the:

- A) (U) Seriousness of the crime or national security threat;
- B) (U) Strength and significance of the intelligence/information to be gained;
- C) (U) Amount of information already known about the subject or group under investigation; and
- D) (U) Requirements of operational security, including protection of sources and methods.

(U) If, for example, the threat is remote, the individual's involvement is speculative, and the probability of obtaining probative information is low, intrusive methods may not be justified, and, in fact, they may do more harm than good. At the other end of the scale, if the threat is significant and possibly imminent (e.g., a bomb threat), aggressive measures would be appropriate regardless of intrusiveness.

(U) In addition, with respect to the investigation of a group, if the terrorist or criminal nature of the group and its membership is well established (e.g., al Qaeda, Ku Klux Klan, Colombo Family of La Cosa Nostra), there is less concern that pure a First Amendment right is at stake than there would be for a group whose true character is not yet known (e.g., an Islamic charity suspected of terrorist funding) or many of whose members appear to be solely exercising First Amendment rights (anti-war protestors suspected of being infiltrated by violent anarchists). This is not to

suggest that investigators should be less aggressive in determining the true nature of an unknown group that may be engaged in terrorism or other violent crime. Indeed, a more aggressive and timely approach may be in order to determine whether the group is violent or to eliminate it as a threat. Nevertheless, when First Amendment rights are at stake, the choice and use of investigative methods should be focused in a manner that minimizes potential infringement of those rights. Finally, as the investigation progresses and the subject's or group's involvement becomes clear, more intrusive methods may be justified. Conversely, if reliable information emerges refuting the individual's involvement or the group's criminal or terrorism connections, the use of any investigative methods must be carefully reconsidered.

(U) Another consideration to be balanced is operational security: if a less intrusive but reasonable method were selected, would the subject detect its use and alter his activities—including his means of communication—to thwart the success of the operation? Operational security—particularly in national security investigations—should not be undervalued and may, by itself, justify covert tactics which, under other circumstances, would not be the least intrusive.

#### 4.4.5 **(U) CONCLUSION**

(U) The foregoing guidance is offered to assist FBI employees in navigating the often unclear course to select the least intrusive investigative method that effectively accomplishes the operational objective at hand. In the final analysis, choosing the method that most appropriately balances the impact on privacy and civil liberties with operational needs, is a matter of judgment, based on training and experience. Pursuant to the AGG-Dom, other applicable laws and policies, and this guidance, FBI employees may use any lawful method allowed, even if intrusive, where the intrusiveness is warranted by the threat to the national security or to potential victims of crime and/or the strength of the information indicating the existence of that threat.

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~

Domestic Investigations and Operations Guide

*This Page is Intentionally Blank.*

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~

UNCLASSIFIED - FOR OFFICIAL USE ONLY

Domestic Investigations and Operations Guide

\$5

b6  
b7C

## 5 (U) ASSESSMENTS

### 5.1 (U) OVERVIEW AND ACTIVITIES AUTHORIZED PRIOR TO OPENING AN ASSESSMENT

(U//~~FOUO~~) The AGG-Dom combines “threat assessments” under the former *Attorney General’s Guidelines for FBI National Security Investigations and Foreign Intelligence Collection* and the “prompt and extremely limited checking out of initial leads” under the former *Attorney General’s Guidelines on General Crimes, Racketeering Enterprise and Terrorism Enterprise Investigations* into a new investigative category entitled “Assessments.”

(U//~~FOUO~~) All Assessments must be documented in the appropriate form, to include an FD-71(until its functions are absorbed by Guardian), Guardian (FD-71a), or EC, and the form must be placed in one of the following files:

- A) (U//~~FOUO~~) Investigative classification as an Assessment file (e.g., 415A-WF-xxxxxx);
- B) (U//~~FOUO~~) Zero sub-assessment file (e.g., 91-0-ASSESS-D; 15-0-ASSESS; 315-0-ASSESS-D);
- C) (U//~~FOUO~~) Zero classification file (e.g. 196-WF-0). This file may be used if information is entered in the FD-71 or FD-71a and an Assessment is not opened based on that information;
- D) (U//~~FOUO~~) 800 series (801-807) classification file, as discussed in greater detail below;
- E) (U//~~FOUO~~) Unaddressed work file; or
- F) (U//~~FOUO~~) Existing open or closed file.

(U//~~FOUO~~) Note: In the DIOG, the word “assessment” has two distinct meanings. The AGG-Dom authorizes as an investigative activity an “Assessment,” which requires an authorized purpose as discussed in this section of the DIOG. The USIC, however, also uses the word “assessment” to describe written intelligence products, as discussed in DIOG Sections 15.2.3 and 15.6.1.2.

(U) Assessments authorized under the AGG-Dom do not require a particular factual predication but do require an authorized purpose and clearly defined objective(s). Assessments may be carried out to detect, obtain information about, or prevent or protect against Federal crimes or threats to the national security or to collect foreign intelligence. (AGG-Dom, Part II and Part II.A)

(U//~~FOUO~~) Although “no particular factual predication” is required, the basis of an Assessment cannot be arbitrary or groundless speculation, nor can an Assessment be based solely on the exercise of First Amendment protected activities or on the race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity of the subject. Although difficult to define, “no particular factual predication” is less than “information or allegation” as required for the initiation of a preliminary investigation (PI). For example, an Assessment may be conducted when: (i) there is reason to collect information or facts to determine whether there is a criminal or national security threat; and (ii) there is a rational and articulable relationship between the stated authorized purpose of the Assessment on the one hand and the information sought and the proposed means to obtain that information on the other. An FBI employee must be able to explain the authorized purpose and the clearly defined objective(s), and reason the particular investigative methods were used to conduct the Assessment. FBI employees who conduct

Assessments are responsible for ensuring that Assessments are not pursued for frivolous or improper purposes and are not based solely on First Amendment rights or on the race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity of the subject of the Assessment, or a combination of only such factors. (AGG-Dom, Part II)

(U//~~FOUO~~) When employees undertake activities authorized in DIOG subsection 5.1.1 prior to opening an Assessment, they must have a reason that is tied to an authorized FBI criminal or national security purpose to undertake these activities. If, while engaged in such activities, the information collected or obtained meets the standard for opening an Assessment or a Predicated Investigation, and the employee intends to continue pursuing the matter, an Assessment or a Predicated Investigation must be opened, and any records obtained must be treated in accordance with DIOG subsection 5.1.2 below.

### 5.1.1 (U) ACTIVITIES AUTHORIZED PRIOR TO OPENING AN ASSESSMENT

(U//~~FOUO~~) When initially processing a complaint, observation, or information, an FBI employee can use the following investigative methods:

#### 5.1.1.1 (U) PUBLIC INFORMATION

(U//~~FOUO~~) See DIOG section 18.5.1.

(U//~~FOUO~~) Prior to opening an Assessment, consent searches are not authorized. However, if in the course of processing a complaint or conducting a clarifying interview of the complainant, the complainant volunteers to provide access to his personal or real property, an agent may accept and conduct a search of the item(s) or property voluntarily provided.

#### 5.1.1.2 (U) RECORDS OR INFORMATION - FBI AND DOJ

(U//~~FOUO~~) See DIOG section 18.5.2.

#### 5.1.1.3 (U) RECORDS OR INFORMATION – OTHER FEDERAL, STATE, LOCAL, TRIBAL, OR FOREIGN GOVERNMENT AGENCY

(U//~~FOUO~~) See DIOG Section 18.5.3.

#### 5.1.1.4 (U) ON-LINE SERVICES AND RESOURCES

(U//~~FOUO~~) See DIOG Appendix L, Section 3.

#### 5.1.1.5 (U) CLARIFYING INTERVIEW

(U//~~FOUO~~) Conduct a voluntary clarifying interview of the complainant or the person who initially furnished the information. A clarifying interview is limited for the sole purpose of eliminating confusion in the original allegation or information provided. It is not intended to be an interview as described in 18.5.6.

#### 5.1.1.6 (U) INFORMATION VOLUNTARILY PROVIDED BY GOVERNMENTAL OR PRIVATE ENTITIES

(U//~~FOUO~~) See DIOG Section 18.5.7.

(U//~~FOUO~~) With the benefit of a clarifying interview, checking records (existing/historical information), and/or asking an existing CHS about something that he or she already knows, an FBI employee may be able to answer the following question when evaluating the initial

complaint, observation, or information: Does the complaint, observation, or information appear to represent a credible basis to open an Assessment, with an authorized purpose and clearly defined objective(s), or to open a Predicated Investigation consistent with the standards set forth in the DIOG?

(U//~~FOUO~~) These activities may allow the FBI employee to resolve a matter without the need to conduct new investigative activity, for which an Assessment or a Predicated Investigation must be opened. When conducting clarifying interviews and checking records as described above, FBI employees must always adhere to the core values and principles articulated in DIOG Sections 3 and 4.

**5.1.2 (U) DOCUMENTATION REQUIREMENTS FOR ACTIVITIES AUTHORIZED PRIOR TO OPENING AN ASSESSMENT: (EXISTING /HISTORICAL INFORMATION REFERRED TO IN SECTION 5.1.1 ABOVE)**

(U//~~FOUO~~) FBI employees are permitted to retain records checks and other information collected while processing a complaint or responding to a tip or lead using permitted DIOG 5.1.1 activities. This collection or record retention is permitted if, in the judgment of the FBI employee, there is a law enforcement, intelligence, or public safety purpose to do so. This documentation must be completed as soon as practicable [redacted] b7E from the receipt of the information and placed within an FBI system of record. When permitted, such documentation must be retained in one of the following files:

- A) (U//~~FOUO~~) Zero classification file, when no further investigative activity is warranted
- B) (U//~~FOUO~~) Relevant, open or closed zero sub-assessment file
- C) (U//~~FOUO~~) Relevant, open or closed assessment
- D) (U//~~FOUO~~) Relevant, open or closed predicated investigation file
- E) (U//~~FOUO~~) New assessment or predicated investigation file, when further investigative activity is warranted
- F) (U//~~FOUO~~) Unaddressed work file

(U//~~FOUO~~) See also DIOG appendix L, subsection 3.4, for guidance on authorized activities conducted online prior to opening an Assessment.

(U//~~FOUO~~) **Intelligence Analysis and Planning:** Through analysis of existing information, the FBI employee may produce products that include, but are not limited to: an Intelligence Assessment, Intelligence Bulletin and Geospatial Intelligence (mapping). If, while conducting analysis, the FBI employee finds a gap in intelligence that is relevant to an authorized FBI activity, then the FBI employee can identify the gap for possible development of a “collection requirement.” The FBI employee must document this analysis in the applicable 801-807 classification file (or other 800-series classification file as directed in the [redacted]) b7E

[redacted] See the IPG for file classification guidance.

**5.1.3 (U) LIAISON ACTIVITIES AND TRIPWIRES**

(U) Some FBI activities are not traditional investigative or intelligence activities. Activities such as liaison, tripwires, and other community outreach represent relationship-building efforts or

other pre-cursors to developing and maintaining good partnerships. These activities are critical to the success of the FBI's mission. DIOG Section 11 addresses liaison activities and tripwires.

## 5.2 (U) PURPOSE AND SCOPE

(U//~~FOUO~~) The FBI cannot be content to wait for leads to come in through the actions of others; rather, we must be vigilant in detecting criminal or national security threats to the full extent permitted by law, with an eye towards early intervention and prevention of criminal or national security incidents before they occur. For example, to carry out the central mission of protecting the national security, the FBI must proactively collect information from available sources in order to identify threats and activities and to inform appropriate intelligence analysis. Collection required to inform such analysis will appear as FBI National Collection Requirements and FBI Field Office Collection Requirements. Likewise, in the exercise of its protective functions, the FBI is not constrained to wait until information is received indicating that a particular event, activity or facility has drawn the attention of would-be perpetrators of crime or terrorism. The proactive authority conveyed to the FBI is designed for, and may be used by, the FBI in the discharge of these responsibilities. The FBI may also conduct Assessments as part of its special events management responsibilities. (AGG-Dom, Part II)

(U) More broadly, detecting and interrupting criminal activities at their early stages, and preventing crimes from occurring in the first place, is preferable to allowing criminal plots to come to fruition. Hence, Assessments may also be undertaken proactively with such purposes as detecting criminal activities; obtaining information on individuals, groups, or organizations of possible investigative interest, either because they may be involved in criminal or national security-threatening activities or because they may be targeted for attack or victimization in such activities; and identifying and assessing individuals who may have value as confidential human sources. (AGG-Dom, Part II and AGG-CHS).

(U//~~FOUO~~) As described in the scenarios below, Assessments may be used when an "allegation or information" or an "articulable factual basis" (the predicates for Predicated Investigations) concerning crimes or threats to the national security is obtained and the matter can be checked out or resolved through the relatively non-intrusive methods authorized in Assessments (use of least intrusive means). The checking of investigative leads in this manner can avoid the need to proceed to more elevated levels of investigative activity (Predicated Investigation), if the results of an Assessment indicate that further investigation is not warranted. (AGG-Dom, Part II)  
Hypothetical fact patterns are discussed below:

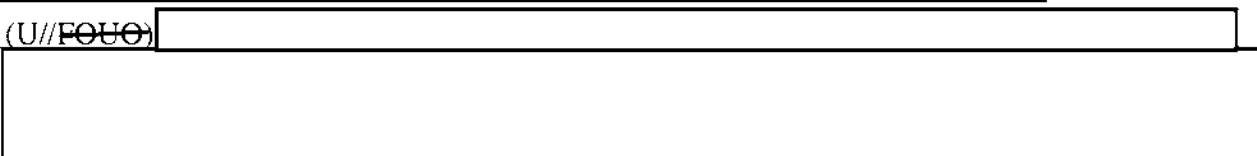
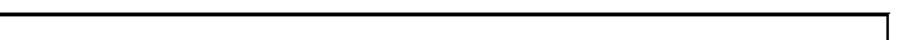
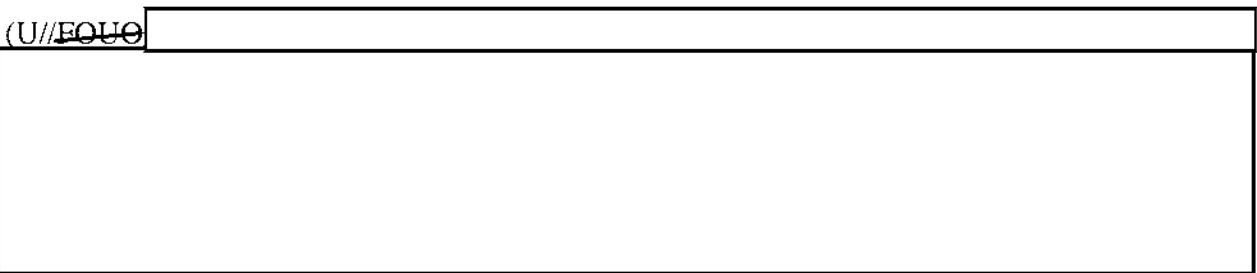
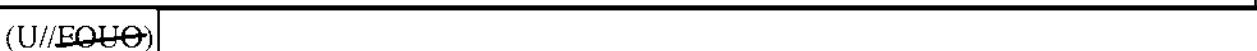
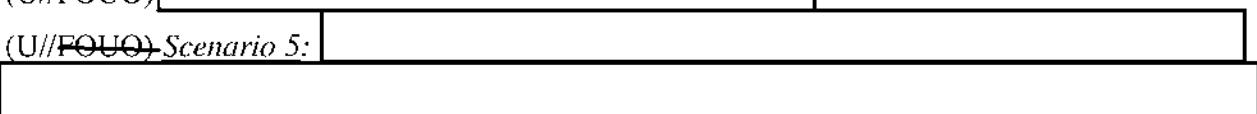
### 5.2.1 (U) SCENARIOS

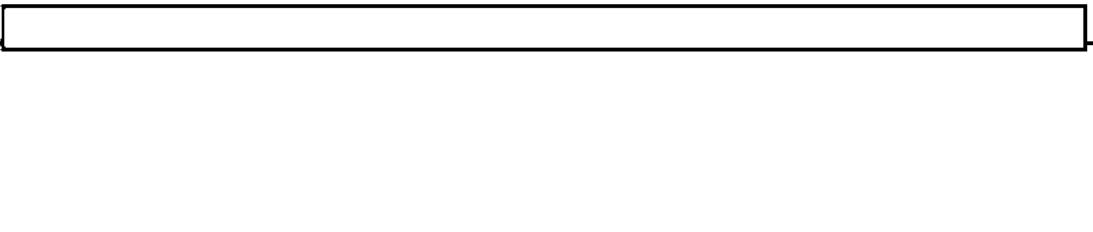
(U//~~FOUO~~) Scenario 1:

b7E

(U//~~FOUO~~)

b7E

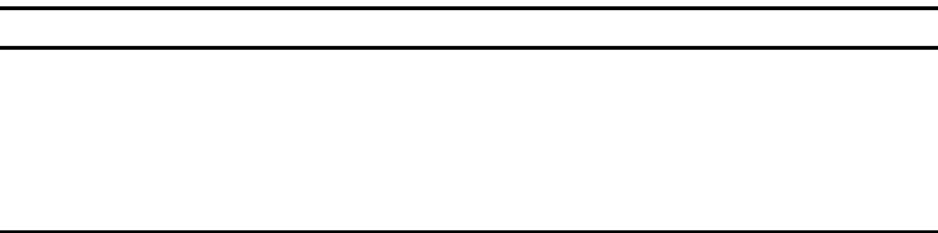
  
b7E(U//~~FOUO~~)   
  
b7E(U//~~FOUO~~) Scenario 2:   
  
  
b7E(U//~~FOUO~~) Scenario 3:   
  
  
b7E(U//~~FOUO~~) Scenario 4:   
  
  
b7E(U//~~FOUO~~)   
  
b7E(U//~~FOUO~~) Scenario 5:   
  
b7E

(U//~~FOUO~~) 

b7E

(U//~~FOUO~~) 

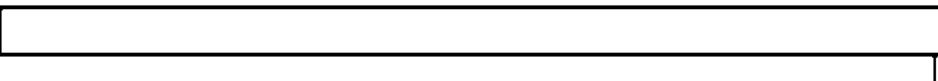
b7E

(U//~~FOUO~~) Scenario 6: 

b7E

(U//~~FOUO~~) 

b7E

(U//~~FOUO~~) Scenario 7: 

b7E

(U//~~FOUO~~) 

b7E

(U//~~FOUO~~) Scenario 8: 

b7E

(U//~~FOUO~~) 

b7E

### 5.3 (U) CIVIL LIBERTIES AND PRIVACY

(U) The pursuit of legitimate goals without infringing upon the exercise of constitutional freedoms is a challenge that the FBI meets through the application of sound judgment and discretion. In order to ensure civil liberties are not infringed upon through Assessments, every Assessment must have an authorized purpose and clearly defined objective(s). The authorized purpose and clearly defined objective(s) of the Assessment must be documented and retained as described in this section and in DIOG Section 14.

(U) Even when an authorized purpose is present, an Assessment could create the appearance that it is directed at or activated by constitutionally-protected activity, race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity—particularly under circumstances where the link to an authorized FBI mission is not readily apparent. In these situations, it is vitally important that the authorized purpose and the clearly defined objective(s), as well as the use of any investigative methods, are well documented.

(U) No investigative activity, including Assessments, may be taken solely on the basis of activities that are protected by the First Amendment or on the race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity of the subject, or a combination of only such factors. If an Assessment touches on or is partially motivated by First Amendment rights, or by race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity, or a combination of only such factors, it is particularly important to identify and document the basis for the Assessment with clarity.

(U//~~FOUO~~) *Example:* Individuals or groups who communicate with each other or with members of the public in any form in pursuit of social or political causes—such as opposing war or foreign policy, protesting government actions, promoting certain religious beliefs, championing particular local, national, or international causes, or advocating a change in government through non-criminal means, and actively recruiting others to join their causes—have a fundamental constitutional right to do so. An Assessment may not be opened based solely on the exercise of these First Amendment rights. If, however, a group exercising its First Amendment rights also threatens or advocates violence or destruction of property, an Assessment would be appropriate.

(U) The AGG-Dom require that the "least intrusive" means or method be considered and—if reasonable based upon the circumstances of the investigation—used in lieu of more intrusive methods to obtain information, intelligence and/or evidence. This principle is also reflected in Executive Order 12333 (see Appendix B), which governs the activities of the USIC. Executive Order 12333 lays out the goals, directions, duties and responsibilities of the USIC. The concept of least intrusive means applies to the collection of all information, intelligence and evidence, not just that collected by those aspects of the FBI that are part of the intelligence community.

(U) By emphasizing the use of the least intrusive means to obtain information, intelligence, and/or evidence, FBI employees can effectively execute their duties while mitigating the potential negative impact on the privacy and civil liberties and the damage to the reputation of all people encompassed within the investigation or Assessment, including targets, witnesses, and victims. This principle is not intended to discourage FBI employees from seeking relevant and necessary intelligence, information, or evidence, but rather is intended to encourage FBI employees to choose the least intrusive—but still reasonable based upon the circumstances of the investigation—means from the available options to obtain the information. (AGG-Dom, Part I.C.2)

## 5.4 (U) FIVE TYPES OF ASSESSMENTS (AGG-DOM, PART II.A.3.)

### 5.4.1 (U) ASSESSMENT TYPES

(U) There are five (5) authorized types of Assessments that may be carried out for the purposes of detecting, obtaining information about, or preventing or protecting against Federal crimes or threats to the national security or to collect foreign intelligence. The types of Assessments are:

- A) (U) **Type 1 & 2 Assessment**<sup>5</sup>: Seek information, proactively or in response to investigative leads, relating to activities – or the involvement or role of individuals, groups, or organizations relating to those activities – constituting violations of Federal criminal law or threats to the national security;
- B) (U) **Type 3 Assessment**: Identify, obtain and utilize information about actual or potential national security threats or Federal criminal activities, or the vulnerability to such threats or activities;
- C) (U) **Type 4 Assessment**: Obtain and retain information to inform or facilitate intelligence analysis and planning;
- D) (U) **Type 5 Assessment**: Seek information to identify potential human sources, assess their suitability, credibility, or value of individuals as human sources; and
- E) (U) **Type 6 Assessment**: Seek information, proactively or in response to investigative leads, relating to matters of foreign intelligence interest responsive to foreign intelligence requirements.

## 5.5 (U) STANDARDS FOR OPENING OR APPROVING AN ASSESSMENT

(U//~~FOUO~~) Before opening or approving an Assessment, an FBI employee or approving official must determine whether:

- A) (U//~~FOUO~~) An authorized purpose and clearly defined objective(s) exists for the conduct of the Assessment;
- B) (U//~~FOUO~~) The Assessment is not based solely on the exercise of First Amendment rights or on the race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity of the subject, or a combination of only such factors; and
- C) (U//~~FOUO~~) The Assessment is an appropriate use of personnel and financial resources.

## 5.6 (U) POSITION EQUIVALENTS, EFFECTIVE DATE, DURATION, DOCUMENTATION, APPROVAL, NOTICE, FILE REVIEW AND RESPONSIBLE ENTITY

### 5.6.1 (U) FIELD OFFICE AND FBIHQ POSITION EQUIVALENTS

(U//~~FOUO~~) FBIHQ and FBI field offices have the authority to conduct all Assessment activities as authorized in Section 5.4 above. Position equivalents for field office and FBIHQ personnel when FBIHQ opens, conducts, or closes an Assessment are specified in DIOG Section 3.11.

### 5.6.2 (U) EFFECTIVE DATE OF ASSESSMENTS

(U//~~FOUO~~) For all Assessments, the effective date of the Assessment is the date the final approval authority approves the FD-71, Guardian (FD-71a) or EC. Documenting the effective date of an Assessment is important for many reasons, including establishing time frames for justification and file reviews, and extensions. The effective date of the final approval authority occurs when:

<sup>5</sup> (U//~~FOUO~~) In the original DIOG (12/16/2008), Types 1 and 2 were considered to be separate Assessment types. Because they, however, have many commonalities, they were merged into one type (named a “Type 1 & 2 Assessment”) for purposes of this version of the DIOG. Hence, there are now five, not six, types of Assessments.

A) (U//~~FOUO~~) **For Type 1 & 2 Assessments:** the SSA or SIA opens and assigns the FD-71 or Guardian (FD-71a) to the employee. *Note:* [REDACTED]

b7E

[REDACTED] the Guardian (FD-71a) [REDACTED]

[REDACTED] and the electronic FD-71 [REDACTED]

(U//~~FOUO~~) *Note:* In Type 1 & 2 Assessments only, employees do not need to obtain supervisory approval prior to opening the Assessment. If, however, oral approval is obtained, employees must memorialize the oral approval date in the body of the FD-71 or Guardian (FD-71a).

B) (U//~~FOUO~~) **For Type 3 – 6 Assessments:** the SSA, SIA, or the DI opens and assigns the Assessment [REDACTED] or (ii) handwriting his/her initials and date on the EC; or

b7E

C) (U//~~FOUO~~) **For Sensitive Investigative Matters (SIM) Assessments:** the SAC (or SC) authorizes the Assessment to be opened and assigned to an FBI employee [REDACTED] FD-71 or Guardian (FD-71a); [REDACTED] or (iii) handwriting his/her initials and date on the EC that is subsequently scanned and serialized into the file. (See DIOG Sections 5.7 and 10).

b7E

### 5.6.3 (U) ASSESSMENT TYPES

(U//~~FOUO~~) The applicable duration, documentation, approval level, notice, justification/file review, and responsible entity requirements for each of the five (5) types of Assessments are discussed below.

(U//~~FOUO~~) In all types of Assessments, investigative leads, either Action Required or Information Only, may only be set [REDACTED] Lead Request form, EC, FD-71 or Guardian (FD-71a).

b7E

#### 5.6.3.1 (U) TYPE 1 & 2 ASSESSMENTS

(U) **Type 1 & 2 Assessment defined:** Seek information, proactively or in response to investigative leads, relating to activities – or the involvement or role of individuals, groups, or organizations in those activities – constituting violations of Federal criminal law or threats to the national security (i.e., the prompt checking of leads on individuals, activity, groups or organizations).

(U//~~FOUO~~) See Section 5.11 below for intelligence collection (i.e., incidental collection) and documentation requirements. [REDACTED]

b7E

##### 5.6.3.1.1 (U) DURATION

(U//~~FOUO~~) There is no time limit for a Type 1 & 2 Assessment, but it is anticipated that such Assessments will be relatively short.

##### 5.6.3.1.2 (U) DOCUMENTATION

(U//~~FOUO~~)

[REDACTED] FD-71 or Guardian. The Guardian (FD-71a) [REDACTED]

b7E

[REDACTED] The electronic FD-71.

[Redacted]

b7E

(U//~~FOUO~~)

FD-71, Guardian (FD-71a)

[Redacted]  
[Redacted]  
[Redacted]  
[Redacted] FD-71, in Guardian (FD-71a), [Redacted]

b7E

The completed FD-71, Guardian (FD-71a), or Assessment opening communication requires supervisor approval before being serialized.

(U//~~FOUO~~)

FD-71, Guardian (FD-71a)

[Redacted]  
FD-71, Guardian (FD-71a) [Redacted]  
[Redacted]  
[Redacted]

b7E

(U//~~FOUO~~)

Note: Investigative activity must not be conducted<sup>6</sup> out of [Redacted]

b7E

#### 5.6.3.1.3 (U) APPROVAL TO OPEN

(U//~~FOUO~~) An FBI employee may open a Type 1 & 2 Assessment without supervisor approval.

b7E

[Redacted] FD-71, Guardian (FD-71a)

[Redacted] the FD-71, Guardian [Redacted]  
[Redacted] The opening date for Type 1 & 2 Assessments is the date the SSA or SIA assigns an FBI employee to conduct the Assessment. The FBI employee and SSA or SIA must apply the standards for opening or approving a Type 1 & 2 Assessment contained in DIOG Section 5.5.

#### 5.6.3.1.4 (U) SENSITIVE INVESTIGATIVE MATTERS (SIM)

(U//~~FOUO~~) As soon as practicable, but not more than five (5) business days after determining the Type 1 & 2 Assessment involves a sensitive investigative matter (SIM), the matter must be reviewed by the CDC and approved by the SAC. The term "sensitive investigative matter" is defined in DIOG Section 5.7 and DIOG Section 10. The FD-71, Guardian [Redacted]

#### 5.6.3.1.5 (U) NOTICE

(U//~~FOUO~~) There is no requirement to provide notice to FBIHQ or DOJ of opening or closing Type 1 & 2 Assessments.

<sup>6</sup> (U) [Redacted]

b7E

**5.6.3.1.6 (U) JUSTIFICATION REVIEW**

(U//~~FOUO~~) If a Type 1 & 2 Assessment is not concluded within 30 days, the SSA or SIA must conduct a justification review every 30 days (recurring until the Assessment is closed) in accordance with DIOG Section 3.4.4.

[REDACTED] Guardian (FD-71a), in an EC. [REDACTED] Note: Per guidance in DIOG Section 5.6.2 above.

[REDACTED] Guardian (FD-71a).

**5.6.3.1.7 (U) RESPONSIBLE ENTITY**

(U//~~FOUO~~) A Type 1 & 2 Assessment may be conducted by an investigative field office squad or FBIHQ operational division.

**5.6.3.1.8 (U) TYPE 1 & 2 ASSESSMENT CLOSING**

(U//~~FOUO~~) See DIOG subsections 5.12.1 and 5.12.1.1 below for guidance on closing Type 1 & 2 Assessments.

**5.6.3.1.9 (U) EXAMPLES/SCENARIOS OF TYPE 1 & 2 ASSESSMENTS****5.6.3.1.9.1 (U) EXAMPLE 1**

(U//~~FOUO~~) [REDACTED]

b7E

(U//~~FOUO~~) [REDACTED]

(U//~~FOUO~~) The FBI employee can conduct record checks (search FBI/ DOJ records, USIC records, any other US government records, state or local records), and Internet searches [REDACTED]

[REDACTED] (See Section 5.1.1) If an employee does not establish an authorized purpose to open an Assessment (or Predicated Investigation) after conducting these records checks or Internet searches, the FBI employee should refer to Section 5.1.2 above for documenting these activities.

(U//~~FOUO~~) [REDACTED]

b7E

[Redacted]

[Redacted] and complete an FD-71, or Assessment opening communication.

#### 5.6.3.1.9.2 (U) EXAMPLE 2

(U//~~FOUO~~) [Redacted]

b7E

[Redacted]

(U//~~FOUO~~) [Redacted]

[Redacted]

#### 5.6.3.2 (U) TYPE 3 ASSESSMENTS

(U) **Type 3 Assessment defined:** Identify, obtain and utilize information about actual or potential national security threats or Federal criminal activities, or the vulnerability to such threats or activities. [See AGG-Dom, Part II.A.3.b]

(U//~~FOUO~~) Type 3 Assessments may be used to analyze or determine whether particular national security or criminal threats exist within the AOR and whether there are victims or targets within the AOR who are vulnerable to any such actual or potential threats. The authorized purpose and clearly defined objective(s) of a Type 3 Assessment must be based on or related to actual or potential Federal criminal or national security targets, threats, or vulnerabilities. While no particular factual predication is required, the basis of the Assessment cannot be arbitrary or groundless speculation, nor can the Assessment be based solely on the exercise of First Amendment protected rights, or on race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity, or a combination of only such factors.

(U//~~FOUO~~) Whenever a Type 3 Assessment identifies and begins to focus on a specific individual(s), group(s) or organization(s), whose activities may constitute a violation of Federal criminal law or a threat to the national security, a separate Type 1 & 2 Assessment or a Predicated Investigation must be opened on that individual, group or organization.

(U//~~FOUO~~) A Type 3 Assessment may not be opened based solely upon the existence of a collection requirement, and addressing a collection requirement cannot be the authorized purpose of a Type 3 Assessment. Information obtained during the course of this type of assessment (or any other Assessment or Predicated Investigation) may, however, be responsive to collection requirements and collection requirements may be used to inform and help focus a Type 3 Assessment (or any other Assessment or Predicated Investigation) while also providing information about potential targets, threats and/or vulnerabilities.

(U//~~FOUO~~) Investigative and/or assessment activity utilized in the development of an intelligence product in support of special events (such as a Joint Threat Assessment (JTA), Joint Special Event Threat Assessment (JSETA), or a Special Events Threat Assessment (SETA)) must be authorized from and documented to a DIOG approved investigative or open assessment case file. For example, if CHS tasking, data mining, and/or a collection emphasis/action message is required to develop an intelligence product in support of a special event, a Type-3 Assessment, maintained in the 820I program classification, must be open to authorize assessment activities and to produce the intelligence product.

(U//~~FOUO~~) Intelligence products produced in support of [REDACTED] b7E  
[REDACTED] derived solely from information that already exists in systems of records from within the FBI or the Intelligence Community does not require separate DIOG authorization to produce. Opening a Type 3 Assessment in support of [REDACTED] does not eliminate the requirement to use [REDACTED] as a non-investigative file for administrative and logistical functions related to the FBI's support of a [REDACTED]

(U//~~FOUO~~) *Note:* Documenting the use and results of investigative methods authorized prior to opening an Assessment, during an Assessment, and in a predicated investigation cannot be serialized or otherwise maintained in the [REDACTED]  
This does not preclude the inclusion of investigative and assessment activity and results from such activity in [REDACTED]

[REDACTED] in the context of how the investigative or assessment activity directly impacts [REDACTED]  
[REDACTED] If these non-investigative documents discuss investigative or assessment activities, these documents must appropriately cite the DIOG open assessment or predicated investigative case file number which authorizes the assessment or investigative activity.  
Additionally [REDACTED] is subject to the periodic file review requirements described in DIOG Section 3.4.4.

(U//~~FOUO~~) A Type 3 Assessment may not be used for the purpose of collecting positive foreign intelligence, although such intelligence may be incidentally collected. Positive foreign intelligence can only be intentionally collected pursuant to DIOG Sections 5.6.3.5 (Type 6 Assessment) and/or Section 9.

(U//~~FOUO~~) See Section 5.11 below for intelligence collection, (i.e., incidental collection) and documentation requirements [REDACTED]

b7E

b7E

b7E

## 5.6.3.2.1 (U) DURATION

(U//~~FOUO~~) A Type 3 Assessment may only be opened with prior supervisor approval. The effective date of the Assessment is the date the final approval authority approves the EC as specified in Section 5.6.2 above. A Type 3 Assessment may continue for as long as necessary to achieve its authorized purpose and clearly defined objective(s). Although a Type 3 Assessment is not limited in duration, when the clearly defined objective(s) have been met, the Assessment must be closed with an EC approved by the supervisor.

## 5.6.3.2.2 (U) DOCUMENTATION

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)(U//~~FOUO~~)(U//~~FOUO~~) Note: Investigative Activity must not be conducted<sup>7</sup> out of [redacted]

b7E

## 5.6.3.2.3 (U) APPROVAL

(U//~~FOUO~~) All Type 3 Assessments must be approved in advance by a supervisor and opened by EC. Notwithstanding any other provision in the DIOG, a Type 3 Assessment cannot be opened based on oral approval. The supervisor must review and approve a Type 3 Assessment in accordance with the standards set forth in subsection 5.5. Additional approval requirements apply to SIMs, as described below.

## 5.6.3.2.4 (U) SENSITIVE INVESTIGATIVE MATTERS (SIM)

(U//~~FOUO~~) If the Assessment involves a sensitive investigative matter, the CDC must review and the SAC must approve the Assessment prior to opening. If a SIM arises after the opening of a Type 3 Assessment, Assessment activity may continue, but the matter must be documented in an EC reviewed by the CDC and approved by the SAC as soon as practicable but not more than five (5) business days after the SIM arises. The term “sensitive investigative matter” is defined in DIOG Sections 5.7.1 and Section 10.

(U//~~FOUO~~) Investigative methods that may be used in Assessments are set forth in DIOG Section 18.

<sup>7</sup> (U) [redacted]

b7E

(U//~~FOUO~~) As specified in division PGs, there may be agreements (e.g., Memoranda of Understanding, Treaties) that require additional coordination and approval prior to conducting certain activities.

#### 5.6.3.2.5 (U) *NOTICE*

(U//~~FOUO~~) There is no requirement to provide notice to FBIHQ or DOJ of opening or closing Type 3 Assessments.

#### 5.6.3.2.6 (U) *FILE REVIEW*

(U//~~FOUO~~) A Type 3 Assessment requires a file review in accordance with DIOG subsection 3.4.4.

#### 5.6.3.2.7 (U) *RESPONSIBLE ENTITY*

(U//~~FOUO~~) A Type 3 Assessment may be opened and conducted by FIGs, the DI, a DI sponsored entity, field office investigative squads, and FBIHQ operational divisions. The nature of the Assessment dictates the file classification into which the Type 3 Assessment is opened. Assessments conducted by the DI, or FIGs must be opened in the appropriate [redacted] b7E  
[redacted] All other Type 3 Assessments must be opened in the appropriate investigative file classification.

#### 5.6.3.2.8 (U) *TYPE 3 ASSESSMENT CLOSING*

(U//~~FOUO~~) See DIOG subsections 5.12.1 and 5.12.1.2 below for guidance on closing a Type 3 Assessment.

#### 5.6.3.2.9 (U) *EXAMPLES OF TYPE 3 ASSESSMENTS*

##### 5.6.3.2.9.1 (U) *EXAMPLE 1*

(U//~~FOUO~~) [redacted]

b7E

(U//~~FOUO~~) [redacted]

##### 5.6.3.2.9.2 (U) *EXAMPLE 2*

(U//~~FOUO~~) [redacted]

(U//~~FOUO~~)**5.6.3.2.9.3 (U) EXAMPLE 3**(U//~~FOUO~~)(U//~~FOUO~~)**5.6.3.2.9.4 (U) EXAMPLE 4**(U//~~FOUO~~)(U//~~FOUO~~)

(U//~~FOUO~~)

b7E

#### 5.6.3.2.9.5 (U) EXAMPLE 5

(U//~~FOUO~~)(U//~~FOUO~~)

#### 5.6.3.3 (U) TYPE 4 ASSESSMENTS

(U) **Type 4 Assessment defined:** Obtain and retain information to inform or facilitate intelligence analysis and planning. [AGG-Dom. Part IV]

(U//~~FOUO~~) A Type 4 Assessment may be opened to obtain information that informs or facilitates the FBI's intelligence analysis and planning functions. The authorized purpose and clearly defined objective(s) of a Type 4 Assessment must be based on, or related to, the need to collect or acquire information for current or future intelligence analysis and planning purposes. An Assessment under this section, oftentimes referred to as a "domain Assessment," may lead to the identification of intelligence gaps, the development of FBI collection requirements, or the opening of new Assessments or Predicated Investigations.

(U//~~FOUO~~) A Type 4 Assessment is not threat specific; threat-based Assessments are opened and governed by DIOG Section 5.6.3.2 (Type 3 Assessment). While no particular factual predication is required for a Type 4 Assessment, the Assessment cannot be based solely on the exercise of First Amendment protected rights or on race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity, or a combination of only such factors.

(U//~~FOUO~~) Whenever a Type 4 Assessment identifies and begins to focus on specific individual(s), group(s), or organization(s), whose activities may constitute a violation of Federal criminal law or a threat to the national security, a separate Type 1 & 2 Assessment or a Predicated Investigation must be opened. Similarly, if a Type 4 Assessment identifies a particular national security or criminal threat within the AOR, or identifies victims or targets within an AOR who are vulnerable to any actual or potential threat, a separate Type 3 Assessment or Predicated Investigation must be opened.

(U//~~FOUO~~) A Type 4 Assessment may not be used for the purpose of collecting positive foreign intelligence (PFI), although such intelligence may be incidentally collected. Positive

foreign intelligence can only be intentionally collected pursuant to DIOG Sections 5.6.3.5 (Type 6 Assessment) and/or Section 9.

(U//~~FOUO~~) See Section 5.11 below for intelligence collection, (i.e., incidental collection) and documentation requirements. [redacted]

b7E

#### 5.6.3.3.1 (U) DURATION

(U//~~FOUO~~) A Type 4 Assessment may only be opened with prior supervisor approval. The effective date of the Assessment is the date the final approval authority approves the EC as specified in Section 5.6.2 above. A Type 4 Assessment may continue for as long as necessary to achieve its authorized purpose and clearly defined objective(s). Although a Type 4 Assessment is not limited in duration, when the clearly defined objective(s) have been met, the Assessment must be closed with an EC approved by the supervisor.

#### 5.6.3.3.2 (U) DOCUMENTATION

(U//~~FOUO~~) [redacted]

b7E

(U//~~FOUO~~) [redacted]

(U//~~FOUO~~) This type of Assessment must be documented in the appropriate [redacted]

(U//~~FOUO~~) Note: Investigative activity must not be conducted<sup>8</sup> out of [redacted]

b7E

#### 5.6.3.3.3 (U) APPROVAL

(U//~~FOUO~~) All Type 4 Assessments must be approved in advance by a supervisor and opened by an EC. Notwithstanding any other provision in the DIOG, a Type 4 Assessment cannot be opened based on oral approval. The supervisor must approve a Type 4 Assessment in accordance with the standards discussed in DIOG Section 5.5. Additional approval requirements apply to SIMs, as described below.

#### 5.6.3.3.4 (U) SENSITIVE INVESTIGATIVE MATTERS (SIM)

(U//~~FOUO~~) If the Assessment involves a sensitive investigative matter (SIM), the CDC must review and the SAC must approve the Assessment prior to opening. If a SIM arises after the opening of a Type 4 Assessment, Assessment activity may continue, but the matter must be documented in an EC reviewed by the CDC and approved by the SAC as soon as practicable, but not more than five (5) business days after the SIM arises. The term “sensitive investigative matter” is defined in DIOG Section 5.7 and Section 10.

<sup>8</sup> (U) [redacted]

b7E

5.6.3.3.5 (U) **NOTICE**

(U//~~FOUO~~) There is no requirement to provide notice to FBIHQ or DOJ of opening or closing Type 4 Assessments.

5.6.3.3.6 (U) **FILE REVIEW**

(U//~~FOUO~~) A Type 4 Assessment requires a file review in accordance with DIOG Section 3.4.4.

5.6.3.3.7 (U) **RESPONSIBLE ENTITY**

(U//~~FOUO~~) A Type 4 Assessment may only be opened by the DI, a Regional Intelligence Group, a FIG, or FBIHQ Domain/Strategic intelligence components within the operational divisions.

5.6.3.3.8 (U) **TYPE 4 ASSESSMENT CLOSING**

(U//~~FOUO~~) See DIOG subsections 5.12.1 and 5.12.1.2 below for guidance on closing a Type 4 Assessment.

5.6.3.3.9 (U) **EXAMPLES OF TYPE 4 ASSESSMENTS**5.6.3.3.9.1 (U) **EXAMPLE 1**

(U//~~FOUO~~) [REDACTED]

b7E

(U//~~FOUO~~) [REDACTED]

5.6.3.3.9.2 (U) **EXAMPLE 2**

(U//~~FOUO~~) [REDACTED]

(U//~~FOUO~~) [REDACTED]

5.1.1) [REDACTED]

b7E

## 5.6.3.3.9.3 (U) EXAMPLE 3

(U//~~FOUO~~) [REDACTED](U//~~FOUO~~) [REDACTED]

## 5.6.3.3.9.4 (U) EXAMPLE 4

(U//~~FOUO~~) [REDACTED](U//~~FOUO~~) [REDACTED]

## 5.6.3.4 (U) TYPE 5 ASSESSMENTS

(U) **Type 5 Assessment defined:** Seek information to identify potential human sources, assess their suitability, credibility, or value of individuals as human sources.

(U//~~FOUO~~) A Type 5 Assessment provides the authority and a mechanism to identify, evaluate and recruit a Potential Confidential Human Source (CHS) prior to opening and operating them as a CHS in [REDACTED]. A Type 5 Assessment is not a prerequisite to opening an individual as an operational CHS in [REDACTED] if the necessary information for opening has been obtained through other methods (e.g., following arrest, an individual agrees to become as CHS).

(U//~~FOUO~~) A Type 5 Assessment may be opened:

- A) (U//~~FOUO~~) On a specific named individual who is a potential CHS (PCHS); or
- B) (U//~~FOUO~~) Without a specific named individual, if the goal is to identify individuals with placement and access to particular information.

(U//~~FOUO~~) Type 5 Assessment activities may not be based solely on race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity or rights protected by the First Amendment, or a combination of only such factors.

(U//~~FOUO~~) [REDACTED]

b7E

(U//~~FOUO~~) There are three phases of a Type 5 Assessment. The phases are: (1) Identification Phase, (2) Evaluation Phase, and (3) Recruitment Phase. A Type 5 Assessment opened on a specific named individual may only use the Evaluation and Recruitment phases as described below. A Type 5 Assessment opened without a specific named individual is limited to the Identification Phase only. Once the Identification Phase has succeeded in identifying specific individuals who might have appropriate placement and access, the FBI employee must open a new separate Type 5 Assessment on any individual the employee wishes to further evaluate and possibly recruit as a CHS. The original Type 5 Assessment without a specific named individual may remain open in the Identification Phase, if the authorized purpose and clearly defined objective(s) still exist.

#### 5.6.3.4.1 (U) *PHASES OF TYPE 5 ASSESSMENTS*

##### 5.6.3.4.1.1 (U//~~FOUO~~) *IDENTIFICATION PHASE*

(U//~~FOUO~~) This phase may be used by an SA assigned to either a HUMINT or investigative squad or by an IA assigned to the field office or FBIHQ to identify PCHSs who seem likely to have placement and access to information or intelligence related to criminal or national security threats, or investigations, without naming a specific individual. The goal of this phase is to identify individuals with CHS potential, who may then be evaluated and recruited under the Evaluation and Recruitment Phases of a Type 5 Assessment.

(U//~~FOUO~~) This phase is initiated with the approval of a CHS identification plan. The plan, which must be based on a thorough review of available intelligence and information regarding the threat or investigation at issue, must specify characteristics of individuals likely to have CHS potential, and the investigative methods (e.g., database searches, surveillance of specific locations, attendance at specific events) that will be used to identify individuals with those characteristics. Selection of characteristics/search criteria must have a logical connection to intelligence or known facts, and may not be based merely on conjecture. In addition, selected characteristics may not be based solely on race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity, or rights protected under the First Amendment or a combination of only such factors. See DIOG Section 4 for further explanation on the permissible use of race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity or rights protected under the First Amendment. The investigative methods that may be used to identify individuals with the specified characteristics needed must also be based on existing intelligence and be reasonably likely to yield individuals with the specified characteristics.

(U//~~FOUO~~) If necessary, after a CHS identification plan has been approved, and a group of individuals who potentially have placement and access to the relevant information have been identified, the SA or IA may, with authorization set forth in subsection

5.6.3.4.3.1. use additional characteristics to narrow the group of individuals to those most likely to have the desired placement and access. An intelligence product may be produced during the Identification Phase describing the results of, or analysis generated during, the Identification Phase. The product may be based upon analysis of the group's characteristics or search criteria that may yield insight into previously unknown similarities, activities or patterns of conduct. If any additional investigative methods are sought that will focus on an individual, then an Evaluation Phase must be opened. Any product produced must be documented in the [redacted] and approved and disseminated in accordance with [redacted]

b7E

(U//~~FOUO~~) Once an SA or IA has narrowed the field to one or more known persons who appear to have potential as CHSs, in order to gather additional information regarding background and authenticity or, in order for an SA to undertake efforts to recruit the individual, a Type 5 Assessment must be opened on the specific named individual(s) in accordance with subsection 5.6.3.4.1.2, below.

#### 5.6.3.4.1.2 (U//~~FOUO~~) EVALUATION PHASE

(U//~~FOUO~~) This phase may be used by an SA assigned to either a HUMINT or investigative squad or by an IA assigned to the field office or FBIHQ to evaluate a known individual believed to have placement and access so that the individual, if successfully recruited, can provide the FBI with information of value. The goal of this phase of a Type 5 Assessment is to gather information, through the use of the investigative methods set forth in subsection 5.6.3.4.8, below regarding background, authenticity, and suitability of a particular PCHS (specific named individual). An IA who develops information during this phase that indicates a PCHS is worthy of recruitment should prepare a [redacted]

b7E

[redacted] for use by an SA on the appropriate HUMINT or investigative squad to recruit the individual. *Note:* A [redacted] may be prepared by other FBI employees assigned to the evaluation phase Type 5 as case participants. However, the Assessment's assigned case manager(s) remains responsible for the content of the [redacted]. If information developed during this phase indicates the individual should not be recruited as a CHS, the Type 5 Assessment must be closed.

#### 5.6.3.4.1.3 (U//~~FOUO~~) RECRUITMENT PHASE

(U//~~FOUO~~) This phase may only be used by an SA assigned to a HUMINT or investigative squad. The goal of this phase of a Type 5 Assessment is to recruit the PCHS to become an operational CHS, and therefore the recruitment phase may focus only on a specific named individual. Information from [redacted] or other information/intelligence available to the SA may be used during the recruitment phase. If the recruitment is successful, the Type 5 Assessment must be closed (See Section 5.6.3.4.9, below) and the individual opened as a CHS in [redacted]. The Type 5 Assessment must also be closed if the recruitment is not successful, either because the individual declines to become a CHS or a determination is made not to continue the recruitment.

b7E

#### 5.6.3.4.2 (U) DURATION

(U//~~FOUO~~) The effective date of a Type 5 Assessment is the date the highest level of authority required approves the opening EC (or [redacted]). A Type 5 Assessment may continue for as long as necessary to achieve its authorized purpose and

clearly defined objective(s) as set forth in the three phases above or when it is determined that the individual named subject cannot or should not be recruited as a CHS.

5.6.3.4.3 (U) **DOCUMENTATION**5.6.3.4.3.1 (U//~~FOUO~~) IDENTIFICATION PHASE(U//~~FOUO~~)

b7E

A) (U//~~FOUO~~)(U//~~FOUO~~)B) (U//~~FOUO~~)(U//~~FOUO~~)C) (U//~~FOUO~~)(U//~~FOUO~~)

(U//~~FOUO~~) If a Type 5 Assessment has already been opened and an IA or SA wishes to utilize additional characteristics/search criteria or investigative methods in the Identification Phase that were not documented in the opening EC, the additional characteristics/search criteria and/or investigative methods must be documented by EC



#### 5.6.3.4.3.2 (U//~~FOUO~~) EVALUATION/RECRUITMENT PHASES

(U//~~FOUO~~) A Type 5 Assessment opened to evaluate and/or recruit a specific person as a CHS must be opened with an EC (or [redacted] using the appropriate

A) (U//~~FOUO~~) [redacted]  
[redacted]

B) (U//~~FOUO~~) [redacted]

C) (U//~~FOUO~~) [redacted]  
[redacted]

#### 5.6.3.4.4 (U) APPROVAL

(U//~~FOUO~~) A Type 5 Assessment must be approved by the appropriate supervisor and opened with an EC (or [redacted]). Notwithstanding any other provision in the DIOG, a Type 5 Assessment cannot be opened on oral approval. For SAs, a Type 5 Assessment must be approved by their SSA. For IAs, a Type 5 Assessment must be approved by the SIA and the SSA on the HUMINT or investigative squad that will potentially recruit the individual. An SSA and/or SIA must use the standards provided in DIOG Section 5.5 when deciding whether to approve a Type 5 Assessment. Additional approval requirements apply to Sensitive PCHSs, as described below.

#### 5.6.3.4.4.1 (U) CONFLICT RESOLUTION

(U//~~FOUO~~) If there is any conflict between the [redacted] or any other PG and the DIOG, the DIOG controls. OGC, OIC and IPO should be immediately notified of any such conflict.

**5.6.3.4.4.2 (U//~~FOUO~~) SENSITIVE POTENTIAL CHSS AND GROUPS**

(U//~~FOUO~~) CDC review and SAC approval is required before a Type 5 Assessment may be opened on a Sensitive PCHS or if, during the Identification Phase, a sensitive characteristic is at least one aspect being used to identify individuals with potential placement and access to information of interest. If it is determined after opening a Type 5 Assessment that a PCHS is Sensitive or that a sensitive characteristic must be added to the PCHS Identification Plan, the Assessment activity may continue, but the matter must be documented in an EC (or [redacted]) and reviewed by the CDC and approved by the SAC as soon as practicable, but not more than 5 business days of this determination. Additionally, if the Type 5 Assessment involves [redacted]

b7E

[redacted] A Sensitive PCHS or sensitive characteristic (as part of an Identification Plan) is defined as follows:

- A) (U//~~FOUO~~) A domestic public official (other than a member of the U.S. Congress or White House Staff – which requires higher approval authority, see [redacted] for additional details);
- B) (U//~~FOUO~~) A domestic political candidate;
- C) (U//~~FOUO~~) An individual prominent within a religious organization;
- D) (U//~~FOUO~~) An individual prominent within a domestic political organization;
- E) (U//~~FOUO~~) A member of the news media; or
- F) (U//~~FOUO~~) [redacted]

(U//~~FOUO~~) DIOG Section 10 should be consulted for a definition of these terms.

(U//~~FOUO~~) For additional information regarding Sensitive PCHSs, see CHSPG, Part 2, DIOG Section 10.1.4 and DIOG Appendix G - Classified Provisions.

**5.6.3.4.5 (U) NOTICE**

(U//~~FOUO~~) There is no requirement to provide notice to FBIHQ or DOJ of opening or closing Type 5 Assessments.

**5.6.3.4.6 (U) FILE REVIEW**

(U//~~FOUO~~) The frequency of a supervisory file review must be in accordance with DIOG subsection 3.4.4.7. See [redacted] for Type 5 file review procedures.

b7E

(U//~~FOUO~~) The Type 5 Assessment file review must be documented [redacted]. Because Type 5 Assessments are confidential, the [redacted] File Review must not reveal information that could identify the PCHS.

5.6.3.4.7 (U) **RESPONSIBLE ENTITY**

(U//~~FOUO~~) A Type 5 Assessment without a specific named individual may be opened by SAs on HUMINT, investigative squads or FBIHQ, or IAs assigned to a field office or to FBIHQ. A Type 5 Assessment on specific named individual may be opened by SAs on HUMINT or investigative squads, and by IAs (evaluation phase only) assigned to the field office HUMINT, investigative squads, or at FBIHQ.

5.6.3.4.8 (U) **AUTHORIZED INVESTIGATIVE METHODS IN TYPE 5 ASSESSMENTS**

(U//~~FOUO~~) Only the following investigative methods may be used in a Type 5 Assessment, whether in the identification, evaluation, or recruitment phase. All of these investigative methods may be used by SAs. IA's may only use investigative methods (A) through (F).

- A) (U//~~FOUO~~) Public information;
- B) (U//~~FOUO~~) Records or information – FBI and DOJ;
- C) (U//~~FOUO~~) Records or information – Other Federal, state, local, tribal, or foreign government agencies;
- D) (U//~~FOUO~~) On-line services and resources;
- E) (U//~~FOUO~~) Information voluntarily provided by governmental or private entities;
- F) (U//~~FOUO~~) Use of AFID or the Covert Approach is only permitted for use during approved activity in a Type 5 Assessment (See the note below and the [redacted]) b7E
- G) (U//~~FOUO~~) CHS use and recruitment;
- H) (U//~~FOUO~~) Interview or request information from the public or private entities;
- I) (U//~~FOUO~~) Physical surveillance (not requiring a court order);
- J) (U//~~FOUO~~) Polygraph examinations (see [redacted])
- K) (U//~~FOUO~~) Trash Covers (Searches that do not require a warrant or court order) (*Note:* SSA approval and consultation with CDC/OGC is required prior to use of this method. See DIOG Section 18.6.12.5).

(U//~~FOUO~~) *Note:* Consent Searches are authorized in Assessments.<sup>9</sup>

(U//~~FOUO~~) Some investigative methods used during Assessments that may require higher supervisory approval are set forth in DIOG Section 18.5.

(U//~~FOUO~~) In addition, as specified in division PGs, there may be agreements (e.g., Memoranda of Understanding, etc.) that require additional coordination and approval prior to conducting certain activities.

(U//~~FOUO~~) [redacted]

b7E

(U//~~FOUO~~) *Note:* The Covert Approach, which may be authorized in an approved Type 5 Assessment, pursuant to the procedures detailed in the [redacted] is not undercover activity subject to the provisions of DIOG Section 18.6.13. The distinction between the Covert

<sup>9</sup> (U//~~FOUO~~) The DOJ has opined that Consent Searches are authorized in Assessments, as well as in Predicated Investigations.

Approach and undercover activity lies in the authorized purpose of the Type 5 Assessment, which is to seek information to identify, evaluate, and recruit an individual as a CHS, not to seek information relevant to federal crimes or national security threats. See also DIOG appendix G.

(U//~~FOUO~~) Additionally, in the course of a predicated investigation, an agent cannot utilize undercover activity (up to five times pursuant to UCO guidelines), with the specific purpose to identify, evaluate or recruit a PCHS. The agent must [redacted]

b7E

(U//~~FOUO~~) [redacted](U//~~FOUO~~) [redacted]

#### 5.6.3.4.9 (U) CLOSING TYPE 5 ASSESSMENTS

(U//~~FOUO~~) A Type 5 Assessment must be closed under the following circumstances:

- A) (U//~~FOUO~~) In a Type 5 Assessment opened without a specific named individual, it is determined that the characteristics/search criteria used to identify individuals with placement and access to needed information have not succeeded in identifying such individuals, or the FBI no longer has a need for a CHS with the specified placement and access. Additionally, the closing EC must document the factual basis for closing the Assessment;
- B) (U//~~FOUO~~) The Identification Phase has succeeded in identifying specific named individuals who might have appropriate placement and access. If the FBI wishes to further evaluate and possibly recruit any such identified individuals, a separate Type 5 Assessment must be opened on that person. The original Type 5 Assessment may remain open in the identification phase if the authorized purpose and clearly defined objective still exist. Additionally, the closing EC must document the factual basis for closing the Assessment;
- C) (U//~~FOUO~~) In a Type 5 Assessment opened on a specific named individual, it is determined that the PCHS is not a suitable candidate for further evaluation and/or recruitment efforts. Additionally, the closing EC must document the factual basis for closing the Assessment;
- D) (U//~~FOUO~~) In a Type 5 Assessment opened on a specific named individual, SA recruitment efforts are successful and the PCHS has been opened as a CHS in [redacted]. Once the successfully recruited PCHS' [redacted] is opened, all documents and records in the Type 5 Assessment must be maintained in the CHS' open [redacted] [redacted] or [redacted]

b7E

- E) (U//~~FOUO~~) In a Type 5 Assessment opened on a specific named individual, SA efforts to recruit the PCHS have been unsuccessful or it is determined that further recruitment efforts are not likely to be successful. Additionally, the closing EC must document the factual basis for closing the Assessment.

(U) See also DIOG subsection 5.12.1.3 below for properly marking a closed Type 5 Assessment that contains personal information.

#### 5.6.3.4.9.1 (U) CLOSING APPROVAL FOR TYPE 5 ASSESSMENTS

(U//~~FOUO~~) Type 5 Assessments must be closed, via EC, with SSA approval, if it was opened by an SA. Type 5 Assessments must be closed with SIA and SSA approval, if it was opened by an IA.

#### 5.6.3.4.10 (U) EXAMPLES OF TYPE 5 ASSESSMENTS

##### 5.6.3.4.10.1 (U//~~FOUO~~) EXAMPLES OF A TYPE 5 ASSESSMENT OPENED WITHOUT A SPECIFIC NAMED INDIVIDUAL

(U//~~FOUO~~) [REDACTED]

b7E

(U//~~FOUO~~) [REDACTED]

(U//~~FOUO~~) [REDACTED]

(U//~~FOUO~~)

b7E

5.6.3.4.10.2 (U//~~FOUO~~) EXAMPLES OF TYPE 5 ASSESSMENTS OPENED ON  
SPECIFIC NAMED POTENTIAL CHSS

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

f

(U//~~FOUO~~)(U//~~FOUO~~)

(U//~~FOUO~~) *If the Assessment is opened by an SA:* The SA may open a Type 5 Assessment with his/her SSA approval. If the recruitment is successful, the Type 5 Assessment must be closed when the CHS is opened in [redacted]. If the recruitment is unsuccessful, the Type 5 Assessment must be closed.

(U//~~FOUO~~) *If the Assessment is opened by an IA:* The IA must obtain the approval of his/her SIA and the supervisor of the relevant investigative or HUMINT squad to open a Type 5 Assessment. (*Note:* An IA may not open an individual as a CHS in [redacted].) If the Assessment determines the person has placement and access to information or intelligence that would be of value, the Type 5 Assessment must be transferred to the appropriate investigative squad or the HUMINT squad to further evaluate and recruit the PCHS.

#### 5.6.3.5 (U) TYPE 6 ASSESSMENTS

(U) **Type 6 Assessment defined:** Seek information, proactively or in response to investigative leads, relating to matters of foreign intelligence interest responsive to foreign intelligence requirements.

(U//~~FOUO~~) A Type 6 Assessment is designed to allow the FBI to determine whether the circumstances within a field office's territory would enable the office to conduct a Full Investigation to collect information responsive to a Positive Foreign Intelligence (PFI) requirement. PFI requirements are described in DIOG Section 9.1. A Type 6 Assessment focuses on a field office's capability to collect on those PFI requirements. While no particular factual predication is required, the basis of the Assessment cannot be arbitrary or groundless speculation, nor can the Assessment be based solely on the exercise of First Amendment protected rights or on race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity, or a combination of only those factors.

(U//~~FOUO~~) Foreign Intelligence is "information relating to the capabilities, intentions, or activities of foreign governments or elements thereof, foreign organizations, or foreign persons." The FBI defines a PFI requirement as a collection requirement issued by the USIC and is accepted by the FBI DI that seeks to collect information outside the FBI's core national security mission.

(U//~~FOUO~~) FBI employees must prioritize collection in response to FBI national collection requirements before attempting to collect against a positive foreign intelligence collection requirement. The IPG furnishes guidance on the prioritization of collection.

(U//~~FOUO~~) See Section 5.11 below for intelligence collection, (i.e., incidental collection) and documentation requirements. All incidental collection must be documented in the FBIHQ or field office 815I file.

##### 5.6.3.5.1 (U) DURATION

(U//~~FOUO~~) There are no time limitations on the duration of a Type 6 Assessment. The effective date of the Assessment is the date on which the DI - [redacted]

[REDACTED] UC approves the EC. See DIOG section 5.6.2 above. A Type 6 Assessment may continue for as long as necessary to achieve its authorized purpose and clearly defined objective(s). Although a Type 6 Assessment is not limited in duration, when the authorized purpose and clearly defined objective(s) have been met, the Assessment must be closed or converted to a Full Investigation with an EC approved by the field office SSA or SIA and the FIMU UC. When closing a Type 6 Assessment that is designated as a SIM, the SAC and the DCHMS SC must approve the closing EC.

#### 5.6.3.5.2 (U) DOCUMENTATION

(U//~~FOUO~~) A Type 6 Assessment must be opened by EC, using the appropriate [REDACTED]

b7E

[REDACTED] The opening EC synopsis must identify the authorized purpose and the clearly defined objective(s) of the Assessment. The authorized purpose and clearly defined objective(s) should be described in more detail in the Details section of the EC. If additional objectives arise during the course of the Assessment, they must also be documented in an EC and approved by the field office SSA or SIA [REDACTED]

(U//~~FOUO~~) *Note:* Investigative activity must not be conducted<sup>10</sup> out of [REDACTED]

#### 5.6.3.5.3 (U) APPROVAL

(U//~~FOUO~~) All Type 6 Assessments must be opened by EC and approved in advance by an SSA or SIA and the appropriate DI UC. A Type 6 Assessment must be approved in accordance with the standards provided in DIOG Section 5.5. Notwithstanding any other provision in the DIOG, a Type 6 Assessment cannot be opened on oral approval.

#### 5.6.3.5.4 (U) SENSITIVE INVESTIGATIVE MATTERS (SIM)

(U//~~FOUO~~) If a Type 6 Assessment involves a sensitive investigative matter, the CDC/OGC must review and the SAC and the DI HOS/SC must approve the Assessment prior to opening. If a sensitive investigative matter arises after the opening of a Type 6 Assessment, Assessment activity may continue, but the matter must be reviewed by the CDC and approved by the SAC and the DI HOS/SC, as soon as practicable, but not more than five (5) business days after the sensitive investigative matter arises. The term "sensitive investigative matter" is defined in DIOG Section 5.7 and Section 10.

#### 5.6.3.5.5 (U) NOTICE

(U//~~FOUO~~) FBIHQ authority, as specified above, is required to open a Type 6 Assessment; the opening EC will serve as notice to the DI. There is no requirement to provide notice to DOJ of opening or closing a Type 6 Assessment.

#### 5.6.3.5.6 (U) FILE REVIEW

(U//~~FOUO~~) A Type 6 Assessment requires a file review in accordance with DIOG Section 3.4.4.

<sup>10</sup> (U) [REDACTED]

b7E

5.6.3.5.7 (U) **RESPONSIBLE ENTITY**

(U//~~FOUO~~) A Type 6 Assessment may only be opened and conducted by the FIG and the DI (Refer to IPG for further details). Under the management of the FIG, field office investigative squads or FBIHQ divisions may support the collection of information in a Type 6 Assessment.

5.6.3.5.8 (U) **TYPE 6 ASSESSMENT CLOSING**

(U//~~FOUO~~) See DIOG subsections 5.12.1 and 5.12.1.2 below for guidance on closing a Type 6 Assessment.

5.6.3.5.9 (U) **EXAMPLES/SCENARIOS OF TYPE 6 ASSESSMENTS**5.6.3.5.9.1 (U) **EXAMPLE 1**(U//~~FOUO~~)

b7E

(U//~~FOUO~~)5.6.3.5.9.2 (U) **EXAMPLE 2**(U//~~FOUO~~)(U//~~FOUO~~)

5.7    **(U) SENSITIVE INVESTIGATIVE MATTERS (SIM) IN ASSESSMENTS AND  
SENSITIVE POTENTIAL CHS OR SENSITIVE CHARACTERISTIC  
DESIGNATIONS IN TYPE 5 ASSESSMENTS**

(U//~~FOUO~~) [redacted]

b7E

[redacted] DIOG Section 10 contains the required approval authority and factors for consideration when determining whether to open or approve an Assessment involving a SIM.

5.7.1    **(U) SIM CATEGORIES IN ASSESSMENTS**

(U//~~FOUO~~) A SIM is an investigative matter involving the activities of a domestic public official or domestic political candidate (involving corruption or a threat to the national security), religious or domestic political organization or individual prominent in such an organization, or news media, an academic nexus, or any other matter which, in the judgment of the official authorizing an Assessment, should be brought to the attention of FBIHQ and other DOJ officials. (AGG-Dom, Part VII.N.) As a matter of FBI policy, “judgment” means that the decision of the authorizing official is discretionary. [redacted]

(U//~~FOUO~~) [redacted]

5.7.2    **(U) ACADEMIC NEXUS IN ASSESSMENTS**

(U//~~FOUO~~) As a matter of FBI policy, an investigative activity having an “academic nexus” is considered a SIM if:

A) (U//~~FOUO~~) [redacted]

b7E

B) (U//~~FOUO~~) [redacted]

(U//~~FOUO~~) The sensitivity related to an academic institution arises from the American tradition of “academic freedom” (e.g., an atmosphere in which students and faculty are free to express unorthodox ideas and views and to challenge conventional thought without fear of repercussion). Academic freedom does not mean, however, that academic institutions are off limits to FBI investigators in pursuit of information or individuals of legitimate investigative interest.

(U//~~FOUO~~) [redacted]

## 5.8 (U) STANDARDS FOR OPENING OR APPROVING THE USE OF AN AUTHORIZED INVESTIGATIVE METHOD

(U//~~FOUO~~) Prior to opening or approving the use of an authorized investigative method, an FBI employee or approving official must determine whether:

- A) (U//~~FOUO~~) The use of the particular investigative method is likely to further the authorized purpose and clearly defined objective(s) of the Assessment;
- B) (U//~~FOUO~~) The investigative method selected is the least intrusive method reasonable based upon the circumstances of the investigation;
- C) (U//~~FOUO~~) The anticipated value of the Assessment justifies the use of the selected investigative method or methods;
- D) (U//~~FOUO~~) If the purpose of the Assessment is to collect positive foreign intelligence, the investigative method complies with the AGG-Dom requirement that the FBI operate openly and consensually with an USPER, to the extent practicable; and
- E) (U//~~FOUO~~) The investigative method is an appropriate use of personnel and financial resources.

## 5.9 (U) AUTHORIZED INVESTIGATIVE METHODS IN ASSESSMENTS

### 5.9.1 (U) TYPE 1 THROUGH 4 AND TYPE 6 ASSESSMENTS

(U//~~FOUO~~) A complete discussion of these investigative methods, including approval requirements, is contained in DIOG Section 18. The use or dissemination of information obtained by the use of the below-methods must comply with the AGG-Dom and DIOG Section 14. Only the following investigative methods are authorized in Type 1 through 4 and Type 6 Assessments:

- A) (U) Public information. (Subsection 18.5.1)
- B) (U) Records or information - FBI and DOJ. (Subsection 18.5.2)
- C) (U) Records or information - Other federal, state, local, tribal, or foreign government agency. (Subsection 18.5.3)
- D) (U) On-line services and resources. (Subsection 18.5.4)
- E) (U) CHS use and recruitment. (Section 18.5.5)
- F) (U) Interview or request information from the public or private entities. (Subsection 18.5.6)
- G) (U) Information voluntarily provided by governmental or private entities. (Subsection 18.5.7)
- H) (U) Physical Surveillance (not requiring a court order). (Subsection 18.5.8)
- I) (U) Grand jury subpoenas – to providers of electronic communication services (**only available in a Type 1 & 2 Assessment**). (Subsection 18.5.9)

(U//~~FOUO~~) *Note:* Consent Searches are authorized in Assessments.

### 5.9.2 (U) TYPE 5 ASSESSMENTS

(U//~~FOUO~~) In addition to those investigative methods listed above in 5.9.1(A) – (H), Type 5 Assessments only may also use the following investigative methods:

- A) (U) Use of AFID or Covert Approach only permitted for use during approved activity in a Type 5 Assessment. (See [redacted])
- B) (U) Polygraph Examinations (See [redacted])
- C) (U) Trash Covers (Searches that do not require a warrant or court order). (See Section 18.6.12) (*Note:* SSA approval and consultation with CDC/OGC required prior to use of this method).

b7E

## 5.10 (U) OTHER INVESTIGATIVE METHODS NOT AUTHORIZED DURING ASSESSMENTS

(U//~~FOUO~~) Additional investigative methods, which are authorized for Predicated Investigations, may not be used in Assessments.

## 5.11 (U) INTELLIGENCE COLLECTION (I.E., INCIDENTAL COLLECTION)

(U//~~FOUO~~) Incidental collection is information derived during the course of a pending investigation, assessment, or a [redacted] that is responsive to a PEL, FBI, or IC collection requirement.

b7E

(U//~~FOUO~~) Incidentally collected information, responsive to the above-mentioned collection requirements, may also be derived from [redacted]

(U//~~FOUO~~) [redacted]

(U//~~FOUO~~) [redacted]

b7E

(U//~~FOUO~~) [redacted]

(U//~~FOUO~~) [redacted]

## 5.12 (U) RETENTION AND DISSEMINATION OF PRIVACY ACT RECORDS

(U//~~FOUO~~) The Privacy Act restricts the maintenance of records relating to the exercise of First Amendment rights by individuals who are USPERs. Such records may be maintained if the information is pertinent to and within the scope of authorized law enforcement activities or for which there is otherwise statutory authority for the purposes of the Privacy Act (5 U.S.C. § 552a[e][7]). Activities authorized by the AGG-Dom are authorized law enforcement activities. Thus, information concerning the exercise of First Amendment rights by USPERs may be retained if it is pertinent to or relevant to the FBI's law enforcement or national security activity. Relevancy must be determined by the circumstances. If the information is not relevant to the law enforcement activity being conducted, then it may not be retained. For more information see DIOG Section 4.1. (AGG-Dom, Part I.C.5)

(U) The Privacy Act, however, may not exempt from disclosure information gathered by the FBI during Positive Foreign Intelligence Assessments (Type 6 Assessments) and investigations of qualified U.S. citizens or lawfully admitted permanent residents if personally identifying information about such persons resides in those files. FBI employees should therefore be particularly vigilant about properly classifying any such information and should avoid unnecessary references to, and the documentation of, identifying information about U.S. citizens and lawfully admitted permanent residents in Positive Foreign Intelligence files. See DIOG Section 4.1.3.

(U//~~FOUO~~) Even if information obtained during an Assessment does not warrant opening a Predicated Investigation, the FBI may retain personally identifying information for criminal and national security purposes. In this context, the information may eventually serve a variety of valid analytic purposes as pieces of the overall criminal or intelligence picture are developed to detect and disrupt criminal and terrorist activities. In addition, such information may assist FBI personnel in responding to questions that may subsequently arise as to the nature and extent of the Assessment and its results, whether positive or negative. Furthermore, retention of such information about an individual collected in the course of an Assessment will alert other divisions or field offices considering conducting an Assessment on the same individual that the particular individual is not a criminal or national security threat. As such, retaining personally identifying information collected in the course of an Assessment will also serve to conserve resources and prevent the initiation of unnecessary Assessments and other investigative activities.

### 5.12.1 (U) MARKING TYPE 1 & 2, AND TYPE 3, 4 AND 6 CLOSED ASSESSMENTS THAT CONTAIN PERSONAL INFORMATION

(U) Information obtained during an Assessment that has insufficient value to justify further investigative activity may contain personal information such as when records retained in an Assessment specifically identify an individual or group whose possible involvement in criminal or national security-threatening activity was checked out through the Assessment. Therefore, whenever the Assessment turns up no sufficient basis to justify further investigation of the

individual or group, then the records must be annotated with the caveats listed in subsection 5.12.1.1-3 below.

(U) Extreme care should be taken when disseminating personally identifiable information collected during an Assessment that does not lead to sufficient facts to open a Predicated Investigation. If personal information from the Assessment is disseminated outside the FBI according to authorized dissemination guidelines and procedures, it must be accompanied by the required annotation that the Assessment involving this individual or group did not warrant further investigation by the FBI at the time the Assessment was closed.

#### 5.12.1.1 (U) TYPE 1 & 2 ASSESSMENTS

(U//~~FOUO~~) [REDACTED]

[REDACTED] the FD-71 or Guardian

[REDACTED] the FD-71 or Guardian.

[REDACTED] Moreover, any FBI employee who shares information outside the FBI from such a closed Assessment file must ensure the following caveat is included in the dissemination:

(U) "This person [or group] was identified during an Assessment but no information was developed at that time that warranted further investigation of the person [or group]."

#### 5.12.1.2 (U) TYPE 3, 4, AND 6 ASSESSMENTS

(U//~~FOUO~~) [REDACTED]

[REDACTED] Moreover, any FBI employee who

shares information outside the FBI from such a closed Assessment file must ensure the following caveat is included in the dissemination:

(U) "This person [or group] was identified during an Assessment but no information was developed at that time that warranted further investigation of the person [or group]."

#### 5.12.1.3 (U) TYPE 5 ASSESSMENTS

(U//~~FOUO~~) [REDACTED]

A) (U//~~FOUO~~) Type 5 Assessments [REDACTED]

B) (U//~~FOUO~~) All other Type 5 Assessments: [REDACTED]

(U//~~FOUO~~) Any dissemination from a closed Type 5 Assessment must be conducted in accordance with dissemination guidance on CHS closed files provided in the [REDACTED]

### 5.13 (U) ASSESSMENT FILE RECORDS MANAGEMENT AND RETENTION

(U//~~FOUO~~) [REDACTED]

b7E

[REDACTED] the FD-71 or Guardian [REDACTED]

[REDACTED] Records must be retained according to National Archives and Records Administration (NARA) approved disposition authorities.

(U//~~FOUO~~) [REDACTED] Guardian [REDACTED]

[REDACTED] Guardian (FD-71a) [REDACTED]

Guardian [REDACTED] records in Guardian, or any successor information technology system, must be retained according to NARA-approved disposition authorities. Consult the RMD Help Desk for assistance.

(U//~~FOUO~~) Type 3, 4, 5, and 6 Assessments must have [REDACTED]

[REDACTED] must be approved by the SSA or SIA [REDACTED] If additional objectives arise during the Assessment, they must be documented in an EC, approved by the SSA or if appropriate, an SIA. [REDACTED] Assessment classification files must be retained according to NARA-approved disposition authorities.

### 5.13.1 (U) PENDING INACTIVE STATUS

(U//~~FOUO~~) [REDACTED]

## 5.14 (U) OTHER PROGRAM SPECIFIC INVESTIGATION REQUIREMENTS

(U//~~FOUO~~) To facilitate compliance within an existing investigative program, the FBI employee should consult the relevant division's PG. FBIHQ division PGs, however, may not contradict, alter or otherwise modify the standards established in the DIOG. *This Page is Intentionally Blank*

## 6 (U) PRELIMINARY INVESTIGATIONS

---

### 6.1 (U) OVERVIEW

(U) The AGG-Dom authorizes a second level of investigative activity—Predicated Investigations. Predicated Investigations that concern federal crimes or threats to the national security are subdivided into Preliminary Investigations (PI) and Full Investigations (Full). A Preliminary Investigation may be opened on the basis of any “allegation or information” indicative of possible criminal activity or threats to the national security.

### 6.2 (U) PURPOSE AND SCOPE

(U//~~FOUO~~) A Preliminary Investigation may be opened to detect, obtain information about, or prevent or protect against federal crimes or threats to the national security. However, a Preliminary Investigation cannot be opened or used solely for the purpose of collecting against Positive Foreign Intelligence (PFI) requirements, or for conducting an Enterprise Investigation (EI).

(U) The purposes for conducting Preliminary Investigation include such matters as: determining whether a federal crime has occurred or is occurring, or if planning or preparation for such a crime is taking place; identifying, locating, and apprehending the perpetrators; obtaining evidence needed for prosecution; or identifying threats to the national security.

(U) The investigation of threats to the national security may constitute an exercise of the FBI's criminal investigation authority as well as its authority to investigate threats to the national security. As with criminal investigations, detecting and solving crimes and arresting and prosecuting the perpetrators are likely objectives of investigations relating to threats to the national security. These investigations, however, serve important purposes outside the ambit of normal criminal investigations, by providing the basis for decisions concerning other measures needed to protect the national security.

### 6.3 (U) CIVIL LIBERTIES AND PRIVACY

(U) The pursuit of legitimate investigative goals without infringing upon the exercise of constitutional freedoms is a challenge that the FBI meets through the application of sound judgment and discretion. In order to protect civil liberties in the conduct of criminal and national security investigations, every Preliminary Investigation under this subsection must have adequate predication that is documented in the opening communication.

(U) No investigative activity, including Preliminary Investigations, may be taken solely on the basis of activities that are protected by the First Amendment or on the race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity of the subject, or a combination of only those factors. Preliminary Investigations of individuals, groups or organizations must focus on activities related to the threats and or crimes being investigated, not solely on First Amendment rights or on the race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity of the subject. In this context, it is particularly important clearly to identify and document the law enforcement or national security basis of the Preliminary Investigation.

(U) *Example:* Individuals or groups who communicate with each other or with members of the public in any form in pursuit of social or political causes—such as opposing war or foreign

policy, protesting government actions, promoting certain religious beliefs, championing particular local, national, or international causes, or a change in government through non-criminal means, and actively recruit others to join their causes—have a fundamental constitutional right to do so. A Preliminary Investigation may not be opened based solely on the exercise of these First Amendment rights.

(U) The AGG-Dom present investigators with a number of authorized investigative methods in the conduct of a Preliminary Investigation. Considering the effect on the privacy and civil liberties of individuals and the potential to damage the reputation of individuals, some of these investigative methods are more intrusive than others. The least intrusive method if reasonable based upon the circumstances of the investigation is to be used, but the FBI must not hesitate to use any lawful method consistent with the AGG-Dom. A more intrusive method may be warranted in light of the seriousness of a criminal or national security threat.

(U) By emphasizing the use of the least intrusive means to obtain intelligence, information, and/or evidence, FBI employees can effectively execute their duties while mitigating the potential negative impact on the privacy and civil liberties of all people encompassed within the investigation, including targets, witnesses, and victims. This principle is not intended to discourage FBI employees from seeking relevant and necessary intelligence, information, or evidence, but rather is intended to encourage FBI employees to choose the least intrusive—but still reasonable based upon the circumstances of the investigation — means from the available options to obtain the intelligence, information or evidence. (See DIOG Subsection 4.4).

## 6.4 (U) LEGAL AUTHORITY

### 6.4.1 (U) CRIMINAL INVESTIGATIONS

(U) The FBI has statutory authority to investigate all federal crime not assigned exclusively to another federal agency. (See 28 U.S.C. § 533; 18 U.S.C. § 3052; 28 C.F.R. § 0.85 [a])

(U) The FBI also has special investigative jurisdiction to investigate violations of state law in limited circumstances. Specifically, the FBI has jurisdiction to investigate felony killings of state law enforcement officers (28 U.S.C. § 540), violent crimes against interstate travelers (28 U.S.C. § 540A), and serial killers (28 U.S.C. § 540B). Authority to investigate these matters is contingent on receiving a request by an appropriate state official.

### 6.4.2 (U) THREATS TO THE NATIONAL SECURITY

(U) The FBI has authority to investigate threats to the national security pursuant to executive orders, Attorney General authorities, and various statutory sources. (See Appendix B: Executive Order (EO) 12333; 50 U.S.C. §§ 3001 et seq.; 50 U.S.C. §§ 1801 et seq.)

(U) “Threats to the national security” are specifically defined to mean: international terrorism; espionage and other intelligence activities, sabotage, and assassination, conducted by, for, or on behalf of foreign powers, organizations, or persons; foreign computer intrusion; and other matters determined by the Attorney General, consistent with EO 12333 or any successor order. (AGG-Dom, Part VII.S)

## 6.5 (U) PREDICATION

(U) A Preliminary Investigation may be opened on the basis of “information or an allegation” indicating the existence of a circumstance described as follows:

- A) (U) An activity constituting a federal crime or a threat to the national security has or may have occurred, is or may be occurring, or will or may occur and the investigation may obtain information or intelligence relating to the activity or the involvement or role of an individual, group, or organization in such activity. (AGG-Dom, Part II.B.3)
- B) (U) An individual, group, organization, entity, information, property, or activity is or may be a target of attack, victimization, acquisition, infiltration, or recruitment in connection with criminal activity in violation of federal law or a threat to the national security and the investigation may obtain information or intelligence that would help to protect against such activity or threat. (AGG-Dom, Part II.B.3)

(U//~~FOUO~~) *Examples:* The following examples have sufficient predication to open a Preliminary Investigation:

- A) (U//~~FOUO~~) A CHS, with no established history, alleges that an individual is a member of a terrorist group; this “allegation” is sufficient predication to open a Preliminary Investigation; and
- B) (U//~~FOUO~~) If an analyst, while conducting an assessment, discovers on a blog a threat to a specific person, this “information” is enough to open a Preliminary Investigation.

(U) *NOTE:* See DIOG Appendix G - Classified Provisions for additional circumstances warranting a Preliminary Investigation.

## 6.6 (U) STANDARDS FOR OPENING OR APPROVING A PRELIMINARY INVESTIGATION

(U) Before opening or approving the conduct of a Preliminary Investigation, an FBI employee or approving official must determine whether:

- A) (U//~~FOUO~~) Adequate predication exist for opening a Preliminary Investigation;
- B) (U//~~FOUO~~) The Preliminary Investigation is not based solely on the exercise of First Amendment rights or on the race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity of the subject or a combination of only such factors; and
- C) (U//~~FOUO~~) The Preliminary Investigation is an appropriate use of personnel and financial resources.

(U//~~FOUO~~) Additional policies regarding Preliminary Investigations involving any foreign ambassador, foreign official, foreign student or exchange visitor, protected persons or premises as subjects may be found in to DIOG Appendix G – Classified Provisions [No Foreign Policy Objection].

(U//~~FOUO~~) A Preliminary Investigation cannot be opened based solely on an FBI collection requirement.

## 6.7 (U) OPENING DOCUMENTATION, APPROVAL, EFFECTIVE DATE, NOTICE, EXTENSION, PENDING INACTIVE STATUS, CONVERSION, AND FILE REVIEW

### 6.7.1 (U) OPENING DOCUMENTATION

(U//~~FOUO~~) The predication to open a Preliminary Investigation must be documented in the opening Electronic Communication (EC). In addition to the opening EC, division PGs may require the use of other specific forms to supplement the opening EC, i.e. FD-920, etc. The appropriate approving authority may grant oral authority to open a Preliminary Investigation if the standards for opening or approving a Preliminary Investigation are met. Should oral authorization to conduct a Preliminary Investigation be granted, an EC setting forth the predication facts, as well as the identity of the authorizing supervisor and date of oral authorization, must be documented to the supervisor who granted the oral authorization, as soon as practicable, but not more than five (5) business days after granting oral authorization.

(U//~~FOUO~~) [REDACTED]

b7E

(U//~~FOUO~~) *Note:* Investigative activity must not be conducted<sup>11</sup> out of [REDACTED]

b7E

#### 6.7.1.1 (U) APPROVAL / EFFECTIVE DATE / NOTICE

(U//~~FOUO~~) The effective date of the Preliminary Investigation is the date the final approval authority (e.g., Supervisory Special Agent (SSA) or Special Agent-in-Charge (SAC)) approves the EC [REDACTED]

[REDACTED] If the Preliminary Investigation is opened on oral authority, the date on which the oral authority was granted is the effective date. See DIOG subsection 3.4.2.2. Adding another subject after opening the Preliminary Investigation does not change the original effective date or the extension date.

A) (U//~~FOUO~~) *Opened By a Field Office:* The opening of a Preliminary Investigation by the field office requires prior approval of the SSA [REDACTED]

b7E

B) (U//~~FOUO~~) *Opened By FBIHQ:* The opening of a Preliminary Investigation by FBIHQ requires prior approval of the Unit Chief (UC) [REDACTED]

C) (U//~~FOUO~~) *Sensitive Investigative Matters (SIM):* The opening of a Preliminary Investigation involving a SIM:

<sup>11</sup> (U) [REDACTED]

b7E

- 1) (U//~~FOUO~~) ***SIM Opened by a Field Office:*** requires prior Chief Division Counsel (CDC) review and SAC approval, and written notification (EC), to the appropriate FBIHQ operational unit with program responsibility within 15 calendar days following the opening.

b7E

[REDACTED] Additionally, the field office must notify the United States Attorney's Office (USAO) in writing (by LHM or similar documentation), as soon as practicable, [REDACTED] after the investigation is opened. (See [REDACTED] for details concerning notice in counterintelligence and espionage investigations.)

(U//~~FOUO~~)

[REDACTED] in its written notice to the FBIHQ operational unit with program responsibility. Upon receiving this notice, the FBIHQ operational unit must notify DOJ in writing (by LHM or similar documentation), as soon as practicable, [REDACTED] after the investigation is opened.

(U//~~FOUO~~)

(U//~~FOUO~~) If a SIM arises after the opening of a Preliminary Investigation, investigative activity may continue, but the matter must be reviewed by the CDC and approved by the SAC as soon as practicable, but not more than five (5) business days thereafter to continue the investigation. Written notice must be furnished to the appropriate FBIHQ operational unit with program responsibility and to the appropriate USAO or DOJ component as specified in the preceding paragraph.

b7E

- 2) (U//~~FOUO~~) ***SIM Opened by FBIHQ:*** requires prior OGC review and SC approval, and written notification (EC) to the appropriate field office(s) within 15 calendar days following the opening.

[REDACTED] Additionally, the appropriate FBIHQ Section must notify, the applicable USAO or the appropriate DOJ official, in writing (by LHM or similar documentation), as soon as practicable, but no later than 30 calendar days after the investigation is opened. (See [REDACTED])

[REDACTED] If the FBIHQ section does not provide notice to the applicable USAO, the FBIHQ section must state such in its written notice to the field office(s) and DOJ. See [REDACTED]

(U//~~FOUO~~) If a SIM arises after the opening of a Preliminary Investigation, investigative activity may continue, but the matter must be reviewed by the OGC and approved by the appropriate FBIHQ operational SC as soon as practicable, but not more than five (5) business days thereafter to continue the investigation. Written notice must be furnished to the relevant field office(s) and to the appropriate USAO or DOJ component as specified in the preceding paragraph.

- D) (U//~~FOUO~~) ***FBIHQ Disapproves Opening:*** The Executive Assistant Director (EAD) for the National Security Branch must notify the Deputy Attorney General if FBIHQ disapproves a field office's opening of a Preliminary Investigation relating to a threat to the national security on the ground that the predication for the investigation is insufficient, and the EAD for the National Security Branch is responsible for establishing a system that will allow for the prompt retrieval of such denials. (AGG-Dom, Part II.B.5.d)

### 6.7.2 (U) EXTENSION

(U//~~FOUO~~) A Preliminary Investigation must be concluded within six months of its opening but may be extended for up to six months by the SAC (delegable to the ASAC)<sup>12</sup>. FBIHQ division PGs may require written notification of this six month extension to the appropriate FBIHQ operational unit and section. Extensions of Preliminary Investigations beyond a year are discouraged and may only be approved by the appropriate FBIHQ operational Section Chief for “good cause.” (AGG-Dom, Part II.B.4.a.ii)

#### 6.7.2.1 (U) GOOD CAUSE

(U//~~FOUO~~) The following factors must be used to determine whether “good cause” exists to extend the Preliminary Investigation beyond one year:

- A) (U//~~FOUO~~) Whether logical investigative steps have yielded information that tends to inculpate or exculpate the subject;
- B) (U//~~FOUO~~) The progress that has been made toward determining whether a Full Investigation should be opened or the Preliminary Investigation should be closed;
- C) (U//~~FOUO~~) Whether, based on the planned course of investigation for the following six months, it is reasonably likely that information will be obtained that will lead to predication for a Full Investigation, thereby warranting an extension for another six months, or will lead to exculpatory information, thereby warranting closing the Preliminary Investigation; and
- D) (U//~~FOUO~~) Whether adequate predication has been developed to justify opening a Full Investigation or whether sufficient information has been developed that justifies closing the Preliminary Investigation.

### 6.7.3 (U) PENDING INACTIVE STATUS

(U//~~FOUO~~) [REDACTED]

b7E

### 6.7.4 (U) CONVERSION TO FULL INVESTIGATION

(U//~~FOUO~~) When converting a Preliminary Investigation to a Full Investigation, see DIOG Section 7 for approval and notification requirements.

### 6.7.5 (U) FILE REVIEW

(U//~~FOUO~~) Supervisory file reviews must be conducted at least once every 90 days in accordance with DIOG Section 3.4.4. File reviews for probationary FBI employees must be conducted at least every 60 days.

## 6.8 (U) STANDARDS FOR OPENING OR APPROVING THE USE OF AN AUTHORIZED INVESTIGATIVE METHOD IN PRELIMINARY INVESTIGATIONS

(U//~~FOUO~~) Prior to opening or approving the use of an investigative method, an FBI employee or approving official must determine whether:

<sup>12</sup> (U//~~FOUO~~) SAC approval required to extend Preliminary Investigations was non-delegable in the previous version of the DIOG. That restriction has been removed in this version.

- A) (U//~~FOUO~~) The use of the particular investigative method is likely to further the authorized purpose of the Preliminary Investigation;
- B) (U//~~FOUO~~) The investigative method selected is the least intrusive method, if reasonable based upon the circumstances of the investigation; and
- C) (U//~~FOUO~~) The method to be used is an appropriate use of personnel and financial resources.

## 6.9 (U) AUTHORIZED INVESTIGATIVE METHODS IN PRELIMINARY INVESTIGATIONS

(U) All lawful methods may be used in a Preliminary Investigation, except for mail opening, physical search requiring a Federal Rules of Criminal Procedure (FCRP) Rule 41 search warrant or a Foreign Intelligence Surveillance Act (FISA) order, electronic surveillance requiring a judicial order or warrant (Title III or FISA), or Title VII FISA requests. Authorized methods include, but are not limited to, those listed below. Some of the methods listed are subject to special restrictions or review or approval requirements. (AGG-Dom, Part V.4.A)

(U//~~FOUO~~) A complete discussion of these investigative methods, including approval requirements, is contained in Section 18. The use or dissemination of information obtained by the use of the below methods must comply with the AGG-Dom and DIOG Section 14. The following investigative methods are authorized to be used in Preliminary Investigations:

- A) (U) Public information. (See subsection 18.5.1)
- B) (U) Records or information - FBI and DOJ. (See subsection 18.5.2)
- C) (U) Records or information - Other federal, state, local, tribal, or foreign government agency. (See subsection 18.5.3)
- D) (U) On-line services and resources. (See subsection 18.5.4)
- E) (U) CHS use and recruitment. (See subsection 18.5.5)
- F) (U) Interview or request information from the public or private entities. (See subsection 18.5.6)
- G) (U) Information voluntarily provided by governmental or private entities. (See subsection 18.5.7)
- H) (U) Physical Surveillance (not requiring a court order). (See subsection 18.5.8)
- I) (U) Consensual monitoring of communications, including electronic communications. (See subsection 18.6.1)
  - (U//~~FOUO~~) See the classified provisions in Appendix G for additional information.
- J) (U) Intercepting the communications of a computer trespasser. (See subsection 18.6.2)
- K) (U) Closed-circuit television/video surveillance, direction finders, and other monitoring devices. (See subsection 18.6.3)
- L) (U) Administrative subpoenas. (See subsection 18.6.4)
- M) (U) Grand jury subpoenas. (See subsection 18.6.5)
- N) (U) National Security Letters. (See subsection 18.6.6)
- O) (U) FISA Order for business records. (See subsection 18.6.7)

P) (U) Stored wire and electronic communications and transactional records. (See subsection 18.6.8)<sup>13</sup>

Q) (U) Pen registers and trap/trace devices. (See subsection 18.6.9)

R) (U) Mail covers. (See subsection 18.6.10)

S) (U) Polygraph examinations. (See subsection 18.6.11)

T) (U) Trash Covers (Searches that do not require a warrant or court order). (See subsection 18.6.12)

U) (U) Undercover operations. (See subsection 18.6.13)

(U) See *DIOG Appendix G - Classified Provisions* for additional information.

## 6.10 (U) SENSITIVE INVESTIGATIVE MATTERS (SIM) IN PRELIMINARY INVESTIGATIONS

(U//FOUO)

b7E

[redacted] DIOG Section 10

contains the required approval authority and factors for consideration when determining whether to conduct or approve a Preliminary Investigation involving a SIM.

### 6.10.1 (U) SIM CATEGORIES IN PRELIMINARY INVESTIGATIONS

(U//FOUO) A SIM is an investigative matter involving the activities of a domestic public official or domestic political candidate (involving corruption or a threat to the national security), religious or domestic political organization or individual prominent in such an organization, or news media, an academic nexus, or any other matter which, in the judgment of the official authorizing an investigation, should be brought to the attention of FBIHQ and other DOJ officials. (AGG-Dom, Part VII.N.) As a matter of FBI policy, "judgment" means that the decision of the authorizing official is discretionary.

[redacted]

### 6.10.2 (U) ACADEMIC NEXUS IN PRELIMINARY INVESTIGATIONS

(U//FOUO)

b7E

A) (U//FOUO)

B) (U//FOUO)

<sup>13</sup> (U//FOUO) The use of Search Warrants to obtain this information in Preliminary Investigations is prohibited. (See DIOG Section 18.6.8.4.2.3)

(U//~~FOUO~~) The sensitivity related to an academic institution arises from the American tradition of "academic freedom" (e.g., an atmosphere in which students and faculty are free to express unorthodox ideas and views and to challenge conventional thought without fear of repercussion). Academic freedom does not mean, however, that academic institutions are off limits to FBI investigators in pursuit of information or individuals of legitimate investigative interest.

(U//~~FOUO~~) [redacted]

b7E

#### 6.11 (U) INTELLIGENCE COLLECTION (I.E., INCIDENTAL COLLECTION)

(U//~~FOUO~~) Incidental collection is information derived during the course of a pending investigation, assessment, or a [redacted] that is responsive to a PFI, FBI, or IC collection requirement.

(U//~~FOUO~~) Incidentally collected information, responsive to the above-mentioned collection requirements, may also be derived from [redacted]

(U//~~FOUO~~) [redacted]

b7E

(U//~~FOUO~~) [redacted]

(U//~~FOUO~~) [redacted]

b7E

[See DIOG subsection 15.6.1.2 - Written Intelligence Products]

(U//~~FOUO~~) [redacted]

(U//~~FOUO~~) [redacted]

## 6.12 (U) STANDARDS FOR APPROVING THE CLOSING OF A PRELIMINARY INVESTIGATION

### 6.12.1 (U) STANDARDS

(U//~~FOUO~~) At the conclusion of a Preliminary Investigation, each of the following items must be documented in the closing communication (EC and/or LHM):

- A) (U//~~FOUO~~) A summary of the results of the investigation;
- B) (U//~~FOUO~~) Whether all logical and reasonable investigation was completed;
- C) (U//~~FOUO~~) Whether all investigative methods/techniques initiated have been completed and/or discontinued;
- D) (U//~~FOUO~~) Whether all leads set have been completed and/or discontinued;
- E) (U//~~FOUO~~) Whether all evidence has been returned, destroyed or retained in accordance with evidence policy; and
- F) (U//~~FOUO~~) A summary statement of the basis on which the Preliminary Investigation will be closed, and a selection of the appropriate closing status:
  - 1) (U//~~FOUO~~) C-4: Administrative Closing, which includes:
    - a) (U//~~FOUO~~) No further investigation is warranted because logical investigation and/or leads have been exhausted, and the investigation to date did not identify a criminal violation or a priority threat to the national security
    - b) (U//~~FOUO~~) Investigation assigned a new file number
    - c) (U//~~FOUO~~) Investigation consolidated into a new file number or an existing file number, or
    - d) (U//~~FOUO~~) Unaddressed Work investigation file closed because no investigation or no further investigation will be conducted
  - 2) (U//~~FOUO~~) C-5: USA Declination Closing, which includes:
    - a) (U//~~FOUO~~) The USAO declined prosecution – individual matter declination
    - b) (U//~~FOUO~~) The USAO declined prosecution – blanket declination
  - 3) (U//~~FOUO~~) C-6: Other Closing, which includes:
    - a) (U//~~FOUO~~) National security investigation has been completed
    - b) (U//~~FOUO~~) Prosecution became non-viable for national security reasons
    - c) (U//~~FOUO~~) Any other reason to close

### 6.12.2 (U) APPROVAL REQUIREMENTS TO CLOSE

(U//~~FOUO~~) The appropriate closing supervisor described below must review and approve the closing communication (as described in subsection 6.12.1) to ensure it contains the above required information and sufficient details of the investigation on which to base the decision to close the Preliminary Investigation. The appropriate closing supervisors are:

- A) (U//~~FOUO~~) **Opened by a Field Office:** Closing a Preliminary Investigation opened by a field office requires approval from the SSA

b7E

Notification to the FBIHQ operational unit may be required by division PGs.

- B) (U//~~FOUO~~) **Opened by FBIHQ:** Closing a Preliminary Investigation opened by FBIHQ requires approval from the UC and notification to any appropriate field office.
- C) (U//~~FOUO~~) **SIM Opened by a Field Office:** Closing a Preliminary Investigation opened by a field office involving a SIM requires approval from the SAC, written notification to the FBIHQ operational unit and section.
- D) (U//~~FOUO~~) **SIM Opened by FBIHQ:** Closing a Preliminary Investigation opened by FBIHQ involving a SIM requires approval from the SC and written notification to any appropriate field office.

### 6.13 (U) OTHER PROGRAM-SPECIFIC INVESTIGATIVE REQUIREMENTS

(U//~~FOUO~~) To facilitate compliance with investigative program specific requirements, the FBI employee should consult the relevant division's PG. No policy or PG may contradict, alter or otherwise modify the standards of the DIOG. A DIOG related policy or PG must adhere to the standards, requirements and procedures established by the DIOG. Requests for DIOG modifications can be made to the Internal Policy Office (IPO) pursuant to DIOG subsection 3.2.2 paragraphs (A), (B), (C) and (D).

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

*This Page is Intentionally Blank.*

## 7 (U) FULL INVESTIGATIONS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 05-09-2018 BY [REDACTED] NSICG

### 7.1 (U) OVERVIEW

(U//~~FOUO~~) The AGG-Dom authorizes a second level of investigative activity—Predicated Investigations. Predicated Investigations that concern federal crimes or threats to the national security are subdivided into Preliminary Investigations (PI) and Full Investigations (Full). A Full Investigation may be opened if there is an “articulable factual basis” of possible criminal or national threat activity, as discussed in greater detail in Section 7.5, below. There are three types of Full Investigations: (i) single and multi-subject; (ii) Enterprise; and (iii) positive foreign intelligence collection.

### 7.2 (U) PURPOSE AND SCOPE

(U) A Full Investigation may be opened to detect, obtain information about, or prevent or protect against federal crimes or threats to the national security or to collect foreign intelligence.

(U) The purposes for conducting Full Investigations include such matters as:

- A) (U) determining whether a federal crime is being planned, prepared for, occurring or has occurred;
- B) (U) identifying, locating, and apprehending the perpetrators;
- C) (U) obtaining evidence for prosecution;
- D) (U) identifying threats to the national security;
- E) (U) investigating an enterprise (as defined in DIOG Section 8); or
- F) (U) collecting positive foreign intelligence (PFI) (as defined in DIOG Section 9).

(U) The investigation of threats to the national security can be investigated under the FBI’s criminal investigation authority or its authority to investigate threats to the national security. As with criminal investigations, detecting and solving crimes, gathering evidence and arresting and prosecuting the perpetrators are frequently the objectives of investigations relating to threats to the national security. These investigations also serve important purposes outside the ambit of normal criminal investigations, however, by providing the basis for decisions concerning other measures needed to protect the national security.

(U//~~FOUO~~) A Full Investigation solely for the collection of positive foreign intelligence extends the sphere of the FBI’s information gathering activities beyond federal crimes and threats to the national security and permits the FBI to seek information regarding a broader range of matters relating to foreign powers, organizations, or persons that may be of interest to the conduct of the United States’ foreign affairs. (See DIOG Section 9)

### 7.3 (U) CIVIL LIBERTIES AND PRIVACY

(U) The pursuit of legitimate investigative goals without infringing upon the exercise of constitutional freedoms is a challenge that the FBI meets through the application of sound judgment and discretion. In order to protect civil liberties during the conduct of criminal and national security investigations, every Full Investigation under this subsection must have adequate predication that is documented in the opening communication.

(U) No investigative activity, including Full Investigations, may be taken solely on the basis of rights that are protected by the First Amendment or on the race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity of the subject, or a combination of only those factors. Full Investigations of individuals, groups or organizations must focus on activities related to the threats or crimes being investigated, not solely on First Amendment rights or on the race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity of the subject. In this context, it is particularly important clearly to identify and document the law enforcement or national security basis of the Full Investigation.

(U) *Example:* Individuals or groups who communicate with each other or with members of the public in any form in pursuit of social or political causes—such as opposing war or foreign policy, protesting government actions, promoting certain religious beliefs, championing particular local, national, or international causes, or a change in government through non-criminal means, and actively recruit others to join their causes—have a fundamental constitutional right to do so. A Full Investigation may not be opened based solely on the exercise of these First Amendment rights.

(U) The AGG-Dom authorizes all lawful investigative methods in the conduct of a Full Investigation. Considering the effect on the privacy and civil liberties of individuals and the potential to damage the reputation of individuals, some of these investigative methods are more intrusive than others. The least intrusive method if reasonable based upon the circumstances of the investigation is to be used, but the FBI must not hesitate to use any lawful method consistent with the AGG-Dom. A more intrusive method may be warranted in light of the seriousness of a criminal or national security threat or the importance of a foreign intelligence requirement.

(U) By emphasizing the use of the least intrusive means to obtain intelligence or evidence, FBI employees can effectively execute their duties while mitigating the potential negative impact on the privacy and civil liberties of all people encompassed within the investigation, including targets, witnesses, and victims. This principle is not intended to discourage FBI employees from seeking relevant and necessary intelligence, information, or evidence, but rather is intended to encourage FBI employees to choose the least intrusive—but still reasonable based upon the circumstances of the investigation—from the available options to obtain the intelligence, information or evidence. (See DIOG Section 4)

## 7.4 (U) LEGAL AUTHORITY

### 7.4.1 (U) CRIMINAL INVESTIGATIONS

(U) The FBI has statutory authority to investigate all federal crime not assigned exclusively to another federal agency. (See 28 U.S.C. § 533; 18 U.S.C. § 3052; 28 C.F.R. § 0.85 [a].)

(U) The FBI also has special investigative jurisdiction to investigate violations of state law in limited circumstances. Specifically, the FBI has jurisdiction to investigate felony killings of state law enforcement officers (28 U.S.C. § 540), violent crimes against interstate travelers (28 U.S.C. § 540A), and serial killers (28 U.S.C. § 540B). Authority to investigate these matters is contingent on receiving a request by an appropriate state official.

#### 7.4.2 (U) THREATS TO THE NATIONAL SECURITY

(U) The FBI has authority to investigate threats to the national security pursuant to executive orders, Attorney General authorities, and various statutory sources. (See E.O. 12333; 50 U.S.C. §§ 3001 et seq.; 50 U.S.C. §§ 1801 et seq.)

(U) “Threats to the national security” are specifically defined to mean: international terrorism; espionage and other intelligence activities, sabotage, and assassination, conducted by, for, or on behalf of foreign powers, organizations, or persons; foreign computer intrusion; and other matters determined by the Attorney General, consistent with Executive Order 12333 or any successor order. (AGG-Dom, Part VII.S)

#### 7.4.3 (U) FOREIGN INTELLIGENCE COLLECTION

(U) The FBI authority to collect foreign intelligence derives from a mixture of administrative and statutory sources. (See E.O. 12333; 50 U.S.C. §§ 3001 et seq.; 50 U.S.C. §§ 1801 et seq.; 28 U.S.C. § 532 note (incorporates the Intelligence Reform and Terrorism Protection Act, P.L. 108-458 §§ 2001-2003).

(U) “Foreign Intelligence” is defined as information relating to the capabilities, intentions, or activities of foreign governments or elements thereof, foreign organizations or foreign persons, or international terrorists. (AGG-Dom, Part VII.E)

### 7.5 (U) PREDICATION

(U) A Full Investigation may be opened if there is an “articulable factual basis” that reasonably indicates one of the following circumstances exists:

- A) (U) An activity constituting a federal crime or a threat to the national security has or may have occurred, is or may be occurring, or will or may occur and the investigation may obtain information relating to the activity or the involvement or role of an individual, group, or organization in such activity;
- B) (U) An individual, group, organization, entity, information, property, or activity is or may be a target of attack, victimization, acquisition, infiltration, or recruitment in connection with criminal activity in violation of federal law or a threat to the national security and the investigation may obtain information that would help to protect against such activity or threat; or
- C) (U) The investigation may obtain foreign intelligence that is responsive to a PFI requirement, as defined in DIOG Section 7.4.3, above.

(U//~~FOUO~~) *Examples*: The following examples have sufficient predication to open a Full Investigation:

- A) (U//~~FOUO~~) corroborated information from an intelligence agency states that an individual is a member of a terrorist group;
- B) (U//~~FOUO~~) an analyst discovers on a blog a threat to a specific home builder and additional information connecting the blogger to a known terrorist group; and
- C) (U//~~FOUO~~) FBI DI has posted an authorized PFI requirement for collection.

(U) *NOTE*: See *DIOG Appendix G - Classified Provisions* for additional circumstances warranting a Full Investigation.

## 7.6 (U) STANDARDS FOR OPENING OR APPROVING A FULL INVESTIGATION

(U//FOUO) Before opening or approving the conduct of a Full Investigation, an FBI employee or approving official must determine whether:

- A) (U//FOUO) Adequate predication exist for opening a Full Investigation;
- B) (U//FOUO) The Full Investigation is not based solely on the exercise of First Amendment rights or on the race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity of the subject or a combination of only such factors; and
- C) (U//FOUO) The Full Investigation is an appropriate use of personnel and financial resources.

(U//FOUO) Additional policies regarding Full Investigations involving any foreign ambassador, foreign official, foreign student or exchange visitor, protected persons or premises as subjects may be found in DIOG Appendix G – Classified Provisions (No Foreign Policy Objection [NFPO]).

(U//FOUO) A Full Investigation cannot be opened solely based on an FBI collection requirement.

## 7.7 (U) OPENING DOCUMENTATION, APPROVAL, EFFECTIVE DATE, NOTICE, PENDING INACTIVE STATUS, FILE REVIEW, AND LETTER HEAD MEMORANDUM

### 7.7.1 (U) OPENING DOCUMENTATION

(U//FOUO) The predication to open a Full Investigation must be documented in the opening EC. In addition to the opening EC, division PGs may require the use of other specific forms to supplement the opening EC, i.e. FD-920, etc. The appropriate approving authority may grant oral authority to open a Full Investigation if the standards for opening or approving a Full Investigation are met. Should oral authorization to conduct a Full Investigation be granted, an EC setting forth the predication facts, as well as the identity of the authorizing supervisor and date of oral authorization, must be documented to the supervisor who granted the oral authorization, as soon as practicable, but not more than five (5) business days after granting the authorization.

(U//FOUO)

b7E

(U//FOUO) *Note:* Investigative activity must not be conducted<sup>14</sup> out of

b7E

#### 7.7.1.1 (U) APPROVAL / EFFECTIVE DATE / NOTICE

(U//FOUO) The effective date of the Full Investigation is the date the final approval authority (e.g., SSA or SAC) approves the EC

If the Full Investigation is opened on oral authority, the date on which the oral authority was granted is the date the investigation was opened. See subsection 3.4.2.2.

<sup>14</sup> (U)

b7E

- A) (U//~~FOUO~~) ***Opened By a Field Office:*** The opening of a Full Investigation for circumstances described in subsections 7.5.A and 7.5.B (i.e., for any reason other than to collect intelligence that is responsive to a PFI requirement) by a field office requires prior approval of the SSA with written notification within 15 calendar days of the opening to the responsible FBIHQ operational unit. The opening of a Full Investigation of a United States person (USPER) relating to a threat to the national security for circumstances described in Sections 7.5.A and 7.5.B (i.e., for any reason other than to collect intelligence that is responsive to a PFI requirement) requires the responsible FBIHQ-NSB unit to notify DOJ NSD as soon as practicable, but in all events within 30 calendar days after the investigation is opened or the subject is determined to be an USPER. If the subject of the investigation is a non-USPER and later becomes or is determined to be an USPER, the notice provisions in this subsection to DOJ NSD also apply.
- B) (U//~~FOUO~~) ***Opened By FBIHQ:*** The opening of a Full Investigation by FBIHQ for circumstances described in Sections 7.5.A and 7.5.B (i.e., for any reason other than to collect intelligence that is responsive to a PFI requirement) requires prior approval of the UC with written notification within 15 calendar days of the opening to any appropriate field office. The opening of a Full Investigation by FBIHQ of an USPER relating to a threat to the national security for circumstances described in Sections 7.5.A and 7.5.B (i.e., for any reason other than to collect intelligence that is responsive to a PFI requirement) also requires notice to DOJ NSD as soon as practicable, but in all events within 30 days after the investigation is opened or the subject is determined to be an USPER. If the subject of the investigation is a non-USPER and later becomes or is determined to be an USPER, the notice provisions in this subsection to the field office and DOJ also apply.

- C) (U//~~FOUO~~) ***Sensitive Investigative Matters (SIM):*** The opening of a Full Investigation involving a sensitive investigative matter:

- 1) (U//~~FOUO~~) ***SIM Opened by a Field Office:*** requires prior Chief Division Counsel (CDC) review and SAC approval, and written notification (EC), to the appropriate FBIHQ operational unit with program responsibility within 15 calendar days following the opening [REDACTED]

b7E

[REDACTED] Additionally, the field office must notify the United States Attorney's Office (USAO) in writing (by LHM or similar documentation), as soon as practicable, but no later than 30 calendar days after the investigation is opened. (See [REDACTED] for details concerning notice in counterintelligence and espionage investigations.)

(U//~~FOUO~~) If the field office does not provide notice to the USAO, the field office must state the circumstances for not notifying the USAO in its written notice to the FBIHQ operational unit with program responsibility. Upon receiving this notice the FBIHQ operational unit must notify DOJ in writing (by LHM or similar documentation), as soon as practicable, [REDACTED] after the investigation is opened. See *DIOG Appendix G Classified Provisions* for additional notice requirements.

(U//~~FOUO~~) [REDACTED](U//~~FOUO~~) [REDACTED]

[REDACTED] Written notice must be furnished to the appropriate FBIHQ operational unit with program responsibility and to the appropriate USAO or DOJ component as specified in the preceding paragraph. [REDACTED]

- 2) (U//~~FOUO~~) ***SIM Opened By FBIHQ:*** requires prior OGC review and SC approval, and written notification (EC) to the appropriate field office(s) within 15 calendar days following the opening.

b7E

[REDACTED] Additionally, the appropriate FBIHQ Section must notify the applicable USAO or the appropriate DOJ official, in writing (by LHM or similar documentation), as soon as practicable, but no later than 30 calendar days after the investigation is opened. (See *Counterintelligence Division Policy Guide, 0717DPG* for details concerning notice in counterintelligence and espionage investigations.)

b7E

[REDACTED] If the FBIHQ section does not provide notice to the applicable USAO, the FBIHQ section must state such in its written notice to the field office(s) and DOJ. See *DIOG Appendix G Classified Provisions* for additional notice requirements.

[REDACTED] Written notice must be furnished to the relevant field office(s) and to the appropriate USAO or DOJ component as specified in the preceding paragraph.

- D) (U//~~FOUO~~) ***Positive Foreign Intelligence Full Investigation:*** The opening of a Full Investigation in order to collect positive foreign intelligence for circumstances described in Section 7.5.C above must be approved as provided in DIOG Section 9. Additionally, written notification to FBIHQ Domain, Collection, HUMINT Management Section (FIMS) SC and DOJ NSD is required as soon as practicable but no later than 30 calendar days after opening the investigation.
- E) (U//~~FOUO~~) ***FBIHQ Disapproves Opening:*** The EAD for the National Security Branch (NSB) must notify the Deputy Attorney General if FBIHQ disapproves a field office's opening of a Full Investigation relating to a threat to the national security on the ground that the predication for the investigation is insufficient, and the EAD for the NSB is responsible for establishing a system that will allow for the prompt retrieval of such denials. (AGG-Dom, Part II.B.5.d)

### 7.7.2 (U) PENDING INACTIVE STATUS

(U//~~FOUO~~) A Full Investigation may be placed in “pending inactive” status once all logical investigation has been completed and only prosecutive action or other disposition remains to be reported. Examples of Full Investigations that may be placed in “pending inactive” status would include, but not be limited to: criminal investigations pending an appeal; fugitive investigations, when all logical investigation has been conducted and the subject is still in fugitive status; parental kidnapping investigations, when the parent who kidnapped the child is residing in a foreign country and the local authorities will not or cannot extradite the subject back to the United States.

### 7.7.3 (U) FILE REVIEW

(U//~~FOUO~~) Supervisory file reviews must be conducted at least once every 90 days in accordance with DIOG Section 3.4.4. File reviews for probationary FBI employees must be conducted at least every 60 days.

#### 7.7.4 (U) ANNUAL LETTERHEAD MEMORANDUM

(U//~~FOUO~~) Annual letterhead memoranda regarding the status of Full Investigations are not required by the AGG-Dom; however, the FBIHQ operational divisions may require such reports in their PGs. See foreign intelligence collection in Section 9 for annual reporting requirements to FBIHQ FIMS and DOJ.

### 7.8 (U) STANDARDS FOR OPENING OR APPROVING THE USE OF AN AUTHORIZED INVESTIGATIVE METHOD IN FULL INVESTIGATIONS

(U//~~FOUO~~) Prior to opening or approving the use of an investigative method, an FBI employee or approving official must determine whether:

- A) (U//~~FOUO~~) The use of the particular investigative method is likely to further the authorized purpose of the Full Investigation;
- B) (U//~~FOUO~~) The investigative method selected is the least intrusive method, if reasonable based upon the circumstances of the investigation;
- C) (U//~~FOUO~~) If the Full Investigation is for collecting positive foreign intelligence, the FBI is operating openly and consensually with a USPER, to the extent practicable; and
- D) (U//~~FOUO~~) The method to be used is an appropriate use of personnel and financial resources.

### 7.9 (U) AUTHORIZED INVESTIGATIVE METHODS IN FULL INVESTIGATIONS

(U) All lawful methods may be used in a Full Investigation, unless the investigation is to collect foreign intelligence. A complete discussion of these investigative methods, including approval requirements, is contained in Section 18. The use or dissemination of information obtained by the use of these methods must comply with the AGG-Dom and DIOG Section 14. The following investigative methods are authorized to be used in all Full Investigations, other than investigations to collect foreign intelligence:

- A) (U) Public information. (Subsection 18.5.1)
- B) (U) Records or information - FBI and DOJ. (Subsection 18.5.2)
- C) (U) Records or information - Other federal, state, local, tribal, or foreign government agency. (Subsection 18.5.3)
- D) (U) On-line services and resources. (Subsection 18.5.4)
- E) (U) CHS use and recruitment. (Subsection 18.5.5)
- F) (U) Interview or request information from the public or private entities. (Subsection 18.5.6)
- G) (U) Information voluntarily provided by governmental or private entities. (Subsection 18.5.7)
- H) (U) Physical Surveillance (not requiring a court order). (Subsection 18.5.8)
- I) (U) Consensual monitoring of communications, including electronic communications. (Subsection 18.6.1)  
(U//~~FOUO~~) See the classified provisions in Appendix G for additional information.
- J) (U) Intercepting the communications of a computer trespasser. (Subsection 18.6.2)
- K) (U) Closed-circuit television/video surveillance, direction finders, and other monitoring devices. (Subsection 18.6.3)

- L) (U) Administrative subpoenas. (Subsection 18.6.4)
  - M)(U) Grand jury subpoenas. (Subsection 18.6.5)
  - N) (U) National Security Letters. (Subsection 18.6.6)
  - O) (U) FISA Order for business records. (Subsection 18.6.7).
  - P) (U) Stored wire and electronic communications and transactional records. (Subsection 18.6.8)
  - Q) (U) Pen registers and trap/trace devices. (Subsection 18.6.9)
  - R) (U) Mail covers. (Subsection 18.6.10)
  - S) (U) Polygraph examinations. (Subsection 18.6.11)
  - T) (U) Trash Covers (Searches that do not require a warrant or court order). (Subsection 18.6.12)
  - U) (U) Undercover Operations (Subsection 18.6.13)
  - V) (U) Searches – with a warrant or court order. (Subsection 18.7.1)
  - W)(U) Electronic surveillance – Title III. (Subsection 18.7.2)
  - X) (U) Electronic surveillance – FISA and FISA Title VII (acquisition of foreign intelligence information). (Subsection 18.7.3)
- (U) See DIOG Appendix G - Classified Provisions for additional information.

## 7.10 (U) SENSITIVE INVESTIGATIVE MATTERS (SIM) IN FULL INVESTIGATIONS

(U//FOUO)

b7E

DIOG

Section 10 contains the required approval authority and factors to be considered when determining whether to conduct or approve a Full Investigation involving a SIM.

### 7.10.1 (U) SIM CATEGORIES IN FULL INVESTIGATIONS

(U//FOUO) A SIM is an investigative matter involving the activities of a domestic public official or domestic political candidate (involving corruption or a threat to the national security), religious or domestic political organization or individual prominent in such an organization, or news media, an academic nexus, or any other matter which, in the judgment of the official authorizing an investigation, should be brought to the attention of FBIHQ and other DOJ officials. (AGG-Dom, Part VII.N). As a matter of FBI policy, “judgment” means that the decision of the authorizing official is discretionary. DIOG Section 10 and/or the DIOG Appendix G – Classified Provisions define

### 7.10.2 (U) ACADEMIC NEXUS IN FULL INVESTIGATIONS

(U//FOUO)

A) (U//FOUO)

B) (U//~~FOUO~~) [REDACTED]

b7E

(U//~~FOUO~~) The sensitivity related to an academic institution arises from the American tradition of "academic freedom" (i.e., an atmosphere in which students and faculty are free to express unorthodox ideas and views and to challenge conventional thought without fear of repercussion). Academic freedom does not mean, however, that academic institutions are off limits to FBI investigators in pursuit of information or individuals of legitimate investigative interest.

(U//~~FOUO~~) [REDACTED]

### 7.11 (U) INTELLIGENCE COLLECTION (I.E., INCIDENTAL COLLECTION)

(U//~~FOUO~~) Incidental collection is information derived during the course of a pending investigation, Assessment, or [REDACTED] that is responsive to a PFI, FBI, or IC collection requirement. [REDACTED]

(U//~~FOUO~~) Incidentally collected information, responsive to the above-mentioned collection requirements, may also be derived from [REDACTED]

b7E

(U//~~FOUO~~) [REDACTED](U//~~FOUO~~) [REDACTED](U//~~FOUO~~) [REDACTED]

(See DIOG Subsection

15.6.1.2 - Written Intelligence Products) [REDACTED]

(U//~~FOUO~~) [REDACTED]

(U) Because the authority to collect positive foreign intelligence enables the FBI to obtain information pertinent to the United States' conduct of its foreign affairs, even if that information is not related to criminal activity or threats to the national security, the information gathered may concern lawful activities. Accordingly, the FBI must operate openly and consensually with an USPER to the extent practicable when collecting positive foreign intelligence that does not concern criminal activities or threats to the national security.

## 7.12 (U) STANDARDS FOR APPROVING THE CLOSING OF A FULL INVESTIGATION

### 7.12.1 (U) STANDARDS

(U//~~FOUO~~) At the conclusion of a Full Investigation, each of the following items must be documented in the closing communication (EC and/or LHM):

- A) (U//~~FOUO~~) A summary of the results of the investigation;
- B) (U//~~FOUO~~) Whether sufficient personnel and financial resources were expended on the investigation, or an explanation/justification for not expending sufficient resources;
- C) (U//~~FOUO~~) Whether logical and reasonable investigation was completed;
- D) (U//~~FOUO~~) Whether all investigative methods/techniques initiated have been completed and/or discontinued;
- E) (U//~~FOUO~~) Whether all leads set have been completed and/or discontinued;
- F) (U//~~FOUO~~) Whether all evidence has been returned, destroyed or retained in accordance with evidence policy; and
- G) (U//~~FOUO~~) A summary statement of the reason the Full Investigation will be closed, and selection of the appropriate closing status:
  - 1) (U//~~FOUO~~) C-4: Administrative Closing, which includes:
    - a) (U//~~FOUO~~) No further investigation is warranted because logical investigation and/or leads have been exhausted, and the investigation to date did not identify a criminal violation or a priority threat to the national security
    - b) (U//~~FOUO~~) Investigation assigned a new file number
    - c) (U//~~FOUO~~) Investigation consolidated into a new file number or an existing file number
    - d) (U//~~FOUO~~) Unaddressed Work investigation file closed because no investigation or no further investigation will be conducted
  - 2) (U//~~FOUO~~) C-5: USA Declination Closing, which includes:
    - a) (U//~~FOUO~~) The USAO declined prosecution – individual matter declination
    - b) (U//~~FOUO~~) The USAO declined prosecution – blanket declination
  - 3) (U//~~FOUO~~) C-6: Other Closing, which includes:
    - a) (U//~~FOUO~~) Final prosecution or final prosecutive action has been completed

- b) (U//~~FOUO~~) National security investigation has been completed
- c) (U//~~FOUO~~) Prosecution became non-viable for national security reasons
- d) (U//~~FOUO~~) A federal grand jury returned a "No True Bill"
- e) (U//~~FOUO~~) A nolle prosequi has been entered with the court
- f) (U//~~FOUO~~) any other reason for closing

### 7.12.2 (U) APPROVAL REQUIREMENTS TO CLOSE

(U//~~FOUO~~) The appropriate closing supervisor described below must review and approve the closing communication (as described in Section 7.12.1) to ensure it contains the above-required information and sufficient details of the investigation on which to base the decision to close the Full Investigation. Although there is no duration limit for a Full Investigation, the investigation must be closed upon all investigative activity being exhausted. The appropriate closing supervisors are:

- A) (U//~~FOUO~~) Opened by a Field Office: Closing a Full Investigation opened by a field office requires approval from the SSA. Closing a Full Investigation involving espionage or an espionage related matter, requires the concurrence of the FBIHQ Counterespionage section chief. Notification to the FBIHQ operational unit may be required by division PGs.
- B) (U//~~FOUO~~) Opened by FBIHQ: Closing a Full Investigation opened by FBIHQ requires approval from the UC and notification to the appropriate field office.
- C) (U//~~FOUO~~) SIM Opened by a Field Office: Closing a Full Investigation opened by a field office involving a SIM requires approval from the SAC, written notification to the FBIHQ operational unit and section.
- D) (U//~~FOUO~~) SIM Opened by FBIHQ: Closing a Full Investigation opened by FBIHQ involving a sensitive investigative matter requires approval from the SC and written notification to the appropriate field office.
- E) (U//~~FOUO~~) Positive Foreign Intelligence: (See DIOG Section 9)

### 7.13 (U) OTHER PROGRAM SPECIFIC INVESTIGATIVE REQUIREMENTS

(U//~~FOUO~~) To facilitate compliance with investigative program-specific requirements, the FBI employee should consult the relevant division's PG to ascertain any program-specific requirements. No policy or PG may contradict, alter or otherwise modify the standards of the DIOG. DIOG related policy or PGs must adhere to the standards, requirements and procedures established by the DIOG. Requests for DIOG modifications can be made to the Internal Policy Office (IPO) pursuant to DIOG Section 3.2.2 paragraphs (A), (B), (C) and (D).

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~

Domestic Investigations and Operations Guide

*This Page is Intentionally Blank.*

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~

UNCLASSIFIED – FOR OFFICIAL USE ONLY

Domestic Investigations and Operations Guide

§8

## 8 (U) ENTERPRISE INVESTIGATIONS (EI)

---

### 8.1 (U) OVERVIEW

(U) An Enterprise Investigation (EI) may only be opened and operated as a Full Investigation and is subject to the same requirements that apply to a Full Investigation as described in DIOG Section 7, although there are additional approval requirements that affect Enterprise Investigations. An Enterprise Investigation focuses on a group or organization that may be involved in the most serious criminal or national security threats to the public, as described in Section 8.5 below. An Enterprise Investigation cannot be conducted as Preliminary Investigation or an Assessment, nor may they be conducted for the sole purpose of collecting positive foreign intelligence (PFI). See Section 8.2, below, regarding Preliminary Investigations and Assessments.

### 8.2 (U) PURPOSE, SCOPE AND DEFINITIONS

(U) **Enterprise defined:** An enterprise is a group of persons associated together for a common purpose of engaging in a course of conduct. The term “enterprise” includes any partnership, corporation, association, or other legal entity, and any union or group of individuals associated in fact, although not a legal entity.

(U) **Associated in fact defined:** The term "associated in fact" means the persons have an ongoing organization, formal or informal, and that the persons function together as a continuing unit.

(U) **Purpose/Scope:** The purpose of an Enterprise Investigation is to examine the structure, scope, and nature of the group or organization including: its relationship, if any, to a foreign power; the identity and relationship of its members, employees, or other persons who may be acting in furtherance of its objectives; its finances and resources; its geographical dimensions; its past and future activities and goals; and its capacity for harm. (Attorney General's Guidelines for Domestic FBI Operations (AGG-Dom), Part II.C.2)

(U//~~FOUO~~) Although an Enterprise Investigation may not be conducted as a Preliminary Investigation, a Preliminary Investigation may be used to determine whether a group or organization is a criminal or terrorist enterprise if the FBI has “information or an allegation” that an activity constituting a federal crime or a threat to the national security has or may have occurred, is or may be occurring, or will or may occur, and the investigation may obtain information relating to the activity of the group or organization in such activity. An Assessment may also be opened to determine whether a group or organization is involved in activities constituting violations of federal criminal law or threats to the national security.

### 8.3 (U) CIVIL LIBERTIES AND PRIVACY

(U) The pursuit of legitimate investigative goals without infringing upon the exercise of constitutional freedoms is a challenge that the FBI meets through the application of sound judgment and discretion. In order to protect civil liberties in the conduct of criminal and national security investigations, every Full Investigation, including an Enterprise Investigation under this subsection, must have adequate predication documented in the opening communication.

(U) No investigative activity, including an Enterprise Investigation, may be taken solely on the basis of rights that are protected by the First Amendment or on the race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity of the subject or a combination of only those factors. An Enterprise Investigation of groups and organizations must focus on activities related to the threats or crimes being investigated, not solely on First Amendment rights or on the race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity of the members of the group or organization. In this context, it is particularly important clearly to identify and document the law enforcement or national security basis of the Enterprise Investigation.

(U//~~FOUO~~) *Example:* Groups who communicate with each other or with members of the public in any form in pursuit of social or political causes—such as opposing war or foreign policy, protesting government actions, promoting certain religious beliefs, championing particular local, national, or international causes, or a change in government through non-criminal means, and actively recruit others to join their causes—have a fundamental constitutional right to do so. An Enterprise Investigation may not be opened based solely on the exercise of these First Amendment rights.

(U) The AGG-Dom authorizes all lawful investigative methods in the conduct of an Enterprise Investigation. Considering the effect on the privacy and civil liberties of individuals and the potential to damage the reputation of individuals, some of these investigative methods are more intrusive than others. The least intrusive method if reasonable based upon the circumstances of the investigation is to be used, but the FBI must not hesitate to use any lawful method consistent with the AGG-Dom. A more intrusive method may be warranted in light of the seriousness of a criminal or national security threat.

(U) By emphasizing the use of the least intrusive means to obtain information, intelligence and/or evidence, FBI employees can effectively execute their duties while mitigating the potential negative impact on the privacy and civil liberties of all people encompassed within the investigation, including targets, witnesses, and victims. This principle is not intended to discourage FBI employees from seeking relevant and necessary intelligence, information, or evidence, but rather is intended to encourage FBI employees to choose the least intrusive—but still effective means—from the available options to obtain the information, intelligence or evidence. See DIOG Section 4.4.

#### 8.4 (U) PREDICATION

(U) A Full Investigation of a group or organization may be opened as an Enterprise Investigation if there is an articulable factual basis for the investigation that reasonably indicates the group or organization may have engaged, or may be engaged in, or may have or may be engaged in planning or preparation or provision of support for: (AGG-Dom, Part II.C.1)

A) (U) **Racketeering Activity:**

(U) A pattern of racketeering activity as defined in 18 U.S.C. § 1961(5) - (92 and 305A matters may be opened as Enterprise Investigations-Racketeering Activity (EI/RA));

B) (U) **International Terrorism:**

(U) International terrorism, as defined in 18 U.S.C. § 2331 and AGG-Dom, Part VII.J – (415 matters may be opened as Enterprise Investigations);

C) (U) Other National Security Threats, as listed in AGG-Dom, Part VII.J [redacted]

b7E

D) (U) Domestic Terrorism:

- 1) (U) Domestic terrorism as defined in 18 U.S.C. § 2331(5) involving a violation of federal criminal law – (100 matters may be opened as Enterprise Investigations);
- 2) (U) Furthering political or social goals wholly or in part through activities that involve force or violence and a violation of federal criminal law – (100 matters may be opened as Enterprise Investigations); or
- 3) (U) An offense described in 18 U.S.C. § 2332b(g)(5)(B) or 18 U.S.C. § 43 – (100 matters may be opened as Enterprise Investigations).

(U) The “articulable factual basis” for opening an Enterprise Investigation is met with the identification of a group whose statements made in furtherance of its objectives or its conduct demonstrate a purpose of committing crimes or securing the commission of crimes by others. The group’s activities and statements of its members may be considered in combination to comprise the “articulable factual basis,” even if the statements alone or activities alone would not warrant such a determination.

(U) Note: Enterprise Investigations were designed, among other things, to combine and replace the [redacted] and [redacted]

[redacted] An Enterprise Investigation is only authorized to be opened on the most serious criminal or national security threats. The term Enterprise Investigation as used in the DIOG should not be confused with other usages of the word “enterprise,” such as criminal enterprise investigations [redacted]

b7E

[redacted] which are not Enterprise Investigations as defined in DIOG Section 8. See DIOG Sections 8.4 and 8.5.

(U//FOUO) [redacted]

A) (U//FOUO) [redacted]

B) (U//FOUO) [redacted]

C) (U//FOUO) [redacted]

b7E

## 8.5 (U) STANDARDS FOR OPENING OR APPROVING AN ENTERPRISE INVESTIGATION

(U//FOUO) Before opening or approving the conduct of an Enterprise Investigation, an FBI employee or approving official must determine whether:

A) (U//FOUO) Adequate predication exists for opening an Enterprise Investigation;

- B) (U//~~FOUO~~) The Enterprise Investigation is not based solely on the exercise of First Amendment rights or on the race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity of the subject or a combination of only such factors; and
- C) (U//~~FOUO~~) The Enterprise Investigation is an appropriate use of personnel and financial resources.

(U//~~FOUO~~) In addition to the above, the FBIHQ SC reviewing the EI opening request, must also consider whether the request involves an organization or group involved in the most serious violations of federal crime or threats to national security, whether the field office requesting to open the EI is the logical Office of Origin (OO) to oversee the investigation, what impact, if any, opening the EI may have on other field offices, and whether the FBIHQ Section is best positioned to support the OO's investigative strategy and provide deconfliction guidance among affected field offices or operational programs, as appropriate.

(U//~~FOUO~~) Additional policies regarding Enterprise Investigation involving any foreign ambassador, foreign official, foreign student or exchange visitor, protected persons or premises as subjects may be found in *DIIG Appendix G... Classified Provisions* [No Foreign Policy Objection (NFPO)].

(U//~~FOUO~~) A Predicated Investigation, including an Enterprise Investigation, cannot be opened solely based on an FBI collection requirement.

## 8.6 (U) OPENING DOCUMENTATION, EFFECTIVE DATE, APPROVAL, NOTICE, AND FILE REVIEW

### 8.6.1 (U) OPENING DOCUMENTATION

(U//~~FOUO~~) The predication to open an Enterprise Investigation must be documented in the opening electronic communication (EC).

(U//~~FOUO~~)

b7E

(U//~~FOUO~~) The appropriate approving authority (Section Chief) may grant oral authority to open an Enterprise Investigation if the standards for opening or approving an Enterprise Investigation are met. Should oral authorization to conduct an Enterprise Investigation be granted, an EC setting forth the predication facts, as well as the identity of the approving official(s) (i.e., SC), and the date of oral authorization must be documented to the approving official(s) who granted the oral authorization as soon as practicable, but not more than five (5) business days after granting oral authorization.

(U//~~FOUO~~) *Note:* Investigative activity must not be conducted<sup>15</sup> out of

b7E

### 8.6.2 (U) EFFECTIVE DATE

(U//~~FOUO~~) The effective date of the Enterprise Investigation is the date the final approval authority (i.e., SC) approves the

b7E

If the Enterprise Investigation is opened on oral

<sup>15</sup> (U)

b7E

authority, the date on which the oral approval authority was granted is the effective date. See DIOG Section 3.4.2.2.

### 8.6.3 (U) APPROVAL REQUIREMENTS FOR OPENING AN ENTERPRISE INVESTIGATION (EI)

#### 8.6.3.1 (U) EI OPENED BY A FIELD OFFICE

(U//~~FOUO~~) The opening of an Enterprise Investigation by an FBI field office requires the prior approval of the appropriate FBIHQ SC, as well as written notification to the United States Attorney's Office (USAO) and the Department of Justice (DOJ) as specified below.

#### 8.6.3.2 (U) EI OPENED BY FBIHQ

(U//~~FOUO~~) The opening of an Enterprise Investigation by an FBIHQ division requires the prior approval of the appropriate FBIHQ SC, as well as written notification to the appropriate field office(s), USAO and DOJ as specified below.

#### 8.6.3.3 (U) SENSITIVE INVESTIGATIVE MATTER (SIM) EI OPENED BY A FIELD OFFICE

(U//~~FOUO~~) A SIM Enterprise Investigation opened by a field office requires prior CDC review, SAC and appropriate FBIHQ SC approval, and written notification to DOJ in the form of an LHM or similar documentation within 15 calendar days following the opening.

[REDACTED] Additionally, the field office must notify the USAO, in writing (by LHM or similar documentation), as soon as practicable, but no later than 30 calendar days after the investigation is opened. (See [REDACTED])

[REDACTED]  
(U//~~FOUO~~) [REDACTED]

(U//~~FOUO~~) [REDACTED]

(U//~~FOUO~~) [REDACTED]

b7E

b7E

#### 8.6.3.4 (U) SENSITIVE INVESTIGATIVE MATTER EI OPENED BY FBIHQ

(U//~~FOUO~~) The opening by FBIHQ of an Enterprise Investigation involving a SIM requires prior OGC review and SC approval, and written notification (EC) to the appropriate field office(s) within 15 calendar days following the opening. The opening EC must identify all

b7E

(U//~~FOUO~~)

b7E

#### 8.6.4 (U) NOTICE REQUIREMENTS

(U//~~FOUO~~) FBIHQ division PGs may require specific facts to be included in a field office request to open an Enterprise Investigation. At a minimum, the request must include whether the Enterprise Investigation is a SIM.

(U//~~FOUO~~) The responsible FBIHQ section must notify the DOJ NSD or the Organized Crime and Racketeering Section (OCRS) of the opening of an Enterprise Investigation by a field office or by FBIHQ, as soon as practicable but no later than 30 calendar days after the opening of the investigation.

(U//~~FOUO~~) For Enterprise Investigations that involve groups of persons who pose a national security threat, the responsible DOJ component for the purpose of notification and reports is the NSD. For Enterprise Investigations relating to a pattern of racketeering activity that does not involve a national security threat, the responsible DOJ component is the OCRS of the Criminal Division. (AGG-Dom. Part II.C.3)

(U) The Assistant Attorney General for National Security or the Chief of the OCRS, as appropriate, may at any time request the FBI to provide a report on the status of an Enterprise Investigation, and the FBI will provide such reports as requested. (AGG-Dom, Part II C.3.d)

#### 8.6.5 (U) FILE REVIEW

(U//~~FOUO~~) Supervisory file reviews must be conducted at least once every 90 days in accordance with DIOG Section 3.4.4. File reviews for probationary agents must be conducted at least once every 60 days.

#### 8.6.6 (U) PENDING INACTIVE STATUS

(U//~~FOUO~~)

b7E

## 8.7 (U) AUTHORIZED INVESTIGATIVE METHODS IN AN ENTERPRISE INVESTIGATION

(U//~~FOUO~~) An Enterprise Investigation may only be opened and operated as a Full Investigation and is subject to the same requirements that apply to a Full Investigation. Therefore, the standards for opening or approving the use of investigative methods and the availability of investigative methods that may be used in an Enterprise Investigation are the same as set forth in Sections 7.8 and 7.9.

## 8.8 (U) SENSITIVE INVESTIGATIVE MATTERS (SIM) IN ENTERPRISE INVESTIGATIONS

(U//~~FOUO~~) [REDACTED]

b7E

[REDACTED] DIOG Section 10 contains the required approval authority and factors to be considered when determining whether to conduct or approve a Full Enterprise Investigation involving a SIM.

### 8.8.1 (U) SIM CATEGORIES IN ENTERPRISE INVESTIGATIONS

(U//~~FOUO~~) A SIM is an investigative matter involving the activities of a domestic public official or domestic political candidate (involving corruption or a threat to the national security), religious or domestic political organization or individual prominent in such an organization, or news media, an academic nexus, or any other matter which, in the judgment of the official authorizing an investigation, should be brought to the attention of FBIHQ and other DOJ officials. (AGG-Dom, Part VII.N). As a matter of FBI policy, “judgment” means that the decision of the authorizing official is discretionary. DIOG Section 10 and/or the DIOG Appendix G – Classified Provisions define [REDACTED]

### 8.8.2 (U) ACADEMIC NEXUS IN ENTERPRISE INVESTIGATIONS

(U//~~FOUO~~) [REDACTED]

b7E

A) (U//~~FOUO~~) [REDACTED]

B) (U//~~FOUO~~) [REDACTED]

(U//~~FOUO~~) The sensitivity related to an academic institution arises from the American tradition of “academic freedom” (e.g., an atmosphere in which students and faculty are free to express unorthodox ideas and views and to challenge conventional thought without fear of repercussion). Academic freedom does not mean, however, that academic institutions are off limits to FBI investigators in pursuit of information of individuals of legitimate investigative interest.

(U//~~FOUO~~) [redacted]

b7E

**8.9 (U) INTELLIGENCE COLLECTION (I.E., INCIDENTAL COLLECTION)**

(U//~~FOUO~~) Incidental collection is information derived during the course of a pending investigation, Assessment, or [redacted] that is responsive to a PFI, FBI, or IC collection requirement.

(U//~~FOUO~~) Incidentally collected information, responsive to the above-mentioned collection requirements, may also be derived from [redacted]

(U//~~FOUO~~) Example 1: [redacted]

b7E

(U//~~FOUO~~) Example 2: [redacted]

(U//~~FOUO~~) Intelligence that is responsive to PFI requirements, FBI national collection requirements and FBI field office collection requirements may be collected incidental to an Enterprise Investigation.

[redacted] (See DIOG Section 15.6.1.2 - Written Intelligence Products) [redacted]

b7E

(U//~~FOUO~~) [redacted]

## 8.10 (U) STANDARDS FOR APPROVING THE CLOSING OF AN ENTERPRISE INVESTIGATION

### 8.10.1 (U) STANDARDS

(U//~~FOUO~~) At the conclusion of an Enterprise Investigation, each of the following items must be documented in the closing communication (EC and/or LHM):

- A) (U//~~FOUO~~) A summary of the results of the investigation;
- B) (U//~~FOUO~~) Whether logical and reasonable investigation was completed;
- C) (U//~~FOUO~~) Whether all investigative methods initiated have been completed and/or discontinued;
- D) (U//~~FOUO~~) Whether all leads set have been completed and/or discontinued;
- E) (U//~~FOUO~~) Whether all evidence has been returned, destroyed or retained in accordance with evidence policy; and
- F) (U//~~FOUO~~) A summary statement of the basis on which the Enterprise Investigation will be closed, and selection of the appropriate closing status:
  - 1) (U//~~FOUO~~) C-4: Administrative Closing, which includes:
    - a) (U//~~FOUO~~) No further investigation is warranted because logical investigation and/or leads have been exhausted, and the investigation to date did not identify a criminal violation or a priority threat to the national security
    - b) (U//~~FOUO~~) Investigation assigned a new file number, or
    - c) (U//~~FOUO~~) Investigation consolidated into a new file number or an existing file number.
  - 2) (U//~~FOUO~~) C-6: Other Closing, which includes:
    - a) (U//~~FOUO~~) Enterprise Investigation has been completed; or
    - b) (U//~~FOUO~~) Any other type of closing

### 8.10.2 (U) APPROVAL REQUIREMENTS TO CLOSE

(U//~~FOUO~~) The appropriate closing supervisor described below must review and approve the closing communication (as described in Section 8.10.1) to ensure it contains the above-required information and sufficient details of the investigation on which to base the decision to close the Enterprise Investigation. Although there is no limit on the duration of an Enterprise Investigation, the investigation must be closed upon all investigative activity being exhausted. The appropriate closing supervisors are:

- A) (U//~~FOUO~~) **Opened by a Field Office with FBIHQ SC Approval:** Closing an Enterprise Investigation opened by a field office requires the prior approval of the appropriate FBIHQ SC.
- B) (U//~~FOUO~~) **Opened by FBIHQ:** Closing an Enterprise Investigation opened by FBIHQ requires approval from the appropriate SC and notification to the appropriate field office.
- C) (U//~~FOUO~~) **SIM Opened by a Field Office with FBIHQ SC Approval:** Closing an Enterprise Investigation opened by a field office involving a sensitive investigative matter requires approval from the appropriate FBIHQ SC.

(U//~~FOUO~~) ***SIM Opened by FBIHQ:*** Closing an Enterprise Investigation opened by FBIHQ involving a sensitive investigative matter requires approval from the SC, and written notification to the appropriate field office.

## 8.11 (U) OTHER PROGRAM SPECIFIC INVESTIGATIVE REQUIREMENTS

(U//~~FOUO~~) To facilitate compliance with investigative program-specific requirements, the FBI employee should consult the relevant division's PG to ascertain any program-specific requirements. No policy or PG may contradict, alter or otherwise modify the standards of the DIOG. DIOG related policy or PGs must adhere to the standards, requirements and procedures established by the DIOG. Requests for DIOG modifications can be made to the Internal Policy Office (IPO) pursuant to DIOG Section 3.2.2 paragraphs (A), (B), (C) and (D).

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

*This Page is Intentionally Blank*

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~

## 9 (U) FOREIGN INTELLIGENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 05-09-2018 BY [REDACTED] NSICC

### 9.1 (U) OVERVIEW

b6  
b7c

(U) **Foreign Intelligence defined:** Foreign intelligence is “information relating to the capabilities, intentions, or activities of foreign governments or elements thereof, foreign organizations, or foreign persons, or international terrorists.” A “Foreign Intelligence Requirement” is a collection requirement issued under the authority of the Director of National Intelligence (DNI) and accepted by the FBI Directorate of Intelligence (DI). Additionally, the President, a United States Intelligence Community (USIC) office designated by the President, the Attorney General, Deputy Attorney General, or other designated Department of Justice (DOJ) official may levy a foreign intelligence requirement on the FBI. Foreign intelligence collection by the FBI is based upon requirements.

(U//~~FOUO~~) Foreign intelligence requirements issued by one of the parties listed above and accepted by the FBI DI will fall into one of two categories: (i) those that address national security issues that are within the FBI’s core national security mission (FBI collection requirements); and (ii) information relating to the capabilities, intentions, or activities of foreign governments or elements thereof, foreign organizations, foreign persons, or international terrorists which are not within the FBI’s core national security mission (PFI Collection Requirements).

(U//~~FOUO~~) Requirements which fall into the first category may correspond to FBI national collection requirements as defined in DIOG Section 5.12. FBI national collection requirements are addressed in properly authorized Assessments (See DIOG Section 5.6.3.5) or Predicated Investigations. (See the *Intelligence Program Policy Guide (IPG), 0718PG*, for specific requirements.)

(U//~~FOUO~~) Requirements which fall into the second category are known as Positive Foreign Intelligence (PFI) Collection Requirements and may only be addressed under the authorities described in this section. Type 6 Assessments opened for the purpose of determining whether a field office has the ability to collect on a PFI Collection Requirement (See DIOG Section 5.6.3.5), and Full Investigations opened for the specific purpose of collecting on PFI Collection Requirements must be predicated on an established PFI Collection Requirement that has been accepted and approved by the FBIHQ Directorate of Intelligence (DI) – Humint Operations Section (HOS), Humint Program Management Unit (HPMU) Unit Chief (UC). Preliminary Investigations for the sole purpose of collecting on PFI requirements are not authorized by the AGG-Dom. [REDACTED]

b7E

[REDACTED] A Full PFI Investigation opened for the intended purpose of collecting on PFI requirements must be approved by the HPMU UC. A Full PFI Investigation cannot be opened on oral authority.

(U//~~FOUO~~) “The general guidance of the FBI’s foreign intelligence collection activities by DNI-authorized requirements does not limit the FBI’s authority to conduct investigations supportable on the basis of its other authorities—to investigate federal crimes and threats to the national security—in areas in which the information sought also falls under the definition of foreign intelligence.” (Attorney General’s Guidelines for Domestic FBI Operations (AGG-Dom). Introduction A.3) Accordingly, the AGG-Dom authorizes the collection of foreign intelligence incidental to predicated criminal, counterintelligence, counterterrorism, cyber, and weapons of

mass destruction investigations. [REDACTED]

b7E

[REDACTED] See DIOG Sections 5.2 and 7.5.A and B.

(U//~~FOUO~~) A Full PFI Investigation can be opened based solely on a PFI Collection Requirement. The authorized purpose (the PFI Collection requirement) must exist and have been accepted by the FBI.

(U) Examples:

A) (U//~~FOUO~~) [REDACTED]

[REDACTED]

B) (U//~~FOUO~~) [REDACTED]

[REDACTED]

(U//~~FOUO~~) FBIHQ DI provides specific guidance in its IPG regarding FBI national collection requirements, FBI field office collection requirements, and PFI requirements.

## 9.2 (U) PURPOSE AND SCOPE

(U//~~FOUO~~) As stated above, foreign intelligence is “information relating to the capabilities, intentions, or activities of foreign governments or elements thereof, foreign organizations, or foreign persons, or international terrorists.” The collection of positive foreign intelligence extends the sphere of the FBI’s information-gathering activities beyond federal crimes and threats to the national security and permits the FBI to seek information regarding a broader range of matters relating to foreign powers, organizations, or persons that may be of interest to the conduct of the United States’ foreign affairs. (AGG-Dom. Introduction A.3)

(U//~~FOUO~~) While employees may collect positive foreign intelligence in already opened Assessments and Predicated Investigations (incidental collection), this section is focused on the policies and procedures that govern opening and managing Full Investigations for the specific purpose of collecting on PFI Collection Requirements published by the DI. DIOG Section 5.6.3.5 governs opening and managing Type 6 Assessments.

## 9.3 (U) CIVIL LIBERTIES AND PRIVACY

(U) Because the authority to collect positive foreign intelligence pursuant to PFI Collection Requirements enables the FBI to obtain information pertinent to the United States’ conduct of its foreign affairs, even if that information is not related to criminal activity or threats to the national security, the information collected may concern lawful activities. Accordingly, **the FBI must operate openly and consensually with an US Person (USPER)**, to the extent practicable, when collecting positive foreign intelligence. (AGG-Dom, Introduction A.3)

(U) The pursuit of legitimate investigative goals without infringing upon the exercise of constitutional freedoms is a challenge that the FBI meets through the application of sound judgment and discretion.

(U) No investigative activity, including the collection of positive foreign intelligence pursuant to PFI Collection Requirements, may be taken solely on the basis of rights that are protected by the First Amendment or on the race, ethnicity, gender, national origin religion. Sexual orientation or gender identity of the subject or a combination of only those factors. In order to take action intentionally to collect positive foreign intelligence, an FBI employee must open a Full Investigation that is predicated on a PFI requirement.

(U) The AGG-Dom present investigators with a number of authorized investigative methods in the conduct of a Full Investigation to collect positive foreign intelligence. Considering the effect on the privacy and civil liberties of individuals and the potential to damage the reputation of individuals, some of these investigative methods are more intrusive than others. The least intrusive method if reasonable based upon the circumstances of the investigation is to be used, but the FBI must not hesitate to use any lawful method consistent with the AGG-Dom. For further explanation of the least intrusive method refer to DIOG Section 4.

(U) Moreover, when collecting positive foreign intelligence, as part of a Full Investigation predicated on a PFI requirement, the FBI must operate openly and consensually with an USPER, to the extent practicable.

(U) By emphasizing the use of the least intrusive means to collect positive foreign intelligence and by emphasizing the need to operate openly and consensually with an USPER, to the extent practicable. FBI employees can effectively execute their duties while mitigating the potential negative impact on the privacy and civil liberties of all people encountered as part of the collection. This principle is not intended to discourage FBI employees from seeking relevant and necessary positive foreign intelligence, but rather is intended to make sure FBI employees choose the least intrusive—but still reasonable based upon the circumstances of the investigation – from the available options to obtain the information.

(U) The Privacy Act may not exempt from disclosure information the FBI collects during Positive Foreign Intelligence Assessments and investigations to qualified U.S. citizens or lawfully admitted permanent residents when personally identifying information about such persons resides in those files. FBI employees should therefore be particularly vigilant about properly classifying any such information and avoiding unnecessary references to, and the documentation of, identifying information about U.S. citizens and lawfully admitted permanent residents in Positive Foreign Intelligence files.

#### 9.4 (U) LEGAL AUTHORITY

(U) The FBI's legal authority to collect positive foreign intelligence derives from a mixture of administrative and statutory sources. (See E.O. 12333; 50 U.S.C. §§ 3001 et seq.; 50 U.S.C. §§ 1801 et seq.; 28 U.S.C. § 532 note [incorporates the Intelligence Reform and Terrorism Protection Act, P.L. 108-458 §§ 2001-2003]). In collecting positive foreign intelligence, the FBI will be guided by collection requirements issued under the authority of the DNI, including the National Intelligence Priorities Framework and the National Human Intelligence (HUMINT) Collection Directives, or any successor directives issued under the authority of the DNI and accepted by FBIHQ DI (PFI Collection Requirements).

#### 9.4.1 (U) FULL INVESTIGATION ACTIVITIES

(U//~~FOUO~~) As discussed in Section 7 of the DIOG, the AGG-Dom cites three predication circumstances warranting a Full Investigation, one of which specifically applies to the collection of positive foreign intelligence: "The Full Investigation may obtain foreign intelligence that is responsive to a [positive] foreign intelligence requirement."

(U//~~FOUO~~) A PFI investigation may only be commenced if the Office of the DNI has levied a foreign intelligence collection requirement on the FBI and the DI has accepted the requirement as one to which the FBI will endeavor to respond to as part of its PFI Program (i.e., PFI Collection Requirements). The FBI is authorized to open a Full Investigation to collect on a USIC intelligence requirement only if it has been accepted and designated by FBIHQ DI as a PFI Collection Requirement.

### 9.5 (U) GENERAL REQUIREMENTS AND FBIHQ STANDARDS FOR APPROVING THE OPENING OF POSITIVE FOREIGN INTELLIGENCE INVESTIGATIONS

#### 9.5.1 (U) GENERAL REQUIREMENTS AND PROGRAM RESPONSIBILITIES

(U//~~FOUO~~) The HOS is responsible for promulgating FBI policy and oversight of the Foreign Intelligence Collection Program (FICP). HOS, HPMU will provide notice to the DOJ NSD upon the opening of a positive foreign intelligence Full Investigation. To ensure that all positive foreign intelligence collection is focused on authorized PFI Collection Requirements, only HPMU may approve the opening of a Full Investigation

b7E

[REDACTED] Field offices must request, by EC to the appropriate HPMU Unit Chief (UC) approval to open Full Investigations to collect on PFI Collection Requirements.

(U//~~FOUO~~) [REDACTED]

(U//~~FOUO~~) Note: Investigative activity must not be conducted<sup>16</sup> out of [REDACTED]

b7E

#### 9.5.2 (U) STANDARDS FOR OPENING A FULL INVESTIGATION TO COLLECT POSITIVE FOREIGN INTELLIGENCE

(U//~~FOUO~~) Before opening or approving a Full Investigation for the purpose of collecting PFI, the approving official must determine whether:

- A) (U//~~FOUO~~) The FBI DI has established an PFI Collection Requirement for opening a Full Investigation;
- B) (U//~~FOUO~~) The Full Investigation is not based solely on the exercise of First Amendment rights or on the race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity of the subject or a combination of only such factors; and
- C) (U//~~FOUO~~) The Full Investigation is an appropriate use of personnel and financial resources.

<sup>16</sup> (U) [REDACTED]

b7E

(U//~~FOUO~~) Additional policies regarding Predicated Investigation involving any foreign ambassador, foreign official, foreign student or exchange visitor, protected persons or premises as a subject may be found in *DIOG Appendix G - Classified Provisions* [No Foreign Policy Objection (NFPO)].

## 9.6 (U) OPENING DOCUMENTATION, APPROVAL, EFFECTIVE DATE, AND FILE REVIEW

### 9.6.1 (U) OPENING BY A FIELD OFFICE WITH FBIHQ HPMU UC APPROVAL OR OPENING BY FBIHQ

(U//~~FOUO~~) The predication for a Full PFI Investigation must be documented in the opening electronic communication (EC). A Full PFI Investigation may not be opened on oral authority.

#### 9.6.1.1 (U) APPROVAL TO OPEN A FULL PFI INVESTIGATION

(U//~~FOUO~~) Opened by a Field Office or Opened by FBIHQ: HPMU UC will approve the opening of a Full Investigation based on PFI Collection Requirements.

##### 9.6.1.1.1 (U) EFFECTIVE DATE

(U//~~FOUO~~) Opened by a Field Office or Opened by FBIHQ: The effective date of the Full Investigation is the date the HPMU UC approves the EC

b7E

#### 9.6.1.2 (U) APPROVAL TO OPEN A FULL PFI INVESTIGATION INVOLVING A SENSITIVE INVESTIGATIVE MATTER (SIM)

(U//~~FOUO~~) The opening of a Full PFI Investigation involving a SIM:

##### 9.6.1.2.1 (U) SIM FULL PFI INVESTIGATION OPENED BY A FIELD OFFICE

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

##### 9.6.1.2.2 (U) SIM FULL PFI INVESTIGATION OPENED BY FBIHQ

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

#### 9.6.1.2.3 (U) *EFFECTIVE DATE*

(U//~~FOUO~~) **Opened by a Field Office or Opened by FBIHQ:** The effective date of the Full Investigation involving a SIM is the date the HOS SC approves the EC [redacted]

#### 9.6.2 (U) *PENDING INACTIVE STATUS*

(U//~~FOUO~~)

#### 9.6.3 (U) *NOTICE TO DOJ*

##### 9.6.3.1 (U) *FOR A FULL PFI INVESTIGATION*

(U//~~FOUO~~) Notice to DOJ is required when a Full Investigation to collect information responsive to a foreign intelligence requirement is opened. Notice must be forwarded from HOS/HPMU to the DOJ NSD as soon as practicable but no later than 30 calendar days after the opening of the investigation. (AGG-Dom, Part II.B.5) For Full PFI Investigations that are a SIM, see DIOG Section 9.6.1.2 above.

#### 9.6.4 (U) *DURATION*

(U//~~FOUO~~) A Full PFI Investigation may continue for as long as necessary until the requirement is met, or the investigation concludes they cannot satisfy the requirement.

#### 9.6.5 (U) *FILE REVIEW*

##### 9.6.5.1 (U) *FULL INVESTIGATIONS*

(U//~~FOUO~~) Supervisory file reviews of a Full PFI Investigation must be conducted at least every 90 days in accordance with DIOG Section 3.4.4. File reviews for probationary agents must be conducted at least every 60-days.

## 9.6.6 (U) ANNUAL LETTERHEAD MEMORANDUM

### 9.6.6.1 (U) FIELD OFFICE RESPONSIBILITY

(U//~~FOUO~~) All FIGs must submit an annual report on each Full PFI Investigation that was open for any period of time during the previous calendar year. This report is due to FBIHQ HPMU no later than January 30th of the calendar year following each year during which a Full Investigation is open and must include the following:

- A) (U//~~FOUO~~) The PFI requirement to which the investigation was responding;
- B) (U//~~FOUO~~) All methods of collection used;
- C) (U//~~FOUO~~) All Sensitive Investigative Matters encountered;
- D) (U//~~FOUO~~) A list of all IIRs by number issued based on information collected during the investigation;
- E) (U//~~FOUO~~) A summary of the PFI collected; and
- F) (U//~~FOUO~~) The date the Full Investigation was opened and, if applicable, the date it was closed.

(U//~~FOUO~~) These reports should be submitted by EC. The EC must be serialized [ ] as designated in the IPG.

b7E

### 9.6.6.2 (U) FBIHQ RESPONSIBILITY

(U//~~FOUO~~) HPMU must compile data from each field office regarding the scope and nature of the prior year's PFI collection program. No later than April 1<sup>st</sup> of each year, the HOS/HPMU must submit a comprehensive report of all activity described above to DOJ NSD. The report must include the following information:

- A) (U//~~FOUO~~) The PFI requirement to which the investigations were responding;
- B) (U//~~FOUO~~) All Sensitive Investigative Matters encountered; and
- C) (U//~~FOUO~~) The date all Full Investigation were opened and closed (if applicable).

## 9.7 (U) STANDARDS FOR OPENING OR APPROVING THE USE OF AN AUTHORIZED INVESTIGATIVE METHOD IN A FULL POSITIVE FOREIGN INTELLIGENCE INVESTIGATION

(U//~~FOUO~~) Prior to opening or approving the use of an investigative method in a Full Investigation for the purpose of collecting positive foreign intelligence pursuant to a PFI Collection Requirement, an FBI employee or approving official must determine whether:

- A) (U//~~FOUO~~) The use of the particular investigative method is likely to further the authorized purpose of the Full Investigation;
- B) (U//~~FOUO~~) The investigative method selected is the least intrusive method, if reasonable based upon the circumstances of the investigation and, if taken relative to an US person (USPER), the method involves open and consensual activities, to the extent practicable;
- C) (U//~~FOUO~~) Open and consensual activity would likely be successful (if it would, covert non-consensual contact with an USPER may not be approved); and

D) (U//~~FOUO~~) The investigative method is an appropriate use of personnel and financial resources.

## 9.8 (U) AUTHORIZED INVESTIGATIVE METHODS IN A FULL POSITIVE FOREIGN INTELLIGENCE INVESTIGATION

(U//~~FOUO~~) Prior to opening or approving the use of an investigative method, an FBI employee and approving official must apply the standards as provided in DIOG Section 9.7. With the exceptions noted below, all lawful methods may be used during a Full Investigation to collect positive foreign intelligence pursuant to PFI Collection Requirements. If actions are to be taken with respect to an USPER, the method used must be open and consensual, to the extent practicable.

(U) See DIOG Section 18 for a complete description of the following methods that may be used in Full PFI Investigations. The methods are:

- A) (U) Public information. (See Section 18.5.1)
- B) (U) Records or information - FBI and DOJ. (See Section 18.5.2)
- C) (U) Records or information - Other federal, state, local, tribal, or foreign government agency. (See Section 18.5.3)
- D) (U) On-line services and resources. (See Section 18.5.4)
- E) (U) CHS use and recruitment. (See Section 18.5.5)
- F) (U) Interview or request information from the public or private entities. (See Section 18.5.6)
- G) (U) Information voluntarily provided by governmental or private entities. (See Section 18.5.7)
- H) (U) Physical Surveillance (not requiring a court order). (See Section 18.5.8)
- I) (U) Searches that Do Not Require a Warrant or Court Order (Trash Cover, Abandoned Property from a Public Receptacle, Administrative Inventory Search of a Lost/Misplaced Item) and Inventory Searches Generally (Section 18.6.12)
- J) (U) Consensual monitoring of communications, including electronic communications. (Section 18.6.1)

(U//~~FOUO~~)

b7E

(U//~~FOUO~~) See the classified provisions in Appendix G for additional information.

- K) (U) Intercepting the communications of a computer trespasser. (Section 18.6.2)
- L) (U) Closed-circuit television/video surveillance, direction finders, and other monitoring devices. (Section 18.6.3)
- M) (U) Polygraph examinations. (Section 18.6.11)
- N) (U) Undercover Operations (Section 18.6.13)

- O) (U//~~FOUO~~) Pen registers and trap/trace devices for non-USPERs using FISA. (See Section 18.6.9)
- P) (U) Electronic surveillance using FISA or E.O. 12333. (See Section 18.7.3)
- Q) (U//~~FOUO~~) Searches – with a warrant or court order using FISA or E.O. 12333 § 2.5. The DIOG classified Appendix G provides additional information regarding certain searches. (AGG-Dom, Part V.A.12) (See Section 18.7.1)
- R) (U) FISA Title VII - Acquisition of positive foreign intelligence information. (See Section 18.7.3)
- S) (U//~~FOUO~~) FISA Order for business records (for records relating to a non-USPER only). (See Section 18.6.7)

## 9.9 (U) INVESTIGATIVE METHODS NOT AUTHORIZED DURING A FULL POSITIVE FOREIGN INTELLIGENCE INVESTIGATION

(U//~~FOUO~~) The following investigative methods are not permitted to be used for the purpose of collecting positive foreign intelligence pursuant to PFI Collection Requirements:

- A) (U//~~FOUO~~) National Security Letters (15 U.S.C. §§ 1681u, 1681v; 18 U.S.C. § 2709; 12 U.S.C. § 341[a][5][A]; 50 U.S.C. § 3162). (Section 18.6.6)
- B) (U//~~FOUO~~) FISA Order for business records (for records relating to an USPER). (Section 18.6.7)
- C) (U//~~FOUO~~) Pen registers and trap/trace devices in conformity with FISA (on an USPER). (Section 18.6.9)
- D) (U//~~FOUO~~) Pen registers and trap/trace devices in conformity with chapter 206 of 18 U.S.C. §§ 3121-3127. (Section 18.6.9)
- E) (U//~~FOUO~~) Mail covers. (Section 18.6.10)
- F) (U//~~FOUO~~) Grand jury subpoenas. (Section 18.6.5)
- G) (U//~~FOUO~~) Administrative subpoenas. (Section 18.6.4)
- H) (U//~~FOUO~~) Stored wire and electronic communications and transactional records. (Section 18.6.8)

## 9.10 (U) SENSITIVE INVESTIGATIVE MATTERS (SIM) IN A FULL POSITIVE FOREIGN INTELLIGENCE INVESTIGATION

(U//~~FOUO~~) The title/caption of the opening or subsequent EC for a Full Investigation for the collection of PFI involving a SIM must contain the words “Sensitive Investigative Matter.” DIOG Section 10 contains the required approval authorities and factors to be considered relative to a Predicated Investigation involving a SIM.

### 9.10.1 (U) SENSITIVE INVESTIGATIVE MATTERS (SIM)

(U//~~FOUO~~) A SIM is an investigative matter involving the activities of a domestic public official or domestic political candidate (involving corruption or a threat to the national security), religious or domestic political organization or individual prominent in such an organization, or news media, an academic nexus, or any other matter which, in the judgment of the official authorizing an investigation, should be brought to the attention of FBIHQ and other DOJ

officials. (AGG-Dom, Part VII.N.) As a matter of FBI policy, “judgment” means that the decision of the authorizing official is discretionary. DIOG Section 10 and/or the classified provisions in DIOG Appendix G define domestic public official, political candidate, religious or political organization or individual prominent in such an organization, and news media.

(U//~~FOUO~~) All Full PFI Investigations involving a SIM must be reviewed by the CDC/OGC, approved by the SAC and the FIMS SC.

#### 9.10.2 (U) ACADEMIC NEXUS

(U//~~FOUO~~) [REDACTED]

b7E

A) (U//~~FOUO~~) [REDACTED]

B) (U//~~FOUO~~) [REDACTED]

(U//~~FOUO~~) The sensitivity related to an academic institution arises from the American tradition of “academic freedom” (e.g., an atmosphere in which students and faculty are free to express unorthodox ideas and views and to challenge conventional thought without fear of repercussion). Academic freedom does not mean, however, that academic institutions are off limits to FBI investigators in pursuit of information or individuals of legitimate investigative interest.

(U//~~FOUO~~) [REDACTED] *DIOG Appendix G* [REDACTED]

#### 9.11 (U) RETENTION OF INFORMATION

(U//~~FOUO~~) FIMS must maintain a database or records systems that permits the prompt retrieval of the status of each positive foreign intelligence collection Full Investigation (open or closed), the dates of opening and closing, and the basis for the Full Investigation.

#### 9.12 (U//~~FOUO~~) STANDARDS FOR APPROVING THE CLOSING OF A FULL POSITIVE FOREIGN INTELLIGENCE INVESTIGATION

##### 9.12.1 (U) STANDARDS

(U//~~FOUO~~) At the conclusion of a Full positive foreign intelligence Investigation, each of the following items must be documented in the closing communication (EC and/or LHM):

- A) (U//~~FOUO~~) A summary of the results of the investigation;
- B) (U//~~FOUO~~) Whether logical and reasonable investigation was completed (i.e. the matter acquired the positive foreign intelligence information sought);
- C) (U//~~FOUO~~) Whether all investigative methods initiated have been completed and/or discontinued;
- D) (U//~~FOUO~~) Whether all leads set have been completed and/or discontinued;

- E) (U//~~FOUO~~) Whether all evidence has been returned, destroyed or retained in accordance with evidence policy; and
- F) (U//~~FOUO~~) A summary statement of the basis on which the foreign intelligence investigation will be closed, and the selection of C-4 for Administrative Closing, which includes:
  - 1) (U//~~FOUO~~) No further investigation is warranted and/or leads have been exhausted;
  - 2) (U//~~FOUO~~) Investigation assigned a new file number; or
  - 3) (U//~~FOUO~~) Investigation consolidated into a new file number or an existing file number.

### 9.12.2 (U) APPROVAL REQUIREMENTS

(U//~~FOUO~~) The appropriate closing supervisor described below must review and approve the closing communication (as described in Section 9.12.1) to ensure it contains the above-required information and sufficient details of the investigation on which to base a decision to close the foreign intelligence investigation. The appropriate closing supervisors are:

#### 9.12.2.1 (U) OPENED BY A FIELD OFFICE WITH FBIHQ APPROVAL

(U//~~FOUO~~) Closing a Full PFI Investigation opened by a field office requires a written request from the FIG SSA and the approval of the HPMU UC.

#### 9.12.2.2 (U) OPENED BY FBIHQ

(U//~~FOUO~~) Closing a Full PFI Investigation opened by FBIHQ requires approval from the HPMU UC and notification to the appropriate field office.

#### 9.12.2.3 (U) SIM OPENED BY A FIELD OFFICE WITH FBIHQ APPROVAL

(U//~~FOUO~~) Closing a PFI Full Investigation opened by a field office involving a SIM requires approval from the SAC and the HOS SC.

#### 9.12.2.4 (U) SIM OPENED BY FBIHQ

(U//~~FOUO~~) Closing a PFI Full Investigation opened by FBIHQ involving a SIM requires approval from the HOS SC, and written notification to the appropriate field office.

### 9.13 (U) OTHER PROGRAM SPECIFIC INVESTIGATION REQUIREMENTS

(U//~~FOUO~~) To facilitate compliance with investigative program-specific requirements, the FBI employee should consult the relevant division's PG to ascertain any program-specific requirements. No policy or PG may contradict, alter or otherwise modify the standards of the DIOG. DIOG related policy or PGs must adhere to the standards, requirements and procedures established by the DIOG. Requests for DIOG modifications can be made to the Internal Policy Office (IPO) pursuant to DIOG Section 3.2.2 paragraphs (A), (B), (C) and (D).

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

*This Page is Intentionally Blank.*

UNCLASSIFIED - FOR OFFICIAL USE ONLY

Domestic Investigations and Operations Guide

\$10

## 10 (U//~~FOUO~~) SENSITIVE INVESTIGATIVE MATTER (SIM) AND SENSITIVE OPERATIONS REVIEW COMMITTEE (SORC)

---

### 10.1 (U) SENSITIVE INVESTIGATIVE MATTERS (SIM)

#### 10.1.1 (U) OVERVIEW

(U) Certain investigative matters should be brought to the attention of FBI management and Department of Justice (DOJ) officials because of the possibility of public notoriety and sensitivity. Accordingly, Assessments and Predicated Investigations involving “sensitive investigative matters” have special approval and reporting requirements.

#### 10.1.2 (U) PURPOSE, SCOPE, AND DEFINITIONS

##### 10.1.2.1 (U) DEFINITION OF SENSITIVE INVESTIGATIVE MATTERS (SIM)

(U//~~FOUO~~) A sensitive investigative matter (SIM) is defined as an investigative matter involving the activities of a domestic public official or domestic political candidate (involving corruption or a threat to the national security), a religious or domestic political organization or individual prominent in such an organization, or the news media; an investigative matter having an academic nexus; or any other matter which, in the judgment of the official authorizing the investigation, should be brought to the attention of FBI Headquarters (FBIHQ) and other DOJ officials. (Attorney General’s Guidelines for Domestic FBI Operations (AGG-Dom), Part VII.N.) As a matter of FBI policy, “judgment” means that the decision of the authorizing official is discretionary.

(U//~~FOUO~~) The phrase *“investigative matter involving the activities of”* is intended to focus on the behaviors and/or activities of the subject, target, or subject matter of the Assessment or Predicated Investigation. The phrase is generally not intended to include a witness or victim in the Assessment or Predicated Investigation. This definition does not, however, prohibit a determination that the status, involvement, or impact on a particular witness or victim would make the Assessment or Predicated Investigation a SIM under subsection 10.1.2.2.7 below.

##### 10.1.2.2 (U) DEFINITIONS/DESCRIPTIONS OF SIM OFFICIALS AND ENTITIES

(U) Descriptions for each of the officials and entities contained in the SIM definition are as follows:

###### 10.1.2.2.1 (U) DOMESTIC PUBLIC OFFICIAL

(U//~~FOUO~~) A domestic public official is an elected official or an appointed official serving in a judicial, legislative, management, or executive-level position in a Federal, state, local, or tribal government entity or political subdivision thereof. A matter involving a domestic public official is a SIM if the Assessment or Predicated Investigation involves corruption or a threat to the national security.

(U//~~FOUO~~) This definition is intended to exclude lower level positions and most line positions, such as a patrol officer or office secretary from the SIM category, but it does

include supervisory personnel (e.g., police Sergeant or Lieutenant). The SIM definition also eliminates the “position of trust” language.

10.1.2.2.2     (U) ***DOMESTIC POLITICAL CANDIDATE***

(U//~~FOUO~~) A domestic political candidate is an individual who is seeking election to, or nomination for election to, or who has authorized others to explore on his or her behalf the possibility of election to an office in a federal, state, local or tribal governmental entity or political subdivision thereof. As with domestic public officials, a matter involving a political candidate is a SIM if the Assessment or Predicated Investigation involves corruption or a threat to the national security.

10.1.2.2.3     (U) ***DOMESTIC POLITICAL ORGANIZATION OR INDIVIDUAL PROMINENT IN SUCH AN ORGANIZATION***

(U//~~FOUO~~)

b7E

10.1.2.2.4     (U) ***RELIGIOUS ORGANIZATION OR INDIVIDUAL PROMINENT IN SUCH AN ORGANIZATION***

(U//~~FOUO~~)

10.1.2.2.5     (U) ***MEMBER OF THE NEWS MEDIA OR A NEWS ORGANIZATION***

(U//~~FOUO~~)

(U//~~FOUO~~)

(U//~~FOUO~~) Examples of news media entities include television or radio stations broadcasting to the public at large and publishers of newspapers or periodicals that make their products available to the public at large in print form or through an Internet distribution. A freelance journalist may be considered to be a member of the media if the journalist has a contract with

the news entity or has a history of publishing content. Publishing a newsletter or operating a website does not by itself qualify an individual as a member of the media. Businesses, law firms, and trade associations offer newsletters or have websites; these are not considered news media. As the term is used in the DIOG, “news media” is not intended to include persons and entities that simply make information available. Instead, it is intended to apply to a person or entity that gathers information of potential interest to a segment of the general public, uses editorial skills to turn raw materials into a distinct work, and distributes that work to an audience, as journalism professional.

(U//~~FOUO~~) If there is doubt about whether a particular person or entity should be considered part of the “news media,” the doubt should be resolved in favor of considering the person or entity to be the “news media.”

(U//~~FOUO~~) See *DIOG Appendix G - Classified Provisions* for additional guidance on SIMs.

#### 10.1.2.2.6 (U) ACADEMIC NEXUS

(U//~~FOUO~~) [REDACTED]

b7E

A) (U//~~FOUO~~) [REDACTED]

B) (U//~~FOUO~~) [REDACTED]

(U//~~FOUO~~) The sensitivity related to an academic institution arises from the American tradition of “academic freedom” (i.e., an atmosphere in which students and faculty are free to express unorthodox ideas and views and to challenge conventional thought without fear of repercussion). Academic freedom does not mean, however, that academic institutions are off limits to FBI investigators in pursuit of information or individuals of legitimate investigative interest.

(U//~~FOUO~~) [REDACTED]

#### 10.1.2.2.7 (U) OTHER MATTERS

(U//~~FOUO~~) Any matter that in the judgment of the official authorizing an investigation should be brought to the attention of FBIHQ and other DOJ officials is also a SIM. As a matter of FBI policy, “judgment” means that the decision of the authorizing official is discretionary.

### 10.1.3 (U) FACTORS TO CONSIDER WHEN OPENING OR APPROVING AN INVESTIGATIVE ACTIVITY INVOLVING A SIM

(U//~~FOUO~~) In addition to the standards for approving investigative activity in Sections 5, 6, 7, 8 and 9, the following factors should be considered by (i) the FBI employee who seeks to open an Assessment or Predicated Investigation involving a SIM, as well as by the (ii) Chief Division Counsel (CDC) or Office of the General Counsel (OGC) when reviewing such matters, and (iii)

the approving official when determining whether the Assessment or Predicated Investigation involving a SIM should be authorized:

- A) (U//~~FOUO~~) Seriousness/severity of the violation/threat;
- B) (U//~~FOUO~~) Significance of the information sought to the violation/threat;
- C) (U//~~FOUO~~) Probability that the proposed course of action will be successful;
- D) (U//~~FOUO~~) Risk of public exposure, and if there is such a risk, the adverse impact or the perception of the adverse impact on civil liberties and public confidence; and
- E) (U//~~FOUO~~) Risk to the national security or the public welfare if the proposed course of action is not approved (i.e., risk of doing nothing).

(U//~~FOUO~~) In the context of a SIM, particular care should be taken when considering whether the planned course of action is the least intrusive method if reasonable based upon the circumstances of the investigation.

#### **10.1.4 (U) OPENING DOCUMENTATION, APPROVAL, NOTICE, CHANGE IN SIM STATUS, AND SENSITIVE POTENTIAL CHS OR SENSITIVE CHARACTERISTIC DESIGNATIONS IN TYPE 5 ASSESSMENTS**

(U//~~FOUO~~)

b7E

(U//~~FOUO~~) In a Type 5 Assessment,

[redacted] if a sensitive characteristic is an aspect being used to identify individuals during the Identification Phase. See DIOG Sections 5.6.3.4.4.1 and 5.7 for guidance on “Sensitive PCHS” and “Sensitive Characteristic” designations.

(U//~~FOUO~~) The following are required approval and notification levels for investigative activities involving SIMs:

##### **10.1.4.1 (U) REVIEW AND APPROVAL OF SIM ASSESSMENTS BY A FIELD OFFICE**

###### **10.1.4.1.1 (U) TYPE 1 & 2 ASSESSMENTS**

(U//~~FOUO~~) An FBI employee may open a Type 1 & 2 Assessment, as described in Section 5.6.3.1, without prior supervisory approval. A Type 1 & 2 Assessment involving a SIM must be reviewed by the CDC and approved by the Special Agent-in-Charge (SAC) as soon as practicable, but no later than five (5) business days after the opening to authorize the Assessment to continue.

**10.1.4.1.2 (U) TYPE 3 AND 4 ASSESSMENTS**

(U//~~FOUO~~) An FBI employee must obtain the following review and approval to open a Type 3 and 4 Assessment as a SIM: CDC review and SAC approval. If a SIM arises after the opening of a Type 3 or 4 Assessment, the Assessment may continue, but the matter must be reviewed by the CDC and approved by the SAC as soon as practicable, but no later than five (5) business days after the SIM arises to authorize the Assessment to continue. (See DIOG Sections 5.6.3.2.4 and 5.6.3.3.4.)

**10.1.4.1.3 (U) TYPE 5 ASSESSMENTS**

(U//~~FOUO~~) An FBI employee must obtain CDC review and the SAC's prior approval to open a Type 5 Assessment on a sensitive potential confidential human source (CHS) in the evaluation/recruitment phase, or if a sensitive characteristic is being used as an aspect to identify individuals in the identification phase. If it is determined after the opening of a Type 5 Assessment that the individual is a sensitive PCHS, the Assessment may continue, but the matter must be approved by the SAC as soon as practicable, but no later than five (5) business days after this determination is made to authorize the Assessment to continue.

(U//~~FOUO~~) See DIOG Sections 5.6.3.4.4.1 and 5.7 for guidance on captioning Type 5 Assessments involving a “Sensitive PCHS” or Sensitive Characteristic.”

**10.1.4.1.4 (U) TYPE 6 ASSESSMENTS**

(U//~~FOUO~~) An FBI employee must obtain the following review and approval to open a Type 6 Assessment as a SIM: CDC review, SAC approval, and HUMINT Operations Section (HOS) Section Chief (SC) approval. If the SIM arises after the opening of a Type 6 Assessment, the Assessment may continue, but the matter must be reviewed by the CDC and approved by the SAC and HOS SC as soon as practicable, but no later than five (5) business days after the SIM arises to authorize the Assessment to continue. (See DIOG Section 5.6.3.5.4)

(U//~~FOUO~~) FBIHQ must receive notice and approve all Type 6 Assessments whether or not they involve a SIM.

**10.1.4.2 (U) NOTICE FOR SIM ASSESSMENTS BY A FIELD OFFICE**

(U//~~FOUO~~) Notice for SIM Assessments—There is no requirement to notify FBIHQ, DOJ, or the United States Attorney (USA) of the opening of an Assessment involving a SIM. (AGG-Dom, Part II.B.5.a)

**10.1.4.3 (U) REVIEW AND APPROVAL OF SIM PREDICATED INVESTIGATIONS BY A FIELD OFFICE****10.1.4.3.1 (U) PREDICATED INVESTIGATIONS INVOLVING A SIM**

(U//~~FOUO~~) CDC review and SAC approval. (See Sections 6.7 and 7.7)

**10.1.4.3.2 (U) ENTERPRISE INVESTIGATIONS INVOLVING A SIM**

(U//~~FOUO~~) CDC review, SAC approval, and SC approval. (See Section 8.6)

UNCLASSIFIED – FOR OFFICIAL USE ONLY

Domestic Investigations and Operations Guide

\$10

10.1.4.3.3     (U) **POSITIVE FOREIGN INTELLIGENCE FULL INVESTIGATIONS INVOLVING A SIM**

(U//~~FOUO~~) CDC review, SAC approval, and HOS SC approval. (See DIOG Sections 9.6)

10.1.4.4     (U) **NOTICE FOR SIM PREDICATED INVESTIGATIONS BY A FIELD OFFICE**

10.1.4.4.1     (U) **NOTICE FOR SIM PREDICATED INVESTIGATIONS**

(U//~~FOUO~~) The field office must provide written notification (EC) to the appropriate FBIHQ unit (or FBIHQ Section for Enterprise and Full PFI investigations) with program responsibility within 15 calendar days following the opening. Except for Full PFI investigations, the field office must notify the United States Attorney's Office (USAO) in writing (by LHM or similar documentation) as soon as practicable, but no later than 30 calendar days after the investigation is opened<sup>17</sup>. (See CD PG for details concerning notice in counterintelligence and espionage investigations.) If the field office does not provide notice to the USAO, the field office must state such in its written notice to the FBIHQ unit (or Section for Enterprise Investigations) with program responsibility. The FBIHQ unit (or Section for Enterprise Investigations) must notify the appropriate DOJ official in writing (LHM or similar documentation), as soon as practicable, but no later than 30 calendar days after the investigation is opened.

*DIOG Appendix G Classified Provisions for*

b7E

(U//~~FOUO~~) [Redacted]

10.1.4.4.2     (U) **NOTICE FOR SIM ENTERPRISE INVESTIGATIONS**

(U//~~FOUO~~) See DIOG Section 8.6 for notice requirements.

10.1.4.4.3     (U) **NOTICE FOR SIM POSITIVE FOREIGN INTELLIGENCE FULL INVESTIGATIONS**

(U//~~FOUO~~) See DIOG Section 9.9 for notice requirements.

10.1.4.5     (U) **REVIEW AND APPROVAL OF SIM ASSESSMENTS OPENED BY FBIHQ**

10.1.4.5.1     (U) **TYPE 1 & 2 ASSESSMENTS**

(U//~~FOUO~~) An FBI employee may open a Type 1 & 2 Assessment, as described in Section 5.6.3.1, without prior supervisory approval. An Assessment involving a SIM must be reviewed by the OGC and approved by the SC as soon as practicable, but no later than five (5) business days after the opening to continue the Assessment.

b7E

**10.1.4.5.2 (U) TYPE 3 AND 4 ASSESSMENTS**

(U//~~FOUO~~) An FBI employee must obtain the following reviews and prior approvals to open a Type 3 or 4 SIM Assessment: OGC review and SC approval.

**10.1.4.5.3 (U) TYPE 5 ASSESSMENTS**

(U//~~FOUO~~) An FBI employee must obtain OGC review and his/her SC's approval to open a Type 5 Assessment on a sensitive PCHS.

**10.1.4.5.4 (U) TYPE 6 ASSESSMENTS**

(U//~~FOUO~~) An FBI employee must obtain the following reviews and approvals to open a Type 6 Assessment as a SIM: OGC review and SC approval.

**10.1.4.6 (U) NOTICE REQUIREMENTS FOR SIM ASSESSMENTS BY FBIHQ**

(U//~~FOUO~~) There is no requirement to notify DOJ or the United States Attorney of the opening of an Assessment involving a SIM (including opening a sensitive PCHS). (AGG-Dom, Part II.B.5.a)

**10.1.4.6.1 (U) REVIEW AND APPROVAL OF SIM PREDICATED INVESTIGATIONS BY FBIHQ****10.1.4.6.2 (U) PREDICATED INVESTIGATIONS INVOLVING A SIM**

(U//~~FOUO~~) OGC review and SC approval. (See DIOG Sections 6.7 , 6.10; 7.7 and 7.10)

**10.1.4.6.3 (U) ENTERPRISE INVESTIGATIONS INVOLVING A SIM**

(U//~~FOUO~~) OGC review and SC approval. (See DIOG Sections 8.6)

**10.1.4.6.4 (U) POSITIVE FOREIGN INTELLIGENCE FULL INVESTIGATIONS INVOLVING A SIM**

(U//~~FOUO~~) OGC review and SC approval. (See DIOG Section 9.9)

**10.1.4.7 (U) NOTICE FOR SIM PREDICATED INVESTIGATIONS BY FBIHQ****10.1.4.7.1 (U) NOTICE FOR SIM PREDICATED INVESTIGATIONS**

(U//~~FOUO~~) The responsible FBIHQ section must provide written notification (EC) to the appropriate field office(s) within 15 calendar days following the opening. Except for Full PFI

investigations, the FBIHQ Section must notify the applicable USAO, in writing (LHM or similar documentation), as soon as practicable, but no later than 30 calendar days after the investigation is opened.<sup>18</sup> (See CD PG for details concerning notice in counterintelligence and espionage investigations.) If the FBIHQ Section does not provide notice to the USAO, the FBIHQ Section must state such in its written notice to the appropriate field office(s) or DOJ official, as soon as practicable, but no later than 30 calendar days after the investigation is opened.

b7E

(U//~~FOUO~~)

#### 10.1.4.7.2 (U) NOTICE FOR SIM ENTERPRISE INVESTIGATIONS

(U//~~FOUO~~) See DIOG Section 8.6 for notice requirements.

#### 10.1.4.7.3 (U) NOTICE FOR SIM FULL POSITIVE FOREIGN INTELLIGENCE INVESTIGATIONS

(U//~~FOUO~~) See DIOG Section 9.6 for notice requirements.

#### 10.1.4.8 (U) CHANGE IN SIM STATUS

(U//~~FOUO~~)

##### 10.1.4.8.1 (U) DOCUMENTATION

(U//~~FOUO~~) The FBI employee must:

- A) (U//~~FOUO~~) In Type 1 & 2 Assessments: Submit an updated FD-71 or Guardian [REDACTED] [REDACTED] The FD-71 or Guardian must be approved by the supervisor responsible for the Assessment, reviewed by the CDC, and approved by the SAC. No notice to FBIHQ is required.

b7E

- B) (U//~~FOUO~~) In Type 3 through 6 Assessments:

- 1) (U//~~FOUO~~) Opened by a Field Office - Submit an EC (for Type 5 Assessments, an EC or a successor form in [REDACTED] that must be approved by the supervisor responsible for the Assessment, reviewed by the CDC, and approved by the SAC. No notice to FBIHQ is required.

b7E

- 2) (U//~~FOUO~~) Opened by FBIHQ - Submit an EC that must be approved by the appropriate UC responsible for the investigation, reviewed by OGC, and approved by the SC.

C) (U//~~FOUO~~) ***Predicated Investigations:***

- 1) (U//~~FOUO~~) Opened by a Field Office - Submit an EC and a Letterhead Memorandum (LHM) or similar documentation that must be approved by the supervisor responsible for the investigation, reviewed by the CDC, and approved by the SAC. For Predicated Investigations, notification must be provided to the same FBIHQ entities (appropriate Unit and Section) that received notice of the SIM.
- 2) (U//~~FOUO~~) Opened by FBIHQ - Submit an EC and a Letterhead Memorandum (LHM) or similar documentation that must be approved by the appropriate UC responsible for the investigation, reviewed by OGC, and approved by the SC.

D) (U//~~FOUO~~) ***Enterprise Investigations:***

- 1) (U//~~FOUO~~) Opened by a Field Office - Submit an EC and a Letterhead Memorandum (LHM) or similar documentation that must be approved by the supervisor responsible for the investigation, reviewed by the CDC, and approved by the SAC and the appropriate SC.
- 2) (U//~~FOUO~~) Opened by FBIHQ - Submit an EC and a Letterhead Memorandum (LHM) or similar documentation that must be approved by the appropriate UC responsible for the investigation, reviewed by OGC, and approved by the SC.

E) (U//~~FOUO~~) ***Positive Foreign Intelligence Full Investigations:***

- 1) (U//~~FOUO~~) Opened by a Field Office - Submit an EC that must be approved by the appropriate supervisor, reviewed by the CDC, approved by the SAC and the appropriate DI SC.
- 2) (U//~~FOUO~~) Opened by FBIHQ - Submit an EC that must be approved by the appropriate UC responsible for the investigation, reviewed by OGC, and approved by the DI SC.

#### 10.1.4.9 (U) CLOSING SIM INVESTIGATIONS

##### 10.1.4.9.1 (U) SIM ASSESSMENTS CLOSED BY A FIELD OFFICE

- A) (U//~~FOUO~~) ***Type I & 2 Assessments*** - These SIM Assessments must be closed on the FD-71 or FD-71a (Guardian) with approval of the supervisor responsible for the investigation and the SAC. (See DIOG Section 5.6.3.1)
- B) (U//~~FOUO~~) ***Type 3, 4, and 5 Assessments*** - The closing EC (or successor form in [ ] for Type 5 Assessments) must be approved by the supervisor responsible for the investigation and the SAC. (See DIOG Section 5.6.3.2, 3, and 4)
- C) (U//~~FOUO~~) ***Type 6 Assessments*** - The closing EC must be approved by the supervisor responsible for the investigation, SAC and the DI SC. (See DIOG Section 5.6.3.5)

##### 10.1.4.9.2 (U) SIM PREDICATED INVESTIGATIONS CLOSED BY A FIELD OFFICE

(U//~~FOUO~~) The closing standards, approvals and notice requirements for SIM Predicated Investigations, including Enterprise Investigations and foreign intelligence Full Investigations, are specified in DIOG Sections 6.12; 7.12; 8.10; and 9.12 above.

##### 10.1.4.9.3 (U) SIM ASSESSMENTS CLOSED BY FBIHQ

- A) (U//~~FOUO~~) ***Type I & 2 Assessments*** - May be closed on the FD-71 or FD-71a (Guardian) with the approval of the UC responsible for the investigation and his/her SC.

b7E

B) (U//~~FOUO~~) Type 3, 4, and 5 Assessments - The closing EC (or successor form in [redacted] or Type 5 Assessments) must be approved by the UC responsible for the investigation and his/her SC.

b7E

C) (U//~~FOUO~~) Type 6 Assessments - The closing EC must be approved by the DI UC responsible for the investigation and his/her DI SC.

#### 10.1.4.9.4 (U) SIM PREDICATED INVESTIGATIONS CLOSED BY FBIHQ

(U//~~FOUO~~) The closing standards, approvals and notice requirements for SIM Predicated Investigations, including Enterprise Investigations and Full foreign intelligence investigations, are specified in DIOG Sections 6.12; 7.12; 8.10; and 9.12 above.

#### 10.1.5 (U) DISTINCTION BETWEEN SIM AND SENSITIVE CIRCUMSTANCE IN UNDERCOVER OPERATIONS

(U//~~FOUO~~) The term “sensitive investigative matter,” as used in the DIOG, should not be confused with the term “sensitive circumstance,” as that term is used in undercover operations. “Sensitive circumstance” relates to an undercover operation requiring FBIHQ approval. A comprehensive list of sensitive circumstances for criminal activities is contained in the Attorney General’s Guidelines on FBI Undercover Operations and in Section 18 of the DIOG. The Criminal Undercover Operations Review Committee (CUORC) and the [redacted] must review and approve undercover operations that involve sensitive circumstances. The policy for undercover operations is described in DIOG Section 18.6.13, the Undercover and Sensitive Operations Policy Guide (USOPG), 0432PG, National Security Undercover Operations Policy Guide (NSUCOPG), 0307PG, and the FBIHQ operational division program implementation guides.

#### 10.1.6 (U) DISTINCTION BETWEEN SIM AND SENSITIVE UNDISCLOSED PARTICIPATION

(U//~~FOUO~~) The term “sensitive investigative matter,” as used in the DIOG, should not be confused with “sensitive UDP (undisclosed participation).” The rules regarding “sensitive investigative matter” and “sensitive UDP” (see DIOG Section 16.2.3.5), while similar, must be applied independently. The SIM designation applies to the overall investigation of which FBI and DOJ officials should be aware due to potential public notoriety and sensitivity. Sensitive UDP, on the other hand, applies to participation by employees or CHSs in lawful organizations that are designated as sensitive. Sensitive UDP can occur in either SIM or non-SIM designated investigations because sensitive UDP focuses on the activity (UDP) - not on the type of investigation in which it is taking place. Certain investigative or intelligence activity, particularly in situations involving academic institutions or student groups, may be covered by one or both these rules. The following scenarios demonstrate how these policies are to be applied:

##### 10.1.6.1 (U) SCENARIOS

(U//~~FOUO~~) [redacted]

b7E

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)(U//~~FOUO~~)(U//~~FOUO~~)(U//~~FOUO~~)

## 10.2 (U//~~FOUO~~) SENSITIVE OPERATIONS REVIEW COMMITTEE

(U//~~FOUO~~) At the request of the Director, a new joint DOJ/ FBI oversight committee, the Sensitive Operations Review Committee (SORC), has been established to review and monitor certain aspects of FBI investigative activities that are not within the purview of other oversight committees, particularly with regard to Assessments. The SORC is described as follows:

### 10.2.1 (U) MEMBERSHIP AND STAFFING

A) (U//~~FOUO~~) Chair:

b7E

B) (U) Members:

1) (U//~~FOUO~~) **FBI:** Assistant Directors or designated Deputy Assistant Directors for the2) (U//~~FOUO~~) **DOJ:** Assistant Attorneys General of the

[redacted] and any other appropriate representative, given the issue being considered by the SORC.

- C) (U//~~FOUO~~) **Advisors:** The Unit Chief or a designee of the FBI's Internal Policy Office (IPO) will serve as a policy advisor to the SORC. In addition, DOJ's Chief Privacy and Civil Liberties Officer or a designee will also serve as an advisor to the SORC.
- D) (U//~~FOUO~~) **Staff:** The staff of the SORC shall be from the executive staffs of the Executive Assistant Directors of the NSB and the CCSB. Proposals from the NSB shall be handled by its executive staff; proposals from CCSB shall be handled by its executive staff. The staffs will be collectively referred to here as "SORC Staff." The SORC Staff is responsible for ensuring that FBI and DOJ members of the SORC have the information required to perform their SORC duties and are kept fully informed of process developments in matters reviewed by the SORC.

#### 10.2.2 (U) **FUNCTION**

(U//~~FOUO~~) The SORC will review and provide recommendations to the Director on matters submitted, as described below.

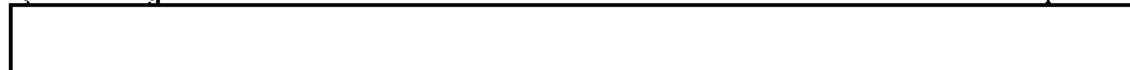
#### 10.2.3 (U) **REVIEW AND RECOMMENDATION**

(U//~~FOUO~~) The SORC shall review sensitive activities in the categories described below and provide recommendations to the Director, who shall be the approval authority:

A) (U//~~FOUO~~)



(U//~~FOUO~~)



B) (U//~~FOUO~~)



C) (U//~~FOUO~~)



D) (U//~~FOUO~~)



E) (U//~~FOUO~~)



b7E

**10.2.3.1 (U) FACTORS TO CONSIDER FOR REVIEW AND RECOMMENDATION**

(U//~~FOUO~~) In addition to factors unique to the proposal being considered, the SORC will consider the following in determining whether to recommend that a proposed activity be approved:

A) (U//~~FOUO~~) [REDACTED]

b7E

B) (U//~~FOUO~~) [REDACTED]C) (U//~~FOUO~~) [REDACTED]D) (U//~~FOUO~~) [REDACTED]  
[REDACTED]E) (U//~~FOUO~~) [REDACTED]  
[REDACTED]F) (U//~~FOUO~~) [REDACTED]  
[REDACTED]G) (U//~~FOUO~~) [REDACTED]  
[REDACTED]H) (U//~~FOUO~~) [REDACTED]I) (U//~~FOUO~~) [REDACTED]**10.2.3.2 (U) PROCESS FOR REVIEW AND RECOMMENDATION**(U//~~FOUO~~) [REDACTED]

b7E

(U//~~FOUO~~) [REDACTED]A) (U//~~FOUO~~) The applicable FBIHQ operational [REDACTED]  
[REDACTED]B) (U//~~FOUO~~) Upon receipt of the EC and [REDACTED] the proposal, the [REDACTED]

C) (U//~~FOUO~~) [REDACTED] prior to a scheduled SORC meeting, the SORC Staff must

b7E

D) (U//~~FOUO~~) SORC meetings are to be conducted with the expectation that [REDACTED]

E) (U//~~FOUO~~) If there is no consensus among the SORC members [REDACTED]

F) (U//~~FOUO~~) Once the SORC has made its recommendation, the SORC Staff [REDACTED]

G) (U//~~FOUO~~) For each proposal, at the next SORC meeting the SORC Staff [REDACTED]

#### 10.2.4 (U) EMERGENCY AUTHORIZATION

(U//~~FOUO~~) When necessary to [REDACTED] SORC

## 10.2.4.1 (U) NOTICE/OVERSIGHT FUNCTION OF SORC

(U//~~FOUO~~) To facilitate its ability to [REDACTED]

b7E

A) (U//~~FOUO~~) In a [REDACTED] any approval to task a [REDACTED]B) (U//~~FOUO~~) In a [REDACTED] any approval to task a [REDACTED]C) (U//~~FOUO~~) In a [REDACTED]D) (U//~~FOUO~~) In an [REDACTED]E) (U//~~FOUO~~) In an [REDACTED] to obtain [REDACTED](U//~~FOUO~~) Note [REDACTED] falling into any of the above-listed categories must be [REDACTED]F) (U//~~FOUO~~) The SORC may [REDACTED] to provide it:1) (U//~~FOUO~~) [REDACTED]

[REDACTED]

2) (U//~~FOUO~~) [REDACTED]

[REDACTED]

3) (U//~~FOUO~~) [REDACTED]

[REDACTED]

G) (U//~~FOUO~~) The SORC must [REDACTED]

H) (U//~~FOUO~~) [redacted] to the SORC as  
[redacted]

### 10.2.5 (U) LOGISTICS

(U//~~FOUO~~) The Executive Assistant Director for the NSB is responsible for all logistical support required for the proper functioning of the SORC (i.e., schedule meetings, provide place for meetings, draft agendas, record keeping and retention functions, all necessary communications, etc.). The IPO and the OGC will assist in establishing the logistical support required for the SORC.

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

*This Page is Intentionally Blank*

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~

UNCLASSIFIED - FOR OFFICIAL USE ONLY

Domestic Investigations and Operations Guide

\$11

## 11 (U) LIAISON ACTIVITIES AND TRIPWIRES

### 11.1 (U) OVERVIEW

(U//~~FOUO~~) FBI employees are encouraged to engage in liaison with the general public, private entities, and with local, state, federal, tribal, and foreign government agencies for the purpose of building partnerships. As part of our liaison, community outreach, or investigative/intelligence mission, FBI employees may also establish tripwires with public entities, private entities, and other governmental agencies. Liaison and tripwire activities or initiatives are mutually beneficial for the FBI and the public not only because they help build cooperative relationships and educate about suspicious activities or potential threats, but also because they encourage the public to contact the FBI should they become aware of such suspicious activities or threats.

### 11.2 (U) PURPOSE AND SCOPE

(U//~~FOUO~~) The FBI is authorized to engage in liaison and tripwire activities. The procedures for liaison and setting tripwires, together with documentation and requirements for an Assessment or Predicated Investigation, are set forth below.

### 11.3 (U) APPROVAL REQUIREMENTS FOR LIAISON AND TRIPWIRES

(U//~~FOUO~~) Conducting liaison and tripwire activities or initiatives do not require approval or the opening of an Assessment or Predicated Investigation unless they use an investigative method set forth in DIOG Sections 18.5 – 18.7. Liaison and tripwire activities or initiatives may be conducted as part of an already-opened Assessment or Predicated Investigation.

#### 11.3.1 (U) SCENARIO 1

(U//~~FOUO~~) An FBI employee makes contact with a chemical supply company to introduce himself/herself and educate the owner about the Bureau's investigative focus on the illegal use of precursor chemicals to make improvised explosive devices. The employee advises the owner to contact the FBI if he/she observes any unusual or suspicious purchases of certain precursor chemicals.

(U//~~FOUO~~) *Response:* Such a contact would not require approval or the opening of an Assessment or Predicated Investigation because no investigative methods are used to conduct this activity.

#### 11.3.2 (U) SCENARIO 2

(U//~~FOUO~~) [redacted]

b7E

(U//~~FOUO~~) [redacted]

## 11.4 (U) DOCUMENTATION & RECORDS RETENTION REQUIREMENTS

(U//~~FOUO~~) The terms "liaison" and "tripwire" have been defined in various ways and may differ by FBIHQ division, program, or field office. Not every contact with a member of the public will be considered liaison or tripwire activity that needs to be documented. As stated above, employees are encouraged to engage and converse with the public as part of their routine FBI investigative and intelligence mission.

(U//~~FOUO~~) Often, however, these terms are used and/or defined in a formal policy or EC to accomplish a particular investigative or intelligence objective. When an employee is directed by a supervisor, FBI policy, or a FBIHQ division to establish a liaison relationship or through an overarching tripwire initiative, acquire information or intelligence from a tripwire, that directive, as well as the actions taken by the employee, must be documented. If an employee on his or her own initiative contacts a member of the public and subsequently determines the contact was a liaison or tripwire activity, the contact must be documented using the FD-999. Any questions regarding whether the employee's contact with the public should be documented as liaison or tripwire activities should be directed to the employee's supervisor. The intent of this section is to ensure that contacts with the public which are considered to be liaison or tripwire activities be documented with the FD-999 into a single database system for tracking and reporting purposes.

(U//~~FOUO~~) When the FD-999 is used to document liaison or tripwire activities, the FD-999 must be filed pursuant to either A or B below and must be serialized [redacted] after the activity has occurred:

b7E

A) (U//~~FOUO~~) **No Investigative Methods Used:** If no investigative methods (DIOG Sections 18.5 - 18.7) are used in the liaison activity or tripwire, the FD-999 may be serialized into an investigative file, intelligence file, control file, or into case number 319X-HQ-A1487718-[Division sub-file name].

B) (U//~~FOUO~~) **Investigative Methods Used:** If investigative methods (DIOG Sections 18.5-18.7) are used in the liaison activity or tripwire, the FD-999 must also be serialized in one of the following:

- 1) (U//~~FOUO~~) an Assessment file;
- 2) (U//~~FOUO~~) a Predicated Investigation file;
- 3) (U//~~FOUO~~) a domestic police cooperation file (343 classification);
- 4) (U//~~FOUO~~) a foreign police cooperation file (163 classification); or
- 5) (U//~~FOUO~~) a technical assistance control file (if only technical assistance is provided).

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

*This Page is Intentionally Blank*

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~

UNCLASSIFIED - FOR OFFICIAL USE ONLY

Domestic Investigations and Operations Guide

\$12

## 12 (U) ASSISTANCE TO OTHER AGENCIES

---

### 12.1 (U) OVERVIEW

(U//~~FOUO~~) Part II of the Attorney General's Guidelines for Domestic FBI Operations (AGG-Dom) authorizes the FBI to conduct investigations in order to detect or obtain information about, and prevent and protect against, federal crimes and threats to the national security and to collect foreign intelligence. (See DIOG Section 2.) Section 12 does not apply to assistance the FBI may provide to other agencies while conducting joint investigations. In such instances, other sections of the DIOG dealing with Assessments and Predicated Investigations would apply.

(U//~~FOUO~~) Section 12 specifically addresses those situations in which the FBI has been requested or is seeking to provide assistance to other agencies and does not have an open substantive Assessment or Predicated Investigation (*Note:* file classifications related to providing assistance using the 343 or 163 file classification series fall within the scope of this Section). Part III of the AGG-Dom, Assistance to Other Agencies, authorizes the FBI to provide investigative assistance to other federal, state, local or tribal, or foreign agencies when the investigation has the same objectives as Part II of the AGG-Dom or when the investigative assistance is otherwise legally authorized. Accordingly, FBI employees may provide assistance even if it is not for one of the purposes identified as grounds for an FBI investigation or Assessment if providing the assistance is otherwise authorized by law. For example, investigative assistance is legally authorized in certain contexts to state or local agencies in the investigation of crimes under state or local law, as provided in 28 U.S.C. § 530C(b)(1)(M)(i)—violent acts and shootings occurring in a “place of public use;” 28 U.S.C. § 540—felonious killing of state and local law enforcement officer; 28 U.S.C. § 540A—violent crime against travelers; 28 U.S.C. § 540B—serial killings, and to foreign agencies in the investigation of foreign law violations pursuant to international agreements. The FBI may use appropriate lawful methods in any authorized investigative assistance activity.

### 12.2 (U) PURPOSE AND SCOPE

(U) The FBI may provide investigative and technical assistance to other agencies as set forth below.

#### 12.2.1 (U) INVESTIGATIVE ASSISTANCE

(U) The AGG-Dom permits FBI personnel to provide investigative assistance to:

- A) (U) Authorized intelligence activities of other United States Intelligence Community (USIC) agencies;
- B) (U) Any federal agency in the investigation of federal crimes, threats to the national security, foreign intelligence collection, or any other purpose that may be lawfully authorized;
- C) (U) Assist the President in determining whether to use the armed forces pursuant to 10 U.S.C. §§ 331-33, when authorized by Department of Justice (DOJ), as described in Section 12.3.2.2.1.1, below;
- D) (U) Collect information necessary to facilitate public demonstrations and to protect the exercise of First Amendment rights and ensure public health and safety, when authorized by DOJ and done in accordance with the restrictions described in Section 12.3.2.2.1.2, below;

- E) (U) State or local agencies in the investigation of crimes under state or local law when authorized by federal law (e.g., 28 U.S.C. §§ 540—felonious killing of state and local law enforcement officer; 540A—violent crime against travelers; 540B—serial killings);
- F) (U) State, local, or tribal agencies in the investigation of matters that may involve federal crimes or threats to national security, or for such other purposes as may be legally authorized;
- G) (U) Foreign agencies in the investigations of foreign law violations pursuant to international agreements, and as otherwise set forth below, consistent with the interests of the United States (including national security interests) and with due consideration of the effect on any US Person (USPER); and
- H) (U) The Attorney General has also authorized the FBI to provide law enforcement assistance to state or local law enforcement agencies when such assistance is requested by the governor of the state pursuant to 42 U.S.C. § 10501 (for example, federal law enforcement assistance following Hurricane Katrina). The Attorney General must approve any request for assistance under 42 U.S.C. § 10501.

(U) The procedures for providing investigative assistance, together with the standards, approval, notification, documentation, and dissemination requirements are set forth in Sections 12.3, 12.5, and 12.6 below.

### **12.2.2 (U) TECHNICAL ASSISTANCE**

(U) The FBI is authorized to provide technical assistance to all duly constituted law enforcement agencies, other organizational units of the DOJ, and other federal agencies and to foreign governments (to the extent not prohibited by law or regulation). The procedures for providing technical assistance, together with the approval, notification, documentation, and dissemination requirements are set forth in Sections 12.4, 12.5 and 12.6 below.

## **12.3 (U) INVESTIGATIVE ASSISTANCE TO OTHER AGENCIES - STANDARDS, APPROVALS AND NOTICE REQUIREMENTS**

(U) The FBI may provide investigative assistance to other agencies by participating in joint operations and investigative activities with such agencies. (AGG-Dom, Part III.E.1)

(U//~~FOUO~~) Dissemination of information to other agencies must be consistent with Director of National Intelligence (DNI) directives, the AGG-Dom, DIOG Section 14, FBI Foreign Dissemination Manual, the Privacy Act of 1974, and any applicable memoranda of understanding/agreement (MOU/MOA), laws, treaties or other policies. (See Sections 12.5 and 12.6 below for documentation and dissemination of information requirements.)

### **12.3.1 (U) STANDARDS FOR PROVIDING INVESTIGATIVE ASSISTANCE TO OTHER AGENCIES**

(U//~~FOUO~~) The determination whether to provide FBI assistance to other agencies is discretionary but may only occur if:

- A) (U//~~FOUO~~) The assistance is within the scope authorized by the AGG-Dom, federal laws, regulations, or other legal authorities;
- B) (U//~~FOUO~~) The investigation being assisted is not based solely on the exercise of First Amendment rights or on the race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity of the subject or a combination of only these factors; and

C) (U//~~FOUO~~) The assistance is an appropriate use of FBI personnel and financial resources.

### 12.3.2 (U) AUTHORITY, APPROVAL AND NOTICE REQUIREMENTS FOR PROVIDING INVESTIGATIVE ASSISTANCE TO OTHER AGENCIES

(U//~~FOUO~~) Investigative assistance that may be furnished to other agencies is described below by agency type.

#### 12.3.2.1 (U) INVESTIGATIVE ASSISTANCE TO UNITED STATES INTELLIGENCE COMMUNITY (USIC) AGENCIES

##### 12.3.2.1.1 (U) AUTHORITY

- A) (U//~~FOUO~~) The FBI may provide investigative assistance (including operational support) for authorized intelligence activities of other USIC agencies. (AGG-Dom, Part III.A)
- B) (U//~~FOUO~~) Investigative assistance must be in compliance with interagency MOU/MOA, if applicable. For example, specific approval and notification requirements exist for assisting the Central Intelligence Agency (CIA) and the Department of Defense (DOD) with domestic activities.

##### 12.3.2.1.2 (U) APPROVAL REQUIREMENTS

A)

(U//~~FOUO~~)

b7E

- B) (U//~~FOUO~~) ***Sensitive Investigative Matters (SIM)***: Any investigative assistance to other USIC agencies involving a SIM requires Chief Division Counsel (CDC)/Office of the General Counsel (OGC) review, SAC/Section Chief (SC) approval, and notification, as specified in 12.3.2.1.3.B, below.

##### 12.3.2.1.3 (U) NOTICE REQUIREMENTS

- A) (U//~~FOUO~~) ***General***: Notice must be provided for the investigative activity or investigative method as specified in the DIOG or applicable MOU/MOAs.
- B) (U//~~FOUO~~) ***Sensitive Investigative Matters (SIM)***: In addition to the above-required approvals, any investigative assistance to USIC agencies involving a SIM requires notification to the appropriate FBI Headquarters (FBIHQ) operational Unit Chief (UC) and SC by Electronic Communication (EC) as soon as practicable, but no later than 15 calendar days after the initiation of the investigative assistance. The appropriate FBIHQ operational unit must provide notice to the DOJ Criminal Division or National Security Division (NSD) as soon as practicable, but not later than 30 calendar days after the initiation of any investigative assistance involving a SIM.
- C) (U//~~FOUO~~) ***Classified Appendix***: See *DIOG Appendix G - Classified Provisions* for additional notice requirements.

**12.3.2.1.4 (U) DOCUMENTATION REQUIREMENTS**

(U//~~FOUO~~) Investigative assistance (including expert) to USIC agencies using an investigative method, other than those authorized in assessments, must be documented with the FD-999, filed and serialized to an appropriate file as specified in Sections 12.5 and 12.6 below. Division PGs may require specific additional reporting requirements for their programs.

**12.3.2.2 (U) INVESTIGATIVE ASSISTANCE TO OTHER UNITED STATES FEDERAL AGENCIES****12.3.2.2.1 (U) AUTHORITY**

- A) (U//~~FOUO~~) The FBI may provide investigative assistance to any other federal agency in the investigation of federal crimes or threats to the national security or in the collection of positive foreign intelligence. (Pursuant to DIOG Section 9, collection of positive foreign intelligence requires prior approval from the Collection Management Section (CMS), FBIHQ.) The FBI may provide investigative assistance to any federal agency for any other purpose that may be legally authorized, including investigative assistance to the United States Secret Service (USSS) in support of its protective responsibilities. (AGG-Dom, Part III.B.1) See DIOG Section 12.4 below for guidance in providing technical assistance to federal agencies.
- B) (U//~~FOUO~~) Investigative assistance must be in compliance with interagency MOU/MOA, if applicable.

**12.3.2.2.1.1 (U) ACTUAL OR THREATENED DOMESTIC CIVIL DISORDERS**

- A) (U) At the direction of the Attorney General, the Deputy Attorney General, or the Assistant Attorney General for the Criminal Division, the FBI shall collect information relating to actual or threatened civil disorders to assist the President in determining (pursuant to the authority of the President under 10 U.S.C. §§ 331-33) whether use of the armed forces or militia is required and how a decision to commit troops should be implemented. The information sought shall concern such matters as (AGG-Dom, Part III.B.2):
  - 1) (U) The size of the actual or threatened disorder, both in number of people involved or affected and in geographic area;
  - 2) (U) The potential for violence;
  - 3) (U) The potential for expansion of the disorder in light of community conditions and underlying causes of the disorder;
  - 4) (U) The relationship of the actual or threatened disorder to the enforcement of federal law or court orders and the likelihood that state or local authorities will assist in enforcing those laws or orders; and
  - 5) (U) The extent of state or local resources available to handle the disorder.
- B) (U) Civil disorder investigations will be authorized only for a period of 30 days, but the authorization may be renewed for subsequent 30 day periods.
- C) (U) The only investigative methods that may be used during a civil disorder investigation are:
  - 1) (U) Public information (See DIOG Section 18.5.1);
  - 2) (U) Records or information - FBI or DOJ (See DIOG Section 18.5.2);

- 3) (U) Records or information - Other Federal, state, local, or tribal, or foreign governmental agency (See DIOG Section 18.5.3);
- 4) (U) Online services and resources (See DIOG Section 18.5.4);
- 5) (U) Interview or request information from the public or private entities (See DIOG Section 18.5.6);  

(U//~~FOUO~~) *Note:* Such interviews may only be conducted if the FBI employee identifies himself or herself as an FBI employee and accurately discloses the purpose of the interview.
- 6) (U) Information voluntarily provided by governmental or private entities (See DIOG Section 18.5.7); and
- 7) (U) Any other methods may be used only if authorized by the Attorney General, the Deputy Attorney General, or the Assistant Attorney General for the Criminal Division.

**12.3.2.2.1.2 (U) PUBLIC HEALTH AND SAFETY AUTHORITIES IN RELATION TO DEMONSTRATIONS**

- A) (U) At the direction of the Attorney General, the Deputy Attorney General, or the Assistant Attorney General for the Criminal Division, the FBI shall collect information relating to demonstration activities that are likely to require the federal government to take action to facilitate the activities and provide public health and safety measures with respect to those activities. The information sought in such an investigation shall be that needed to facilitate an adequate federal response to ensure public health and safety and to protect the exercise of First Amendment rights, such as:
  - 1) (U) The time, place, and type of activities planned;
  - 2) (U) The number of persons expected to participate;
  - 3) (U) The expected means and routes of travel for participants and expected time of arrival; and
  - 4) (U) Any plans for lodging or housing of participants in connection with the demonstration.
- B) (U) The only investigative methods that may be used in an investigation under this paragraph are:
  - 1) (U) Public Information (See DIOG Section 18.5.1);
  - 2) (U) Records or information – FBI and DOJ (See DIOG Section 18.5.2);
  - 3) (U) Records or information – other Federal, state, local, tribal, or foreign government agencies (See DIOG Section 18.5.3);
  - 4) (U) Use online services and resources (See DIOG Section 18.5.4);
  - 5) (U) Interview or request information from the public or private entities (See DIOG Section 18.5.6);  

(U//~~FOUO~~) *Note:* Such interviews may only be conducted if the FBI employee identifies himself or herself as an FBI employee and accurately discloses the purpose of the interview;
  - 6) (U) Accept information voluntarily provided by governmental or private entities (See DIOG Section 18.5.7); and

- 7) (U) Any other methods may be used only if authorized by the Attorney General, the Deputy Attorney General, or the Assistant Attorney General for the Criminal Division.

#### 12.3.2.2.2 (U) APPROVAL REQUIREMENTS

A) (U//~~FOUO~~) [Redacted]

b7E

- B) (U//~~FOUO~~) ***Sensitive Investigative Matters (SIM)***: Any investigative assistance to other federal agencies involving a SIM requires prior CDC/OGC review and SAC/SC approval, and notification, as specified in 12.3.2.2.3.B below.

#### 12.3.2.2.3 (U) NOTICE REQUIREMENTS

- A) (U//~~FOUO~~) ***General***: Notice must be provided for the investigative activity or investigative method as specified in the DIOG and applicable MOU/MOAs.
- B) (U//~~FOUO~~) ***Sensitive Investigative Matters (SIM)***: In addition to the above-required approvals, any investigative assistance to another federal agency involving a SIM requires notification to the appropriate FBIHQ operational UC and SC by EC as soon as practicable, but no later than 15 calendar days after the initiation of the assistance. The appropriate FBIHQ operational unit must provide notice to the DOJ Criminal Division or NSD as soon as practicable, but not later than 30 calendar days after the initiation of any assistance involving a SIM.
- C) (U//~~FOUO~~) ***Classified Appendix***: See the *DIOG Appendix G - Classified Provisions* for additional notice requirements.

#### 12.3.2.2.4 (U) DOCUMENTATION REQUIREMENTS

(U//~~FOUO~~) Investigative assistance (including expert) to other Federal agencies using an investigative method, other than those authorized in assessments, must be documented with the FD-999, filed and serialized to an appropriate file as specified in Sections 12.5 and 12.6 below. Division PGs may require specific additional reporting requirements for their programs.

#### 12.3.2.3 (U) INVESTIGATIVE ASSISTANCE TO STATE, LOCAL, AND TRIBAL AGENCIES

(U) The FBI's authority to provide investigative assistance to state, local, and tribal law enforcement agencies has been addressed in several legal opinions by DOJ's Office of Legal Counsel (OLC). OLC's formal legal opinions are binding on the FBI and the policies herein thus conform to their written opinions.

(U) The FBI has substantial authority to assist our domestic law enforcement partners in their investigations given the broad range of federal offenses that may be investigated by the FBI.

[Redacted] This authority was greatly augmented by enactment of the Investigative Assistance for Violent Crimes Act of 2012 (discussed in paragraph B below).

b7E

(U)

b7E

(U) The FBI may provide investigative assistance to state, local, and tribal agencies only in the circumstances described below.<sup>19</sup>

- A) (U) ***Investigations Involving Possible Violations of Federal Law:*** The FBI is authorized to assist state, local and tribal agencies in the investigation of any matter that may involve federal crimes or threats to the national security, except where federal law exclusively assigns investigative responsibility to another federal agency. See DIOG Section 2.2.1 above. The authority to provide such assistance flows from the statutes and regulations that establish the FBI's jurisdiction.

(U) Thus, so long as the FBI's federal jurisdictional requirement is fulfilled, the fact that violations of state law are also present, or that local authorities are also involved in the investigation, is irrelevant. When the FBI assists state, local, or tribal authorities in the course of a federal investigation, the FBI's investigative efforts (e.g., witness interviews, or execution of search or arrest warrants) [redacted]

[redacted] Of course, there will often be substantial or even complete overlap between the two investigations.

(U) Investigations involving possible violations of state or local law will often involve possible violations of federal law as well, permitting the FBI to open an assessment or predicated investigation, as appropriate, and provide investigative assistance to state and local authorities. Narcotics, carjacking, terrorism, and WMD offenses generally provide a basis for FBI assistance, as such violations almost invariably violate federal law. Other frequently encountered examples include the following:

- 1) (U) Shootings and other crimes committed with firearms may involve violations of the federal gun laws, e.g., 18 U.S.C. §§ 922(a)(3)-(4) (transportation across state lines), 922(g) (possession by felons, fugitives, illegal aliens, and others); and 922(q) (possession in, on the grounds of, or within 1,000 feet of a school).
- 2) (U) Assaults and other acts of violence resulting in death or bodily injury may constitute hate crimes under 18 U.S.C. § 249, or otherwise violate the federal civil rights laws, e.g., 18 U.S.C. § 245(b) (interference with federally protected activities).
- 3) (U) Armed robberies and threats of physical violence that affect commerce or the movement of articles in commerce may involve violations of the Hobbs Act, 18 U.S.C. § 1951.
- 4) (U) Murder and certain other state law crimes, when committed in aid of a racketeering enterprise or as part of a pattern of racketeering activity, may implicate 18 U.S.C. § 1959 (violent crimes in aid of racketeering activity) or 18 U.S.C. § 1961-1963 (RICO).

<sup>19</sup> (U) This section addresses the FBI's authority to provide investigative assistance. For discussion of FBI agents' authority to make warrantless arrests for non-federal felonies and violent misdemeanors committed in their presence, see Section 19.3.3 below.

- 5) (U) Sex crimes against children that affect commerce or involve cross-border transportation or travel may violate the federal sex trafficking statute, 18 U.S.C. § 1591, or other federal laws protecting children against sexual exploitation and abuse, e.g., 18 U.S.C. §§ 2241(c), 2251-2252A, 2423, and 2425.
- 6) (U) Kidnapping violations 18 U.S.C. § 1201(a)(1) if they involve cross-border transportation or travel, and federal jurisdiction is presumed to exist 24 hours after the abduction (although the FBI may initiate an investigation sooner where there is some reasonable indication that a violation of 18 U.S.C. § 1201(a)(1) has been, or is being, committed). See 18 U.S.C. § 1201(b).
- 7) (U) Hostage taking may violate 18 U.S.C. § 1203(a) where there is reason to believe that one of the offenders or victims is a foreign national, or demands are made upon the U.S. Government. See 18 U.S.C. § 1203(b)(2).
- 8) (U) Transporting stolen vehicles and other stolen goods across state lines may violate 18 U.S.C. §§ 2311-2323.
- 9) (U) FBI agents are authorized to investigate state law fugitives when there is a reasonable basis to believe that doing so will detect or prevent the commission of any federal crime, including violations of the Fugitive Felons Act (FFA), 18 U.S.C. § 1073. The FFA makes it a federal crime to move in interstate or foreign commerce with intent to avoid prosecution or confinement after conviction in connection with a state felony. FBI agents have authority to pursue and arrest fugitives who, in evading arrest, manifest an intent to cross state lines (as for example, by traveling on an interstate highway or purchasing a bus or airplane ticket to another state), even if they have not yet been detected crossing state lines.
- 10) (U) Conspiracies to commit these and other federal offenses may violate 18 U.S.C. § 371.
- (U) The FBI may continue to assist state, local and tribal authorities as long as there remains a reasonable expectation that the investigation could lead to evidence of violations of federal law.

b7E

- B) (U) ***Investigations of Certain Non-Federal Violations:*** At the request of an appropriate state or local law enforcement official,<sup>20</sup> the FBI is authorized by federal statute to assist in the investigation of the following crimes:
- 1) (U) Violent acts and shootings occurring in a place of public use. “Place of public use” is defined broadly as “those parts of any building, land, street, waterway, or other location that are accessible or open to members of the public, whether continuously, periodically, or occasionally,” and expressly encompasses “any commercial, business, cultural, historical, educational, religious, governmental, entertainment, recreational, or similar place that is so accessible or open to the public.” See Investigative Assistance for Violent Crimes Act of 2012, Pub. Law 112-265 (to be codified at 28 U.S.C. 530C(b)(1)(M)(i)) and A.G. Order

<sup>20</sup> (U) The authorities described in paragraph B of Section 12.3.2.3 address requests for assistance by state and local officials only. Other federal law permits the FBI to conduct or assist in investigations in Indian Country. See 18 U.S.C. § 1152 (Assimilative Crimes Act) and § 1153 (Major Crimes Act); *Indian Country Policy Guide, 0321PG*.

3365-2013. Investigative Assistance provided under this authority must utilize file classification 356E.

- 2) (U) Mass killings: defined as three or more killings in a single incident and attempted mass killings. See Investigative Assistance for Violent Crimes Act of 2012, Pub. Law 112-265 (to be codified at 28 U.S.C. 530C(b)(1)(M)(i)) and A.G. Order 3365-2013.
- 3) (U) Serial killings: defined as a series of three or more killings having common characteristics. See 28 U.S.C. § 540B.
- 4) (U) Felony killings of state and local law enforcement officers. See 28 U.S.C. § 540.
- 5) (U) Felony crimes of violence against travelers: “travelers” is defined as victims who do not reside in the State where the crime occurred. See 28 U.S.C. § 540A.

(U) Prior to conducting any investigative activity under the authority of one of the above listed federal statutes, a Predicated Investigation must be opened. An applicable PG can provide additional guidance on procedures to follow. Investigative Assistance provided under 12.3.2.3.B.1 (violent acts and shootings occurring in a place of public use) above, must utilize file classification 356E to document all activities associated with the investigative assistance.

(U) FBI personnel providing assistance under the authority of one of these federal statutes may participate in the execution of state-issued process (following whatever FBI approval process is required for such participation)

b7E

Sec

Section 19.3.3 below.

- C) (U) ***Crime Emergencies and Major Disasters:*** The FBI may provide certain law enforcement assistance to states when acting pursuant to the following limited emergency authorities.
- 1) (U) ***Crime Emergencies:*** Under the Emergency Federal Law Enforcement Assistance provisions of the Justice Assistance Act of 1984, 42 U.S.C. § 10501 *et seq.* (“EFLEA”), the Attorney General may provide federal law enforcement assistance at the request of a Governor of a state during a law enforcement emergency, when state and local resources are insufficient to maintain public safety and security. Such assistance may include funds, equipment, training, intelligence information, and personnel. 42 U.S.C. § 10502(1).
  - 2) (U) ***Major Disasters:*** Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121-5208 (“Stafford Act”), the President may direct federal personnel, including federal law enforcement officers, to undertake various activities in support of state and local authorities in the event of any “major disaster.”
- (U) Where the Attorney General directs federal officers to assist in the enforcement of state criminal law pursuant to the EFLEA, or federal officers are properly carrying out disaster relief in a local community pursuant to a Stafford Act deployment, they should, if possible, be deputized under state law to act as state peace officers.
- D) (U) ***Laboratory and Other Expert Assistance:*** The FBI is authorized to provide laboratory and certain other expert assistance to state, local, and tribal law enforcement agencies upon request, even when no federal crimes are possibly involved.

b7E

- 1) (U) The FBI laboratories are authorized to provide technical and scientific assistance.

[REDACTED] to all duly constituted law enforcement agencies. This authority extends to FBI field office personnel on [REDACTED]

b7E

[REDACTED] The FBI's authority and procedures for providing laboratory assistance are set forth in more detail in relevant policy guides and policy directives.

- 2) (U) In addition, the FBI is authorized to provide the assistance of expert personnel to support state, local, and tribal law enforcement agencies "when lives are endangered," Exec. Order 12333 § 2.6(c), provided that such assistance is either approved by the FBI GC or in accordance with written guidelines approved by the FBI GC. See *id*; A.G. Order No. 2954-2008. Thus, even when the FBI lacks any other basis of authority, FBI expert personnel may respond to requests for expert assistance by local authorities in situations involving the safety of human life.

3) (U) Finally, the FBI may provide certain limited non-laboratory expert assistance pursuant to its authority to "assist in conducting, at the request of a State [or] unit of local government... local and regional training programs for the training of State and local criminal justice personnel engaged in the investigation of crime and the apprehension of criminals." 42 U.S.C. § 3771(a)(3). While such training typically takes place at the

(U) The authority to assist in a non-federal investigation through on-the-job training is narrow. [REDACTED]

To come within this authority, the state or local agency requesting assistance must be brought into the planning and execution of the FBI's investigative efforts, and FBI personnel must provide their state or local counterparts with a thorough briefing and/or debriefing regarding procedures and techniques being used. Moreover, where local officials are sufficiently qualified to act, the authority to provide training cannot justify FBI involvement in a violation of local law.

(U) [Redacted]

b7E

**12.3.2.3.1 (U) APPROVAL REQUIREMENTS**

- A) (U) **General:** Requests for assistance based on Section 12.3.2.3.B.1 and 12.3.2.3.B.2 above must be approved pursuant to the FBI Director's Delegation of Authority Memorandum, dated March 14, 2013, which delegates the approval authority. This delegated authority may not be redelegated.

(U) **Requests made to Field Offices:** Any ADIC or SAC.

(U) **Requests made to FBIHQ:** The Deputy Director, the Associate Deputy Director, the Executive Assistant Director for the Criminal, Cyber, Response and Services Branch, the Assistant Director for the Criminal Investigations Division, the Assistant Director for the Critical Incident Response Group, the Executive Assistant Director for the National Security Branch, the Associate Executive Assistant Director for the National Security Branch, the Assistant Director of the Counterterrorism Division, and the Assistant Director for the Weapons of Mass Destruction Division.

(U) Requests for investigative assistance based on Section 12.3.2.3.A, or 12.3.2.3.B.3 through B.5 above, must be approved pursuant to the requirements specified in DIOG Sections 6.7 or 7.7.

(U) Request for investigative assistance based on Section 12.3.2.3.C above, must be approved by the Attorney General.

- B) (U) **Non-Laboratory Expert Assistance:** Investigative assistance based on Section 12.3.2.3.D.2 above must be approved in accordance with approval guidelines contained in an applicable PG or Policy Directive or, if no such guidelines exist, in advance by the FBI GC, except that if the FBI GC cannot be contacted through reasonable means, emergency approval may be granted by the ADIC/SAC in the field office (or the FBIHQ SC if the request is received at FBIHQ) in accordance with this policy, with notification to the GC as soon as practicable but no later than 5 business days. If the request for investigative assistance is based on Section 12.3.2.3.D.3 above and it is not covered by an existing PG or Policy Directive, the ADIC/SAC in the field office or the FBIHQ SC, as appropriate, may approve the request in accordance with this policy, with notification to the GC as soon as practicable but no later than 5 business days.

- C) (U) Assistance based on Section 12.3.2.3.D.2 or 12.3.2.3.D.3 may be approved solely if the following conditions are met:

- 1) (U) The head (or designee) of the state, local or tribal law enforcement agency has submitted a written request (including by email) to the FBI that identifies the need for specific expertise from the FBI and either:
  - a) (U) articulates how lives are endangered (assistance based on Section 12.3.2.3.D.2); or
  - b) (U) represents that the agency does not have available employees with the needed expertise or that the employees who do have the needed expertise are not sufficiently well trained to handle the immediate situation (assistance based on Section 12.3.2.3.D.3).

(U) **Note:** If due to the exigency of the situation there is not time for the request to be submitted in writing, the request may be made orally. Any such oral request must be

followed by a written request as soon as practicable, but no later than five (5) business days.

- 2) (U) The CDC, who is encouraged to consult with the FBI GC or attorneys in the Investigative Law Unit, OGC (ILU), has reviewed the request and concluded and documented that providing the requested assistance is consistent with this policy and does not create a significant risk of civil liability to the FBI or the individual employee. If the CDC assesses that the assistance will create a substantial risk of civil liability, the CDC must consult with OGC.
- 3) (U) The requesting agency is acting in the lawful execution of an authorized function of that organization.
- 4) (U) The loan of FBI personnel is an appropriate use of personnel and financial resources and does not jeopardize any ongoing FBI investigation.

#### 12.3.2.3.2 (U) **NOTICE REQUIREMENTS**

- A) (U//~~FOUO~~) General: Notice must be provided for the investigative activity or investigative method as specified in the DIOG, and applicable MOU/MOAs and/or treaties.
- B) (U//~~FOUO~~) Sensitive Investigative Matters (SIM): In addition to the above-required approvals, any investigative assistance provided to a state, local, or tribal law enforcement agency involving a SIM requires notification to the appropriate FBIHQ operational unit and section by EC as soon as practicable, but no later than 15 calendar days after the initiation of the assistance. The appropriate FBIHQ operational unit must provide notice to the DOJ Criminal Division or NSD as soon as practicable, but not later than 30 calendar days after the initiation of any assistance involving a sensitive investigative matter.

(U//~~FOUO~~) **Classified Appendix**: See *DIOG Appendix G - Classified Provisions* for additional notice requirements.

#### 12.3.2.3.3 (U) **DOCUMENTATION REQUIREMENTS**

(U//~~FOUO~~) Investigative assistance (including expert) using an investigative method, other than those authorized in assessments, must be documented with the FD-999, filed and serialized to an appropriate file as specified in Sections 12.5 and 12.6 below. Division PGs may require specific additional reporting requirements for their programs.

#### 12.3.2.3.4 (U) **EXAMPLES OF EXPERT ASSISTANCE IN INVESTIGATIONS OF NON-FEDERAL CRIMES**

(U//~~FOUO~~) Example 1: [Redacted]

b7E

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~

Domestic Investigations and Operations Guide

\$12

(U//~~FOUO~~) Response 1:

b7E

(U//~~FOUO~~) Example 2:

(U//~~FOUO~~) Response 2:

a

(U//~~FOUO~~) Example 3:

(U//~~FOUO~~) Response 3:

#### 12.3.2.4 (U) INVESTIGATIVE ASSISTANCE TO FOREIGN AGENCIES

(U//~~FOUO~~) The foundation of the FBI's international program is the Legal Attaché (LEGAT). Each LEGAT is the Director's personal representative in the foreign countries in which he/she resides or has regional responsibilities. The LEGAT's job is to respond to the FBI's domestic and foreign investigative needs. The LEGAT can accomplish this because he/she develops partnerships and fosters cooperation with his or her foreign counterparts on every level and is familiar with investigative rules, protocols, and practices that differ from country to country. This is the LEGAT's primary responsibility. As such, foreign agency requests for assistance will likely come to the FBI through the LEGAT or International Operations Division (IOD).

##### 12.3.2.4.1 (U) AUTHORITIES

- A) (U//~~FOUO~~) At the request of foreign law enforcement, intelligence, or security agencies, the FBI may conduct investigations or provide assistance to investigations by such agencies, consistent with the interests of the United States (including national security interests) and with due consideration of the effect on any US person (USPER). (AGG-Dom, Part III.D.1) The FBI must follow applicable MOUs and MOAs (to include those with other US Government (USG) agencies), Mutual Legal Assistance Treaties (MLAT), Letters Rogatory, and other treaties when it provides assistance to foreign governments.

1) (U//~~FOUO~~)

b7E

2) (U//~~FOUO~~)

B) (U//~~FOUO~~)

- C) (U//~~FOUO~~) The FBI may not provide assistance to a foreign law enforcement, intelligence, or security officer conducting an investigation within the United States unless such officer has provided prior written notification to the Attorney General of his/her status as an agent of a foreign government, as required by 18 U.S.C. § 951. (AGG-Dom, Part III.D.2) The notification required by 18 U.S.C. § 951 is not applicable to diplomats, consular officers or attachés.

D) (U//~~FOUO~~) Upon the request of a foreign government agency, the FBI may conduct background inquiries concerning individuals whose consent is documented. (AGG-Dom, Part III.D.3)

#### 12.3.2.4.2 (U) APPROVAL REQUIREMENTS

- A) (U//~~FOUO~~) When a request to assist a foreign agency is received from a LEGAT or IOD, and such assistance will require the use of investigative methods other than those that are authorized in Assessments, prior SSA approval must be obtained and documented as specified in 12.3.2.4.4 below.
- B) (U//~~FOUO~~) If a request for assistance is received directly from a foreign law enforcement or intelligence service and is not processed through a LEGAT or IOD, written notification documenting the foreign assistance request must be provided to the appropriate LEGAT and IOD by the FD-999, an EC or [ ] Lead Request form, and IOD must grant approval prior to providing assistance, regardless of what investigative methods are used. (See also *DIOG Appendix G - Classified Provisions*) b7E
- C) (U//~~FOUO~~) The Office of International Affairs (OIA) in the DOJ's Criminal Division, has the responsibility and authority for the execution of all foreign assistance requests requiring judicial action or compulsory process. FBI IOD must coordinate all such requests with the DOJ OIA. (See DAG Memorandum, dated 5/16/2011, titled "Execution of Foreign Requests for Assistance in Criminal Cases.")
- D) (U//~~FOUO~~) Higher supervisory approvals and specific notifications may be required for assistance to foreign agencies involving joint operations, SIMs, and using particular investigative methods, as noted below and in Sections 10 and 18 of the DIOG, and in division PGs.
- E) (U//~~FOUO~~) Investigations and assistance conducted overseas, as well as related or official foreign travel of FBI personnel, require country clearances and notification to the Chief of Mission (COM) or designee. Such overseas investigations and assistance must adhere to the supplemental guidance in the IOD PG.

#### 12.3.2.4.3 (U) NOTICE REQUIREMENTS

- A) (U//~~FOUO~~) When a foreign assistance request is submitted directly to a LEGAT or IOD by a foreign agency or through an FBIHQ-authorized joint task force operation involving foreign agencies that has previously been briefed to the LEGAT, IOD has notice of the request and the FBI employee does not need IOD approval prior to providing the assistance. The FBI employee must provide IOD and the LEGAT the results of the assistance.
- B) (U) The FBI must notify the DOJ NSD concerning investigation or assistance when: (i) FBIHQ's approval for the activity is required (e.g., FBIHQ approval is required to use a particular investigative method); and (ii) the activity relates to a threat to the United States national security. The FBIHQ division approving the use of the investigative method must notify DOJ NSD as soon as practicable, but no later than 30 calendar days after FBIHQ approval (see classified appendix for additional notice requirements). (AGG-Dom, Part III.D.1)
- C) (U//~~FOUO~~) **Classified Appendix:** See the classified provisions in DIOG Appendix G for additional notice requirements.
- D) (U//~~FOUO~~) **Sensitive Investigative Matters (SIM):** Any request for investigative assistance to a foreign agency involving a SIM requires OGC review and IOD SC approval, and notification as specified below. In addition to these approvals, any investigative assistance to a

foreign agency involving a SIM requires notification to the appropriate FBIHQ operational UC and SC by EC with an LHM suitable for dissemination to DOJ as soon as practicable, but no later than 15 calendar days after the initiation of the assistance. Additionally, the appropriate IOD unit must provide notice to the DOJ Criminal Division or NSD as soon as practicable, but not later than 30 calendar days after the initiation of any assistance involving a SIM.

#### 12.3.2.4.4 (U) DOCUMENTATION REQUIREMENTS

(U//~~FOUO~~) Investigative assistance to foreign agencies must be documented with an FD-999 and serialized to an appropriate file as specified in Sections 12.5 and 12.6 below.

#### 12.3.2.4.5 (U) EXAMPLES

(U//~~FOUO~~) Example 1: [Redacted]

b7E

(U//~~FOUO~~) Example 2: [Redacted]

### 12.4 (U) TECHNICAL ASSISTANCE TO OTHER AGENCIES – STANDARDS, AUTHORITY AND APPROVAL REQUIREMENTS

(U//~~FOUO~~) Certain FBI technical assistance may be provided to certain other agencies when:

A) (U//~~FOUO~~) [Redacted]

B) (U//~~FOUO~~) [Redacted]

C) C) (U//~~FOUO~~) [Redacted]

**12.4.1 (U) AUTHORITY**

(U//~~FOUO~~) Pursuant to 28 C.F.R. §0.85(g), FBI laboratories, including but not limited to, the Laboratory Division, Operational Technology Division's Digital Evidence Laboratory, and Regional Computer Forensic Laboratories, are authorized to provide technical and scientific assistance, including expert testimony in federal or local courts, to all duly constituted law enforcement agencies, other organizational units of the Department of Justice, and other federal agencies (and to certain foreign agencies, see Section 12.4.2.4 below).

(U//~~FOUO~~) Additionally, pursuant to AG Order 2954-2008, the FBI is authorized to provide reasonable technical assistance to federal, state, and local law enforcement agencies (and to certain foreign agencies, see Section 12.4.2.4 below) to assist such agencies in the lawful execution of their authorized functions.<sup>21</sup> Under the Order, such technical assistance includes:

- A) (U) Lending or sharing equipment or property;
- B) (U) Sharing facilities or services;
- C) (U) Collaborating in the development, manufacture, production, maintenance, improvement, distribution, or protection of technical investigative capabilities;
- D) (U) Sharing or providing transmission, switching, processing, storage or other services;
- E) (U) Disclosing technical designs, knowledge, information or expertise, or providing training in the same;
- F) (U) Providing the assistance of expert personnel in accordance with written guidelines issued by the FBI GC or approved by the GC (See Section 12.3.2.3.D.2 above); and
- G) (U) Rendering other assistance and cooperation to such agencies that is not expressly precluded by applicable law.

**12.4.2 (U) APPROVAL REQUIREMENTS****12.4.2.1 (U) TECHNICAL ASSISTANCE TO USIC AGENCIES**(U//~~FOUO~~ [REDACTED]

b7E

**12.4.2.2 (U) TECHNICAL ASSISTANCE TO FEDERAL, STATE, LOCAL AND TRIBAL (DOMESTIC) AGENCIES REGARDING ELECTRONIC SURVEILLANCE, EQUIPMENT, AND FACILITIES**

(U) Field-based technical assistance requests under this section must be approved by the field office Assistant Director in Charge (ADIC) or SAC in compliance with the Domestic Technical Assistance (DTA) Policy Guide, 0554DPC. If the request for technical assistance involves equipment, facilities or property from more than one field office, each field office must approve the use of its resources.

<sup>21</sup> (U) AG Order 2954-2008 addresses the FBI's authority to assist federal, state, local and foreign law enforcement agencies only. Other federal law permits the FBI to conduct or assist in investigations in Indian Country. See 18 U.S.C. § 1152 (Assimilative Crimes Act) and § 1153 (Major Crimes Act); Indian Country Policy Guide, 0321PG.

(U) As specified below, FBIHQ senior executive officials and/or officials of the DOJ must approve a request for FBI technical assistance that involves:

A) (U) [REDACTED]

b7E

B) (U) [REDACTED]

C) (U) [REDACTED]

D) (U) Assistance to foreign law enforcement agencies (See Section 12.4.2.4 below).

(U) The [REDACTED] provides additional details specifying the procedures and approval process that must be followed when the [REDACTED]

(U) For technical assistance to foreign law enforcement agencies see Section 12.4.2.4 and the [REDACTED]

#### 12.4.2.3 (U) TECHNICAL ASSISTANCE TO FEDERAL, STATE, LOCAL AND TRIBAL (DOMESTIC) AGENCIES INVOLVING EQUIPMENT OR TECHNOLOGIES OTHER THAN ELECTRONIC SURVEILLANCE EQUIPMENT

(U) There are limited other situations in which, in the absence of a federal nexus, a domestic law enforcement agency may seek technical assistance through the short term loan of equipment from the FBI. If there is an applicable PG or Policy Directive, the policy and procedures contained within the PG or Policy Directive must be followed (see, e.g., *Special Weapons and Tactics Policy Guide, 044PG*). If no PG or Policy Directive governs the particular equipment sought to be borrowed *and* if the loan of the equipment does not necessarily also entail the loan of personnel to use or operate the equipment, then the ADIC/SAC of the field office must approve the loan of the equipment in accordance with the following policy and procedures. If the loan of the equipment necessarily entails the loan of FBI employees, the policies governing expert assistance set forth above must also be followed.

(U) Any loan of equipment must be documented through a written agreement between the ADIC/SAC and the head of the borrowing law enforcement agency or his/her designee. At a minimum, the agreement must provide that the borrowing law enforcement agency will reimburse the FBI should the equipment be lost or damaged and that the borrowing law enforcement agency will promptly return the equipment when asked to do so by the FBI. If due to the exigency of the situation there is not time for the request to be submitted in writing, the request may be made orally but must be followed by a written agreement as soon as practicable, but not more than five (5) business days following the loan.

(U) In considering whether to lend the equipment to the federal, state, local and tribal law enforcement agency, the ADIC/SAC must take into account the following:

- A) (U) The purpose for which the equipment is being requested and how the equipment will be used to advance that objective;
- B) (U) The likelihood that the equipment will be damaged by the requested use;
- C) (U) The likelihood that the field office will need the equipment during the proposed loan period; and
- D) (U) Whether the borrowing law enforcement agency has previously violated the terms of any loan of equipment or damaged any equipment previously lent by the FBI.

(U) For technical assistance to foreign law enforcement agencies see Section 12.4.2.4 below and the [redacted]

b7E

#### 12.4.2.4 (U) TECHNICAL ASSISTANCE TO FOREIGN AGENCIES

##### 12.4.2.4.1 (U) AUTHORITIES

- A) (U//~~FOUO~~) The AGG-Dom, Part III.D.4 authorizes the FBI to provide other technical assistance to foreign governments to the extent not otherwise prohibited by law.
- B) (U//~~FOUO~~) AG Order 2954-2008 authorizes the FBI to provide technical assistance to foreign national security and law enforcement agencies cooperating with the FBI in the execution of the FBI's counterterrorism and counterintelligence duties and to foreign law enforcement agencies to assist such agencies in the lawful execution of their authorized functions. Requests under this section for technical assistance with respect to electronic surveillance and other OTD technologies are to be handled pursuant to the *ETAPG*.

##### 12.4.2.4.2 (U) APPROVAL REQUIREMENTS

(U//~~FOUO~~) Approvals of requests for [redacted] are to be handled pursuant to the [redacted]

##### 12.4.2.4.3 (U) NOTICE REQUIREMENTS

- A) (U//~~FOUO~~) **General:** Notice must be provided for the investigative activity or investigative method as specified in the DIOG, and applicable MOU/MOAs and/or treaties.
- B) (U//~~FOUO~~) **Sensitive Investigative Matters (SIM):** In addition to the above-required approvals, any investigative technical assistance to the agencies listed in this section involving a SIM requires approval by the SAC (HQ assistance requires SC approval) with notification to the appropriate FBIHQ operational unit and section and appropriate OTD section by EC as soon as practicable, but no later than 15 calendar days after the initiation of the assistance. The appropriate FBIHQ operational unit must provide notice to the DOJ Criminal Division or NSD as soon as practicable, but not later than 30 calendar days after the initiation of any assistance involving a SIM.
- C) (U//~~FOUO~~) **Classified Appendix:** See *DIOG Appendix G - Classified Provisions* for additional notice requirements.

##### 12.4.2.4.4 (U) DOCUMENTATION REQUIREMENTS

(U//~~FOUO~~) All technical assistance rendered must be documented in the appropriate [redacted] case classification file, and completed in accordance with standards and requirements set out in the [redacted]

**12.5 (U) DOCUMENTATION REQUIREMENTS FOR INVESTIGATIVE ASSISTANCE TO OTHER AGENCIES****12.5.1 (U) DOCUMENTATION REQUIREMENTS IN GENERAL**(U//~~FOUO~~)

b7E

(U//~~FOUO~~) When an FD-999 is used to document the “dissemination” of information to another agency, it is understood that “assistance” was provided to said agency and a separate FD-999 does not have to be completed to document the assistance to that agency (domestic or foreign).

**12.5.2 (U) DOCUMENTATION REQUIREMENTS FOR INVESTIGATIVE ASSISTANCE (INCLUDING EXPERT ASSISTANCE) TO OTHER AGENCIES (DOMESTIC OR FOREIGN)**

(U//~~FOUO~~) *Mandatory use of the FD-999:* The FD-999 must be used when providing

- A) (U)
- B) (U)
- C) (U)
- D) (U)

b7E

(U//~~FOUO~~)(U//~~FOUO~~)

### 12.5.3 (U) DOCUMENTATION REQUIREMENTS FOR TECHNICAL ASSISTANCE TO OTHER AGENCIES (DOMESTIC OR FOREIGN)

(U//~~FOUO~~) The FBI Domestic Technical Assistance PG and the [redacted] [redacted] provide guidance and standardized sample templates and certification documents to assist employees on the procedures for providing assistance to domestic and foreign agencies. The Domestic Police Cooperation – Technical Assistance (343V) case classification and the [redacted] [redacted] case classification were created to maintain technical assistance documentation. Additionally, technical assistance program management related control files may be used in certain circumstances.

b7E

### 12.6 (U) DISSEMINATION OF INFORMATION TO OTHER AGENCIES – DOCUMENTATION REQUIREMENTS

(U//~~FOUO~~) Dissemination of investigative or intelligence information to other agencies must be consistent with Director of National Intelligence directives, the AGG-Dom, DIOG Section 14, FBI Foreign Dissemination Manual, the Privacy Act of 1974, and any applicable MOU/MOA, law, treaty or other policy.

(U//~~FOUO~~) Classified information may only be disseminated pursuant to applicable federal law, Presidential directive, Attorney General policy and FBI policy.

(U) The Privacy Act mandates specific documentation of any dissemination of information to an agency outside the DOJ involving a U.S. Citizen or alien lawfully admitted for permanent residence, i.e., a U.S. person (USPER).

(U//~~FOUO~~) Dissemination of information to foreign agencies must be in accordance with the FBI Foreign Dissemination Manual, dated May 23, 2008, or as revised.

(U//~~FOUO~~) **Mandatory use of the FD-999:** The FD-999 must be used to document the dissemination of all unclassified or classified (up to Secret level) information to:

- A) (U) USIC Agencies;
- B) (U) United States Federal Agencies - when the disseminated information is related to their respective responsibilities;
- C) (U) State, Local, or Tribal Agencies - when the disseminated information is related to their respective responsibilities; or
- D) (U) Foreign Agencies.

(U//~~FOUO~~) **Note:** Dissemination of Top Secret or higher classified information must be documented in the appropriate classified file or the Sensitive Compartmented Information Operational Network (SCION).

(U//~~FOUO~~) **Optional use of the FD-999:** The FD-999 is permitted, but is not required to be used, for the dissemination of information if:

- A) (U//~~FOUO~~) the information disseminated is being furnished to an agency within the DOJ with which the FBI is working a joint investigation; or
- B) (U//~~FOUO~~) the information is disseminated with a document intended for dissemination such as an IIR, or through another FBI document, such as an official letter, that is maintained in an

approved database that permits the prompt retrieval information in accordance with DIOG  
Section 12.7.1 below. For example,

b7E

## 12.7 (U) RECORDS RETENTION REQUIREMENTS

### 12.7.1 (U) SERIALIZING THE FD-999 FOR DISSEMINATION OF INFORMATION

(U//~~FOUO~~) When using the FD-999 to document the dissemination of information pursuant to section 12.6, the FD-999 must be serialized in the file from which the information was disseminated, which may be:

- A) (U) an Assessment file;
- B) (U) a zero sub-assessment file;
- C) (U) a Predicated Investigation file;
- D) (U) a domestic police cooperation file – 343 Classification (the new 343 file classification system replaces the former 62 classification) as described below;
- E) (U) a foreign police cooperation file – 163 Classification (the revised 163 file classification system) as described below;
- F) (U) a zero classification file;
- G) (U) an unaddressed work file; or
- H) (U) a control file using a unique file number created by the field office, LEGAT, or FBIHQ division to document the dissemination of information.

(U//~~FOUO~~) These records will assume the NARA approved retention periods approved for the file classification in which they are maintained.

### 12.7.2 (U) SERIALIZING THE FD-999 FOR INVESTIGATIVE ASSISTANCE

(U//~~FOUO~~) The AGG-DOM, Part III.E.3c mandates the FBI to maintain a database or records system to document assistance it provides to other agencies for the prompt retrieval of:

- A) (U) the status of the assistance activity (opened or closed);
- B) (U) the dates of opening and closing; and
- C) (U) the basis for the activity.

(U//~~FOUO~~) When using the FD-999 to document investigative assistance to other agencies pursuant to section 12.5, the FD-999 must be serialized to the appropriate file, which may be:

- A) (U) an Assessment file;
- B) (U) a Predicated Investigation file;
- C) (U) a domestic police cooperation file – 343 Classification (the new 343 file classification system replaces the former 62 classification) as described below;
- D) (U) a foreign police cooperation file – 163 Classification (the revised 163 file classification system) as described below;

E) (U) a control file using a unique file number created by the field office, LEGAT, or FBIHQ division to document investigative assistance to another agency.

(U//~~FOUO~~) These records will assume the NARA approved retention periods approved for the file classification in which they are maintained.

### 12.7.3 (U) REQUEST FOR FD-999 EXEMPTION

(U//~~FOUO~~) FBI entities/programs may submit to the Internal Policy Office (IPO), Director's Office, a written request for an exemption to the mandatory FD-999 requirements contained in DIOG Section 12 provided the entity/program maintains a similar database to permit the prompt retrieval of the information required above. The IPO, in conjunction with personnel from the Office of Integrity and Compliance (OIC) and the OGC, will evaluate the exemption request to determine database compliance with the AGG-Dom. The IPO will approve or deny the exemption request, and maintain an exemption ~~list~~ of all approved exempted entities/programs.

### 12.7.4 (U//~~FOUO~~) 343 FILE CLASSIFICATION - DOMESTIC POLICE COOPERATION FILES

(U//~~FOUO~~) The former 62 file classification may no longer be utilized to document domestic police cooperation. The new 343 file classification system with alpha-designators must be utilized to document domestic police cooperation matters.

### 12.7.5 (U//~~FOUO~~) 163 FILE CLASSIFICATION - FOREIGN POLICE COOPERATION FILES

(U//~~FOUO~~) The 163 file classification was revised with "new" alpha-designators. The 163 file classification system must be utilized to document foreign police cooperation matters.

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

*This Page is Intentionally Blank.*

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~

## 13 (U) EXTRATERRITORIAL PROVISIONS

### 13.1 (U) OVERVIEW

(U//~~FOUO~~) The FBI may conduct investigations abroad, participate with foreign officials in investigations abroad, or otherwise conduct activities outside the United States. The guidelines for conducting investigative activities outside of the United States are currently contained in:

- A) (U) *The Attorney General's Guidelines for Extraterritorial FBI Operations and Criminal Investigations;*
- B) (U) *The Attorney General's Guidelines for FBI National Security Investigations and Foreign Intelligence Collection (NSIG, Part II.E);*
- C) (U) *The Attorney General Guidelines on the Development and Operation of FBI Criminal Informants and Cooperative Witnesses in Extraterritorial Jurisdictions;*
- D) (U) *The Attorney General Procedure for Reporting and Use of Information Concerning Violations of Law and Authorization for Participation in Otherwise Illegal Activity in FBI Foreign Intelligence, Counterintelligence or International Terrorism Intelligence Investigations* (August 8, 1988); and
- E) (U) *Memorandum of Understanding Concerning Overseas and Domestic Activities of the Central Intelligence Agency and the Federal Bureau of Investigation* (2005).

(U//~~FOUO~~) Collectively, these guidelines and procedures are referred to in the DIOG as the Extraterritorial Guidelines.

### 13.2 (U) PURPOSE AND SCOPE

(U//~~FOUO~~) As a general rule, the Extraterritorial Guidelines apply when FBI personnel or confidential human sources (CHS) are actively engaged in investigative activity outside the borders of the United States.

b7E

- A) (U//~~FOUO~~) [redacted]
- B) (U//~~FOUO~~) [redacted]
- C) (U//~~FOUO~~) [redacted]
- D) (U//~~FOUO~~) [redacted]
- E) (U//~~FOUO~~) [redacted]
- F) (U//~~FOUO~~) [redacted]
- G) (U//~~FOUO~~) [redacted]

b7E

b7E

b7E

b7E

b7E

b7E

b7E

- H) (U//~~FOUO~~) [REDACTED] b7E  
[REDACTED]
- I) (U//~~FOUO~~) [REDACTED] b7E  
[REDACTED]
- J) (U//~~FOUO~~) [REDACTED] b7E  
[REDACTED]

(U//~~FOUO~~) FBI personnel planning to engage in any of the investigative activities described in the subsection above must obtain the concurrence of the appropriate Legal Attaché (LEGAT) and must comply with the remaining procedural requirement of the Extraterritorial Guidelines, which may be found in the classified provisions in DIOG Appendix G.

### 13.3 (U) JOINT VENTURE DOCTRINE

(U//~~FOUO~~) The “joint venture” doctrine provides that in certain circumstances, Fourth or Fifth Amendment rights may attach and evidence seized overseas, including statements of a defendant, may be subject to suppression if the foreign law enforcement officers did not comply with U.S. law. A determination that a “joint venture” exists requires a finding of “active” or “substantial” involvement by U.S. agents in the foreign law enforcement activity. Because the determination will be fact specific and very few cases illuminate what constitutes “active” or “substantial” participation, FBI employees should contact their CDC or OGC for guidance. See also USA Book (March 2011).

### 13.4 (U) LEGAL ATTACHÉ PROGRAM

(U//~~FOUO~~) The foundation of the FBI’s international program is the LEGAT. Each LEGAT is the Director’s personal representative in the foreign countries in which he/she resides or has regional responsibilities. The LEGAT’s job is to respond to the FBI’s domestic and extraterritorial investigative needs. LEGATs can accomplish this mission because they have developed partnerships and fostered cooperation with their foreign counterparts on every level and are familiar with local investigative rules, protocols, and practices which differ from country to country. For additional information consult the FBIHQ IOD Intranet site.

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

*This Page is Intentionally Blank*

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~

UNCLASSIFIED - FOR OFFICIAL USE ONLY

Domestic Investigations and Operations Guide

§14

## 14 (U) RETENTION AND SHARING OF INFORMATION

---

### 14.1 (U) PURPOSE AND SCOPE

(U//~~FOUO~~) Every FBI component is responsible for the creation and maintenance of authentic, reliable, and trustworthy records. Without complete and accessible records, the FBI cannot conduct investigations, gather and analyze intelligence, assist with the prosecution of criminals, or perform any of its critical missions effectively.

(U//~~FOUO~~) The FBI is committed to ensuring that its records management program accomplishes the following goals:

- A) (U//~~FOUO~~) Facilitates the documentation of official decisions, policies, activities, and transactions;
- B) (U//~~FOUO~~) Facilitates the timely retrieval of needed information;
- C) (U//~~FOUO~~) Ensures continuity of FBI business;
- D) (U//~~FOUO~~) Controls the creation and growth of FBI records;
- E) (U//~~FOUO~~) Reduces operating costs by managing records according to FBI business needs and by disposing of unneeded records in a timely manner;
- F) (U//~~FOUO~~) Improves efficiency and productivity through effective records storage and retrieval methods;
- G) (U//~~FOUO~~) Ensures compliance with applicable laws and regulations;
- H) (U//~~FOUO~~) Safeguards the FBI's mission-critical information;
- I) (U//~~FOUO~~) Preserves the FBI's corporate memory and history; and
- J) (U//~~FOUO~~) Implements records management technologies to support all of the goals listed above.

### 14.2 (U) THE FBI'S RECORDS RETENTION PLAN, AND DOCUMENTATION

(U//~~FOUO~~) The FBI must retain records relating to investigative activities according to the FBI's records retention plan which has been approved by the National Archives and Records Administration (NARA). (AGG-Dom. Part VI.A.1)

(U//~~FOUO~~) The FBI's records retention plan provides specific instructions about the length of time that records must be maintained. In some instances, records may be destroyed after a prescribed period of time has elapsed. Other records are never destroyed and are transferred to NARA a certain number of years after an investigation is closed. The Records Management Division has the responsibility for the disposition of the FBI's investigative records. All disposition related questions should be directed to RMD via email at HQ\_DIV17\_RDU.

#### 14.2.1 (U) DATABASE OR RECORDS SYSTEM

(U//~~FOUO~~) The FBI must maintain a database or records system that permits, with respect to each Predicated Investigation, the prompt retrieval of the status of the investigation (open or closed), the dates of opening and closing, and the basis for the investigation. (AGG-Dom. Part VI.A.2)

(U//~~FOUO~~) The FBI's official File Classification System covers records related to all investigative and intelligence collection activities, including Assessments. Records must be maintained in [redacted] or other designated systems of records, which provides the required maintenance and retrieval functionality.

b7E

#### 14.2.2 (U) RECORDS MANAGEMENT DIVISION DISPOSITION PLAN AND RETENTION SCHEDULES

(U//~~FOUO~~) All investigative records, whether from Assessments or Predicated Investigations, must be retained in accordance with the Records Management Division Disposition Plan and Retention Schedules (See the *Records Management Policy Guide, 0769PG*). No records, including those generated during Assessments, may be destroyed or expunged earlier than the destruction schedule without written approval from NARA, except in "expungement" circumstances as further described in RMD policy. Records, including those generated during Assessments, may not be retained longer than the destruction schedule unless otherwise directed by RMD to include, "legal hold" circumstances as described in the *Legal Hold Policy Directive, 0619D*. In the event an office believes they need to retain records beyond their destruction schedule, they should contact RMD for further guidance.

### 14.3 (U) INFORMATION SHARING

(U//~~FOUO~~) The *National Strategy for Information Sharing and Safeguarding* (NISS) provides the common vision, goals, and framework needed to guide information sharing initiatives with our federal, state, local, and tribal agency partners, foreign government counterparts, and private sector stakeholders. The FBI NISS addresses the cultural and technological changes required to move the FBI to "a responsibility to provide" culture.

#### 14.3.1 (U) PERMISSIVE SHARING

(U//~~FOUO~~) Consistent with the Privacy Act, FBI policy, and any other applicable laws and memoranda of understanding or agreement with other agencies concerning the dissemination of information, the FBI may disseminate information obtained or produced through activities under the AGG-Dom:

- A) (U//~~FOUO~~) Within the FBI and to all other components of the DOJ if the recipients need the information in the performance of their official duties.
- B) (U//~~FOUO~~) To other federal agencies if disclosure is compatible with the purpose for which the information was collected and it is related to their responsibilities. In relation to other USIC agencies, the determination whether the information is related to the recipient responsibilities may be left to the recipient.
- C) (U//~~FOUO~~) To state, local, or Indian tribal agencies directly engaged in the criminal justice process when access is directly related to a law enforcement function of the recipient agency.
- D) (U//~~FOUO~~) To Congress or to congressional committees in coordination with the FBI Office of Congressional Affairs (OCA) and the DOJ Office of Legislative Affairs.
- E) (U//~~FOUO~~) To foreign agencies if the FBI determines that the information is related to their responsibilities; the dissemination is consistent with the interests of the United States (including national security interests); consideration has been given to the effect on any identifiable USPER; and disclosure is compatible with the purpose for which the information was collected.

- F) (U//~~FOUO~~) If the information is publicly available, does not identify USPERs, or is disseminated with the consent of the person whom it concerns.
- G) (U//~~FOUO~~) If the dissemination is necessary to protect the safety or security of persons or property, to protect against or prevent a crime or threat to the national security, or to obtain information for the conduct of an authorized FBI investigation.
- H) (U//~~FOUO~~) If dissemination of the information is otherwise permitted by the Privacy Act (5 U.S.C. § 552a) (AGG-Dom, Part VI.B.1)

(U//~~FOUO~~) All FBI information sharing activities under this section shall be done in accordance with the FBI Information Sharing Activities with Other Government Agencies Policy Directive, 0012D, and the Protecting Privacy in the Information Sharing Environment Policy Directive, 0095D, and any amendments thereto and applicable succeeding policy directives.

#### 14.3.2 (U) REQUIRED SHARING

(U//~~FOUO~~) The FBI must share and disseminate information as required by law and applicable policy. Working through the supervisory chain and other appropriate entities, FBI employees must ensure compliance with statutes, including the Privacy Act, treaties, Executive Orders, Presidential directives, National Security Council (NSC) directives, Homeland Security Council (HSC) directives, Director of National Intelligence directives, Attorney General-approved policies, and MOUs or MOAs.

### 14.4 (U) INFORMATION RELATED TO CRIMINAL MATTERS

#### 14.4.1 (U) COORDINATING WITH PROSECUTORS

(U//~~FOUO~~) In an investigation relating to possible criminal activity in violation of federal law, the FBI employee conducting the investigation must maintain periodic written or oral contact with the appropriate federal prosecutor, as circumstances warrant and as requested by the prosecutor. When, during such an investigation, a matter appears arguably to warrant prosecution, the FBI employee must present the relevant facts to the appropriate federal prosecutor. Information on investigations that have been closed must be available on request to a United States Attorney (USA) or his or her designee or an appropriate DOJ official. (AGG-Dom, Part VI.C)

#### 14.4.2 (U) CRIMINAL MATTERS OUTSIDE FBI JURISDICTION

(U//~~FOUO~~) When credible information is received by an FBI employee concerning serious criminal activity not within the FBI's investigative jurisdiction, the FBI employee must promptly transmit the information or refer the complainant to a law enforcement agency having jurisdiction, except when disclosure would jeopardize an ongoing investigation, endanger the safety of an individual, disclose the identity of a CHS, interfere with the cooperation of a CHS, or reveal legally privileged information. If full disclosure is not made for any of the reasons indicated, then, whenever feasible, the FBI employee must make at least limited disclosure to a law enforcement agency or agencies having jurisdiction, and full disclosure must be made as soon as the need for restricting disclosure is no longer present. Where full disclosure is not made to the appropriate law enforcement agencies within 180 days, the FBI employee/field office must promptly notify FBIHQ in writing of the facts and circumstances concerning the criminal activity. The FBI must make periodic reports to the Deputy Attorney General of such non-

disclosures and incomplete disclosures, in a form suitable to protect the identity of a CHS. (AGG-Dom, Part VI.C)

#### 14.4.3 (U) REPORTING CRIMINAL ACTIVITY OF AN FBI EMPLOYEE OR CHS

(U//~~FOUO~~) When it appears that an FBI employee has engaged in criminal activity in the course of an investigation, the FBI must notify the USAO or an appropriate DOJ division. When it appears that a CHS has engaged in criminal activity in the course of an investigation, the FBI must proceed as provided in the AGG-CHS. When information concerning possible criminal activity by any other person appears in the course of an investigation, the FBI may open an investigation of the criminal activity if warranted, and must proceed as provided in Section 14.4.1 and 14.4.2 above. (AGG-Dom, Part VI.C.3)

(U//~~FOUO~~) The reporting requirements under this paragraph relating to criminal activity by an FBI employee or a CHS do not apply to otherwise illegal activity that is authorized in conformity with the AGG-Dom or other Attorney General guidelines or to minor traffic offenses. (AGG-Dom, Part VI.C.3)

### 14.5 (U) INFORMATION RELATED TO NATIONAL SECURITY AND FOREIGN INTELLIGENCE MATTERS

(U//~~FOUO~~) All information sharing with a foreign government related to classified national security and foreign intelligence must be done in accordance with the unclassified, law enforcement sensitive and classified foreign dissemination policies.

b7E

[redacted] and effective policies governing MOUs.

(U//~~FOUO~~) The general principle reflected in current law and policy is that there is a responsibility to provide information as consistently and fully as possible to agencies with relevant responsibilities to protect the United States and its people from terrorism and other threats to the national security, except as limited by specific constraints on such sharing. See [redacted]

[redacted] or guidance on providing state, local, tribal or private sector partners emergency or term access to classified information.

(U//~~FOUO~~) The FBI's responsibility in this area includes carrying out the requirements of the MOU Between the Intelligence Community, Federal Law Enforcement Agencies, and the Department of Homeland Security Concerning Information Sharing (March 4, 2003), or any successor memorandum of understanding or agreement. Specific requirements also exist for internal coordination and consultation with other DOJ components, and for sharing national security and foreign intelligence information with White House agencies, as provided below. (AGG-Dom, Part VI.D)

#### 14.5.1 (U) DEPARTMENT OF JUSTICE

(U//~~FOUO~~) The DOJ National Security Division (NSD) must have access to all information obtained by the FBI through activities relating to threats to the national security or foreign intelligence. The Director of the FBI and the Assistant Attorney General for NSD must consult concerning these activities whenever requested by either of them, and the FBI must provide such

reports and information concerning these activities as the Assistant Attorney General for NSD may request. In addition to any reports or information the Assistant Attorney General for NSD may specially request under this subparagraph, the FBI must provide annual reports to the NSD concerning its foreign intelligence collection program, including information concerning the scope and nature of foreign intelligence collection activities in each FBI field office. (AGG-Dom, Part VI.D.1)

(U//~~FOUO~~) The FBI must keep the NSD apprised of all information obtained through activities under the AGG-Dom that is necessary to the ability of the United States to investigate or protect against threats to the national security; this should be accomplished with regular consultations between the FBI and the NSD to exchange advice and information relevant to addressing such threats through criminal prosecution or other means. (AGG-Dom, Part VI.D.1)

(U//~~FOUO~~) Except for counterintelligence investigations, a relevant USAO must have access to and must receive information from the FBI relating to threats to the national security, and may engage in consultations with the FBI relating to such threats, to the same extent as the NSD. The relevant USAO must receive such access and information from the FBI field offices. (AGG-Dom, Part VI.D.1)

(U//~~FOUO~~) In a counterintelligence investigation – i.e., an investigation of espionage or other intelligence activities, sabotage, or assassination, conducted by, for, or on behalf of foreign powers, organizations, or persons [AGG-Dom, Part VII.S.2] – the FBI may only provide information to and consult with a relevant USAO if authorized to do so by the NSD. Until the policies required by AGG-Dom, Part VI.D.1.d are promulgated, the FBI may consult freely with the USAO concerning investigations within the scope of this subparagraph during an emergency, so long as the NSD is notified of such consultation as soon as practicable after the consultation. (AGG-Dom, Part VI.D.1).

(U//~~FOUO~~) Information shared with a USAO pursuant to DIOG Section 14.5 (National Security) must be disclosed only to the USA or any AUSA designated by the USA as points of contact to receive such information. The USA and designated AUSA must have an appropriate security clearance and must receive training in the handling of classified information and information derived from FISA, including training concerning the secure handling and storage of such information and training concerning requirements and limitations relating to the use, retention, and dissemination of such information. (AGG-Dom, Part VI.D.1)

(U//~~FOUO~~) The disclosure and sharing of information by the FBI under this paragraph is subject to any limitations required in orders issued by the FISC, controls imposed by the originators of sensitive material, and restrictions established by the Attorney General or the Deputy Attorney General in particular investigations. The disclosure and sharing of information by the FBI under this paragraph that may disclose the identity of a CHS is governed by the relevant provisions of the AGG-CHS. (AGG-Dom, Part VI.D.1)

#### 14.5.2 (U) THE WHITE HOUSE

(U//~~FOUO~~) In order to carry out their responsibilities, the President, the Vice President, the Assistant to the President for National Security Affairs, the Assistant to the President for Homeland Security Affairs, the NSC and its staff, the HSC and its staff, and other White House officials and offices require information from all federal agencies, including foreign intelligence, and information relating to international terrorism and other threats to the national security.

Accordingly, the FBI may disseminate to the White House foreign intelligence and national security information obtained through activities under the AGG-Dom, subject to the following standards and procedures.

#### 14.5.2.1 (U) REQUESTS SENT THROUGH NSC OR HSC

(U//~~FOUO~~) The White House must request such information through the NSC staff or HSC staff including, but not limited to, the NSC Legal and Intelligence Directorates and Office of Combating Terrorism, or through the President's Intelligence Advisory Board or the Counsel to the President. (AGG-Dom, Part VI.D.2.a)

(U//~~FOUO~~) If the White House sends a request for such information to the FBI without first sending the request through the entities described above, the request must be returned to the White House for resubmission.

#### 14.5.2.2 (U) APPROVAL BY THE ATTORNEY GENERAL

(U//~~FOUO~~) Compromising information concerning domestic officials or domestic political organizations, or information concerning activities of USPERS intended to affect the political process in the United States, may be disseminated to the White House only with the approval of the Attorney General, based on a determination that such dissemination is needed for foreign intelligence purposes, for the purpose of protecting against international terrorism or other threats to the national security, or for the conduct of foreign affairs. Such approval is not required, however, for dissemination to the White House of information concerning efforts of foreign intelligence services to penetrate the White House or concerning contacts by White House personnel with foreign intelligence service personnel. (AGG-Dom, Part VI.D.2.b)

#### 14.5.2.3 (U) INFORMATION SUITABLE FOR DISSEMINATION

(U//~~FOUO~~) Examples of the type of information that is suitable for dissemination to the White House on a routine basis includes, but is not limited to (AGG-Dom, Part VI.D.2.c):

- A) (U//~~FOUO~~) Information concerning international terrorism;
- B) (U//~~FOUO~~) Information concerning activities of foreign intelligence services in the United States;
- C) (U//~~FOUO~~) Information indicative of imminent hostilities involving any foreign power;
- D) (U//~~FOUO~~) Information concerning potential cyber threats to the United States or its allies;
- E) (U//~~FOUO~~) Information indicative of policy positions adopted by foreign officials, governments, or powers, or their reactions to United States foreign policy initiatives;
- F) (U//~~FOUO~~) Information relating to possible changes in leadership positions of foreign governments, parties, factions, or powers;
- G) (U//~~FOUO~~) Information concerning foreign economic or foreign political matters that might have national security ramifications; and
- H) (U//~~FOUO~~) Information set forth in regularly published national intelligence requirements.

#### 14.5.2.4 (U) NOTIFICATION OF COMMUNICATIONS

(U//~~FOUO~~) Communications by the FBI to the White House that relate to a national security matter and concern a litigation issue for a specific pending investigation must be made known

to the Office of the Attorney General, the Office of the Deputy Attorney General, or the Office of the Associate Attorney General. White House policy may limit or prescribe the White House personnel who may request information concerning such issues from the FBI. (AGG-Dom Part VI.D.2.d)

#### 14.5.2.5 (U) DISSEMINATION OF INFORMATION RELATING TO BACKGROUND INVESTIGATIONS

(U//~~FOUO~~) The limitations on dissemination of information by the FBI to the White House under the AGG-Dom do not apply to dissemination to the White House of information acquired in the course of an FBI investigation requested by the White House into the background of a potential employee or appointee, or responses to requests from the White House under E.O. 10450 relating to security requirements for government employment. (AGG-Dom. Part VI.D.2.e)

#### 14.5.3 (U) CONGRESS

(U//~~FOUO~~) FBI employees must work through supervisors and the FBI OCA to keep the Congressional intelligence committees fully and currently informed of the FBI's intelligence activities as required by the National Security Act of 1947, as amended. Advice on what activities fall within the scope of required congressional notification can be obtained from OCA.

See [redacted]

b7E

### 14.6 (U) SPECIAL STATUTORY REQUIREMENTS

(U) Information acquired under the FISA may be subject to the [redacted] and other requirements specified in that Act. (AGG-Dom, Part VI.D.3.a)

(U) Information obtained through the use of National Security Letters (NSLs) under 15 U.S.C. § 1681v (full credit reports) may be disseminated in conformity with the general standards of AGG-Dom, Part VI, and DIOG Section 18.6.6.1.8. Information obtained through the use of NSLs under other statutes may be disseminated in conformity with the general standards of the AGG-Dom, Part VI, subject to any specific limitations in the governing statutory provisions (see DIOG Section 18): 12 U.S.C. § 3414(a)(5)(B); 15 U.S.C. § 1681u(f); 18 U.S.C. § 2709(d); 50 U.S.C. § 3162(e). (AGG-Dom. Part VI.D.3.b)

(U) Federal Rule of Criminal Procedure (FRCP) 6(e) generally prohibits disclosing “matters occurring before the grand jury” (sometimes referred to as “core grand jury material”). Unfortunately, there is no uniform definition of matters occurring before the grand jury applicable to all FBI employees, in all field offices. Generally, information developed or requested during a federal grand jury investigation does not automatically become a matter occurring before the grand jury requiring adherence to FRCP 6(e) secrecy requirements. If an employee is unsure whether the information constitutes a matter occurring before the federal grand jury, he or she must consult with the AUSA or the DOJ attorney assigned to the investigation to determine what constitutes such material in the applicable jurisdiction. Until any question is resolved, FBI employees must treat all information obtained from a federal grand jury (FGJ) subpoena as a matter occurring before the federal grand jury, and therefore protected by the special handling, nondisclosure, and secrecy rules of the FRCP 6(e).

(U) [Redacted]

b7E

(U) The Attorney General has also issued revised Guidelines for the Disclosure and Use of Grand Jury Information under Rule 6(e)(3)(D). On May 15, 2008, the Deputy Attorney General issued a memorandum which provides amplifying guidance as to lawful use and disclosure of 6(e) information. See also AGG-Dom, Part V.A.8 and DIOG subsections 18.6.5.11 and 12.

## 14.7 (U) THREAT TO LIFE – DISSEMINATION OF INFORMATION

### 14.7.1 (U) OVERVIEW

(U//~~FOUO~~) The FBI has a responsibility to notify persons of threats to their life or threats that may result in serious bodily injury and to notify other law enforcement agencies of such threats (Extracted from DOJ Office of Investigative Policies, Resolution 20, dated 12/16/96). Depending on the exigency of the situation, an employee, through his or her supervisor, must notify the appropriate operational division at FBIHQ of the existence of the threat and the plan for notification. That plan may be followed unless advised to the contrary by FBIHQ.

### 14.7.2 (U//~~FOUO~~) INFORMATION RECEIVED THROUGH FISA SURVEILLANCE

(U//~~FOUO~~) If information is received through a FISA-authorized investigative technique indicating a threat to life or serious bodily harm within the scope of Section 14.7, the field office case agent responsible for that FISA must immediately coordinate the matter with the FBIHQ SSA responsible for that investigation and an NSLB attorney from the applicable counterintelligence or counterterrorism law unit. These individuals must consult the applicable FISA minimization procedures, consider the operational posture of the investigation, and collectively determine the appropriate manner in which to proceed. FBI executive management may be consulted, as appropriate (e.g., if DIDO or declassification authority is needed). The field

office case agent must document the dissemination. If the decision is made not to disseminate the threat information, that decision must be approved by an ASAC or higher and the reasons must be documented in the applicable investigative file.

#### **14.7.3 (U) DISSEMINATION OF INFORMATION CONCERNING THREATS AGAINST INTENDED VICTIMS (PERSONS)**

##### **14.7.3.1 (U) WARNING TO THE INTENDED VICTIM (PERSON)**

###### **14.7.3.1.1 (U) EXPEDITIOUS WARNINGS TO IDENTIFIABLE INTENDED VICTIMS**

(U//~~FOUO~~) Except as provided below in Sections 14.7.3.1.1.1 (Exceptions) and 14.7.3.1.2 (Custody or Protectee), when an employee has information that a person who is identified or can be identified through reasonable means (hereafter a "intended victim") is subject to a credible threat to his/her life or of serious bodily injury, the FBI employee must attempt expeditiously to warn the intended victim of the nature and extent of the threat.

###### **14.7.3.1.1.1 (U) EXCEPTIONS TO WARNING**

(U//~~FOUO~~) An employee is not required to warn an intended victim if :

A) (U//~~FOUO~~) [REDACTED]

b7E

B) (U//~~FOUO~~) the intended victim knows the nature and extent of the specific threat against him/her.

###### **14.7.3.1.1.2 (U) MEANS, MANNER, AND DOCUMENTATION OF WARNING/NOTIFICATION OR DECISION NOT TO WARN**

(U//~~FOUO~~) The FBI employee, in consultation with his or her supervisor, must determine the means and manner of the warning, using the method most likely to provide direct notice to the intended victim. In some cases, this may require the assistance of a third party. The employee must document on an FD-999 the content of the warning, as well as when, where and by whom it was delivered to the intended victim. The FD-999 must be placed in a zero file or if investigative methods are used, the appropriate investigative file.

(U//~~FOUO~~) The employee, in consultation with his or her supervisor, may seek the assistance of another law enforcement agency to provide the warning. If this is done, the employee must document on an FD-999 that notice was provided by that law enforcement agency, as well as when, where and by whom (i.e., the name of the other agency's representative) it was delivered. The employee must also document the other agency's agreement to provide a timely warning. The FD-999 must be filed as specified above.

(U//~~FOUO~~) Whenever time and circumstances permit, an employee's decision not to provide a warning in these circumstances must be approved by an ASAC or higher. In all cases, the reasons for not providing a warning must be documented by EC or similar successor form in a zero file or if investigative methods are used, the appropriate investigative file.

<sup>22</sup> (U//~~FOUO~~) [REDACTED]

b7E

14.7.3.1.2     (U) **WARNINGS WHEN INTENDED VICTIM IS IN CUSTODY OR IS A PROTECTEE**

(U//~~FOUO~~) When an employee has information that a person described below is an intended victim, the employee, in consultation with his or her supervisor, must expeditiously notify the law enforcement agency that has protective or custodial jurisdiction of the threatened person.

(U//~~FOUO~~) This section applies when the intended victim is:

- A) (U//~~FOUO~~) a public official who, because of his/her official position, is provided a protective detail;
- B) (U//~~FOUO~~) [redacted]
- C) (U//~~FOUO~~) detained or incarcerated.

b7E

(U//~~FOUO~~) This paragraph does not apply to employees serving on the security detail of the FBI Director or any other FBI protected persons when the threat is to the individual they protect.

**14.7.3.1.2.1 (U) MEANS, MANNER, AND DOCUMENTATION OF WARNING/NOTIFICATION**

(U//~~FOUO~~) The employee, in consultation with his or her supervisor, may determine the means and manner of the notification. When providing notification, the employee shall provide as much information as possible regarding the threat and the credibility of the threat. The employee must document on an FD-999 what he or she informed the other law enforcement agency, and when, where, how (e.g., telephone call, email) and to whom the notice was delivered. The FD-999 must be placed in a zero file or if investigative methods are used, the appropriate investigative file.

14.7.3.2     (U) **NOTIFICATION TO LAW ENFORCEMENT AGENCIES THAT HAVE INVESTIGATIVE JURISDICTION**

14.7.3.2.1     (U) **EXPEDITIOUS NOTIFICATION**

**14.7.3.2.1.1 (U) THREATS TO INTENDED PERSONS**

(U//~~FOUO~~) Except as provided in Sections 14.7.3.2.2, when an employee has information that a person (other than a person described above in Section 14.7.3.1.2) who is identified or can be identified through reasonable means is subject to a credible threat to his/her life or of serious bodily injury, the employee must attempt expeditiously to notify other law enforcement agencies that have investigative jurisdiction concerning the threat.

**14.7.3.2.1.2 (U) THREATS TO OCCUPIED STRUCTURES OR CONVEYANCES**

(U//~~FOUO~~) When an employee has information that a structure or conveyance which can be identified through reasonable means is the subject of a credible threat which could cause a loss of life or serious bodily injury to its occupants, the employee, in consultation with his or her supervisor, must provide expeditious notification to other law enforcement agencies that have jurisdiction concerning the threat.

**14.7.3.2.2 (U) EXCEPTIONS TO NOTIFICATION**

(U//~~FOUO~~) An employee need not attempt to notify another law enforcement agency that has investigative jurisdiction concerning a threat:

A) (U//~~FOUO~~) [REDACTED]

b7E

B) (U//~~FOUO~~) when the other law enforcement agency knows the nature and extent of the specific threat to the intended victim.

(U//~~FOUO~~) Whenever time and circumstances permit, an employee's decision not to provide notification to another law enforcement agency in the foregoing circumstances must be approved by an ASAC or higher. In all cases, the reasons for an employee's decision not to provide notification must be documented in writing in a zero file or if investigative methods are used, the appropriate investigative file.

**14.7.3.2.3 MEANS, MANNER, AND DOCUMENTATION OF NOTIFICATION**

(U//~~FOUO~~) The employee may determine the means and manner of the notification. The employee must document in writing in the applicable investigative file the content of the notification, and when, where, and to whom it was delivered.

**14.7.4 (U//~~FOUO~~) DISSEMINATION OF INFORMATION CONCERNING THREATS,  
POSSIBLE VIOLENCE OR DEMONSTRATIONS AGAINST FOREIGN  
ESTABLISHMENTS OR OFFICIALS IN THE UNITED STATES**

(U//~~FOUO~~) If information is received indicating a threat to life within the scope of Section 14.7, or possible violence or demonstrations against foreign establishments or officials in the United States, the field office case agent must immediately coordinate the matter with the FBIHQ SSA responsible for the case, who must notify the Department of State (DOS), United States Secret Service (USSS), and any other Government agencies that may have an interest. See Section IV of the 1973 MOU between the FBI and USSS, for the FBI's information sharing responsibilities with the USSS in such cases.

**14.7.5 (U) DISSEMINATION OF INFORMATION CONCERNING THREATS AGAINST  
THE PRESIDENT AND OTHER DESIGNATED OFFICIALS**

(U//~~FOUO~~) The United States Secret Service (USSS) has statutory authority to protect or to engage in certain activities to protect the President and certain other persons as specified in 18 U.S.C. § 3056. An MOU between the FBI and USSS specifies the FBI information that the USSS wants to receive in connection with its protective responsibilities.

(U//~~FOUO~~) Detailed guidelines regarding threats against the President of the United States and other USSS protectees can be found in "Presidential and Presidential Staff Assassination, Kidnapping and Assault." (See the [REDACTED])

b7E

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

*This Page is Intentionally Blank.*

UNCLASSIFIED – FOR OFFICIAL USE ONLY

Domestic Investigations and Operations Guide

\$15

## 15 (U) INTELLIGENCE ANALYSIS AND PLANNING

---

### 15.1 (U) OVERVIEW

(U//~~FOUO~~) The Attorney General's Guidelines for Domestic FBI Operations (AGG-Dom) provide specific guidance and authorization for intelligence analysis and planning. This authority enables the FBI to identify and understand trends, causes, and potential indicia of criminal activity and other threats to the United States that would not be apparent from the investigation of discrete matters alone. By means of intelligence analysis and planning, the FBI can more effectively discover criminal threats, threats to the national security, and other matters of national intelligence interest, and can provide the critical support needed for the effective discharge of its investigative responsibilities and other authorized activities. (AGG-Dom, Part IV)

(U//~~FOUO~~) In carrying out its intelligence analysis and planning functions, the FBI is authorized to draw on all lawful sources of information, including analysis of historical information in FBI files (open and closed), records and database systems, and information collected from investigative activities permitted without opening an Assessment set forth in DIOG Section 5.1.1.

(U//~~FOUO~~) *Note:* In the DIOG, the word “assessment” has two distinct meanings. The AGG-Dom authorizes as an investigative activity an “Assessment,” which requires an authorized purpose as discussed in DIOG Section 5. The United States Intelligence Community (USIC), however, also uses the word “assessment” to describe written intelligence products, as discussed in Section 15.6.1.2 below.

### 15.2 (U) PURPOSE AND SCOPE

#### 15.2.1 (U) FUNCTIONS AUTHORIZED

(U//~~FOUO~~) The AGG-Dom authorizes the FBI to engage in intelligence analysis and planning to facilitate and support investigative activities and other authorized activities. The functions authorized include:

- A) (U//~~FOUO~~) Development of overviews and analyses concerning threats to and vulnerabilities of the United States and its interests, such as domain management as related to the FBI's responsibilities;
- B) (U//~~FOUO~~) Research and analysis to produce reports and assessments (analytical products) concerning matters derived from or relevant to investigative activities or other authorized FBI activities; and
- C) (U//~~FOUO~~) The operation of intelligence and information systems that facilitate and support investigations and analysis through the compilation and analysis of data and information on an ongoing basis. (AGG-Dom, Introduction B)

#### 15.2.2 (U) INTEGRATION OF INTELLIGENCE ACTIVITIES

(U//~~FOUO~~) In order to protect against national security and criminal threats through intelligence-driven operations, the FBI should integrate intelligence activities into all investigative efforts by:

- A) (U//~~FOUO~~) Systematically assessing particular geographic areas or sectors to identify potential threats, vulnerabilities, gaps, and collection opportunities in response to FBI collection requirements that support the broad range of FBI responsibilities;

- B) (U//~~FOUO~~) Proactively directing resources to collect against potential threats and other matters of interest to the nation and the FBI, and developing new collection capabilities when needed;
- C) (U//~~FOUO~~) Continuously validating collection capabilities to ensure information integrity;
- D) (U//~~FOUO~~) Deliberately gathering information in response to articulated priority intelligence requirements using all available collection resources, then expeditiously preparing the collected information for analysis and dissemination and promptly disseminating it to appropriate partners at the local, state, national and foreign level; and
- E) (U//~~FOUO~~) Purposefully evaluating the implications of collected information on current and emerging threat issues.

### **15.2.3 (U) ANALYSIS AND PLANNING NOT REQUIRING THE OPENING OF AN ASSESSMENT (SEE DIOG SECTION 5)**

(U//~~FOUO~~) Without opening an Assessment, an FBI employee may produce written intelligence products that include, but are not limited to, an Intelligence Assessment (analytical product), Intelligence Bulletin and Geospatial Intelligence (mapping) from information already within FBI records. An FBI employee can also analyze information that is obtained pursuant to DIOG Section 5.1.1. If the employee needs information in order to conduct desired analysis and planning that requires the use of Assessment investigative methods beyond those permitted in DIOG Section 5.1.1, the employee must open a Type 3 Assessment or Type 4 Assessment in accordance with DIOG Sections 5.6.3.3. The applicable 801H - 807H classification file (or other 801-series classification file as directed in the *Intelligence Program Policy Guide (IPG)*, 0718DPG must be used to document this analysis. See the *IPG* for file classification guidance.

### **15.3 (U) CIVIL LIBERTIES AND PRIVACY**

(U) The FBI must collect intelligence critical to the FBI's ability to carry out its intelligence and law enforcement mission. While conducting intelligence analysis and planning, the FBI will conduct its activities in compliance with the Constitution, federal laws, the AGG-Dom and other relevant authorities in order to protect civil liberties and privacy.

### **15.4 (U) LEGAL AUTHORITY**

(U) The FBI is an intelligence agency as well as a law enforcement agency. Accordingly, its basic functions extend beyond limited investigations of discrete matters, and include broader analytic and planning functions. The FBI's responsibilities in this area derive from various administrative and statutory sources. See, e.g., (i) 28 U.S.C. §§ 532 note (incorporating P.L. 108-458 §§ 2001-2003) and 534 note (incorporating P.L. 109-162 § 1107); and (ii) E.O. 12333 § 1.7(g).

(U//~~FOUO~~) The scope of authorized activities under Part II of the AGG-Dom is not limited to "investigations" in a narrow sense, such as solving particular investigations or obtaining evidence for use in particular criminal prosecutions. Rather, the investigative activities authorized under the AGG-Dom may be properly used to provide critical information needed for broader analytic and intelligence purposes to facilitate the solution and prevention of crime, protect the national security, and further foreign intelligence objectives. These purposes include use of the information in intelligence analysis and planning under AGG-Dom, Part IV, and dissemination of the information to other law enforcement, USIC, and White House agencies.

under AGG-Dom, Part VI. Accordingly, information obtained at all stages of investigative activity is to be retained and disseminated for these purposes as provided in the AGG-Dom, or in FBI policy consistent with the AGG-Dom, regardless of whether it furthers investigative objectives in a narrower or more immediate sense. (AGG-Dom, Part II)

## 15.5 (U) INTELLIGENCE ANALYSIS AND PLANNING – REQUIRING A TYPE 4 ASSESSMENT

(U//~~FOUO~~) If an FBI employee wishes to engage in intelligence analysis and planning that requires the collection or examination of information not available in existing FBI records or database systems, or from information that cannot be obtained using the activities authorized in DIOG Section 5.1.1, a Type 4 Assessment must be opened and conducted in accordance with DIOG Section 5.6.3.3.

## 15.6 (U) AUTHORIZED ACTIVITIES IN INTELLIGENCE ANALYSIS AND PLANNING

(U) The FBI may engage in intelligence analysis and planning to facilitate or support investigative activities authorized by the AGG-Dom or other legally authorized activities. Activities the FBI may carry out as part of Intelligence Analysis and Planning include:

### 15.6.1 (U) STRATEGIC INTELLIGENCE ANALYSIS

(U//~~FOUO~~) The FBI is authorized to develop overviews and analyses of threats to and vulnerabilities of the United States and its interests in areas related to the FBI's responsibilities, including domestic and international criminal threats and activities; domestic and international activities, circumstances, and developments affecting the national security. FBI overviews and analyses may encompass present, emergent, and potential threats and vulnerabilities, their contexts and causes, and identification and analysis of means of responding to them. (AGG-Dom, Part IV)

#### 15.6.1.1 (U) DOMAIN MANAGEMENT

(U//~~FOUO~~) As part of Strategic Analysis Planning activities, the FBI may collect information in order to improve or facilitate “domain awareness” and may engage in “domain management.” “Domain management” is the systematic process by which the FBI develops cross-programmatic domain awareness and leverages its knowledge to enhance its ability to: (i) proactively identify threats, vulnerabilities, and intelligence gaps; (ii) discover new opportunities for needed intelligence collection and prosecution; and (iii) set tripwires to provide advance warning of national security and criminal threats. Tripwires are described in DIOG Section 11. Effective domain management enables the FBI to identify significant threats, detect vulnerabilities within its local and national domain, identify new sources and threat indicators, and recognize new trends so that resources can be appropriately allocated at the local level in accordance with national priorities and local threats.

(U//~~FOUO~~) The field office “domain” is the territory for which a field office exercises responsibility, also known as the field office’s area-of-responsibility (AOR). Domain awareness is the: (i) strategic understanding of national security and criminal threats and vulnerabilities that exist in the domain; (ii) FBI’s positioning to collect against those threats and vulnerabilities; and (iii) the ability to recognize intelligence gaps related to the domain.

(U//~~FOUO~~) Through analysis of previously collected information, supplemented as necessary by properly authorized Type 4 Assessments, domain management should be undertaken at the local and national levels.

b7E

[REDACTED] See DIOG Section 11 for further discussion of tripwires. Further guidance regarding domain management and examples of intelligence products are contained in the FBIHQ IPG.

(U//~~FOUO~~) All information collected during a Type 4 Domain Assessment must be documented in [REDACTED]

b7E

[REDACTED] as directed in the [REDACTED]

[REDACTED] or Predicated

Investigation must be opened [REDACTED]

(U//~~FOUO~~) FBIHQ DI provides specific guidance in its PG regarding, the opening, coordination and purpose for a field office and national domain Type 4 Assessments.

#### 15.6.1.2 (U) WRITTEN INTELLIGENCE PRODUCTS

(U//~~FOUO~~) The FBI is authorized to conduct research, analyze information, and prepare reports and intelligence assessments (analytical written products) concerning matters relevant to authorized FBI activities, such as: (i) reports and intelligence assessments (analytical product) concerning types of criminals or criminal activities; (ii) organized crime groups, terrorism, espionage, or other threats to the national security; (iii) foreign intelligence matters; or (iv) the scope and nature of criminal activity in particular geographic areas or sectors of the economy. (AGG-Dom, Part IV)

(U//~~FOUO~~) Pursuant to Rule 16 of the Federal Rules of Criminal Procedure, 18 U.S.C. Section 3500, and Department of Justice (DOJ) policy, written intelligence products, including classified intelligence products, may be subject to discovery in a criminal prosecution, if they relate to an investigation or are produced from information gathered during an investigation. Therefore, a copy of written intelligence products that are directly related to an investigation must be filed in the appropriate investigative file(s) and must include appropriate classification markings.

(U//~~FOUO~~) A sub-file named “INTELPRODS” exists for all investigative classifications, and a copy of all written intelligence products described above must be placed in the appropriate investigative classification INTELPRODS sub-file.

#### 15.6.1.3 (U) UNITED STATES PERSON (USPER) INFORMATION

(U//~~FOUO~~) Reports, Intelligence Assessments, and other FBI intelligence products should not contain USPER information, including the names of United States corporations or business

entities, if the pertinent intelligence can be conveyed in an understandable way without including personally identifying information.

(U//~~FOUO~~) Intelligence products prepared pursuant to this Section include, but are not limited to: Domain Management, Special Events Management Threat Assessments, Intelligence Assessments, Intelligence Bulletins, Intelligence Information Reports, Weapons of Mass Destruction (WMD) Scientific and Technical Assessments, and Regional Field Office Assessments.

#### 15.6.1.4 (U) INTELLIGENCE SYSTEMS

(U//~~FOUO~~) The FBI is authorized to operate intelligence, identification, tracking, and information systems in support of authorized investigative activities, or for such other or additional purposes as may be legally authorized, such as intelligence and tracking systems relating to terrorists, gangs, or organized crime groups. (AGG-Dom, Part IV)

(U//~~FOUO~~)

b7E

(U//~~FOUO~~) When developing a new database, the FBI Office of the General Counsel Privacy and Civil Liberties Unit must be consulted to determine whether a Privacy Impact Assessment (PIA) must be prepared.

#### 15.6.1.5 (U) GEOSPATIAL INTELLIGENCE (GEOINT)

(U//~~FOUO~~) Geospatial Intelligence (GEOINT) is the exploitation and analysis of imagery and geospatial information to describe, assess and visually depict physical features and geographically-referenced activities on the Earth. As an intelligence discipline, GEOINT in the FBI encompasses all the activities involved in the collection, analysis, and exploitation of spatial information in order to gain knowledge about the national security/criminal environment and the visual depiction of that knowledge. GEOINT also represents a type of information or intelligence product, namely the information and knowledge that is produced as a result of the discipline's activities.

(U//~~FOUO~~)

b7E

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

*This Page is Intentionally Blank.*

## 16 (U) UNDISCLOSED PARTICIPATION (UDP)

### 16.1 (U) OVERVIEW

(U//~~FOUO~~) Undisclosed participation (UDP) takes place when anyone acting on behalf of the FBI, including but not limited to an FBI employee or confidential human source (CHS), becomes a member or participates in the activity of an organization on behalf of the U.S. Government (USG) without disclosing FBI affiliation to an appropriate official of the organization.

#### 16.1.1 (U) AUTHORITIES

(U) The FBI derives its authority to engage in UDP in organizations as part of its investigative and intelligence collection missions from two primary sources.

(U) First, Executive Order (E.O.) 12333 broadly establishes policy for the United States Intelligence Community (USIC). Executive Order 12333 requires the adoption of procedures for undisclosed participation in organizations on behalf of elements of the USIC within the United States. Specifically, the Order provides "No one acting on behalf of elements of the Intelligence Community may join or otherwise participate in any organization in the United States on behalf of any element of the Intelligence Community without first disclosing such person's intelligence affiliation to appropriate officials of the organization, except in accordance with procedures established by the head of the Intelligence Community element concerned .... Such participation shall be authorized only if it is essential to achieving lawful purposes as determined by the Intelligence Community element head or designee." (E.O. 12333, Section 2.9, Undisclosed Participation in Organizations within the United States). The Order also provides, at Section 2.2, that "[n]othing in [E.O. 12333] shall be construed to apply to or interfere with any authorized civil or criminal law enforcement responsibility of any department or agency."

(U) Second, in addition to its role as member of the USIC, the FBI is also the primary criminal investigative agency of the federal government with authority and responsibility to investigate all violations of federal law that are not exclusively assigned to another federal agency. This includes the investigation of crimes involving international terrorism and espionage. As a criminal investigative agency, the FBI has the authority to engage in UDP as part of a Predicated Investigation or an Assessment. See 28 CFR 0.85 for additional guidance.

(U//~~FOUO~~) The FBI's UDP policy is designed to incorporate the FBI's responsibilities as both a member of the USIC and as the primary criminal investigative agency of the federal government and, therefore, applies to all investigative and information collection activities of the FBI. It is intended to provide uniformity and clarity so that FBI employees have one set of standards to govern all UDP. As is the case throughout the DIOG, however, somewhat different constraints exist if the purpose of the activity is the collection of positive foreign intelligence that falls outside the FBI's law enforcement authority. Those constraints are reflected where applicable below.

#### 16.1.2 (U) MITIGATION OF RISK

(U//~~FOUO~~) [REDACTED]

b7E

[Redacted]

16.1.3 (U) SENSITIVE UDP DEFINED

(U//FOUO)

[Redacted]

16.1.4 (U) NON-SENSITIVE UDP DEFINED

(U//FOUO)

[Redacted]

16.1.5 (U) TYPE OF ACTIVITY

(U//FOUO)

[Redacted]

16.2 (U) PURPOSE, SCOPE, AND DEFINITIONS

[Redacted]

16.2.1 (U) ORGANIZATION

(U//FOUO)

[Redacted]

16.2.2 (U) LEGITIMATE ORGANIZATION

(U//FOUO)

### 16.2.3 (U) PARTICIPATION

(U//FOUO) [redacted]

(U//FOUO) UDP may involve the following:

b7E

A) (U//FOUO) [redacted]

B) (U//FOUO) [redacted]

C) (U//FOUO) [redacted]

(U//FOUO) [redacted]

D) (U//FOUO) [redacted]

(U//FOUO) [redacted]

(U//FOUO) Examples of [redacted]

A) (U//FOUO) [redacted]

(U//~~FOUO~~)

b7E

B) (U//~~FOUO~~)(U//~~FOUO~~)

## 16.2.3.1 (U) UNDISCLOSED PARTICIPATION

(U//~~FOUO~~)

b7E

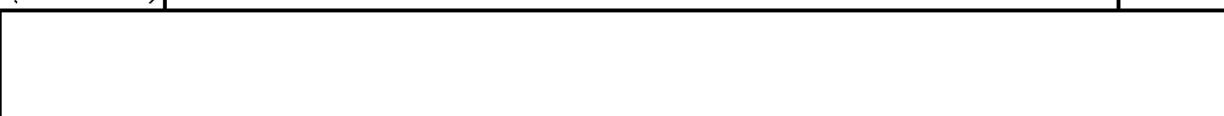
16.2.3.2 (U//~~FOUO~~) INFLUENCING THE ACTIVITIES OF THE ORGANIZATION(U//~~FOUO~~)16.2.3.3 (U//~~FOUO~~) INFLUENCING THE EXERCISE OF FIRST AMENDMENT RIGHTS(U//~~FOUO~~)

## 16.2.3.4 (U) APPROPRIATE OFFICIAL

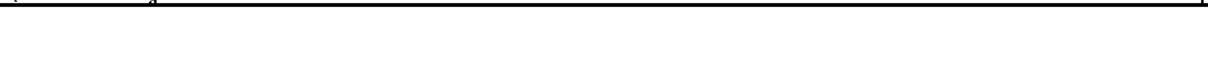
(U//~~FOUO~~)

## 16.2.3.5 (U) [REDACTED] UNDISCLOSED PARTICIPATION

(U//~~FOUO~~) Undisclosed participation in the activity of:

A) (U//~~FOUO~~)B) (U//~~FOUO~~)C) (U//~~FOUO~~)(U//~~FOUO~~)(U//~~FOUO~~)

16.2.3.6 (U) ALREADY A MEMBER OF THE ORGANIZATION OR A PARTICIPANT IN ITS ACTIVITIES

(U//~~FOUO~~)

16.3 (U) REQUIREMENTS FOR APPROVAL

16.3.1 (U) GENERAL REQUIREMENTS

(U//~~FOUO~~)

16.3.1.1 (U) UNDERCOVER ACTIVITY

(U//~~FOUO~~)

16.3.1.2 (U) CONCURRENT APPROVAL

(U//~~FOUO~~)

16.3.1.3 (U) DELEGATION AND “ACTING” STATUS

(U//~~FOUO~~)

(U//~~FOUO~~)

16.3.1.4 (U) SPECIFIC REQUIREMENTS FOR GENERAL UNDISCLOSED PARTICIPATION  
(NON-SENSITIVE UDP)

16.3.1.4.1

(U//~~FOUO~~)

A) (U//~~FOUO~~)

B) (U//~~FOUO~~)

16.3.1.4.2

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)A) (U//~~FOUO~~)B) (U//~~FOUO~~)C) (U//~~FOUO~~)D) (U//~~FOUO~~)

b7E

16.3.1.5    (U) SPECIFIC REQUIREMENTS FOR SENSITIVE UNDISCLOSED PARTICIPATION  
(SENSITIVE UDP)

16.3.1.5.1

(U//~~FOUO~~)

b7E

A)

(U//~~FOUO~~)B) (U//~~FOUO~~)

b7E

16.3.1.5.2

(U//~~FOUO~~)(U//~~FOUO~~)

S.

16.3.1.5.3

(U//~~FOUO~~)(U//~~FOUO~~)A) (U//~~FOUO~~)B) (U//~~FOUO~~)C) (U//~~FOUO~~)

#### 16.4 (U) SUPERVISORY APPROVAL NOT REQUIRED

(U//~~FOUO~~)

b7E

A) (U//~~FOUO~~)B) (U//~~FOUO~~)

C) (U//~~FOUO~~)

D) (U//~~FOUO~~)

E) (U//~~FOUO~~)

## 16.5 (U) STANDARDS FOR REVIEW AND APPROVAL

(U//~~FOUO~~)

A) (U//~~FOUO~~)

B) (U//~~FOUO~~)

C) (U//~~FOUO~~)

D) (U//~~FOUO~~)

E) (U//~~FOUO~~)

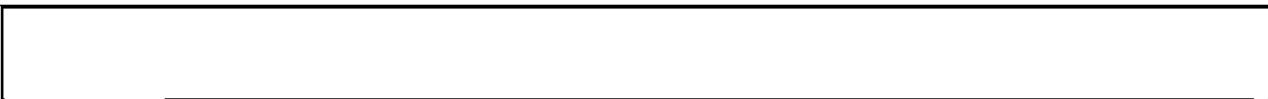
(U//~~FOUO~~)

A) (U//~~FOUO~~)

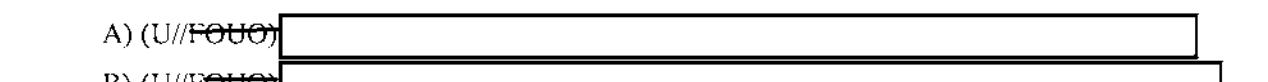
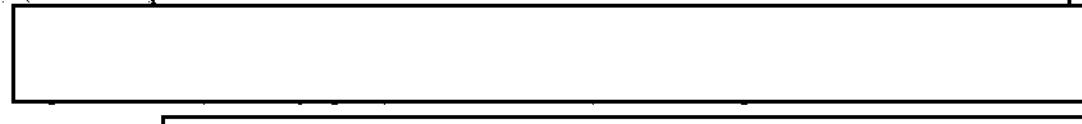
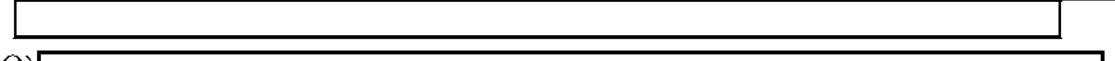
B) (U//~~FOUO~~)

(U//~~FOUO~~)

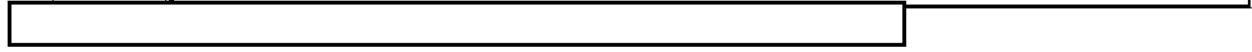
(U//~~FOUO~~)

(U//~~FOUO~~) 

## 16.6 (U) REQUESTS FOR APPROVAL OF UNDISCLOSED PARTICIPATION

(U//~~FOUO~~) (U//~~FOUO~~) A) (U//~~FOUO~~) B) (U//~~FOUO~~) C) (U//~~FOUO~~) D) (U//~~FOUO~~) E) (U//~~FOUO~~) F) (U//~~FOUO~~) (U//~~FOUO~~) 

---

<sup>23</sup> (U//~~FOUO~~) 

b7E

**16.7 (U) DURATION**(U//~~FOUO~~)

b7E

**16.8 (U//~~FOUO~~) SENSITIVE OPERATIONS REVIEW COMMITTEE (SORC)****16.8.1 (U//~~FOUO~~) SORC NOTIFICATION**

(U//~~FOUO~~) As indicated above, the field office will provide notification to the SORC, through the AD of the FBI Headquarters division with oversight responsibility for the investigation or Assessment concerning the following approved UDP:

A) (U//~~FOUO~~)B) (U//~~FOUO~~)

(U//~~FOUO~~) Such notifications will be received by the FBI staff supporting the SORC. The SORC will receive reports of such UDP from the supporting staff on a schedule and in a form to be determined by the SORC.

**16.8.2 (U//~~FOUO~~) SORC REVIEW**

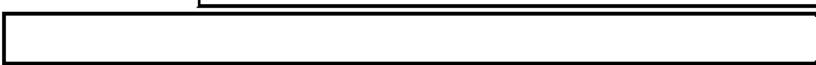
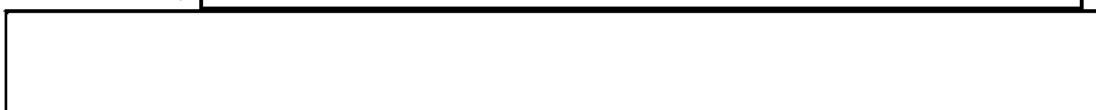
(U//~~FOUO~~) The SORC will review any proposed sensitive UDP in an organization

b7E

(U//~~FOUO~~) For more details regarding the organization and functions of the SORC, see DIOG Section 10.2 above and Section 16.9 below.

**16.9 (U) FBIHQ APPROVAL PROCESS OF UDP REQUESTS****16.9.1 (U) SUBMITTING THE UDP REQUEST TO FBIHQ**(U//~~FOUO~~)

b7E

(U//~~FOUO~~)16.9.2 (U//~~FOUO~~)(U//~~FOUO~~)16.9.3 (U//~~FOUO~~)(U//~~FOUO~~)A) (U//~~FOUO~~)

[Redacted]

b7E

B) (U//~~FOUO~~) [Redacted]  
[Redacted]

1) (U//~~FOUO~~) [Redacted]  
[Redacted]

2) (U//~~FOUO~~) [Redacted]  
[Redacted]

[Redacted]

b7E

3) (U//~~FOUO~~) [Redacted]  
[Redacted]

a) (U//~~FOUO~~) [Redacted]  
[Redacted]

b) (U//~~FOUO~~) [Redacted]  
[Redacted]

[Redacted]

16.9.4 *(U//FOUO) PROCEDURES FOR APPROVING EMERGENCY UDP REQUESTS  
THAT OTHERWISE REQUIRE FBIHQ APPROVAL*

(U//FOUO)

b7E

(U//FOUO)

(U//FOUO)

16.10 (U) UDP EXAMPLES

A) (U//FOUO)

b7E

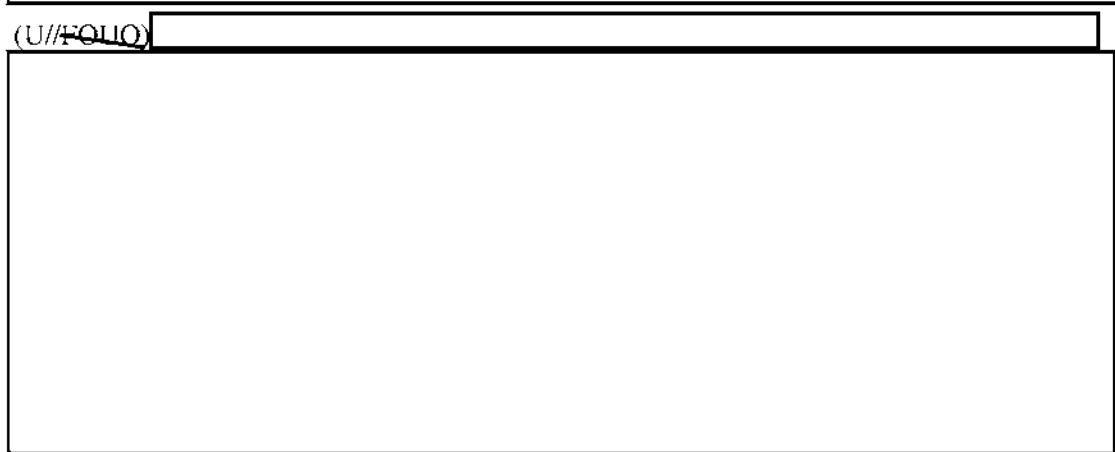
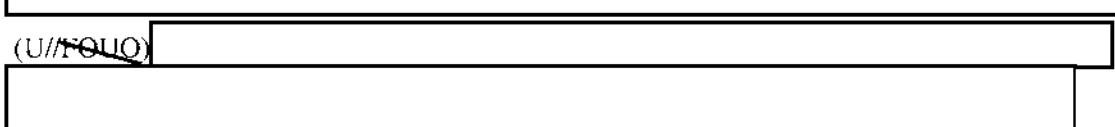
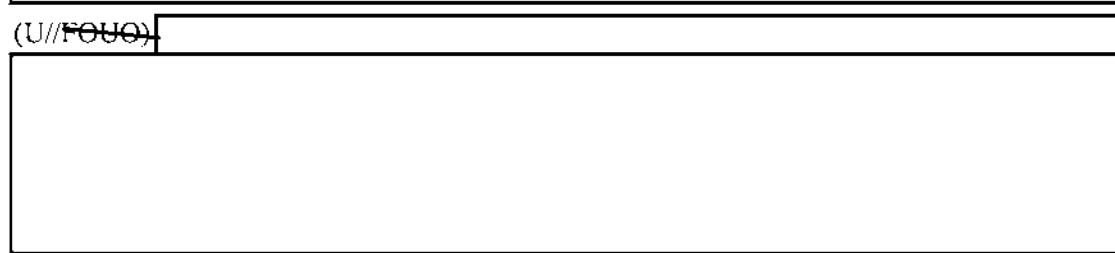
(U//FOUO)

B) (U//FOUO)

(U//~~FOUO~~)

b7E

C) (U//~~FOUO~~)(U//~~FOUO~~)D) (U//~~FOUO~~)(U//~~FOUO~~)E) (U//~~FOUO~~)(U//~~FOUO~~)

F) (U//~~FOUO~~) G) (U//~~FOUO~~) 

b7E

H) (U//~~FOUO~~)(U//~~FOUO~~)I) (U//~~FOUO~~)(U//~~FOUO~~)J) (U//~~FOUO~~)(U//~~FOUO~~)K) (U//~~FOUO~~)(U//~~FOUO~~)L) (U//~~FOUO~~)

UNCLASSIFIED - FOR OFFICIAL USE ONLY

Domestic Investigations and Operations Guide

§16

b7E

(U//~~FOUO~~)

M) (U//~~FOUO~~)

(U//~~FOUO~~)

16-18

UNCLASSIFIED - FOR OFFICIAL USE ONLY

Version Dated:  
March 3, 2016

UNCLASSIFIED – FOR OFFICIAL USE ONLY

Domestic Investigations and Operations Guide

*This Page is Intentionally Blank*

UNCLASSIFIED – FOR OFFICIAL USE ONLY

## 17 (U) OTHERWISE ILLEGAL ACTIVITY (OIA)

### 17.1 (U) OVERVIEW

(U//~~FOUO~~) Otherwise Illegal Activity (OIA) is conduct in the course of duties by an FBI employee (to include an undercover employee (UCE)) or a confidential human source (CHS) which constitutes a crime under local, state, or federal law if engaged in by a person acting without authorization. Certain types of OIA cannot be authorized, such as participation in conduct that would constitute an unlawful investigative technique (e.g., an illegal wiretap) or participation in an act of violence. In this context, "participation in an act of violence" does not include acts taken in self-defense and defense of others by the FBI employee or CHS because such actions would not be illegal.

### 17.2 (U) PURPOSE AND SCOPE

(U//~~FOUO~~) The use of OIA may be approved in the course of undercover activities or operations that involve an FBI employee or that involve use of a CHS. When approved, OIA should be limited or minimized in scope to only that which is reasonably necessary under the circumstances including the duration and geographic area to which approval applies, if appropriate.

### 17.3 (U//~~FOUO~~) APPLICATION

(U//~~FOUO~~) OIA can be authorized for an FBI employee or CHS to obtain information or evidence necessary for the success of an investigation under the following limited circumstances:

- A) (U//~~FOUO~~) when that information or evidence is not reasonably available without participation in the OIA;
- B) (U//~~FOUO~~) [redacted]  
[redacted] or [redacted]
- C) (U//~~FOUO~~) when necessary to prevent serious bodily injury or death.

b7E

### 17.4 (U) LEGAL AUTHORITY

- A) (U) The Attorney General's Guidelines for Domestic FBI Operations, Part V.C;
- B) (U) The Attorney General's Guidelines on Federal Bureau of Investigation Undercover Operations, Part IV.H.

### 17.5 (U//~~FOUO~~) STANDARDS AND APPROVAL REQUIREMENTS FOR OIA

#### 17.5.1 (U) GENERAL APPROVAL REQUIREMENTS

(U//~~FOUO~~) OIA that is not within the scope of [redacted] section 17.5.3, or is not part of an approved UCO, must be approved by [redacted] See AGG-Dom Part V, Section C.3. For national security related investigations, [redacted] [redacted] is the approving component for OIA that requires approval beyond that authorized for SAC approval. However, as authorized by [redacted] [redacted] may approve OIA in such investigations. For criminal

b7E

investigations. [REDACTED] is the approving component for OIA that requires approval beyond that authorized [REDACTED]

b7E

### 17.5.2 (U) OIA IN AN UNDERCOVER ACTIVITY

(U//~~FOUO~~) General: The use of the undercover method is discussed in the DIOG Section 18.6.13. OIA is often proposed as part of an undercover scenario or in making the initial undercover contacts before the operation is approved. Specific approval for OIA must be obtained in the context of these undercover activities or operations in addition to general approval of the scenario or the operation.

(U//~~FOUO~~) OIA by an FBI employee in an undercover operation relating to activity in violation of federal criminal law that does not concern a threat to the national security or foreign intelligence: must be approved in conformity with *The Attorney General's Guidelines on FBI Undercover Operations (AGG-UCO)*. Approval of OIA in conformity with the AGG-UCO is sufficient and satisfies any approval requirement that would otherwise apply under the AGG-Dom. Additional discussion is provided in the *Undercover and Sensitive Operations Policy Implementation Guide*. A Special Agent in Charge (SAC) may approve the OIA described in subsection 17.5.3.

(U//~~FOUO~~) OIA by an FBI employee in an undercover operation (UCO) relating to a threat to the national security or foreign intelligence collection must conform to the AGG-Dom and the FBI's *National Security Undercover Operations Policy Guide (NSUCOPG)*, 0307PG.

### 17.5.3 (U//~~FOUO~~) FIELD OFFICE REVIEW AND APPROVAL OF OIA FOR AN FBI AGENT OR EMPLOYEE

(U//~~FOUO~~) An SAC may authorize the following OIA for an FBI employee only when consistent with other requirements of this section, the AGG-Dom, the AGG-UCO, and other FBI policy. OIA activities described in subsections B, C, D, and F below, require CDC review prior to SAC approval:

- A) (U//~~FOUO~~) Otherwise illegal activity that would not be a felony under federal, state, local, or tribal law;
- B) (U//~~FOUO~~) [REDACTED]
- (U//~~FOUO~~) [REDACTED]
- C) (U//~~FOUO~~) [REDACTED]
- D) (U//~~FOUO~~) The payment of bribes or kickbacks<sup>24</sup>;

<sup>24</sup> (U//~~FOUO~~) In a controlled transaction, the item(s) will be monitored by the FBI and retained or seized at the conclusion of the transaction.

(U//~~FOUO~~) Note: the payment of bribes and the amount of such bribes in a public corruption matter may be limited by other FBI policy (see the *Public Corruption Policy Guide, 0702DPG* and the *Confidential Funding Policy Guide, 0248PG*);

E) (U//~~FOUO~~) The making of false representations in concealment of personal identity or the true ownership of a proprietary, but not including sworn testimony; and

F) (U//~~FOUO~~) Conducting a money laundering transactions [redacted] b7E involving an aggregate amount not exceeding \$1 million;

G) (U//~~FOUO~~) The advertising or soliciting of unlawful goods or services; and

H) (U//~~FOUO~~) Gambling activities.

(U//~~FOUO~~) However, [redacted] may not authorize an activity that may constitute a violation of [redacted]

[redacted] In an investigation relating to a threat to [redacted] [redacted] may authorize an activity that may otherwise violate prohibitions of [redacted] only in accordance with standards established by the Director of the FBI and agreed to by the Assistant Attorney General for National Security. (See DIOG subsection 17.5.5 for OIA related to [redacted])

(U//~~FOUO~~) The field office should notify the appropriate FBIHQ operational division and OGC of any OIA proposed activity that in the judgment of the approving official may expose employees or others to significant personal safety risks, create a risk of civil liability, result in adverse publicity, or raise any other sensitive operational concern. As a matter of FBI policy, “judgment” means that the decision of the authorizing official is discretionary.

(U//~~FOUO~~) An SAC may not authorize a violation of export control laws or laws that concern the proliferation of weapons of mass destruction during an investigation relating to a threat to the national security or foreign intelligence collection. See [redacted]

b7E for additional guidance on OIA involving [redacted]

See also [redacted]

[redacted] for additional guidance on [redacted]

#### 17.5.4 (U//~~FOUO~~) OIA BY A CONFIDENTIAL HUMAN SOURCE (CHS) APPROVAL

(U//~~FOUO~~) OIA by a CHS must be approved and documented in conformity with the *AGG-CHS* and the FBI *Confidential Human Source Policy Guide (CHSPG)*, 0836PG.

#### 17.5.5 (U//~~FOUO~~) OIA RELATED TO [redacted]

##### [redacted] INVESTIGATIONS

(U//~~FOUO~~) In accordance with Part V.C.3 of the AGG-Dom, the Director of the FBI and the Assistant Attorney General for the NSD of the DOJ established the following policy for FBI

---

<sup>25</sup> (U) Additional approval authority is necessary for the payment of bribes and kickbacks in undercover operations that are considered [redacted] See [redacted] and the AGG-UCO.

employees and CHS' concerning OIA as it relates to [redacted] b7E  
 [redacted] investigations (see as reference EC dated 01/16/2009, 319W-HQ-A1487699-OGC Serial 35).

A) (U//~~FOUO~~) [redacted]

b7E

B) (U//~~FOUO~~) NSD has represented that, except in exceptional circumstances, NSD shall act upon such an oral request within 24 hours and shall, within 72 hours, provide the FBI documentation of the authorization, including any terms and conditions.

C) (U//~~FOUO~~) [redacted]

b7E

D) (U//~~FOUO~~) Except in exceptional circumstances, any request for approval of OIA that [redacted] b7E  
 [redacted] other than those described in paragraph A, must be made in writing to NSD.

(U//~~FOUO~~) For additional information regarding other governmental approvals that may be required for activities that are in violation of federal laws and regulations overseen by federal agencies other than the Department of Justice, see section 17.10.

#### 17.5.5.1 (U//~~FOUO~~) PROCEDURES ON REQUESTS AND APPROVAL FOR OIA RELATED TO [redacted]

b7E

(U//~~FOUO~~) For requests, standards of review, and approval procedures of OIA related to [redacted] b7E  
 see the [redacted]

(U//~~FOUO~~) Any questions about this policy or its implementation should be directed to OGC, National Security Law Branch, Counterterrorism Law Units.

### 17.6 (U//~~FOUO~~) DOCUMENTATION OF REQUESTS TO ENGAGE IN OIA BY AN FBI AGENT OR EMPLOYEE

(U//~~FOUO~~) Requests engage in OIA by an FBI Agent or Employee must be documented in an EC [redacted] b7E and electronically placed into the appropriate investigative case file. The request must include:

- A) (U//~~FOUO~~) A synopsis of the investigation to date in which the OIA is being requested;
- B) (U//~~FOUO~~) The name of the agent or employee who will engage in the OIA;
- C) (U//~~FOUO~~) The specific proposed OIA in which the agent or employee will engage;
- D) (U//~~FOUO~~) The expected duration of the OIA; and

E) (U//~~FOUO~~) Explanation of the justification for the use of OIA.

## 17.7 (U//~~FOUO~~) STANDARDS FOR REVIEW AND APPROVAL OF OIA

(U//~~FOUO~~) The appropriate approving official for the particular OIA must determine that the benefits to engaging in the requested OIA outweigh the risks involved and are necessary to:

- A) (U//~~FOUO~~) To obtain information or evidence necessary for the success of the investigation and not reasonably available without participation in the otherwise illegal activity;
- B) (U//~~FOUO~~) [REDACTED]
- C) (U//~~FOUO~~) To prevent death or serious bodily injury.

b7E

(U//~~FOUO~~) The approval of OIA must be documented in an EC [REDACTED] and electronically placed into the appropriate investigative case file. The approval must include:

- A) (U//~~FOUO~~) the specific OIA activities approved;
- B) (U//~~FOUO~~) the duration of the OIA;
- C) (U//~~FOUO~~) If the OIA is required to be approved by [REDACTED] a copy of the [REDACTED] approval letter must be electronically placed into the case file.

b7E

## 17.8 (U) OIA NOT AUTHORIZED

(U//~~FOUO~~) The following activities may not be authorized as OIA:

- A) (U//~~FOUO~~) Directing or participating in acts of violence;
  - (U//~~FOUO~~) Self-defense and defense of others. FBI employees are authorized to engage in any lawful use of force, including the use of force in self-defense or defense of others in the lawful discharge of their duties.
- B) (U//~~FOUO~~) Activities or investigative methods that cannot be authorized because they are prohibited by law, including activities that would violate protected constitutional or federal statutory rights in the absence of a court order or warrant such as illegal wiretaps and searches. For example, approving a non-consensual, non-emergency wiretap without a court order; approving the search of a home without a warrant or an exception to the warrant requirement, etc.

## 17.9 APPROVAL AND DOCUMENTATION OF EMERGENCY OIA

(U//~~FOUO~~) Without prior approval, an FBI employee may engage in OIA that could be authorized under this section only if necessary to meet an immediate threat to the safety of persons or property or to the national security, or to prevent the compromise of an investigation or the loss of a significant investigative opportunity. In such a situation, prior to engaging in the OIA, every effort should be made by the FBI employee to consult with the SAC, and by the SAC to consult with the United States Attorney's Office (USAO) or appropriate DOJ Division where the authorization of that office or division would be required unless the circumstances preclude such consultation. Circumstances in which OIA occur pursuant to this paragraph without the authorization required must be reported as soon as practicable, but not more than five (5) business days to the SAC, and by the SAC to FBIHQ and to the USAO or appropriate DOJ Division within five (5) business days of being notified. For the requirements for emergency

authorization of OIA in [redacted] see the [redacted]  
[redacted] or the [redacted]

b7E

## 17.10 OTHER GOVERNMENTAL APPROVALS

(U//~~FOUO~~) In addition to the approvals set forth above, additional coordination with other federal agencies may be necessary. Extraterritorial activity may involve conduct which would be in violation of laws and regulations overseen by federal agencies other than the Department of Justice.



[redacted] Upon FBI request, when necessary, each of those agencies may issue licenses to authorize activity that is otherwise prohibited.

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

*This Page is Intentionally Blank*

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~

## 18 (U) INVESTIGATIVE METHODS

---

### 18.1 (U) OVERVIEW

#### 18.1.1 (U) INVESTIGATIVE METHODS LISTED BY SUB-SECTION NUMBER

(U) The following investigative methods are listed by DIOG Sub-Section number:

18.5.1 (U) Public information.

18.5.2 (U) Records or information - FBI and DOJ.

18.5.3 (U) Records or information - Other federal, state, local, tribal, or foreign government agency.

18.5.4 (U) On-line services and resources.

18.5.5 (U) CHS use and recruitment.

18.5.6 (U) Interview or request information from the public or private entities.

18.5.7 (U) Information voluntarily provided by governmental or private entities.

18.5.8 (U) Physical Surveillance (not requiring a court order).

18.5.9 (U) Grand jury subpoenas – to providers of electronic communication services or remote computing services for subscriber or customer information only in Type 1 & 2 Assessments.

18.6.1 (U) Consensual monitoring of communications, including electronic communications.

18.6.2 (U) Intercepting the communications of a computer trespasser.

18.6.3 (U) Closed-circuit television/video surveillance, direction finders, and other monitoring devices.

18.6.4 (U) Administrative subpoenas.

18.6.5 (U) Grand jury subpoenas.

18.6.6 (U) National Security Letters.

18.6.7 (U) FISA Order for business records.

18.6.8 (U) Stored wire and electronic communications and transactional records.

18.6.9 (U) Pen registers and trap/trace devices.

18.6.10 (U) Mail covers.

18.6.11 (U) Polygraph examinations.

18.6.12 (U) Searches that Do Not Require a Warrant or Court Order (Trash Cover, Abandoned Property from a Public Receptacle, Administrative Inventory Search of a Lost/Misplaced Item) and Inventory Searches Generally

18.6.13 (U) Undercover operations.

18.7.1 (U) Searches – with a warrant or court order.

18.7.2 (U) Electronic surveillance – Title III.

18.7.3 (U) Electronic surveillance – FISA and FISA Title VII (acquisition of foreign intelligence information).

**18.1.2 (U) INVESTIGATIVE METHODS LISTED BY NAME (ALPHABETIZED)**

(U) The following investigative methods are listed alphabetized by DIOG name:

(U) Administrative subpoenas. (Section 18.6.4)

(U) CHS use and recruitment. (Section 18.5.5)

(U) Closed-circuit television/video surveillance, direction finders, and other monitoring devices. (Section 18.6.3)

(U) Consensual monitoring of communications, including electronic communications. (Section 18.6.1)

(U) Electronic surveillance – FISA and FISA Title VII (acquisition of foreign intelligence information). (Section 18.7.3)

18.7.3)

(U) Electronic surveillance – Title III. (Section 18.7.2)

(U) FISA Order for business records. (Section 18.6.7)

(U) Grand jury subpoenas. (Section 18.6.5)

(U) Grand jury subpoenas –to providers of electronic communication services or remote computing services for subscriber or customer information only in Type 1 & 2 Assessments. (Section 18.5.9)

(U) Information voluntarily provided by governmental or private entities. (Section 18.5.7)

(U) Intercepting the communications of a computer trespasser. (Section 18.6.2)

(U) Interview or request information from the public or private entities. (Section 18.5.6)

(U) Mail covers. (Section 18.6.10)

(U) National Security Letters. (Section 18.6.6)

(U) On-line services and resources. (Section 18.5.4)

(U) Pen registers and trap/trace devices. (Section 18.6.9)

(U) Physical Surveillance (not requiring a court order). (Section 18.5.8)

(U) Polygraph examinations. (Section 18.6.11)

(U) Public information. (Section 18.5.1)

(U) Records or information - FBI and DOJ. (Section 18.5.2)

(U) Records or information - Other federal, state, local, tribal, or foreign government agency. (Section 18.5.3)

(U) Searches – with a warrant or court order. (Section 18.7.1)

(U) Searches that Do Not Require a Warrant or Court Order (Trash Cover, Abandoned Property from a Public Receptacle, Administrative Inventory Search of a Lost/Misplaced Item) and Inventory Searches Generally. (Section 18.6.12)

(U) Stored wire and electronic communications and transactional records. (Section 18.6.8)

(U) Undercover Operations. (Section 18.6.13)

### 18.1.3 (U) GENERAL OVERVIEW

(U//~~FOUO~~) The conduct of Assessments, Predicated Investigations (Preliminary Investigations and Full Investigations) and other activities authorized by the Attorney General's Guidelines for Domestic FBI Operations (AGG-Dom) may present choices between the use of different investigative methods (formerly investigative "techniques") that are each reasonable and effective based upon the circumstances of the investigation, but that are more or less intrusive, considering such factors as the effect on the privacy and civil liberties of individuals and the potential damage to reputation. The least intrusive method if reasonable based upon the circumstances of the investigation is to be used in such situations. However, the choice of methods is a matter of judgment. The FBI is authorized to use any lawful method consistent with the AGG-Dom, even if intrusive, where the degree of intrusiveness is warranted in light of the seriousness of a criminal or national security threat or the strength of the information indicating its existence, or in light of the importance of the foreign intelligence sought to the United States' interests. (AGG-Dom, Part I.C.2.)

(U) The availability of a particular investigative method in a particular investigation may depend upon the level of investigative activity (Assessment, Preliminary Investigation, Full Investigation, and Assistance to Other Agencies).

### 18.1.4 (U) CONDUCTING INVESTIGATIVE ACTIVITY IN ANOTHER FIELD OFFICE'S AOR

(U) Investigative information that may be within another field office's AOR can generally be obtained by setting an investigative lead to that field office. However, investigative circumstances may require employees to travel to another office's AOR to conduct investigative activity. In such circumstances, an employee, with the approval of [REDACTED] and the [REDACTED] in the other field office, may enter that office's AOR and conduct the necessary investigative activity (e.g. interview). However, if unplanned investigative activities or exigent circumstances prevent an employee from obtaining advance [REDACTED] and advance [REDACTED] before entering another field office's AOR, notification should be made as soon as practicable to the [REDACTED] and [REDACTED] in the other office's AOR, including the type of investigative activity(s) that occurred and the circumstances that made obtaining prior approval and concurrence unfeasible.

b7E

## 18.2 (U) LEAST INTRUSIVE METHOD

(U) The AGG-Dom requires that the "least intrusive" means or method be considered and—if reasonable based upon the circumstances of the investigation—used to obtain intelligence or evidence in lieu of more intrusive methods. This principle is also reflected in Executive Order 12333, which governs the activities of the United States intelligence community (USIC). The concept of least intrusive method applies to the collection of intelligence and evidence.

(U) Selection of the least intrusive means is a balancing test as to which FBI employees must use common sense and sound judgment to effectively execute their duties while mitigating the potential negative impact on the privacy and civil liberties of all people encompassed within the Assessment or Predicated Investigation, including targets, witnesses, and victims. This principle is not intended to discourage investigators from seeking relevant and necessary intelligence, information, or evidence, but rather is intended to encourage investigators to choose the least intrusive—yet still reasonable—means from the available options to obtain the material. Additionally, FBI employees should operate openly and consensually with United States persons (USPERs) to the extent practicable when collecting foreign intelligence that does not concern criminal activities or threats to the national security.

(U) DIOG Section 4.4 describes the least intrusive methods concept and the standards to be applied by FBI employees.

### **18.3 (U) PARTICULAR INVESTIGATIVE METHODS**

(U//~~FOUO~~) All lawful investigative methods may be used in activities under the AGG-Dom as authorized by the AGG-Dom. Lawful investigative methods include those investigative methods contained in this DIOG as well as additional investigative methods and resources authorized in other FBI policy and guidance (for example, future additions to DIOG Sections 18, as well as PGs). In some instances the authorized investigative methods are subject to special restrictions or review or approval requirements. (AGG-Dom, Part V.A.)

#### **18.3.1 (U) USE OF CRIMINAL INVESTIGATIVE METHODS IN NATIONAL SECURITY INVESTIGATIONS**

(U//~~FOUO~~) Because national security investigations may implicate criminal issues as well, the availability of criminal investigative methods should be considered when appropriate. However, any use of criminal investigative methods should be closely coordinated with FBIHQ, both operational units and the NSLB, prior to any anticipated use of this criminal investigative process. The NSLB maintains liaison with DOJ OI respecting the use of FISA authorized investigative methods in national security investigations.

### **18.4 (U) INFORMATION OR EVIDENCE OBTAINED IN ASSESSMENTS AND PREDICATED INVESTIGATIONS**

(U) The use, retention and/or dissemination of information obtained during authorized investigations must comply with the AGG-Dom and the DIOG. If the originator of information reported to the FBI characterizes an individual, group, or activity in a certain way, and that characterization should be documented for completeness of the FBI record, the FBI record (i.e., 302, EC, LHM) should reflect that another party, and not the FBI, is the originator of the characterization.

(U) During the course of an Assessment or Predicated Investigation, FBI employees lawfully may collect or passively receive items of evidence or intelligence from a variety of sources. Experience has demonstrated that the relevance of every item of evidence or intelligence collected or received is not always apparent at the time it is obtained. Accordingly, FBI employees have wide latitude to establish or determine the relevance of information as the Assessment or investigation develops. Nevertheless, as a matter of administrative efficiency and

sound business practice, if an FBI employee obtains an item of evidence which clearly is not relevant to the Assessment or investigation and there is no foreseeable future evidentiary or intelligence value of the item for the FBI or the USIC, the item should be returned or destroyed as circumstances warrant, with a record of the disposition documented in the file or on the FD-71 or Guardian (FD-71a). In the alternative, such item of evidence may be sequestered in the investigative file. If it is later determined that the item of evidence is relevant, the item may be used in the investigation upon such determination. The determination of relevancy will be made on a case-by-case basis with supervisory direction and may include consultation with the appropriate federal prosecuting office and/or the Chief Division Counsel (CDC) or the Office of the General Counsel (OGC). This policy does not supersede Sections 18.6.4.1.5 (Administrative Subpoenas); 18.6.5.1 (Federal Grand Jury Subpoena); 18.6.6.1.7 (National Security Letters); or 18.6.7.1.6 (FISA Order for Business Records), or any requirement imposed by statute, regulation or other applicable law.

## 18.5 (U) AUTHORIZED INVESTIGATIVE METHODS IN ASSESSMENTS

(U) See AGG-Dom, Part II.A.4.

(U//~~FOUO~~)

FD-71, in Guardian

b7E

(U) In conducting an Assessment, only the following investigative methods are authorized:

- A) (U) Public information. (See Section 18.5.1)
- B) (U) Records or information - FBI and DOJ. (See Section 18.5.2)
- C) (U) Records or information - Other federal, state, local, tribal, or foreign government agency. (See Section 18.5.3)
- D) (U) On-line services and resources. (See Section 18.5.4)
- E) (U) CHS use and recruitment. (See Section 18.5.5)
- F) (U) Interview or request information from the public or private entities. (See Section 18.5.6)
- G) (U) Information voluntarily provided by governmental or private entities. (See Section 18.5.7)
- H) (U) Physical Surveillance (not requiring a court order). (See Section 18.5.8)
- I) (U//~~FOUO~~) Grand jury subpoenas - to providers of electronic communication services or remote computing services for subscriber or customer information only during a Type 1 & 2 Assessment (See Sections 18.5.9 and 18.6.5)

(U//~~FOUO~~) In Assessments, supervisory approval is required prior to use of the following investigative methods: certain interviews, tasking of a CHS, and physical surveillance not requiring

b7E

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

*This Page is Intentionally Blank*

**18.5.1 (U) INVESTIGATIVE METHOD: PUBLIC INFORMATION (“PUBLICLY AVAILABLE INFORMATION”)**

(U) See AGG-Dom, Part II.A.4.a and Part VII.L.

**18.5.1.1 (U) SCOPE**

(U//~~FOUO~~) Public information is “Publicly Available Information” that is:

- A) (U) Published or broadcast for public consumption;
- B) (U) Available on request to the public;
- C) (U) Accessible on-line or otherwise to the public;
- D) (U) Available to the public by subscription or purchase;
- E) (U) Made available at a meeting open to the public;
- F) (U) Obtained by visiting any place or attending an event that is open to the public (e.g., public places); or
- G) (U) Observed, heard, smelled, detected or obtained by any casual observer or member of the public and does not involve unconsented intrusion into private places.

(U//~~FOUO~~) The phrase “observed, heard, smelled, detected or obtained by any casual observer or member of the public” includes, for example, plain view observations; overhearing a conversation taking place at an adjacent table in a public restaurant; odor detection (by a person, drug dog, or technical device) emanating from a vehicle, in a public place, or from locations to which the employee has gained lawful access; searching property that has been intentionally abandoned, including property discarded in public trash containers or public dumpsters (but does not include a “trash cover” as set forth in DIOG Section 18.6.12).

(U//~~FOUO~~) The following are examples:

- 1) (U) Viewing the vehicle identification number or personal property that is exposed to public view and may be seen when looking through the window of a car that is parked in an area that is open to and accessible by members of the public;
- 2) (U) The examination of books and magazines in a book store or the purchase of such items. See *Maryland v. Macon*, 472 U.S. 463 (1985); and
- 3) (U) A deliberate overflight in navigable air space to photograph marijuana plants is not a search, despite the landowner’s subjective expectation of privacy. See *California v. Ciraolo*, 476 U.S. 207 (1986).

(U//~~FOUO~~) Note: Consent Searches are authorized in Assessments, as well as in Predicated Investigations.

(U//~~FOUO~~) Note: If the originator of information reported to the FBI characterizes an individual, group, or activity in a certain way, and that characterization should be documented for completeness of the FBI record, the FBI record (i.e., 302, EC, LHM) should reflect that another party, and not the FBI, is the originator of the characterization.

## 18.5.1.2 (U) APPLICATION

(U//~~FOUO~~)

b7E

## 18.5.1.3 (U) APPROVAL

(U//~~FOUO~~) Supervisory approval is not required for use of this method, except for the special rule for attending a religious service, even if it is open to the public. (See DIOG Section 18.5.1.3.1)

18.5.1.3.1 (U//~~FOUO~~) **SPECIAL RULES: "SPECIAL RULE FOR RELIGIOUS SERVICES" AND "SPECIAL RULE FOR OTHER SENSITIVE ORGANIZATIONS"****18.5.1.3.1.1 (U//~~FOUO~~) SPECIAL RULE FOR RELIGIOUS SERVICES – REGARDLESS OF WHETHER IT IS OPEN TO THE GENERAL PUBLIC**A) (U//~~FOUO~~) *In Assessments:*

An FBI employee attending a religious service overtly must have SSA approval. Higher approvals may be required under certain circumstances, such as attendance that rises to the level of UDP (see DIOG Section 16)

B) (U//~~FOUO~~) *In Predicated Investigations:*

An FBI employee attending a religious service overtly must have SSA approval. Higher approvals may be required under certain circumstances, such as attendance that rises to the level of UDP (see DIOG Section 16) (see DIOG Section 18.6.13).

**18.5.1.3.1.2 (U//~~FOUO~~) SPECIAL RULE FOR OTHER SENSITIVE ORGANIZATIONS**A) (U//~~FOUO~~) *In Assessments:*

b7E

B) (U//~~FOUO~~) *In Predicated Investigations:*

b7E

## 18.5.1.4 (U) USE/DISSEMINATION

(U//~~FOUO~~) The use or dissemination of information obtained by this method must comply with the AGG-Dom and DIOG Section 14.

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

*This Page Is Intentionally Blank*

**18.5.2 (U) INVESTIGATIVE METHOD: RECORDS OR INFORMATION – FBI AND DEPARTMENT OF JUSTICE (DOJ)**

(U) See AGG-Dom, Part II.A.4.b.

**18.5.2.1 (U) SCOPE**

(U//~~FOUO~~) An FBI employee may access and examine FBI and other DOJ records and may obtain information from any FBI personnel or other DOJ personnel. Access to certain FBI records may be restricted to designated FBI personnel because of the sensitive nature of the information in the record, the classification of the record, or the tool used to gather the information contained in the record. These include, but are not limited to: FBI records concerning human source identification; espionage investigations; code word; other compartmented information; records that include raw FISA collections; and Rule 6(e) material.

(U//~~FOUO~~) *Note:* If the originator of information reported to the FBI characterizes an individual, group, or activity in a certain way, and that characterization should be documented for completeness of the FBI record, the FBI record (i.e., 302, EC, LHM) should reflect that another party, and not the FBI, is the originator of the characterization.

**18.5.2.2 (U) APPLICATION**

(U//~~FOUO~~) [REDACTED]

b7E

**18.5.2.3 (U) APPROVAL**

(U//~~FOUO~~) Supervisory approval is not required to use this method, except that if the use of records constitutes pattern-based data mining under the Federal Data Mining Reporting Act of 2007, it must be reviewed and approved according to Section 18.5.2.4 below.

**18.5.2.4 (U) PATTERN-BASED DATA MINING**

(U//~~FOUO~~) As used here, pattern-based data mining (PBDM) means queries or other analysis of electronic databases using two or more search criteria designed to discover or locate a predictive pattern or anomaly indicative of terrorist or criminal activity on the part of any individual or individuals (as defined in [REDACTED])

[REDACTED] Any such analysis based solely on racial, ethnic, national origin or religious characteristics is strictly prohibited.

(U//~~FOUO~~) For purposes of this requirement, pattern-based data mining does not include activities using one or more personal identifiers to identify an individual or analysis designed to discover links between a specific subject and unknown individuals or entities, even if the subject's actual identity is not yet known. Pattern-based data mining does not include queries or analysis designed solely to identify potential human sources of intelligence nor does it include activities designed to identify an individual or individuals associated with criminal or terrorist activity that has already occurred.

b7E

b7E

[redacted] In contrast, database queries using criteria [redacted]

b7E

[redacted] because the queries are being used to investigate a crime that has already occurred. Queries designed to identify individuals or entities who have had contact with a specific individual are not pattern-based data mining; rather, such queries are subject-based data mining, even if the specific individual's actual identity is presently unknown.

(U//~~FOUO~~) The majority of data analysis performed during FBI Assessments and Predicated Investigations is based on specific individuals or events and therefore does not constitute pattern-based data mining because it is either link analysis or is not predictive of future behavior.

(U//~~FOUO~~) A Privacy Threshold Analysis (PTA) for pattern-based data mining must be completed and forwarded to the Privacy and Civil Liberties Unit, OGC. See the *Privacy Policy Implementation Guide, 0299PG*, for additional details.

(U//~~FOUO~~) The Sensitive Operations Review Committee (SORC) must also receive notice of any proposal to use pattern-based data mining as defined above. Additionally, pursuant to the Federal Agency Data Mining Reporting Act of 2007,<sup>26</sup> the FBI must advise the DOJ of all agency initiatives that involve the use of PBMD, so that those activities may be included in the Department's annual report to Congress. (See the *Pattern-based Data Mining Reporting Requirements Policy Directive, 0310D*).

#### 18.5.2.5 (U) USE/DISSEMINATION

(U//~~FOUO~~) The use or dissemination of information obtained by this method must comply with the AGG-Dom and DIOG Section 14.

(U//~~FOUO~~) The request for the records and the records received from DOJ and used during an Assessment or Predicated Investigation must be maintained as part of the appropriate file

b7E

<sup>26</sup> (U) 42 U.S.C. § 2000ee-3

UNCLASSIFIED -~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

*This Page is Intentionally Blank*

UNCLASSIFIED -~~FOR OFFICIAL USE ONLY~~

**18.5.3 (U) INVESTIGATIVE METHOD: RECORDS OR INFORMATION – OTHER FEDERAL, STATE, LOCAL, TRIBAL, OR FOREIGN GOVERNMENT AGENCY**

(U) See AGG-Dom, Part II.A.4.c.

**18.5.3.1 (U) SCOPE**

(U//~~FOUO~~) An FBI employee may access and examine records maintained by, and request information from, other federal, state, local, or tribal, or foreign governmental entities or agencies. When requesting information using this authority, care must be taken to ensure the entity to which the request is made understands that it is not compelled to provide such information or create a new record to assist the FBI.

(U//~~FOUO~~) *Note:* If the originator of information reported to the FBI characterizes an individual, group, or activity in a certain way, and that characterization should be documented for completeness of the FBI record, the FBI record (i.e., 302, EC, LHM) should reflect that another party, and not the FBI, is the originator of the characterization.

**18.5.3.2 (U) APPLICATION**

(U//~~FOUO~~)

b7E

**18.5.3.3 (U) APPROVAL**

(U//~~FOUO~~)

b7E

(U//~~FOUO~~) ***Requests to other Federal Agencies:*** The FBI may request, for a law enforcement purpose, that another federal agency disclose Privacy Act-protected records through a written request (5 U.S.C. 552a(b)(7)). Such written requests must be for a civil or criminal law enforcement purpose and must be made by the Director or his designee. (See 28 CFR 16.40(c); OMB Guidelines, 40 Fed. Reg. at 28 sec. 955.) Pursuant to these provisions, the Director hereby delegates his authority to request formally from federal agencies information and records otherwise protected from disclosure by the Privacy Act, at FBIHQ, to all Section Chiefs and above, and in the field, to all SACs and ADICs. This authority may not be redelegated to a person below the rank of SAC in the field and SC in FBIHQ.

(U) The FBI may also request another federal agency to disclose Privacy Act-protected records pursuant to that agency's published routine uses. See 5 U.S.C. sec. 552a(b)(3). These requests need not be made in writing, and there are no restrictions on which FBI personnel may ask for such information.

(U//~~FOUO~~) ***Requests to Foreign Agencies:*** Requests for records or information from a foreign government entity or agency must be appropriately coordinated through the applicable FBI LEGAT office, International Operations Division (IOD), INTERPOL, relevant FBIHQ operational division, and/or DOJ Office of International Affairs, as necessary. Direct contact with foreign government agencies is authorized in certain circumstances, such as an imminent threat situation.

(U//~~FOUO~~) If the analysis of records obtained in this manner constitutes Pattern-based Data Mining (PBDM) under the Federal Data Mining Reporting Act of 2007, it must be reviewed and approved according to Section 18.5.2.3, above.

(U//~~FOUO~~) Example: [redacted]

b7E

#### 18.5.3.4 (U) USE/DISSEMINATION

(U//~~FOUO~~) The use and/or dissemination of information obtained by this method must comply with the AGG-Dom and DIOG Section 14.

(U//~~FOUO~~) The request for the records and the records received from an outside entity and used during an Assessment or Predicated Investigation must be maintained as part of the appropriate file [redacted]

b7E

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

*This Page is Intentionally Blank.*

**18.5.4 (U) INVESTIGATIVE METHOD: ON-LINE SERVICES AND RESOURCES**

(U) See AGG-Dom, Part II.A.4.d.

**18.5.4.1 (U) SCOPE**

(U//~~FOUO~~) An FBI employee may use any publicly available on-line service or resource including those that the FBI has obtained by subscription or purchase for official use, including services available only to law enforcement entities.

(U//~~FOUO~~) *Note:* If the originator of information reported to the FBI characterizes an individual, group, or activity in a certain way, and that characterization should be documented for completeness of the FBI record, the FBI record (i.e., 302, EC, LHM) should reflect that another party, and not the FBI, is the originator of the characterization.

**18.5.4.2 (U) APPLICATION**

(U//~~FOUO~~) This investigative method may be used prior to opening an Assessment, in Assessments, Predicated Investigations, foreign intelligence collection investigations, and for assistance to other agencies.

**18.5.4.3 (U) APPROVAL**

(U//~~FOUO~~) Supervisory approval is not required to use this method, although subscribing to or purchasing any new service or resource must be done according to FBI contracting procedures.

(U//~~FOUO~~) *Example:* Publicly available on-line services or resources include, but are not limited to: [REDACTED] Online resources that may be purchased by the FBI for official use include, but are not limited to: [REDACTED]  
[REDACTED]

b7E

**18.5.4.4 (U) USE/DISSEMINATION**

(U//~~FOUO~~) The use or dissemination of information obtained by this method must comply with the AGG-Dom and DIOG Section 14.

(U) See *DIOG Appendix L On-line Investigations* for additional information.

**18.5.5 (U) INVESTIGATIVE METHOD: CHS USE AND RECRUITMENT**

(U) See AGG-Dom, Part II.A.4.e.

**18.5.5.1 (U) SCOPE**

(U//~~FOUO~~) The FBI may use and recruit human sources in Assessments and Predicated Investigations in conformity with the AGG-Dom, Attorney General Guidelines Regarding the Use of FBI Confidential Human Sources (AGG-CHS), the [redacted] and the [redacted]

[redacted] In this context, “use” means obtaining information from, tasking, or otherwise operating such sources. See AGG-Dom, Part VII.V.

(U//~~FOUO~~) *Note:* If the originator of information reported to the FBI characterizes an individual, group, or activity in a certain way, and that characterization should be documented for completeness of the FBI record, the FBI record (i.e., 302, EC, LHM) should reflect that another party, and not the FBI, is the originator of the characterization.

(U) [redacted]

(U//~~FOUO~~) [redacted]**18.5.5.2 (U) APPLICATION**

(U//~~FOUO~~) This investigative method may be used in Assessments, Predicated Investigations, foreign intelligence collection investigations, and for assistance to other agencies when it is not otherwise prohibited by AGG-Dom, Part III.B.2.

(U) When collecting positive foreign intelligence, the FBI must operate openly and consensually with an USPER, to the extent practicable.

(U//~~FOUO~~) A CHS can be “used” in support of an Assessment and a Predicated Investigation or for the purpose of validating, vetting or determining the suitability of another CHS as part of an Assessment.

**18.5.5.3 (U) APPROVALS**

(U//~~FOUO~~) All investigative methods should be evaluated to ensure compliance with the admonition that the FBI should use the least intrusive method if reasonable based upon the circumstances of the investigation. That requirement should be particularly observed during an Assessment when using a CHS because the use of a CHS during an Assessment may be more intrusive than many other investigative methods. Use of a CHS in an Assessment should take place only after considering whether there are effective, less intrusive means available to obtain the desired information. The CHS must comply with all constitutional, statutory, and regulatory restrictions and limitations. In addition:

- A) (U//~~FOUO~~) CHS use and direction must be limited in focus and scope to what is necessary to accomplish the authorized purpose and objective of the Assessment or Predicated Investigation.

b7E

b7E

b7E

B) (U//~~FOUO~~) During an Assessment [redacted]

b7E

[redacted] (see the Special Rule for Religious Services and the Special Rule for Other Sensitive Organizations below) only to the extent that such information is necessary to achieve the specific objective of the Assessment. If such contact reveals information or facts about an individual, group or organization that meets the requirements to open a Predicated Investigation, a Predicated Investigation may be opened, as appropriate.

C) (U//~~FOUO~~) **Special Rule for Religious Services** – regardless of whether it is open to the general public:1) (U//~~FOUO~~) *In Assessments:* [redacted]

b7E

[redacted] An FBI employee attending a religious service overtly must have SSA approval. Higher approvals may be required under certain circumstances, such as attendance that rises to the level of UDP (see DIOG Section 16).

2) (U//~~FOUO~~) *In Predicated Investigations:* [redacted]

b7E

[redacted] An FBI employee attending a religious service overtly must have SSA approval. Higher approvals may be required under certain circumstances, such as attendance that rises to the level of UDP (see DIOG Section 16).

(see DIOG Section 18.6.13).

D) (U//~~FOUO~~) **Special Rule for Other Sensitive Organizations:**1) (U//~~FOUO~~) *In Assessments:* [redacted]

b7E

[redacted]

2) (U//~~FOUO~~) *In Predicated Investigations:* [redacted]

b7E

[redacted]

E) (U//~~FOUO~~) **Public Information:** [redacted]

b7E

[redacted]

F) (U//~~FOUO~~) **Non-Public Information:** [redacted]

b7E

[redacted]

G) (U//~~FOUO~~) [redacted]

b7E

[redacted]

[REDACTED] This principle does not, however, eliminate the legal concept of a consent search or the doctrine of misplaced confidence that may be relied on by the government to gain access to otherwise protected places or information when the CHS has been granted access by a consenting party and the CHS stays within the scope of the consent provided. The doctrine of misplaced confidence provides that a person assumes the risk when dealing with a third party that the third party might be a government agent and might breach the person's confidence [REDACTED]

b7E

(U) Example:

(U//~~FOUO~~) Scenario: [REDACTED]

b7E

(U//~~FOUO~~) Response: [REDACTED]

b7E

(U//~~FOUO~~) [REDACTED]

b7E

#### 18.5.5.4 (U//~~FOUO~~) APPLICABILITY OF THE MISPLACED CONFIDENCE DOCTRINE DURING CHS ONLINE ACTIVITY

(U//~~FOUO~~) [REDACTED]

b7E

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

uidelines.

#### 18.5.5.5 (U) USE/DISSEMINATION

(U//~~FOUO~~) The use or dissemination of information obtained by this method must comply with the AGG-Dom, DIOG Section 14, and the [redacted]

b7E

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

*This Page is Intentionally Blank*

UNCLASSIFIED - FOR OFFICIAL USE ONLY

Domestic Investigations and Operations Guide

\$18

### 18.5.6 (U) INVESTIGATIVE METHOD: INTERVIEW OR REQUEST INFORMATION FROM THE PUBLIC OR PRIVATE ENTITIES

(U) See AGG-Dom, Part II.A.4.f; AGG-Dom, Part II.B.4.

#### 18.5.6.1 (U) SCOPE

(U//~~FOUO~~) An interview is the questioning of an individual (including a subject or target) in order to gather information that is pertinent to and within the scope of an authorized Assessment or Predicated Investigation, or otherwise within the scope of FBI authority. An "interrogation" is a type of interview. For purposes of this policy provision, the terms "interview" and "interrogation" are interchangeable. In accordance with DIOG Section 5.1.1, the initial questioning of a complainant is not an interview, nor is re-contacting a complainant to clarify information that was initially provided. Normally, an FBI employee should disclose the employee's affiliation with the FBI and true purpose of the interview at the outset. The person being interviewed is voluntarily providing information and his/her Constitutional rights must be respected.

(U//~~FOUO~~) It is the policy of the FBI that an employee<sup>27</sup> must not use force, threats, improper promises, or physical abuse when conducting an interview, or the threat of such abuse to the person being interviewed, or to any third party. It is also the policy of the FBI that an employee must not impose severe physical conditions on the person being interviewed.

(U//~~FOUO~~) All persons, whether in custody or not, located domestically or overseas, who are interviewed by FBI employees must be treated in accordance with FBI policy at all times. In addition, FBI employees must adhere, at all times, to the Constitution and laws of the United States, including but not limited to the prohibition against torture found in chapter 113C of title 18, United States Code, when conducting any interview or interrogation regardless of geographic location of the interview or interrogation.

(U//~~FOUO~~) FBI employees may not obtain a statement by force, threats, or improper promises. FBI employees do not have the authority to promise leniency or immunity from prosecution. Additionally, the interviewer should make reasonable efforts to obtain information that is accurate, relevant, timely, and complete. An interview may only elicit a description of how an individual exercises a right guaranteed by the First Amendment to the Constitution if such information is pertinent to and within the scope of an authorized activity; similarly, regardless of how such information is elicited, it may not be maintained in FBI files unless it is pertinent to and within the scope of an authorized activity.

(U//~~FOUO~~) Nothing in this section prohibits asking for or accepting volunteered access to personal or real property. "Consent Searches" are authorized in Assessments, as well as in Predicated Investigations.

(U//~~FOUO~~) [REDACTED]

b7E

<sup>27</sup> The term "FBI employee" includes, but is not limited to, an operational/administrative professional staff person, intelligence analyst, special agent, task force officer (TFO), task force member (TFM), task force participant (TFP), detailee, and FBI contractor.

(U//~~FOUO~~) *Note:* If the originator of information reported to the FBI characterizes an individual, group, or activity in a certain way, and that characterization should be documented for completeness of the FBI record, the FBI record (i.e., 302, EC, LHM) should reflect that another party, and not the FBI, is the originator of the characterization.

#### 18.5.6.2 (U) APPLICATION

(U//~~FOUO~~)

b7E

#### 18.5.6.3 (U) VOLUNTARINESS

(U//~~FOUO~~) Information that is sought during an interview must be provided voluntarily. It is the policy of the FBI that an employee must not use force, threats, improper promises, or physical abuse when conducting an interview, or the threat of such abuse to the person being interviewed, or to any third party. It is also the policy of the FBI that an employee must not impose severe physical conditions on the person being interviewed.

(U//~~FOUO~~) FBI employees do not have the authority to promise leniency or immunity from prosecution. If, during a non-custodial interview, the interviewee indicates he or she wishes to consult an attorney, the interviewer should assess whether continuing the interview would negatively affect the voluntariness of any further information provided. In determining whether a statement has been given voluntarily, courts evaluate a "totality of the circumstances," which may include consideration of the following factors:

- A) (U//~~FOUO~~) Whether the interviewee was notified of any charges against him/her or advised of his/her rights;
- B) (U//~~FOUO~~) The interviewee's age, intelligence, experience, and physical condition;
- C) (U//~~FOUO~~) Whether there was any physical abuse or threats of abuse during the interview;
- D) (U//~~FOUO~~) The number of officers present and whether weapons were displayed during the interview;
- E) (U//~~FOUO~~) Whether threats or psychological pressure was used during the interview;
- F) (U//~~FOUO~~) Whether the interviewee was deprived of food, sleep, medication, or outside communication during the interview;

b7E

- G) (U//~~FOUO~~) The duration of the interview, and whether any trickery, ruse, or deception was used; and
- H) (U//~~FOUO~~) Whether there were any promises of leniency or other inducements made during the interview.

(U//~~FOUO~~) See Sections 18.5.6.3.8, 18.5.6.3.9, and 18.5.6.4.13 below for additional considerations when interviewing juveniles.

(U//~~FOUO~~) These factors are illustrative. The presence of any one or more of the factors mentioned above will not necessarily make a statement involuntary.

#### 18.5.6.4 (U) APPROVAL / PROCEDURES

(U//~~FOUO~~) Generally, interviews do not require supervisory approval, except for:

- A) (U//~~FOUO~~) Circumstances involving the Advice of Rights in Connection with Operational Terrorists inside the United States (See Section 18.5.6.4.1.4 below);
- B) (U) Contact with Represented Parties (See Section 18.5.6.4.5 below);
- C) (U) Member of the U.S. Congress and their Staffs (See Section 18.5.6.4.6 below);
- D) (U) White House Personnel (See Section 18.5.6.4.7 below);
- E) (U) Members of the News Media (See Section 18.5.6.4.8 below); and
- F) (U//~~FOUO~~) [REDACTED]

b7E

(U//~~FOUO~~) No policy or PG may contradict, alter or otherwise modify the interview standards of the DIOG, i.e., requiring approvals for other types of interviews not specified above, etc. PGs may, however, require prior notice to FBIHQ for other interview types.

#### 18.5.6.4.1 (U) DOMESTIC CUSTODIAL INTERVIEWS<sup>30</sup>

(U//~~FOUO~~) An FBI employee must advise a person who is in custody of his/her *Miranda* rights, per the [REDACTED] *FD-395* form, before beginning an interview inside the United States with the exception of questioning reasonably prompted by a concern for public safety (discussed below) including the exception of questioning reasonably prompted by a concern for public safety (See DIOG Section 18.5.6.4.1.3 below) [REDACTED]

[REDACTED] (See DIOG Section 18.5.6.4.1.4 below). It is critical that the person understand his/her rights before questioning. By signing the FD-395, the defendant acknowledges that he/she has been advised of his/her rights and is willing to proceed without a lawyer present. Once the advice of rights is provided and the interviewee voluntarily, knowingly, and intelligently waives those rights, the interview may proceed until such time as the interviewee invokes a right to silence and/or counsel. [REDACTED]

(U//~~FOUO~~) A person is “in custody” for purposes of *Miranda* when his/her freedom of movement is significantly restricted. Custody can arise short of formal arrest when, judging from the totality of the circumstances, a reasonable person in the position of the interviewee

<sup>30</sup> (U) [REDACTED]

b7E

would believe that he/she is in custody. A brief, temporary investigative detention is not custody provided it is reasonable in scope. In assessing whether a temporary detention is reasonable in scope and thus not custody for purposes of *Miranda*, factors to consider include the degree of force used to affect the detention, use of restraining devices and whether the individual was moved from the location of the stop. Employees can clarify custodial status by telling the person that he/she is not under arrest. See DIOG subsection 18.5.6.4.17.3 below regarding requirements for recording custodial interviews. All statements made during a custodial interview of persons arrested by the FBI for federal crimes,<sup>31</sup> prior to initial appearance and while in a place of detention with suitable recording equipment, must be electronically recorded (with very limited exceptions as listed in DIOG subsection 18.5.6.4.17.4, below).

#### **18.5.6.4.1.1 (U) MIRANDA WARNINGS REQUIRED DOMESTICALLY**

(U//~~FOUO~~) *Miranda* warnings are required when a person:

- A) (U//~~FOUO~~) Has been arrested and is in federal, tribal, state, or local custody;
- B) (U//~~FOUO~~) Is significantly restricted in his freedom of movement to a degree normally associated with a formal arrest; or
- C) (U//~~FOUO~~) Regardless of custody, has previously been formally charged, prosecution is pending, and the subject matter of the interview concerns the pending charge.

(U//~~FOUO~~) For the purposes of *Miranda*, an interview refers to express questioning and any words or actions that are reasonably likely to elicit an incriminating response. In a custodial interview, the individual must be advised of the names and official identities of the employee(s) conducting the interview, the nature of the inquiry, and provided *Miranda* warnings, per the FD-395 form, before being interviewed. After being advised of his/her rights, if an interviewee who is in custody, invokes the right to counsel and/or the right to remain silent, this must be honored and the interview must cease. However, once the advice of rights is provided and the interviewee voluntarily, knowingly, and intelligently waives those rights, the interview may proceed until such time as the interviewee invokes a right to silence and/or counsel. While an express waiver, including signing a waiver portion of the FD-395, is preferred. [REDACTED]

b7E

Once the interviewee invokes his or her right to remain silent and/or right to counsel, the interview must immediately be terminated. The fact that the interviewee invoked the right to counsel and/or the right to remain silent should be recorded on the FD-395 and the form should be executed in all other respects.

#### **18.5.6.4.1.2 (U) MIRANDA WARNINGS NOT REQUIRED DOMESTICALLY**

(U//~~FOUO~~) There are certain custodial interviews in which the protection *Miranda* provides against self-incrimination may not be served by reading the standard warnings and obtaining a waiver. In the following circumstances, *Miranda* warnings are not required for custodial interviews:

- A) (U//~~FOUO~~) standard booking questions;

<sup>31</sup> This policy does not apply to a person arrested for a state or local crime during a joint or Task Force investigation.

- B) (U//~~FOUO~~) an interview of the incarcerated individual as a victim or witness in an unrelated matter that does not pertain to any pending charges against the interviewee;
- C) (U//~~FOUO~~) the public safety exception (discussed in more detail below); and
- D) (U//~~FOUO~~) in connection with arrests of operational terrorists inside the United States (discussed in more detail below).

#### **18.5.6.4.1.3 (U//~~FOUO~~) PUBLIC SAFETY EXCEPTION**

(U//~~FOUO~~) The warning and waiver of rights is not required when questions are asked that are reasonably prompted by a concern for public safety

b6  
b7C

[REDACTED] This public safety exception could also apply to other situations where imminent threat(s) to the safety of law enforcement officers or member(s) of the public could be alleviated by questions necessary to neutralize the threat.

#### **18.5.6.4.1.4 (U//~~FOUO~~) ADVICE OF RIGHTS IN CONNECTION WITH ARRESTS OF OPERATIONAL TERRORISTS INSIDE THE UNITED STATES<sup>32</sup>**

(U//~~FOUO~~) Identifying and apprehending suspected terrorists, interrogating them to obtain intelligence about terrorist activities and impending terrorist attacks, and lawfully detaining them so that they do not pose a continuing threat to our communities are critical to protecting the American people. The DOJ and the FBI believe that we can maximize our ability to accomplish these objectives by continuing to adhere to FBI policy regarding the use of *Miranda* warnings for custodial interrogation of operational terrorists<sup>33</sup> who are arrested inside the United States:

- A) (U//~~FOUO~~) If applicable, agents should ask any and all questions that are reasonably prompted by an immediate concern for the safety of the public or the arresting agents without advising the arrestee of his *Miranda* rights.<sup>34</sup>
- B) (U//~~FOUO~~) After all applicable public safety questions have been exhausted, agents should advise the arrestee of his/her *Miranda* rights and seek a waiver of those rights before any further interrogation occurs, absent the exceptional circumstances described below.

<sup>32</sup> (U//~~FOUO~~) This guidance applies only to arrestees who have not been indicted and who are not known to be represented by an attorney. For policy concerning the interrogation of indicted defendants, see Section 18.5.6.4.1; and for policy concerning contact with represented persons, see DIOG Section 18.5.6.4.5.

<sup>33</sup> (U//~~FOUO~~) For these purposes, an operational terrorist is an arrestee who is reasonably believed to be either a high-level member of an international terrorist group; or an operative who has personally conducted or attempted to conduct a terrorist operation that involved risk to life; or an individual knowledgeable about operational details of a pending terrorist operation.

<sup>34</sup> (U//~~FOUO~~) The Supreme Court held in *New York v. Quarles*, 467 U.S. 649 (1984), that if law enforcement officials engage in custodial interrogation of an individual that is "reasonably prompted by a concern for the public safety," any statements the individual provides in the course of such interrogation shall not be inadmissible in any criminal proceeding on the basis that the warnings described in *Miranda V. Arizona*, 384 U.S. 436 (1966), were not provided. The Court noted that this exception to the *Miranda* rule is a narrow one and that "in each case it will be circumscribed by the {public safety} exigency which justifies it." 467 U.S. at 657.

C) (U//~~FOUO~~) There may be exceptional cases in which, although all relevant public safety questions have been asked, agents nonetheless conclude that continued unwarned interrogation is necessary to collect valuable and timely intelligence not related to any immediate threat, and that the government=s interest in obtaining this intelligence outweighs the disadvantages of proceeding with unwarned interrogation.<sup>35</sup>

(U//~~FOUO~~) In these exceptional cases, agents must seek SAC approval, which cannot be delegated, to proceed with an unwarned interrogation after the public safety questioning is concluded. Whenever feasible, the SAC will consult with FBIHQ (including OGC) and DOJ attorneys before granting approval. Presentment of an arrestee may not be delayed simply to continue the interrogation, unless the arrestee has timely waived prompt presentment.

(U//~~FOUO~~) The determination whether particular unwarned questions are justified on public safety grounds must always be made on a case-by-case basis based on all the facts and circumstances. In light of the magnitude and complexity of the threat often posed by terrorist organizations, particularly international terrorist organizations, and the nature of their attacks, the circumstances surrounding an arrest of an operational terrorist may warrant significantly more extensive public safety interrogation without *Miranda* warnings than would be permissible in an ordinary criminal investigation. Depending on the facts, such interrogation might include, for example [redacted]

b7E

(U//~~FOUO~~) As noted above, if there is time to consult with FBIHQ (including OGC) and Department of Justice attorneys regarding the interrogation strategy to be followed prior to reading the arrestee his *Miranda* rights, the field office should endeavor to do so.

Nevertheless, the agents on the scene who are interacting with the arrestee are in the best position to assess what questions are necessary to secure their safety and the safety of the public, and how long the post-arrest interview can practically be delayed while interrogation strategy is being discussed.

#### 18.5.6.4.2 (U//~~FOUO~~) MIRANDA WARNINGS FOR SUSPECTS IN CUSTODY OVERSEAS

(U//~~FOUO~~) The decision to use or not use *Miranda* warnings during an overseas custodial interrogation will have to be made on a case-by-case basis and weigh many factors. Overall, if there is a reasonable likelihood of a prosecution in a U.S. civilian criminal court of the person being interrogated while in custody overseas, agents should discuss with FBIHQ, FBI OGC, and DOJ whether warnings should be provided to the person being interrogated. Once the determination is made to provide *Miranda* warnings as part of an overseas custodial

<sup>35</sup>(U//~~FOUO~~) The Supreme Court has strongly suggested that an arrestee's Fifth Amendment right against self-incrimination is not violated at the time a statement is taken without *Miranda* warnings, but instead may be violated only if and when the government introduces an unwarned statement in a criminal proceeding against the defendant. See *Chavez v. Martinez*, 538 U.S. 760, 769 (2003) (plurality op.); *id.* at 789 (Kennedy, J., concurring in part and dissenting in part); cf. also *id.* at 778-79 (Souter, J., concurring in the judgment); See also *United States v. Patane*, 542 U.S. 630, 641 (2004) (plurality opinion) ("[V]iolations [of the Fifth Amendment right against self-incrimination] occur, if at all, only upon the admission of unwarned statements into evidence at trial."); *United States v. Verdugo-Urquidez*, 494 U.S. 259, 264 (1990) ("[A] violation [of the Fifth Amendment right against self-incrimination] occurs only at trial.").

interrogation, if the person being interrogated invokes his right to remain silent or consult with an attorney, this invocation should be honored. If use of *Miranda* warnings is appropriate given the circumstances of the case, the following DOJ-approved modified waiver form should be used. The form is the *Standard Advice of Rights for Suspects in Foreign Custody*, FD-1081.

18.5.6.4.3      **(U) CONSTITUTIONAL RIGHTS TO SILENCE AND COUNSEL UNDER MIRANDA**

- A) (U//~~FOUO~~) **Silence:** If a custodial interviewee invokes his/her right to remain silent, FBI employees should not attempt a subsequent interview until a significant period of time has elapsed (a two-hour period has been held to be significant) or the interviewee requests to be interviewed anew. In either case, an FBI employee will ensure that the interviewee is again advised of his/her *Miranda* rights and indicates that he/she understand those rights before further questioning. If the interviewee again asserts his/her right to remain silent or the right to counsel, questioning must cease at that time. Assertion of the right to silence, like assertion of the right to counsel, must be unequivocal and unambiguous. A waiver of the right to remain silent occurs when an interviewee knowingly and voluntarily makes a statement; assertion of the right to remain silent requires more than mere silence in the face of questioning. This right, like the right to counsel, can be invoked at any time during custodial interrogation. Agents may continue questioning someone who has not clearly invoked his/her right to remain silent, but if the custodial interviewee asserts his/her right to silence, questioning must cease at that time.
- B) (U//~~FOUO~~) **Counsel:** If a custodial interviewee invokes his/her right to counsel, questioning must cease. FBI employees may not attempt a subsequent interview unless counsel is present, the custodial interviewee initiates contact, or there has been a break in custody of at least 14 days.
- 1) (U//~~FOUO~~) When a custodial interviewee who has invoked his/her right to counsel initiates a subsequent interview, an FBI employee must ensure that the interviewee is advised of and understands his/her *Miranda* rights before proceeding with the interview. Not every statement by a custodial interviewee can fairly be interpreted as initiating a subsequent interview. In order to constitute the initiation of an interview, the custodial interviewee must either directly request such or use words that are reasonably interpreted as expressing a desire to be interviewed. If the words used are ambiguous, the FBI employee should clarify the custodial interviewee's intent by asking directly whether the custodial interviewee wants to be interviewed. The words and responses, if any, to such clarifying questions should be documented. General conversation by a custodial interviewee cannot be interpreted as indicating a desire to be interviewed and cannot be used standing alone to predicate a second interview after the right to counsel has been invoked. If the interviewee again asserts his/her right to counsel, or invokes his/her right to silence, questioning must cease at that time.
  - 2) (U//~~FOUO~~) When an uncharged and/or unrepresented interviewee who has previously invoked his/her right to counsel experiences a break-in-custody of at least 14 days, he/she may be approached for a subsequent interview. FBI employees, however, must ensure that the custodial interviewee is again advised of and waives his/her *Miranda* rights before proceeding with the interview. A break-in-custody for these purposes can occur even if an interviewee is continuously incarcerated. Questions as to what constitutes a break-in-custody should be directed to the CDC or OGC.

3) (U//~~FOUO~~) Contact with a represented person outside the presence of his/her counsel may implicate state ethics rules for attorneys (AUSAs). Before making such contact, employees are encouraged to contact the CDC, OGC, or the USAO. Once a represented person has been charged, information may only be elicited from the person: 1) regarding an unrelated or uncharged matter or 2) when counsel is present. Questions as to whether an individual is in fact represented or may be questioned as to a particular matter should be directed to the CDC or OGC.

#### 18.5.6.4.4 (U) SIXTH AMENDMENT RIGHT TO COUNSEL

(U//~~FOUO~~) The Sixth Amendment Right to Counsel requires the government to advise and obtain a waiver of the Right to Counsel prior to interviewing the person to whom the right has attached. The Right to Counsel attaches upon indictment regardless of whether the indicted person realizes an indictment has been returned. The Right to Counsel also attaches upon the filing of information and at the time of an initial appearance on a Federal Complaint. The Right to Counsel is offense specific. When applicable, a warning regarding the Right to Counsel and subsequent knowing and voluntary waiver must occur prior to an interview, regardless of whether the person is in custody. Providing a person with a *Miranda* warning and obtaining a waiver per the use of Form FD-395 will permit the interview of the person after the Right to Counsel has attached. The Sixth Amendment right to counsel does not prohibit the government from re-contacting the subject if the subject refuses initially to waive this right or otherwise has requested or obtained counsel following an Initial Appearance. However, further attempts to interview the subject may be prohibited if the subject invoked his right to counsel and remained in continuous custody or there was an insufficient break in custody (consistent with *Miranda* and its progeny). In addition,

b7E

#### 18.5.6.4.5 (U) CONTACT WITH REPRESENTED PERSONS

(U//~~FOUO~~) CDC or OGC review is required before contact with represented persons in the absence of prior notice to counsel. Such contact may implicate legal restrictions and affect the admissibility of resulting evidence. Hence, if an individual is known to be represented by counsel in a particular matter, the CDC must follow applicable law and DOJ procedure when reviewing the request to contact the represented individual in the absence of prior notice to counsel. The SAC, CDC, or their designees, and the United States Attorney or his or her designees must consult periodically on applicable law and DOJ procedure relative to contact with represented persons. The field office may raise inconsistent application of: (i) state ethics rules; or (ii) rules for contacts with represented persons with the USAO and request that it consult with the DOJ Professional Responsibility Advisory Office. (AGG-Dom. Part V.B.1)

#### 18.5.6.4.6 (U) MEMBERS OF THE UNITED STATES CONGRESS AND THEIR STAFFS

(U//~~FOUO~~) Generally, FBI employees may accept information offered from Congressional offices just as they would accept information from other sources, and they may act upon it accordingly.

b7E

## 18.5.6.4.7 (U) WHITE HOUSE PERSONNEL

(U//~~FOUO~~) FBI employees may accept information offered by White House personnel just as they would accept information from other sources, and they may act upon it accordingly. [redacted]

[redacted] Additional guidance regarding contact with White House personnel may be found in the AG Memorandum captioned "Communications with White House and Congress" dated May 11, 2009. (See DIOG Appendix D) *Note:* [redacted]

## 18.5.6.4.8 (U) MEMBERS OF THE NEWS MEDIA

## 18.5.6.4.8.1 (U) APPROVAL REQUIREMENTS

(U) Attorney General approval, including notice to the Director of the DOJ's Office of Public Affairs, must be obtained prior to conducting an interview of a member of the news media for any offense which the member of the news media is suspected of having committed in the course of, or arising out of, the coverage or investigation of a news story, or while engaged in the performance of his/her official duties as a member of the news media. [redacted]

(U//~~FOUO~~) Requests for this approval must be submitted with an EC to the AD of the operational FBIHQ division that is responsible for the investigative classification and the AD of the Office of Public Affairs (OPA). The requesting EC must be reviewed by the CDC and approved by the SAC after coordinating the request with the local USAO. The EC must contain the necessary facts and investigative justification for the interview consistent with the DOJ guidelines set forth in 28 C.F.R. § 50.10(D). [redacted]

(U) *Note:* 28 C.F.R. § 50.10(b)(1)(ii) provides guidance on categories of individuals and entities not covered under the requirements set out above.

## 18.5.6.4.8.1.1 (U) EXIGENT CIRCUMSTANCES

(U) [redacted] may authorize the questioning of a member of the news media as described in DIOG subsection 18.5.6.4.8.1 if he/she determines that exigent use of such a technique is necessary [redacted]

b7E

(ID)

(U) See also the DOJ News Media Policy Memo, dated February 21, 2014, DOJ News Media Policy, and the DOJ News Media Policy Memo, dated January 14, 2015.

#### 18.5.6.4.8.2 (U) USE OF SUBTERFUGE WITH A MEMBER OF THE NEWS MEDIA

(U//~~FOUO~~) To the extent operational needs allow, investigators must operate openly and consensually with members of the news media

b7E

After consultation with the OPA and OGC, the AD of the operational division must decide whether to approve the request. If the request requires approval by DOJ (because the interview is related to an offense committed by the member of the news media during the course of news gathering) the AD of the operational division is responsible for submitting all requests for approval to the DOJ per 28 C.F.R. 50.10.

(U//~~FOUO~~) FBIHQ operational division PGs may contain additional notice requirements.

#### 18.5.6.4.9 (U) DURING AN ASSESSMENT - REQUESTING INFORMATION WITHOUT REVEALING FBI AFFILIATION OR THE TRUE PURPOSE OF A REQUEST

A) (U//~~FOUO~~) In the normal course of an interview, an FBI employee should divulge the employee's affiliation with the FBI and the true purpose of the interview.

b7E

B) (U//~~FOUO~~)

b7E

[Redacted] b7E

C) (U//~~FOUO~~) [Redacted] b7E

D) (U//~~FOUO~~) [Redacted] b7E

1) (U//~~FOUO~~) [Redacted] b7E

2) (U//~~FOUO~~) [Redacted] b7E

3) (U//~~FOUO~~) [Redacted] b7E

4) (U//~~FOUO~~) [Redacted] b7E

5) (U//~~FOUO~~) [Redacted] b7E

6) (U//~~FOUO~~) [Redacted] b7E

7) (U//~~FOUO~~) [Redacted] b7E

18.5.6.4.10 (U) *CONSULTATION AND DISCUSSION*(U//~~FOUO~~)

b7E

18.5.6.4.11 (U) *EXAMPLES*18.5.6.4.11.1 (U) *EXAMPLE 1*(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

18.5.6.4.11.2 (U) *EXAMPLE 2*(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

18.5.6.4.11.3 (U) *EXAMPLE 3*(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

**18.5.6.4.11.4 (U) EXAMPLE 4**(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

**18.5.6.4.11.5 (U) EXAMPLE 5**(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

**18.5.6.4.11.6 (U) EXAMPLE 6**(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

**18.5.6.4.11.7 (U) EXAMPLE 7**(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

**18.5.6.4.11.8 (U) EXAMPLE 8**(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

**18.5.6.4.11.9 (U) EXAMPLE 9**(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

18.5.6.4.12    **(U//~~FOUO~~) PREDICATED INVESTIGATIONS - REQUESTING INFORMATION WITHOUT REVEALING FBI AFFILIATION OR THE TRUE PURPOSE OF A REQUEST**

(U//~~FOUO~~) In the normal course of an interview, the FBI employee should divulge the employee's affiliation with the FBI and the true purpose of the interview.  

(U//~~FOUO~~)

b7E

b7E

18.5.6.4.13    **(U) INTERVIEWS OF JUVENILES**

(U//~~FOUO~~) When determining whether to interview a juvenile (anyone under the age of eighteen) who does not fall within the provisions of the JDA above, e.g., when interviewing a juvenile as a witness or subject prior to arrest, and, if so, determining the scope and tactics that will be used, the FBI employee should consider the age and competency of the juvenile, whether the juvenile is emancipated, the juvenile's relationship to the suspect(s), safety concerns, the gravity of the offense at issue, any alternative sources of evidence, the importance of the information or potential testimony to the investigation, and the juvenile's degree of involvement, if any, with the offense. If the interview is custodial, compliance with the provisions of the Juvenile Delinquency Act (JDA) below is necessary. In determining whether a juvenile is in custody the test remains an objective test –was there a formal arrest or a deprivation of freedom of movement equivalent to an arrest. However, with respect to juveniles, if the juvenile's age is known to the interviewer or is objectively apparent, the juvenile's age is to be considered in the custody analysis. This is not to say that age is the determining or decisive factor in every case, but it recognizes that age is to be considered given a reasonable adult may view the circumstances surrounding the interview differently than a reasonable juvenile. If the juvenile is placed under arrest, the procedures listed in 18.5.6.4.14 must be followed. If not under arrest, but based on the objective circumstances surrounding the interview, including the juvenile's age, the juvenile is deemed to be in custody, the interviewer should advise the juvenile of their rights as set forth in the FD-395 and cease the interview if the juvenile invokes a right. Parental consent for a juvenile interview should be obtained when feasible under the circumstances of the investigation.

- A) (U//~~FOUO~~) Special consideration should be given to child interviews and to interviews of juveniles who are of a tender age, maturity, or have a significant developmental disability. To the extent appropriate, agents should make use of local child protective services to aid in interviewing a child -- especially for an offense involving sexual exploitation of the child. The agents should consider seeking approval to video and/or audio record child interviews to

address potential allegations that the child was manipulated and to have an unimpeachable record in case the child's statement changes.

- B) (U//~~FOUO~~) Federal statutes and the Attorney General Guidelines on Victim and Witness Assistance require federal investigators to utilize sensitive and developmentally appropriate practices designed to elicit the most accurate information from child victims and witnesses and to reduce unnecessary and additional trauma to these children. An interview should be appropriate for the age and developmental level of the child. It may be advisable in some instances for FBI employees to seek assistance with interviewing children – possibly by utilizing local child protective services – particularly, when the child is very young, developmentally disabled, or extremely traumatized. Interviews of child victims and witnesses, regardless of the type of crime, should be conducted by personnel properly trained in the techniques designed to best elicit accurate information from a child while minimizing additional trauma.

#### 18.5.6.4.14 (U) *INTERVIEWS OF JUVENILES AFTER ARREST*

(U//~~FOUO~~) Under the Juvenile Delinquency Act (JDA), a juvenile is anyone who commits a federal crime before his or her eighteenth birthday and who has not yet reached age twenty-one (21) before being charged. The provisions of the JDA, 18 U.S.C. § 5031 *et seq.*, apply upon arrest. When an agent interviews a juvenile in custody, after arrest and prior to initial appearance while in a place of detention with suitable recording equipment, the statement must be recorded in accordance with DIOG subsection 18.5.6.4.17.3.

- A) (U//~~FOUO~~) Whenever a juvenile is arrested for a violation of federal law, he/she must be immediately advised of his/her legal rights and the United States Attorney must be notified. The juvenile's parents, guardian or custodian must also be immediately notified of his/her arrest as well as his/her rights and the nature of the alleged offense. After notification has been made, FBI employees must allow a parent, guardian, or custodian access to the juvenile if requested by the juvenile or by a parent, guardian or custodian of the juvenile. The juvenile must be promptly taken before a magistrate if a magistrate is available. If no magistrate is immediately available, the juvenile must be taken to a magistrate without undue delay.
- B) (U//~~FOUO~~) Whether a juvenile may be interviewed for a confession or admission of his own guilt between the time of his arrest for a federal offense and his initial appearance before the magistrate depends on the law of the circuit in which the arrest occurs. If the interrogation is not allowed under the law of the circuit, information volunteered by the arrested juvenile concerning his own guilt should be recorded in the FBI employee's notes for use in subsequent proceedings; clarifying questions may be asked as necessary to make certain the FBI employee correctly understands what the juvenile intends to say. The volunteered statement may be reduced to writing if such action does not involve any delay in the juvenile's appearance before the magistrate. Any questions concerning the law that applies in the particular circuit should be directed to the CDC.
- C) (U//~~FOUO~~) A juvenile may be questioned concerning the guilt of a third party if such questioning does not cause any delay in bringing him/her before the magistrate.
- D) (U//~~FOUO~~) These special requirements apply only after the arrest of a juvenile, as defined by federal law, for a federal offense. They do not apply when the juvenile is under arrest by state or local officers on a state or local charge but is suspected of having committed a federal offense. FBI employees may question a juvenile in custody on a non-federal charge about a federal offense for which he/she is a suspect. FBI employees are cautioned, however, that they may not collude or create the appearance of collusion with non-federal officers to delay an arrest on federal charges to circumvent the JDA requirements.

E) (U//~~FOUO~~) A juvenile may waive his Fifth Amendment rights and consent to a post-arrest custodial interview if permitted by the law of the circuit. Whether a waiver is knowing and voluntary will be determined based on the totality of the circumstances surrounding the interview. Among the factors the court will likely consider are the juvenile's age, experience, education, background, and intelligence, and whether he/she has the capacity to understand the warnings given, the nature of Fifth Amendment rights, and the consequences of waiving them. The presence and co-signature of a parent or guardian during the waiver of rights (FD-395) is not required for a voluntary waiver, although it is a factor to be considered and might help dispel any notion that the juvenile was coerced. The AUSA must approve a post-arrest custodial interview of a juvenile.

#### 18.5.6.4.15 (U) DOCUMENTATION

(U//~~FOUO~~) When it is anticipated that the results of an interview may become the subject of court testimony, the interview must be recorded on an FD-302 [redacted] b7E

[redacted] See DIOG subsection 18.5.6.4.15.1 below for guidance on the use of the FD-302. The FD-302 must contain a record of statements made by the interviewee and not contain the interviewer's opinion or contextual comments. If the interviewer's opinions or contextual comments are relevant, they must be documented in [redacted] or other appropriate document.

If the interviewee characterizes an individual, group, or activity in a certain way, FBI records (i.e., 302s, ECs, LHM)s) should reflect that the interviewee, not the FBI, is the source of the characterization.

(U//~~FOUO~~) Certain types of written material developed during the course of an interview must be retained including:

A) (U//~~FOUO~~) Written statements signed by the witness. When possible, written statements should be taken in all investigations in which a confession or admission of guilt is obtained unless the confession is obtained during an electronically-recorded interview session. If a witness gives a signed statement, and then gives additional information orally, both the signed statement and the oral information should be recorded on an FD-302 or [redacted] b7E

B) (U//~~FOUO~~) Written statements, unsigned by the witness, but approved or adopted in any manner by the witness. An example of such a written statement would be a written statement that the subject orally admits is true but will not sign; and

C) (U//~~FOUO~~) Original notes of an interview when the results may become the subject of court testimony. Materials generated via email, text messages, or similar means during an online interview must be retained as original notes. Because some forms of synchronous communication tools, such as text messaging, have limited or no storage, print, or production capabilities, they should not be used for substantive communications with law enforcement colleagues or civilians who may become witnesses. **If these tools are, nonetheless, used for substantive communications as part of an interview, the communications must be memorialized verbatim in an FD-302.**

D) (U//~~FOUO~~) If an FBI employee and an AUSA conduct an interview, and the AUSA asks or tells the FBI employee to refrain from recording the substance of the interview or taking notes, the FBI employee should decline to participate in the interview and should not be present when it takes place unless the interview is part of the trial preparation of the witness (or unless another law enforcement agent present is given the responsibility for taking notes and documenting the substance of the interview). FBI employees generally do not report the substance of trial preparation unless new material information or impeachment information is developed. FBI employees should consult with the trial AUSA to determine how to document

any new information, including impeaching information, developed during the trial preparation interviews.

E) (U) [REDACTED]

b7E

(U) See also DIOG Section 3.3.1.14 (Retain Original Notes Made During An Investigation).

(U//~~FOUO~~) All original handwritten interview notes must be retained as "original note material" in [REDACTED] of a file. The original handwritten notes may be scanned, but the physical original handwritten notes must be retained regardless of whether or not the notes are scanned. Also see [REDACTED]

#### 18.5.6.4.16 (U) USE OF THE FD-302

(U) **Documenting Information of Record:** Any matter that may be testimonial must be documented using an FD-302 within [REDACTED]

b7E

(U) Whenever a person being interviewed could be called upon to testify at any time in a future trial, or hearing, the results of the interview must be reported in an FD-302.

(U) All FBI employees present during an interview [REDACTED] must be identified by name on the FD-302. The employee preparing the FD-302 is listed as the author of the document and all other employees present must be listed as co-authors. The author and co-author(s) of the FD-302 must review the FD-302, and then electronically sign the final FD-302 [REDACTED] to attest it is accurate and complete. If someone other than an FBI employee and co-author(s) are present during the interview, [REDACTED]

[REDACTED] the third party's presence during all or part of the interview must be noted in the FD-302.

(U) The FD-302 opening paragraph must state the official identity of the interviewing agent(s), the purpose of the interview, and the identity of the individual being interviewed to include relevant identifying information such as a date of birth, address, or other identifying data. It is also permissible to place more details or extensive personal, biographical, criminal history, business related information, other agency record information, etc in the body or at

36 (U) [REDACTED]

the end of the report. When an ongoing interview is carried out over a period of days, the dates should also be set out in the details of the FD-302. In such cases, the report should clearly delineate the particular date(s) the information was obtained. A composite interview report may be utilized in certain circumstances (see "composite FD-302" below for additional guidance).

(U) If during an interview, the interviewee provides unrelated information relevant to other criminal, national security, intelligence, or public safety matters from the original purpose of the interview, the interviewer may take the information. When documenting such unrelated information, each topic must be documented in a separate FD-302, filed to the appropriate investigative classification, and disseminated as appropriate.

(U) The preparation of the FD-302 must be initiated as soon as practicable [redacted]  
[redacted] following the conclusion of the interview or other activity that may be testimonial.

(U) Interview notes must be retained in accordance with DIOG subsections 3.3.1.14 and 18.5.6.4.15 above.

(U) **Composite FD-302:** In limited situations involving an extended or a series of related interviews of a subject, witness, or victim, the preparation of a composite FD-302 may be necessary. Preparation of a composite FD-302 at the conclusion of the interview may be the most logical and orderly way in which to document the totality of the interview. In these situations, in the judgment of the interviewer, a single composite FD-302 might be appropriate when:

b7E

- (U) [redacted]

(U) If agents elect to prepare a composite FD-302, they must, without exception, ensure the composite FD-302 captures all material information in the extended interviews, including that which may also be considered exculpatory or impeaching. This includes, but is not limited to, any materially inconsistent statements of the witness and anything that may tend to mitigate guilt or punishment of the accused.

(U) The preparation of the composite FD-302 must be initiated as soon as practicable. [redacted]  
[redacted] following the conclusion of the last interview.

(U) Interview notes must be retained in accordance with DIOG subsections 3.3.1.14 and 18.5.6.4.15.

(U) **Adoption of an FD-302:** In consultation with the assigned AUSA or DOJ attorney, the agent may seek to have the interviewee adopt an FD-302 as the statement he/she intended to give. Adoption by the witness may be in the form of (1) a signed statement, (2) an unsigned statement adopted by oral declaration, or (3) the report of information furnished by the witness, the substance of which was reviewed fully with the witness and adopted by the interviewee as the full and correct report of the statement he/she desired to furnish. Should the witness adopt an FD-302 as their statement, the agent must have the witness declare that it represents a full and correct report of their statement and then sign and date the first page of the FD-302, including any corrections, edits or additions he/she make on that page. The witness should also initial and date each subsequent page of the report and also make any corrections, edits or additions to the FD-302. The adoption of the FD-302 by the witness can provide a defense to any allegations that the FD-302 represents information the interviewer claims the witness said, rather than what the witness actually stated. The original [redacted]

[redacted] FD-302 adopted by the witness should be retained in [redacted] of the investigative file after it has been scanned and electronically placed into the relevant investigative file(s).

b7E

#### 18.5.6.4.17 (U) ELECTRONIC RECORDING OF INTERVIEWS

##### 18.5.6.4.17.1 (U) OVERVIEW

(U) [redacted]

(U//~~FOUO~~) [redacted](U//~~FOUO~~) [redacted](U//~~FOUO~~) [redacted]

b7E

**18.5.6.4.17.2 (U) RECORDED NON-CUSTODIAL INTERVIEWS****18.5.6.4.17.2.1 (U) OVERTLY RECORDED NON-CUSTODIAL INTERVIEWS**

(U//~~FOUO~~) FBI employees have the option to conduct an overtly recorded non-custodial interview. An overtly recorded interview occurs when an FBI employee, identified as such, advises the interviewee that the interview is or will be recorded, or the interviewee is otherwise clearly aware that the interview is in fact being recorded [redacted]

b7E

(U//~~FOUO~~) The FBI employee must provide notification to [redacted] as soon as practicable [redacted] after completion of an overtly recorded non-custodial interview(s). The notification may be in the form of the interview summary FD-302 described in DIOG subsection 18.5.6.4.17.2.2 below.

(U//~~FOUO~~) Additionally, prior to conducting the interview, the interviewing employee should consider the factors listed below [redacted]

- A. (U//~~FOUO~~) Whether the purpose of the interview is to gather evidence for prosecution or intelligence for analysis or both;
- B. (U//~~FOUO~~) If prosecution is anticipated, the type and seriousness of the crime, including, in particular, whether the crime requires mens rea, or a mental element, such as knowledge or intent to defraud, proof of which would be considerably aided by the interviewee's admissions in his/her own words;
- C. (U//~~FOUO~~) Whether the interviewee's own words and appearance (in video recordings) would help rebut any doubt about the meaning, context or voluntariness of his/her statement or confession raised by his/her age, mental state, educational level, or understanding of the English language; or is otherwise expected to be an issue at trial, such as to rebut an insanity defense; or may be of value to behavioral analysts;
- D. (U//~~FOUO~~) If interviewers anticipate that the interviewee might be untruthful during an interview, whether a recording of the false statement would enhance the likelihood of charging and convicting the person for making a false statement;
- E. (U//~~FOUO~~) The sufficiency of other available evidence to prove the charge beyond a reasonable doubt;
- F. (U//~~FOUO~~) The preference of the USAO and the Federal District Court regarding recorded interviews or confessions;
- G. (U//~~FOUO~~) Local laws and practice—particularly in task force investigations where state prosecution is possible;
- H. (U//~~FOUO~~) Whether interviews with other witnesses or subjects in the same or related investigations have been electronically recorded; and
- I. (U//~~FOUO~~) The potential to enlist the witness or subject's cooperation and the value of using his/her own words to elicit his/her cooperation.

UNCLASSIFIED -~~FOR OFFICIAL USE ONLY~~

Domestic Investigations and Operations Guide

\$18

18.5.6.4.17.2.2     (U) *OVERTLY RECORDED NON-CUSTODIAL INTERVIEW: DOCUMENTATION AND HANDLING*

(U//~~FOUO~~) After completing the recorded interview, the FBI employee must document the fact that the interview took place in an FD-302.

b7E

(U//~~FOUO~~)

(U//~~FOUO~~)

(U//~~FOUO~~) Any handwritten notes taken during the recorded interview must be retained as original note material. See also DIOG Section 3.3.1.14 ("Retain Original Notes during an Investigation").

18.5.6.4.17.2.3     (U) *SURREPTITIOUSLY RECORDED NON-CUSTODIAL INTERVIEWS*

(U//~~FOUO~~)

18.5.6.4.17.2.4     (U) *SURREPTITIOUSLY RECORDED NON-CUSTODIAL INTERVIEW:  
DOCUMENTATION AND HANDLING*

(U//~~FOUO~~)(U//~~FOUO~~)(U//~~FOUO~~)

(U//~~FOUO~~) Any handwritten notes taken during the recorded interview must be retained as original note material. See also DIOG Section 3.3.1.14 (“Retain Original Notes during an Investigation”).

18.5.6.4.17.3    (U) **CUSTODIAL RECORDED INTERVIEWS (WARRANT/PROBABLE CAUSE)**

18.5.6.4.17.3.1    (U) *OVERVIEW*

(U//~~FOUO~~) There is a presumption that statements made by persons in FBI custody must be recorded following arrest and prior to initial appearance when the arrestee is in a place

of detention with suitable recording equipment. All statements made during a custodial interview of persons arrested by the FBI for federal crimes,<sup>37</sup> prior to initial appearance and while in a place of detention with suitable recording equipment, must be electronically recorded (with very limited exceptions as listed in DIOG subsection 18.5.6.4.17.4, below) [redacted]

b7E

(U//~~FOUO~~) [redacted]

[redacted] For factors bearing on voluntariness, see DIOG subsection 18.5.6.3. For factors bearing on Miranda compliance, see DIOG subsection 18.5.6.4.1.1

(U//~~FOUO~~) Employees must use suitable equipment as approved by [redacted](U//~~FOUO~~) [redacted](U//~~FOUO~~) [redacted]

#### 18.5.6.4.17.3.2 (U) OVERTLY RECORDED CUSTODIAL INTERVIEWS

(U//~~FOUO~~) FBI employees may conduct an overtly recorded custodial interview. An overtly recorded custodial interview occurs when an FBI employee, identified as such,

<sup>37</sup> This policy does not apply to a person arrested for a state or local crime during a joint or Task Force investigation.

advises the interviewee that the interview is or will be recorded, or the interviewee is otherwise clearly aware that the interview is in fact being recorded, [redacted]

b7E

18.5.6.4.17.3.3     *(U) OVERTLY RECORDED CUSTODIAL INTERVIEW: DOCUMENTATION AND HANDLING*

(U//~~FOUO~~) After completing the recorded interview, the agent must document the fact that the interview took place in an FD-302. [redacted]

(U) The FBI will provide electronic copies for distribution pre-indictment. Post-indictment, the USAO will pay for transcripts of recordings as necessary.

(U//~~FOUO~~) Any handwritten notes taken during the recorded interview must be retained as original note material. See DIOG Section 3.3.1.14 ("Retain Original Notes during Investigation").

(U//~~FOUO~~) [redacted]

18.5.6.4.17.3.4     *(U) SURREPTITIOUSLY RECORDED CUSTODIAL INTERVIEWS*

(U//~~FOUO~~) FBI employees may conduct a surreptitiously recorded custodial interview. [redacted]

18.5.6.4.17.3.5     (U) *SURREPTITIOUSLY RECORDED CUSTODIAL INTERVIEW: DOCUMENTATION AND HANDLING*

(U//~~FOUO~~) After completing the recorded interview, the agent must document the fact that the interview took place in an FD-302.

(U) The FBI will provide electronic copies for distribution pre-indictment. Post-indictment, the USAO will pay for transcripts of recordings as necessary.

(U//~~FOUO~~) Any handwritten notes taken during the recorded interview must be retained as original note material. See DIOG Section 3.3.1.14 ("Retain Original Notes during Investigation").

(U//~~FOUO~~)

18.5.6.4.17.4    (U) **EXCEPTIONS TO MANDATORY RECORDING OF POST-ARREST CUSTODIAL INTERVIEWS**

(U//~~FOUO~~) Unless conducted pursuant to prior written approval, the interviewing employee must document in [redacted] as soon as practicable.

[redacted] after the completion of the interview, the exercise of an exception to the mandated requirement to record a custodial post-arrest interview [redacted] must be captioned. [redacted] and must specifically address the reason(s) why the interview was not recorded [redacted]. Upon [redacted] approval, [redacted] must be electronically placed into the substantive investigative case file, and a notification copy sent to the FBIHQ operational unit with program responsibility over the investigative classification, appropriate OGC/ILU or NLSB Unit, and to the Division's Compliance Officer. For tracking purposes and for a periodic review by DOJ, [redacted] must be electronically placed into file [redacted]. A copy of [redacted] documenting the basis for utilizing an exception to the mandatory recording of post-arrest custodial recorded interview policy must be made available to the AUSA by the "office of origin" field office overseeing the investigation.

- A. (U//~~FOUO~~) Refusal of subject to be recorded during the interview: If the subject is advised that the interview will be recorded and they indicate that they are willing to provide a statement but wish not to be recorded, then the recording need not take place.

a. (U//~~FOUO~~) [redacted]

[redacted]

- B. (U//~~FOUO~~) Public Safety Exception: If the questioning is reasonably prompted by an immediate concern for the safety of the public or the arresting agent under New York v. Quarles then recording is not mandatory (see, e.g. DIOG 18.5.6.4.1.3).

C. (U//~~FOUO~~) [redacted]

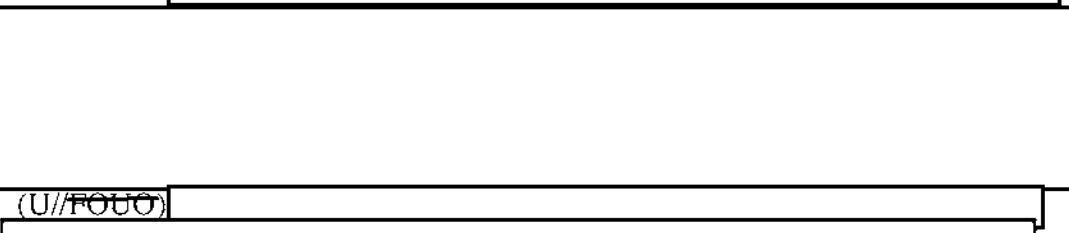
[redacted]

a. (U//~~FOUO~~) [redacted]

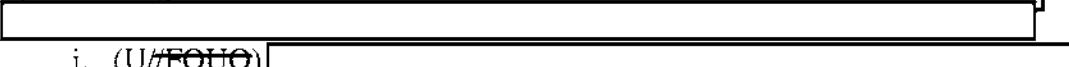
[redacted]

b. (U//~~FOUO~~) [redacted]

[redacted]

c. (U//~~FOUO~~) 

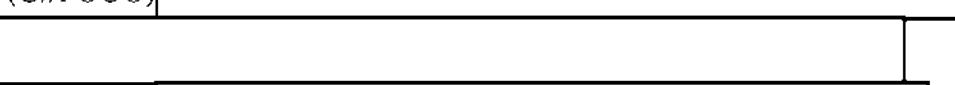
b7E

d. (U//~~FOUO~~) i. (U//~~FOUO~~) 

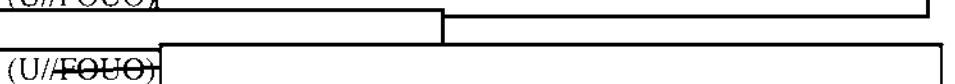
b7E

ii. (U//~~FOUO~~) 

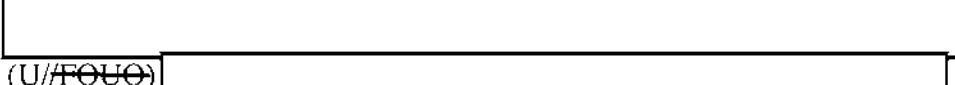
b7E

iii. (U//~~FOUO~~) 

b7E

iv. (U//~~FOUO~~) 

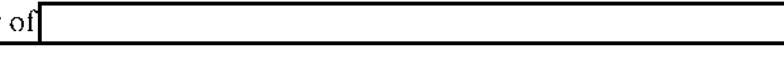
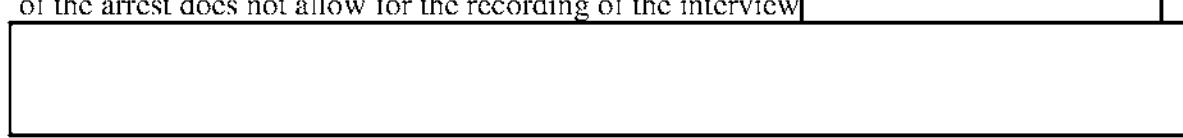
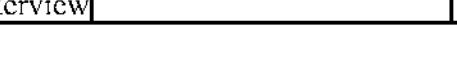
b7E

v. (U//~~FOUO~~) 

b7E

vi. (U//~~FOUO~~) 

b7E

c. (U//~~FOUO~~) This is not meant to be an exhaustive list and other considerations may counsel in favor of D. (U//~~FOUO~~) Recording is not reasonably practicable: In the event that the circumstances of the arrest does not allow for the recording of the interview 

E. (U//~~FOUO~~) "Residual" Exception: The [redacted]

[redacted] agree that a significant and articulable law enforcement [redacted]

[redacted] purpose requires not recording the

interview. Some considerations may include [redacted]

This exception is to be used judiciously and very infrequently.

b7E

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~

Domestic Investigations and Operations Guide

§18

**18.5.6.4.17.5 (U) ELECTRONICALLY RECORDED INTERVIEW REFERENCE  
TABLE**

(U//~~FOUO~~) See below quick reference table regarding electronically recorded interviews:

b7E

18.5.6.4.18 (U) **INTERVIEWS RELATING TO CLOSED FILES**

(U//~~FOUO~~) An interview initiated by an employee should only be conducted if it is within the scope of an open authorized Assessment or Predicated Investigation. On the other hand, there are situations in which an individual contacts the FBI to report information concerning a matter that has been closed or placed in a zero file classification, or is unrelated to any current or previous investigation. In these situations, an FBI employee may collect whatever information the person is willing to provide, except solely First Amendment information, and may document the results of the contact in an FD-71/Guardian, or with an EC or FD-302. These documents may be electronically placed in files that are relevant to an open Assessment or Predicated Investigation, a closed Assessment or Predicated Investigation, a zero classification file, or a control file (if no further investigative activity is required).

(U//~~FOUO~~)

b7E

18.5.6.4.19 (U) **FBIHQ OPERATIONAL DIVISION REQUIREMENTS**A) (U//~~FOUO~~) *Counterintelligence Division:*

b7E

B) (U//~~FOUO~~) *Other FBIHQ Divisions:* Each FBIHQ division may provide additional interview notice requirements in its PG.

18.5.6.5 (U) **USE/DISSEMINATION**

(U//~~FOUO~~) The use or dissemination of information obtained by this method must comply with the AGG-Dom and DIOG Section 14.

18.5.6.6 (U//~~FOUO~~) **OVERSEAS INTERVIEWS**18.5.6.6.1 (U//~~FOUO~~) **INTERVIEWS OUTSIDE THE UNITED STATES**

(U//~~FOUO~~) It is the policy of the FBI that an employee<sup>38</sup>

b7E

<sup>38</sup> The term “FBI employee” includes, but is not limited to, an operational/administrative professional staff person, intelligence analyst, special agent, task force officer (TFO), task force member (TFM), task force participant (TFP), detailee, and FBI contractor.

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~

Domestic Investigations and Operations Guide

\$18

(U//~~FOUO~~)

b7E

(U)

18.5.6.6.2      (U//~~FOUO~~) *MIRANDA WARNINGS FOR PERSONS IN CUSTODY OVERSEAS*

(U//~~FOUO~~)

3

b7E

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

*This Page is Intentionally Blank*

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~

**18.5.7 (U) INVESTIGATIVE METHOD: INFORMATION VOLUNTARILY PROVIDED BY GOVERNMENTAL OR PRIVATE ENTITIES**

(U) See AGG-Dom, Part II.A.4.g.

**18.5.7.1 (U) SCOPE**

(U//~~FOUO~~) An FBI employee may accept information voluntarily provided by federal, state, local, tribal, or foreign governmental or private entities and individuals. Voluntarily provided information includes, but is not limited to, oral as well as documentary and physical evidence such as a computer hard drive or other electronic media that contains information, paper documents containing information, or physical objects (e.g., handgun or narcotics).

(U//~~FOUO~~) Nothing in this section prohibits asking for or accepting volunteered access to personal or real property.

(U//~~FOUO~~) Note: Consent Searches are authorized in Assessments, as well as Predicated Investigations.

(U//~~FOUO~~) Note: If the originator of information reported to the FBI characterizes an individual, group, or activity in a certain way, and that characterization should be documented for completeness of the FBI record, the FBI record (i.e., 302, EC, LHM) should reflect that another party, and not the FBI, is the originator of the characterization.

**18.5.7.2 (U) APPLICATION**

(U//~~FOUO~~) [REDACTED]

b7E

**18.5.7.3 (U) APPROVAL**

(U//~~FOUO~~) Supervisory approval is not required to accept voluntarily provided information. Personnel may not request nor knowingly accept information where disclosure would be prohibited by federal law. See, e.g., 18 U.S.C. § 2702 (prohibiting an entity providing electronic communications services from divulging certain communications and other records, except in certain circumstances).

**18.5.7.4 (U) USE/DISSEMINATION**

(U//~~FOUO~~) The use or dissemination of information obtained by this method must comply with the AGG-Dom and DIOG Section 14.

UNCLASSIFIED -~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

*This Page is Intentionally Blank.*

**18.5.8 (U) INVESTIGATIVE METHOD: PHYSICAL SURVEILLANCE (NOT REQUIRING A COURT ORDER)**

(U) See AGG-Dom, Part II.A.4.h – “Engage in observation or surveillance not requiring a court order.” Note: Consent Searches are authorized in Assessments.

(U) [REDACTED]

b7E

**18.5.8.1 (U) SCOPE**

(U//~~FOUO~~) **Physical Surveillance Defined:** Physical surveillance is the deliberate observation of persons, places, or events, on either a limited or continuous basis, in areas where there is no reasonable expectation of privacy.

(U//~~FOUO~~) [REDACTED]

b7E

(U//~~FOUO~~) [REDACTED]

b7E

A) (U//~~FOUO~~) [REDACTED]

b7E

B) (U//~~FOUO~~) [REDACTED]

b7E

C) (U//~~FOUO~~) [REDACTED]

b7E

D) (U//~~FOUO~~) [REDACTED]

b7E

(U//~~FOUO~~) **Surveillance Enhancement Devices:** The use of mechanical devices operated by the user (e.g., binoculars; hand-held photographic or video cameras) [REDACTED]

[REDACTED] is authorized as

part of physical surveillance provided that the device is not used to collect information in [REDACTED] which a person has a reasonable expectation of privacy [REDACTED]

## 18.5.8.2 (U) APPLICATION

(U//~~FOUO~~) [REDACTED]

b7E

## 18.5.8.3 (U) APPROVAL

(U//~~FOUO~~) During an Assessment, physical surveillance may be approved for a period of time not to exceed [REDACTED] as explained further below.

b7E

18.5.8.3.1 (U//~~FOUO~~) **STANDARDS FOR OPENING OR APPROVING PHYSICAL SURVEILLANCE DURING AN ASSESSMENT**(U//~~FOUO~~) During an Assessment, in addition to the standards contained in DIOG Sections 5.5 and 5.8, the FBI employee and supervisor must consider the following:

- A) (U//~~FOUO~~) Whether the physical surveillance is rationally related to the articulated purpose and objective of the Assessment;
- B) (U//~~FOUO~~) Whether the physical surveillance is the least intrusive alternative for acquiring needed information;
- C) (U//~~FOUO~~) If the physical surveillance is for the purpose of determining a pattern of activity, whether there is a logical nexus between the purpose of the Assessment and the pattern of activity the employee is seeking to determine; and
- D) (U//~~FOUO~~) If being conducted in order to gather positive foreign intelligence, whether the surveillance is consistent with the requirement that the FBI employee operate openly and consensually with a USPER, to the extent practicable.

18.5.8.3.2 (U//~~FOUO~~) [REDACTED] FOR ASSESSMENTS

b7E

(U//~~FOUO~~) In an Assessment, an FBI employee must use the [REDACTED] FD-71

[REDACTED] FD-71a [REDACTED] Lead

Request form, or an EC [REDACTED]

b7E

[REDACTED] FD-71, Guardian, [REDACTED]

(U//~~FOUO~~) [REDACTED]

b7E

[Redacted]

b7E

18.5.8.3.3

(U//~~FOUO~~)

[Redacted]

b7E

(U//~~FOUO~~)

[Redacted] in an FD-71, Guardian, an EC, or other appropriate form requesting Assistant Special Agent in Charge (ASAC) approval. (Note: The [Redacted] approval standard, renewable for additional [Redacted] is

(U//~~FOUO~~)

[Redacted]

b7E

18.5.8.3.4

(U)

[Redacted]

(U//~~FOUO~~)

[Redacted]

b7E

b7E

#### 18.5.8.3.4.1 (U//~~FOUO~~) APPROVAL REQUIREMENTS

(U//~~FOUO~~)

[Redacted] must document the reason and objective for its use and be approved by an ASAC. The request and approval must be documented in a [Redacted] Guardian, an EC, or other appropriate form and electronically placed into the appropriate investigative file.

b7E

#### 18.5.8.3.4.2 (U//~~FOUO~~)

(U//~~FOUO~~)

[Redacted]

b7E

b7E

18.5.8.3.4.2.1

(U//~~FOUO~~)(U//~~FOUO~~)

[Redacted]

b7E

b7E

(U//~~FOUO~~) 

b7E

(U//~~FOUO~~) 

b7E

1) (U//~~FOUO~~) 

b7E

2) (U//~~FOUO~~) 

b7E

3) (U//~~FOUO~~) 

b7E

4) (U//~~FOUO~~) 

b7E

5) (U//~~FOUO~~) 

b7E

(U//~~FOUO~~) 

b7E

18.5.8.3.4.3 (U//~~FOUO~~) 

b7E

(U//~~FOUO~~) 

b7E

(U//~~FOUO~~) Note: 

b7E

#### 18.5.8.3.4.4 (U//~~FOUO~~) COMPLIANCE AND MONITORING

(U//~~FOUO~~) The request and approval documentation for the use of  must be electronically placed into the appropriate investigative file.

b7E

## 18.5.8.4 (U) OTHER PHYSICAL SURVEILLANCE

(U//~~FOUO~~) Physical surveillance conducted by employees, other than through use of the resources discussed above (i.e., [redacted] during a Predicated Investigation does not require supervisory approval. In addition [redacted]  
[redacted]

b7E

## 18.5.8.5 (U) MAINTAIN A "SURVEILLANCE LOG" DURING PHYSICAL SURVEILLANCE

(U//~~FOUO~~) A surveillance log must generally be maintained for the purpose of documenting observations made during the period of physical surveillance. The log is a chronological narrative detailing the observations noted during the surveillance. A team member must be assigned to maintaining the surveillance log. At the end of the shift, each individual must initial on the surveillance log the notations of the activities he or she observed. Completed physical surveillance logs must be electronically placed in the investigative main file or in the FISUR sub-file, if the sub-file has been opened for the investigation. Any original notes must be permanently retained in a 1A envelope (FD-340a) in the investigative file. Surveillance logs must be concise and factual. When reporting locations, the surveillance log must be as specific as possible. Surveillance team members must avoid over-reporting and including unnecessary information; logs are subject to discovery in legal proceedings.

## 18.5.8.6 (U) USE/DISSEMINATION

(U//~~FOUO~~) The use or dissemination of information obtained by this method must comply with the AGG-Dom and DIOG Section 14.

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~

Domestic Investigations and Operations Guide

*This Page is Intentionally Blank*

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~

UNCLASSIFIED - FOR OFFICIAL USE ONLY

Domestic Investigations and Operations Guide

\$18

b6  
b7c

**18.5.9 (U) INVESTIGATIVE METHOD: GRAND JURY SUBPOENAS – TO PROVIDERS OF ELECTRONIC COMMUNICATION SERVICES OR REMOTE COMPUTING SERVICES FOR SUBSCRIBER OR CUSTOMER INFORMATION (ONLY IN TYPE 1 & 2 ASSESSMENTS)**

(U) See AGG-Dom. Part II.A.4.i.

(U) See DIOG Section 18.6.5 for additional information on use of Federal Grand Jury (FGJ) subpoenas in Predicated Investigations.

**18.5.9.1 (U) SCOPE**

(U//~~FOUO~~) During a Type 1 & 2 Assessment, an FBI employee may request from an appropriate USAO the issuance of an FGJ subpoena for the limited purpose of obtaining subscriber or customer information from providers of electronic communication services or remote computing services [redacted]

b7E

[redacted] A FGJ subpoena, under this provision, may not be requested for the purpose of collecting positive foreign intelligence.

**18.5.9.2 (U) APPLICATION**

(U//~~FOUO~~) [redacted]

b7E

**18.5.9.3 (U) APPROVAL**

(U//~~FOUO~~) In Type 1 & 2 Assessments, subscriber or customer information from providers of electronic communication services or remote computing services [redacted]

[redacted] may be requested through the use of an FGJ subpoena without supervisory approval. An agent requesting an FGJ subpoena during an Assessment must advise the Assistant United States Attorney (AUSA), who will issue the subpoena, that the FBI is conducting an Assessment. The AUSA must determine whether there is sufficient connection between the Assessment and possible criminal conduct to warrant issuance of an FGJ subpoena. FGJ subpoenas may not be sought during a Type 3, 4, 5, or 6 Assessment.

**18.5.9.3.1 (U) MEMBERS OF THE NEWS MEDIA**

(U//~~FOUO~~) [redacted]

[redacted]

(U) *Note:* 28 C.F.R. § 50.10(b)(1)(ii) provides guidance on categories of individuals and entities not covered under the requirements set out above.

18.5.9.4    **(U) GRAND JURY SUBPOENAS TO PROVIDERS OF ELECTRONIC COMMUNICATION SERVICES OR REMOTE COMPUTING SERVICES FOR SUBSCRIBER OR CUSTOMER INFORMATION (ECPA 18 U.S.C. §2703)**

(U//~~FOUO~~) Title 18 U.S.C. Section 2703 governs the disclosure of customer communications or records maintained by providers of electronic communication services or remote computing services when sought by a government agency through legal process. Subsection (c)(2) of Section 2703 specifies the types of records that may be obtained by the government pursuant to a subpoena.

(U//~~FOUO~~) [REDACTED]

b7E

a. (U) [REDACTED]

b7E

b. (U) [REDACTED]

b7E

c. (U) [REDACTED]

b7E

d. (U) [REDACTED]

b7E

e. (U) [REDACTED]

b7E

18.5.9.5    **(U) RESTRICTIONS ON USE AND DISSEMINATION**

(U//~~FOUO~~) Because judicial districts vary as to whether subscriber records obtained through use of an FGJ subpoena must be handled pursuant to the FGJ secrecy rules as “matters occurring before the federal grand jury,” subscriber records obtained pursuant to an FGJ subpoena should be protected as required by the judicial district in which the FGJ subpoena is issued. See DIOG Section 18.6.5 for additional guidance.

(U//~~FOUO~~) In addition, in those judicial districts in which subscriber records obtained pursuant to an FGJ subpoena are considered to be matters occurring before the grand jury, no documentation of the actual subscriber records should be made in the FD-71 or the unrestricted portion of the Guardian FD-71a. Instead, a copy of the FGJ subpoena and the responsive subscriber records must be [REDACTED]

[REDACTED] Guardian FD-71a [REDACTED]

b7E

41 (U) [REDACTED]

b7E

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~

Domestic Investigations and Operations Guide

\$18

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

(U//~~FOUO~~) The use or dissemination of information obtained by this method must always comply with the AGG-Dom, DIOG Section 14, and the Federal Rules of Criminal Procedure (FRPC) Rule 6. FRCP 6(e), which is discussed below in DIOG subsections 18.6.5.11 and 12, and controls the release of information obtained as part of the FGJ proceeding.

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~

Domestic Investigations and Operations Guide

*This Page is Intentionally Blank.*

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~

## 18.6 (U) AUTHORIZED INVESTIGATIVE METHODS IN PRELIMINARY INVESTIGATIONS

(U) See AGG-Dom, Part II.B and Part V.A.1-10.

(U) In Preliminary Investigations the authorized methods include the following:

- A) (U) The investigative methods authorized for Assessments:
  - 1) (U) Public information. (See Section 18.5.1)
  - 2) (U) Records or information - FBI and DOJ. (See Section 18.5.2)
  - 3) (U) Records or information - Other federal, state, local, tribal, or foreign government agency. (See Section 18.5.3)
  - 4) (U) On-line services and resources. (See Section 18.5.4)
  - 5) (U) CHS use and recruitment. (See Section 18.5.5)
  - 6) (U) Interview or request information from the public or private entities. (See Section 18.5.6)
  - 7) (U) Information voluntarily provided by governmental or private entities. (See Section 18.5.7)
  - 8) (U) Physical Surveillance (not requiring a court order). (See Section 18.5.8)
- B) (U) Consensual monitoring of communications, including electronic communications. (See Section 18.6.1)
- C) (U) Intercepting the communications of a computer trespasser. (See Section 18.6.2)
- D) (U) Closed-circuit television/video surveillance, direction finders, and other monitoring devices. (See Section 18.6.3)
- E) (U) Administrative subpoenas. (See Section 18.6.4)
- F) (U) Grand jury subpoenas. (See Section 18.6.5)
- G) (U) National Security Letters. (See Section 18.6.6)
- H) (U) FISA Order for business records. (See Section 18.6.7)
- I) (U) Stored wire and electronic communications and transactional records. (See Section 18.6.8)<sup>42</sup>
- J) (U) Pen registers and trap/trace devices. (See Section 18.6.9)
- K) (U) Mail covers. (See Section 18.6.10)
- L) (U) Polygraph examinations. (See Section 18.6.11)
- M)(U) Searches that Do Not Require a Warrant or Court Order [REDACTED]  
[REDACTED] and Inventory Searches Generally (See Section 18.6.12)
- N) (U) Undercover operations. (See Section 18.6.13)

<sup>42</sup> (U//~~FOUO~~) The use of Search Warrants to obtain this information in Preliminary Investigations is prohibited. (See DIOG Section 18.6.8.4.2.3)

b7E

**18.6.1 (U) INVESTIGATIVE METHOD: CONSENSUAL MONITORING OF COMMUNICATIONS, INCLUDING ELECTRONIC COMMUNICATIONS****18.6.1.1 (U) SUMMARY**

(U) Monitoring of wire, oral or electronic communications based on the consent of one party to the communication is referred to as consensual monitoring. The consent exception applies to the interception of wire, oral, and electronic communications. Consensual monitoring requires review by the CDC or the OGC. (AGG-Dom, Part V.A.4)

**18.6.1.2 (U) APPLICATION**(U//~~FOUO~~)

b7E

(U//~~FOUO~~) See *Advanced Electronic Surveillance and Searches Policy Guide, 0626DPG* for additional guidance.

**18.6.1.3 (U) LEGAL AUTHORITY**

- A) (U) The Fourth Amendment to the United States Constitution and case law interpreting the same;
- B) (U) The Wiretap Statute, 18 U.S.C. § 2511-2522, prohibits the intentional interception and use of wire, voice, or electronic communications absent an exception;
- C) (U) The consensual monitoring exceptions, 18 U.S.C. § 2511(2)(c) & (d), require one party to the communication to consent to monitoring; and
- D) (U) The Foreign Intelligence Surveillance Act of 1978 (FISA), 50 U.S.C. §§ 1801 et seq. provides that if a party to the communication has consented to monitoring, a FISA court order is not required.

**18.6.1.4 (U) DEFINITION OF INVESTIGATIVE METHOD**

(U) Generally, the Wiretap Statute (also referred to as Title III), 18 U.S.C. §§ 2510-2522, prohibits the intentional interception of wire, oral, or electronic communications unless one of several exceptions applies. One such exception is based on the consent of a party to the communication. Two other statutory exceptions to the general prohibition include 1) the warrant or court order exception, and 2) the computer trespasser exception. This section discusses the monitoring of communications under the consent exception.

(U) Consensual monitoring is the monitoring of communications based on the consent of a party to the communication. (AGG-Dom, Part VII.A.) For purposes of this policy, at least one of the parties to the communication must be located, or the interception of the consensual communication must occur, within the United States or the United States territories. The consensual monitoring of communications is subject to legal review by the CDC or OGC, as applicable. (AGG-Dom, Part V.A.4). Consensual monitoring includes the interception of the content of communications and typically falls into one of three general categories:

- A) (U) Wire communications, which include conventional telephone communications or other means of transmitting the human voice through cable, wire, radio frequency (RF), voice over Internet Protocol (VoIP), or other similar connections;
- B) (U) Oral communications, typically intercepted through the use of devices that monitor and record oral conversations (e.g., a body transmitter or recorder or a fixed location transmitter or recorder used during face-to-face communications in which a person would have a reasonable expectation of privacy but for the consent of the other party); and
- C) (U) Electronic communications, which include any transfer of signs, signals, writing, images, sounds, data, or intelligence by a wire, radio, electronic, or optical system or network (e.g., e-mail, instant message, chat sessions, text messaging, non-voice peer-to-peer communications), as that term is defined in 18 U.S.C. § 2510(12)(14) and (17), which are intercepted and recorded at the time of transmission. The monitoring of electronic communications based on one party consent is sometimes referred to as "consensual computer monitoring." "Consensual computer monitoring" applies to "real time" electronic surveillance based on consent and does not include retrieving or obtaining records of communications that have been stored on the computer or elsewhere after the communication has occurred.

(U) *Note regarding electronic communications monitoring:* Agents seeking to consensually monitor electronic communications (specifically, communications to, through, or from a computer) must consider whether the party who has consented is a party to all of the communications they want to monitor or whether some of the communications involve a computer trespasser, as defined by the computer trespasser exception. (See DIOG Section 18.6.2) The trespasser exception and the consensual monitoring of communications exceptions are related, but separate, exceptions to the Wiretap Statute. The owner, operator, and authorized users of a protected computer or computer network can consent to the monitoring of only those communications they send or receive (i.e., to which they are a party), which typically does not include a trespasser's communications. The trespasser exception allows the interception of the communications transmitted to or from the trespasser.

(U) When applicable, the exceptions to the Wiretap Statute can be used together, permitting the interception of the communications of both authorized users and trespassers on the protected computer. This is particularly useful when it is difficult to discern the trespasser communications from other communications. If it is possible to obtain consent to monitor the communications of the authorized users, use of both the consent and trespasser exceptions together can mitigate the risk of over or under collection of the trespasser's communications.

#### 18.6.1.5 (U) STANDARDS AND APPROVAL REQUIREMENTS FOR CONSENSUAL MONITORING

##### 18.6.1.5.1 (U) GENERAL APPROVAL REQUIREMENTS

(U//~~FOUO~~) Except as provided below, an SSA may approve the consensual monitoring of communications if the information likely to be obtained is relevant to an ongoing Predicated Investigation. SSA approval, including oral approval pursuant to DIOG subsection 3.4.2.2, is documented through the FD-759, and is conditioned on the following criteria being met and documented on the FD-759 and other supporting documentation:

**18.6.1.5.1.1 (U) REASONS FOR MONITORING**

(U//~~FOUO~~) The synopsis must include sufficient factual information supporting the need for the monitoring. It must provide the relationship between the monitoring and the investigative purpose (e.g., obtain evidence of drug trafficking, public corruption, etc.).

**18.6.1.5.1.2 (U) DOCUMENTED CONSENT OF A PARTY TO THE COMMUNICATION TO BE MONITORED**

(U//~~FOUO~~) Consent must be obtained from one of the parties to be monitored, and the consent must be documented to the appropriate investigative ELSUR sub-file. Having the consent of one of the parties provides an exception to the Title III statute. The requirement to obtain and document consent also applies to the monitoring of computer communications. See DIOG Section 18.6.1.8 for specific procedures.

**18.6.1.5.1.3 (U) SUBJECT**

(U//~~FOUO~~) Agents conducting consensual monitoring must not intentionally intercept third-parties who are not of interest to the investigation except for unavoidable or inadvertent overhears.

**18.6.1.5.1.4 (U) LOCATION OF DEVICE**

(U//~~FOUO~~) Consensual monitoring can only be approved if appropriate safeguards are in place to ensure that the consenting party remains a party to the communication throughout the course of monitoring. For example, if a fixed-location monitoring device is being used, the consenting party must be admonished and agree to be present during the duration of the monitoring. If practicable, technical means must be used to activate monitoring only when the consenting party is present.

**18.6.1.5.1.5 (U) NOTICE OF CONSENSUAL MONITORING TO OTHER FIELD OFFICES**

(U//~~FOUO~~) If an employee, CHS, or non-confidential third party is operationally tasked to conduct consensual monitoring outside the field office's territory, the FBI employee requesting approval to conduct the monitoring must provide notice to the SSA who is responsible for the investigative program in the field office where the monitoring will occur. This notice must be documented in the appropriate investigative file [redacted]

b7E

(U//~~FOUO~~) [redacted]

b7E

**18.6.1.5.1.6 (U) DURATION OF APPROVAL**

(U//~~FOUO~~) The request for approval must state the length of time needed for monitoring. Unless otherwise warranted, approval may be granted for the duration of the investigation, subject to a substantial change of circumstances. If one or more sensitive monitoring circumstances are present, DOJ may limit its approval to a shorter duration. See DIOG Section 18.6.1.6.3 below.

**18.6.1.5.1.7 (U) LEGAL REVIEW**

(U//~~FOUO~~) Prior to conducting consensual monitoring, the CDC or OGC must determine that, given the facts of the investigation, the consensual monitoring is legal. This review must be documented with [redacted]. Should an employee seek oral [redacted] approval for the use of this method, the legal review by the CDC or OGC must be accomplished as part of the oral request. The oral approval and legal review must be documented in [redacted] [redacted] as soon as practicable, [redacted] after the oral authorization. Although AUSA concurrence is no longer required for consensual monitoring, providing notice to the AUSA is encouraged.

b7E

**18.6.1.5.1.8 (U) CHANGE OF MONITORING CIRCUMSTANCES**

(U//~~FOUO~~) Whenever the monitoring circumstances change substantially, a new FD-759 must be executed, and the CDC or OGC must be recontacted to obtain new legal review. (AGG-Dom. Part V.A.4.) The following are examples of substantial changes in monitoring circumstances which require a new FD-759: a different consenting party, a change in the location of a fixed monitoring device, or the addition of a new computer system. If any of these or other monitoring circumstances substantially change, the FBI employee must immediately contact the CDC or OGC.

**18.6.1.5.1.9 (U) JOINT INVESTIGATIONS**

(U//~~FOUO~~) In joint investigations, the policy and procedures for conducting any investigative method or investigative activity by employees or CHSs are usually governed by FBI policy. Similarly, employees from other agencies who are participating in a joint investigation with the FBI are generally governed by their agencies' policies regarding approvals. If, however, the FBI has assumed supervision and oversight of another agency's employee (e.g., a full time JTTF Task Force Officer), then FBI policy regarding investigative methods or investigative activity controls. Similarly, if another agency has assumed supervision and oversight of a FBI employee, unless otherwise delineated by MOU, the other agency's policy regarding investigative methods or investigative activity controls.

(U//~~FOUO~~) Consensual monitoring conducted by a non-confidential party (e.g., witness, victim, etc.) will be controlled by the agency that is primarily responsible for the non-confidential party. In a joint investigation, the employees should reach an understanding as to which agency is responsible for the non-confidential party; that agency's policies will govern approval and documentation requirements for consensual monitoring.

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~

Domestic Investigations and Operations Guide

\$18

18.6.1.6 (U) CONSENSUAL MONITORING SITUATIONS REQUIRING ADDITIONAL APPROVAL

18.6.1.6.1 (U) *PARTY LOCATED OUTSIDE THE UNITED STATES*

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

See DIOG Section 13.

18.6.1.6.2     (U) **CONSENT OF MORE THAN ONE PARTY REQUIRED FOR CONSENSUAL MONITORING**

(U//~~FOUO~~) Pursuant to Attorney General Order No (3594-2015) dated 11/18/2015, the FBI may engage in the consensual monitoring of communications in accordance with FBI policy, even if it is considered a crime under state, local, territorial, or tribal law that may require all-party consent and do not sanction or provide a law enforcement exception

b7E

18.6.1.6.3     (U) **SENSITIVE MONITORING CIRCUMSTANCE**

(U) Requests to monitor communications when a sensitive monitoring circumstance is involved must be approved by the DOJ Criminal Division, or, if the investigation concerns a threat to the national security or foreign intelligence collection, by the DOJ NSD. (AGG-Dom, Part V.A.4) A “sensitive monitoring circumstance” is defined in the AGG-Dom, Part VII.O, to include the following:

- A) (U) Investigation of a member of Congress, a federal judge, a member of the Executive Branch at Executive Level IV or above, or a person who has served in such capacity within the previous two years (Executive Levels I through IV are defined in 5 U.S.C. §§ 5312-5315);
- B) (U) Investigation of the Governor, Lieutenant Governor, or Attorney General of any state or territory, or a judge or justice of the highest court of any state or territory, concerning an offense involving bribery, conflict of interest, or extortion related to the performance of official duties;
- C) (U) The Attorney General, the Deputy Attorney General, or an Assistant Attorney General has requested that the FBI obtain prior approval for the use of consensual monitoring in a specific investigation; or
- D) (U) A party to the communication is in the custody of the Bureau of Prisons (BOP) or the United States Marshal Service (USMS) or is being or has been afforded protection in the Witness Security Program.

(U//~~FOUO~~)

b7E

E)

(U//~~FOUO~~)

b7E

F)

(U//~~FOUO~~) See *DIOG Appendix G... Classified Provisions* for additional information regarding consensual monitoring.

**18.6.1.6.3.1 (U//~~FOUO~~) PROCEDURE FOR OBTAINING DOJ APPROVAL FOR A  
SENSITIVE MONITORING CIRCUMSTANCE:**

(U//~~FOUO~~)

b7E

**18.6.1.6.3.2 (U//~~FOUO~~) EMERGENCY REQUESTS INVOLVING SENSITIVE  
MONITORING CIRCUMSTANCES:**

(U//~~FOUO~~)

b7E

A) (U//~~FOUO~~)

b7E

B) (U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

**18.6.1.7 (U) DURATION OF APPROVAL**

(U//~~FOUO~~)

b7E

**18.6.1.8 (U) SPECIFIC PROCEDURES**

(U//~~FOUO~~) The following procedures apply when obtaining consent.

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~

Domestic Investigations and Operations Guide

\$18

18.6.1.8.1 (U) *DOCUMENTING CONSENT TO MONITOR/RECORD*

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

18.6.1.8.1.1 (U) *CONSENSUAL MONITORING OF COMPUTERS*

(U//~~FOUO~~)

b7E

[redacted] the CDC or OGC must review the document at issue to ensure that the implied consent is legally sufficient.

18.6.1.8.2 (U) *DOCUMENTING APPROVAL*

(U//~~FOUO~~)

b7E

18.6.1.8.3 (U) *RETENTION OF CONSENSUALLY MONITORED COMMUNICATIONS*

(U//~~FOUO~~)

b7E

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~

Domestic Investigations and Operations Guide

\$18

18.6.1.8.4      *(U) MULTIPLE COMMUNICATIONS*

(U//~~FOUO~~)

b7E

18.6.1.8.5      *(U) INVESTIGATION SPECIFIC APPROVAL*

(U//~~FOUO~~)

b7E

18.6.1.9      *(U) COMPLIANCE AND MONITORING*

(U//~~FOUO~~) Case agents and supervisors must regularly monitor the use of this method to ensure that the continued interception of communications is warranted and lawfully obtained by virtue of consent, express or implied, from a party to the communication. Such monitoring must include a review of the investigative file to ensure that consent and authorization forms are in the appropriate investigative ELSUR sub-file and properly completed by the requesting agent. ELSUR program personnel must review all submitted FD-759s and consent forms (FD-472 and FD-1071) to ensure proper approval is documented for the consensual monitoring of communications.

18.6.1.10    *(U) EVIDENCE HANDLING*

(U//~~FOUO~~)

b7E

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

*This Page is Intentionally Blank*

**18.6.2 (U) INVESTIGATIVE METHOD: INTERCEPTING THE COMMUNICATIONS OF A COMPUTER TRESPASSER****18.6.2.1 (U) SUMMARY**

(U) The wire or electronic communications of a computer trespasser to, from, or through a protected computer may be intercepted and collected during a Predicated Investigation. Use of this method requires SSA approval and review by the CDC or the OGC. (AGG-Dom, Part V.A.4)

**18.6.2.2 (U) APPLICATION**(U//~~FOUO~~)

b7E

**18.6.2.3 (U) LEGAL AUTHORITY**

- A) (U) The Fourth Amendment to the United States Constitution and case law interpreting the same;
- B) (U) The Wiretap Statute, 18 U.S.C. § 2511, prohibits the intentional interception and use of wire, oral, or electronic communications absent an exception;
- C) (U) Computer Trespasser Exception, 18 U.S.C. § 2511(2)(i); and
- D) (U) The Foreign Intelligence Surveillance Act of 1978 (FISA), 50 U.S.C. §§ 1801 et seq., requires court authorization for “electronic surveillance.” FISA specifically provides, however, that the acquisition of computer trespasser communications that would be permissible under 18 U.S.C. § 2511(2)(i) are not subject to the FISA court order requirement for electronic surveillance of wire communication under section 101(f)(2) of FISA. 50 U.S.C. § 1801(f) (2).

**18.6.2.4 (U) DEFINITION OF THE COMMUNICATIONS OF A COMPUTER TRESPASSER**

(U) Generally, the Wiretap Statute (also referred to as Title III), 18 U.S.C. §§ 2510-2522, prohibits the intentional interception of wire, oral, or electronic communications unless one of several exceptions applies. One such exception is the interception of a computer trespasser's wire or electronic communications to, through or from a protected computer based on the authorization of the owner or operator of that computer. Another statutory exception is based on the consent of a party to the communication. This section relates specifically to the computer trespasser exception; the policy on consensual recording of computer communications can be found at DIOG Section 18.6.1.

(U) The computer trespasser exception to the Wiretap Statute, 18 U.S.C. § 2511(2)(i), permits a person acting under color of law to intercept the wire or electronic communications of a computer trespasser that are transmitted to, through, or from a protected computer when the owner or operator of that computer authorizes the interception. The use of this method does not include retrieving or obtaining records of communications that have been stored on the computer or elsewhere after the communication has occurred.

(U) The statute requires:

- A) (U) The owner or operator of the protected computer to authorize the interception of the trespasser's communications on the protected computer;
- B) (U) The person acting under color of law to be engaged in a lawful investigation;
- C) (U) The person acting under color of law to have reasonable grounds to believe that the contents of the trespasser's communications will be relevant to the investigation; and
- D) (U) The interception is limited to the communications transmitted to or from the trespasser.

(U) The case agent is responsible for documenting the basis for the conclusion that the person who provided authorization to intercept the trespasser's communications is either the owner or operator of the protected computer. The "owner or operator" must have sufficient authority over the protected computer/computer network system to authorize access across the entire system. This could be a corporate officer, CIO, or system administrator, if the system administrator has authority across the entire system. In any instance in which the identification of the owner or operator is not plainly evident, the case agent must seek the assistance of the CDC or the OGC to identify the proper owner or operator.

(U) A "protected computer," defined in 18 U.S.C. § 1030(c), has been generally interpreted to be any computer or computer network device connected to the Internet, although it also includes most computers used by a financial institution or the United States Government regardless of whether the computer is connected to the Internet.

(U) A "computer trespasser" is a person who accesses a protected computer without authorization and thus has no reasonable expectation of privacy in any communication transmitted to, from, or through the protected computer. The definition of computer trespasser does not include a person known by the owner or operator to have exceeded their authority or to have an existing contractual relationship with the owner or operator for access to all or part of the computer. (18 U.S.C. § 2510(21))

(U) The trespasser exception and the consensual monitoring of communications exception are related, but separate, exceptions to the Wiretap Statute. The owner, operator, and authorized users of a protected computer can consent to the monitoring of only those communications they send or receive (i.e., communications to which they are a party), which do not include a trespasser's communications. (See DIOG Section 18.6.1) In comparison, under the trespasser exception, the owner or operator may only authorize the interception of the communications of a trespasser transmitted to, through or from the protected computer.

(U) When applicable, the computer trespasser and consensual monitoring of communications exceptions to the Wiretap Statute can be used together, permitting the interception of communications of both authorized users and trespassers on the protected computer. This is particularly useful when it is difficult to discern the trespasser communications from other communications. If it is possible to obtain consent to monitor the communications of the authorized users, using the consent and trespasser exceptions together can mitigate the risk of over or under collection of the trespasser's communications. See DIOG Section 18.6.1 for the policy regarding consensual monitoring of computer communications.

**18.6.2.5 (U//~~FOUO~~) USE AND APPROVAL REQUIREMENTS FOR INTERCEPTING THE COMMUNICATIONS OF A COMPUTER TRESPASSER****18.6.2.5.1 (U) GENERAL APPROVAL REQUIREMENTS**

(U//~~FOUO~~) An SSA may approve the use of the computer trespasser exception, subject to CDC or OGC review. Approval is conditioned on the following criteria being met and documented on the FD-759 and through other supporting documentation in the investigative file:

**18.6.2.5.1.1 (U) REASONS FOR THE INTERCEPTION**

(U//~~FOUO~~) The synopsis portion of the FD-759 must include sufficient facts to support the need for the interception and to explain how the contents of the trespasser's communications will be relevant to the investigative purpose.

**18.6.2.5.1.2 (U) OWNER OR OPERATOR AUTHORIZATION**

(U//~~FOUO~~) The authorization of the owner or operator of the protected computer (who may be the system administrator, as stated above) to a person acting under color of law to intercept the trespasser communications on the protected computer system or network must be documented using the FD-1070, Authorization to Intercept the Communications of a Computer Trespasser. The steps the case agent takes to ensure that the person providing the authorization is the actual or appropriate owner or operator of the protected computer must be documented in the investigative file. See 18.6.2.6 below for specific procedures.

**18.6.2.5.1.3 (U) ACQUIRING ONLY TRESPASSER COMMUNICATIONS**

(U//~~FOUO~~) When intercepting communications under the computer trespasser exception alone (i.e., not in conjunction with consensual monitoring of electronic communications), the collection must not intentionally acquire communications other than those to or from the trespasser. This can often be technically complicated to accomplish depending on the use and configuration of the protected computer and the sophistication of the trespasser. The steps to be taken to identify trespasser communications and to isolate such communications from those of authorized users must be considered by the approving and reviewing officials and documented in the investigative file. See DIOG Section 18.6.2.6 below for specific procedures.

**18.6.2.5.1.4 (U) OWNER OR OPERATOR COLLECTION**

(U//~~FOUO~~) The interception of trespasser communications may be conducted by the FBI or by the owner or operator of the protected computer at the FBI's request. In either instance, the interception is being conducted under color of law. If the collection is not being conducted by the FBI, the case agent must document that he or she has informed the person conducting the interception that it must be accomplished in conformity with the statute.

**18.6.2.5.1.5 (U) LOCATION OF INTERCEPT**

(U//~~FOUO~~) If the intercept or collection of the trespasser communications will occur outside of the field office of the approving official, the SAC or ASAC of the field office

within which the interception will occur must be notified, and the notification must be documented in the investigative file.

#### *18.6.2.5.1.6 (U) DURATION*

(U//~~FOUO~~) The request for approval (FD-759) must state the length of time needed for the interception. Unless otherwise warranted, approval may be granted for the duration of the investigation, subject to a substantial change of circumstances, as described in DIOG Section 18.6.2.6, below.

#### *18.6.2.5.1.7 (U) LEGAL REVIEW*

(U//~~FOUO~~) Prior to conducting the interception, the CDC or OGC must review the request and determine that, given the facts of the investigation, the interception appears to be lawful under the computer trespasser exception. Whenever the factors surrounding the use of the approved technique change substantially, a new FD-759 must be executed. The newly executed FD-759 must include new legal review by the CDC or OGC. (AGG-Dom, Part V.A.4.) The following are examples of substantial changes in the circumstances of the interception that require a new FD-759: a change in owner or operator, a change in the method of collection, or the change or addition of a protected computer system. On the other hand, technical changes in the collection system for the purpose of improving or refining the interception are usually not substantial changes to the circumstances of the interception.

#### *18.6.2.5.1.8 (U) JOINT INVESTIGATIONS*

(U//~~FOUO~~) In joint investigations, if the FBI is the lead investigating agency, FBI policies and guidance regarding the interception of computer trespasser communications must be followed. If the FBI is not the lead investigating agency, the policies of the lead investigating agency must be followed and documented to the appropriate FBI investigative file.

#### *18.6.2.5.1.9 (U) EXTRATERRITORIAL CONSIDERATIONS*

(U//~~FOUO~~) [Redacted]

b7E

### **18.6.2.6 (U) DURATION OF APPROVAL FOR INTERCEPTING THE COMMUNICATIONS OF A COMPUTER TRESPASSER**

(U//~~FOUO~~) The interception and collection of computer trespasser communications under the computer trespasser exception may be approved for a specified length of time or for the duration of the particular investigation.

### **18.6.2.7 (U) SPECIFIC PROCEDURES FOR INTERCEPTING THE COMMUNICATIONS OF A COMPUTER TRESPASSER**

(U//~~FOUO~~) The following procedures apply when obtaining authorization.

18.6.2.7.1    **(U) DOCUMENTING AUTHORIZATION TO INTERCEPT**

(U//~~FOUO~~) Whenever possible, written authorization must be obtained from the owner or operator of the protected computer and documented on an FD-1070, Authorization to Intercept the Communications of a Computer Trespasser.

(U//~~FOUO~~) If the authorization from the owner or operator is provided orally, at least one FBI agent and another law enforcement or intelligence officer should witness the authorization, and the authorization must be memorialized in an FD-302. The fact that the authorizing party has declined or was unable to give written authorization must also be recorded on the FD-1070. Authorization to Intercept the Communications of a Computer Trespasser form. This form should then be executed in all respects with the exception of the authorizing party's signature.

(U//~~FOUO~~) The case agent must document to the file (i.e., FD-302 or EC) the facts that establish that the person providing the authorization is a proper party to provide authorization for the anticipated interception.

(U//~~FOUO~~) If the case agent is seeking approval for the FBI to engage in both consensual monitoring and an interception of the computer trespasser on the same computer system, separate forms -

b7E

18.6.2.7.2    **(U) ACQUIRING ONLY THE TRESPASSER COMMUNICATIONS**

(U//~~FOUO~~) The computer trespasser exception permits the FBI to intercept only trespasser communications. Prior to seeking approval to intercept computer trespasser communications, the case agent must coordinate the use of the method with the Field Office Technical Advisor by submission of an Electronic Technical Request (ETR). On receipt of the ETR, the Technical Advisor must ensure that the technical equipment and expertise necessary to lawfully implement the interception are timely provided following approval to use this investigative method.

(U//~~FOUO~~) Many of the technical challenges and risks associated with accurately isolating the trespasser communications can be mitigated by also obtaining consent to monitor the computer or a court order. The possibility of using the authority to intercept trespasser communications in conjunction with consent should be raised at the time of the ETR submission or as soon thereafter as the case agent determines that the authorized users of the protected computer will consent to FBI monitoring.

(U//~~FOUO~~) When intercepting trespasser communications, the case agent must prepare an FD-302 or EC detailing the steps taken to identify trespasser communications and to isolate such communications from those of authorized users. For example: "reviewed system logs provided by the system administrator and identified a trespasser accessing the system at the following dates and times via IP address xxx or port xxx." Additionally, any subsequent review or revision of the steps needed to identify and isolate the trespasser's communications must also be documented to the investigative file by an EC or FD-302, as appropriate.

**18.6.2.7.3 (U) REVIEWING THE ACCURACY OF THE INTERCEPTION**

(U//~~FOUO~~) At the initiation of the interception and collection of computer trespasser communications, the Technical Advisor or designated technically trained agent (TTA) coordinating the implementation of the interception and collection device shall ensure that appropriate collection parameters are implemented as required by OTD policy and procedures.

(U//~~FOUO~~) The case agent shall ensure a timely initial review of the collected information to verify that the interception and collection are limited to communications authorized for interception and collection under the trespass authority or other lawful exception. Following this initial review, the case agent shall ensure that a similar review and evaluation is repeated at appropriate intervals throughout the duration of the interception to ensure that the interception and collection remain within the scope of the trespasser or other lawful exceptions. Factors that may impact the frequency of reviews include, but are not limited to: volume of data to be reviewed, complexity and nature of data collected, and complexity of the trespassed system.

(U//~~FOUO~~) Any FBI employee who identifies interception and collection of communications that may be outside the scope of the trespasser or other lawful exception shall immediately notify the case agent and the operational SSA of the possible unauthorized interception and collection of communications. Upon the determination that communications have been unlawfully intercepted or collected, the interceptions and collection must be halted immediately. The case agent must consult with a TTA to determine whether collection may be resumed in a manner that assures further unlawful collections will not occur. If the SSA determines that unlawful collection can be reliably prevented, that determination must be documented to the file before lawful interceptions and collection may resume.

(U//~~FOUO~~) The content of communications determined to have been unlawfully collected cannot be used in any manner and shall be removed promptly from all FBI systems and destroyed. A memorandum documenting the removal and destruction shall be filed in the main investigation file and the appropriate investigative ELSUR sub-file.

**18.6.2.7.4 (U) REVIEWING THE RELEVANCY OF THE INTERCEPTION**

(U//~~FOUO~~) The trespasser exception requires the FBI to have a reasonable belief that the contents of the trespasser's communications will be relevant to the investigation. Following the initiation of the interception and collection of the trespasser communication, the case agent must ensure that the collected communications are reviewed, at appropriate intervals throughout the duration of the interception, to determine whether the interception is and continues to be relevant to the authorized investigation. Factors that may impact the frequency of reviews include, but are not limited to: volume of data to be reviewed, complexity and nature of data collected, and complexity of the trespassed system.

**18.6.2.7.5 (U) DURATION OF APPROVAL**

(U//~~FOUO~~) Authorization to intercept trespasser communications remains valid until such time as the authorizing party, orally or in writing, revokes the authorization or on the termination date of the authorization, whichever comes first.

**18.6.2.7.6 (U) ELSUR REQUIREMENTS**

(U//~~FOUO~~) The information obtained from the collection must be retained in conformity with the ELSUR Policies located in the OGC Main Law Library) or other applicable policies.

(U//~~FOUO~~) All ELSUR downloading, processing, and handling of original, derivative, and copies of original or derivative ELSUR evidence must be conducted by an ELSUR operations technician (EOT) or other designated employee (e.g. an agent who has successfully completed ELSUR training in Virtual Academy). ELSUR evidence must not be uploaded into [redacted]

[redacted] (U) Multiple Communications.

b7E

(U//~~FOUO~~) In investigations in which various modes of communication may be intercepted (e.g., telephonic, non-telephonic, electronic communications, etc., or the use of consensual computer monitoring in conjunction with the interception of trespasser communications), one FD-759 may be used to document approval, provided that each mode of communication to be monitored is being used in the same investigative file and all facts required on the FD-759 are the same. If the material facts on the FD-759 vary (e.g., different periods of authority, etc.), separate FD-759s must be executed.

**18.6.2.7.7 (U) INVESTIGATION SPECIFIC APPROVAL**

(U//~~FOUO~~) Approval for intercepting a computer trespasser's communications is investigation specific and is not transferable to any other investigation, unless the investigative file under which the authority was granted is consolidated or reclassified. Investigation specific approval must be obtained for any spin-off investigation(s) that arises out of the original investigation.

**18.6.2.8 (U) COMPLIANCE AND MONITORING**

(U//~~FOUO~~) Case agents must regularly monitor the use of this method to ensure that the continued interception of trespasser communications is warranted and being lawfully conducted. Such monitoring shall include a review of the investigative file to ensure that consent and authorization forms have been properly executed and filed. ELSUR program personnel must review all submitted FD-759s and FD-1070 (Authorization to Intercept the Communications of a Computer Trespasser form) to ensure proper approval has been documented for the interception of computer trespasser communications.

**18.6.2.9 (U) EVIDENCE HANDLING**

(U//~~FOUO~~) All ELSUR downloading, processing, and handling of original, derivative, and copies of original or derivative ELSUR evidence must be conducted by an ELSUR operations technician (EOT) or other designated employee (e.g. an agent who has successfully completed ELSUR training in Virtual Academy). ELSUR evidence must not be uploaded into [redacted]

b7E

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~

Domestic Investigations and Operations Guide

*This Page is Intentionally Blank*

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~

18.6.3 (U//~~FOUO~~) INVESTIGATIVE METHOD: [REDACTED] b7E  
[REDACTED] *CLOSED-CIRCUIT TELEVISION/VIDEO SURVEILLANCE,  
DIRECTION FINDERS, AND OTHER MONITORING DEVICES*

## 18.6.3.1 (U) SUMMARY

(U//~~FOUO~~) [REDACTED] b7E

[REDACTED]

(U//~~FOUO~~) [REDACTED] b7E

[REDACTED]

(U//~~FOUO~~) [REDACTED] b7E

[REDACTED]

## 18.6.3.2 (U) APPLICATION

(U//~~FOUO~~) [REDACTED] b7E[REDACTED]  
not otherwise prohibited by AGG-Dom, Part III.B.2-3 [REDACTED]

## 18.6.3.3 (U) LEGAL AUTHORITY

- A) (U) AGG-Dom, Part V
- B) (U) Rule 41 Federal Rules of Criminal Procedure
- C) (U) Fourth Amendment to the United States Constitution

## 18.6.3.4 (U) DEFINITION OF INVESTIGATIVE METHOD

- A) (U//~~FOUO~~) Closed Circuit Television/Video Surveillance (CCTV/Video Surveillance): a fixed-location video camera/device that is typically concealed from view or that is placed on or operated by a consenting party.
- B) (U//~~FOUO~~) Electronic Tracking Devices: See OGC's Guidance for Use of Electronic Tracking Devices and also OTD's *Technology-Based Tapping, Tracking and Locating Program Policy Guide*, 06-3DPG.

#### 18.6.3.5 (U//~~FOUO~~) STANDARDS FOR USE AND APPROVAL REQUIREMENTS FOR INVESTIGATIVE METHOD

(U//~~FOUO~~) When a video camera is physically operated as a hand-held video and is used in an area in which no one has a reasonable expectation of privacy, its use is equivalent to using a still camera and does not require CDC review or SSA approval.

(U//~~FOUO~~) Except for a hand-held video as described above, CDC or OGC review and SSA approval is required for the use of CCTV/Video Surveillance. CDC review and SSA approval must be documented using the FD-759. SSA approval may be granted if the following criteria have been met:

A) (U//~~FOUO~~) Legal review from the CDC or OGC that a court order is not required for installation or use of the device because there has been lawful consent, no reasonable expectation of privacy exists, or no physical trespass is necessary to install the device. Whenever circumstances change in either installation or monitoring, a new legal review must be obtained to determine whether a separate authorization is necessary;

B) (U//~~FOUO~~) Use of the method is reasonably likely to achieve investigative objectives;

C) (U//~~FOUO~~) [REDACTED]

b7E

#### 18.6.3.6 (U) DURATION OF APPROVAL

(U//~~FOUO~~) [REDACTED]

b7E

#### 18.6.3.7 (U) SPECIFIC PROCEDURES

(U//~~FOUO~~) To use this method, the case agent must:

A) (U//~~FOUO~~) [REDACTED]

b7E

B) (U//~~FOUO~~) [REDACTED]

b7E

C) (U//~~FOUO~~) [REDACTED]

b7E

D) (U//~~FOUO~~) [REDACTED]

b7E

18.6.3.8 (U) **CCTV/VIDEO SURVEILLANCE WHERE THERE IS A REASONABLE EXPECTATION OF PRIVACY IN THE AREA TO BE VIEWED OR FOR THE INSTALLATION OF THE EQUIPMENT.**

18.6.3.8.1 (U) ***WARRANT OR COURT ORDER***

(U//~~FOUO~~) A warrant/court order is required for the use of CCTV/Video Surveillance when a reasonable expectation of privacy exists in either the area to be viewed or the location where the equipment will be installed, unless the installation and monitoring is being conducted pursuant to consent. See DIOG Section 18.6.3.8.2 below for the required consultation with the Technical Advisor (TA) or technically Trained Agent (TTA).

- A) (U//~~FOUO~~) ***Criminal Investigations:*** When there is a reasonable expectation of privacy in the area to be viewed and no consenting party, prior DOJ/OEO approval is required before seeking a warrant/order. When there is a reasonable expectation of privacy only in the location where the CCTV/Video Surveillance equipment will be installed, but not in the area to be viewed, prior DOJ/OEO authorization is not required to seek a warrant/order for the installation. In an emergency situation where CCTV usage is desired and a warrant/court order would be required, but cannot be obtained within the time required, an AUSA must be contacted to seek DOJ/OEO's guidance on how to proceed.
- B) (U//~~FOUO~~) ***National Security Investigations:*** The use of CCTV/Video Surveillance in national security investigations under the Foreign Intelligence Surveillance Act of 1978 (FISA) requires the filing of an appropriate FISA court order because the use of CCTV/Video Surveillance falls within the definition of "electronic surveillance" under FISA. See DIOG Section 18.7.3.
- C) (U//~~FOUO~~) ***Where a warrant is required and the request is included with a Title III or is a FISA request:*** Where the CCTV/video surveillance request is made pursuant to FISA or in conjunction with a Title III request, the required supervisory approvals and CDC or OGC review will take place as part of the larger FISA or Title III review and approval process. No additional reviews or approvals for the CCTV/video surveillance are required.
- D) (U//~~FOUO~~) ***Where a warrant is required and the request is NOT coupled with a Title III request or made pursuant to FISA:*** As the FD-759 is not used when a court order is needed, the required SSA approval and CDC or OGC review must be documented in an EC. Maintain the original SAC approved EC in the appropriate investigative ELSUR sub-file.

18.6.3.8.2 (U//~~FOUO~~) ***REQUIRED CONSULTATION WITH TECHNICAL ADVISOR (TA) OR TECHNICALLY TRAINED AGENT (TTA)***

(U//~~FOUO~~) Prior to filing an application and affidavit for a warrant/court order under Rule 41/All Writs Act (in criminal law-based investigations) or under FISA (in national security-based investigations), the case agent/special agent must consult with the field office TA/TTA to:

- A) (U//~~FOUO~~) consider any potential technical issues; and
- B) (U//~~FOUO~~) review any "technical" or "technique" language used in the application and affidavit.

(U//~~FOUO~~) This review ensures that the language used therein is accurate and does not disclose classified/sensitive methods and techniques.

#### 18.6.3.9 (U) EVIDENCE HANDLING

(U//~~FOUO~~) All ELSUR downloading, processing, and handling of original, derivative, and copies of original or derivative ELSUR evidence must be conducted by an ELSUR operations technician (EOT) or other designated employee (e.g. an agent who has successfully completed ELSUR training in Virtual Academy). ELSUR evidence must not be uploaded into [redacted]

b7E

#### 18.6.3.10 (U) [redacted]

(U//~~FOUO~~) [redacted]

content court order.

(U//~~FOUO~~) [redacted]

#### 18.6.3.11 (U) CCTV/VIDEO SURVEILLANCE EQUIPMENT – TYPES, AVAILABILITY, REPAIR AND DISPOSAL

##### 18.6.3.11.1 (U) EQUIPMENT TYPES

(U//~~FOUO~~) Listed below are categories of CCTV/Video Surveillance equipment and related methods. Since CCTV/Video Surveillance tools change with some frequency, available equipment and methods can be accessed via the appropriate hyperlink to the VSU Web page.

A) (U//~~FOUO~~) [redacted]

b7E

(U) See VSU Intranet site.

B) (U//~~FOUO~~) [redacted]

b7E

(U) See VSU Intranet site.

C) (U//~~FOUO~~) [redacted]

b7E

(U) See VSU Intranet site.

##### 18.6.3.11.1.1 (U//~~FOUO~~) [redacted]

b7E

(U//~~FOUO~~) [redacted] is an approved, unclassified system that supports FBI special agents and tactical groups using CCTV/Video Surveillance methods [redacted]

b7E

**b7E**

#### 18.6.3.11.2 (U) EQUIPMENT AVAILABILITY

(U//~~FOUO~~) If CCTV/Video Surveillance equipment is not available from the existing field office inventory, the TA/TTA must use the Technical Management Database (TMD) to forward requests to the appropriate VSU program manager (PM).

##### 18.6.3.11.2.1 (U) SURVEY SHEET

(U//~~FOUO~~) The TA or TTA should contact the case agent/special agent requesting the CCTV/video surveillance to determine his/her objective and expectations of the CCTV/Video Surveillance. The [redacted] is designed to capture the information needed to maximize investigative *and technical success when using CCTV/Video Surveillance equipment.*

**b7E**

##### 18.6.3.11.3 (U) EQUIPMENT REPAIR

(U//~~FOUO~~) Field office TAs/TTAs must consult with the appropriate VSU PM and obtain approval prior to sending any CCTV/Video Surveillance equipment to VSU for repairs.

##### 18.6.3.11.4 (U) EQUIPMENT DISPOSAL

(U//~~FOUO~~) Field office TAs/TTAs must determine the appropriate disposition of non-repairable equipment. Surplus property will be disposed of by field offices for equipment under its cost code.

#### 18.6.3.12 (U) COMPLIANCE AND MONITORING

(U//~~FOUO~~) Authorization documents regarding the use of the CCTV/Video must be documented in the appropriate investigative ELSUR sub-file and will be available for compliance and monitoring review. See this Section and DIOG Section 18.6.1.9 (consensual CCTV/video surveillance use) for the requirements for using CCTV/Video Surveillance. See [redacted]

**b7E**

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~

Domestic Investigations and Operations Guide

*This Page is Intentionally Blank.*

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~

**18.6.4 (U) INVESTIGATIVE METHOD: ADMINISTRATIVE SUBPOENAS  
(COMPULSORY PROCESS)****18.6.4.1 (U) OVERVIEW OF COMPULSORY PROCESS**(U//~~FOUO~~)

b7E

(U)

b7E

**18.6.4.2 (U) APPLICATION**(U//~~FOUO~~)

b7E

**18.6.4.3 (U) ADMINISTRATIVE SUBPOENAS****18.6.4.3.1 (U) SUMMARY**

(U) The Attorney General has the authority to issue administrative subpoenas pursuant to two provisions of the United States Code, 21 U.S.C. § 876 and 18 U.S.C. § 3486. The FBI has no inherent authority to issue administrative subpoenas but has delegated authority from the Attorney General to do so. The use of administrative subpoenas is limited to three categories of investigations—drug program investigations, child sexual exploitation and abuse investigations, and health care fraud investigations—and may not be used for any other purpose. The delegated authority varies depending on the federal violation being investigated. The type of information that can be obtained using an administrative subpoena is also limited by law and by policy of the Attorney General.

(U//~~FOUO~~) Within the FBI, the authority to issue administrative subpoenas is limited to positions authorized by the Attorney General; that authority may not be further redelegated.

b7E

18.6.4.3.2 (U) **LEGAL AUTHORITY AND DELEGATION**18.6.4.3.2.1 (U) INVESTIGATIONS INVOLVING THE SALE, TRANSFER,  
MANUFACTURE OR IMPORTATION OF UNLAWFUL DRUGS

(U) **Authority:** 21 U.S.C. § 876 and DOJ Regulation at 28 C.F.R. App to Pt. 0, Subpt. R § 4.

(U) **May be issued to:** Any individual or business holding records relevant to the drug investigation.

(U) **Records to be obtained:** Any records relevant or material to the investigation.

(U//FOUO) **Delegated authority to issue:** By DOJ regulation, the Attorney General's delegation includes SACs, ASACs, SSRAs and "those FBI Special Agent Squad Supervisors who have management responsibilities over Organized Crime/Drug Program investigations."

(U//FOUO) **Multi-offense investigations:** [REDACTED]

b7E

(U//FOUO) **Confidentiality:** [REDACTED]

b7E

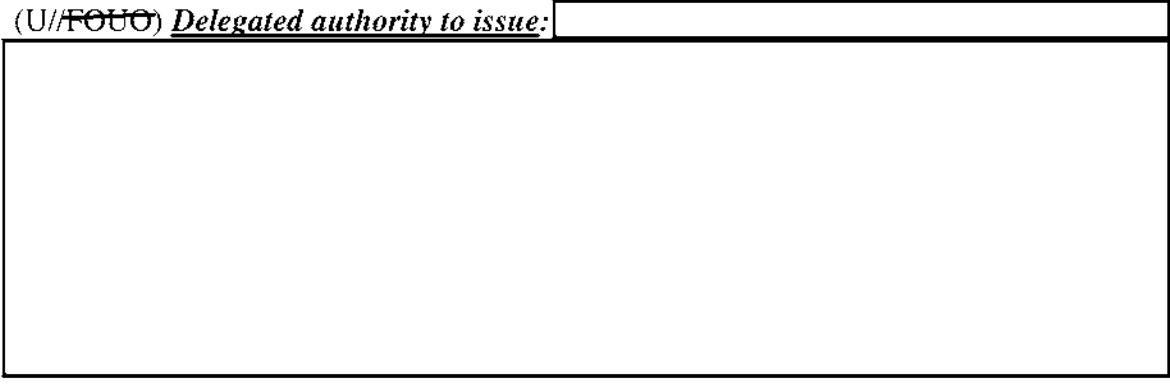
18.6.4.3.2.2 (U) INVESTIGATIONS INVOLVING THE SEXUAL EXPLOITATION OR  
ABUSE OF CHILDREN

(U) **Authority:** 18 U.S.C. § 3486(a) and Attorney General Order 3220-2010.

(U) **May be issued to:** A "provider of an electronic communication service" or a "remote computer service" (both terms defined below in DIOG Section 18.6.4.3.4.2.1) and only for the production of basic subscriber or customer information. The subpoena may require production as soon as possible but in no event less than 24 hours after service of the subpoena.

(U) **Records to be obtained:** [REDACTED]

b7E

(U//~~FOUO~~) *Delegated authority to issue:* 

b7E

(U//~~FOUO~~) *Violations to which this authority applies:* These administrative subpoenas may only be issued in investigations that involve a violation of 18 U.S.C. §§ 1201, 1591, 2241(c), 2242, 2243, 2251, 2251A, 2252, 2252A, 2260, 2421, 2422, or 2423 in which the victim is less than 18 years old. Under the Attorney General's delegation, an administrative subpoena in these investigations may be issued only to "providers of electronic communication services" or to "remote computing services" to obtain the information listed above. These administrative subpoenas may not be issued to any other person or entity or to obtain any other information, including the content of communications.



b7E

#### 18.6.4.3.2.3 (U) INVESTIGATIONS INVOLVING FEDERAL HEALTH CARE FRAUD OFFENSES

(U) *Authority:* 18 U.S.C. § 3486(a)

(U) *Records to be obtained:* Records relevant to an investigation relating to a "federal health care offense." Federal health care offense is defined in 18 U.S.C. § 24.

(U) *May be issued to:* Any public or private entity or individual with records relevant to the federal health care offense. (These are referred to in guidance issued by the Attorney General as "investigative demands.")

(U//~~FOUO~~) *Delegated authority to issue:* The Attorney General has not delegated signature authority to the FBI. AG authority is delegated only to personnel within DOJ's Criminal Division and to United States Attorneys, who may redelegate the authority to AUSAs. FBI employees must request an AUSA to issue administrative subpoenas in health care fraud investigations.

(U) *Limitations:* The Right to Financial Privacy Act (RFPA) limitations described in 18.6.4.3.4 of this section apply. The provisions in ECPA govern, as discussed in 18.6.4.3.4 of this section, if the request for records is addressed to a "provider of electronic communication service" or a "remote computing service." The subpoena may not require the production of records at a place more than 500 miles from the place the subpoena is served.

(U)

b7E

(U) ***Restriction on use of health care information against the individual:*** Pursuant to 18 U.S.C. § 3486, health information about an individual acquired through an authorized investigative demand may not be used in, or disclosed to any person for use in, any administrative, civil, or criminal action against that individual unless the action or investigation arises from and is directly related to receipt of health care, payment for health care, or a fraudulent claim related to health care.

#### 18.6.4.3.3 (U) APPROVAL REQUIREMENTS

##### 18.6.4.3.3.1 (U) REQUIRED FORM

- A) (U) [ ] in accordance with DIOG subsections 18.6.4.3.2.1 and 18.6.4.3.2.2 above, must be prepared and issued using the electronic [ ] or the [ ]. The electronic form is designed to ensure an [ ] is: (1) issued only in investigations where its use is permitted; (2) used to demand information that can be obtained within the applicable legal and policy limitations; and (3) approved by an individual with proper authority. [ ] must be electronically placed into the [ ] in the relevant investigative case from which it is issued. An electronic copy of [ ] will automatically be saved in the [ ] data base when it is electronically placed into [ ].
- B) (U) The [ ] allows for the generation of an [ ] for any need specified in DIOG subsections 18.6.4.3.2.1 and 18.6.4.3.2.2 above. For [ ] served to participating providers, it also provides the ability to receive expedited returns, as well as a means to review and ingest the return information into [ ] for storage, processing, and analysis.
- C) (U) [ ] addressed to an electronic communication service provider contains an attachment explaining the meaning of various terms used in the demand for information. [ ]  
[ ] issued by the FBI or proposed by the FBI for issuance by a DOJ attorney without approval from OGC or the CDC. That approval must be documented to [ ] file.

##### 18.6.4.3.3.2 (U) APPROVAL AUTHORITY

(U//~~FOUO~~) Use of an administrative subpoena requires SSA approval. The subpoena may be issued by the SSA if that SSA is among those with delegated authority to do so. See DIOG Sections 18.6.4.2.2.1 – 18.6.4.2.2.3 above) Otherwise, the subpoena must be forwarded to an individual with the proper delegated authority. Further review and approval may be required depending on the delegation. Review by the CDC is appropriate if legal questions arise in preparing and issuing the subpoena.

(U//~~FOUO~~)

b7E

**18.6.4.3.3.3 (U) REIMBURSEMENT FOR THE PRODUCTION OF TOLL RECORDS**

- A) ~~(U//~~FOUO~~)~~ Reimbursement to a telecommunications provider (electronic communications service) for toll, and other records produced, pursuant to the issuance of an [REDACTED] [REDACTED] is governed by statutory requirements and exceptions to those provisions. Additional guidance on toll record reimbursement, specific circumstances that preclude reimbursement, and a template telecommunications provider response letter, can be found on the Help link within OTD's [REDACTED] home page. b7E
- B) ~~(U//~~FOUO~~)~~ An individual designated by proper authority to issue an [REDACTED] [REDACTED] is permitted to sign and issue a "no payment" response letter to a provider upon determination that an invoice received from the telecommunications provider falls within the statutory exceptions to reimbursement. Consultation with, and review of the letter by, the CDC is appropriate if legal questions arise in preparing and issuing the response letter. b7E

**18.6.4.3.4 (U) LIMITATIONS ON USE OF ADMINISTRATIVE SUBPOENAS****18.6.4.3.4.1 (U) FINANCIAL PRIVACY LIMITATIONS****18.6.4.3.4.1.1 (U) OBTAINING RECORDS FROM A FINANCIAL INSTITUTION**

~~(U//~~FOUO~~)~~ "Financial records" are those records that pertain to a customer's relationship with a financial institution. The term "financial institution" is broadly defined as a bank, savings bank, card issuer, industrial loan company, trust company, savings association, building and loan or homestead association, credit union, or consumer finance institution, located in any state, territory, or the District of Columbia. See 12 U.S.C. § 3401. (*Note:* The scope of the RFPA's definition of financial institution for this purpose, which limits the restrictions the RFPA places on federal law enforcement in using an administrative subpoena, is narrower than the definition of financial institution that is used in connection with NSLs. For that purpose, the RFPA refers to the broader definition found in the Bank Secrecy Act (BSA). Among the entities included in the BSA definition are money transmitting businesses, car dealers, travel agencies, and persons involved in real estate closings. See 12 U.S.C. § 3414(d) and 31 U.S.C. § 5312 (a) (2) and (c) (1).) When seeking financial records from a financial institution, the FBI must send a certificate of compliance required by 12 U.S.C. § 3403 to the financial institution. The certificate must indicate, among other things, that notice has been provided by the FBI to the individual customer whose financial records are to be obtained. The content of the notice is set out in 12 U.S.C. § 3405. A court order may be obtained that allows for delayed notice pursuant to 12 U.S.C. § 3409. Notice is not required if the administrative subpoena is issued to obtain the financial records of a corporation or for records not pertaining to a customer. Notice is also not required if the administrative subpoena seeks only basic account information, defined as name, address, type of account, and account number. See 12 U.S.C. § 3413(g).

**18.6.4.3.4.1.2 (U) OBTAINING RECORDS FROM A CREDIT BUREAU**

~~(U//~~FOUO~~)~~ A credit bureau or consumer reporting agency may only provide name, address, former addresses, place of employment and former place of employment in response to an administrative subpoena. See 15 U.S.C. § 1681f. A credit bureau or

consumer reporting agency may not release financial information in a credit report or consumer report, or the names and locations of financial institutions at which the consumer has accounts pursuant to an administrative subpoena. A court order, a grand jury subpoena, or, in an appropriate investigation, a national security letter may be used to obtain this information. 15 U.S.C. § 1681b. Notice of disclosure will be provided by the credit bureau or consumer reporting agency to the consumer if the consumer requests this information.

#### 18.6.4.3.4.2 (U) ELECTRONIC COMMUNICATION PRIVACY ACT

(U//~~FOUO~~) The ability to gather subscriber information and the content of electronic communications using an administrative subpoena is governed by ECPA. In investigations involving the sexual exploitation or abuse of children, only basic subscriber or customer information may be obtained with an administrative subpoena under the terms of the Attorney General's delegation, as described above. No content information may be obtained. In drug and health care fraud investigations, an administrative subpoena may be used to obtain basic subscriber or customer information and certain stored communications, under limited circumstances, from entities that provide electronic communication services to the public.

##### 18.6.4.3.4.2.1 (U) SCOPE

(U//~~FOUO~~) ECPA applies to two types of entities that provide electronic communications to the public. They are:

- A) (U//~~FOUO~~) "Electronic Communication Service" is defined as "any service that provides the user thereof the ability to send or receive wire or electronic communications." 18 U.S.C. § 2510(15)
- B) (U//~~FOUO~~) "Remote Computing Service" is defined as the "provision to the public of computer storage or processing service by means of an electronic communication system." 18 U.S.C. § 2711(12)

##### 18.6.4.3.4.2.2 (U) SUBSCRIBER INFORMATION

(U//~~FOUO~~) [REDACTED]

b7E

A) (U//~~FOUO~~) [REDACTED]

b7E

B) (U//~~FOUO~~) [REDACTED]

b7E

C) (U//~~FOUO~~) [REDACTED]

b7E

D) (U//~~FOUO~~) [REDACTED]

b7E

E) (U//~~FOUO~~) [REDACTED]

b7E

F) (U//~~FOUO~~) [REDACTED]

b7E

(U//~~FOUO~~) [REDACTED]

b7E

~~(U//FOUO)~~

b7E

18.6.4.3.4.2.3      *(U) SECOND GENERATION CONNECTION RECORDS*~~(U//FOUO)~~

b7E

18.6.4.3.4.2.4      *(U) RECORDS OR OTHER INFORMATION PERTAINING TO A SUBSCRIBER*~~(U//FOUO)~~

b7E

18.6.4.3.4.2.5      *(U) CONTENT*

~~(U//FOUO)~~ Content is the actual substance of files stored in an account, including the subject line of an e-mail.

- A) (U) Unopened e-mail held in storage for 180 days or less may not be obtained using an administrative subpoena. A search warrant is required.
- B) (U) Unopened e-mail that has been held in electronic storage for more than 180 days may be obtained with an administrative subpoena. (In the Ninth Circuit, the opened e-mail and unopened e-mail must have been in storage for 180 days before it can be obtained with an administrative subpoena. See *Theofel v. Farey-Jones*, 359 F.3d 1066.) The government must provide notice to the subscriber or customer prior to obtaining such content. A limited exception to the notice requirement is provided in 18 U.S.C. § 2705.
- C) (U) E-mail that has been opened and the content of other electronically stored files held in storage by an entity that provides storage services to the public (i.e., a remote computing service, as defined in 18 U.S.C. § 2711), may be obtained using an administrative subpoena with notice to the customer or subscriber, unless notice is delayed in accordance with 18 U.S.C. § 2705.

D) (U) E-mail that has been opened and the content of other electronically stored files held in storage by an entity that does not provide electronic communication services to the public, such as that on the internal network of a business, may be obtained using an administrative subpoena. Notice to the individual is not required because this demand is not restricted by ECPA.

(U) The FD-1035 administrative subpoena is not configured to obtain e-mail content because of developing case law in this area. This information may be obtained using an order issued under 18 U.S.C. § 2703(d). See DIOG Section 18.6.8.3.B.

#### **18.6.4.3.4.3 (U) MEMBERS OF THE NEWS MEDIA**

**(U//~~FOUO~~) Approval Requirements:** An administrative subpoena directed to a provider of electronic communication services or any other entity seeking to obtain local and long distance connection records, or records of session times of calls, made by a member of the news media may only be issued with the specific approval of the Attorney General. Before proposing such a subpoena, an agent should review 28 C.F.R. § 50.10. Requests for AG approval must be made by the AUSA involved in the investigation consistent with the DOJ policies set forth in 28 C.F.R. § 50.10. Guidance on the DOJ policy may be obtained from the Investigative Law Unit and/or the Privacy and Civil Liberties Unit. OGC.

(U) 28 C.F.R. § 50.10(b)(1)(ii) provides guidance on categories of individuals and entities not covered under the requirements set out above.

#### **18.6.4.3.5 (U) COMPLIANCE/MONITORING**

##### **18.6.4.3.5.1 (U) LIMITS ON USE**

**(U//~~FOUO~~**

b7E

##### **18.6.4.3.5.2 (U) OVERPRODUCTION**

**(U//~~FOUO~~)** If any of the information that is obtained with an administrative subpoena is subject to statutory privacy protections (e.g., records subject to the Electronic Communications Privacy Act (ECPA), Right to Financial Privacy Act (RFPA), the Fair Credit Reporting Act (FCRA), Health Insurance Portability and Accountability Act (HIPAA), or the Buckley Amendment), it must be reviewed at the time it is received by the employee who requested the issuance of an administrative subpoena to ensure that the information received from the third party provider is within the scope of the request. Any information received from a third party provider that is beyond the scope of the administrative subpoena and is subject to statutory protections must be treated as an overproduction. If it is determined that the overproduced material is subject to statutory protection, then all of the produced material must be sequestered with the employee's supervisor and may not be electronically placed into any FBI database or used in the

investigation until one the following methods of disposition have been completed at the discretion of the field office or FBIHQ division that issued the administrative subpoena:

A) (U) The employee redacts the overproduced material. The employee's supervisor must approve the scope of the redaction. If there is any question whether the information provided is within the scope of the administrative subpoena, the CDC or OGC must be consulted. The method of redaction is left to the discretion of the employee, but redacted information must not be visible, used in the investigation, or electronically placed into any FBI database. The method of redaction will vary depending on whether the information was provided in hard copy or electronically. After the overproduced information has been redacted, the remainder of properly produced information may be electronically placed into any database and used in the investigation;

B) (U) [REDACTED]

b7E

C) (U) The records are returned to the entity that produced them; or

D) (U) The records are destroyed.

(U) Whichever disposition is selected for the overproduction, it must be documented in the investigative SBP sub-file for administrative subpoenas.

(U) Any questions concerning this process, including the review or disposition of the responsive records, or the statutes which cover such records, should be discussed with the CDC or OGC.

#### 18.6.4.3.5.3 (U) FACTORS FOR COMPLIANCE

(U//~~FOUO~~) The following factors should be considered to ensure compliance with applicable laws and regulations that govern the FBI's use of administrative subpoenas:

A) (U//~~FOUO~~) The administrative subpoena must relate to a type of investigation for which the subpoena is authorized;

B) (U//~~FOUO~~) The administrative subpoena must be directed to a recipient to whom an administrative subpoena is authorized;

C) (U//~~FOUO~~) The administrative subpoena may request only records that are authorized under the pertinent law;

D) (U//~~FOUO~~) The administrative subpoena must be approved by an authorized official;

E) (U//~~FOUO~~) The administrative subpoena must be electronically placed in [REDACTED] using the SBP sub-file of the investigation for record purposes.

b7E



- F) (U//~~FOUO~~) The return of service information must be completed on the back of the original administrative subpoena. Typed signature blocks do not affect current practices for completing the return of service information. For electronically served subpoenas, [redacted] satisfies the "return of service" upon the review of [redacted] [redacted] thus no paper copy is required. For non-electronically served subpoenas, users must complete the [redacted] process to satisfy the return of service requirement. This copy of the subpoena must be placed in the SBP sub-file or uploaded as a 1A to the case file, following your office practices; b7E
- G) (U//~~FOUO~~) The original administrative subpoena and completed return of service must be maintained in a SBP sub-file of the investigation. Provided a copy of the approved subpoena and a copy of the completed return of service are electronically placed to the case file in [redacted] the SBP sub-file is not mandated. This only applies to those administrative subpoenas which are created through the [redacted] application; and b7E
- H) (U//~~FOUO~~) If the records provided in response to the administrative subpoena are subject to statutory privacy protections, they must be reviewed to ensure that they are within the scope of the request (i.e., that there is no overproduction). If an over-production has occurred, the procedures outlined above must be followed.

UNCLASSIFIED -~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

This Page is Intentionally Blank.*This Page is Intentionally Blank*

UNCLASSIFIED - FOR OFFICIAL USE ONLY

Domestic Investigations and Operations Guide

\$18

## 18.6.5 (U) INVESTIGATIVE METHOD: GRAND JURY SUBPOENAS (COMPULSORY PROCESS)

### 18.6.5.1 OVERVIEW OF COMPULSORY PROCESS<sup>43</sup>

(U//FOUO) [redacted]

b7E

### 18.6.5.2 (U) APPLICATION

(U) An FGJ is an independent panel charged with determining whether there is probable cause to believe one or more persons committed a particular federal offense. The FGJ makes its determination based on evidence presented by the prosecuting attorney in an ex parte proceeding. If the FGJ believes probable cause exists, it will vote to return a “true bill” and the person will be indicted. An indictment is the most typical way a person is charged with a felony in federal court. The FGJ operates under the direction and guidance of the United States District Court. Generally, only witnesses for the prosecution testify before the grand jury.

(U) Only the United States Attorney or an AUSA, other DOJ attorneys prosecuting the matter, the witness under examination, an interpreter (as needed), and the stenographer or operator of a recording device may be present while the grand jury is in session. No judge is present during the presentation of evidence, although the court will sometime rule on evidentiary issues and will provide initial instructions to the FGJ. No person other than the grand jurors may be present while the FGJ is deliberating or voting.

### 18.6.5.3 (U) LEGAL AUTHORITIES

(U) An FGJ can collect evidence through the use of an FGJ subpoena, which is governed by Rule 6 of the FRCP. FRCP 6(e) controls the release of information obtained as part of the FGJ proceeding. FRCP 6(e) allows federal prosecutors to share foreign intelligence, counterintelligence, and terrorism-related threat information, and it is the DOJ’s policy that such information must be shared to the fullest extent permissible by law and in a manner consistent with the rule. The Attorney General has issued revised guidance for the Disclosure and Use of Grand Jury Information under Rule 6(e)(3)(D) (hereinafter “FGJ Guidelines”).

b7E

## 18.6.5.4 (U) SCOPE

(U//~~FOUO~~) This policy applies to all FBI employees engaged in a FGJ-related investigation who have access to FGJ information defined as "matters occurring before the grand jury" and are involved in operational activity. This includes FBI personnel such as task force officers (TFOs), task force members (TFMs), and task force participants (TFPs) (see DIOG subsection 3.3.2), and other government agency (OGA) personnel detailed to the FBI. FGJ subpoenas can be used to demand documents, records, testimony of witnesses, or any other evidence deemed relevant by a sitting grand jury. The FBI can request the issuance of an FGJ subpoena in coordination with the responsible USAO in all criminal investigative matters.

b7E

[REDACTED] FGJ subpoenas are part of the investigative process. Thus, when an individual is indicted, further FGJ subpoenas may not be issued that are related to those offenses.

Additional FGJ subpoenas pertaining to this individual could be issued, however, only for crimes which continue to be investigated and have not yet been indicted. FGJ subpoenas cannot be used to gather evidence for trial; trial subpoenas must be used for that purpose (see Rule 17 FRCP). See DIOG subsection 18.6.5.14 for guidance on the use of a FGJ subpoena in fugitive investigations.

## 18.6.5.4.1 (U) SCOPE OF FGJ POLICY ON ADMINISTRATIVE PERSONNEL

(U)

b7E

(U//~~FOUO~~) FBI employees who are preparing a response to a Freedom of Information Act or Privacy Act request may properly access grand jury material because they are considered to be assisting the grand jury attorney by ensuring against any improper disclosure.

#### 18.6.5.5 (U) APPROVAL REQUIREMENTS

(U) There are no FBI supervisory approval requirements associated with issuing a FGJ subpoena, but all FGJ subpoenas must be issued by the USAO that is handling the [redacted] Assessment or Predicated Investigation to which the subpoenaed materials or witnesses are relevant.

b7E

#### 18.6.5.6 (U) DURATION OF APPROVAL

(U) FGJ subpoenas include a "return date," which is the date on which the subpoenaed materials or testimony is due to the grand jury.

#### 18.6.5.7 MEMBERS OF THE NEWS MEDIA

(U) *Approval Requirements:* A FGJ subpoena directed to a provider of electronic communication services or any other entity seeking to obtain local and long distance connection records, or for records of session times of calls, that were made by a member of the news media may only be issued with the specific approval of the Attorney General. Before proposing such a subpoena, an agent should review 28 C.F.R. § 50.10. Requests for AG approval must be made by the AUSA involved in the investigation consistent with the DOJ policies set forth in 28 C.F.R. § 50.10, and DOJ News Media Policy Memo, dated February 21, 2014, DOJ News Media Policy, and the DOJ News Media Policy Memo, dated January 14, 2015.

(U) 28 C.F.R. § 50.10(b)(1)(ii) provides guidance on categories of individuals and entities not covered under the requirements set out above.

(U) Additional guidance on the DOJ policy may be obtained from the field office CDC, the Investigative Law Unit and the Privacy and Civil Liberties Unit, OGC.

#### 18.6.5.8 (U) NOTICE AND REPORTING REQUIREMENTS

(U) There is no FBI notice or reporting requirements for FGJ subpoenas.

#### 18.6.5.9 (U) DEFINITION OF MATTERS OCCURRING BEFORE THE GRAND JURY

(U) [redacted]

b7E

##### 18.6.5.9.1 (U) EXAMPLES OF MATTERS OCCURRING BEFORE THE GRAND JURY

(U) As a general rule, the following constitute matters occurring before the grand jury: (1) the names of targets of the FGJ; (2) witnesses scheduled to be called by the FGJ; (3) the original FGJ subpoenas with any and all attachments; (4) grand jury testimony (including any and all transcripts of such testimony); and (5) documents that reveal the intentions or direction of the

(U)

18.6.5.9.2      **(U) FEDERAL GRAND JURY PHYSICAL EVIDENCE AND STATEMENTS OF  
WITNESSES**

(U) Physical evidence provided to the government in response to an FGJ subpoena is subject to the secrecy rule regardless of whether such evidence is presented to the grand jury. Physical evidence provided voluntarily or obtained by means other than grand jury process (such as by consent or a search warrant) is not considered a matter occurring before the grand jury regardless of whether such evidence was previously or is thereafter presented to the grand jury. The fact that the physical evidence was presented to the grand jury is, however, subject to the grand jury secrecy rules

(U) Statements of witnesses obtained as a result of grand jury process including FGJ subpoena, such as a statement given in lieu of grand jury testimony, are matters occurring before the grand jury irrespective of whether such witnesses testified before the grand jury or were not required to testify. Voluntary statements of witnesses made outside of the grand jury context (not pursuant to any grand jury process including an FGJ grand jury subpoena), including statements made outside the grand jury by a witness who is being prepared for grand jury testimony, are not matters occurring before the grand jury irrespective of whether the witness previously testified or will thereafter testify before the grand jury.

18.6.5.9.3     **(U) DOCUMENTS CREATED INDEPENDENT OF GRAND JURY BUT  
OBTAINED BY GRAND JURY SUBPOENA:**

(U) As described earlier, Rule 6(e) generally prohibits disclosing matters occurring before the grand jury. The rule, however, does not define that phrase. The issue of whether pre-existing documents fall within that prohibition has never been settled conclusively by the Supreme Court, although many lower courts have discussed it at length. Courts generally agree that this prohibition does not cover all information developed in the course of a grand jury investigation; rather, the secrecy rule applies only to information that would reveal the existence, strategy or direction of the grand jury investigation, the nature of the evidence produced before the grand jury, the views expressed by members of the grand jury, or anything else that actually occurred before the grand jury. In addition, many courts have held that Rule 6(e) does not automatically protect third party documents from disclosure simply because they were subpoenaed by the government. Those courts have focused on whether the disclosure of the subpoenaed documents or their contents may tend to reveal the direction or strategy of the grand jury's investigation. Due to developing law on this issue, FBI personnel must consult with the AUSA responsible, and if appropriate, the CDC to determine how best to handle such documents.

18.6.5.9.4     **(U//~~FOUO~~) DATA EXTRACTED FROM RECORDS OBTAINED BY GRAND  
JURY SUBPOENA:**

(U//~~FOUO~~) Information extracted from business records that were obtained by grand jury subpoena is often used to facilitate investigations. Some of this type of data is, by statute or case law, subject to grand jury secrecy rules. In other investigations, determination of whether data must be considered subject to grand jury secrecy rules depends on the case law and local practice in the federal district. Information extracted from grand jury subpoenaed financial records subject to the Right to Financial Privacy Act of 1978 (12 U.S.C. § 3420) must be treated as matters occurring before a federal grand jury "unless such record has been used in the prosecution of a crime for which the grand jury issued an indictment or presentment or for a purpose authorized by rule 6(e) of the Federal Rules of Criminal Procedure" (emphasis added).

18.6.5.10     **(U) RESTRICTIONS ON DISCLOSURE**

(U) As a general rule, no one other than a grand jury witness may disclose matters occurring before the grand jury. Government agents, even if called as witnesses, may not disclose matters occurring before the grand jury. To determine if disclosure is permitted under certain circumstances, or if the disclosure restrictions are not applicable because the materials are not matters occurring before the grand jury, see DIOG subsection 18.6.5.9, above, and relevant subsections of 18.6.5.12 below.

(U//~~FOUO~~)

b7E

18.6.5.11    **(U) DISCLOSURES BY THE GOVERNMENT REQUIRING THE COURT'S PERMISSION**

(U//~~FOUO~~) The government, through its attorney, may disclose matters occurring before the grand jury under certain listed conditions and with permission of the court. Petitions to make these disclosures are generally, but not always, filed with the court that impaneled the grand jury. Unless the hearing on the government's petition is an ex parte hearing, the petition must be served on all parties to the proceeding and the parties must be afforded a reasonable period of time to respond.

- A)    (U) An attorney for the government may petition for disclosure to a foreign court or prosecutor for use in an official criminal investigation.
- B)    (U) An attorney for the government may petition for disclosure to a state, local, tribal, or foreign government official, if the government attorney can show that the matter may disclose a violation of state, tribal, or foreign criminal law, and the purpose of the disclosure is to enforce that law.
- C)    (U) An attorney for the government may petition for disclosure to an appropriate military official if the government attorney can show the matter may disclose a violation of military criminal law under the Uniform Code of Military Justice, and the purpose of the disclosure is to enforce that law.

18.6.5.11.1    **(U) DISCLOSURES BY THE GOVERNMENT NOT REQUIRING THE COURT'S PERMISSION**

(U//~~FOUO~~) The government, through its attorney, may disclose matters occurring before the grand jury without prior permission of the court under the following conditions:

- A)    (U) Under Rule 6(e)(3)(A), the government may disclose matters occurring before the federal grand jury to certain persons in certain situations provided the government does not disclose the grand jury's deliberations or any grand juror's vote and the government provides the court that impaneled the grand jury with the names of all persons to whom disclosure was made and certifies that the government has advised the receiving party of the obligation of secrecy under this rule, as set forth below in B - D.
- B)    (U) Also under Rule 6(e)(3)(A), persons eligible to receive matters occurring before the grand jury under this subsection are: 1) an attorney for the government for use in performing that attorney's duty; 2) any government personnel, including state, local, tribal, or foreign government personnel that an attorney for the government considers necessary to assist in performing that attorney's duty to enforce federal law; and 3) a person authorized under 18 U.S.C. § 3322.
- C)    (U) For Rule 6(e)(3)(A) purposes, OGC attorneys and CDCs are not "attorneys for the government." For purposes of the FRCP, it defines "attorney for the government" as "the Attorney General, an authorized assistant of the Attorney General, a United States Attorney, [and] an authorized assistant of the United States Attorney."

- D) (U) Rule 6(e)(3)(B) authorizes grand jury material to be used "to assist an attorney for the government in performing that attorney's duty to enforce federal criminal law." With the approval of the USAO, information from subpoenaed telephone records may be disclosed for use in unrelated federal criminal investigations in those districts where such material is not considered a matter occurring before a grand jury. If the USAO approves generally of this procedure, such information may be used in unrelated criminal investigations without authorization from a government attorney in each instance.
- E) (U) Under Rule 6(e)(3)(c), an attorney for the government may disclose any matter occurring before the grand jury to another federal grand jury.

**18.6.5.11.2 (U) RULE 6(E) EXCEPTIONS PERMITTING DISCLOSURE OF FGJ MATERIAL**

(U) Rule 6(e) allows certain exceptions permitting disclosure of matters occurring before the grand jury, which are discussed in the following sections. Rule 6(e)(3)(B) requires a federal prosecutor who discloses grand jury material to government investigators and other persons supporting the grand jury investigation to promptly provide the court that impaneled the grand jury the names of the persons to whom such disclosure has been made and to certify that he/she has advised such persons of their obligation of secrecy under the Rule. In order to document the certification required by the Rule, government attorneys often execute and deliver to the court a form, normally referred to as a "Certification" or "Rule 6(e) letter." A copy of this document must be maintained with the grand jury material held in the FBI's custody. The list of individuals authorized to access matters occurring before the grand jury, referred to as the "6(e) list," is drawn from the Rule 6(e) letter. See also DIOG subsection 18.6.5.4.1 above for Rule 6(e) exceptions involving administrative personnel.

**18.6.5.11.3 (U) RULE 6(E)(3)(D) DISCLOSURE EXCEPTION FOR INTELLIGENCE OR NATIONAL SECURITY PURPOSES**

(U) An attorney for the government may disclose any matter occurring before the grand jury involving foreign intelligence, counterintelligence, or foreign intelligence information to any federal law enforcement, intelligence, protective, immigration, national defense, or national security official to assist the official receiving the information in the performance of that official's duties. The government attorney must file, under seal, with the court that impaneled the grand jury, a notice that such information was disclosed and the agencies or departments that received the information. As used in Rule 6(e), foreign intelligence information is information that relates to the ability of the United States to protect against actual or potential attack or grave hostile acts by a foreign power or its agents; sabotage or international terrorism by a foreign power or its agents or clandestine intelligence activities by an intelligence service or network of a foreign power or its agents; or information with respect to a foreign power or foreign territory that relates to the national defense or security of the United States or the United States conduct of foreign affairs. An attorney for the government may disclose any grand jury matter involving, either in the United States or elsewhere, a threat of attack or other grave hostile acts of a foreign power or its agent, a threat of domestic or international sabotage, or clandestine intelligence gathering activities by an intelligence service or network of a foreign power or by its agent to any appropriate federal, state, local, tribal, or foreign government official for the purpose of preventing or responding to such threat or activities.

(U//~~FOUO~~) FRCP 6(e)(3)(D) allows federal prosecutors to share foreign intelligence, counterintelligence, and terrorism-related threat information, and it is the DOJ's policy that such information must be shared to the fullest extent permissible by law and in a manner consistent with the rule. The Attorney General has issued FGJ practice guidelines for USAOs, and the Guidelines for the Disclosure and Use of Grand Jury Information Under Rule 6(e)(3)(D), issued by the Deputy Attorney General on May 15, 2008, provides amplifying guidance.

#### 18.6.5.11.4 (U) *FBI's CONDUIT RULE*

(U//~~FOUO~~) Only the federal prosecutor is authorized to make an initial disclosure of Rule 6(e)(3)(D) foreign intelligence information. As a practical matter, such disclosures are ordinarily accomplished through the FBI, which may have existing information-sharing mechanisms with authorized receiving officials. If the prosecutor intends to share information directly with another official, consultation with the FBI is required to ensure that disclosures will be consistent with the existing policy of intelligence community agencies and to ensure appropriate handling of sensitive or classified information

b7E

(U//~~FOUO~~) If, in cases of emergency, the prosecutor must disclose information before consulting with the FBI, the prosecutor must notify the FBI as soon as practicable.

#### 18.6.5.11.5 (U) *OTHER STATUTORY DISCLOSURE RESTRICTIONS NOT AFFECTED*

(U) Rule 6(e)(3)(D) does not eliminate certain other information protection requirements, such as restrictions on disclosure of tax returns and tax information, on certain financial information under the Right to Financial Privacy Act, and on classified information, to name only a few examples. Specific statutes may impose additional burdens on disclosures.

#### 18.6.5.11.6 (U) *RULE 6(E)(D) RECEIVING OFFICIAL RULES AND RESTRICTIONS*

- A) (U) An FBI employee may become a "receiving official," i.e., the person to whom matters occurring before the federal grand jury can be disclosed, if the FBI receives federal grand jury information developed during investigations conducted by other agencies. A receiving official is any federal, state, local, tribal, or foreign government official who receives grand jury information, disclosed by an attorney for the government, under any provision of Rule 6(e)(3)(D). A receiving official may only use the disclosed material as necessary in the conduct of his/her official duties, and in a manner consistent with its sensitivity, FGJ guidelines, and any additional conditions placed on the use or handling of the information by the attorney for the government. The receiving official ordinarily must consult with the federal prosecutor before disseminating the information publicly, including in open court proceedings
- B) (U//~~FOUO~~) If dissemination is necessary to the performance of his or her official duties, a receiving official may disseminate Rule 6(e)(3)(D) information outside of that official's agency to other government officials.
- C) (U) A receiving official, other than a foreign government official, must consult with the attorney for the government before disseminating Rule 6(e)(3)(D) information publicly (including through its use in a court proceeding that is open to or accessible to the public), unless prior dissemination is necessary to prevent harm to life or property. In such

instances, the receiving official must notify the attorney for the government of the dissemination as soon as practicable.

- D) (U) A foreign government receiving official must obtain prior consent from the disclosing official where possible, or if the disclosing official is unavailable, from the agency that disseminated the information to that foreign official before dissemination of the information to a third government or publicly. Public dissemination includes using the information in a court proceeding that is open to or accessible by the public.
- E) (U) A receiving official must take appropriate measures to restrict access to this information to individuals who require access for the performance of official duties.
- F) (U) A receiving official must immediately report to the disclosing attorney for the government: any unauthorized dissemination of Rule 6(e)(3)(D) information; or any loss, compromise, or suspected compromise of Rule 6(e)(3)(D) information.
- G) (U) Rule 6(e)(3)(D)(i) provides that receiving officials may use disclosed information only to conduct their "official duties subject to any limitation on the unauthorized disclosure of such information." This "limitation on unauthorized disclosures" is understood to encompass applicable statutory, regulatory, and guideline restrictions regarding classification, privacy, or other information protection, as well as any additional restrictions imposed by the federal prosecutor.
- H) (U/~~FOUO~~) The FGJ Guidelines do not require the receiving official to notify the federal prosecutor of subsequent disclosures, except for consultation concerning public disclosures and consent for certain disclosures by foreign officials. The receiving official is bound by whatever restrictions govern his or her use and disclosure of the information as part of his official duties. Of note, per Rule 6(e)(3)(D)(ii), if the FBI is included in the initial 6(e)(3)(D) letter as an entity receiving disclosure, subsequent dissemination by the FBI is permitted and no additional permission or notification to the court is required. (Guidelines for the Disclosure and Use of Grand Jury Information Under Rule 6(e)(3)(D)), issued by the Deputy Attorney General on May 15, 2008.

#### **18.6.5.11.6.1 (U/~~FOUO~~) DOCUMENTATION OF INTERNAL DISCLOSURE OF GRAND JURY MATERIAL**

(U) Grand jury material must be kept in such a fashion as to maintain the integrity of the material. Upon taking custody of grand jury material, the FBI employee must categorize it in a manner to identify its production source and how it was obtained, to include the identity of a custodian of record for documentary evidence. In lieu of a Rule 6(e) letter from the USAO containing an exhaustive list of names of FBI personnel, an FBI record of additional internal disclosures must be maintained by the case agent in order to establish accountability. Use of this "internal certification" procedure must be authorized by the appropriate USAO. The internal certification document (e.g. EC) must record the date of disclosure as well as the identity and position of the recipient. Such internal disclosures may be made only in support of the same investigation in which a federal prosecutor has previously issued a Rule 6(e) letter. In addition, the internal certification document must reflect that all recipients of matters occurring before the grand jury were advised of the secrecy requirements of Rule 6(e). Whenever practicable, recipients must be listed on this internal certification prior to disclosure. Local Rule 6(e) customs must govern the internal certification process used. See also DIOG subsection 18.6.5.4.1 above for Rule 6(e) exceptions involving administrative personnel.

## 18.6.5.11.7 (U) VIOLATIONS

- A) (U) A receiving official who knowingly violates Rule 6(e)(3)(D) by using the disclosed information outside the conduct of his or her official duties, or by failing to adhere to any limitations on the dissemination of such information, may be subject to contempt of court proceedings and to restriction on future receipt of Rule 6(e)(3)(D) information.
- B) (U) A state, local, tribal, or foreign government official who receives Rule 6(e)(3)(D) information, and who knowingly violates these guidelines, may be subject to contempt of court proceedings.
- C) (U) An attorney for the government who knowingly violates Rule 6(e)(3)(D) may be subject to contempt of court proceedings.

## 18.6.5.12 (U) LIMITATION OF USE

- A) (U) Rule 6(e)(3)(D) does not require notice to the court of subsequent dissemination of the information by receiving officials.
- B) (U//~~FOUO~~) Disclosure of material considered matters occurring before the grand jury cannot be made within the FBI for unrelated investigations unless a government attorney has determined that such disclosure to a particular investigator is needed to assist that attorney in a specific criminal investigation. The ability of government attorneys to freely share grand jury material with other government attorneys for related or unrelated criminal investigations does not extend to investigators without investigation specific authorization from the government attorney and notice to the court. Therefore, [redacted]
- C) (U//~~FOUO~~) If a government attorney authorizes the disclosure of material considered matters occurring before the grand jury in the possession of the FBI for use in an unrelated federal criminal matter, such approval must be documented in the "GJ" sub-file of both the initiated investigation file and the subsequent investigation file. That documentation will be in addition to any necessary supplementation to the government attorney's Rule 6(e) disclosure letter and/or to the internal certification disclosure list.
- D) (U//~~FOUO~~) The USAO must be consulted immediately for precautionary instructions if material considered matters occurring before the grand jury will have application to civil law enforcement functions (e.g., civil RICO or civil forfeiture). There are very limited exceptions that allow government attorneys to use grand jury material or information in civil matters (e.g., civil penalty proceedings concerning banking law violations). These exceptions do not automatically apply to investigative personnel. Therefore, any similar use of FGJ information by the FBI must be approved in advance by the government attorney.
- E) (U//~~FOUO~~) Disclosure cannot be made without a court order for use in non-criminal investigations, such as background investigations or name checks.
- F) (U//~~FOUO~~) Government personnel who are preparing a response to a Freedom of Information Act or Privacy Act request may properly access grand jury material under the Rule because they are considered to be assisting the grand jury attorney by ensuring against any improper disclosure.
- G) (U) Rule 6(e)(3)(B) requires a federal prosecutor who discloses material considered matters occurring before the grand jury to government investigators and other persons supporting the grand jury investigation to promptly provide the court that impaneled the grand jury the

b7E

names of the persons to whom such disclosure has been made and to certify that he/she has advised such persons of their obligation of secrecy under the Rule. In order to document the certification required by the Rule, government attorneys often execute and deliver to the court a form, normally referred to as a "Certification" or "Rule 6(e) letter." A copy of this document must be maintained with the grand jury material held in the FBI's custody.

#### 18.6.5.13 (U//~~FOUO~~) MARKING, PHYSICAL STORAGE, AND MAILING OF GRAND JURY MATERIAL

(U//~~FOUO~~) The FBI cannot make or allow unauthorized disclosure of matters occurring before the grand jury. If material and records obtained pursuant to the FGJ process are stored in FBI space. [redacted]

b7E

[redacted]  
process are frequently stored in FBI space, FBI employees must report any unauthorized disclosure to the appropriate government attorney who, in turn, must notify the court. In order to protect against unauthorized disclosure, grand jury material must be secured in the following manner:

- 1) (U//~~FOUO~~) The page cover, envelope, or container holding grand jury materials or records that have been identified as a "matter occurring before a grand jury" must be marked with the warning: "MATTERS OCCURRING BEFORE THE FEDERAL GRAND JURY - DISSEMINATE ONLY PURSUANT TO RULE 6(e)." No grand jury stamp or mark should be affixed to the original material. Agents, analysts and other authorized parties should work from copies of such FGJ material whenever possible to ensure the original material retains its integrity. [redacted]

- 2) (U//~~FOUO~~) Access to [redacted] must be limited to authorized persons (e.g., those assisting an attorney for the government in a specific criminal investigation). All necessary precautions must be taken to protec [redacted]

[redacted] to include maintaining the material in a secure location when not in use. The material must be appropriately segregated, secured, safeguarded and placed in the investigative GJ sub-file [redacted]

[redacted] segregate and restrict access to the material, or it can be entered in [redacted]

[redacted] is entered into a computer database, the data must be marked with the 6(e) warning and [redacted] restricted within the system.

- 3) (U//~~FOUO~~) Registered mail or other traceable courier (such as Federal Express) approved by the Chief Security Officer (CSO) must be used to mail or transmit to other field offices

any documents containing grand jury material. Couriers and other personnel employed in these services will not be aware of the contents of the material transmitted because of the wrapping procedures specified below, and therefore, do not require a background investigation for this purpose. The names of persons who transport the material need not be placed on a 6(c) disclosure list.

- 4) (U//~~FOUO~~) Material considered matters occurring before the grand jury that is to be mailed or transmitted by traceable courier outside a facility must be enclosed in opaque inner and outer covers. The inner cover must be a sealed wrapper or envelope that contains the addresses of the sender and the addressee, who must be authorized to have access to the grand jury material. The inner cover must be conspicuously marked "Grand Jury Information To Be Opened By Addressee Only." The outer cover must be sealed, addressed, return addressed, and bear no indication that the envelope contains grand jury material. When the size, weight, or nature of the grand jury material precludes the use of envelopes or standard packaging, the material used for packaging or covering must be of sufficient strength and durability to protect the information from unauthorized disclosure or accidental exposure.
- 5) (U//~~FOUO~~) If the government attorney determines that the sensitivity of, or threats to, such grand jury material necessitates a more secure transmission method, the material may be transmitted by an express mail service approved for the transmission of national security information or be hand carried by the assigned government attorney or his or her designated representative.
- 6) (U//~~FOUO~~) Material considered matters occurring before the grand jury containing classified national security information must be handled, processed, and stored according to 28 C.F.R. Part 17. Such FGJ material containing other types of sensitive information, such as federal tax return information, witness security information, and other types of highly sensitive information that have more stringent security requirements than that usually required for matters occurring before the grand jury must be stored and protected pursuant to the security regulations governing such information and any special dissemination requirements provided by the organization that originated the information.

#### 18.6.5.13.1 (U//~~FOUO~~) PHYSICAL STORAGE OF FGJ MATERIAL

(U//~~FOUO~~)

b7E

44

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)(U//~~FOUO~~)(U//~~FOUO~~)(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

#### 18.6.5.13.2 (U//~~FOUO~~) ELECTRONIC STORAGE OF FGJ MATERIAL

(U//~~FOUO~~) If information identified as matters occurring before the grand jury is entered into a computer database, the data must be marked with the 6(c) warning and access must be restricted within the system [redacted]

b7E

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~

Domestic Investigations and Operations Guide

\$18

18.6.5.13.3    ***(U//~~FOUO~~) HANDLING AND STORAGE OF FGJ MATERIAL AFTER THE CLOSURE OF A CASE***

(U) [REDACTED]

b7E

(U//~~FOUO~~) [REDACTED]

(U//~~FOUO~~) [REDACTED]

(U//~~FOUO~~) [REDACTED]

18.6.5.13.4    ***(U//~~FOUO~~) DELETION OF ELECTRONICALLY STORED MATERIAL IDENTIFIED AS MATTERS OCCURRING BEFORE THE GRAND JURY***

(U//~~FOUO~~) [REDACTED]

(U//~~FOUO~~)

b7E

18.6.5.13.5 (U//~~FOUO~~) ***FGJ MATERIAL CONTAINING CLASSIFIED OR OTHER SENSITIVE INFORMATION:***

(U//~~FOUO~~)

b7E

18.6.5.14 (U) **REQUESTS FOR FGJ SUBPOENAS IN FUGITIVE INVESTIGATIONS**

(U//~~FOUO~~) The function of the grand jury is to decide whether a person should be charged with a federal crime. Locating a person who has been charged is a task that is ancillary to, rather than a part of, that function. As such, grand jury subpoenas cannot be used as an investigative aid in the search for a fugitive in whose testimony the grand jury has no interest. Absent one of the exceptions discussed below being applicable, grand jury subpoenas for testimony or records related to a fugitive's whereabouts may not be requested in FBI fugitive investigations.

(U//~~FOUO~~) If the grand jury has a legitimate interest in the testimony of a fugitive regarding another federal ongoing investigation, it may subpoena other witnesses and records in an effort to locate the fugitive. In this situation, the responsible Assistant Attorney General must approve a "target" subpoena for the fugitive before the grand jury may subpoena witnesses and records to locate the fugitive.

(U//~~FOUO~~) When a fugitive's present location is relevant to an offense under investigation, the grand jury may legitimately inquire as to the fugitive's whereabouts. Offenses such as harboring, misprision of a felony, and accessory after the fact are examples of crimes as to which the fugitive's location may be relevant evidence. If, however, the person who is suspected of harboring the fugitive or being an accessory after the fact has been immunized and compelled to testify regarding the location of the fugitive, this will likely be viewed as improper subterfuge.

(U//~~FOUO~~) DOJ policy generally forbids the use of grand jury subpoenas to locate a defendant charged in a federal criminal complaint with unlawful flight to avoid prosecution

(UFAP). UFAP investigations are, as a general rule, not prosecuted. Use of the grand jury in the investigation of a UFAP matter requires prior consultation with DOJ and written authorization to prosecute from the Assistant Attorney General in charge of the Criminal Division. Federal indictments for UFAP require prior written approval of the Attorney General, Deputy Attorney General, or an Assistant Attorney General.

#### 18.6.5.15 (U) FGJ OVERPRODUCTION

(U) If any of the information received in response to an FGJ subpoena is subject to statutory privacy protections (e.g., records subject to the Electronic Communications Privacy Act (ECPA), Right to Financial Privacy Act (RFPA), the Fair Credit Reporting Act (FCRA), Health Insurance Portability and Accountability Act (HIPAA), or the Buckley Amendment), it must be reviewed at the time it is received by the employee who requested the issuance of the FGJ subpoena to ensure that the information received is within the scope of the subpoena's demand. Any information received from a third party provider that is beyond the scope of the FGJ subpoena and is subject to statutory protections must be treated as an overproduction. Overproduced material must not be electronically placed into any FBI application, database or used in any manner. Instead, the FBI employee must promptly notify the AUSA who authorized the issuance of the FGJ subpoena of the potential overproduction. The AUSA, in coordination with the FBI employee, must determine whether the information exceeds the scope of the FGJ subpoena, and if so, how to dispose of the overproduced material. The method of disposition for the overproduction must be documented in the investigation's [redacted]

#### 18.6.5.16 (U) FGJ MATERIAL COMPLIANCE AND MONITORING

(U//~~FOUO~~) [redacted] of every field office must designate [redacted] to be responsible for overseeing the FBI's compliance on handling, storage and labeling of FGJ material meeting the definition of matters occurring before the federal grand jury. As part of these duties, the designee must review the field office practices for handling, storage and labeling such material at least once per fiscal year. This review must encompass the policy standards set out in this section and along with any local "standing" judicial requirements. The results of the review(s) must be reported to the field office Division Compliance Council (DCC), and through the DCC, to the Office of Integrity and Compliance using file number [redacted]

[redacted] The field office may set its own unique inaugural fiscal year review date and use that date thereafter as its basis for the annual review period.

(U//~~FOUO~~) All field office specific local "standing" judicial guidance must be made available to employees assigned to that office.

b7E

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

*This Page is Intentionally Blank.*

**18.6.6 (U) INVESTIGATIVE METHOD: NATIONAL SECURITY LETTER  
(COMPULSORY PROCESS)****18.6.6.1 (U) OVERVIEW OF COMPULSORY PROCESS**(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

**18.6.6.2 (U) APPLICATION**

(U//~~FOUO~~) NSLs may be used in a national security Predicated Investigation. This method may not be used for assistance to other government agencies, unless the information sought is relevant to an open FBI Predicated Investigation.

**18.6.6.3 (U) NATIONAL SECURITY LETTERS****18.6.6.3.1 (U) LEGAL AUTHORITY**

- A) (U) 12 U.S.C. § 3414(a)(5)(A);
- B) (U) 15 U.S.C. §§ 1681u and 1681v;
- C) (U) 18 U.S.C. § 2709;
- D) (U) 50 U.S.C. § 3162;
- E) (U) AGG-Dom, Part V; and
- F) (U) An NSL may be used only to request:
  - 1) (U) Financial Records: The Right to Financial Privacy Act (RFPA), 12 U.S.C. § 3414(a)(5);
  - 2) (U) Identity of Financial Institutions: Fair Credit Reporting Act (FCRA), 15 U.S.C. § 1681u(a);
  - 3) (U) Consumer Identifying Information: FCRA, 15 U.S.C. § 1681u(b);
  - 4) (U) Full Credit Reports in International Terrorism Investigations: FCRA, 15 U.S.C. § 1681v; and
  - 5) (U) Telephone Subscriber Information, Toll Billing Records, Electronic Communication Subscriber Information, and Electronic Communication Transactional Records: Electronic Communications Privacy Act (ECPA), 18 U.S.C. § 2709.

18.6.6.3.2 (U) **DEFINITION OF METHOD**

(U) An NSL is an administrative demand for documents or records that are relevant to a Predicated Investigation to protect against international terrorism or clandestine intelligence activities [REDACTED]

b7E

18.6.6.3.3 (U) **APPROVAL REQUIREMENTS**

(U//~~FOUO~~) Those who approve NSLs are responsible for ensuring the investigative and procedural requirements have been met. They must certify that the information sought by the NSL is relevant to an open, predicated national security investigation. For an NSL to include a nondisclosure provision, the approver must determine that disclosure of the NSL may endanger the national security of the United States; interfere with a criminal, counterterrorism, or counterintelligence investigation; interfere with diplomatic relations; or endanger the life or physical safety of any person. Those who approve NSLs, as well as those designated as acting officials who will approve NSLs, must have completed the Virtual Academy course on NSLs, reviewed DIOG Section 18.6.6. (National Security Letter), and if appropriate, received NSL training from the CDC/ADC or a National Security Law Branch (NSLB) attorney prior to approving NSLs.

(U//~~FOUO~~) The process for creating an NSL involves two documents: the NSL itself and the EC approving the issuance of the NSL. The Director has delegated the authority to sign NSLs to the Deputy Director, Executive Assistant Director, and Associate EAD for the National Security Branch; Assistant Directors and all DADs for the Counterterrorism, Counterintelligence, and Cyber Divisions, and the Weapons of Mass Destruction Directorate; General Counsel; Deputy General Counsel for the National Security Law Branch; Assistant Directors in Charge in New York, Washington, DC, and Los Angeles; and all SACs in all field offices. See EC 333-HQ-A1487720 Serial 515 (May 15, 2012). No other delegations are permitted.

[REDACTED]

(U//~~FOUO~~)

b7E

(U//~~FOUO~~) In addition to being signed by a statutorily required approver, an NSL must be approved by a CDC, ADC (or attorney acting in that capacity), or an NSLB attorney.

18.6.6.3.4 (U) **STANDARDS FOR ISSUING NSLS**(U//~~FOUO~~)

b7E

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~

Domestic Investigations and Operations Guide

\$18

[Redacted]

b7E

(U//~~FOUO~~) [Redacted]

b7E

[Redacted]

b7E

(U//~~FOUO~~) [Redacted]

b7E

[Redacted]

b7E

(U//~~FOUO~~) [Redacted]

b7E

[Redacted]

18.6.6.3.5     (U) *SPECIAL PROCEDURES FOR REQUESTING COMMUNICATION  
SUBSCRIBER INFORMATION*

(U//~~FOUO~~) [Redacted]

b7E

(U//~~FOUO~~) [Redacted]

b7E

(U//~~FOUO~~) [REDACTED] the employee should consider whether an NSL is the least intrusive and reasonable means based upon the circumstances of the investigation to obtain the information.

b7E

(U//~~FOUO~~) [REDACTED]

b7E

#### 18.6.6.3.6 (U) DURATION OF APPROVAL

(U//~~FOUO~~) [REDACTED]

b7E

#### 18.6.6.3.7 (U) SPECIFIC PROCEDURES FOR CREATING NSLS

(U//~~FOUO~~) [REDACTED]

b7E

(U//~~FOUO~~) [REDACTED]

b7E

(U//~~FOUO~~) [REDACTED]

b7E

A)

(U//~~FOUO~~) [REDACTED]

b7E

B)

(U//~~FOUO~~) [REDACTED]

b7E

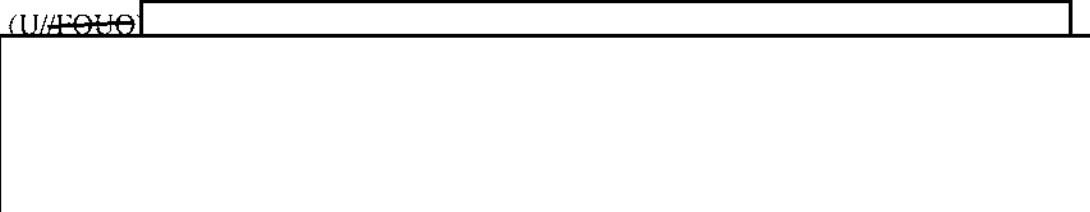
UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~

Domestic Investigations and Operations Guide

\$18

C)

(U//~~FOUO~~)



b7E

D)

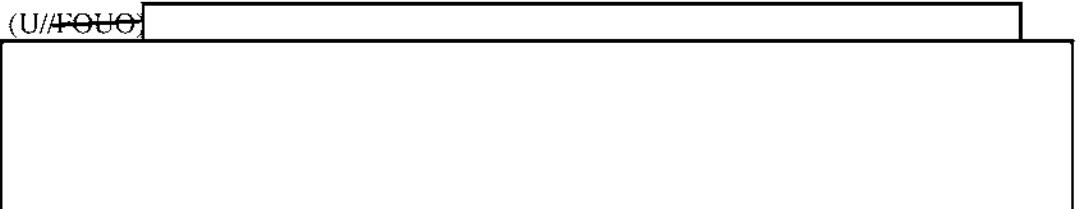
(U//~~FOUO~~)



b7E

E)

(U//~~FOUO~~)



b7E

F)

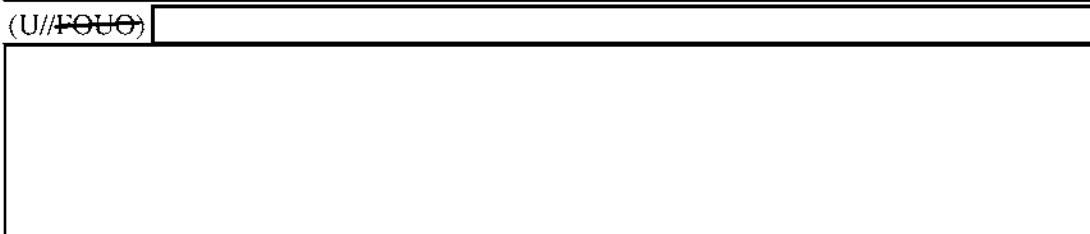
(U//~~FOUO~~)



b7E

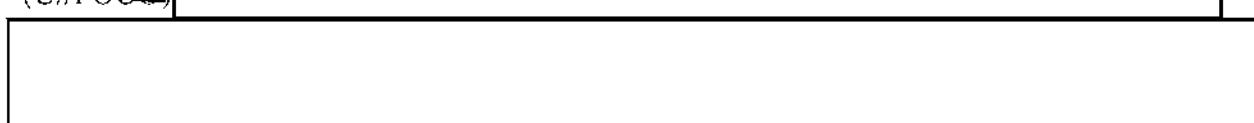
G)

(U//~~FOUO~~)



b7E

(U//~~FOUO~~)



b7E

(U//~~FOUO~~)



b6

b7C

18-110

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~

Version Dated:  
March 3, 2016

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~

Domestic Investigations and Operations Guide

\$18

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

18.6.6.3.7.1 (U) COVER EC APPROVING AN NSL

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

A)

(U//~~FOUO~~)

b7E

B)

(U//~~FOUO~~)

b7E

C)

(U//~~FOUO~~)

b7E

D)

(U//~~FOUO~~)

b7E

E)

(U//~~FOUO~~)

b7E

F)

(U//~~FOUO~~)

b7E

G)

(U//~~FOUO~~)

b7E

18-111

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~

Version Dated:  
March 3, 2016

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~

Domestic Investigations and Operations Guide

\$18

- H) (U//~~FOUO~~) [REDACTED] b7E  
[REDACTED]
- I) (U//~~FOUO~~) [REDACTED] b7E  
[REDACTED]
- J) (U//~~FOUO~~) [REDACTED] b7E  
[REDACTED]
- K) (U//~~FOUO~~) [REDACTED] b7E
- L) (U//~~FOUO~~) [REDACTED] b7E  
[REDACTED]
- (U//~~FOUO~~) This list is not exhaustive. [REDACTED] b7E  
[REDACTED]

**18.6.6.3.7.2 (U) COPY OF THE NSL AND RELATED DOCUMENTS IN THE  
INVESTIGATIVE FILE**

- (U//~~FOUO~~) [REDACTED] b7E  
[REDACTED]
- (U//~~FOUO~~) [REDACTED] b7E  
[REDACTED]
- (U//~~FOUO~~) [REDACTED] b7E  
[REDACTED]

## 18.6.6.3.7.3 (U) COMMUNITY OF INTEREST INFORMATION

(U//~~FOUO~~)

b7E

## 18.6.6.3.7.4 (U) CONTACT WITH MEMBERS OF THE NEWS MEDIA BY A

b7E

(U//~~FOUO~~)

b7E

## 18.6.6.3.7.5 (U) EMERGENCY CIRCUMSTANCES

(U//~~FOUO~~) ECPA protects subscriber or communications transactional information from disclosure by providers of electronic communication services. Generally, an NSL, grand jury subpoena, or another form of legal process must be used to compel a communication service provider to disclose subscriber or transactional information. In emergency circumstances, however, the provider may voluntarily disclose information to the FBI if the provider, in good faith, believes that an emergency involving danger of death or serious physical injury to any person exists and requires disclosure without delay. As a matter of FBI policy, when there is a danger of death or serious physical injury that does not permit the proper processing of an NSL, an administrative subpoena (if permissible), or a grand jury subpoena, then a letter to the provider citing 18 U.S.C. § 2702 may be used to request emergency disclosure, if approved by a SAC, ASAC, or FBIHQ Section Chief. If time does not permit the issuance of an emergency letter that cites 18 U.S.C. § 2702, then an oral request to the provider may be made, but the oral request must be followed-up with a letter to the provider. In either situation, an  Form, which automatically generates the letter, must be completed.

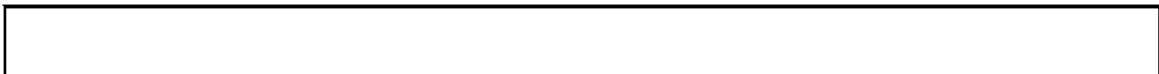
b7E

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

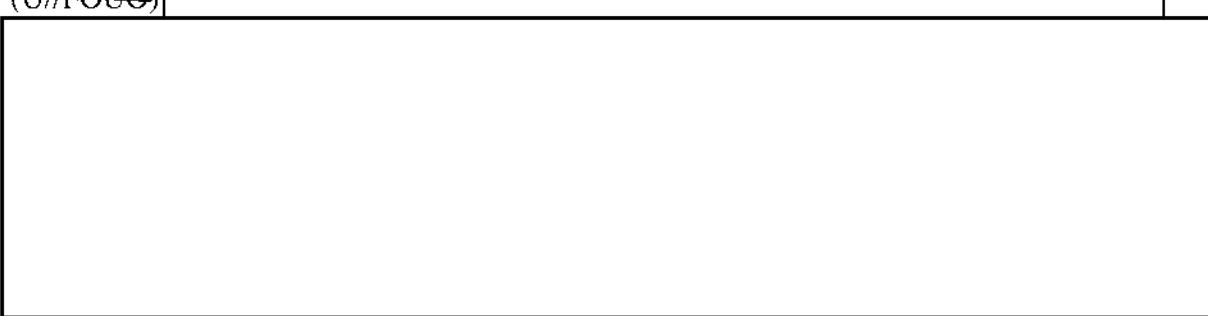
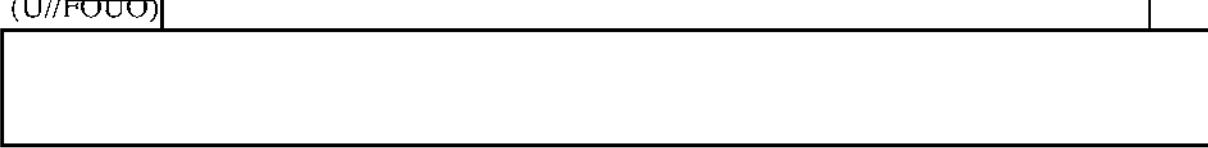
 b7E

## 18.6.6.3.8 (U) NOTICE AND REPORTING REQUIREMENTS

(U//~~FOUO~~) NSLB compiles NSL statistics for reporting to Congress. The NSL subsystem [redacted] automatically records the information needed for Congressional reporting. If the NSL is created outside the subsystem, then the NSL's cover EC must include the information necessary for NSLB to report NSL statistics accurately, i.e., delineate the number of targeted facilities/accounts in each NSL issued to an NSL recipient.

b7E

(U//~~FOUO~~) NSLB also reports to Congress the USPER status of the target (as opposed to the subject of the investigation) of all NSLs, other than NSLs that seek only subscriber information. While the subject of the investigation is often the target of the NSL, that is not always the case. The EC must record the USPER status of the target of the NSL – the person whose information the FBI is seeking. If the NSL is seeking information about more than one person, the EC must record the USPER status of each person.

18.6.6.3.9 (U) RECEIPT OF NSL INFORMATION, REVIEW FOR OVERPRODUCTION,  
AND RELEASING THE INFORMATION(U//~~FOUO~~)  b7E(U//~~FOUO~~)  b7E(U//~~FOUO~~)  b7E(U//~~FOUO~~)  b7E

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~

Domestic Investigations and Operations Guide

\$18

(U//~~FOUO~~)

b7E

18.6.6.3.10 (U) OVERPRODUCTION

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

18-115

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~

Version Dated:  
March 3, 2016

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~

Domestic Investigations and Operations Guide

\$18

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

18.6.6.3.11 (U) RETENTION OF NSL INFORMATION

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

18.6.6.3.12 (U) SERVICE AND RETURNS OF NSLs

(U//~~FOUO~~)

b7E

18.6.6.3.12.1 (U//~~FOUO~~) ELECTRONIC SERVICE AND RETURN

(U//~~FOUO~~)

b7E

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~

Domestic Investigations and Operations Guide

\$18

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

A)

(U//~~FOUO~~)

b7E

B)

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

#### 18.6.6.3.12.2 (U//~~FOUO~~) PERSONAL SERVICE AND RETURN

(U//~~FOUO~~)

b7E



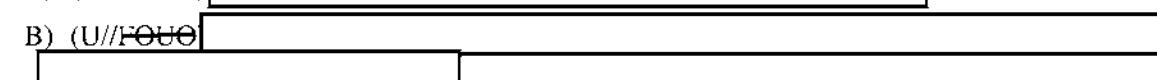
b7E

**18.6.6.3.12.3 (U//~~FOUO~~) RESTRICTED MAIL SERVICE AND RETURN**(U//~~FOUO~~) 

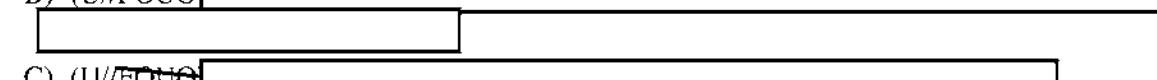
b7E

**18.6.6.3.12.4 (U//~~FOUO~~) FAX SERVICE AND RETURN**(U//~~FOUO~~) 

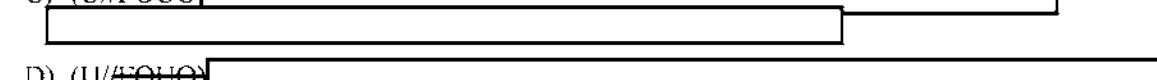
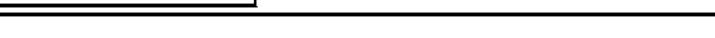
b7E

A) (U//~~FOUO~~) 

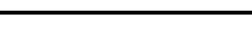
b7E

B) (U//~~FOUO~~) 

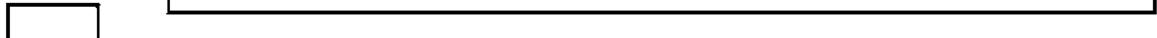
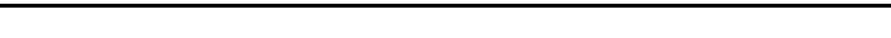
b7E

C) (U//~~FOUO~~) 

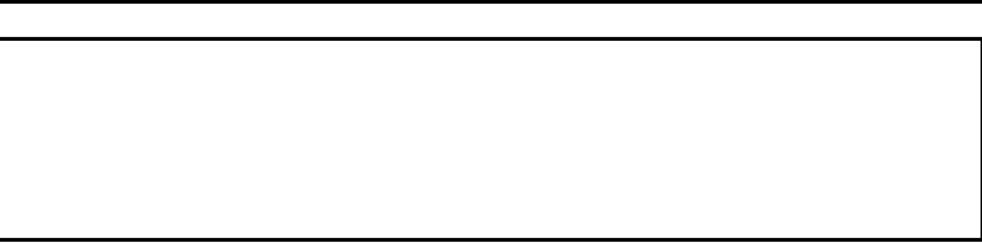
b7E

D) (U//~~FOUO~~) 

b7E

(U//~~FOUO~~) 

b7E

**18.6.6.3.12.5 (U//~~FOUO~~) COMBINATION SERVICE AND RETURN**(U//~~FOUO~~) 

b7E

**18.6.6.3.13 (U) DISSEMINATION OF NSL INFORMATION**

(U//~~FOUO~~) Subject to certain statutory limitations, information obtained in response to an NSL may be disseminated according to general dissemination standards in the AGG-Dom. The Electronic Communications Privacy Act (ECPA) (telephone and electronic communications transactional records) and the Right to Financial Privacy Act (RFPA) (financial records) permit dissemination if consistent with the AGG-Dom and the information is clearly relevant to the responsibilities of the recipient agency. The Fair Credit Reporting Act (FCRA) permits dissemination of the identity of financial institutions and consumer identifying information to other federal agencies as may be necessary for the approval or

conduct of a foreign counterintelligence investigation. FCRA imposes no special rules for dissemination of full credit reports.

(U//~~FOUO~~)

b7E

[redacted] neither the

NSL nor the return information is classified.

18.6.6.3.14    **(U) SPECIAL PROCEDURES FOR HANDLING RIGHT TO FINANCIAL  
PRIVACY ACT INFORMATION AND OTHER INFORMATION**

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

b7E

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

#### 18.6.6.3.15 (U) PAYMENT FOR NSL-DERIVED INFORMATION

(U//~~FOUO~~) No legal obligation exists for the FBI to compensate recipients of NSLs issued pursuant to ECPA (telephone and electronic communications transactional records) or FCRA, 15 U.S.C. § 1681v (full credit reports in international terrorism investigations), and therefore no payment should be made in connection with those NSLs. See EC 319X-HQ-A1487720-OGC, serial 222, for a form letter to be sent in response to demands for payment concerning these NSLs.

(U//~~FOUO~~) Compensation for responding to NSLs issued pursuant to RFPA (financial records) and FCRA § 1681u (identity of financial institutions and consumer identifying information) is covered by a fee schedule adopted under DOJ's Cost Reimbursement Guidance under the ECPA.

#### 18.6.6.3.16 (U) JUDICIAL REVIEW OF NSLS

(U//~~FOUO~~) All NSLs should include the necessary legal notices. Specifically, an NSL issued by the FBI must inform the recipient of the right to judicial review of the NSL pursuant to 18 U.S.C. § 3511(a). *See* Doc v. Mukasey, 549 F.3d 861 (2d Cir. 2008). An NSL issued by the FBI must also inform the recipient of the right to judicial review of any nondisclosure requirement imposed in connection with the NSL. *See, e.g.* 18 U.S.C. § 2709(d). An NSL must specifically advise that, if the recipient wishes to have a court review a nondisclosure requirement imposed in connection with an NSL, the recipient may notify the Government, which must then initiate judicial review proceedings [redacted] if it wants to maintain nondisclosure of the NSL. If the FBI determines that nondisclosure continues to be necessary (see below paragraph for statutory standard for nondisclosure), the Government must demonstrate to a federal judge the need for continued nondisclosure and obtain a judicial order requiring such nondisclosure. The nondisclosure requirement will remain in effect unless and until there is a final court order holding that disclosure is permitted.

b7E

(U//~~FOUO~~) In any judicial review proceeding regarding a nondisclosure requirement in connection with an NSL, the Government will bear the burden of persuading the district court that there is good reason to believe that disclosure may result in at least one of the enumerated harms set forth in the NSL statutes, *e.g.*, 18 U.S.C. § 2709(c), which are: a danger to the national security of the United States; interference with a criminal, counterterrorism, or

counterintelligence investigation; interference with diplomatic relations; or danger to the life or physical safety of any person, that is related to an authorized investigation to protect against international terrorism or clandestine intelligence activities. Accordingly, the field office or FBIHQ Division that issued the NSL, in conjunction with OGC, must coordinate with DOJ and the United States Attorney's Office to ensure that the FBI's certification is sufficient to meet the FBI's burden of proof.

#### 18.6.6.3.17 (U) REVIEW OF NONDISCLOSURE REQUIREMENT IN NSLS

(U//~~FOUO~~) The USA FREEDOM Act of 2015 requires the FBI to review at certain intervals during the investigation all National Security Letters (NSL) that included a nondisclosure requirement pursuant to procedures adopted by the Attorney General. Pursuant to the *Attorney General Termination Procedures for National Security Letter Nondisclosure Requirement (Procedures)*, issued November 24, 2015, the review is to determine whether the nondisclosure requirement in an NSL should continue or be terminated. Under these *Procedures*, the nondisclosure requirement of an NSL shall terminate upon the closing of any investigation in which an NSL containing a nondisclosure provision was issued except where the FBI makes a determination that one of the existing statutory standards for nondisclosure is satisfied. Pursuant to the *Procedures*, starting February 21, 2016, when (i) an open investigative file reaches its third-year anniversary [redacted]

b7E

[redacted] and (ii) an investigative file is closed, an NSL nondisclosure review must occur. If an investigation is closed before its third-year anniversary, then the NSL nondisclosure review will occur once, that is, when the investigation closes. There are no NSL nondisclosure reviews beyond the third-year anniversary and/or when the investigative file is closed.

(U//~~FOUO~~) [redacted]

b7E

(U//~~FOUO~~) [redacted]

b7E

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

\$18



(U//~~FOUO~~)



b7E

b7E

18-122

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~

Version Dated:  
March 3, 2016

UNCLASSIFIED -~~FOR OFFICIAL USE ONLY~~

Domestic Investigations and Operations Guide

*This Page is Intentionally Blank*

UNCLASSIFIED -~~FOR OFFICIAL USE ONLY~~

18.6.7 (U) **INVESTIGATIVE METHOD: FISA ORDER FOR BUSINESS RECORDS (COMPULSORY PROCESS)**

18.6.7.1 (U) **OVERVIEW OF COMPULSORY PROCESS**

(U//~~FOUO~~)

b7E

(U)

b7E

18.6.7.2 (U) **APPLICATION**

(U//~~FOUO~~) FISA Business Records Orders may be used during authorized national security investigations

b7E

[redacted] When collecting positive foreign intelligence, if the subject is a non-USPER, a request for business records pursuant to 50 U.S.C. §§ 1861-63 is lawful.

18.6.7.3 (U) **BUSINESS RECORDS UNDER FISA**

18.6.7.3.1 (U) **LEGAL AUTHORITY**

(U) 50 U.S.C. §§ 1861-63

18.6.7.3.2 (U) **DEFINITION OF METHOD**

(U) A FISA order for business records, is an order for a third party to produce

b7E

[redacted] relevant to an authorized national security investigation.

(U)

b7E

18.6.7.3.3 (U) *APPROVAL REQUIREMENTS*(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

18.6.7.3.4 (U) *DURATION OF COURT APPROVAL*

(U) Authority for a FISA business records order is established by court order.

18.6.7.3.5 (U) *NOTICE AND REPORTING REQUIREMENTS*

(U) There are no special notice or reporting requirements.

18.6.7.3.6 (U) *COMPLIANCE REQUIREMENTS*

(U) The employee who receives material produced in response to a FISA business records order must do the following:

- A) (U//~~FOUO~~) Handle the material as required by the Standard Minimization Procedures Adopted for Business Records Orders and [redacted]

b7E

18.6.7.3.7 (U) *SEE THE CURRENT CLASSIFIED FISA BUSINESS RECORDS STANDARD MINIMIZATION PROCEDURES:*18.6.7.3.7.1 (U) *FISA OVERCOLLECTION*(U//~~FOUO~~)

b7E

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

*This Page is Intentionally Blank*

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~

Domestic Investigations and Operations Guide

\$18

## 18.6.8 (U) INVESTIGATIVE METHOD: STORED WIRE OR ELECTRONIC COMMUNICATIONS AND TRANSACTIONAL RECORDS

### 18.6.8.1 (U) SUMMARY

(U//~~FOUO~~) FBI employees may acquire the contents of stored wire or electronic communications and associated transactional records—including basic subscriber information—as provided in 18 U.S.C. §§ 2701-2712 (Electronic Communications Privacy Act (ECPA)). Requests for voluntary disclosure under the emergency authority of 18 U.S.C. § 2702 require prior approval from the field office ASAC or FBIHQ Section Chief when appropriate.

(U//~~FOUO~~) All requests for information from electronic communication service providers (e.g., telephone companies, internet service providers) pertaining to a subscriber or customer must comply with ECPA. As used in ECPA, the term “information pertaining to a subscriber or customer” should be read broadly. It includes, for example, information regarding whether a particular individual has an account with a covered provider. Thus, unless done in accordance with ECPA, an FBI employee may not ask a telephone company or internet service provider whether John Smith has an account with the company (i.e., the FBI employee may not informally seek information that is statutorily protected prior to the issuance of appropriate process or the existence of an exception to ECPA). In addition, based on a November 5, 2008 interpretation of ECPA from the Office of Legal Counsel, the FBI may not ask a telephone company whether a given telephone number that the company services has been assigned to an individual. In short, in order to obtain any information specific to the subscriber from a telephone company or electronic communication service provider, the FBI must provide legal process pursuant to 18 U.S.C. §§ 2703 or 2709 or the request must fall within the limited exceptions established in 18 U.S.C. § 2702, and discussed below.

(U//~~FOUO~~) [REDACTED]

b7E

### 18.6.8.2 (U) APPLICATION

(U//~~FOUO~~) [REDACTED]

b7E

#### 18.6.8.2.1 (U) STORED DATA

(U) The Electronic Communications Privacy Act (ECPA)—18 U.S.C. §§ 2701-2712—governs the disclosure of two broad categories of information: (i) the contents of wire or electronic communications held in “electronic storage” by providers of “electronic communication service” or contents held by those who provide “remote computing service” to the public; and (ii) records or other information pertaining to a subscriber to or customer of

such services. The category of “records or other information” can be subdivided further into subscriber records (listed in 18 U.S.C. § 2703(c)(2)) and stored traffic data or other records.

(U) Records covered by ECPA include all records that are related to the subscriber, including buddy lists, “friend” lists (MySpace), and virtual property owned (Second Life). These other sorts of records are not subscriber records and cannot be obtained with a subpoena under 18 U.S.C. § 2703(c)(2) or an NSL under 18 U.S.C. § 2709.

#### 18.6.8.2.2 (U) **LEGAL PROCESS**

(U) The legal process for obtaining disclosure will vary depending on the type of information sought and whether the information is being voluntarily provided under 18 U.S.C. § 2702 (e.g., with consent or when emergency circumstances require disclosure) or the provider is being compelled to provide the information under 18 U.S.C. § 2703, as outlined below. The process for compelling production under 18 U.S.C. § 2709 is discussed in the NSL section above.

#### 18.6.8.2.3 (U) **RETRIEVAL**

(U) Contents held in “electronic storage” by a provider of “electronic communication service” for 180 days or less can only be obtained with a search warrant based on probable cause. Accordingly, such records may only be obtained during a Full Investigation.

(U) Contents held by those who provide “remote computing service” to the public and contents held in “electronic storage” for more than 180 days by an “electronic communication service” provider can be obtained with: a warrant; a subpoena with prior notice to the subscriber or customer; or an order issued by a court under 18 U.S.C. § 2703(d) when prior notice has been provided to the customer or subscriber (unless the court has authorized delayed notice).

(U) Title 18 U.S.C. § 2705 establishes the standard to delay notice for an initial period of up to 90 days. Records or other information pertaining to a subscriber to or customer of such services, including basic subscriber information, can be obtained with a search warrant or an 18 U.S.C. § 2703(d) order without notice.

#### 18.6.8.2.4 (U) **BASIC SUBSCRIBER INFORMATION**

(U) Basic subscriber information, as described in 18 U.S.C. § 2703(c)(2), can be compelled by a grand jury or administrative subpoena without notice.

#### 18.6.8.2.5 (U) **PRESERVATION OF STORED DATA**

(U) The government is authorized under 18 U.S.C. § 2703(f) to direct a provider to preserve records or other information (stored records or communications) in its possession for 90 days (which may be extended for an additional 90-days) pending issuance of applicable legal process for disclosure. To make a preservation request, the FBI must believe that the records will subsequently be sought by appropriate legal process.

#### 18.6.8.2.6 (U) **COST REIMBURSEMENT**

(U) 18 U.S.C. § 2706 requires the government to reimburse for costs incurred in providing the contents of communications, records, or other information obtained under 18 U.S.C. §§ 2702, 2703, or 2704, except that reimbursement is not required for records or other information

maintained by a communications common carrier that relate to telephone toll records and telephone listings obtained under 18 U.S.C. § 2703. In essence, the government does not have to reimburse for the cost of producing records that the provider maintains in the ordinary course of its business.

#### 18.6.8.3 (U) **LEGAL AUTHORITY**

(U) 18 U.S.C. §§ 2701-2712

(U) AGG-Dom, Part V.9

(U) ECPA—18 U.S.C. §§ 2701-2712—creates statutory privacy rights for the contents of communications in “electronic storage” and records or other information pertaining to a subscriber to or customer of an “electronic communication service” and a “remote computing service.” The statutory protections protect the privacy of an individual’s electronic data contained in a networked account—that may otherwise fall outside the scope of the protections afforded by the Fourth Amendment—when such account or its service is owned or managed by a third-party provider.

(U) ECPA generally: (i) prohibits access to the contents of wire or electronic communications while in “electronic storage” unless authorized (18 U.S.C. § 2701); (ii) prohibits a provider of service to the public from disclosing the contents of wire or electronic communications while held in “electronic storage,” and prohibits divulging to the government any information pertaining to a subscriber to or customer of such service unless authorized (18 U.S.C. § 2702); and (iii) authorizes the government to compel disclosure from a provider of stored contents of a wire or electronic communication and records or other information pertaining to a subscriber to or customer (18 U.S.C. § 2703). ECPA provides for reimbursement of costs incurred in providing the information acquired.

(U) [REDACTED]

b7E

#### 18.6.8.4 (U) **ECPA DISCLOSURES**

(U) ECPA authorities can be divided into two categories: (i) compelled disclosure—legal process to compel providers to disclose the contents of stored wire or electronic communications (including e-mail and voice mail—opened and unopened) and other information, such as account records and basic subscriber information; and (ii) voluntary disclosure of such information from service providers. Each of these authorities is discussed below.

##### 18.6.8.4.1 (U) **DEFINITIONS**

- A) (U) **Electronic Storage:** is “any temporary, intermediate storage of a wire or electronic communication incidental to the electronic transmission thereof,” or “any storage of such communication by an electronic communication service for purposes of backup protection of such communication.” 18 U.S.C. § 2510(17). In short, “electronic storage” refers only to temporary storage, made in the course of transmission, by a provider of an electronic communication service.
- B) (U) **Remote Computing Service (RCS):** is a service that provides “to the public” computer storage or processing services by means of an electronic communications system. 18 U.S.C. §

2711(2). In essence, a remote computing service is an off-site computer that stores or processes data for a customer.

- C) (U) ***Electronic Communications System:*** is "any wire, radio, electromagnetic, photo optical or photo electronic facilities for the transmission of wire or electronic communications, and any computer facilities or related electronic equipment for the electronic storage of such communications." 18 U.S.C. § 2510(14).
- D) (U) ***Electronic Communication Service (ECS):*** is "any service that provides to users thereof the ability to send or receive wire or electronic communications." 18 U.S.C. § 2510(15). For example, telephone companies and electronic mail companies generally act as providers of electronic communication services.

#### 18.6.8.4.2 (U) **COMPELLED DISCLOSURE**

(U) 18 U.S.C. § 2703 lists five types of legal process that the government can use to compel a provider to disclose certain kinds of information. The five mechanisms, in descending order of required threshold showing are as follows:

- A) (U) Search warrant;
- B) (U) 18 U.S.C. § 2703(d) court order with prior notice to the subscriber or customer;
- C) (U) 18 U.S.C. § 2703(d) court order without prior notice to the subscriber or customer;
- D) (U) Subpoena with prior notice to the subscriber or customer; and
- E) (U) Subpoena without prior notice to the subscriber or customer.

(U)

b7E

(U)

b7E

##### 18.6.8.4.2.1 (U//~~FOUO~~) COMPELLED DISCLOSURE REGARDING MEMBERS OF THE NEWS MEDIA

(U//~~FOUO~~)

b7E

(U) 28 C.F.R. § 50.10(b)(1)(ii) provides guidance on categories of individuals and entities not covered by, and therefore not entitled to the protections of the DOJ policy set out above.

**18.6.8.4.2.2 (U//~~FOUO~~) NOTICE—ORDERS NOT TO DISCLOSE THE EXISTENCE OF A WARRANT, SUBPOENA, OR COURT ORDER**

(U//~~FOUO~~) FBI employees may obtain a court order directing network service providers not to disclose the existence of compelled process if the government has no legal duty to notify the customer or subscriber of the process. If an 18 U.S.C. § 2703(d) order or 18 U.S.C. § 2703(a) warrant is being used, a request for a non-disclosure order can be included in the application and proposed order or warrant. If a subpoena is being used to obtain the information, a separate application to a court for a non-disclosure order must be made.

**18.6.8.4.2.3 (U) LEGAL STANDARD**

(U//~~FOUO~~) A court may order an electronic communications service provider or remote computing service not to disclose the existence of a warrant, subpoena, or court order for such period as the court deems appropriate. The court must enter such an order if it determines that there is reason to believe that notification of the existence of the warrant, subpoena, or court order will result in:

- A) (U) Endangering the life or physical safety of an individual;
- B) (U) Flight from prosecution;
- C) (U) Destruction of or tampering with evidence;
- D) (U) Intimidation of potential witnesses; or
- E) (U) Otherwise seriously jeopardizing an investigation or unduly delaying a trial. 18 U.S.C. § 2705(b).

**18.6.8.4.2.4 (U) SEARCH WARRANT**

(U//~~FOUO~~) Investigators can obtain the full contents of a network account with a search warrant issued pursuant to FRCP Rule 41. However, FRCP Rule 41 search warrant may not be issued in Preliminary Investigations. See DIOG Section 18.7.1.3.4.4.

**18.6.8.4.2.5 (U) COURT ORDER WITH PRIOR NOTICE TO THE SUBSCRIBER OR CUSTOMER**

(U//~~FOUO~~) Investigators can obtain everything in a network account except for unopened e-mail or voice-mail stored with a provider for 180 days or less using a 18 U.S.C. § 2703(d) court order with prior notice to the subscriber unless they have obtained authority for delayed notice pursuant to 18 U.S.C. § 2705. ECPA distinguishes between the contents of communications that are in "electronic storage" (e.g., unopened e-mail) for less than 180 days, and those that have been in "electronic storage" for longer or that are no longer in "electronic storage" (e.g., opened e-mail).

(U) FBI employees who obtain a court order under 18 U.S.C. § 2703(d), and either give prior notice to the subscriber or comply with the delayed notice provisions of 18 U.S.C. § 2705(a), may obtain:

- A) (U) "The contents of a wire or electronic communication that has been in electronic storage in an electronic communications system for more than one hundred and eighty days." 18 U.S.C. § 2703(a).
- B) (U) "The contents of any wire or electronic communication" held by a provider of remote computing service "on behalf of . . . a subscriber or customer of such remote computing service," 18 U.S.C. §§ 2703(b)(1)(B)(ii), 2703 (b)(2); and
- C) (U) Everything that can be obtained using an 18 U.S.C. § 2703(d) court order without notice.

(U) [REDACTED]

b7E

(U) [REDACTED]

b7E

#### 18.6.8.4.2.5.1 (U) *LEGAL STANDARD*

(U) To order delayed notice, the court must find that "there is reason to believe that notification of the existence of the court order may... endanger the life or physical safety of an individual; [lead to] flight from prosecution; [lead to] destruction of or tampering with evidence; [lead to] intimidation of potential witnesses; or . . . otherwise seriously jeopardiz[e] an investigation or unduly delay[ ] a trial." 18 U.S.C. §§ 2705(a)(1)(A) and 2705(a)(2). The applicant must satisfy this standard anew each time an extension of the delayed notice is sought.

#### 18.6.8.4.2.5.2 (U) *NATIONWIDE SCOPE*

(U) Federal court orders under 18 U.S.C. § 2703(d) have effect outside the district of the issuing court. Orders issued pursuant to 18 U.S.C. § 2703(d) may compel providers to disclose information even if the information is stored outside the district of the issuing court. See 18 U.S.C. § 2703(d) ("any court that is a court of competent jurisdiction" may issue a 18 U.S.C. § 2703(d) order); 18 U.S.C. § 2711(3) (court of competent jurisdiction includes any federal court having jurisdiction over the offense being investigated without geographic limitation).

(U) 18 U.S.C. § 2703(d) orders may also be issued by state courts. See 18 U.S.C. §§ 2711(3), 3127(2)(B). These orders issued by state courts, however, do not have effect outside the jurisdiction of the issuing state. See 18 U.S.C. §§ 2711(3).

#### 18.6.8.4.2.6 (U) COURT ORDER WITHOUT PRIOR NOTICE TO THE SUBSCRIBER OR CUSTOMER

(U) A court order under 18 U.S.C. § 2703(d) may compel disclosure of:

- A) (U) All "record(s) or other information pertaining to a subscriber to or customer of such service (not including the contents of communications [held by providers of electronic communications service and remote computing service])," and
- B) (U) Basic subscriber information that can be obtained using a subpoena without notice. 18 U.S.C. § 2703(c)(1).

18.6.8.4.2.6.1 (U) *TYPES OF TRANSACTIONAL RECORDS*

(U) The broad category of transactional records includes all records held by a service provider that pertain to the subscriber beyond the specific records listed in 2703(c)(2)

[REDACTED]

b7E

(U//~~FOUO~~) [REDACTED]

[REDACTED]

b7E

18.6.8.4.2.6.2 (U) *CELL SITE AND SECTOR INFORMATION*

(U) Cell site and sector information is considered "a record or other information pertaining to a subscriber" and therefore, production of historical and prospective cell site and sector information may be compelled by a court order under 18 U.S.C. § 2703(d). Requests made pursuant to 18 U.S.C. § 2703(d) for disclosure of prospective cell site and sector information—which is delivered to law enforcement under Communications Assistance for Law Enforcement Act (CALEA) at the beginning and end of calls—must be combined with an application for pen register/trap and trace device. Some judicial districts will require a showing of probable cause before authorizing the disclosure of prospective cell site and sector information.

18.6.8.4.2.6.3 (U) [REDACTED]

b7E

(U) [REDACTED]

b7E

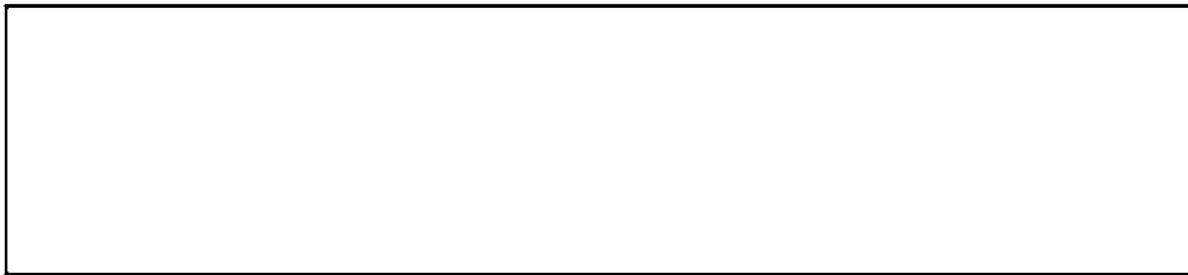
[REDACTED]

b7E

(U//~~FOUO~~) [REDACTED]

[REDACTED]

b7E



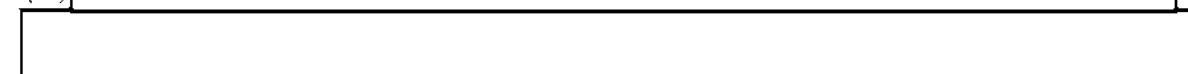
(U)

b7E



(U)

b7E



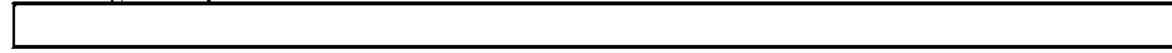
## 18.6.8.4.2.6.4

(U) *LEGAL STANDARD*

(U) A court order under 18 U.S.C. § 2703(d) is known as an "articulable facts" court order or simply a "d" order. This section imposes an intermediate standard to protect on-line transactional records. It is a standard higher than a subpoena, but not a probable cause warrant.

(U) In applying for an order pursuant to 18 U.S.C. § 2703 (d), the FBI must state sufficient specific and articulable facts for the court to find that there are reasonable grounds to believe that the contents of a wire or electronic communication, or the records or other information sought, are relevant and material to an ongoing criminal investigation.

b7E

18.6.8.4.2.7 (U) SUBPOENA WITH PRIOR NOTICE TO THE SUBSCRIBER OR CUSTOMER

(U//~~FOUO~~) Investigators can subpoena opened e-mail from a provider if they give prior notice to the subscriber or comply with the delayed notice provisions of 18 U.S.C. § 2705(a) — [REDACTED] that there is reason to believe notification of the existence of the subpoena may have an adverse result.

b7E

(U) FBI employees who obtain a subpoena and give prior notice to the subscriber or comply with the delayed notice provisions of 18 U.S.C. § 2705(a) may obtain:

- A) (U) "The contents of any wire or electronic communication" held by a provider of remote computing service "on behalf of . . . a subscriber or customer of such remote computing service." 18 U.S.C. § 2703(b)(1)(B)(i), § 2703(b)(2);
- B) (U) "The contents of a wire or electronic communication that has been in electronic storage in an electronic communications system for more than one hundred and eighty days." 18 U.S.C. § 2703(a); and

C) (U) Basic subscriber information listed in 18 U.S.C. § 2703(c)(2).

(U) As a practical matter, this means that [redacted]

b7E

(U) [redacted]

b7E

(U) **Legal standards for delaying notice:** The supervisory official must certify in writing that "there is reason to believe that notification of the existence of the court order may... endanger[] the life or physical safety of an individual; [lead to] flight from prosecution; [lead to] destruction of or tampering with evidence; [lead to] intimidation of potential witnesses; or... otherwise seriously jeopardiz[e] an investigation or unduly delay[] a trial." 18 U.S.C. §§ 2705(a)(1)(A), 2705(a)(2). This standard must be satisfied anew every time an extension of the delayed notice is sought. This documentation must be placed with the subpoena in the appropriate investigative file.

#### 18.6.8.4.2.8 (U) SUBPOENA WITHOUT PRIOR NOTICE TO THE SUBSCRIBER OR CUSTOMER

(U//~~FOUO~~) Without notice to the subscriber or customer, investigators can subpoena basic subscriber information:

(U) name; address; local and long distance telephone connection records, or records of session times and durations; length of service (including start date) and types of service used; telephone or instrument number or other subscriber number or identity, including any temporarily assigned network address; and means and source of payment for such service (including any credit card or bank account number)[.]" 18 U.S.C. § 2703(c)(2).

(U) [redacted]

b7E

A) (U) **Legal Standard:** The legal threshold for issuing a subpoena is relevance to the investigation. Courts are reluctant to review the "good faith" issuance of subpoenas as long as they satisfy the following factors<sup>45</sup>: (i) the investigation is conducted pursuant to a legitimate purpose; (ii) the information requested under the subpoena is relevant to that purpose; (iii) the agency does not already have the information it is seeking with the subpoena; and (iv) the agency has followed the necessary administrative steps in issuing the subpoena.

(U//~~FOUO~~) In the event that a federal grand jury subpoena is used, however, appropriate protections against disclosure must be followed in compliance with FRCP Rule 6(e).

B) (U//~~FOUO~~) [REDACTED]

b7E

C) (U) **Members of the News Media:** Approval of the Attorney general must be obtained prior to seeking telephone billing records of a member of the news media. (See DIOG Section 18.6.5..8)

#### 18.6.8.4.3 (U) VOLUNTARY DISCLOSURE

(U) [REDACTED]

b7E

A) (U) **Service NOT Available to the Public:** ECPA does not apply to providers of services that are not available "to the public;" accordingly such providers may freely disclose both contents and other records relating to stored communications. Andersen Consulting v. UOP, 991 F. Supp. 1041 (N.D. Ill. 1998) (giving hired consulting firm employees access to UOP's e-mail system is not equivalent to providing e-mail to the public).

B) (U) **Services That ARE Available to the Public:** If the provider offers services to the public, then ECPA governs the disclosure of contents and other records.

C) (U) If the provider is authorized to disclose the information to the government under 18 U.S.C. § 2702 and is willing to do so voluntarily, law enforcement does not need to obtain a legal order or provide other legal process to compel the disclosure.

D) (U) If a provider voluntarily discloses under the statute, there is no follow-up legal process required or available. If the provider, on the other hand, either may not or will not disclose the information voluntarily, FBI employees must rely on compelled disclosure provisions and obtain the appropriate legal orders.

1) (U) **Voluntary Disclosure of Stored Contents** - ECPA authorizes the voluntary disclosure of stored contents when:

- a) (U) The originator, addressee, intended recipient, or the subscriber (in the case of opened e-mail) expressly or impliedly consents, 18 U.S.C. § 2702(b)(3);
- b) (U) The disclosure "may be necessarily incident to the rendition of the service or to the protection of the rights or property of the provider of that service." 18 U.S.C. § 2702(b)(5);

<sup>45</sup> (U) United States v. Morton Salt Co., 338 U.S. 632, 642-43 (1950).

- c) (U) The provider "in good faith, believes that an emergency involving danger of death or serious physical injury to any person requires disclosure without delay of information relating to the emergency," 18 U.S.C. § 2702(b)(8);
- d) (U//~~FOUO~~) An emergency disclosure under this statutory exception is justified when the circumstances demand action without delay to prevent death or serious bodily injury; the statute does not depend on the immediacy of the risk of danger itself. For example, [redacted]

b7E

H.R. Rep. No. 107-497 at 13-14 (2002) accompanying The Cyber Security Enhancement Act of 2002, H.R. 3482, which passed as part of the comprehensive Homeland Security Act of 2002, Pub. L. No. 107-296, § 225 116 Stat. 2135 (2002).

- e) (U) The disclosure is made to the National Center for Missing and Exploited Children, in connection with a report submitted thereto under Section 227 of the Victims of Child Abuse Act of 1990. (42 U.S.C. § 13032 and 18 U.S.C. § 2702[b][6]); or
  - f) (U) The contents are inadvertently obtained by the service provider and appear to pertain to the commission of a crime. Such disclosures can only be made to a law enforcement agency. 18 U.S.C. § 2702(b)(7)
- 2) (U) **Voluntary Disclosure of Non-Content Customer Records** - ECPA permits a provider to voluntarily disclose non-content customer records to the government when:
- a) (U) The customer or subscriber expressly or impliedly consents, 18 U.S.C. § 2702(c)(2);
  - b) (U) The disclosure "may be necessarily incident to the rendition of the service or to the protection of the rights or property of the provider of that service," 18 U.S.C. § 2702(c)(3);
  - c) (U) The provider "in good faith, believes that an emergency involving danger of death or serious physical injury to any person requires disclosure without delay of information relating to the emergency," 18 U.S.C. § 2702(c)(4); or
  - d) (U//~~FOUO~~) *Note:* An emergency disclosure under this statutory exception is justified when the circumstances demand immediate action (i.e., obtaining/disclosing information "without delay") to prevent death or serious bodily injury; the statute does not depend on the immediacy of the risk of danger itself. For example, an e-mail that discusses a planned terrorist attack but not the timing of the attack would constitute an emergency that threatens life or limb and requires immediate action, even though the timing of the attack is unknown. It is the need for immediate action to prevent the serious harm threatened rather than the immediacy of the threat itself that provides the justification for voluntary disclosures under this exception. H.R. Rep. No. 107-497 at 13-14 (2002) accompanying The Cyber Security Enhancement Act of 2002, H.R. 3482, which passed as part of the comprehensive Homeland Security Act of 2002, Pub. L. No. 107-296, § 225 116 Stat. 2135 (2002).
  - e) (U) The disclosure is to the National Center for Missing and Exploited Children, in connection with a report submitted thereto under Section 227 of the Victims of Child Abuse Act of 1990. (42 U.S.C. § 13032 and 18 U.S.C. § 2702[c][5])

3) (U) **Preservation of Evidence under 18 U.S.C. § 2703(f)**

b7E

a) (U)

b7E

[REDACTED] A governmental entity is authorized to direct providers to preserve stored records and communications pursuant to 18 U.S.C. § 2703(f). Once a preservation request is made, ECPA requires that the provider must retain the records for 90 days, renewable for another 90-day period upon a government request. See 18 U.S.C. § 2703 (f)(2).

b) (U) There is no legally prescribed format for 18 U.S.C. § 2703(f) requests.

b7E

c) (U) FBI employees who send 18 U.S.C. § 2703(f) letters to network service providers should be aware of two limitations. First, the authority to direct providers to preserve records and other evidence is not prospective. Thus, 18 U.S.C. § 2703(f) letters can order a provider to preserve records that have already been created but cannot order providers to preserve records not yet made. If FBI employees want providers to record information about future electronic communications, they must comply with the electronic surveillance statutes. A second limitation of 18 U.S.C. § 2703(f) is that some providers may be unable to comply effectively with 18 U.S.C. § 2703(f) requests

b7E

4) (U) **Video Tape Rental or Sales Records** - 18 U.S.C. § 2710 makes the unauthorized disclosure of records by any person engaged in the rental, sale, or delivery of prerecorded video cassette tapes or similar audiovisual materials unlawful and provides an exclusionary rule to prohibit personally identifiable information otherwise obtained from being admissible as evidence in any court proceeding. Personally identifiable information is defined as "information that identifies a person as having requested or obtained specific video material or services . . . ."

a) (U) The disclosure to law enforcement of "personally identifiable information" is permitted only when the law enforcement agency:

(i) (U) Has the written consent of the customer;

(ii) (U) Obtains a search warrant issued under Rule 41, FRCP or equivalent state warrant; or

(iii) (U) Serves a grand jury subpoena;

b) (U)

b7E

- c) (U) This type of information was specifically not included in the definition of "personally identifiable information" to allow law enforcement to obtain information about individuals during routine investigations such as neighborhood investigations.
- d) (U//~~FOUO~~) The disclosure of "personally identifiable information" in a national security investigation may be compelled through use of the above legal processes or pursuant to a business records order issued under 50 U.S.C. § 1861.

#### 18.6.8.5 (U) VOLUNTARY EMERGENCY DISCLOSURE

##### 18.6.8.5.1 (U) SCOPE

(U//~~FOUO~~) ECPA protects subscriber and transactional information regarding communications from disclosure by providers of remote computing services or telephone or other electronic communication services to the public (remote computing services, telephone and other electronic communications services are hereafter collectively referred to as "electronic communications service providers" or "providers"). Generally, an NSL, grand jury subpoena, or other form of legal process must be used to compel the communication service provider to disclose such information. [REDACTED]

b7E

(U//~~FOUO~~) [REDACTED]

b7E

(U//~~FOUO~~) [REDACTED]

b7E

(U//~~FOUO~~) [REDACTED]

b7E

(U//~~FOUO~~) The use of the [REDACTED] is designed to captures all the information the FBI needs to satisfy statutory annual Congressional reporting requirements.

b7E

(U//~~FOUO~~) [REDACTED]

b7E

[Redacted Content]

18.6.8.5.2 *(U) DURATION OF APPROVAL*

(U) As authorized by statute (e.g., for as long as the emergency necessitating usage exists and only in those circumstances when it is impracticable to obtain other legal process such as a subpoena or NSL) and applicable court order or warrant.

18.6.8.5.3 *(U) SPECIFIC PROCEDURES*A) (U//~~FOUO~~) *Required Form:* [Redacted]

b7E

B) (U//~~FOUO~~) *Filing requirements:* [Redacted]

b7E

C) (U//~~FOUO~~) *Contact with Providers:* [Redacted]

b7E

18.6.8.5.4 *(U) COST REIMBURSEMENT*

(U) Policy and procedures regarding cost reimbursement are described in the following:

A) (U) Standardized payment procedures may be found in the [Redacted]

B) (U) DOJ's Cost Reimbursement Guidance under the ECPA can also be found in 18 U.S.C. § 2706.

**18.6.8.5.5 (U) REPORTING VOLUNTARY EMERGENCY DISCLOSURES**

(U) 18 U.S.C. § 2702(d) requires the Attorney General to report annually to Congress information pertaining to the receipt of voluntary disclosures of the contents of stored wire or electronic communications in an emergency under 18 U.S.C. § 2702(b)(8), specifically:

A) (U) The number of accounts from which the FBI received voluntary emergency disclosures; and

B) (U) A summary of the basis for the emergency disclosure in those investigations that were closed without the filing of criminal charges.

(U) The [ ] Form will capture information required to meet these reporting requirement. b7E

**18.6.8.5.6 (U) ROLES/RESPONSIBILITIES**

(U) The [ ] that hosts the [ ] form will, when necessary, follow-up with e-mail notifications to the issuing employee to ensure that the information included in the report to DOJ (which it uses to prepare the required Congressional report) is current. It is the responsibility of the FBI employee to respond to these requests for information as soon as practicable but no later than ten (10) business days. Failure to do so may be considered “substantial non-compliance” pursuant to Section 3.

(U) OGC/ILB is assigned the administrative responsibility to complete the following by December 31 of each year:

A) (U) Tabulate the number of voluntary disclosures of stored contents received under the authority of 18 U.S.C. § 2702(b)(8) for the calendar year;

B) (U) Prepare a report summarizing the basis for disclosure in those instances in which the relevant investigation was closed without the filing of criminal charges; and

C) (U) Submit the report to the General Counsel for review and submission to DOJ according to the statutory requirement for annual report by the Attorney General.

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

*This Page is Intentionally Blank*

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~

**18.6.9 (U) INVESTIGATIVE METHOD: PEN REGISTERS AND TRAP/TRACE DEVICES (PR/TT)****18.6.9.1 (U) SUMMARY**

(U) Pen register and trap and trace (PR/TT) devices enable the prospective collection of non-content traffic information associated with wire and electronic communications, such as: the phone numbers dialed from or to a particular telephone, including electronic communications; messages sent from or to a particular telephone; or the internet protocol (IP) address of communications on the Internet and other computer networks.

**18.6.9.2 (U) APPLICATION**(U//~~FOUO~~)

b7E

**18.6.9.3 (U) LEGAL AUTHORITY**

(U) 18 U.S.C. §§ 3121 et seq. and 50 U.S.C. §§ 1842 et seq. regulate the use of PR/TT devices. PR/TT orders authorize the collection of phone number dialed from or to a particular telephone, IP addresses, port numbers and the “To” and “From” information from e-mail; they cannot intercept the content of a communication, such as telephone conversations or the words in the “subject line” or the body of an e-mail.

**18.6.9.4 (U) DEFINITION OF INVESTIGATIVE METHOD**

(U) A pen register device or process records or decodes dialing, routing, addressing or signaling information transmitted by an instrument or facility from which a wire or electronic communication is transmitted, provided that such information must not include the contents of any communication. See 18 U.S.C. § 3127(3).

(U) A trap and trace device or process captures the incoming electronic or other impulses that identify the originating number or other dialing, routing, addressing or signaling information reasonably likely to identify the source of a wire or electronic communication, provided that such information does not include the contents of any communication. See 18 U.S.C. § 3127(4).

**18.6.9.5 (U) STANDARDS FOR USE AND APPROVAL REQUIREMENTS FOR INVESTIGATIVE METHOD****18.6.9.5.1 (U) PEN REGISTER/TRAP AND TRACE UNDER FISA**

(U) Applications for authority to use a PR/TT device can be made to the FISC in national security investigations. See 50 U.S.C. § 1842.

(U//~~FOUO~~)

b7E

(U) 28 C.F.R. § 50.10(b)(1)(ii) provides guidance on categories of individuals and entities not covered by, and therefore not entitled to the protections of the DOJ policy set out above.

#### 18.6.9.5.1.1 (U) LEGAL STANDARD

(U) Applications to the FISC are to be under oath and must include:

- A) (U) The identity of the federal officer making the application; and
- B) (U) A certification by the applicant that the information likely to be obtained is foreign intelligence information not concerning an USPER or is information that is relevant to an ongoing investigation to protect the United States against international terrorism or clandestine intelligence activities; and that such investigation, if of an USPER, is not conducted solely upon the basis of activities protected by the First Amendment to the Constitution.

#### 18.6.9.5.1.2 (U) PROCEDURES

(U//~~FOUO~~) Requests for initiating or a renewal of FISA PR/TT must be made using

[redacted] Routing a paper copy for signatures is not required.

(U//~~FOUO~~) See [redacted]  
[redacted] for additional guidance.

#### 18.6.9.5.1.3 (U) EMERGENCY AUTHORITY—FISA: 50 U.S.C. § 1843

(U//~~FOUO~~) Under the provisions of FISA, the Attorney General may grant Emergency Authority (EA) for PR/TT. Requests for Emergency Authority must be referred to the appropriate FBIHQ division.

(U//~~FOUO~~)

- A) (U) The Attorney General may authorize the installation and use of a PR/TT upon a determination that an emergency exists and that the factual basis exists for a court order. The FISC must be informed at the time of the authorization and an application for a court order

must be made to the court as soon as practicable, but no more than seven (7) days after the authorization. If the court does not issue an order approving the use of a PR/TT, an emergency-authorized PR/TT use must terminate at the earliest of when the information sought is obtained, when the FISC denies the application, or seven (7) days after the Attorney General authorization is given.

B) (U) If the FISC denies the application after an emergency PR/TT device has been installed, no information collected as a result may be used in any manner, except with the approval of the Attorney General upon a showing that the information indicates a threat of death or serious bodily harm to any person.

(U) Notwithstanding the foregoing, the President, acting through the Attorney General, may authorize the use of a PR/TT, without a court order, for a period not to exceed 15 calendar days, following a declaration of war by Congress. See 50 U.S.C. § 1844.

(U//~~FOUO~~) For an emergency authorization to use a PR/TT surveillance, [redacted]

b7E

[redacted] at any time.

#### 18.6.9.5.1.4 (U) FISA OVERCOLLECTION

(U//~~FOUO~~) In accordance with Foreign Intelligence Surveillance Court (FISC) Rule of Procedure 15, information acquired outside of the scope of the FISA authorization ("FISA overcollection") will no longer be sequestered with the FISC, absent extraordinary circumstances. Contact NSLB for further guidance regarding the handling of any FISA overcollection.

#### 18.6.9.5.2 (U) CRIMINAL PEN REGISTER/TRAP AND TRACE UNDER TITLE 18

(U) Applications for the installation and use of a PR/TT device may be made to a "court of competent jurisdiction"—i.e., "any district court of the United States (including a magistrate judge of such a court) or any United States court of appeals having jurisdiction over the offense being investigated, or any court of general criminal jurisdiction of a State authorized by the law of that State to enter orders authorizing the use of a pen register or trap and trace device." See 18 U.S.C. § 3127(2).

(U//~~FOUO~~) [redacted]

b7E

(U) Note: 28 C.F.R. § 50.10(b)(1)(ii) provides guidance on categories of individuals and entities not covered by, and therefore not entitled to the protections of the DOJ policy set out above.

#### 18.6.9.5.2.1 (U) LEGAL STANDARD

(U) Applications for authorization to install and use a PR/TT device must include:

- A) (U) The identity of the attorney for the government or the state law enforcement or investigative officer making the application and the identity of the law enforcement agency conducting the investigation; and
- B) (U) A certification by the applicant that the information likely to be obtained is relevant to an ongoing criminal investigation being conducted by that agency.

#### 18.6.9.5.2.2 (U//~~FOUO~~) PROCEDURES

(U//~~FOUO~~) An SSA must approve a request for initiating or renewal of PR/TT use prior to submission of the request to an attorney for the government. Before approving such a request, the SSA should consider of the following:

- A) (U//~~FOUO~~) The use of resources based on the investigative purpose set forth;
- B) (U//~~FOUO~~) Whether there is sufficient factual basis for the certification to be made in the application (i.e., is the information likely to be obtained relevant to an ongoing criminal investigation);
- C) (U//~~FOUO~~) Whether the customer or subscriber has consented to the use of a PR/TT, see 18 U.S.C. § 3121(b)(3); or
- D) (U//~~FOUO~~) Whether the use of a PR/TT is the least intrusive method if reasonable based upon the circumstances of the investigation.

(U//~~FOUO~~) A copy of the approving EC must be maintained in the pen register sub-file "PEN."

(U//~~FOUO~~) A PR/TT order is executable anywhere within the United States and, upon service, the order applies to any person or entity providing wire or electronic communication service in the United States whose assistance may facilitate the execution of the order.

(U//~~FOUO~~) See [redacted]  
for additional guidance.

b7E

#### 18.6.9.5.2.3 (U) EMERGENCY AUTHORITY—CRIMINAL: 18 U.S.C. § 3125

(U) The Attorney General, the Deputy Attorney General, the Associate Attorney General, any Assistant Attorney General, any *acting Assistant Attorney General, or any Deputy Assistant Attorney General* may specially designate any investigative or law enforcement officer to reasonably determine whether an emergency situation exists that requires the installation and use of a PR/TT device before an order authorizing such installation and use can, with due diligence, be obtained and there are grounds upon which an order could be entered authorizing the installation and use of a PR/TT.

- (U) An emergency situation as defined in this section involves:
- A) (U) Immediate danger of death or serious bodily injury to any person;
  - B) (U) Conspiratorial activities characteristic of organized crime;
  - C) (U) An immediate threat to a national security interest; or
  - D) (U) An ongoing attack on a protected computer (as defined in 18 U.S.C. § 1030) that constitutes a crime punishable by a term of imprisonment greater than one year.

(U) Only DOJ officials have the authority to authorize the emergency installation of a PR/TT. The FBI does not have this authority. If the DOJ authorizes the emergency installation of a PR/TT, the government has 48 hours after the installation to apply for and obtain a court order according to 18 U.S.C. § 3123. It is a violation of law to fail to apply for and obtain a court order within this 48 hour period. Use of the PR/TT shall immediately terminate when the information sought is obtained, when the application for a court order is denied, or if no court order has been obtained 48 hours after the installation of the PR/TT device in emergency situations.

(U//~~FOUO~~) As with requesting authorization for an emergency Title III. [redacted]

b7E

[redacted] Once that approval has been obtained, the DOJ attorney will advise the AUSA that the emergency use has been approved and that the law enforcement agency may proceed with the installation and use of the PR/TT. The DOJ attorney will send a verification memorandum, signed by the authorizing official, to the AUSA. The AUSA will include an authorization memorandum with the application for the court order approving the emergency use.

(U//~~FOUO~~) If an emergency situation arises after regular business hours. [redacted]

b7E

[redacted] During regular business hours. [redacted]

#### 18.6.9.6 (U) DURATION OF APPROVAL

A) (U) **FISA:** The use of a PR/TT device may be authorized by the FISC for a period of time not to exceed 90 days in investigations targeting an USPER. Extensions may be granted for periods not to exceed 90 days upon re-application to the court. In investigations in which the applicant has certified that the information likely to be obtained is foreign intelligence information not concerning a U.S. person (USPER), an order or extension may be for a period of time not to exceed one year.

B) (U) **Criminal:** The installation and use of a PR/TT device may be authorized by court order under 18 U.S.C. § 3123 for a period not to exceed 60 days, which may be extended for additional 60-day periods.

#### 18.6.9.7 (U) SPECIFIC PROCEDURES

(U//~~FOUO~~) Prior to installing and using a PR/TT device (whether issued in a criminal or national security matter), the case agent must:

A) (U//~~FOUO~~) [redacted]

b7E

[REDACTED]

B) (U//~~FOUO~~) [REDACTED]

b7E

C) (U//~~FOUO~~) [REDACTED]

b7E

D) (U//~~FOUO~~) [REDACTED]

b7E

E) (U//~~FOUO~~) [REDACTED]

b7E

#### 18.6.9.8 (U) USE OF FISA DERIVED INFORMATION IN OTHER PROCEEDINGS

(U//~~FOUO~~) There are statutory (50 U.S.C. Sections 1806, 1825, and 1845) and Attorney General (AG) policy restrictions on the use of information derived from a FISA ELSUR, physical search, or PR/TT. These restrictions apply to and must be followed by anyone “who may seek to use or disclose FISA information in any trial, hearing, or other proceeding in or before any court, department, officer, agency, regulatory body, or other authority of the United States. . . .” See DIOG Appendix E for the AG Memo, Revised Policy on the Use or Disclosure of FISA Information, dated 01-10-2008. The guidance in the AG’s Memo establishes notification/approval procedures which must be strictly followed. Though not contained in the AG Memo, FBI policy requires that [REDACTED]

b7E

[REDACTED] Questions concerning the FISA use policy or requests for assistance in obtaining FISA use authority from the AG should be directed to NSLB’s Classified Litigation Support Unit.

(U//~~FOUO~~) The United States must, prior to the trial, hearing, or other proceeding or at a reasonable time prior to an effort to disclose or use that information or submit it into evidence, notify the “aggrieved person” [as defined in 50 U.S.C. Sections 1801(k), 1821(2), or 1841(2)], and the court or other authority in which the information is to be disclosed or used, that the United States intends to disclose or use such information. See 50 U.S.C. Sections 1806(c), 1825(d), and 1845(c).

#### 18.6.9.9 (U) CONGRESSIONAL NOTICE AND REPORTING REQUIREMENTS

##### 18.6.9.9.1 (U) CRIMINAL PEN REGISTER/TRAP AND TRACE- ANNUAL REPORT

(U) The Attorney General is required to make an annual report to Congress on the number of criminal PR/TT orders applied for by DOJ law enforcement agencies. See 18 U.S.C. § 3126. The report must include the following information:

- A) (U) The period of interceptions authorized by the order, and the number and duration of any extensions;
- B) (U) The offense specified in the order or application, or extension;

- C) (U) The number of investigations involved;
- D) (U) The number and nature of the facilities affected; and
- E) (U) The identity, including the district, of the applying agency making the application and the person authorizing the order.

(U//~~FOUO~~) DOJ, Criminal Division, OEO requires the FBI to provide quarterly reports on pen register usage. To satisfy DOJ data requirements and standardize and simplify field reporting, court-ordered pen register usage must be reported to FBIHQ [redacted]

[redacted] within five (5) workdays after the expiration date of an original order and any extensions, or denial of an application for an order. For all criminal PR/TT orders or extensions issued on or after January 1, 2009, the [redacted] These reporting requirements do not apply to PR/TT authorized pursuant to consent or under the provisions of FISA.

#### 18.6.9.9.2 (U) NATIONAL SECURITY PEN REGISTERS AND TRAP AND TRACE – SEMI-ANNUAL REPORT

(U) The Attorney General must inform the House Permanent Select Committee on Intelligence, Senate Select Committee on Intelligence, Committee of the Judiciary of the House Representatives, and Committee of the Judiciary of the Senate concerning all uses of PR/TT devices pursuant to 50 U.S.C. § 1846. This report is coordinated through DOJ NSD. A semi-annual report must be submitted that contains the following information:

- A) (U) The total number of applications made for orders approving the use of PR/TT devices;
- B) (U) The total number of such orders either granted, modified, or denied; and
- C) (U) The total number of PR/TT devices whose installation and use was authorized by the Attorney General on an emergency basis and the total number of subsequent orders approving or denying the installation and use of such PR/TT devices.

#### 18.6.9.10 (U) POST CUT-THROUGH DIALED DIGITS (PCTDD)

##### 18.6.9.10.1 (U) OVERVIEW

(U//~~FOUO~~) Telecommunication networks provide users the ability to engage in extended dialing and/or signaling (also known as "post cut-through dialed digits" or PCTDD), which in some circumstances are simply call-routing information and, in others, are call content. For example, non-content PCTDD may be generated when a party places a calling card, credit card, or collect call by first dialing a long-distance carrier access number and then, after the initial call is "cut through," dialing the telephone number of the destination party. In other instances, PCTDD may represent call content, such as when a party calls an automated banking service and enters an account number, calls a pharmacy's automated prescription refill service and enters prescription information, or enters a call-back number when prompted by a voice mail service. See United States Telecom Assn v. Federal Communications Commission, 227 F.3d 450, 462 (D.C. Cir. 2000). [redacted]

(U//~~FOUO~~) The definition of both a pen register device and a trap and trace device provides that the information collected by these devices "shall not include the contents of any

b7E

communication." See 18 U.S.C. § 3127(3) and (4). In addition, 18 U.S.C. § 3121(c) makes explicit the requirement to "use technology reasonably available" that restricts the collection of information "so as not to include the contents of any wire or electronic communications." "Content" includes any information concerning the substance, purport, or meaning of a communication. See 18 U.S.C. § 2510(8). When the pen register definition is read in conjunction with the limitation provision, however, it suggests that although a PR/TT device may not be used for the express purpose of collecting content, the incidental collection of content may occur despite the use of "reasonably available" technology to minimize, to the extent feasible, any possible over collection of content while still allowing the device to collect all of the dialing and signaling information authorized.

(U//~~FOUO~~) **DOJ Policy:** In addition to this statutory obligation, DOJ has issued a directive in [redacted] to all DOJ agencies requiring that no affirmative investigative use may be made of PCTDD incidentally collected that constitutes content, except in cases of emergency—to prevent an immediate danger of death, serious physical injury, or harm to the national security. b7E

(U//~~FOUO~~) [redacted]

b7E

#### 18.6.9.10.2 (U) **COLLECTION OF PCTDD**

(U//~~FOUO~~) [redacted]

b7E

A) (U//~~FOUO~~) [redacted]

b7E

B) (U//~~FOUO~~) [redacted]

b7E

#### 18.6.9.10.3 (U) **USE OF PCTDD**

(U//~~FOUO~~) [redacted]

b7E

UNCLASSIFIED - ~~FOR OFFICIAL USE ONLY~~

Domestic Investigations and Operations Guide

\$18

		b7E
A) (U// <del>FOUO</del> )		b7E
1) (U// <del>FOUO</del> )		b7E
2) (U// <del>FOUO</del> )		b7E
3) (U// <del>FOUO</del> )		b7E
4) (U// <del>FOUO</del> )		b7E
5) (U// <del>FOUO</del> )		b7E
B) (U// <del>FOUO</del> )		b7E
1) (U// <del>FOUO</del> )		b7E
2) (U// <del>FOUO</del> )		b7E

18.6.9.10.4 (U) **WHAT CONSTITUTES PCTDD CONTENT**

(U//~~FOUO~~) In applying the above, the term "content" is interpreted to mean "any information concerning the substance, purport, or meaning of a communication" as defined in 18 U.S.C. § 2510. Questions concerning whether specific PCTDD are content as opposed to dialing, routing, addressing, or signaling information should be addressed to the CDC or OGC for coordination with DOJ as necessary.

(U//~~FOUO~~)

b7E

18.6.9.11 (U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

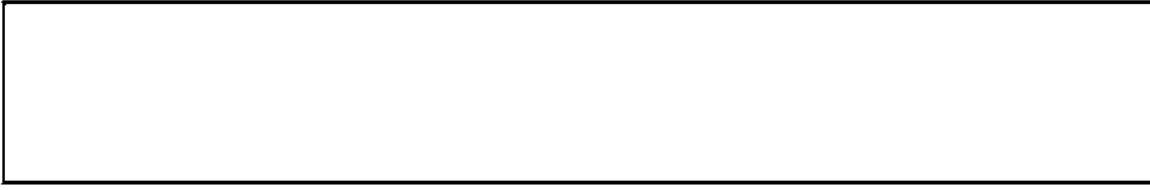
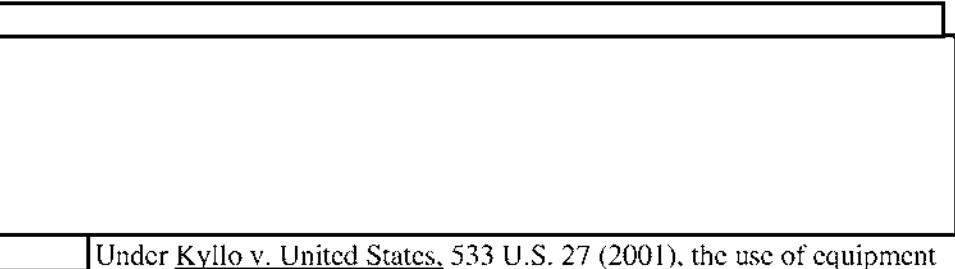
(See also guidance provided in the *OTD Technology-**based*18.6.9.11.1 (U//~~FOUO~~) **TO LOCATE A KNOWN PHONE NUMBER**

- A) (U//~~FOUO~~) **Authority:** A standard PR/TT order issued pursuant to 18 U.S.C. § 3127 is adequate to authorize the use of this technology to determine the location of a known targeted phone, provided that the language authorizes FBI employees to install or cause to be installed and use a pen register device, without geographical limitation, at any time of day or night within (X) days from the date the order is signed, to record or decode dialing, routing, addressing, or signaling information transmitted by the "Subject Telephone." Due to varying and often changing court interpretations of the requirements for obtaining cell site location information, agents contemplating legal process to obtain such information should consult as necessary with their CDC and/or AUSA for the legal requirements in their particular jurisdiction. The application and order should generally also request authority to compel disclosure of cell site location data on an ongoing basis under 18 U.S.C. § 2703(d)—or probable cause, if such is required by the particular district court—as such information may assist in determining the general location of the targeted phone.

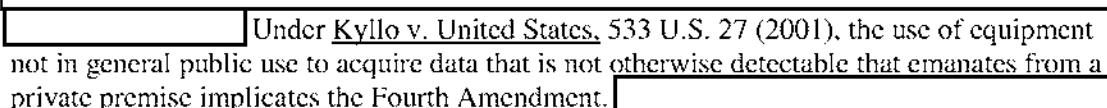
b7E

- B) (U//
- ~~FOUO~~
- )

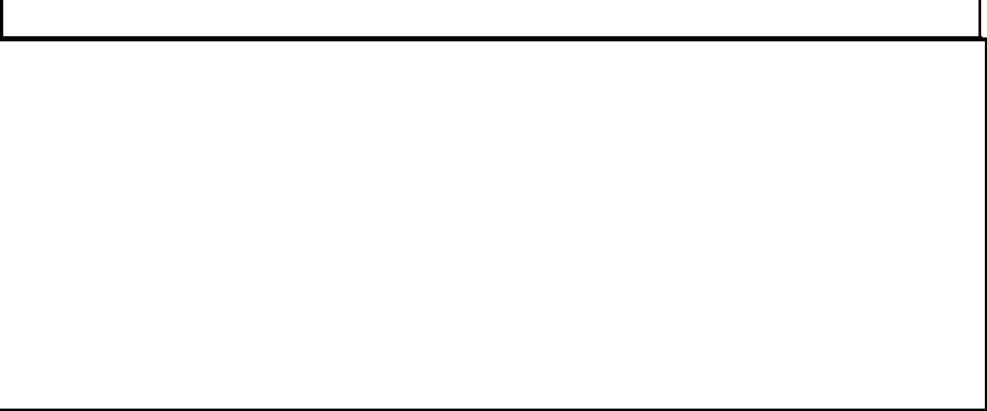
b7E

C) (U//~~FOUO~~) 

b7E



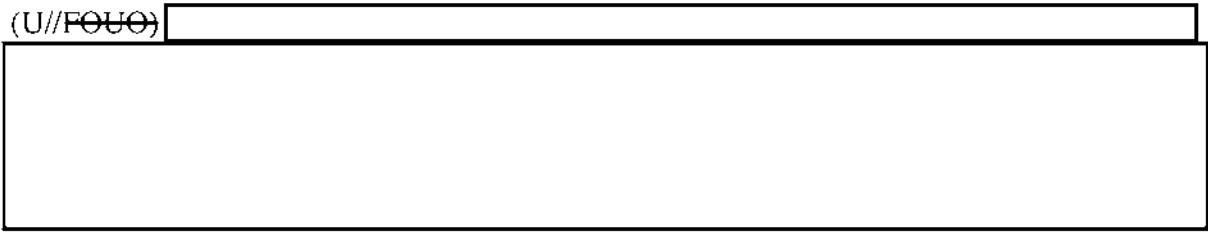
[Under Kyllo v. United States, 533 U.S. 27 (2001), the use of equipment not in general public use to acquire data that is not otherwise detectable that emanates from a private premise implicates the Fourth Amendment.]

D) (U//~~FOUO~~) 

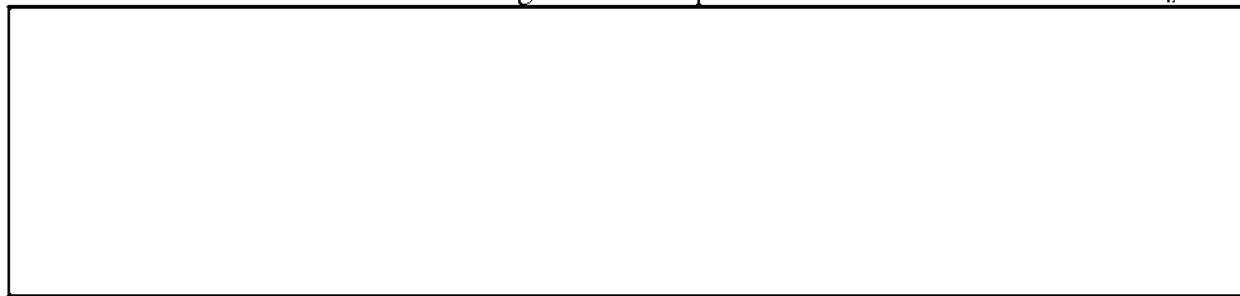
b7E

18.6.9.11.2 (U//~~FOUO~~) TO IDENTIFY AN UNKNOWN TARGET PHONE NUMBER(U//~~FOUO~~) Authority: 

b7E

(U//~~FOUO~~) 

b7E

A) (U//~~FOUO~~) [redacted]

b7E

B) (U//~~FOUO~~) [redacted]

b7E

#### 18.6.9.11.3 (U) PR/TT ORDER LANGUAGE

(U) The language in the order should state that "the pen register will be implemented unobtrusively and with minimum interference with the services accorded to customers of such service."

#### 18.6.9.12 (U) EVIDENCE HANDLING

(U//~~FOUO~~) All ELSUR downloading, processing, and handling of original, derivative, and copies of original or derivative ELSUR evidence must be conducted by an ELSUR operations technician (EOT) or other designated employee (e.g. an agent who has successfully completed ELSUR training in Virtual Academy). ELSUR evidence must not be uploaded into [redacted]

b7E

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

*This Page is Intentionally Blank*

**18.6.10 (U) INVESTIGATIVE METHOD: MAIL COVERS****18.6.10.1 (U) SUMMARY**

(U) A mail cover may be sought only in a Predicated Investigation when there are reasonable grounds to demonstrate that the mail cover is necessary to: (i) protect the national security; (ii) locate a fugitive; (iii) obtain evidence of the commission or attempted commission of a federal crime; or (iv) assist in the identification of property, proceeds or assets forfeitable because of a violation of criminal law. See 39 C.F.R. § 233.3(c)(2).

(U)

b7E

(U)

b7E

**18.6.10.2 (U) APPLICATION**(U//~~FOUO~~)

b7E

**18.6.10.3 (U) LEGAL AUTHORITY**

- A) (U) Postal Service Regulation 39 C.F.R. § 233.3 is the sole authority and procedure for opening a mail cover and for processing, using and disclosing information obtained from a mail cover;
- B) (U) There is no Fourth Amendment protection for information on the outside of a piece of mail. See, e.g., U.S. v. Choate, 576 F.2d 165, 174 (9<sup>th</sup> Cir., 1978); and U.S. v. Huie, 593 F.2d 14 (5<sup>th</sup> Cir., 1979); and
- C) (U) AGG-Dom, Part V.A.2.

**18.6.10.4 (U) DEFINITION OF INVESTIGATIVE METHOD**

(U) A mail cover is the non-consensual recording of any data appearing on the outside cover of any sealed or unsealed mail matter to obtain information in order to:

- A) (U) Protect the national security;
- B) (U) Locate a fugitive;
- C) (U) Obtain evidence of commission or attempted commission of a federal crime;
- D) (U) Obtain evidence of a violation or attempted violation of a postal statute; or

E) (U) Assist in the identification of property, proceeds or assets forfeitable under law.  
See 39 C.F.R. § 233.3(c) (1).

(U) In this context, a "recording" means the transcription, photograph, photocopy, or other facsimile of the image of the outside cover, envelope, or wrapper of mailed matter. A warrant or court order is almost always required to obtain the contents of any class of mail, sealed or unsealed.

**18.6.10.5 (U) STANDARD FOR USE AND APPROVAL REQUIREMENTS FOR INVESTIGATIVE METHOD**

(U)

b7E

(U//~~FOUO~~) *National Security Mail Cover:*

b7E

(U//~~FOUO~~)

b7E

(U//~~FOUO~~) *Required Form:*

b7E

address information on the DIOG Resources Page.

(U//~~FOUO~~) *Criminal Mail Cover:*

b7E

(U//~~FOUO~~) *Required Form:*

b7E

(U//~~FOUO~~) Review and Approval of National Security or Criminal Mail Cover Requests:

Approval of any mail cover request or extension is conditioned on the following criteria being met:

A) (U//~~FOUO~~)

b7E

B) (U//~~FOUO~~)

b7E

C) (U//~~FOUO~~)

b7E

D) (U//~~FOUO~~)

b7E

E) (U//~~FOUO~~)

b7E

F) (U//~~FOUO~~)

b7E

Under postal regulations, a mail cover must not include matter mailed between the mail cover subject and the subject's attorney, unless the attorney is also a subject under the investigation.

G) (U//~~FOUO~~)

b7E

H) (U//~~FOUO~~)

b7E

I) (U//~~FOUO~~)

b7E

(U) ***Emergency Requests:*** When time is of the essence, the Chief Postal Inspector (or designee at National Headquarters) or after delegation, in criminal mail cover requests, the Criminal Investigations Service Center Manager (or designee), or the local Inspector in Charge, may act upon an oral request to be confirmed by the requesting agency, in writing, within three calendar days. Information may be released prior to receipt of the written request only when the releasing official is satisfied that an emergency situation exists. See 39 C.F.R. § 233.3(c)(3).

(U) An "emergency situation" exists when the immediate release of information is required to prevent the loss of evidence or when there is a potential for immediate physical harm to persons or property. See 39 C.F.R. § 233.3(c)(10).

#### 18.6.10.6 (U) DURATION OF APPROVAL

A) (U) ***National Security Mail Covers:*** No national security mail cover may remain in force for longer than 120 continuous days unless personally approved for further extension by the Chief Postal Inspector or his/her designees at National Headquarters. See 39 C.F.R. § 233.3(g)(6).

B) (U) ***Criminal Mail Covers Except Fugitives:*** A mail cover in a criminal investigation is limited to no more than 30 days, unless adequate justification is provided by the requesting authority. See 39 C.F.R. § 233.3(g)(5). Renewals may be granted for additional 30-day periods, up to the maximum of 120 days, under the same conditions and procedures applicable to the original request. The requesting authority must provide a statement of the investigative benefit of the mail cover and anticipated benefits to be derived from the extension.

C) (U) ***Fugitives:*** No mail cover instituted to locate a fugitive may remain in force for longer than 120 continuous days unless personally approved for further extension by the Chief Postal Inspector or his/her designees at National Headquarters. See 39 C.F.R. § 233.3(g)(6).

D) (U) ***Exception for Indictments and Information:*** Except for fugitive investigations, no mail cover may remain in force when an information has been filed or the subject has been indicted for the matter for which the mail cover has been requested. If the subject is under investigation for further criminal violations, or a mail cover is required to assist in the identification of property, proceeds or assets forfeitable because of a violation of criminal law, a new mail cover order must be requested. See 39 C.F.R. § 233.3(g)(7).

b7E

#### 18.6.10.7 (U) STORAGE OF MAIL COVER INFORMATION

(U//~~FOUO~~) The Postal Regulation requires that physical storage of all reports issued pursuant to a mail cover request to be at the discretion of the Chief Postal Inspector. See 39 C.F.R. § 233.3(h)(1). Accordingly, FBI employees must conduct a timely review of mail cover documents received from the USPS. A copy of the signed mail cover request and the signed transmittal letter must be maintained in the investigative file.

#### 18.6.10.8 (U) RETURN OF MAIL COVER INFORMATION TO USPS

(U//~~FOUO~~)

b7E

**18.6.10.9 (U) COMPLIANCE AND MONITORING**

(U//~~FOUO~~) FBI employees must conduct a timely review of mail cover information received from the USPS for any potential production of data beyond the scope of the requested mail cover (“overproduction”). Overproduced information from a mail cover must not be serialized into any FBI database or used in any manner.

A) (U//~~FOUO~~) *Criminal Mail Cover – Overproduction:* [REDACTED]

b7E

B) (U//~~FOUO~~) *National Security Mail Cover – Overproduction:* [REDACTED]

b7E

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

*This Page is Intentionally Blank*

**18.6.11 (U) INVESTIGATIVE METHOD: POLYGRAPH EXAMINATIONS****18.6.11.1 (U) SUMMARY**

(U//~~FOUO~~) The polygraph examination is used in Predicated Investigations to: (i) aid in determining whether a person has pertinent knowledge of a particular matter under investigation or inquiry; (ii) aid in determining the truthfulness of statements made or information furnished by a subject, victim, witness, CHS, or an individual making allegations; and (iii) obtain information leading to the location of evidence, individuals or sites of offense.

(U//~~FOUO~~)

b7E

(U//~~FOUO~~) This policy does not limit other authorized uses of polygraph method outside of Assessments or Predicated Investigations, such as the FBI's responsibilities to conduct background checks and inquiries concerning applicants and employees under federal personnel security programs.

**18.6.11.2 (U) APPLICATION**(U//~~FOUO~~)

b7E

not otherwise prohibited by AGG-Dom, Part III.B.2-3.

**18.6.11.3 (U) LEGAL AUTHORITY**

(U) AGG-Dom, Part V.A.6.

**18.6.11.4 (U) STANDARDS FOR USE AND APPROVAL REQUIREMENTS FOR INVESTIGATIVE METHOD**

(U//~~FOUO~~) An SSA may approve the use of a polygraph if:

A) (U//~~FOUO~~)

b7E

B) (U//~~FOUO~~)C) (U//~~FOUO~~)(U//~~FOUO~~)**18.6.11.5 (U) DURATION OF APPROVAL**(U//~~FOUO~~)

b7E

[Redacted]

#### 18.6.11.6 (U) SPECIFIC PROCEDURES

(U//~~FOUO~~) An EC must be prepared requesting SSA approval for the polygraph. If an AUSA is assigned to the investigation, an FBI employee must confer with the USAO to discuss any prosecutorial issues prior to the administration of a polygraph.

#### 18.6.11.7 (U) COMPLIANCE AND MONITORING

(U//~~FOUO~~) All polygraphs conducted in Predicated Investigations must be documented in the investigative file [Redacted]

UNCLASSIFIED – ~~FOR OFFICIAL USE ONLY~~  
Domestic Investigations and Operations Guide

*This Page is Intentionally Blank*

**18.6.12 (U) INVESTIGATIVE METHOD: SEARCHES THAT DO NOT REQUIRE A  
WARRANT OR COURT ORDER**

b7E

**[REDACTED] AND INVENTORY SEARCHES GENERALLY****18.6.12.1 (U) SUMMARY**

(U) The Fourth Amendment to the United States Constitution prevents the FBI from conducting unreasonable searches and seizures. It also generally requires a warrant be obtained if the search will intrude on a reasonable expectation of privacy. To qualify as a "reasonable expectation of privacy," the individual must have an actual subjective expectation of privacy and society must be prepared to recognize that expectation as objectively reasonable. See Katz v. United States, 389 U.S. at 361. If an individual has a reasonable expectation of privacy, a warrant or order issued by a court of competent jurisdiction or an exception to the requirement for such a warrant or order is required before a search may be conducted. Physical searches of personal or real property may be conducted without a search warrant or court order if there is no reasonable expectation of privacy in the property or area. As a general matter, there is no reasonable expectation of privacy in areas that are exposed to public view or that are otherwise available to the public.

(U//~~FOUO~~) *Note:* Consent Searches are authorized in Assessments, as well as in Predicated Investigations.

(U) A reasonable expectation of privacy may be terminated by an individual abandoning property, setting trash at the edge of the curtilage or beyond for collection, or when a private party reveals the contents of a package (See DIOG subsection 18.6.12.4.2. However, the AGG-Dom and FBI policy have restricted the use of "trash covers" to Predicated Investigations.)

b7E

**18.6.12.2 (U) APPLICATION**(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

(U//~~FOUO~~)

b7E

**18.6.12.3 (U) LEGAL AUTHORITY**

- A) (U) AGG-Dom, Part V.A.3,
- B) (U) Fourth Amendment to the United States Constitution

## 18.6.12.4 (U) DEFINITION OF INVESTIGATIVE METHOD

18.6.12.4.1 (U) DISTINCTION BETWEEN A TRASH COVER, A SEARCH OF ABANDONED PROPERTY IN A PUBLIC RECEPTACLE, AND ADMINISTRATIVE INVENTORY SEARCH<sup>46</sup> OF A LOST OR MISPLACED ITEMA) (U//~~FOUO~~) Trash Cover:

b7E

[REDACTED] A trash cover is a targeted effort to gather information regarding a particular person or entity by reviewing that person or entity's refuse. Generally, a trash cover is planned in advance based upon information indicating that a specific trash container will contain evidence or intelligence of an investigative interest within a specified period of time.

B) (U//~~FOUO~~)

[REDACTED] If, for example, an FBI employee

[REDACTED] value in any public trash receptacle, the FBI employee may recover the item(s) without having an Assessment or Predicated Investigation open at that time.

C) (U//~~FOUO~~)

D) (U)

(U)

[REDACTED]

(U) [REDACTED]

b7E

(U) [REDACTED]

(U) [REDACTED]

(U) [REDACTED]

**18.6.12.4.2 (U) DETERMINATION OF AN AREA OF CURTILAGE AROUND A HOME**

(U) Whether an area is curtilage around a home is determined by reference to four factors: (i) proximity of the area in question to the home; (ii) whether the area is within an enclosure surrounding the home; (iii) nature of the use to which the area is put; and (iv) steps taken to protect the area from observation by passers-by.

(U) An area is curtilage if it is so intimately tied to the home itself that it should be placed under the home's umbrella of Fourth Amendment protection.

**18.6.12.5 (U) STANDARDS FOR USE AND APPROVAL REQUIREMENTS FOR A TRASH COVER**

(U/~~FOUO~~) SSA approval is required for the use of a trash cover. In Type 5 Assessments, prior to using a trash cover, the employee must also consult with the CDC or OGC to determine whether the search implicates a reasonable expectation of privacy and thus requires a search warrant. During Predicated Investigations, if there is a doubt as to whether a person has a reasonable expectation of privacy in the area to be searched, the employee must consult with the CDC or OGC to determine whether a search warrant is required. Use of this method must be documented in the investigative file.