

File #:

62-116464

Serial Scope:

73X

- 1 - Mr. J. B. Adams
- 2 - Mr. J. A. Mintz
(1 - Mr. J. B. Hotis)

The Attorney General

September 16, 1975

Director, FBI

- 1 - Mr. W. R. Wannall
- 1 - Mr. W. O. Cregar
- 1 - Mr. T. J. McNiff

**UNITED STATES HOUSE SELECT COMMITTEE
ON INTELLIGENCE ACTIVITIES (HSC)**

Reference is made to HSC letter dated July 22, 1975, requesting materials and documents previously provided to the United States Senate Select Committee on Intelligence Activities (SSC).

Enclosed for your approval and forwarding to the HSC is the original of a memorandum with enclosure which is submitted as a partial response to the above-cited request of the HSC.

In addition to the attached documents, a list of present and former Special Agents who had been involved in the FBI investigation of Martin Luther King, Jr., which was previously furnished to the Senate Select Committee, was made available to Mr. Richard Verniere, HSC Staff Member for review on August 25, 1975. Mr. Verniere, in addition to the attached documents, requested this list be furnished the HSC.

On August 21, 1975, the Deputy Special Counsel for Intelligence Coordination in the Department, Steven Blackhurst, advised Special Agent Paul V. Daly of this Bureau that the HSC was not to receive any material related to the Bureau's investigation of Martin Luther King, Jr. Therefore, this list of Special Agents requested by Verniere is not included with the attached.

It is noted, according to available records, this communication fulfills the request for all material reviewed by Mr. Verniere and cleared by the Department of Justice, which material had been previously furnished to the SSC.

- Assoc. Dir. _____
- Dep. AD Adm. _____
- Dep. AD Inv. _____
- Asst. Dir.:
- Admin. _____
- Comp. Syst. _____
- Ext. Affairs _____
- Files & Com. _____
- Gen. Inv. _____
- Ident. _____
- Inspection _____
- Intell. _____
- Laboratory _____
- Plan. & Eval. _____
- Spec. Inv. _____
- Training _____
- Legal Coun. _____
- Telephone Rm. _____

A copy of this memorandum is being furnished for your records.

Enclosures (3) ENCLOSURE
62-116464
1 - The Deputy Attorney General
Attention: Michael E. Shaheen, Jr.
Special Counsel for
Intelligence Coordination

ENCLOSURE IN BULKY ROOM

AJD:njg (10)
TELETYPE UNIT

15 NOV 5 1975

- 1 - Mr. J. B. Adams
- 2 - Mr. J. A. Mintz
(1 - Mr. J. B. Hotis)
- 1 - Mr. W. R. Wannall

62-116464

September 16, 1975

- 1 - Mr. W. O. Cregar
- 1 - Mr. T. J. McNiff

**U. S. HOUSE SELECT COMMITTEE
ON INTELLIGENCE ACTIVITIES (HSC)**

**RE: REQUEST FOR ALL INFORMATION PREVIOUSLY
MADE AVAILABLE BY THE FBI TO THE SENATE
SELECT COMMITTEE (SSC)**

Reference is made to HSC letter dated July 22, 1975, requesting that the HSC be furnished copies of all documents and materials provided by the FBI to the SSC. Pursuant to an agreement reached August 10, 1975, by representatives of this Bureau, the Department of Justice and the HSC, all such material is being made available to HSC Staff Members for review at FBI Headquarters, and copies of material so designated by these Staff Members will be processed for delivery to the HSC.

On August 25, 1975, upon completing his review of the material previously furnished the SSC, Richard Vermiere, HSC Staff Member, requested that the HSC be furnished with documents previously given to SSC in the following categories:

- I. Fifteen Sections of the FBI's Manual of Instructions;
- II. FBI Indexing Procedures;
- III. Tables of Contents of FBI Forms.

In compliance with this request, attached are the requested documents.

It is noted, according to available records, this communication fulfills the request for all material reviewed by Mr. Vermiere and cleared by the Department of Justice, which material had been previously furnished to the SSC.

Assoc. Dir. _____
 Dep. AD Adm. _____
 Dep. AD Inv. _____
 Asst. Dir.:

- Admin. _____
- Comp. Syst. _____
- Ext. Affairs _____
- Files & Com. _____
- Gen. Inv. _____
- Ident. _____
- Inspection _____
- Intell. _____
- Laboratory _____
- Plan. & Eval. _____
- Spec. Inv. _____
- Training _____
- Legal Coun. _____
- Telephone Rm. _____
- Director Sec'y _____

Enclosure

1 - The Attorney General

ORIGINAL AND ONE COPY TO AG

AJD:mjg
(9)

MAIL ROOM TELETYPE UNIT

Handwritten: JSA per JH
 SEE NOTE PAGE TWO
 62-116464-73X
 ENCLOSURE
 A/D T/M
 W33
 GPO : 1975 O - 569-920

**U. S. House Select Committee
on Intelligence Activities (HSC)**

**Re: Request for all Information Previously
Made Available by the FBI to the Senate
Select Committee (SSC)**

NOTE:

This material which is being furnished the HSC is material previously furnished the SSC in connection with the 4/30/75 extension by letters 5/19/75 (I) and 5/22/75 (II and III). This material was among documents which were reviewed by Richard Verriere, HSC Staff Member on 8/25/75 and following this review, he requested copies of these particular documents.

No mention is being made in the LHM of the withheld documents concerning the Martin Luther King, Jr., investigation. Since this was a Departmental decision, any inquiry received from HSC concerning same will be referred to the Department for response.

5-140 (Rev. 1-21-74) FEDERAL BUREAU OF INVESTIGATION
WASHINGTON, D. C. 20535

Addressee: HOUSE SELECT COMMITTEE

LTR LHM Memo Report dated 9/16/75

U.S. House Select Committee. 7/22/75 request

Caption of Document:

1. Fifteen Sections of the FBI's MOI; ~~XXXX~~
2. FBI Indexing Procedures; 3. Tables of Contents of FBI Forms

Originating Office: FBI

Delivered by: Paul V. Daly Date: 9/18/75

Received by: Per Daly (to whom delivered

Title: (unknown)

Return this receipt to the Intelligence Division, FBI

1-2-11-73X

TO: Intelligence Community Staff
 ATTN: Central Index

FROM: **FBI**

SUBJECT: Abstract of Information Provided to Select Committees

1. HOW PROVIDED (check appropriate term. If a document was made available for review but not transmitted, so note.)

<input checked="" type="checkbox"/>	DOCUMENT	<input type="checkbox"/>	BRIEFING	<input type="checkbox"/>	INTERVIEW	<input type="checkbox"/>	TESTIMONY	<input type="checkbox"/>	OTHER
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2. DATE PROVIDED: **9/16/75**

3. TO WHOM PROVIDED (check appropriate term; add specific names if appropriate)

<input type="checkbox"/>	SSC
<input checked="" type="checkbox"/>	HSC

4. IDENTIFICATION (provide descriptive data for documents; give name or identification number of briefer, interviewee, testifier and subject)

Memorandum and enclosures

5. IN RESPONSE TO (list date and item number if in response to formal request, otherwise state verbal request of (name), initiative, subpoena, etc.)

HSC letter 7/22/75

6. CLASSIFICATION OF INFORMATION (enter U, C, S, TS or Codeword)

U

7. KEY WORDS (enter the appropriate key words from the list provided separately; if key words not listed are used underline for emphasis)

Operating procedures

8. SUMMARY (see reverse side before completing this item)

Sections of the FBI's Manual of Instructions; Indexing procedures; Tables of Contents of FBI Forms.

62-116464
FMK: fmk
(4) ORIGINAL VIA LIAISON TO CENTRAL COMMUNITY INDEX in CONNECTION WITH HOUSTUDY

TREAT AS YELLOW

INSTRUCTIONS

- Type or print clearly in ink.
- Indicate classification of the abstract top and bottom.
- Date the abstract and put on any internal control numbers required.
- "FROM" entry should clearly identify the organization providing the information.
- If additions (as when a copy of document sent to SSC is later sent to HSC) or changes to a previously submitted form are necessary, submit a copy of the original abstract, with the change indicated.

SPECIFIC ITEM NO. 8. SUMMARY - enter brief narrative statement describing substance of information and showing relationship to Intelligence Community matters if appropriate. Any feedback or evidence of investigatory interests should be noted. Commitments made to supply additional information should be noted. Additionally, certain administrative information may be entered here, e.g., restrictions on review of a document, if document was paraphrased, whether interviewee is current or former employee, etc. If actual document or transcript is provided, that fact should be noted and no summary is required. Additional pages may be attached if necessary.

I. Fifteen Sections of the FBI's
Manual of Instructions

62-1

62-1-100/73X
ENCLOSURE

A. SURVEILLANCES IN GENERAL

1. The maintenance of surveillances requires the use of the utmost discretion, common sense, and good judgment on the part of the SACs and the Agents. Arbitrary rules cannot properly be laid down or adhered to for this type of investigative procedure. A few general principles can be laid down, however, which can be applied to various types of surveillances.
2. A surveillance is an investigative technique just as interviews, collecting of evidence, and conducting raids are investigative techniques, and, of course, practical experience in this particular activity is the best teacher.
3. Surveillances are expensive in that they cause the tying up of manpower and should not be resorted to unless results can reasonably be expected.
4. In surveillances in cases of major importance SACs should assume personal, on-the-scene supervision and not delegate such command to subordinates. If a sufficient reason exists to prevent the SAC from being personally present at the scene of a major surveillance, the ASAC must be in command. SAC must assure himself that all physical surveillances comply with Bureau instructions, and are being given adequate supervision.
5. FBI employees other than Agents must not be used on surveillances without specific Bureau authority.
6. Provide Agents with explicit instructions on each physical surveillance in which they engage. Agent personnel participating on physical surveillances should be orally advised concerning the duties to be performed in connection with such surveillances and should not be permitted to carry with them any written surveillance schedules. If it is necessary to utilize code words for communications over Bureau radios, the approved list of code words if too long to be remembered may be furnished to the Agent driving the car but should not be removed from the car during the course of the surveillance. When the surveillance has been concluded, the list of code words should be returned to the supervisor in charge of the surveillance.
7. All written data of any kind relating to physical surveillances must be turned in by the Agents preparing or utilizing same to the field office at the conclusion of each day's tour of duty. In some instances Agents will complete their tour of duty on physical surveillances outside their headquarters city, and in those cases it will not be possible for any written data they may have to be immediately turned in to the field office. However, in such situations, the Agents will be held personally responsible for safeguarding any such written data until such time as it can be returned to the field office. In addition, all such written data relating to physical surveillances must not contain anything which would indicate to any persons unauthorized to have it that the data relates to physical surveillances.
8. In every security case involving a subject who has been apprehended for a Federal violation within our investigative jurisdiction, the office of origin is to make recommendations to the Bureau concerning the necessity for physical surveillance coverage of the subject who is free on bond while awaiting trial or pending appeal following conviction. The office of origin is to closely follow the appeal proceedings of security subjects, making arrangements with the Washington Field Office or other offices, where necessary, in order that the office of origin can be assured that it is instantaneously notified of any court decision affecting the merits of the appeal. The office of origin is to promptly notify the Bureau in such instances, making recommendations for any changes in the coverage of the subject and whether physical surveillance should be utilized until he is committed to custody.]

This document is prepared in response to your request and is not for dissemination outside your Committee. Its use is limited to official proceedings by your Committee and the content may not be disclosed to unauthorized personnel without the express approval of the FBI .

B. TRAINING

1. Afford adequate indoctrination and training to Agents assigned to physical surveillances prior to utilizing them. Training should encompass complete review of pertinent portions of manual and other relevant material and discussion of desirable and undesirable techniques. Discussion should include:
 - a. Rotation of automobiles, use of variety of cars, changing license tags
 - b. Parking in one place too long, parking where subject can observe, parking in restricted areas, parking surveillance cars in vicinity Bureau office, several Agents sitting in parked cars for extended time
 - c. Point out value of radios and fixed observation posts in aiding with parking problems.
 - d. Cover alertness re countersurveillance, attempts of subject to discover surveillance, operation of other physical surveillances, persons attempting to take license numbers.
 - e. Discuss conditions peculiar to your territory affecting physical surveillances,
2. Complement training in offices having full time surveillance squads with conference every two weeks. Conference to include new developments and pertinent instructions.

C. REASONS FOR CONDUCTING SURVEILLANCES

The purpose of the surveillance is an important factor to keep in mind at all times, and the Agents assigned to surveillances must know the purpose in order to function efficiently. The Bureau surveillances usually have for their purpose one or more of the following:

1. The location of fugitives through the surveillance of relatives or known contacts
2. Surveillances conducted to cover pay-offs in extortion cases
3. Surveillance of subjects or suspects in espionage, sabotage, or other national defense cases to observe their activities and ascertain the identity of their accomplices
4. Surveillances conducted at the request of other governmental departments

D. TYPES OF SURVEILLANCES**1. Fixed surveillances**

These are surveillances often referred to as plants, where the Agents are stationed in one location and usually involve the surveillance of a place to determine the activities and the identity of persons going in and out of the premises under surveillance.

2. Mobile surveillances

This is a moving surveillance where the Agents are moving about on foot, by automobile or on trains, airplanes, or other means of transportation, surveilling subjects or suspects in Bureau cases. These types of surveillances may be broken down into the following categories:

a. Close surveillances

Where it is necessary to keep the subjects or suspects under surveillance at all times and where it may involve considerable activity to locate the subjects or suspects again if they are lost.

b. Loose surveillances

All surveillances which may be conducted as spot checks to determine the contacts and activities of the subjects or suspects and where it may be proper to drop the surveillance temporarily rather than risk the chance of being "made." This type of surveillance is sometimes desirable in very discreet investigations involving subjects whose habits and contacts are so well known that they can be readily located again if it becomes desirable to drop the surveillance temporarily.

E. SURVEILLANCE EQUIPMENT

The equipment used on surveillances will depend upon the type and purpose of the surveillance. The following examples illustrate some of the uses of technical and other equipment on Bureau surveillances.

1. Firearms, restraining devices, and lighting equipment on fugitive surveillances
2. Surveillances in extortion cases often require a great variety of equipment, including radio, decoy packages, signaling devices, binoculars, lighting equipment, as well as firearms and restraining devices.
3. Automobiles are essential in practically all types of surveillances and care should be taken to insure that the cars used are not conspicuous and are speedy enough to follow the vehicles driven by the subjects or suspects in the case. Consideration must be given to changing automobiles and/or license plates.
4. Photographic equipment can be used in practically all types of surveillances. In this connection, the various types of still- and movie-camera equipment that the Bureau has available and which are described elsewhere in this manual should be kept in mind.
5. Radio equipment can often be utilized to advantage on surveillances; however, care must be taken not to utilize such equipment if it will attract attention by being conspicuous.
6. Although cash is not ordinarily considered as equipment, it is very essential that the Agents on surveillances provide themselves with sufficient cash to enable them to operate without the use of credit cards and in some cases GTRs. A supply of small change is essential, especially nickels and dimes, for use in making phone calls at unusual hours from pay stations.
- [7. Special surveillance devices for major cases can be built by the Exhibits
[Section in conjunction with the FBI Laboratory when time permits. When
[requesting such devices, include photographs, measurements, and other
[informative data which will be needed to build the items. Full justifi-
[cation for the request must be included.]

F. DRESS OF AGENTS ON SURVEILLANCES

It is extremely important that Agents on surveillances dress in such a manner so as not to attract attention by looking out of place in the areas where they are working. They should at all times try to blend into the background and make themselves as inconspicuous as possible. This may involve wearing sweaters, slack outfits, or overalls in some situations and in others may even require the wearing of formal attire.

G. KNOWLEDGE OF THE SUBJECT UNDER SURVEILLANCE

1. Agents on surveillances should familiarize themselves with the file of a case and utilize every other possible means of obtaining a knowledge of the subject that they are to have under surveillance.
2. Agents going on a surveillance to relieve other Agents should, wherever possible, have an opportunity to talk with the Agents who have previously worked on the case in order to obtain information as to the subject's physical characteristics, as well as his habits, recreation, and business contacts, since this will enable them to more intelligently carry out their assignment.

SECTION 4. SURVEILLANCES AND RAIDS

ACTIVITIES OF AGENTS ON SURVEILLANCES

1. It is of paramount importance that Agents on surveillances act perfectly natural at all times. Any indications of self-consciousness or unusual actions or appearance of the Agents will, of course, assist the subject in verifying any suspicions he may have that he is under surveillance.
2. Agents on surveillances must be constantly on the alert for countersurveillances on the part of accomplices of the subject. For example, when a surveillance is being conducted on foot, it is desirable to have one of the Agents walk on the opposite side of the street from the subject in order that he might be in a position to observe any countersurveillance activities on the other side of the street. Agents on fixed surveillances must, of course, always be on the alert for microphone plants and taps on the telephones being used by the Agents.
3. The use of contacts, sources of information and confidential informants should not be overlooked by the Agents on surveillances. For example, in the event a subject registers in a hotel, considerable information can be obtained among the employees and management of the hotel if informants have been developed among them.
4. Agents on surveillances should constantly keep in touch with the [supervisor (SAC in cases of major importance)] in order that he might be continually informed of the developments in the case. It is extremely important that Agents immediately communicate with the [supervisor (or SAC)] when the surveillance is lost by one particular Agent in order that this Agent might be able to catch up with the surveillance again the next time the Agents who are following the subject call in. The importance of the coordination of the Agents working on the surveillance with the [supervisor] by means of telephone and in some instances radio, cannot be over-emphasized, and in order that this might be effective, it is necessary for the Agents working on the surveillance to be in communication with the [supervisor] as frequently as this can be done without attracting attention.

RENTING OF PREMISES FOR USE IN FIXED SURVEILLANCES

1. Fixed surveillances from automobiles parked on the street are usually good for only a few hours due to the fact that the cars become conspicuous.
2. Prior to renting quarters, care must be taken to first ascertain the reliability of the owner of the property by a discreet inquiry.
3. Where the reliability of the owner is questionable or when other circumstances indicate that such a procedure is desirable, a pretext should be used; however, the Agent developing the pretext should be careful not to evolve some situation which might be even more embarrassing than the truth. Such use of pretext requires careful thought and planning. In many instances the Agent must disclose his official identity in order to obtain suitable quarters for the surveillance; however, in such instances, the intimate details of the surveillance and the case under investigation should never be disclosed to the person contacted no matter how reliable he may appear to be.
4. When quarters are rented for a fixed surveillance, telephones should be installed in order to enable the Agents on surveillance to communicate with the office and with the Agents on the outside.

5. The Agents on a fixed surveillance should use extreme caution to prevent fire hazards. Their personal habits and conduct should be such that there will be no cause for complaint from neighbors or those from whom the property is rented.
6. The arrival and departure of Agents assigned to the surveillance should be arranged at a time when there will be the least possibility of arousing suspicion on the part of subject or other persons in the building. Agents going to and from the premises must be constantly on the lookout for countersurveillances on the part of subject or his accomplices.
7. All Bureau property taken to the place of a fixed surveillance must be completely inventoried. This action should be done before the property is moved into the quarters to be occupied. When such property is removed, or when the surveillance is abandoned, the property removed must be checked off the inventory. With the abandonment of such a surveillance, a thorough and detailed search of the premises must be made to prevent the loss of Bureau property, or the subsequent identification of Bureau Agents through the tracing of such property. Serial numbers and other identifying information should be removed from such equipment before it is taken to the premises being used by the Agents on the surveillance in order to preclude any possibility of such equipment being traced back to the Bureau. Discarded work papers, scratch pads, carbon papers, or the personal effects of an Agent from which an identification can be made shall not be abandoned at any time in or near the quarters used for a fixed surveillance.

J. SURVEILLANCE SUPERVISION

1. Designate Agent to be responsible for on-the-scene coordination of each surveillance. This Agent is responsible for insuring that surveillance logs are submitted on a daily basis by each participating Agent and for keeping SAC or supervisor immediately advised of all major developments. All Agents must assure themselves that the SAC is kept informed. The designated Agent must be advised by supervising official on a continuing basis of all information pertinent to the surveillance.
2. Surveillance logs must be reviewed and coordinated on a daily basis by appropriate supervisor. After review, log must be furnished promptly by supervisor to substantive case Agent for action.
3. SAC must immediately advise Bureau of any development of major importance or potential embarrassment. Advise SAC (and through him Bureau) of any situation where surveillance is "made" by subject.

K. SURVEILLANCE LOGS

1. Each Agent participating in physical surveillances [in all criminal-type cases and in security cases where the activity observed might result in prosecutive action should] maintain separate surveillance notes in the form of a log reflecting in chronological order only his pertinent observations noted during tour of duty. Entries noted on these logs should be made as original entries whenever possible. If physical circumstances prevent recording directly to a surveillance log, appropriate entries should be made on the log at the earliest possible moment. Any notes necessary to support subsequent entries on logs and essential to refresh an Agent's recollection should be retained and attached to the log itself. This log and any notes used to compile it are to be retained permanently so that an Agent testifying to a surveillance will, if necessary, produce and refer to only his own original notes. Logs are to be submitted to the office immediately upon conclusion of each day's tour of duty. Each participating Agent should sign the last page of his log utilizing his Bureau name. [Keep in mind that Agents' individual surveillance logs and notes used to prepare these logs may be produced in court. Accordingly, it is essential that their physical condition and contents be above criticism or doubt.]

2. In security cases only, when the activity observed on a surveillance is not believed to have prosecutive possibilities, a composite surveillance log may be submitted. This log should [list,] in chronological order, the results of an entire day's surveillance for each subject. Each Agent is to place his initials opposite those entries [showing] his personal observations and is to affix his signature at the end of the log. Administrative details concerning a particular surveillance should be set forth in a cover sheet attached to the composite log. It is not anticipated that a composite log will be produced at a trial; however, it is possible that some activity observed, although not appearing at the time to have prosecutive ramifications, might, at a later date, have such possibilities requiring the production of a composite log. It is, therefore, essential that the physical condition and contents of composite logs be above criticism or doubt.
3. Individual surveillance logs and composite logs should be made on lined, white, letter-size tablet paper, preferably in ink. Title should read: Physical Surveillance of: (name of subject). On second line show date; if surveillance extends beyond midnight, show both dates. On the third line indicate location. Number pages.

Start entries on next line below title. Never leave blank lines between items on log. First time entered will be time surveillance commenced. If subject is not observed, entry should show: "8:00 a.m. to 5:00 p.m. -- subject not observed this date." Show reasons for discontinuing surveillance on cover sheet. Cover sheet may be used on continuing basis for administrative data. If you wish to use cover sheet, submit proposed form for approval. Cover sheet should contain only administrative information.

4. In security cases, when individual logs are submitted [showing] activity which might result in prosecution, an administrative composite log [may] be prepared [listing] in chronological order the results of a day's surveillance on each individual. Entries [showing] an Agent's observations are not to be initialed by him nor is each participating Agent to sign the composite log. These composite logs will not be introduced in court and will be prepared for administrative use only and to facilitate reporting and channeling information. These composite logs should be filed separately and apart from the original logs. Separate subfiles may be utilized for this purpose. In criminal cases, composite logs may be compiled if circumstances in individual cases warrant.

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4-13-64

L. PLANNING SURVEILLANCES IN ADVANCE

1. Certain types of surveillances, such as the surveillance of pay-off spots in extortion cases, can and must be carefully planned in advance and each of the Agents assigned to the surveillance should know exactly what his duties are and just what is expected of him in this particular assignment. A careful survey of the pay-off spot should, of course, be made in advance and the details of the location and the surrounding terrain explained to the Agents by blackboard diagrams or other illustrative methods.
2. In other types of surveillances, certain problems arise again and again which can and should be planned in advance. For example, the problem of taking over a surveillance at a railroad station comes up very frequently in most field offices, and there is no reason why detailed plans cannot be worked out in advance and discussed at Agent conferences so that all the Agents in the office will know the details of such plans. The same procedure should be worked out for handling surveillances at airports and bus terminals, as well as other surveillance problems peculiar to the particular field office, such as handling surveillances on subways, ferry boats, tunnels, and other means of transportation.

M. RAIDS IN GENERAL

1. When a dangerous assignment arises in which the practical application of firearms might be reasonably anticipated, the SAC must personally take charge. SACs must assume leadership in raids or arrests where firearms might be used and in major cases of great importance even though there is no indication that firearms might be employed. Unless emergency conditions prevent prior notification, the SAC or person acting in his absence must be immediately notified when such a situation arises, before action is taken toward apprehension. The Bureau should be advised by teletype or telephone of the name of the official who will be in charge of the dangerous assignment. If the SAC or ASAC will not be on the spot in charge, sufficient explanation should be outlined which will indicate the reasons for the inability of the above-named official's participation.

If a major case is being investigated involving the hot pursuit of fugitives which requires a concentration of Agents, it is incumbent upon each SAC to arrange for 24-hour coverage in the resident agencies in his territory where the activity is such that it can be expected there will be numerous phone calls and contacts from co-operative citizens and other law enforcement personnel. Where necessary, male clerks may be utilized to effect such coverage. No such coverage should be initiated without Bureau authority.

2. A raid is an offensive type of operation characterized by the suddenness of its delivery. The purpose of conducting raids is usually to apprehend individuals or search premises. No two raids if planned to best advantage will be conducted exactly the same. However, the following elements will characterize well-planned operations of this type:
 - a. Speed
 - b. Surprise
 - c. Simplicity
 - [d. Safety of all personnel
 - [e. Superiority of manpower and firepower]

PLANNING RAIDS

1. Every raid should be carefully planned in advance to insure the greatest factor of safety to the raiding party and innocent bystanders, and to prevent the escape of the persons sought.
2. One individual designated as a raid commander should be responsible for planning and conducting of the raid, and it is his responsibility to see that all members of the raiding party are aware of the parts they are to take in the raid and he alone should be charged with the duty of changing plans and issuing orders as the situation may demand.
3. As careful and detailed reconnaissance as time permits should be made of the vicinity of the place to be raided, noting all avenues of escape, such as doors, windows, skylights, fire escapes, streets, alleys, and roads. A neighborhood investigation may be necessary at times to determine whether confederates of the person being sought may be residing near the premises to be raided. During this investigation it can be determined whether Agents could be stationed in neighboring homes or apartments. A map or diagram should be prepared following this survey and should be shown to the Agents participating in the raid.
4. On the basis of the information available, the raid commander must determine the number of persons to be in the raiding party, the time when the raid is to be conducted, the equipment necessary, and issue instructions so that each individual Agent on the raid will know exactly what is expected of him and just what action he should take under circumstances which can be readily foreseen. In planning raids, the following questions must be determined by the raid commander:
 - a. Number and selection of raiding party
 - (1) The party should include only Agents who are properly qualified in handling firearms; in the event local officers are needed to assist, these officers should have the same qualifications. All of the Agents and officers on the raid should know each other so that they will be able to recognize each other under emergency circumstances. The number of men needed on a raid depends on the circumstances. The raiding squad should be divided into such groups as are necessary in conducting the raid. These groups should be instructed in their duties, certain of them being informed of the fact that they will enter the premises to make the arrest and others will be charged with the responsibility of covering this activity in order to prevent the escape of the subject, and also for the purpose of neutralizing any hostile gunfire by persons in the house. It will be the duty of the covering Agents to prevent escape of the individual sought in the event he emerges from the house after the raiding party enters.
 - b. The time of the raid
 - (1) This will depend on the habits of the individuals sought and the information available as to their activities or possible future plans. In the event it is necessary to conduct the raid in the night, the necessary lighting equipment should be available. Usually it is found desirable to conduct raids shortly before dawn as this permits the Agents to take their places under cover of darkness and as the daylight comes permits the observation of the place and occupants during the raid.
 - b. Raid orders are issued by the raid commander who will advise each Agent or officer on the raid of his specific duty. He will, of course, furnish all of the information available concerning the persons to be apprehended to the members of the raiding party.

