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FEDERAL BUREAU OF INVESTIGATION
CORPORATE POLICY DIRECTIVE

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1. Policy Directive Title.	Field Evidence Management and Operations Policy
2. Publication Date.	2009-03-10
3. Effective Date.	2009-03-10
4. Review Date.	2012-03-10
5. Primary Strategic Objective. P1- Streamline administrative and operational processes.	
6. Authorities: (U//FOUO) The basis for the policy development of the new Field Evidence Management and Operations Policy Directive is derived from Subpart H of Title 49, Code of Federal Regulations, Part 172; Title 18, USC, Section 3665; and 18 U.S.C. Section 3600A and DOJ.	
7. Purpose: (U//FOUO) To publish and implement the FBI Field Evidence Management and Operations Policy Implementation Guide.	
8. Policy Statement: (U//FOUO) To establish and consolidated Field Evidence Management and Operations Policy covering all aspects of evidence seizure, preservation, storage, shipping, processing, analysis, presentation, retention, and disposition of FBI field forensic evidence (excluding digital evidence). All procedures must be followed so as to maintain the value, quality and integrity of the evidence and the credibility of the FBI.	
9. Scope: (U//FOUO) This Corporate Policy and Policy Implementation Guide apply to FBI employees, contractors working in FBI facilities, detailees, and any other person assigned to or detailed to the FBI and associated with FBI evidence. It also applies, where appropriate, to members of state and local law enforcement personnel assigned to FBI Joint Task Forces and Joint Terrorism Task Forces, and any other persons assigned to work in an FBI-controlled facility. This policy does not apply to FBI Laboratory Division personnel, whereas they abide by their established Laboratory Division policy. This policy also does not apply to OTD Digital Evidence Laboratory, Regional Computer Forensic Laboratories, and OTD Satellite Laboratories including evidence operations that are internal to these laboratories.	
10. Proponent: (U//FOUO) The Field Evidence Program, Evidence Control Unit, Forensic Analysis Branch, Laboratory Division, is accountable for the management of this policy; however, all individuals associated with FBI evidence are responsible for abiding by this policy.	
11. Roles and Responsibilities: (U//FOUO) Roles and responsibilities for the FBI Field Evidence Management and Operations program are set forth in the <u>Field Evidence Management and Operations Policy Implementation Guide</u> .	
12. Exemptions: (U//FOUO) The FBI Laboratory Division is exempt from this policy, whereas they abide by their established Laboratory Division policy. (U//FOUO) Standard Operating Procedures (SOP) and Quality Assurance Manual (QAM) requirements of the Operational Technology Division's (OTD) Digital Evidence Section (DES) and its components (including the Computer Analysis Response Team [CART], the Forensic Audio Video/Image Analysis Unit [FAVIAU], the Regional Computer Forensics Laboratory National	

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Program Office [RCFL NPO], and the Forensic Support Unit [FSU], and their successors) relating to the handling, processing, tracking, storing, retrieving, transferring, disposing, and documenting of "general evidence" containing or believed to contain potential digital or multimedia evidence ancillary to the forensic examination of such evidence by components of the DES which expressly supersede, conflict with, or impose requirements that exceed those otherwise required by this "Field Evidence Management and Operations Policy Directive, are exempt.

(U//FOUO) Any other exemption from this policy must be pre-approved with the submission of an FD-990 Deviation request.

13. Supersession:

(U//FOUO) This document supersedes all existing policy contained in MAOP, Part 2, Sections 2-4.4.1 through 2-4.4.15, 2-4.4.17, and 2-4.4.18; 321A-HQ-A1491998 Serial 9 dated 02/23/2005; and 321A-HQ-A1491998 Serial 24 dated 05/23/2005.

14. References, Key Words, and Links:

ACDC Assistant Chief Division Counsel
ACS Automated Case Support
AD Assistant Director
AO Administrative Officer
ASAC Assistant Special Agent in Charge
BOP Bureau of Prisons
CDC Chief Division Counsel
CFR Code of Federal Regulations
CI Collected Item
CID Criminal Investigative Division
CoC Chain of Custody
DE Derivative Evidence
DEA Drug Enforcement Administration
DOJ Department of Justice
EC Electronic Communication
ECT Evidence Control Technician
ECR Employee Control Room
ECU Evidence Control Unit
FBI Federal Bureau of Investigation
FBIHQ Federal Bureau of Investigation Headquarters
FO Field Office
HAZMAT Hazardous Materials
IATA International Air Transport Association
MAOP Manual of Administrative Operations and Procedures
MIOG Manual of Investigative Operations and Guidelines
OO Office of Origin
POISU Photographic Operations and Imaging Services Unit
PM Program Manager
RA Resident Agency
RCFL Regional Computer Forensic Laboratory
SA Special Agent
SAC Special Agent in Charge
SRA Supervisory Resident Agent
SWAT Special Weapons and Tactics
USA United States Attorney
USAO United States Attorney's Office
USMS United States Marshall Service
VWO Vault Witness Official

15. Definitions:

None.

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16. Appendices, Attachments, and Forms:(U//FOUO) Attached is the Field Evidence Management and Operations Policy Implementation Guide.**Final Approval****Name:** Timothy P. Murphy**Title:** Associate Deputy Director**UNCLASSIFIED//FOUO**

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