MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE:

RE: REVISED REPORTING REQUIREMENTS - CIVIL RIGHTS PROGRAM; CREATION OF CIVIL RIGHTS UNIT

The Integrity in Government/Civil Rights Section, Criminal Investigative Division, has implemented two Civil Rights Program (CRP) initiatives to promote the effectiveness and efficiency of the CRP. First, reporting requirements for all investigations within the CRP have been modified to significantly reduce the administrative burden of civil rights investigations. Second, in order to eliminate redundant effort and to improve communication with the field and outside liaison contacts, the Color of Law Unit and Hate Crimes Unit have been merged, forming a single Civil Rights Unit (CRU).

NEW REPORTING GUIDELINES:

1. FD-610 - case initiation form will be submitted within current requirement.

2. Initial Report - The initial report (FD-263/FD-204) will require submission within instead of the current requirement. Because of our obligation to timely resolve allegations against law enforcement officers (Color of Law (COL) cases), every effort should be made to submit the results of an "initial investigation". Should a closed report not be submitted within in non-substantial COL matters, a closed report should be submitted in

3. Subsequent Reports (Substantial Investigations) - In all other cases, subsequent reports will be required instead of the current requirement.

It is anticipated that the new reporting policy will significantly enhance the effectiveness and efficiency of the CRP by emphasizing case development and prosecutions rather than administrative compliance.

Manual changes to follow.
Robert S. Mueller, III
Director