



U.S. Department of Justice

Federal Bureau of Investigation  
Washington, D.C. 20535

May 24, 2021

MR. JOHN GREENEWALD JR.  
SUITE 1203  
27305 WEST LIVE OAK ROAD  
CASTAIC, CA 91384

FOIPA Request No.: 1496762-000  
Subject: OPR Quarterly All Employee E-  
mails/Newsletters  
(Everything from January 1, 2017)

Dear Mr. Greenewald:

The enclosed 70 pages of records were determined to be responsive to your subject and were previously processed and released pursuant to the Freedom of Information Act (FOIA). Please see the selected paragraphs below for relevant information specific to your request as well as the enclosed FBI FOIPA Addendum for standard responses applicable to all requests.

- ☐ In an effort to provide you with responsive records as expeditiously as possible, we are releasing documents from previous requests regarding your subject. We consider your request fulfilled. Since we relied on previous results, additional records potentially responsive to your subject may exist. If this release of previously processed material does not satisfy your request, you may request an additional search for records. Submit your request by mail to **Initial Processing Operations Unit, 200 Constitution Drive, Winchester, VA 22602, or by fax to (540) 868-4997**. Please cite the FOIPA Request Number in your correspondence.
- ☒ Please be advised that additional records responsive to your subject exist. If this release of previously processed material does not satisfy your request, you must advise us that you want the additional records processed. Please submit your response within thirty (30) days by mail to **Initial Processing Operations Unit, 200 Constitution Drive, Winchester, VA 22602, or by fax to (540) 868-4997**. Please cite the FOIPA Request Number in your correspondence. **If we do not receive your decision within thirty (30) days of the date of this notification, your request will be closed.**
- ☐ One or more of the enclosed records were transferred to the National Archives and Records Administration (NARA). Although we retained a version of the records previously processed pursuant to the FOIA, the original records are no longer in our possession.  
  
If this release of the previously processed material does not satisfy your request, you may file a FOIPA request with NARA at the following address:  
  
National Archives and Records Administration  
Special Access and FOIA  
8601 Adelphi Road, Room 5500  
College Park, MD 20740-6001
- ☐ Records potentially responsive to your request were transferred to the National Archives and Records Administration (NARA), and they were not previously processed pursuant to the FOIA. You may file a request with NARA using the address above.

- ☐ One or more of the enclosed records were destroyed. Although we retained a version of the records previously processed pursuant to the FOIA, the original records are no longer in our possession. Record retention and disposal is carried out under supervision of the National Archives and Records Administration (NARA) , Title 44, United States Code, Section 3301 as implemented by Title 36, Code of Federal Regulations, Part 1228; Title 44, United States Code, Section 3310 as implemented by Title 36, Code of Federal Regulations, Part 1229.10.
- ☐ Records potentially responsive to your request were destroyed. Since this material could not be reviewed, it is not known if it was responsive to your request. Record retention and disposal is carried out under supervision of the National Archives and Records Administration (NARA) according to Title 44 United States Code Section 3301, Title 36 Code of Federal Regulations (CFR) Chapter 12 Sub-chapter B Part 1228, and 36 CFR 1229.10.
- ☐ Documents or information referred to other Government agencies were not included in this release.

Please refer to the enclosed FBI FOIPA Addendum for additional standard responses applicable to your request. **"Part 1"** of the Addendum includes standard responses that apply to all requests. **"Part 2"** includes additional standard responses that apply to all requests for records about yourself or any third party individuals. **"Part 3"** includes general information about FBI records that you may find useful. Also enclosed is our Explanation of Exemptions.

For questions regarding our determinations, visit the [www.fbi.gov/foia](http://www.fbi.gov/foia) website under "Contact Us." The FOIPA Request Number listed above has been assigned to your request. Please use this number in all correspondence concerning your request.

If you are not satisfied with the Federal Bureau of Investigation's determination in response to this request, you may administratively appeal by writing to the Director, Office of Information Policy (OIP), United States Department of Justice, 441 G Street, NW, 6th Floor, Washington, D.C. 20530, or you may submit an appeal through OIP's FOIA STAR portal by creating an account following the instructions on OIP's website: <https://www.justice.gov/oip/submit-and-track-request-or-appeal>. Your appeal must be postmarked or electronically transmitted within ninety (90) days of the date of my response to your request. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal." Please cite the FOIPA Request Number assigned to your request so it may be easily identified.

You may seek dispute resolution services by contacting the Office of Government Information Services (OGIS). The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, e-mail at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769. Alternatively, you may contact the FBI's FOIA Public Liaison by emailing [foipaquestions@fbi.gov](mailto:foipaquestions@fbi.gov). If you submit your dispute resolution correspondence by email, the subject heading should clearly state "Dispute Resolution Services." Please also cite the FOIPA Request Number assigned to your request so it may be easily identified.

Sincerely,



Michael G. Seidel  
Section Chief  
Record/Information  
Dissemination Section  
Information Management Division

Enclosure(s)

## FBI FOIPA Addendum

As referenced in our letter responding to your Freedom of Information/Privacy Acts (FOIPA) request, the FBI FOIPA Addendum provides information applicable to your request. Part 1 of the Addendum includes standard responses that apply to all requests. Part 2 includes standard responses that apply to requests for records about individuals to the extent your request seeks the listed information. Part 3 includes general information about FBI records, searches, and programs.

### Part 1: The standard responses below apply to all requests:

- (i) **5 U.S.C. § 552(c).** Congress excluded three categories of law enforcement and national security records from the requirements of the FOIPA [5 U.S.C. § 552(c)]. FBI responses are limited to those records subject to the requirements of the FOIPA. Additional information about the FBI and the FOIPA can be found on the [www.fbi.gov/foia](http://www.fbi.gov/foia) website.
- (ii) **Intelligence Records.** To the extent your request seeks records of intelligence sources, methods, or activities, the FBI can neither confirm nor deny the existence of records pursuant to FOIA exemptions (b)(1), (b)(3), and as applicable to requests for records about individuals, PA exemption (j)(2) [5 U.S.C. §§ 552/552a (b)(1), (b)(3), and (j)(2)]. The mere acknowledgment of the existence or nonexistence of such records is itself a classified fact protected by FOIA exemption (b)(1) and/or would reveal intelligence sources, methods, or activities protected by exemption (b)(3) [50 USC § 3024(i)(1)]. This is a standard response and should not be read to indicate that any such records do or do not exist.

### Part 2: The standard responses below apply to all requests for records on individuals:

- (i) **Requests for Records about any Individual—Watch Lists.** The FBI can neither confirm nor deny the existence of any individual's name on a watch list pursuant to FOIA exemption (b)(7)(E) and PA exemption (j)(2) [5 U.S.C. §§ 552/552a (b)(7)(E), (j)(2)]. This is a standard response and should not be read to indicate that watch list records do or do not exist.
- (ii) **Requests for Records about any Individual—Witness Security Program Records.** The FBI can neither confirm nor deny the existence of records which could identify any participant in the Witness Security Program pursuant to FOIA exemption (b)(3) and PA exemption (j)(2) [5 U.S.C. §§ 552/552a (b)(3), 18 U.S.C. 3521, and (j)(2)]. This is a standard response and should not be read to indicate that such records do or do not exist.
- (iii) **Requests for Records for Incarcerated Individuals.** The FBI can neither confirm nor deny the existence of records which could reasonably be expected to endanger the life or physical safety of any incarcerated individual pursuant to FOIA exemptions (b)(7)(E), (b)(7)(F), and PA exemption (j)(2) [5 U.S.C. §§ 552/552a (b)(7)(E), (b)(7)(F), and (j)(2)]. This is a standard response and should not be read to indicate that such records do or do not exist.

### Part 3: General Information:

- (i) **Record Searches.** The Record/Information Dissemination Section (RIDS) searches for reasonably described records by searching systems or locations where responsive records would reasonably be found. A standard search normally consists of a search for main files in the Central Records System (CRS), an extensive system of records consisting of applicant, investigative, intelligence, personnel, administrative, and general files compiled by the FBI per its law enforcement, intelligence, and administrative functions. The CRS spans the entire FBI organization, comprising records of FBI Headquarters, FBI Field Offices, and FBI Legal Attaché Offices (Legats) worldwide; Electronic Surveillance (ELSUR) records are included in the CRS. Unless specifically requested, a standard search does not include references, administrative records of previous FOIPA requests, or civil litigation files. For additional information about our record searches, visit [www.fbi.gov/services/information-management/foipa/requesting-fbi-records](http://www.fbi.gov/services/information-management/foipa/requesting-fbi-records).
- (ii) **FBI Records.** Founded in 1908, the FBI carries out a dual law enforcement and national security mission. As part of this dual mission, the FBI creates and maintains records on various subjects; however, the FBI does not maintain records on every person, subject, or entity.
- (iii) **Requests for Criminal History Records or Rap Sheets.** The Criminal Justice Information Services (CJIS) Division provides Identity History Summary Checks – often referred to as a criminal history record or rap sheet. These criminal history records are not the same as material in an investigative “FBI file.” An Identity History Summary Check is a listing of information taken from fingerprint cards and documents submitted to the FBI in connection with arrests, federal employment, naturalization, or military service. For a fee, individuals can request a copy of their Identity History Summary Check. Forms and directions can be accessed at [www.fbi.gov/about-us/cjis/identity-history-summary-checks](http://www.fbi.gov/about-us/cjis/identity-history-summary-checks). Additionally, requests can be submitted electronically at [www.edo.cjis.gov](http://www.edo.cjis.gov). For additional information, please contact CJIS directly at (304) 625-5590.
- (iv) **National Name Check Program (NNCP).** The mission of NNCP is to analyze and report information in response to name check requests received from federal agencies, for the purpose of protecting the United States from foreign and domestic threats to national security. Please be advised that this is a service provided to other federal agencies. Private Citizens cannot request a name check.

## **EXPLANATION OF EXEMPTIONS**

### **SUBSECTIONS OF TITLE 5, UNITED STATES CODE, SECTION 552**

- (b)(1) (A) specifically authorized under criteria established by an Executive order to be kept secret in the interest of national defense or foreign policy and (B) are in fact properly classified to such Executive order;
- (b)(2) related solely to the internal personnel rules and practices of an agency;
- (b)(3) specifically exempted from disclosure by statute (other than section 552b of this title), provided that such statute (A) requires that the matters be withheld from the public in such a manner as to leave no discretion on issue, or (B) establishes particular criteria for withholding or refers to particular types of matters to be withheld;
- (b)(4) trade secrets and commercial or financial information obtained from a person and privileged or confidential;
- (b)(5) inter-agency or intra-agency memorandums or letters which would not be available by law to a party other than an agency in litigation with the agency;
- (b)(6) personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy;
- (b)(7) records or information compiled for law enforcement purposes, but only to the extent that the production of such law enforcement records or information ( A ) could reasonably be expected to interfere with enforcement proceedings, ( B ) would deprive a person of a right to a fair trial or an impartial adjudication, ( C ) could reasonably be expected to constitute an unwarranted invasion of personal privacy, ( D ) could reasonably be expected to disclose the identity of confidential source, including a State, local, or foreign agency or authority or any private institution which furnished information on a confidential basis, and, in the case of record or information compiled by a criminal law enforcement authority in the course of a criminal investigation, or by an agency conducting a lawful national security intelligence investigation, information furnished by a confidential source, ( E ) would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law, or ( F ) could reasonably be expected to endanger the life or physical safety of any individual;
- (b)(8) contained in or related to examination, operating, or condition reports prepared by, on behalf of, or for the use of an agency responsible for the regulation or supervision of financial institutions; or
- (b)(9) geological and geophysical information and data, including maps, concerning wells.


### **SUBSECTIONS OF TITLE 5, UNITED STATES CODE, SECTION 552a**

- (d)(5) information compiled in reasonable anticipation of a civil action proceeding;
- (j)(2) material reporting investigative efforts pertaining to the enforcement of criminal law including efforts to prevent, control, or reduce crime or apprehend criminals;
- (k)(1) information which is currently and properly classified pursuant to an Executive order in the interest of the national defense or foreign policy, for example, information involving intelligence sources or methods;
- (k)(2) investigatory material compiled for law enforcement purposes, other than criminal, which did not result in loss of a right, benefit or privilege under Federal programs, or which would identify a source who furnished information pursuant to a promise that his/her identity would be held in confidence;
- (k)(3) material maintained in connection with providing protective services to the President of the United States or any other individual pursuant to the authority of Title 18, United States Code, Section 3056;
- (k)(4) required by statute to be maintained and used solely as statistical records;
- (k)(5) investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment or for access to classified information, the disclosure of which would reveal the identity of the person who furnished information pursuant to a promise that his/her identity would be held in confidence;
- (k)(6) testing or examination material used to determine individual qualifications for appointment or promotion in Federal Government service the release of which would compromise the testing or examination process;
- (k)(7) material used to determine potential for promotion in the armed services, the disclosure of which would reveal the identity of the person who furnished the material pursuant to a promise that his/her identity would be held in confidence.

This document is made available through the declassification efforts  
and research of John Greenewald, Jr., creator of:

# The Black Vault

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The Black Vault is the largest online Freedom of Information Act (FOIA)  
document clearinghouse in the world. The research efforts here are  
responsible for the declassification of hundreds of thousands of pages  
released by the U.S. Government & Military.

**Discover the Truth** at: **<http://www.theblackvault.com>**

**NOT FOR PUBLIC DISSEMINATION**

**(U//~~FOUO~~) OPR's Quarterly All Employee E-Mail – January 2016 Edition**

(U//~~FOUO~~) Set forth below are examples of cases adjudicated by the Office of Professional Responsibility (OPR) during the last quarter. OPR sends these Quarterly E-Mails to educate employees about the Bureau's standards of conduct and to aid employees in steering clear of ethical pitfalls and other violations. We do not include cases in which OPR did not substantiate an allegation of misconduct (typically, more than one-third of the cases we adjudicate). **Set forth at the end of this document are several charts that help illustrate OPR's findings for 2015.** Please feel free to email OPR at

[REDACTED] or go to the link on our website. Thank you.

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Candice M. Will  
Assistant Director  
Office of Professional Responsibility

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**(U//~~FOUO~~) Examples of Recent Adjudications:**

**1. (U//~~FOUO~~) DUI: Alcohol Abuse at Work:**

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PENALTY: Dismissal  
OFFENSE: DUI – Privately Owned Vehicle, Offense Code 4.4  
Under the Influence on Duty, Offense Code 5.1

**2. (U//~~FOUO~~) Failure to Pay Taxes:**

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b7C

PENALTY: Employee resigned after being proposed for dismissal  
OFFENSE: Failure to Honor Debts/Regulatory Obligations, Offense Code 5.5

**3. (U//~~FOUO~~) Fraud/Theft; Lack of Candor Under Oath:**

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PENALTY: Employee resigned after being proposed for dismissal  
OFFENSE: Fraud/Theft, Offense Code 4.5  
Lack of Candor Under Oath, Offense Code 2.6

4. (U//~~FOUO~~) Inaccurate WebTA: [REDACTED]

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PENALTY: 10-day suspension

OFFENSE: False/Misleading WebTA, Offense Code 2.2

5. (U//~~FOUO~~) Lack of Candor Under Oath; Lack of Candor Not Under Oath;  
False/Misleading Transfer Request: [REDACTED]

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b7C

PENALTY: Dismissal

OFFENSE: False/Misleading Official Documents, Offense Code 2.4

Lack of Candor Not Under Oath, Offense Code 2.5

Lack of Candor Under Oath, Offense Code 2.6

6. (U//~~FOUO~~) Lack of Candor Under Oath; Misuse of Bucar: [REDACTED]

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b7C

[REDACTED]

PENALTY: Dismissal  
OFFENSE: Misuse of Gov Vehicle, Offense Code 3.10  
Misuse of Gov Vehicle/Unauthorized Passenger, Offense Code 3.9  
Lack of Candor Under Oath, Offense Code 2.6

7. (U//~~FOUO~~) **Loss of Government Property:** [REDACTED]

b6  
b7C

[REDACTED]

PENALTY: Letter of Censure  
OFFENSE: Loss of Government Property, Offense Code 3.3

8. (U//~~FOUO~~) **Misdemeanors:** [REDACTED]

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b7C

[REDACTED]

PENALTY: 7-day suspension  
OFFENSE: Misdemeanors, Offense Code 4.8

9. (U//~~FOUO~~) **Misuse of FBI Databases:** [REDACTED]

b6  
b7C

[REDACTED]

PENALTY: Letter of Censure  
OFFENSE: Misuse of FBI Databases, Offense Code 3.5

10. (U//~~FOUO~~) **Misuse of Government Charge Card:** [REDACTED]

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b7C

PENALTY: Letter of Censure

OFFENSE: Misuse of Government Charge Card, Offense Code 3.8

11. (U//~~FOUO~~) **Misuse of Position:**

PENALTY: One-day suspension

OFFENSE: Misuse of Position, Offense Code 2.8

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b7C

12. (U//~~FOUO~~) **Sexual Harassment:**

PENALTY: 30-day suspension

OFFENSE: Sexual Harassment, Offense Code 5.20

b6  
b7C

13. (U//~~FOUO~~) **Unprofessional Conduct:**

PENALTY: Three-day suspension

OFFENSE: Unprofessional Conduct On Duty, Offense Code 5.22

14. (U//~~FOUO~~) Unprofessional Conduct:

PENALTY: 60-day suspension

OFFENSE: Unprofessional Conduct On Duty, Offense Code 5.22

15. (U//~~FOUO~~) Unprofessional Conduct; Violation of Miscellaneous Rules/Regs:

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b7C

PENALTY: Summary Dismissal

OFFENSE: Unprofessional Conduct On Duty, Offense Code 5.22  
Violation of Miscellaneous Rules/Regs, Offense Code 5.23

16. (U//~~FOUO~~) Violation of Miscellaneous Rules/Regs:

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[REDACTED]  
PENALTY: Letter of Censure

OFFENSE: Violation of Miscellaneous Rules/Regulations, Offense Code 5.23

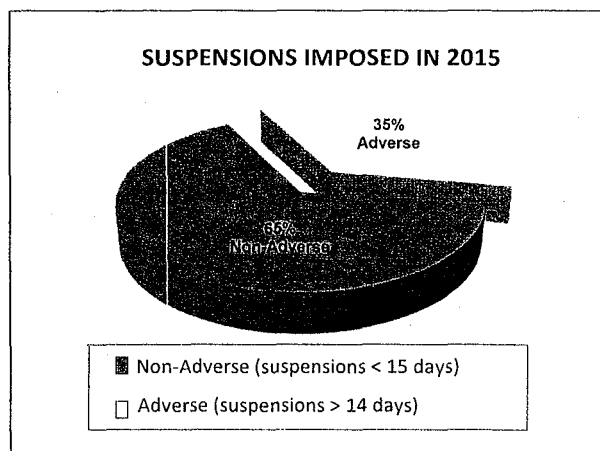
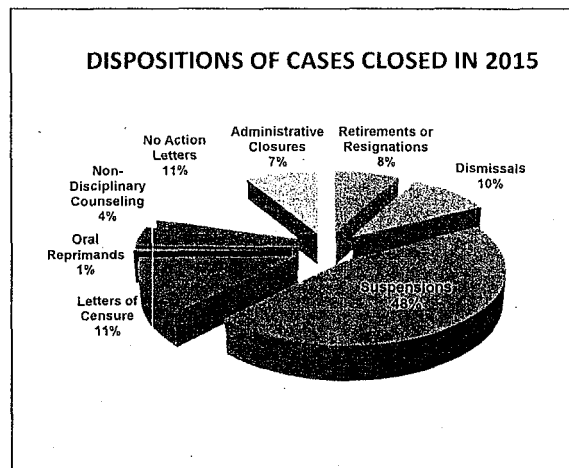
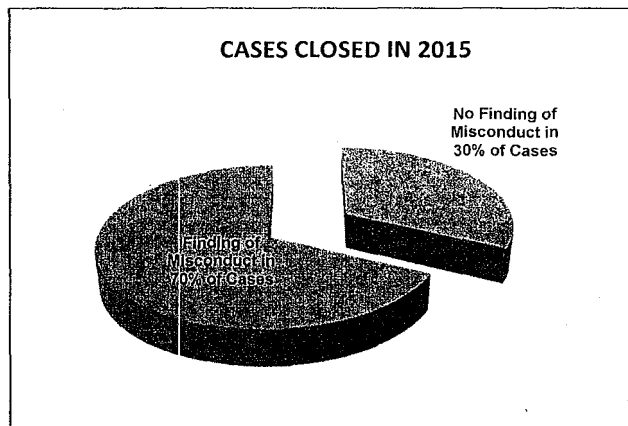
**17.(U//~~FOUO~~) Violation of Source Policies:** [REDACTED]

[REDACTED]  
PENALTY: 20-day suspension

OFFENSE: Violation of Source Guidelines/Policies, Offense Code 1.5

For further information, please refer to the complete **Offense Codes and Penalty Guidelines Governing the FBI's Internal Disciplinary Process**. Also, all FBI policies are available to employees at the Internal Policy Office's **Policy Portal**.

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## NOT FOR PUBLIC DISSEMINATION

(U//~~FOUO~~) OPR's Quarterly All Employee E-Mail – April 2016 Edition

(U//~~FOUO~~) Set forth below are examples of cases adjudicated by the Office of Professional Responsibility (OPR) during the last quarter. OPR sends these Quarterly E-Mails to educate employees about the Bureau's standards of conduct and to aid employees in steering clear of ethical pitfalls and other violations. We do not include cases in which OPR found that the employee did nothing wrong (typically, more than one-third of the cases we adjudicate). **Employees are reminded that they must follow U.S. law and FBI policies when posted overseas.** To contact OPR, feel free to email us at [REDACTED] or go to our website. Thank you.

b7E

Candice M. Will  
Assistant Director  
Office of Professional Responsibility

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b7C(U//~~FOUO~~) Examples of Recent Adjudications:1. (U//~~FOUO~~) Alcohol on Duty; DUI: [REDACTED]b6  
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PENALTY: Summary Dismissal  
OFFENSE: DUI – Privately Owned Vehicle, Offense Code 4.4  
Alcohol On Duty, Offense Code 5.1

2. (U//~~FOUO~~) **DUI:**

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PENALTY: 30-day suspension  
OFFENSE: DUI – Privately Owned Vehicle, Offense Code 4.4

3. (U//~~FOUO~~) **DUI; Misuse of Position:**

PENALTY: 60-day suspension  
OFFENSE: Misuse of Position, Offense Code 2.8  
DUI – Privately Owned Vehicle, Offense Code 4.4

4. (U//~~FOUO~~) **False/Misleading Promotion Package:**

PENALTY: 5-day suspension  
OFFENSE: False Information – Employment Document, Offense Code 2.1

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b7C

5. (U//~~FOUO~~) **Indecent Acts; Misdemeanor; Failure to Perform Duties;**  
**Insubordination: Security Violation: WebTA Fraud:**

PENALTY: Summary Dismissal

OFFENSE: False Information – Employment Document, Offense Code 2.1  
False Information – Fiscal Matters, Offense Code 2.2  
Indecent/Lascivious Acts, Offense Code 4.6  
Misdemeanor, Offense Code 4.8  
Failure to Perform Prescribed Duties, Offense Code 5.6  
Insubordination, Offense Code 5.11  
Security Violation - Failure to Secure Space, Offense Code 5.17

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**6. (U//~~FOUO~~) Loss of Government Property:**

PENALTY: Letter of Censure

OFFENSE: Loss of Government Property, Offense Code 3.3

**7. (U//~~FOUO~~) Misuse of FBI Databases; Unauthorized Disclosure:**

PENALTY: 10-day suspension

OFFENSE: Misuse of FBI Databases, Offense Code 3.5  
Unauthorized Disclosure, Offense Code 4.10

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**8. (U//~~FOUO~~) Misuse of FBI Databases; Unauthorized Disclosure:**

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b7C

PENALTY: 12-day suspension  
OFFENSE: Misuse of FBI Databases, Offense Code 3.5  
Unauthorized Disclosure, Offense Code 4.9

**9. (U//~~FOUO~~) Misuse of Position:**

PENALTY: 3-day suspension  
OFFENSE: Misuse of Position, Offense Code 2.8

**10. (U//~~FOUO~~) Retaliation:**

PENALTY: Employed retired after being proposed for dismissal  
OFFENSE: Retaliation, Offense Code 5.16

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**11. (U//~~FOUO~~) Sexual Harassment; Unprofessional Conduct; Insubordination;  
Obstruction of OPR Process; Violation of Miscellaneous Rules:**

[REDACTED]

PENALTY: Employee retired after being proposed for dismissal  
OFFENSE: Obstruction of OPR Matter, Offense Code 2.11  
Insubordination, Offense Code 5.11  
Unprofessional Conduct – On Duty, Offense Code 5.22  
Sexual Harassment, Offense Code 5.20  
Violation of Miscellaneous Rules/Regulations, Offense Code 5.23

**12. (U//~~FOUO~~) Sleeping on Duty:** [REDACTED]

[REDACTED]

PENALTY: Dismissal  
OFFENSE: Failure to Perform Prescribed Duties, Offense Code 5.6

**13. (U//~~FOUO~~) Unprofessional Conduct:** [REDACTED]

[REDACTED]

PENALTY: Employee resigned after being proposed for dismissal  
OFFENSE: Unprofessional Conduct – Off Duty, Offense Code 5.21

**14. (U//~~FOUO~~) WebTA Fraud:** [REDACTED]

[REDACTED]

PENALTY: Employee resigned after being proposed for dismissal  
OFFENSE: False Information – Fiscal Matters, Offense Code 2.2

For further information, please refer to the complete *Offense Codes and Penalty Guidelines Governing the FBI's Internal Disciplinary Process*. Also, all FBI policies are available to employees at the Internal Policy Office's Policy Portal.

**NOT FOR PUBLIC DISSEMINATION****(U//~~FOUO~~) OPR's Quarterly All Employee E-Mail – July 2016 Edition**

(U//~~FOUO~~) Set forth below are examples of cases adjudicated by the Office of Professional Responsibility (OPR) during the last quarter. OPR sends these Quarterly E-Mails to educate employees about the Bureau's standards of conduct and to aid employees in steering clear of ethical pitfalls and other violations. We do not include cases in which OPR found that the employee did nothing wrong (typically, more than one-third of the cases we adjudicate). **Employees are reminded that they must follow U.S. law and DOJ/FBI policies when posted overseas.** You may contact OPR at [REDACTED] or on our website. Thank you.

b7E

Candice M. Will  
Assistant Director  
Office of Professional Responsibility

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b7C**(U//~~FOUO~~) Examples of Recent Adjudications:****1. (U//~~FOUO~~) Fraud/Theft; Lack of Candor Under Oath:** [REDACTED]b6  
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PENALTY: Dismissal

OFFENSE: Lack of Candor Under Oath, Offense Code 2.6  
Fraud/Theft, Offense Code 4.5

**2. (U//~~FOUO~~) Improper Relationship with Criminal Element: Drug Use: Lack of Candor Not Under Oath:**

PENALTY: Dismissal

OFFENSE: Improper Relationship - Criminal Element, Offense Code 5.9  
Drugs - Use or Possession, Offense Code 4.2  
Lack of Candor Not Under Oath, Offense Code 2.5  
Misdemeanors, Offense Code 4.8

**3. (U//~~FOUO~~) Indecent/Lascivious Acts:**

PENALTY: Dismissal

OFFENSE: Indecent/Lascivious Acts, Offense Code 4.6

**4. (U//~~FOUO~~) Indecent/Lascivious Acts; Lack of Candor Under Oath:**

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PENALTY: Dismissal

OFFENSE: Lack of Candor Under Oath, Offense Code 2.6  
Indecent/Lascivious Acts, Offense Code 4.6

**5. (U//~~FOUO~~) Investigative Deficiency:**

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PENALTY: 40-day suspension

OFFENSE: Investigative Deficiency, Offense Code 1.6  
Failure to Perform Prescribed Duties, Offense Code 5.6

**6. (U//~~FOUO~~) Investigative Deficiency:**

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b7C

PENALTY: 1-day suspension

OFFENSE: Investigative Deficiency, Offense Code 1.6

**7. (U//~~FOUO~~) Loss of Weapon:**

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PENALTY: 5-day suspension

OFFENSE: Loss of Weapon, Offense Code 3.4

**8. (U//~~FOUO~~) Loss of Weapon:**

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PENALTY: 3-day suspension

OFFENSE: Loss of Weapon, Offense Code 3.4

**9. (U//~~FOUO~~) Loss of Weapon:**

b6  
b7C

PENALTY: 3-day suspension

OFFENSE: Loss of Weapon, Offense Code 3.4

**10. (U//~~FOUO~~) Misuse of Position:**

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b7C

PENALTY: 7-day suspension

OFFENSE: Misuse of Position, Offense Code 2.8

**11. (U//~~FOUO~~) Unauthorized Outside Employment; Unprofessional Conduct:**

UNCLASSIFIED//~~FOUO~~

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b7C

PENALTY: 35-day suspension

OFFENSE: Violation of Ethical Guidelines, Offense Code 2.12  
Unprofessional Conduct – Off Duty, Offense Code 5.21

**12. (U//~~FOUO~~) Unprofessional Conduct:**

b6  
b7C

PENALTY: Employee retired after being proposed for 25-day suspension and demotion to non-supervisory position.

OFFENSE: Unprofessional Conduct – Off Duty, Offense Code 5.21  
Unprofessional Conduct – On Duty, Offense Code 5.22

**13. (U//~~FOUO~~) Unprofessional Conduct:**

b6  
b7C

PENALTY: 60-day suspension and Last Chance Agreement

OFFENSE: Unprofessional Conduct – On Duty, Offense Code 5.22

14. (U//~~FOUO~~) **Violation of Ethical Guidelines:**

b6  
b7C

PENALTY: 5-day suspension

OFFENSE: Violation of Ethical Guidelines, Offense Code 2.12

For further information, please refer to the complete **Offense Codes and Penalty Guidelines Governing the FBI's Internal Disciplinary Process** (effective 01/15/2012), located under the Library tab on OPR's website. Also, all FBI policies are available to employees at the Internal Policy Office's **Policy Portal**.

**NOT FOR PUBLIC DISSEMINATION**

**(U//~~FOUO~~) OPR's Quarterly All Employee E-Mail – October 2016 Edition**

(U//~~FOUO~~) Set forth below are examples of cases adjudicated by the Office of Professional Responsibility (OPR) during the last quarter. OPR sends these Quarterly E-Mails to educate employees about the Bureau's standards of conduct and to aid employees in steering clear of ethical pitfalls and other violations. We do not include cases in which OPR found that the employee did nothing wrong (typically, more than one-third of the cases we adjudicate). **Employees are reminded they are required to follow U.S. law and FBI policy when posted overseas. Employees are further reminded they are obligated to report misconduct. Employees may report misconduct directly to the Inspection Division's Internal Investigations Section or DOJ's Office of the Inspector General. Employees do not require their supervisor's permission or approval to report misconduct and they are not required to report misconduct up the chain of command. Feel free to contact OPR at [REDACTED] or** via our website. Thank you.

b7E

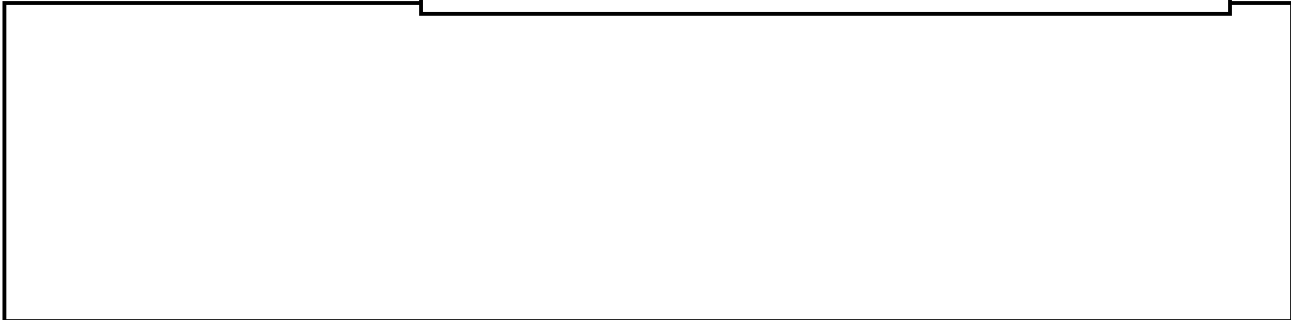
Candice M. Will  
Assistant Director  
Office of Professional Responsibility



b6  
b7C

**(U//~~FOUO~~) Examples of Recent Adjudications:**

**1. (U//~~FOUO~~) Fraudulent Employment Application; Misuse of Bucar; Theft; Unauthorized Disclosure:** [REDACTED]



b6  
b7C

b6  
b7C

[REDACTED]

PENALTY: Dismissal  
OFFENSE: False Information – Employment Documents, Offense Code 2.1  
Misuse of Government Vehicle, Offense Code 3.9  
Theft, Offense Code 4.5  
Unauthorized Disclosure, Offense Code 4.10  
Violation of Miscellaneous Rules/Regulations, Offense Code 5.23

2. (U//~~FOUO~~) **Indecent Acts; Lack of Candor Under Oath; False WebTA; Misuse of Gvt Computers; Violation of Ethical Guidelines:** [REDACTED]

b6  
b7C

[REDACTED]

PENALTY: Employee resigned after being proposed for dismissal  
OFFENSE: False Information – Fiscal Matters, Offense Code 2.2  
Lack of Candor Under Oath, Offense Code 2.6  
Violation of Ethical Guidelines, Offense Code 2.12  
Misuse of Government Computers, Offense Code 3.6  
Indecent/Lascivious Acts, Offense Code 4.6  
Alcohol – Under the Influence While On Duty, Offense Code 5.1

3. (U//~~FOUO~~) **Misuse of Bucar; Failure to Report; Lack of Candor:** [REDACTED]

b6  
b7C

b6  
b7C

PENALTY: Employee resigned after being proposed for dismissal  
OFFENSE: Lack of Candor Not Under Oath, Offense Code 2.5  
Lack of Candor Under Oath, Offense Code 2.6  
Misuse of Government Vehicle, Offense Code 3.10  
Failure to Report – Administrative, Offense Code 5.7

**4. (U//~~FOUO~~) Misuse of Government Charge Card; Lack of Candor Under Oath:**

b6  
b7C

PENALTY: Dismissal  
OFFENSE: Lack of Candor Under Oath, Offense Code 2.6  
Misuse of Government Charge Card, Offense Code 3.8

**5. (U//~~FOUO~~) Misuse of Position; Unprofessional Conduct:**

b6  
b7C

[Redacted]

b6  
b7C

PENALTY: One-day Suspension  
OFFENSE: Misuse of Position, Offense Code 2.8  
Unprofessional Conduct – On Duty, Offense Code 5.22

6. (U//~~FOUO~~) **Misuse of Position:**

[Redacted]

b6  
b7C

[Redacted]

PENALTY: One-day Suspension  
OFFENSE: Misuse of Position, Offense Code 2.8

7. (U//~~FOUO~~) **Unauthorized Outside Employment:**

[Redacted]

b6  
b7C

[Redacted]

PENALTY: 10-day Suspension  
OFFENSE: Violation of Ethical Guidelines, Offense Code 2.12

8. (U//~~FOUO~~) **Failure to Safeguard Weapon:**

b6  
b7C

PENALTY: 3-day Suspension

OFFENSE: Loss of Weapon, Offense Code 3.4

9. (U//~~FOUO~~) **Failure to Safeguard Weapon:**

b6  
b7C

PENALTY: 3-day Suspension

OFFENSE: Loss of Weapon, Offense Code 3.4

10. (U//~~FOUO~~) **Misuse of Government Charge Card:**

b6  
b7C

PENALTY: 15-day Suspension

OFFENSE: Misuse of Government Charge Card, Offense Code 3.8

**11. (U//~~FOUO~~) Domestic Violence:**

PENALTY: Employee resigned after being proposed for dismissal

OFFENSE: Assault/Battery, Offense Code 4.1

**12. (U//~~FOUO~~) Domestic Violence; Failure to Honor Just Debts; Unprofessional Conduct:**

b6  
b7C

PENALTY: Dismissal

OFFENSE: Assault/Battery, Offense Code 4.1

Failure to Honor Debts/Regulatory Obligations, Offense Code 5.5  
Unprofessional Conduct – Off Duty, Offense Code 5.21

**13. (U//~~FOUO~~) DUI:**

b6  
b7C

PENALTY: 30-day Suspension

OFFENSE: DUI – Privately Owned Vehicle, Offense Code 4.4

**14. (U//~~FOUO~~) Unauthorized Disclosure:**

PENALTY: Letter of Censure

OFFENSE: Unauthorized Disclosure, Offense Code 4.9

**15. (U//~~FOUO~~) Failure to Honor Just Debts:**

b6  
b7C

[Redacted]

b6  
b7C

PENALTY: Employee retired after being proposed for dismissal  
OFFENSE: Failure to Honor Debts/Regulatory Obligations, Offense Code 5.5

16. (U//~~FOUO~~) **Sexual Harassment:** [Redacted]

[Redacted]

PENALTY: 30-day Suspension  
OFFENSE: Sexual Harassment, Offense Code 5.20

17. (U//~~FOUO~~) **Unprofessional Conduct:** [Redacted]

[Redacted]

b6  
b7C

PENALTY: 12-day Suspension  
OFFENSE: Unprofessional Conduct – Off Duty, Offense Code 5.21

For further information, please refer to the complete **Offense Codes and Penalty Guidelines Governing the FBI's Internal Disciplinary Process**. Also, all FBI policies are available to employees at the Internal Policy Office's **Policy Portal**.

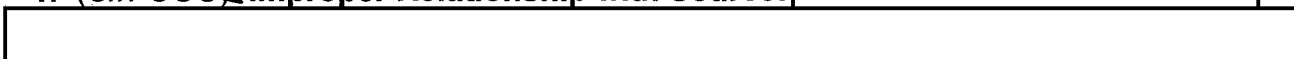
**NOT FOR PUBLIC DISSEMINATION****(U//~~FOUO~~) OPR's Quarterly All Employee E-Mail – January 2017 Edition**

(U//~~FOUO~~) Set forth below are examples of cases adjudicated by the Office of Professional Responsibility (OPR) during the last quarter. OPR sends these Quarterly E-Mails to educate employees about the Bureau's standards of conduct and to aid employees in steering clear of ethical pitfalls and other violations. Please feel free to contact us with questions or comments at [REDACTED] or by using the link on our website.

b7E

- **New Offense Codes and Penalty Guidelines:** The second amended *Offense Codes and Penalty Guidelines Governing FBI's Internal Disciplinary Process* became effective on January 1, 2017. Among other things, the 2017 amendments strengthen the penalties for domestic violence, increase DUI penalties for failing to cooperate with the police (including refusing to take a breathalyzer), reinforce the FBI's commitment to eradicating human trafficking (including increased penalties for solicitation of prostitution), and aggravate penalties for using slurs based on race, gender, sexual orientation or other protected status. The *Offense Codes and Penalty Guidelines* are available under the Library tab on OPR's website.
- **Special Agent Hiring:** The FBI is in serious need of experienced professionals across all backgrounds to apply as Special Agents. If you know someone possessing a strong ethical foundation, who comports him/herself maturely and professionally, and meets the qualifications outlined on www.fbijobs.gov/special-agents, please encourage him/her to immediately apply to the Special Agent posting at apply.fbijobs.gov on the low side.

Candice M. Will  
Assistant Director  
Office of Professional Responsibility

b6  
b7C**(U//~~FOUO~~) Examples of Recent Adjudications:****1. (U//~~FOUO~~) Improper Relationship with Source:**b6  
b7C

b6  
b7C

PENALTY: Dismissal  
OFFENSE: Improper Personal Relationship w/ Source, Offense Code 1.4  
False Information – Security Documents, Offense Code 2.1

**2. (U//~~FOUO~~) Violation of Source Guidelines; Falsified WebTA; Lack of Candor Not Under Oath; Unprofessional Conduct:**

b6  
b7C

PENALTY: Dismissal  
OFFENSE: Violation of Source Guidelines/Policies, Offense Code 1.5  
False Information – Fiscal Matters, Offense Code 2.2  
Lack of Candor – No Oath, Offense Code 2.5  
Misuse of Government Vehicle, Offense Code 3.9  
Unprofessional Conduct – On Duty, Offense Code 5.22

**3. (U//~~FOUO~~) Violation of Ethical Guidelines:**

b6  
b7C

b6  
b7C

PENALTY: 14-day suspension

OFFENSE: Violation of Ethical Guidelines, Offense Code 2.12

**4. (U//~~FOUO~~) Misdemeanor; Misuse of Position; Weapon Safety Violation; Unprofessional Conduct:**

b6  
b7C

PENALTY: 21-day suspension

OFFENSE: Misdemeanor, Offense Code 4.8

Weapon Safety Violation, Offense Code 5.13

Unprofessional Conduct - Off Duty, Offense Code 5.21

**5. (U//~~FOUO~~) Failure to Safeguard Weapon:**

UNCLASSIFIED//~~FOUO~~

b6  
b7C

PENALTY: 3-day suspension  
OFFENSE: Loss of Weapon, Offense Code 3.4

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[Redacted]

b6  
b7C

PENALTY: 3-day suspension

OFFENSE: Loss of Weapon, Offense Code 3.4

**7. (U//~~FOUO~~) Domestic Violence; Unprofessional Conduct:**

[Redacted]

[Redacted]

b6  
b7C

PENALTY: Dismissal

OFFENSE: Assault/Battery, Offense Code 4.1

Unprofessional Conduct – On Duty, Offense Code 5.22

**8. (U//~~FOUO~~) Sexual Assault of Minor:**

[Redacted]

[Redacted]

PENALTY: Summary Dismissal

OFFENSE: Felony, Offense Code 4.7

**9. (U//~~FOUO~~) Alcohol on Duty; Insubordination; Unprofessional Conduct:**

[Redacted]

b6  
b7C

PENALTY: 60-day suspension and Last Chance Agreement

OFFENSE: Alcohol on Duty, Offense Code 5.1

Insubordination, Offense Code 5.11

Unprofessional Conduct – On Duty, Offense Code 5.22

**10. (U//~~FOUO~~) Sexual Harassment:**

PENALTY: 60-day suspension and Last Chance Agreement

OFFENSE: Sexual Harassment, Offense Code 5.20

b6  
b7C

**11. (U//~~FOUO~~) Unprofessional Conduct:**

PENALTY: Letter of Censure

OFFENSE: Unprofessional Conduct – On Duty, Offense Code 5.22

b6  
b7C

**12. (U//~~FOUO~~) Unprofessional Conduct:**

b6  
b7C

UNCLASSIFIED//~~FOUO~~



b6  
b7C

**PENALTY:** Employee resigned after being proposed for dismissal  
**OFFENSE:** Unprofessional Conduct – Off Duty, Offense Code 5.22

For further information, please refer to the complete **Offense Codes and Penalty Guidelines Governing the FBI's Internal Disciplinary Process**. Also, all FBI policies are available to employees at the Internal Policy Office's **Policy Portal**.

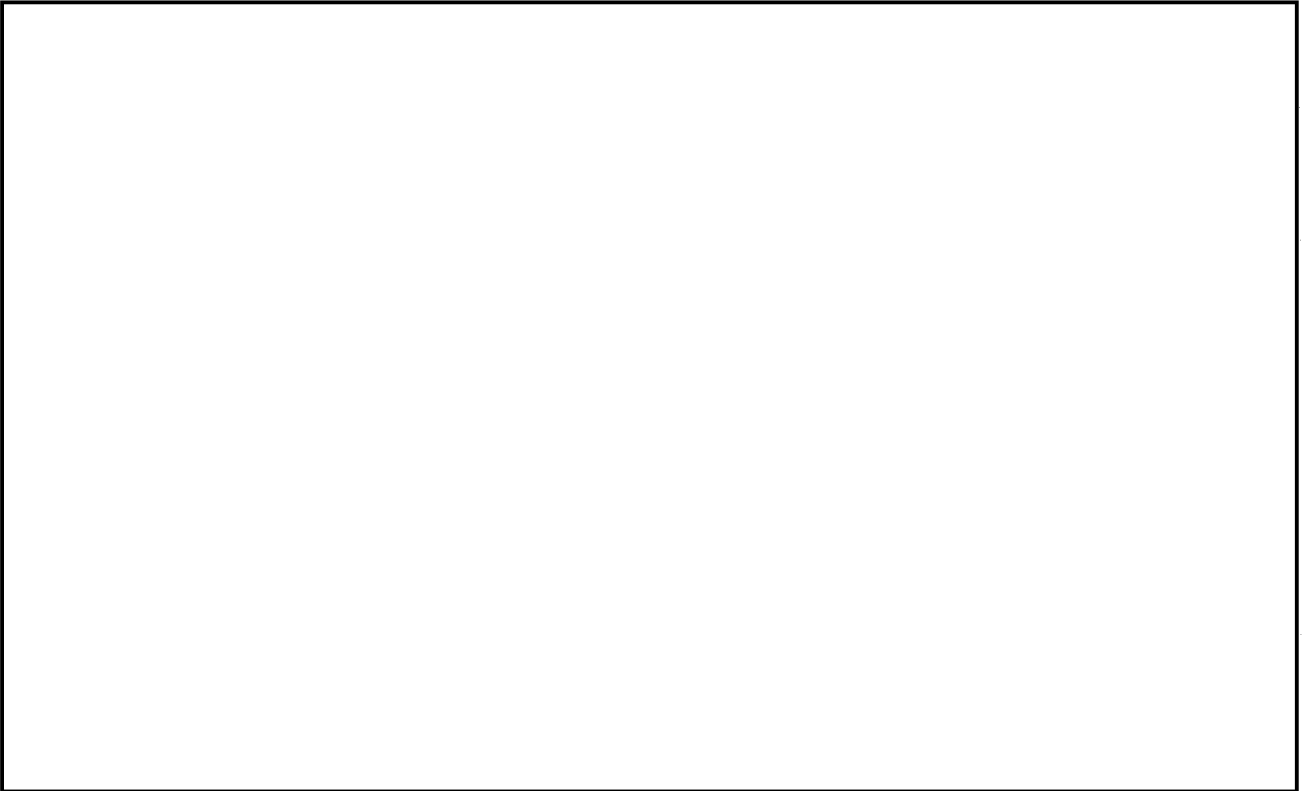
UNCLASSIFIED//~~FOUO~~

**NOT FOR PUBLIC DISSEMINATION**

**(U//~~FOUO~~) OPR's Quarterly All Employee E-Mail – April 2017 Edition**

(U//~~FOUO~~) Set forth below are examples of cases adjudicated by the Office of Professional Responsibility (OPR) during the last quarter to educate employees about the Bureau's standards of conduct and to aid employees in steering clear of ethical pitfalls and other violations.

(U//~~FOUO~~) **Summary Dismissals:** In extremely rare cases involving the worst kind of misconduct that implicates: (a) public safety; (b) workplace safety; (c) national security; or (d) other compelling or exigent considerations, the AD, OPR, has the authority to summarily dismiss an employee without a hearing. This authority was first adopted by Director Louis Freeh on March 5, 1997, and has been continuously employed since that time in the very rare instances when it is needed. To emphasize the extreme nature of the conduct in question, examples include:



b6  
b7C

[REDACTED]

At the request of the FBI Agents' Association, OPR is preparing and will circulate for comment through IPO's policy portal, a modification to the FBI's summary dismissal policy to allow for a hearing in summary dismissal cases. Please be mindful, however, that given the extreme nature of these cases, even if the process is amended to allow for a hearing in summary dismissal cases, there will still be times when a hearing will not be possible (e.g., due to the employee's incarceration) or necessary (e.g., there is nothing an admitted child molester can say in an oral hearing that would cause OPR to continue his/her FBI employment). Employees interested in commenting on the proposed policy change should do so through their respective Advisory Committee. The final decision will rest with the Director or his designee.

(U//~~FOUO~~) **New Whistleblower Rules:** Under the *FBI Whistleblower Protection Enhancement Act of 2016* an employee may make a protected disclosure to a **supervisor in the employee's direct chain of command**. To learn more about whistleblower protections, please read *Know your Rights: Guidance for Potential FBI Whistleblowers* prepared by the Office of Integrity and Compliance.

To contact OPR, please email us at [REDACTED] or go to our website. Thank you.

Candice M. Will  
Assistant Director  
Office of Professional Responsibility



(U//~~FOUO~~) **Examples of Recent Adjudications:**

1. (U//~~FOUO~~) **DUI; Unauthorized Outside Employment; Lack of Candor:** [REDACTED]



b6  
b7C

PENALTY: Dismissal  
OFFENSE: Lack of Candor – No Oath, Offense Code 2.5  
Violation of Ethical Guidelines, Offense Code 2.12  
DUI – Personally Owned Vehicle, Offense Code 4.4

**2. (U//~~FOUO~~) False Job Application:**

b6  
b7C

PENALTY: Dismissal  
OFFENSE: False Information – Employment Documents, Offense Code 2.1  
Lack of Candor – Under Oath, Offense Code 2.6

**3. (U//~~FOUO~~) False Security Documents:**

b6  
b7C

PENALTY: Summary Dismissal  
OFFENSE: False Information – Security Documents, Offense Code 2.1  
Felony, Offense Code 4.7

**4. (U//~~FOUO~~) Theft; Lack of Candor; Misuse of Computers; Security Violation;  
Unprofessional Conduct:**

b6  
b7C

b6  
b7C

PENALTY: Employee resigned after being proposed for dismissal  
OFFENSE: Lack of Candor – No Oath, Offense Code 2.5  
Lack of Candor – Under Oath, Offense Code 2.6  
Misuse of Government Computers, Offense Code 3.6  
Fraud/Theft, Offense Code 4.5  
Security Violation, Offense Code 5.17  
Unprofessional Conduct – On Duty, Offense Code 5.22

**5. (U//~~FOUO~~) Felony; Lack of Candor:**

b6  
b7C

PENALTY: Employee resigned after being proposed for dismissal  
OFFENSE: Lack of Candor – Under Oath, Offense Code 2.6  
Felony, Offense Code 4.7

**6. (U//~~FOUO~~) Failure to Safeguard Weapon:**

b6  
b7C

UNCLASSIFIED//~~FOUO~~

[Redacted]

b6  
b7C

PENALTY: 3-day suspension

OFFENSE: Loss of Weapon, Offense Code 3.4

**7. (U//~~FOUO~~) Failure to Safeguard Weapon:**

[Redacted]

[Redacted]

b6  
b7C

PENALTY: 3-day suspension

OFFENSE: Loss of Weapon, Offense Code 3.4

**8. (U//~~FOUO~~) Assault and Battery:**

[Redacted]

[Redacted]

b6  
b7C

PENALTY: 40-day suspension

OFFENSE: Assault/Battery, Offense Code 4.1

UNCLASSIFIED//~~FOUO~~

**9. (U//~~FOUO~~) Theft:**

PENALTY: Employee resigned before receiving dismissal letter

OFFENSE: Theft, Offense Code 4.5

b6  
b7C

**10. (U//~~FOUO~~) Felony; Misdemeanor; Weapon Safety Violation:**

PENALTY: Summary Dismissal

OFFENSE: Felony, Offense Code 4.7

Misdemeanor, Offense Code 4.8

Misuse of Weapon – Safety Violation, Offense Code 5.13

**11. (U//~~FOUO~~) Weapon Safety Violation:**

b6  
b7C

UNCLASSIFIED//~~FOUO~~

b6  
b7C

PENALTY: 14-day suspension

OFFENSE: Misuse of Weapon – Safety Violation, Offense Code 5.13

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UNCLASSIFIED//~~FOUO~~

**NOT FOR PUBLIC DISSEMINATION**

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b7E

Candice M. Will  
Assistant Director  
Office of Professional Responsibility

b6  
b7C

**(U//~~FOUO~~) Examples of Recent Adjudications:**

**1. (U//~~FOUO~~) Investigative Deficiencies:**

b6  
b7C

b6  
b7C

b6  
b7C

PENALTY: 5-day suspension

OFFENSE: Investigative Deficiency, Offense Code 1.6

**2. (U//~~FOUO~~) WebTA Fraud; Unauthorized Outside Employment; Security Violation; Unprofessional Conduct; Weapon Safety Violation:**

b6  
b7C

PENALTY: Employee resigned after being proposed for dismissal

OFFENSE: False Information – Fiscal Matters, Offense Code 2.2

Violation of Ethical Guidelines, Offense Code 2.12

Security Violation, Offense Code 5.17

Unprofessional Conduct – On Duty, Offense Code 5.22

Weapons Safety Violation, Offense Code 5.13

**3. (U//~~FOUO~~) Lack of Candor Not Under Oath:**

b6  
b7C

b6  
b7C

PENALTY: 7-day suspension

OFFENSE: Lack of Candor – No Oath, Offense Code 2.5

**4. (U//~~FOUO~~) Unprofessional Conduct; Failure to Report; Misuse of FBI Database:**

**Lack of Candor Not Under Oath:**

b6  
b7C

PENALTY: Dismissal

OFFENSE: Lack of Candor – No Oath, Offense Code 2.5

Misuse of FBI Databases, Offense Code 3.5

Failure to Report, Offense Code 5.8

Unprofessional Conduct – Off Duty, Offense Code 5.21

Unprofessional Conduct – On Duty, Offense Code 5.22

**5. (U//~~FOUO~~) Lack of Candor Not Under Oath:**

b6  
b7C

b6  
b7C

PENALTY: Dismissal

OFFENSE: Lack of Candor – No Oath, Offense Code 2.5

**6. (U//~~FOUO~~) Failure to Perform Prescribed Duties; Lack of Candor Not Under Oath:**

b6  
b7C

PENALTY: Dismissal

OFFENSE: Lack of Candor – No Oath, Offense Code 2.5

Failure to Perform Prescribed Duties, Offense Code 5.6

**7. (U//~~FOUO~~) Lack of Candor Under Oath; Improper Relationship with Criminal Element; Failure to Report; Possession of Drugs:**

b6  
b7C

PENALTY: Dismissal

OFFENSE: Lack of Candor – No Oath, Offense Code 2.5  
Lack of Candor – Under Oath, Offense Code 2.6  
Failure to Report, Offense Code 5.7  
Improper Relationship – Criminal Element, Offense Code 5.9  
Drugs – Use or Possession, Offense Code 4.2

**8. (U//~~FOUO~~) Misuse of Position; Assault & Battery; Unprofessional Conduct; Failure to Report; Lack of Candor Under Oath:**

b6  
b7C

PENALTY: Dismissal  
OFFENSE: Lack of Candor – Under Oath, Offense Code 2.6  
Misuse of Position, Offense Code 2.8  
Assault/Battery, Offense Code 4.1  
Failure to Report, Offense Code 5.8  
Unprofessional Conduct – Off Duty, Offense Code 5.21

**9. (U//~~FOUO~~) Failure to Safeguard Weapon:**

b6  
b7C

PENALTY: 5-day suspension  
OFFENSE: Loss of Weapon, Offense Code 3.4

**10. (U//~~FOUO~~) Failure to Safeguard Weapon:**

b6  
b7C

[Redacted]

b6  
b7C

[Redacted]

[Redacted]

[Redacted]

PENALTY: 7-day suspension  
OFFENSE: Loss of Weapon, Offense Code 3.4

**11. (U//~~FOUO~~) DUI; Alcohol on Duty:**

[Redacted]

b6  
b7C

[Redacted]

PENALTY: Dismissal  
OFFENSE: DUI – Privately Owned Vehicle, Offense Code 4.4  
Alcohol – Under the Influence While on Duty, Offense Code 5.1

12. (U//~~FOUO~~) Misdemeanor:

PENALTY: Letter of Censure

OFFENSE: Misdemeanor, Offense Code 4.8

b6  
b7C

13. (U//~~FOUO~~) Alcohol on Duty:

PENALTY: Letter of Censure

OFFENSE: Alcohol – Under the Influence While on Duty, Offense Code 5.1

b6  
b7C

14. (U//~~FOUO~~) Unprofessional Conduct; Failure to Report:

PENALTY: 25-day suspension

OFFENSE: Failure to Report, Offense Code 5.8

Unprofessional Conduct – Off Duty, Offense Code 5.21

b6  
b7C

For further information, please refer to the complete **Offense Codes and Penalty Guidelines Governing the FBI's Internal Disciplinary Process**. Also, all FBI policies are available to employees at the Internal Policy Office's **Policy Portal**.

**NOT FOR PUBLIC DISSEMINATION**

**(U//~~FOUO~~) OPR's Quarterly All Employee E-Mail – October 2017 Edition**

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Employees are reminded that they must follow U.S. law and adhere to FBI policy when posted overseas.

To contact OPR, feel free to email us at: [REDACTED] or go to our website. Thank you.

Candice M. Will  
Assistant Director  
Office of Professional Responsibility



**(U//~~FOUO~~) Examples of Recent Adjudications:**

**1. (U//~~FOUO~~) DUI:**

[REDACTED]

[REDACTED]

PENALTY: Dismissal

OFFENSE: DUI – Privately Owned Vehicle, Offense Code 4.4

**2. (U//~~FOUO~~) Failure to Report:**

[REDACTED]

[REDACTED]

b7E

b6  
b7C

b6  
b7C

b6  
b7C

b6  
b7C

PENALTY: One-day suspension

OFFENSE: Failure to Report, Offense Code 5.7

**3. (U//~~FOUO~~) False Employment Application:**

b6  
b7C

PENALTY: Dismissal

OFFENSE: False Employment Application, Offense Code 2.1

**4. (U//~~FOUO~~) False Employment Application: Felony:**

b6  
b7C

PENALTY: Summary Dismissal

OFFENSE: False Employment Application, Offense Code 2.1  
Felony, Offense Code 4.7

**5. (U//~~FOUO~~) Felony - Child Pornography:**

b6  
b7C

PENALTY: Summary Dismissal

OFFENSE: Felony, Offense Code 4.7

**6. (U//~~FOUO~~) Fraud/Theft:**

b6  
b7C

b6  
b7C

PENALTY: Summary Dismissal  
OFFENSE: Fraud/Theft, Offense Code 4.5

**7. (U//~~FOUO~~) Fraud/Theft; Violation of Ethical Guidelines; Insubordination; Lack of Candor Not Under Oath:**

b6  
b7C

PENALTY: Dismissal  
OFFENSE: Lack of Candor – No Oath, Offense Code 2.5  
Violation of Ethical Guidelines, Offense Code 2.12  
Fraud/Theft, Offense Code 4.5  
Insubordination, Offense Code 5.11

**8. (U//~~FOUO~~) Misdemeanor: Unprofessional Conduct:**

b6  
b7C

b6  
b7C

PENALTY: 27-day suspension  
OFFENSE: Misdemeanor, Offense Code 4.8  
Unprofessional Conduct, Offense Code 5.21

**9. (U//~~FOUO~~) Misuse of Government Charge Card:**

b6  
b7C

PENALTY: 10-day suspension  
OFFENSE: Misleading Information – Fiscal Matters, Offense Code 2.2  
Misuse of Government Charge Card, Offense Code 3.8

**10. (U//~~FOUO~~) Misuse of Government Computer:**

b6  
b7C

PENALTY: Letter of Censure  
OFFENSE: Misuse of Government Computer, Offense Code 3.6

**11. (U//~~FOUO~~) Misuse of Government Vehicle; DUI - Government Vehicle; Weapon Safety Violation:**

b6  
b7C

b6  
b7C

PENALTY: 60-day suspension  
OFFENSE: DUI – Government Vehicle, Offense Code 4.3  
Weapon Safety Violation, Offense Code 5.13

**12. (U//~~FOUO~~) Unprofessional Conduct:**

b6  
b7C

PENALTY: 60-day suspension  
OFFENSE: Unprofessional Conduct, Offense Code 5.21

**13. (U//~~FOUO~~) Unprofessional Conduct; Insubordination:**

b6  
b7C

b6  
b7C

PENALTY: 14-day suspension  
OFFENSE: Insubordination, Offense Code 5.11  
Unprofessional Conduct, Offense Code 5.21

**14. (U//~~FOUO~~) Unprofessional Conduct; Misuse of Position; Misuse of FBI**

**Databases:**

b6  
b7C

PENALTY: Employee resigned after being proposed for dismissal  
OFFENSE: Misuse of Position, Offense Code 2.8  
Misuse of FBI Databases, Offense Code 3.5  
Unprofessional Conduct, Offense Code 5.21

For further information, please refer to the complete **Offense Codes and Penalty Guidelines Governing the FBI's Internal Disciplinary Process**. Also, all FBI policies are available to employees at the Internal Policy Office's **Policy Portal**.

**NOT FOR PUBLIC DISSEMINATION**

**(U//~~FOUO~~) OPR's Quarterly All Employee E-Mail – January 2018 Edition**

(U//~~FOUO~~) Set forth below are examples of cases adjudicated by the Office of Professional Responsibility (OPR) during the last quarter. OPR sends these Quarterly E-Mails to educate employees about the Bureau's standards of conduct and to aid employees in steering clear of ethical pitfalls and other violations. We do not include cases in which OPR found that the employee did nothing wrong (typically, more than one-third of the cases we adjudicate). Employees are reminded that they must follow U.S. law and FBI policy when posted overseas. To contact OPR, feel free to call us at

[redacted] email us at [redacted] or access the link on our website. Thank you.

b6  
b7C  
b7E

Candice M. Will  
Assistant Director  
Office of Professional Responsibility



b6  
b7C

**(U//~~FOUO~~) Examples of Recent Adjudications:**

**1. (U//~~FOUO~~) Improper Relationship With Source:**



b6  
b7C



PENALTY: 2-day suspension

OFFENSE: Improper Personal Relationship w/ Source, Offense Code 1.4

**2. (U//~~FOUO~~) Improper Relationship With Sources:**

b6  
b7C

PENALTY: 3-day suspension

OFFENSE: Improper Personal Relationship w/ Source, Offense Code 1.4

**3. (U//~~FOUO~~) Violation of Source Guidelines:**

b6  
b7C

PENALTY: 5-day suspension

OFFENSE: Violation of Source Guidelines, Offense Code 1.5

**4. (U//~~FOUO~~) Fraud/Theft:**

b6  
b7C

PENALTY: Dismissal

OFFENSE: Fraud/Theft, Offense Code 4.5

**5. (U//~~FOUO~~) Theft; Solicitation of Prostitutes; Bucar Misuse; False Application:**

b6  
b7C

UNCLASSIFIED//~~FOUO~~

b6  
b7C

PENALTY: Dismissal  
OFFENSE: False Information – Employment Documents, Offense Code 2.1  
Misuse of Gvt Vehicle, Non-Title 31, Offense Code 3.9  
Misuse of Gvt Vehicle, Title 31, Offense Code 3.10  
Indecent/Lascivious Acts, Offense Code 4.6  
Theft, Offense Code 4.5

**6. (U//~~FOUO~~) Unauthorized Disclosure; Lack of Candor:**

b6  
b7C

PENALTY: Dismissal  
OFFENSE: Lack of Candor – No Oath, Offense Code 2.5  
Lack of Candor – Under Oath, Offense Code 2.6  
Unauthorized Disclosure, Offense Code 4.9

**7. (U//~~FOUO~~) Bank Fraud; Unauthorized Outside Employment; False Financial Disclosure:**

b6  
b7C

UNCLASSIFIED//~~FOUO~~

b6  
b7C

PENALTY: Dismissal

OFFENSE: False Information – Security Documents, Offense Code 2.1  
False Information – Official Documents, Offense Code 2.4  
Violation of Ethical Guidelines, Offense Code 2.12  
Fraud, Offense Code 4.5

**8. (U//~~FOUO~~) Violation of Ethical Guidelines**

b6  
b7C

PENALTY: 60-day suspension

OFFENSE: Violation of Ethical Guidelines, Offense Code 2.12

**9. (U//~~FOUO~~) Improper Relationship With Criminal Element; Failure to Report:**

b6  
b7C

UNCLASSIFIED//~~FOUO~~

b6  
b7C

PENALTY: 15-day suspension

OFFENSE: Failure to Report, Offense Code 5.7

Improper Relationship – Criminal Element, Offense Code 5.9

**10. (U//~~FOUO~~) False Application: Polygraph Countermeasures:**

b6  
b7C

PENALTY: Dismissal

OFFENSE: False Information – Official Documents, Offense Code 2.1

**11. (U//~~FOUO~~) Sexual Assault:**

b6  
b7C

PENALTY: Dismissal

OFFENSE: Felony, Offense Code 4.7

**12. (U//~~FOUO~~) Failure to Report: Unprofessional Conduct:**

b6  
b7C

UNCLASSIFIED//~~FOUO~~

UNCLASSIFIED//~~FOUO~~

b6  
b7C

PENALTY: Dismissal

OFFENSE: Failure to Report – Criminal, Offense Code 5.8  
Unprofessional Conduct – Off Duty, Offense Code 5.21

For further information, please refer to the complete **Offense Codes and Penalty Guidelines Governing the FBI's Internal Disciplinary Process**. Also, all FBI policies are available to employees at the Internal Policy Office's **Policy Portal**.

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**NOT FOR PUBLIC DISSEMINATION**

**(U//~~FOUO~~) OPR's Quarterly All Employee E-Mail – April 2018 Edition**

(U//~~FOUO~~) Set forth below are examples of cases adjudicated by the Office of Professional Responsibility (OPR) during the last quarter. OPR sends these Quarterly E-Mails to educate employees about the Bureau's standards of conduct and to aid employees in steering clear of ethical pitfalls and other violations. We do not include cases in which OPR found that the employee did nothing wrong (typically, more than one-third of the cases we adjudicate).

Employees are reminded that they must follow U.S. law and adhere to FBI policy when posted overseas.

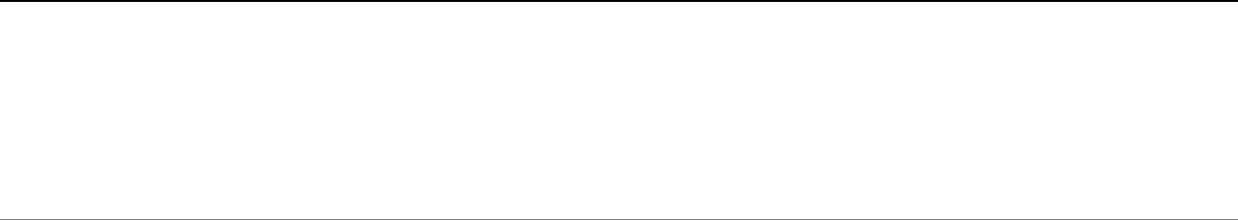
To contact OPR, feel free to email us at  or go to our website. Thank you.

Candice M. Will  
Assistant Director  
Office of Professional Responsibility



**(U//~~FOUO~~) Examples of Recent Adjudications:**

**1. (U//~~FOUO~~) DUI:**



PENALTY: Dismissal

OFFENSE: DUI – Personal Vehicle, Offense Code 4.4

b7E

b6  
b7C

b6  
b7C

**2. (U//~~FOUO~~) Theft:**

b6  
b7C

PENALTY: Dismissal  
OFFENSE: Theft, Offense Code 4.5

**3. (U//~~FOUO~~) Unprofessional Conduct; Obstruction; Lack of Candor Under Oath:**

b6  
b7C

PENALTY: Dismissal  
OFFENSE: Unprofessional Conduct on Duty, Offense Code 5.22  
Obstruction of an Administrative Matter, Offense Code 2.11  
Lack of Candor Under Oath, Offense Code 2.6

**4. (U//~~FOUO~~) Unwelcome Sexual Contact; Rape:**

b6  
b7C

PENALTY: Dismissal  
OFFENSE: Felony, Offense Code 4.7  
Unwelcome Sexual Conduct, Offense Code 5.20

**5. (U//~~FOUO~~) DUI; Misuse of Gvt Vehicle; Weapon Safety Violation;  
Unprofessional Conduct; Misuse of Position:**

b6  
b7C

PENALTY: Dismissal

OFFENSE: DUI – Government Vehicle, Offense Code 4.3  
Misuse of Government Vehicle, Offense Code 3.10  
Weapon Safety Violation, Offense Code 5.13  
Unprofessional Conduct on Duty, Offense Code 5.22  
Misuse of Position, Offense Code 2.8

**6. (U//~~FOUO~~) Unprofessional Conduct:**

b6  
b7C

PENALTY: Dismissal

OFFENSE: Unprofessional Conduct Off Duty, Offense Code 5.21

**7. (U//~~FOUO~~) Misuse of Government Charge Card:**

b6  
b7C

[Redacted]

PENALTY: Employee resigned after being proposed for dismissal

OFFENSE: Misuse of Government Charge Card, Offense Code 3.8

**8. (U//~~FOUO~~) False/Misleading Accident Report; Misuse of Bureau Cell Phone;  
Lack of Candor Not Under Oath:**

b6  
b7C

[Redacted]

PENALTY: 60-day suspension and Last Chance Agreement

OFFENSE: False/Misleading Information, Offense Code 2.3  
Misuse of Government Computer, Offense Code 3.6  
Lack of Candor Not Under Oath, Offense Code 2.5

**9. (U//~~FOUO~~) Misuse of Position; Unprofessional Conduct; Misuse of Gvt Vehicle:**

b6  
b7C

PENALTY: 60-day suspension and Last Chance Agreement  
OFFENSE: Misuse of Position, Offense Code 2.8  
Misuse of Government Vehicle, Offense Code 3.10  
Unprofessional Conduct on Duty, Offense Code 5.22

**10. (U//~~FOUO~~) Misuse of FBI Databases; Lack of Candor Not Under Oath:**

b6  
b7C

PENALTY: 40-day suspension  
OFFENSE: Misuse of FBI Databases, Offense Code 3.5  
Lack of Candor Not Under Oath, Offense Code 2.5

**11. (U//~~FOUO~~) Accidental Discharge:**

b6  
b7C

b6  
b7C

PENALTY: 14-day suspension

OFFENSE: Misuse of Weapon – Accidental Discharge, Offense Code 5.14

**12. (U//~~FOUO~~) Unwelcome Sexual Contact:**

b6  
b7C

PENALTY: 10-day suspension

OFFENSE: Unwelcome Sexual Conduct, Offense Code 5.20

**13. (U//~~FOUO~~) Unprofessional Conduct:**

b6  
b7C

PENALTY: 1-day suspension

OFFENSE: Unprofessional Conduct On Duty, Offense Code 5.22

b7E

b6  
b7C  
b7E

## OPR Quarterly Email July 2018, Volume 50

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(U//~~FOUO~~) OPR's Quarterly All Employee E-Mail - July 2018 Edition

(U//~~FOUO~~) Set forth below are examples of cases adjudicated by the Office of Professional Responsibility (OPR) during the quarter. OPR sends these Quarterly E-Mails to educate employees about the Bureau's standards of conduct and to aid em in steering clear of ethical pitfalls and other violations. We do not include cases in which OPR found that the employee did nothing wrong (typically, more than one-third of the cases we adjudicate). Employees are reminded that they must follow law and adhere to FBI policies when posted overseas

To contact OPR, feel free to email us at [REDACTED] or go to our [website](#). Thank you.

b7E

Candice M. Will  
Assistant Director  
Office of Professional Responsibility



b7E

(U//~~FOUO~~) Examples of Recent Adjudications:

1. (U//~~FOUO~~) Misdemeanor: [REDACTED]

b6  
b7C

PENALTY: Resigned prior to presentation of 30-day suspension letter

OFFENSE: Misdemeanor, Offense Code A.8

2. (U//~~FOUO~~) Improper Relationship with CHS: [REDACTED]

b6  
b7C

PENALTY: 14-day suspension

OFFENSE: Improper Personal Relationship with CHS, Offense Code L.4

b7E

7/27/2018

## 3. (U//FOUO) Investigative Deficiency [REDACTED]

b6  
b7CPENALTY: 5-day suspensionOFFENSE: Investigative Deficiency, Offense Code 1.5

## 4. (U//FOUO) Unauthorized Disclosure; Lack of Candor [REDACTED]

b6  
b7CPENALTY: DismissalOFFENSE: Lack of Candor -- No Oath, Offense Code 2.5Lack of Candor -- Under Oath, Offense Code 2.6Unauthorized Disclosure, Offense Code 4.10

## 5. (U//FOUO) DUI; Misdemeanor [REDACTED]

b6  
b7CPENALTY: 45-day suspensionOFFENSE: DUI -- Privately Owned Vehicle, Offense Code 4.4Misdemeanor, Offense Code 4.8

## 6. (U//FOUO) Sexual Harassment; Lack of Candor [REDACTED]

b6  
b7CPENALTY: Resigned after being proposed for dismissalOFFENSE: Lack of Candor -- Under Oath, Offense Code 2.6Unwelcome Sexual Conduct, Offense Code 5.20

## 7. (U//FOUO) DUI; Weapon Safety Violation; Unprofessional Conduct [REDACTED]

b6  
b7CPENALTY: 60-day suspension and Last Chance AgreementOFFENSE: DUI -- Government Vehicle, Offense Code 4.3Weapon Safety Violation, Offense Code 5.12Unprofessional Conduct -- Off Duty, Offense Code 5.21

## 8. (U//FOUO) Theft [REDACTED]

b6  
b7CPENALTY: Resigned after being proposed for dismissalOFFENSE: Theft, Offense Code 4.5

b7E

9. (U//~~FOUO~~) Theft: [REDACTED]

b6  
b7C

PENALTY: Summary Dismissal

OFFENSE: Theft, Offense Code 4.5

10. (U//~~FOUO~~) Misdemeanor: [REDACTED]

b6  
b7C

PENALTY: 20-day suspension

OFFENSE: Misdemeanor, Offense Code 4.8

11. (U//~~FOUO~~) Sleeping on Duty; Insubordination: [REDACTED]

b6  
b7C

PENALTY: Dismissal

OFFENSE: Failure to Perform Prescribed Duties, Offense Code 5.6

Insubordination, Offense Code 5.11

12. (U//~~FOUO~~) Unprofessional Conduct: [REDACTED]

b6  
b7C

PENALTY: 7-day suspension

OFFENSE: Unprofessional Conduct - Off Duty, Offense Code 5.21

b7E