



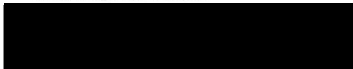
U.S. Department of Justice

Federal Bureau of Investigation

Washington, D.C. 20535

MR RUSS KICK

April 3, 2003



Subject:FBI EXECUTIVE CONFERENCE FILES/1960 THRU 1974

FOIPA No. 0974684- 000 /190-

Dear Requester:

The enclosed documents were reviewed under the Freedom of Information/Privacy Acts (FOIPA), Title 5, United States Code, Section 552/552a. Deletions have been made to protect information which is exempt from disclosure, with the appropriate exemptions noted on the page next to the excision. In addition, a deleted page information sheet was inserted in the file to indicate where pages were withheld entirely. The exemptions used to withhold information are marked below and explained on the enclosed Form OPCA-16a:

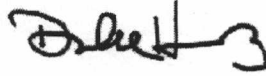
Section 552		Section 552a
<input checked="" type="checkbox"/> (b)(1)	<input type="checkbox"/> (b)(7)(A)	<input type="checkbox"/> (d)(5)
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765 preprocessed pages are enclosed. To expedite requests, preprocessed packages are released the same way they were originally processed. Documents or information originating with other Government agencies were not referred to those agencies as part of this release.

You have the right to appeal any denials. Appeals should be directed in writing to the Co-Director, Office of Information and Privacy, U.S. Department of Justice, Flag Building, Suite 570, Washington, D.C. 20530-0001 within sixty days from receipt of this letter. The envelope and the letter should be clearly marked "Freedom of Information Appeal" or "Information Appeal." Please cite the FOIPA number assigned to your request that it may be easily identified.

See additional information which follows.

Sincerely yours,

A handwritten signature in black ink, appearing to read "D Hardy", with a stylized flourish at the end.

David M. Hardy
Section Chief,
Record/Information
Dissemination Section
Records Management Division

Enclosures (3)

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 pursuant 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 the 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 a 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.



Federal Bureau of Investigation
Freedom of Information / Privacy Acts

Release

Subject: FBI Executive Conference
Files/1960-1974

Mr. Tolson

January 26, 1960

The Executives Conference

**POSSESSION OF FIREARMS
BY LEGAL ATTACHES**323,013
UNCLASSIFIED
3-18-92
SE-50 Jey

On November 23, 1959, the Legal Attache (Legat), Havana office, raised the question as to whether it was advisable for agents' personal firearms to be kept in the office safe of the Havana office. A survey of all Legats, which resulted from the inquiry at Havana, resulted in the recommendation that all Legats should be instructed to return all Bureau-owned revolvers to the Seat of Government unless they could justify their retention, in which case Bureau authority should be obtained.

The matter was presented to the Executives Conference, and it was the opinion of the Conference that Legats should not be instructed to return Bureau-owned revolvers to the SOG, that all Legats should have a Bureau-owned revolver which should be kept in the vault in the office of the Legat, that if the Legat desired to own any personal firearms for hunting or other reasons he could do so provided there was compliance with firearms regulations governing the locale to which the Legat was assigned.

In regard to Havana, the Conference felt that answers should be obtained to the following questions: (1) Where do you maintain your official firearms - in the office or Embassy vault? (2) Do you propose to maintain personally owned firearms in the Embassy vault rather than the Bureau safe?

Legat replied that both personally owned and official firearms in Havana are kept in the office vault. This action was based on the fact that at the present time Cuban authorities are very jittery in regard to any private person with firearms in his possession.

On January 26, 1960, the matter was re-presented to the Conference, consisting of Messrs. Mohr, Parsons, Belmont, Bowles, Callahan, Clayton, DeLoach, Malone, McGuire, Rosen, Tamm and Ingram, and it was unanimously decided that: (1) Legats should have a Bureau-owned revolver which should be kept in the vault in the office of the Legat. (2) Legats in countries other than Cuba can have personally owned firearms for hunting or other purposes providing there is compliance with firearms regulations governing the locale to which the Legat is assigned. Attached for approval is letter so advising all Legats.

1 - Mr. Malone

1 - Mr. Clayton

JFM:sjw

(5) Enclosure

67 JUN 8 1960

ORIGINAL FILED IN

MR. TOLSON

1/28/60

⁰
THE EXECUTIVES CONFERENCE

X FBI NATIONAL ACADEMY INVESTIGATIONS

N. A.

In connection with studies of National Academy procedures, it has been suggested that the fingerprints of National Academy applicants be searched in the Identification Division before the applicant arrives at the Academy. This would save the time now used in fingerprinting the class members on the first day of the course and will also prevent any embarrassing situation which could result should an arrest record not found during a name search be found as a result of the fingerprint search. In this way the fingerprints could be searched while the investigation is being conducted. The present procedure has been in effect since the inauguration of the National Academy and in no instance was an arrest record ever found in the Identification Division after the candidate arrived at the Academy. Applicants for the position of Special Agent as well as clerical applicants are fingerprinted in the field at the time they are interviewed.

This matter was presented to the Executives Conference 1/26/60, Messrs. Tolson, Mohr, Parsons, Belmont, Bowles, Callahan, Clayton, DeLoach, McGuire, Rosen, Tamm, Ingram and Malone being present, and it was unanimously agreed that the same procedure utilized in regard to New Agents and clerical employees of the Bureau should be used for National Academy applicants; namely, that they be fingerprinted in the field at the time of interview.

Appropriate instructions will be issued to the field.

323 013

DATE 3-18-92 BY SP-5 C/DCG

OK
7

JFM:hd

- Tolson 5
- Mohr
- Parsons
- Belmont 1 - Mr. Clayton
- Callahan
- DeLoach 1 - Mr. Malone
- Malone
- McGuire
- Rosen
- Tamm
- Trotter
- W.C. Sullivan
- Tele. Room
- Ingram
- Gandy

REC-15

66-2224-12738

EX. 131

10 FEB 12 1960

MAIL ROOM TELETYPE UNIT

Mr. Tolson

2/16/60

The Executives Conference

PROPOSED METHODS FOR IMPROVING
BUREAU'S SUGGESTION PROGRAM

323013
THIS DOCUMENT CONTAINS
HEREIN IS UNCLASSIFIED
DATE 3-18-92 BY SP5CJ/DCY

The Executives Conference on February 15, 1960, consisting of Messrs. Tolson, Parsons, Mohr, Callahan, DeLoach, Malone, McGuire, Rosen, Sizoo, Tamm, Trotter, and Clayton, considered the matter relating to methods for improving the Bureau's suggestion program.

Specifically the suggestion was to the effect that the names of all Bureau employees who have had suggestions adopted be listed in the "Investigator" each month. This could be accomplished by the Suggestion Desk furnishing the names to the "Investigator" staff each month. The second part of the suggestion had to do with the establishment of a club made up of employees who had received incentive awards totalling \$300 for suggestions adopted.

Mr. DeLoach felt that the present cost and heavy demand for space in the "Investigator" would not permit the listing of the names of those whose suggestions were adopted. It probably would be necessary to increase the size of the "Investigator," thereby increasing the cost.

In regard to the formation of a club, it was felt that those who received incentive awards were sufficiently recognized for their efforts by the present method of listing recipients of incentive awards in the "Investigator." It was, therefore, unanimously decided not to accept either part of the suggestion.

- 1 - Mr. Malone
- 1 - Mr. Clayton

JFM:wmj
(5)

EX 113

REC-30 K&W

12739

FEB 19 1960

67 FEB 23 1960

Mr. Tolson

February 17, 1960

The Executives Conference

FBI LAW ENFORCEMENT BULLETIN

Executives Conference consisting of Messrs. Tolson, Mohr, Parsons, Malone, McGuire, Rosen, Tamm, Trotter, Sizoo, Clayton and DeLoach on 2-15-60 considered your suggestion regarding the advisability of sending the FBI Law Enforcement Bulletin to all persons on the Special Correspondents' List.

The Conference was advised there are between 1,500 and 1,600 persons on this list. We now receive 32,000 copies of the Law Enforcement Bulletin each month from the Government Printing Office at a cost of \$2,225 which includes the cost of setting the type. The Conference was told that the Crime Records Division has determined through [redacted] of the Department of Justice that an additional 1,600 copies per month would cost approximately \$85.

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b7C

The Conference was unanimous in recommending that the suggestion be adopted, i. e., that the Law Enforcement Bulletin be sent to all persons on the Special Correspondents' List.

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3-18-92 BY SP5/cjdy

- 1 - Mr. Malone
- 1 - Mr. Clayton

CDD:sak
(5)

Handwritten notes and stamps including "26-2534-12739X" and "44-24-23957".

- Tolson _____
- Mohr _____
- Parsons _____
- Belmont _____
- Callahan _____
- DeLoach _____
- Malone _____
- McGuire _____
- Rosen _____
- Tamm _____
- Trotter _____
- W.C. Sullivan _____
- Tele. Room _____
- Ingram _____
- Gandy _____

MAY 2 1960
67 MAR 1 1960

MAIL ROOM TELETYPE UNIT

March 31, 1960

MEMORANDUM TO MR. TOLSON
 MR. MOHR
 MR. PARSONS
 MR. BELMONT
 MR. CALLAHAN
 MR. DE LOACH
 MR. MALONE
 MR. ROSEN
 MR. TAMM
 MR. TROTTER
 MR. WAGNER

323,013

318-92

psci/azg

RE: DUPLANS -- FIRST-AID TRAINING

EXECUTIVES CONFERENCE

The current series of retraining classes (spanning the Advanced Review Courses) will terminate with the classes which will be held beginning April 13, April 19, and May 4, 1960. Additional retraining classes will not be scheduled until October or November, 1960.

APR 1 11 23 AM '60

The first class will be held in room 638 of the Old Post Office Building from 9:00 a.m. to 11:00 a.m. on April 13, 15, 20 and 28; the second class will be held in room 433 of the Identification Building from 2:30 p.m. to 4:30 p.m. on April 19, 22, 26 and 29; the third class will be held in room 638 of the Old Post Office Building from 9:00 a.m. to 11:00 a.m. on May 4, 6, 11 and 18, 1960.

To insure that no certificates will expire, all employees of each division who now hold valid Red Cross Standard or Advanced Course Certificates that are due to expire prior to August 1, 1960, must be designated to attend one of the classes listed above. Employees of all divisions located in the Identification Building will attend the class in that building, beginning April 19, 1960. Employees stationed in the Justice, General Accounting Office and Old Post Office Buildings should be equally divided between the class beginning April 13 and the one beginning May 4, 1960, in the Old Post Office Building.

ORIGINAL FILED IN 66-1738-573

b6
b7C

6135, IB
4236, IB
6319, IB
7033

Handwritten signatures and initials
 66-2554
 NOT RECORDED
 APR 1 1960
 (18)



Memorandum to all Assistant Directors
RE: BUREAUS -- FIRST-AID TRAINING

The identities of the employees designated to attend each of the above classes, along with the type and date of their certificates, should be furnished to the Training and Inspection Division no later than April 8, 1960.

The instructor in charge of the class beginning April 13 in the Old Post Office Building, will be [redacted] Training and Inspection Division, who will be assisted by [redacted] Administrative Division.

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The instructor in charge of this training in the Identification Building will be [redacted] Identification Division, who will be assisted by [redacted] Identification Division.

The instructor in charge of the class beginning May [redacted] in the Old Post Office Building will be [redacted] Administrative Division, who will be assisted by [redacted] Training and Inspection Division.

Very truly yours,
J. Edgar Hoover

John Edgar Hoover
Director

NOTE: Executives Conference memorandum dated 4-21-57 instructed that 5 per cent of the employees in each Bureau building must be trained in First Aid and that all employees holding valid First-Aid Certificates must be afforded the training which is required to keep the certificates in a current status.

Monthly reports submitted by each division indicate that all buildings have more than 5 per cent employees trained in First Aid and that the certificates of 91 employees reflect an expiration date during the months from December, 1959, through [redacted] 1960. Most of these certificates

reflect an expiration date prior to June, 1960, with an insufficient number in June and July to conduct a regular class. Inasmuch as the Red Cross allows a grace period of approximately 6 months relative to the expiration of Standard and Advanced Certificates held by Bureau employees, with the suggested arrangement, all certificates expiring through July 1960, will be made current and those certificates expiring subsequent to August 1 will not have to be renewed until November or December, 1960. This also eliminates conducting retraining classes for small groups during summer months when the weather is hot and many of the employees are on vacation.

*Approved files of instructions checked
by H. A. Meyer with favorable result
H.A.M.*

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Tolson

DATE: March 23, 1960

FROM : The Executives Conference

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/18/92 BY SP5/BJD/eq

SUBJECT: WANTED NOTICES PUBLISHED IN
FBI LAW ENFORCEMENT BULLETIN INSERT

Tolson	_____
Mohr	_____
Parsons	_____
Belmont	_____
Callahan	_____
DeLoach	_____
Malone	_____
Quinn	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Ingram	_____
Gandy	_____

The Executives Conference on March 23, 1960, consisting of Messrs. Tolson, Mohr, Parsons, Belmont, Callahan, DeLoach, Edwards, McGuire, Rosen, Tamm, Clayton, Ingram and Bowles considered the proposal, originally advanced by you, that the number of wanted notices published in the FBI Law Enforcement Bulletin Insert be expanded.

Currently, Identification Division prepares approximately 50 wanted notices for local law enforcement, 25 Bureau wanted notices, plus all Top Ten Fugitives, in an insert supplement for publication in each monthly Law Enforcement Bulletin (sample attached). No concrete figures are available to show what the various police departments do with these. Based on personal observation and conversations of Identification Division representatives with identification officers from all parts of the country, it is known that some departments regularly clip and mount these notices on cards and file them in their active fingerprint searching files. Others at least search these wanted notices against their files at time of receipt. Additionally, because of the one fingerprint on each wanted notice, our field offices have at least one positive identifying factor (the fingerprint) on file for positive identification purposes.

Now, we publish notices for individuals wanted for following offenses: All homicides, kidnaping, robbery, rape, arson, aggravated assaults, burglary, blackmail and extortion, larceny and sodomy; likewise, all individuals wanted for assaults to commit or attempts to commit or escapes from incarceration for foregoing offenses.

The Conference unanimously recommends that the number of non-Bureau wanted notices published each month in the Law Enforcement Bulletin Insert be doubled -- from current figure of 50 to 100, and that wanted notices for the following additional offenses be considered for publication: Forgery, receiving stolen goods, confidence games, narcotic law violators, any felonious sex offense, any felonious gambling offense and parole violators who have substantial arrest records for serious crimes. In interest of forming united Federal front, the Conference also unanimously agreed that wanted notices for other Federal agencies -- Secret Service, Bureau of Narcotics, Immigration and Naturalization, etc. -- be included in the additional 50 notices to be published each month in the Law Enforcement Bulletin Insert.

Enclosure
1 - Mr. Malone
1 - Mr. Clayton
AKB:VH (7)

EX-107
1 - Mr. Rosen

REC-30 106-2504-1274

NOT RECORDED
17 APR 20 1960

59 APR 28 1960

ORIGINAL FILED IN 94-3-1-214176

Mr. Tolson

April 13, 1960

The Executives Conference

DOSSIERS ON TOP HOODLUMS

323,013
FBI INFORMATION SYSTEM

3/18/92 SP-5 C. J. [Signature]

Present at the Executives Conference on 4-13-60 were Messrs. DeLoach, Waikart, Callahan, Parsons, Ingram, Rosen, Malone, Belmont, Clayton, Tamm, Mohr and Trotter. Trotter pointed out that the Bureau currently has an active top hoodlum program in all field offices designed to develop their backgrounds, criminal activities and current interests and movements. Such data would be of continuing interest to local law enforcement. Ident recommended monthly summary on activities of each of these top hoodlums be prepared by the office of origin and forwarded to the Identification Division for attachment to FBI identification record and dissemination thereafter to all interested local law enforcement agencies.

It was further recommended that publication of this new policy be made through (a) Law Enforcement Bulletin announcement, (b) the forthcoming conferences on organized crime, and (c) through appropriate press release. (At inception of proposal, this would be started with top hoodlums and such dossiers would gradually be expanded to include jewel and fur thieves, fences, and eventually all notorious criminals who operate across state lines.)

The Investigative Division is opposed to this proposal for the following reasons: (1) All field offices and Seat of Government Divisions already disseminate information on top hoodlums where pertinent to receiving agency. The information covers violations or other pertinent facts such as movement of hoodlum from one jurisdiction to another when such information available; (2) wider dissemination would probably bring additional trouble like that experienced in the past with police departments which cannot keep identification records confidential, and governors and local authorities who cannot maintain the confidential nature of security information. Once we disseminated the information

- Tolson _____
- Mohr _____
- Parsons _____
- Belmont _____
- Callahan _____
- DeLoach _____
- Malone _____
- McGuire _____
- Rosen _____
- Tamm _____
- Trotter _____
- W.C. Sullivan _____
- Tele. Room _____
- Ingram _____
- Gandy _____

- 1 - Mr. Malone
- 1 - Mr. Clayton

CPT:VH60
(6)

TELETYPE UNIT

20 APR 21 1960

ORIGINAL COPY FILED IN 12742

Memorandum to Mr. Tolson

we could no longer control the use made of it; (3) the proposal would place the Bureau in the undesirable position of labeling certain persons as top hoodlums and more or less advertising them to law enforcement as such, and (4) there is a connection between police departments and local newspapers in many cases which suggests that our top hoodlum information given to the police might come out in a newspaper story.

The Crime Records Division is likewise opposed to the proposal for the following reasons: (1) The danger that a newspaper might get hold of the information (this reason, like number four of the Investigative Division, is presumably based, at least in part, on the fact that in some states there are anti-secrecy statutes which allow newspaper reporters considerable latitude in reporting police business); (2) the data given by the Bureau to a police department might be used for some illegitimate or improper purpose that would cause the Bureau embarrassment and would result in someone being sued for libel or slander; and (3) dissemination of such confidential data on a general basis would be opening the door to abandonment of our position that the files of the FBI are confidential.

The Conference unanimously voted not to adopt this proposal.

The Director

Apr 17, 1960

The Executives Conference

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/18/92 BY SP-5/ldg

**X FBI DISASTER SQUAD
RELATIONS WITH PRESS AND RELATIVES**

Present at the Executives Conference on 4-6-60 were Messrs. Tolson, Callahan, DeLoach, McGuire, Parsons, Ingram, Rosen, Malone, Clayton, Tamm, Mohr, Belmont and Trotter. Trotter brought up for discussion the on-the-scene relations by the FBI disaster squad with press and relatives.

Trotter pointed out it had always been his practice upon arrival at the disaster scene to immediately seek out the ranking airlines representative for a conference. This airlines official is advised of the presence of the disaster squad, what we are capable of doing and the location of our morgue operation. At this time it is pointed out to the airlines representative that as each identification of a victim is made the airlines representative will be advised and it will then be incumbent upon the airlines to notify next of kin and make arrangements for the release and shipping of all bodies. At that time also the airlines representative is informed that the Bureau's disaster squad will then wait a reasonable length of time -- depending upon individual circumstances -- after which any press inquiries as to our work and identifications effected will be answered.

Trotter further advised that this has worked most effectively in the past -- we have been commended by the press -- and we have received a good deal of favorable press publicity both locally and nationally on the Bureau's disaster scene work. The press is also informed of the arrangement for notification of next of kin and advised that no information as to identification will be released to them until such notification has been accomplished. Trotter further indicated that, while he had never made a press release as such, he did answer press inquiries as to our work and, after a working arrangement was established with the press, they were on occasion allowed to view at firsthand just how the disaster squad operated. (An agreement is first reached that (1) no photographs will be taken, and (2) the condition of any one particular victim as to impact damage, etc., will not be described in the press story.) As previously indicated, no difficulty has been experienced; we have received very favorable press coverage and this has benefited the Bureau.

- Tolson
- Mohr
- Parsons
- Belmont
- Callahan
- DeLoach
- Malone
- McGuire
- Rosen
- Tamm
- Trotter
- W.C. Sullivan
- Tele. Room
- Ingram
- Gandy

Once notification of next of kin has been accomplished, it sometimes occurs that a business associate or another relative will appear at the disaster

12743

1 - Mr. Malone
1 - Mr. Clayton

APR 17 1960

MAIL ROOM TELETYPE UNIT

CLT:VR

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Memorandum to the Director

scene seeking information as to a particular victim. Whenever next of kin have been advised and these people seek out Trotter for identification information, he has heretofore notified these people whether we have or have not effected that particular identification. Trotter recommended that the foregoing procedures be continued.

Mr. Tolson was opposed to advising the press that we have identified any one particular individual. He did indicate that the number of identifications made would be a proper matter for release to the press. Mr. Tolson felt that release of specific identities to the press should only be accomplished through the airlines. Messrs. Parsons and Tamm felt that all relations with the press, next of kin, relatives and business associates should be handled exclusively by the airlines and the Bureau should have no contact with these individuals. (Trotter pointed out that some contact with the relatives of the victim was absolutely essential in order to secure background and descriptive data so that identification work might proceed. It was frequently necessary to interview relatives who appeared at the scene for this purpose.)

The majority of the Conference consisting of Messrs. Mohr, Callahan, DeLoach, McGuire, Ingram, Rosen, Malone, Clayton, Belmont and Trotter felt that the already established practice of answering press and relative inquiries, after next of kin was notified, should be continued "as is" since this was an opportunity to favorably publicize the Bureau's work directly from on-the-scene disaster operations.

Further action on this is being held in abeyance pending the Director's desires.

Respectfully,
For the Conference

Clyde Tolson

*Lock are the
majority view
H*

Mr. Tolson

April 8, 1960

The Executives Conference

TOP JEWEL THIEF PROGRAM

SUGGESTION:

In view of the successful procedures being followed in connection with the Top Jewel Thief Program, the Miami Office recommends that it be extended to the point where we concentrate on a selected "Top Three" and that these individuals be completely covered with continuous twenty-four hour coverage until the thief is arrested and evidence is obtained which will result in successful prosecution or some reason exists which would be the basis for no longer concentrating on this individual. The program would, of course, be solely known within the Bureau and, although the suggestion is made that we select the "Top Three," the Conference felt that this could be extended if the facts justified it to more than three.

The current jewel thief program will in no way be changed, and each office will continue to afford the top jewel thieves in their territory coverage consistent with their known activities. This involves spot checks, surveillances, etc., to the degree justified.

If the individual selected as one of the "Top Three" or more moves from one territory to another, he, of course, will be surveilled and taken from one territory to another by the Agent or Agents who are most familiar with his operations. The surveillance is to be taken up by the new division just as soon as justified, the initial surveilling Agent or Agents to return immediately upon delivering the thief to the new division, to their office of assignment. If it becomes necessary to stay for a period of twenty-four hours or more, then this would have to be justified and approved by the Bureau.

The Conference felt that by concentrating on the selected individuals, even though this may require an expenditure of manpower through surveillances and coverage around the clock, this procedure

- 1 - Mr. Malone
- 1 - Mr. Clayton

AR:jb
(9)

EX-105

20 APR 29 1960

12744

JK

3/18/92 S.P.S. G. J. [unclear]
ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

APR 29 1960

Executives Conference Memorandum
Re: Top Jewel Thief Program

will be justified. If successful, it will result in the thief being apprehended in the commission of an offense rather than attempting to prove the thief's implication after the theft has occurred. Each office participating will be prepared with the proper surveillance teams ready to move into action, and each office will be sufficiently alerted in advance so that appropriate disguises for Bureau cars and equipment as well as Agents to be assigned to the case are available.

The Conference unanimously recommended the above suggestion be approved.

Those in attendance were Messrs. Tolson, Mohr, Parsons, Belmont, Callahan, DeLoach, Malone, McGuire, Tamm, Trotter, Ingram, Clayton, and Rosen.

RECOMMENDED ACTION:

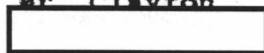
If approved, the top jewel thieves will be designated. It would appear desirable that one be selected in offices in various sections of the country, such as Miami, New York, Chicago, and Los Angeles, and appropriate instructions will be issued.

MR. TOLSON

4/6/60

The Executives Conference

cc Mr. Parsons
Mr. Malone
Mr. Belmont
Mr. Clayton



b6
b7C

INTERPOL
General Assembly
Washington, D. C.,
10/10-15/60

At the Executives Conference held on 4/6/60, consisting of Messrs. Tolson, Mohr, Parsons, Belmont, Callahan, DeLoach, Malone, McGuire, Rosen, Tamm, Trotter, Ingram and Clayton, consideration was given to the question of affording tours to police officials who attend the General Assembly of Interpol, which is to be held in Washington, D. C., 10/10-15/60.

The State Department has furnished invitations, through diplomatic channels, to the 63 countries represented in Interpol. It is anticipated that 130 delegates will attend. Social functions will be restricted to Government-sponsored affairs by State, Treasury, Defense, and Justice. An earlier plan to permit private funds for this purpose, such as Colt Manufacturing, and others, has been rescinded.

The agenda for the General Assembly will not be prepared for several months. However, Treasury officials have already expressed to Liaison the good possibility that such items as auto theft (which has become a problem in Europe), identification matters, and scientific aids, will be insisted on as agenda items. Treasury recognizes that only the Bureau is expert in these areas, and would very much like to count on our participation when these matters come up in the General Assembly. They are well aware of our position, but this weakness in their representation will be more embarrassing to them, here in our own backyard. There is a good possibility that Treasury, which represents the US in Interpol, will sound the Bureau out as to participation in the Interpol General Assembly. We shall, however, maintain our position of having nothing to do with it.

While we do not do business with Interpol, as such, we do have an interest in individual foreign police officials. Foreign police departments cover leads for the Bureau in both criminal and security cases either (1) at the direct request of our Legal Attaches in countries where the Legats are stationed, or countries which the Legats visit or (2) at the request of the State Department or our military agencies, to whom we assign leads for handling. It is, therefore, important that we develop and retain the good will and respect of foreign police officials.

3-3-013

SP5C/deg

DATE 7-14-92

"Cru" H
for man...
not

- Tolson
- Mohr
- Parsons
- Belmont
- Callahan
- DeLoach
- Malone
- McGuire
- Rosen
- Tamm
- Trotter
- W.C. Sullivan
- Tele. Room
- Ingram
- Gandy

AMB:CSH (7)

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1962
H. King

ENDLUDY 76

NOTATIONS HEREIN ACCOUNT FOR ACCESS AND/OR DELIVERY OF THIS DOCUMENT TO SENATE SELECT COMMITTEE (SSC) AND/OR HOUSE SELECT COMMITTEE (HSC) ON INTELLIGENCE ACTIVITIES.

IMPORTANT NOTE: FORM IN WHICH ACCESS AND/OR DELIVERY WAS MADE MAY BE DIFFERENT THAN AS REPRESENTED BY THIS DOCUMENT IN THAT CERTAIN EXCISIONS MAY HAVE BEEN MADE. FOR ACCESS/DELIVERY FORM, SEE BUFILE 62-116335 (SSC), 62-116464 (HSC).

ACC. _____	DATE _____	SSC 62-116335-351	ACC. _____	DATE _____	HSC _____
DEL. _____	DATE 4-3-65		DEL. _____	DATE _____	

MISC: DOCUMENTS FURNISHED TO SENATE (OTHER KING, JR. WERE ALSO FURNISHED TO ESTATE OF KING THROUGH THE DEPT. AS INDICATED BELOW FOR INSTANT DOCUMENT, DATE DENOTING DELIVERY TO DEPT. SEE BUFILE 100-106670 FOR FORM IN WHICH FURNISHED. _____ TO DEPT.

SECTION

Executives Conference Memorandum
Re: INTERPOL, General Assembly

The Legats are under instructions to advise the Bureau of any of their police contacts attending the Interpol Assembly next October who request tours and visits to the Bureau. Such officials will be given special treatment when they come to Washington. The question involved is whether other police officials attending this Assembly should be given tours of the Bureau, if such a request is made.

RECOMMENDATION:

The Executives Conference unanimously recommended:

1. In the case of contacts abroad whom our Legats have recommended receive special attention, we should give them a very special tour and special treatment.

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2. As to other police officials attending this Assembly, in the event they request a tour of the Bureau we will give them a regular tour, without any special treatment. The Conference felt that these police officials are representing various foreign countries, and the Bureau has a definite interest in maintaining their respect and good will as individual police officers. To deny requests for tours would affront them and work to the disadvantage of the Bureau.

If you agree, we will follow the above policy.

2

no agree as to the policy but I want to see what they will get only the Public tour as the regular tourist get H.

MR. TOLSON

March 28, 1960

THE EXECUTIVES CONFERENCE

323,013

3-17-92 ~~SECRET~~

The Executives Conference of March 23, 1960, consisting of Messrs. Tolson, Ingram, Parsons, DeLoach, Edwards, Clayton, Tamm, Bowles, Mohr, Callahan, Rosen and Belmont, considered the revision of form FD-253 which is the form executed by Special Agents when they are making payments in response to assessments against the Agents Insurance Fund and on which they set forth the beneficiary designated to receive the \$10,000 life insurance provided by this fund. This form also provides for the designation of a beneficiary under the Charles S. Ross Fund which provides ... \$1,500 death benefit to beneficiary of Agents killed in the line of duty.

The recent death of Agent Lee E. Morrow who was killed while driving a Bureau car on official business on March 3, 1960, raised the question within the Bureau as to whether the widow of Agent Morrow would be entitled to \$1,500 from the Ross Fund.

It was pointed out to the conference that the Ross Fund was established under a trust agreement dated December 15, 1944, between [redacted] and the Director and that Bureau Bulletin No. 3 dated January 5, 1945, which went to the field advised of the creation of the Charles S. Ross Fund and stated the beneficiary of any Special Agent who loses his life by violence as a direct and immediate result of investigative or enforcement activities, other than travel accidents, would receive benefits therefrom. Expenditures from this fund have been in line with this stated policy.

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Since the inception of the fund, the following Agents have been killed in gun battles and their beneficiaries each received \$1,500: (1) Joseph J. Brock - 7-26-52, (2) J. Brady Murphy - 9-26-53, (3) Richard C. Horan - 4-18-57. These are the only Agents whose beneficiaries have received payment from the fund. The conference unanimously agreed that expenditures from the fund be continued as in the past and with the exception of Messrs. Rosen and Belmont further agreed that the language on the beneficiary designation form with respect to the Ross Fund be changed to add the wordage "other than travel accidents." If approved by the Director, the language on the form with respect to the Ross Fund beneficiary would read as follows:

ORIGINAL FILE 11

12746

- 1 - Mr. Malone (Sent Direct)
- 1 - Mr. Clayton (Sent Direct)
- NPC:med
- (5)

REC-3

25 MAY 12 1960

50 MAY 18 1960

Memorandum to Mr. Tolson

"The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1,500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents."

If approved this suggestion would be placed into effect immediately as there are only approximately 5,000 to 6,000 forms presently on hand throughout the field and new forms will have to be printed prior to the next assessment and we could order the destruction of the present forms when new forms are furnished the field.

Mr. Tolson

6/3/60

The Executives Conference

SUGGESTION #812-60

SUBMITTED BY [redacted]

IDENTIFICATION DIVISION

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The Executives Conference of 6/1/60, consisting of Messrs. Tolson, Mohr, Parsons, Clayton, Ingram, Callahan, DeLoach, McGuire, Rosen, Tamm, Trotter and Malone, considered a suggestion made by [redacted] of the Identification Division to the effect that alert, poised, mature and attractive female employees be included in the Bureau's Tour Leader Program.

[redacted] claims that such a program would more effectively utilize personnel, develop good public relations, result in possible savings in salaries since many male tour leaders are in GS-5 or above, offer new opportunities for women in the FBI and have a more broadening effect since more women will learn about more phases of the Bureau's work. It was pointed out that airlines, Radio City Music Hall and Brussels World Fair and other enterprises have successfully used such help.

The Conference felt that inasmuch as one of the main purposes of the Tour Leader Program is to develop prospective candidates to become special Agents, and inasmuch as there is no shortage of male tour leaders, that there would be no need to include female employees.

The Conference, including Mr. Tolson, was unanimously opposed to the idea.

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DATE 3-17-92 BY [signature]

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JUN 15 1960

- 1 - Mr. Clayton
 - 1 - Mr. Malone
- JFM:sjw
(5)

JUN 1960

MR. TOLSON

May 24, 1960

THE EXECUTIVES CONFERENCE

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-17-92 BY SP-5 C/df

The Executives Conference of May 23, 1960, consisting of Messrs. Mohr, Trotter, Clayton, Belmont, Rosen, Parsons, McGuire, DeLoach, Rogers for Malone and Callahan, pursuant to the Director's instructions, re-evaluated the Bureau policy of furnishing transportation to radio operator personnel via Bureau car assigned to Midland and Sowego, Virginia. The Director had instructed such re-evaluation on a memorandum reporting an accident to a 1957 Ford on April 28, 1960, in which damages of \$111.20 were incurred and in which Teletype Operator [redacted] of Midland Radio Station was held responsible and required to pay for the damages incurred

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It was pointed out to the conference that when the Midland and Sowego radio sites were being established in the Summer of 1955 a memorandum of August 31, 1955, was prepared in which it was recommended and approved that radio operator personnel who lived in the Washington area would be furnished Bureau cars for transporting them from a central point in Fairfax County, Virginia, to the radio sites in the same manner as had been done while the sites were operating at Clinton and Waldorf, Maryland. It was further pointed out to the conference that the Midland and Sowego sites are located in remote rural areas and that the housing development and military installations that had crept into the Clinton and Waldorf areas with accompanying technical interferences had made the change of our radio sites necessary to get away from congested locations and give us more efficient operations with the least interference to transmission and receiving operations.

The conference was further advised that there are 21 radio personnel assigned to these two stations, 8 of whom live in the area adjacent to the radio station sites from as far as 15 to 20 miles away at Warrenton. The remaining 13 employees reside in the metropolitan Washington, D. C. area and meet at the contract storage garage in Fairfax and proceed by Bureau car an hour before their shift commences from this point. It was pointed out that due to family situations, schooling, employment of spouses and other circumstances existing the employees that reside in the metropolitan Washington area do so for such prevailing reasons. It was further pointed out that housing is sparse in the immediate vicinity of the radio sites which is another factor deterring radio personnel from locating in the immediate vicinity of the radio stations.

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REC- 53

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- 1- Mr. Malone
- 1- Mr. Clayton

50 JUN 17 1960

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Executives Conference Memorandum

CONFERENCE RECOMMENDATION

In view of the facts as cited above with respect to the housing situation and other factors set forth above, the Conference unanimously recommended that the Bureau continue to permit the use of Bureau automobiles in transporting radio personnel from Fairfax, Virginia, to the radio station sites at Midland and Sowego.

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THE DIRECTOR

6/9/60

EXECUTIVES CONFERENCE

323 013
INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-17-92 BY SP-5 C/ky

The Executives Conference on 6/7/60, with Messrs. Tolson, Mohr, Callahan, McGuire, Rosen, Malone, Belmont, Trotter, Clayton, Ingram and Tamm present, considered the suggestion submitted by Mr. B. J. White, Chief of the Physics and Chemistry Section of the Laboratory that the name of the FBI Laboratory be amended to the FBI Laboratories.

The Conference was advised that, while this is a relatively minor change, the plural form is more suggestive of the large scale activities of our "Laboratories" to those who are unacquainted with the actual scope of our work. Moreover, the plural usage is consistent with usage in industrial and other organizations where scientific activities are usually conducted as functions of separate laboratories, such as, research, development, control, et cetera. For example, a large scale operation, such as the Bell Telephone Laboratories, is always spoken of in the plural. In the recent past, particularly at scientific meetings, observations have attested to the fact that those scientists desiring to be complimentary refer now to the "FBI Laboratories." The connotation of a larger and more developed physical plant is inferred by pluralization of the present name. From a technical standpoint it is felt the plural form is proper.

If pluralization of the name is utilized in changing the name of the Laboratory, it is not suggested nor is it recommended that the various sections of the Laboratory be designated by any other title than that presently used, such as the Document Section, Physics and Chemistry Section, et cetera.

The change in the name would necessitate the revision of the Laboratory's report form and revision in various Bureau publications where the term FBI Laboratory is used. However, it is not contemplated such a change would be made except when necessitated by revisions or reprinting of such material.

Messrs. Mohr and Callahan are opposed to the pluralization of the word Laboratory.

Messrs. Tolson, Tamm, Trotter, Belmont, Rosen, McGuire, Malone, Clayton and Ingram are in favor of changing the name of the Laboratory to the "FBI Laboratories."

- Tolson _____
- Mohr _____
- Parsons _____
- Belmont _____
- Callahan _____
- DeLoach _____
- Malone _____
- McGuire _____
- Rosen _____
- Tamm _____
- Trotter _____
- W.C. Sullivan _____
- Tele. Room _____
- Ingram _____
- Gandy _____

EX 109

100-2-17-12749

JUN 16 1960

Messrs. Clayton

Malone

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JUN 17 1960

RECOMMENDATION:

That the FBI Laboratory be designated as and be known in the future as the "FBI Laboratories."

Respectfully,
For the Conference

I do not approve
[Signature]

Clyde Tolson

MR. TOLSON

June 30, 1960

THE EXECUTIVES CONFERENCE

SUGGESTION #742-60

SUBMITTED BY SA [redacted]

SAVANNAH OFFICE

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b7C

The Executives Conference of 6/29/60 (Messrs. Tolson, Parsons, Callahan, DeLoach, McGuire, Rosen, Sizoo, Bowles, Conrad, Kemper, Ingram, Clayton, and Edwards) considered the merits of a suggestion submitted by Special Agent [redacted] of the Savannah Division that the warning of rights (to say nothin, have counsel, etc.) given to suspects and subjects on oral interview be recorded in the opening paragraph of the memorandum of interview. The paragraph stating that the warning was given would be on Form FD-302 which we use to record all subject, suspect and witness interviews not put in a signed statement. Bureau rules require the warning for subjects and suspects but do not say where to record the giving of it in cases not involving a signed statement. Agent [redacted] suggestion has already been acknowledged by letter advising him that it would be considered.

Under existing instructions signed statements must contain the necessary so-called preamble statement indicating that the subject executing the statement has been appropriately advised of his constitutional rights. Different considerations exist, however, governing those situations where the investigative Agent records the results of oral interviews. Here is has always been considered sufficient if the Agent makes certain he advises the interviewee of his rights. No requirement for any documentation has been necessary because if the issue ever arose in trial the best evidence would have to have the testimony of the Agent to the effect that he did advise the interviewee of his rights. Having the matter incorporated in Form FD-302 would not suffice as the "best evidence." FD-302 was adopted as a result of the Jencks decision for the purpose of recording what the witness said to the Agent in a form producible in court on demand by the defense for the purpose of cross-examining the witness. We are now using Form FD-302 to also record interviews with subjects and suspects.

Separately from Agent [redacted] suggestion, the SAC at Richmond advised by memorandum 6/15/60 re "Report Writing" that some

- 1 - Mr. Malone
- 1 - Mr. Clayton
- HLE:wmi (6)

Enclosure

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REC-89

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170 JUL 7 1960

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323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/1/92 BY SP5 ac/ky

Executives Conference Memorandum**Re: Suggestion #742-60****Submitted by SA [REDACTED]
Savannah Office**b6
b7C

Agents are already including the suggested warning in FD-302's used to record interviews with subjects and suspects, and some are not. Richmond says it can be argued that inclusion of this statement is administrative in nature and that "should the situation arise where several FD-302's are produced during the course of the trial, some of which include the warning statement and some of which do not, a defense attorney would be in a position to make capital of this situation." Richmond suggests that the statement be included in the FD-302, but asks Bureau advice on what to do.

The Executives Conference, after careful consideration of all the factors involved in this matter, unanimously decided that no change should be made in the current practice and, further, that there was no need to require any uniformity on the part of the various field offices despite the information from the SAC at Richmond indicating that some Agents are including the fact that the warning was given and others are not. It was felt that this is not something which is susceptible of any iron-clad uniform rule.

RECOMMENDATIONS:

1. That Agent [REDACTED] suggestion, therefore, not be adopted. If this is approved, there is no need to advise Agent [REDACTED]

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2. That the SAC at Richmond be advised that this matter has been carefully considered but the Bureau does not desire any change in the existing practice and it will be satisfactory for each situation to be handled by the Agent as he is now doing. If approved, it is recommended the attached letter to Richmond be sent.

MR. TOLSON

June 21, 1960

⁰
THE EXECUTIVES CONFERENCE

~~PLAN OF OPERATION TO HANDLE BOMB
THREATS FBI SPACE, DEPARTMENT OF
JUSTICE BUILDING~~

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-17-92 BY SP5 cjh/ky

The Conference considered supplemental instructions with reference to the plan of operation to handle bomb threats in the Department of Justice building insofar as Bureau space is concerned and with particular reference to any bomb threat which is received during regular working hours.

Instructions have previously been issued as set out in memorandum of 2/23/60 to handle any threats during other than regular working hours.

The Conference with Messrs. Parsons, Belmont, Callahan, DeLoach, Malone, McGuire, Tamm, Trotter, Clayton, Ingram, Kemper, and Rosen in attendance, considered the plan of action as set out in memoranda of 6/13/60 and 5/26/60 with enclosure, and unanimously approved the position as heretofore outlined in referenced memoranda.

Briefly, the Conference agreed that the Bureau has a responsibility to set out a definite plan of action in view of the fact that the Department of Justice has not taken a position as to what should be done in the event a bomb threat is received during working hours. Our plan of action relates to Bureau operations solely and sets forth a line of notification and fixes the responsibility in the various divisions. Briefly summarized, it is the consensus of the Conference that the previous recommendation is sound and that it does not appear desirable that the Bureau evacuate the space it occupies during working hours. This would be inadvisable and less desirable than remaining in our own space inasmuch as:

1. The construction of the building greatly reduces the possibility of widespread damage.
2. The possibility exists that there is less hazard by remaining in our own space than by having all our employees evacuated, thereby causing confusion, excitement, and unnecessary publicity.

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REC-52 166 2524-12751

1 - Mr. Malone
1 - Mr. Clayton
AR:gh
(5)

Enclosure

JUL 1 3 1960

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Executives Conference Memorandum
Re: Plan of Operation To Handle Bomb Threats
FBI Space, Department of Justice Building

3. From a safety factor, it would appear that it may be more desirable by immediately searching our space to create less of a hazard for the employees than an attempt to evacuate the building under emergency circumstances, particularly under conditions where the location of the possible bomb or the site of the possible explosion is unknown and undetermined. Of course, in the event of the location of an explosive or suspicious package, obviously the immediate area can be quickly evacuated in an orderly fashion.

The Conference also recommended that it would appear to be desirable that we should advise the Department of our position so that the record will be clear that our action was taken in the absence of Departmental instructions. This will put the Department on record so that there can be no question concerning our position.

RECOMMENDED ACTION:

1. Recommendations previously approved are attached together with approved supplemental instructions.

2. There is attached hereto a memorandum to Deputy Attorney General Walsh briefly advising him of the action which we are taking.

UNITED STATES T

Memorandum

TO : MR. MALONE

DATE: July 15, 1960

FROM : MR. H. L. EDWARDS

SUBJECT: SUGGESTION OF MISS GANDY FOR PRESENTATION TO EXECUTIVES CONFERENCE

Tolson	_____
Mohr	_____
Parsons	_____
Belmont	_____
Callahan	_____
DeLoach	_____
Malone	_____
McGuire	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Ingram	_____
Gandy	_____

On Tuesday, 7/13/60, Miss Gandy called me and said she wanted to pass along for our consideration and any action we deemed merited, an idea which had just occurred to her. She said she had not thoroughly thought out all the pros and cons but felt we would be able to do that better.

Briefly, her idea was that in connection with the 25th Anniversary of the FBI National Academy, the Bureau is getting a flood of very nice congratulatory letters and numerous commendatory resolutions. All of these, of course, are being individually processed and acknowledged as they come in. Miss Gandy's idea was that after these letters have been acknowledged and any appropriate action taken on the resolutions, she thought it might be a good idea to have them all collected and bound into attractive volumes by the Exhibit Section.

Miss Gandy asked me whether we had any library in the Division. I told her we had a number of small reference libraries in various units but that for the purpose of her suggestion I felt a table in the front office or the reception area of the National Academy Unit might be what she had in mind. Her idea was that when the "visiting firemen" come in from various police departments as well as future attendees at National Academy Sessions, it would be nice to have these booklets available so that they could leaf through them to get an idea as to the numerous communications the Director received on this anniversary. She felt it would also have an excellent public relations value.

I thanked Miss Gandy and told her that we would look into it. However, I did point out to her that already many of these letters have been received, marked up by various Records Branch and other markings and placed in their respective files. She realized that but felt that this would be merely something that we would want to consider in connection with analyzing the idea.

HLE:wmj (3)
1 - Mr. Rogers

1 Enclosure

ENCLOSURE

REC-40

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323013
MISS GANDY
7/17/60

Memo for Mr. Malone
Re: Suggestion of Miss Gandy

I had Mr. Rogers prepare some of his rough views on this which I have attached. I have also attached for your review several samples of typical letters. You can see that they have all kinds of markings on them which, in my opinion, would make it impossible to file these originals in any kind of an exhibit volume. Of course, copies could be made.

At Mr. Mohr's Conference on Wednesday, 7/13/60, I took this matter up with Mr. Mohr. For your information, he feels the idea is not feasible. Frankly, he is opposed to the whole idea and doesn't see where it would have much value. Nevertheless, he instructed that it be presented to the Executives Conference. There was no Executives Conference at all this week. Consequently, I am leaving the matter with you in case you wish to take it up at the Executives Conference during the week of 7/18/60. I would suggest that you first discuss it at Mohr's full conference in order to get the views of representatives of DeLoach's Division, McGuire's Division, and any others who are there.

ADDENDUM: *JFM*:hd 7/21/60

EXECUTIVES CONFERENCE CONSIDERATION:

Suggestion considered by Executives Conference. ^{7/20/60} Major objection was fact that it would be difficult to make letters in their original form as received available for binding. It was thought that in order to be effective the bound volumes should contain original letters or resolutions. To use facsimiles or photograph copies would detract from their effectiveness. The originals are so marked up for routing and filing purposes almost immediately upon receipt that they could not be effectively bound.

The Executives Conference, consisting of Messrs. Tolson, Hyde, Ingram, McGuire, Parsons, Rosen, Malone, Wick, Clayton, Conrad, Trotter & Mohr, were of the unanimous opinion that under the above circumstances it would not be practical to have the suggested bound exhibit made up.

Miss Gandy orally advised of results.

JFM
7/25/60

To: Mr. Edwards

From: J. S. Rogers *JSR*

Re: 25TH ANNIVERSARY, FBI NATIONAL ACADEMY

Miss Gandy has suggested exploring the possibility of mounting the letters and resolutions coming into the Director from National Academy graduates concerning the 25th anniversary of the National Academy so that these letters and resolutions might be placed on exhibit.

The principal problem involved here is handling the incoming letter, from its arrival in the Bureau until the acknowledgement has been mailed, without stamping it or putting longhand notations or initials on it. This could be taken care of by special instructions to the Records Division. The time involved should only be about 3 1/2 to 4 more weeks.

There would have to be a copy of each incoming made so that the action could be noted on it and such copy filed behind the yellow of the letter of acknowledgement.

The letters could be transmitted to the Exhibit Section by Crime Records Division as received and after copy had been made. Exhibit Section could hold them until substantially all had been received and then mount them in books.

As far as resolutions are concerned, these could be handled in much the same fashion as letters except perhaps placed in a volume separately from the letters.

Quite a number of resolutions and letters have already been received. in Crime Records feels sure they would have ticklers of the outgoing letters of acknowledgement. They will retain these until something definite is decided on the suggestion. The ones already handled are undoubtedly marked by stamps and by notations and initials. Most of this could be blocked out but we would have to use the copy instead of the original.

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JSR:jss

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303013
7/23/92
SP5 a/leg

When the displayed books are completed they can be placed in the Tour Room or in my office or at Quantico. The National Academy students would get a better chance to see them at Quantico but more graduates and other visitors would get to see them if they were kept in my office.

UNITED STATES

Memorandum

Tolson	_____
Mohr	_____
Parsons	_____
Belmont	_____
Callahan	_____
DeLoach	_____
Malone	_____
McGuire	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Ingram	_____
Gandy	_____

TO : Mr. Mohr

DATE: 7/21/60

FROM : J. F. Malone *JFM*

SUBJECT: PROPOSED CHANGES IN
FBI SUGGESTION PROGRAM

223, 013
 INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 3/17/92 BY SP-5/MLD/AFD/WAP/ds
 PATTEN

As you are aware the Director's memorandum of 7/14/60 issued instructions to the effect that all suggestions should be submitted directly to him. The purpose of this memorandum is to recommend certain changes necessitated by the Director's instructions. Attached is a detailed memorandum outlining the present procedures followed in the handling of employees' suggestions and pointing out the functions and purposes of streamlining committees.

Heretofore employees' suggestions were made either orally, by memorandum, or by utilizing suggestion form (FD-252). Streamlining Committees analyzed and evaluated suggestions submitted by employees working within the scope of their particular division. Minor or trivial suggestions which did not affect Bureau policy or procedures and were only limited to the work of one division could be placed into effect or disapproved by the division head without referring the matter to the Suggestion Desk. The primary function of streamlining committees was to "weed out" trivial ideas. This process resulted in not only an increased number of suggestions but a substantial increase in the quality as well. In view of the Director's wishes there is now a question as to whether such committees should continue to function in this manner.

An appropriate letter from the Director was heretofore sent in every case to the suggestor except in those instances in which the proposal was very insignificant to Bureau operations and had been "screened" by a streamlining committee. To acknowledge such suggestions would certainly cheapen the effect of our program.

The following recommendations are designed to carry out the Director's instructions.

1. All employees' suggestions must be submitted on suggestion form (FD-252) which is addressed to the Director. They will be sent directly to the Suggestion Desk for appropriate action.
2. Suggestions, after receipt at the Suggestion Desk which are found to be trivial, insignificant or a request for supplies or equipment, will be returned to the division in which they were initiated with instructions to orally thank the employee.

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EX 109 NO REC-18 166-2571-12753
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Enclosure

JYC:met 8/10/60

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8-11-60
TPO

5 AUG 10 1960

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Don

Memorandum for Mr. Mohr
re: Proposed Changes in FBI Suggestion Program

3. Streamlining committees continue to function and solicit suggestions from employees and seek to find ways of improving operations in their divisions. When suggestions are "farmed out" for analysis, they will be utilized for this purpose.

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4. If recommendation #3 is approved, that the 3-day deadline presently approved for obtaining views from a division be extended to 5 days to eliminate the necessity of reconvening the streamlining committee each time a suggestion is received by them for views and recommendation.

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ADDENDUM, 7/26/60:

This matter was considered by the Executives Conference on July 25, 1960. The Conference was made up of Messrs. Mohr, Wick, McGuire, Evans, Belmont, Conrad, Hyde, Malone, Clayton, Bowles and Ingram. Assistant to the Director J. P. Mohr was of the opinion that employees should not be restricted in the manner in which they referred suggestions. In other words, it was not felt that all employees must submit suggestions on form FD-252. They should be encouraged to use this form, but their failure to do so should not preclude them from submitting suggestions. It was further felt the deadline for suggestions that were farmed out to other divisions for action should not be extended beyond three days inasmuch as it should not be necessary except under some unusual circumstance to call a full meeting of the Streamlining Committee to pass on every suggestion. Mr. Mohr also pointed out that it was the responsibility of the Suggestion Desk to be sure that any important suggestions were immediately brought directly to the attention of the Director. It was realized that it would not be possible to bring every suggestion to the Director's personal attention. *

RECOMMENDATION: That this matter be referred to the Suggestion Desk for formulation of a new policy for the handling of suggestions.

*The Executives Conference unanimously agreed:

- (1) That all employees should be encouraged to use regular suggestion forms but their failure to do so should not preclude them (see next page)

JPM
7/27

from submitting suggestions.

2. That trivial or insignificant suggestions be returned to the Division in which they were initiated with instructions to orally thank the employee.
3. Streamlining Committees continue to function. They will handle suggestions now only after they have been first sent directly to the Suggestion Desk by the employee.
4. Suggestion Desk will be sure that any important suggestions are immediately brought to the attention of the Director.
5. That deadlines for suggestions not be extended beyond three days.

UNITED STATES

Memo

Tolson	_____
Moht	_____
Parsons	_____
Belmont	_____
Callahan	_____
DeLoach	_____
Malone	_____
McGuire	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Ingram	_____
Gandy	_____

TO : MR. MC GUIRE

DATE: 7-29-60

FROM : F. W. WAIKART

SUBJECT: RESTRICTIONS ON AVAILABILITY OF FBI REPORTS AND MEMORANDA IN DEPARTMENT OF JUSTICE FILES

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/17/92 BY SP-5 C/ky

SYNOPSIS:

Request of Paul A. Freund, Professor, Harvard University Law School, dated 7-25-60, addressed to Attorney General, referred to Bureau for views on lifting restrictions on access to copies of FBI reports and memoranda contained in old Department of Justice files stored in National Archives. Archives allegedly not equipped to screen our material from large volume of Justice files as we have previously requested be done on any reviews of these files by outsiders. This impedes Freund, who is under contract to prepare a History of the Supreme Court under an Act of Congress passed in 1955 and paid for from money provided by the "Oliver Wendell Holmes Devise Fund." Freund never investigated by FBI but data in our files reflects telephone number listed in personal telephone book of [redacted] member of Soviet espionage ring; friendly with Alger Hiss while both employed in Solicitor General's Office, Department of Justice, 1935-39; and both Hiss and Freund attended Harvard Law School at the same time. Substance of this data on Freund furnished to former Attorney General McGranery at his request on 8-19-52. As recently as 5-10-60 Bureau requested by memorandum to Andretta, Administrative Assistant Attorney General, that restrictions on availability of FBI reports and memoranda in Department of Justice files be continued because of possible compromise of informants and investigative techniques. Believed we should still maintain our position in connection with Freund's present request since Act of Congress cited in this instance also provides for compensation to Federal agencies (conceivably Archives in this case) who are requested to furnish assistance.

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(Recommendation on next page)

FWW:neb

(5)

Enclosure sent 8-2-60
10/25

1 - Mr. Parsons

9 AUG 10 1960

REC- 63

166-2554
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133 AUG 11 1960

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64 AUG 15 1960
1 View
8-11-60
FWW

ORIGINAL FILED IN 1578

Memorandum to Mr. McGuire
Re: RESTRICTIONS ON AVAILABILITY
OF FBI REPORTS AND MEMORANDA
IN DEPARTMENT OF JUSTICE FILES

7-29-60

RECOMMENDATION:

Attached is proposed reply to Department of Justice indicating restrictions should be continued. However, if necessary, and in order to comply with intent of Act of Congress authorizing a "History of the Supreme Court," Bureau representative will after FBI material separated from mass of Department of Justice files and upon specific request for individual documents screen and furnish pertinent noncompromising information, if any, relating to such a History.

ADDENDUM:
8-1-60

On 8-1-60, the Executives Conference ^{MEMOS} consisting of Messrs. Mohr, Parsons, DeLoach, Tamm, Malone, Rosen, Trotter, Hyde for Callahan, Clayton, D. E. Moore for Belmont, and Waikart for McGuire unanimously agreed with this recommendation.

FWW:neb
(5)

*V. Key RC
8/2* *JAN* *WJ*
8/2 *D*

Memorandum to Mr. McGuire
Re: RESTRICTIONS ON AVAILABILITY
OF FBI REPORTS AND MEMORANDA
IN DEPARTMENT OF JUSTICE FILES

7-29-60

DETAILS:

Reference is made to the attached memorandum dated 7-28-60 addressed to Mr. Rosen from John D. Calhoun, Assistant Deputy Attorney General, transmitting a letter to the Attorney General from Paul A. Freund, Harvard University Law School, Cambridge, Massachusetts, dated 7-25-60. Mr. Freund, referred to as Professor in the transmittal memorandum, advised that he had been confronted with an administrative problem in the course of preparing a History of the Supreme Court. According to Freund, an important source of information on Supreme Court litigation is contained in the voluminous collection of case files in the Department of Justice Section of the National Archives. In seeking to examine this material Freund and his associates were confronted by the restriction that before a file may be used it must be searched by a member of the Archives staff for the purpose of removing any FBI reports or memoranda. He indicated that this task entailed an amount of time and effort which the Archives staff is not equipped to expend. Freund requested the Attorney General to remove this restriction and cited an Act of Congress (Public Law 246 - 84th Session) which empowers the Committee in charge of preparing a History of the Supreme Court to "call upon Federal agencies for their advice and assistance." Freund further stated that no general precedent need be set by such an exception and if one of his editors should desire to make use of any FBI material in the History, it might be made a condition of such use that the material be submitted to a designated officer of the Department of Justice for review and approval.

The Act of Congress referred to is entitled "Oliver Wendell Holmes Devise--Permanent Committee." Under this Law passed in August, 1955, a Permanent Committee composed of five members was authorized to employ one or more scholars to, among other things, prepare a History of the Supreme Court of the United States and the Law also authorized funds for this purpose. The Committee was to be headed by the Librarian of Congress and four members appointed by the President from each of the following: The Association of American Law Schools; The American Philosophical Society; The American Historical Association; and The Association of American Universities.

A check of our files reflects a Security of Government Employees file (140-13555) opened in September, 1956, on Paul Abraham Freund, Applicant - Editor in-Chief of the History of the Supreme Court, Library of Congress.

Memorandum to Mr. McGuire
 Re: RESTRICTIONS ON AVAILABILITY
 OF FBI REPORTS AND MEMORANDA
 IN DEPARTMENT OF JUSTICE FILES

7-29-60

No investigation as such was conducted since it was determined that Freund would be paid from the Oliver Wendell Holmes Devise Fund as an independent contractor and, accordingly, was not an employee of the Federal Government. A press release dated 9-7-56 issued by the Library of Congress indicated that Professor Paul A. Freund of the Harvard Law School had been designated by the Librarian of Congress to prepare a History of the Supreme Court. At that time the Oliver Wendell Holmes Devise Fund from which expenses for the preparation of the History were to be paid was valued at approximately \$430,000. A Permanent Committee authorized by Congress was to spend the income from the Fund and as much of the principal as necessary to prepare a History of the Supreme Court consisting of ten to twelve volumes and which would be comprehensive, authoritative, and interpretative. The copy of a contractual appointment with Professor Freund attached to the Library of Congress press release indicated that he was being offered \$5,000 a year and travel expenses not to exceed \$20 a day.

Although no complete investigation of Freund has been conducted by the Bureau, our files reflect that during the Nathan Gregory Silvermaster investigation, the telephone number of Paul Freund, Washington, D. C., was reported to be listed in the personal telephone book of [redacted] member of a Soviet espionage ring. The significance of this listing was never determined. During the perjury investigation of Alger Hiss in 1949, one individual recalled that Freund was employed in the Solicitor General's Office of the Department of Justice in Washington, D. C., at about the same time Hiss was employed and that Freund was quite close to Hiss. Also, [redacted] [redacted] stated that Freund had been a friend of Hiss. Freund when interviewed in January of 1949 in the Hiss case during our investigation of Alger Hiss advised that he had resided in Washington, D. C., from approximately 1933 until 1939 while employed in the Solicitor General's Office from 1935 to 1939. With respect to Hiss, Freund stated that he had seen Hiss off and on during that time and socially they had been on friendly terms. He stated that Hiss had been employed in the same section as he (Freund) had and stated that their offices were close to each other. He met Hiss at various social gatherings but they had never been intimate friends. He could never recall having visited the home of Hiss and stated that at no time had he ever heard anything reflecting upon the loyalty of Hiss or indicating Hiss was sympathetic in any way with any communist ideology.

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Memorandum to Mr. McGuire
 Re: RESTRICTIONS ON AVAILABILITY
 OF FBI REPORTS AND MEMORANDA
 IN DEPARTMENT OF JUSTICE FILES

7-29-60

In the March 7, 1950, issue of the Washington Times-Herald newspaper an article appeared which was captioned "20 Harvard Professors Tied to the Reds." This article was reported to be one of a series of articles on Harvard University and its connection with left wingers." This article stated that the Harvard faculty included about 20 professors who repeatedly had supported Communist-front organizations officially described as such by the Department of Justice. The article further mentioned that several professors teaching at Harvard Law School were in Harvard with Alger Hiss and that among those individuals was Paul A. Freund.

In August, 1952, at the request of the then Attorney General James P. McGranery he was furnished the substance of the above information on Freund contained in our files (105-19180-1).

The 1952-53 edition of "Who's Who in America" listed Freund as an Educator; born St. Louis, Missouri, 2-16-08; LL.B., Harvard, 1931, S.J.D., 1932. He was a Law Clerk to Justice Brandeis, 1932-33; legal staff, Treasury Department and R.F.C., 1933-35; Special Assistant to Attorney General, Office of the Solicitor General, 1935-39, 1942-46. He was a member of numerous organizations and also listed as a lecturer on law and professor of law at Harvard from 1939 to 1950. He has contributed numerous articles on Constitutional law and related subjects to legal journals as well as being an author of "On Understanding the Supreme Court,"(1949).

Concerning restrictions on FBI reports and memoranda in Department of Justice files, reference is made to my memorandum dated 5-6-60 (66-7225-1547). Attached is a letter (copy) dated 4-22-60 addressed to S. A. Andretta, Administrative Assistant Attorney General, from Thad Page, Chief Archivist, General Records Division, National Archives, concerning the restrictions on FBI reports and memoranda contained in Department of Justice files now in the custody of Archives. Page referred to the fact that for a number of years Armando di Girolamo, Records Administration Officer in the Department of Justice, had been orally requesting Archives to restrict the availability of Bureau reports and memoranda contained in Department of Justice files to researchers who may request to review these files over 25 years of age which

Memorandum to Mr. McGuire

7-29-60

Re: RESTRICTIONS ON AVAILABILITY
OF FBI REPORTS AND MEMORANDA
IN DEPARTMENT OF JUSTICE FILES

are in the custody of Archives. Archives requested the Department to consider withdrawing this oral request in favor of normal Archival restrictions which limit access to any document that contains derogatory information about living persons or that contains information that could be embarrassing to living persons. It was learned directly from Di Girolamo that for a period of years, on his own volition and based on statements he recalled Mr. Hoover having made that FBI investigative reports should not be made available to unauthorized persons in view of possible compromises of Bureau sources of information, he had been restricting access to our material in Justice Department files by scholars and students who might review old Justice records from time to time. Di Girolamo advised that the records in question that they have stored in Archives do not contain classified information under Executive Order 10501 and all material of this nature which includes our security reports and memoranda is maintained on a limited basis in GSA Records Centers where no access of any kind is authorized except by approved Department of Justice personnel. The material referred to by Archives relates primarily to old criminal violations in which the Bureau has furnished reports and memoranda to the Department. Based on the Director's approval, we acknowledged Andretta's memorandum under date of 5-10-60 indicating that on many occasions confidential sources and investigative techniques are revealed or are otherwise apparent in FBI reports and memoranda and we requested that access to these reports and memoranda regardless of where they are maintained continue to be restricted without regard to age, category, or content. Presumably, our statement was used in acknowledging Chief Archivist Page's letter to the Department concerning desired restrictions on Bureau documents in Department of Justice files.

In connection with the present request of Professor Freund, Harvard University Law School, it is believed that we should still take the position that FBI reports and memoranda in the old Department of Justice files should be restricted as to any direct review by Freund or any member of his staff. While Freund points out that no general precedent would be set by an exception in his case, the fact remains that it would be an exception and thereafter we would probably be flooded with requests from other professors, students, and so-called "scholars." It would be extremely difficult to draw

Memorandum to Mr. McGuire
Re: RESTRICTIONS ON AVAILABILITY
OF FBI REPORTS AND MEMORANDA
IN DEPARTMENT OF JUSTICE FILES

7-29-60

any distinction between the various types of requests. On the other hand, it is believed that we can insist that present restrictions be maintained; however, in order to comply with the intent of Congress in providing for the preparation of the History of the Supreme Court, we will upon specific request have a Bureau representative personally screen any Bureau reports and memoranda contained in Department of Justice files reviewed by Freund for information that might be pertinent to such a History. I believe, however, we should first insist upon Archives performing the initial screening to separate Bureau material before review by Freund and that thereafter, if necessary, we will on requests for specific documents review the material for pertinent information, if any. In this regard, it is noted that the Act of Congress, while providing for voluntary "advice and assistance" of Federal agencies also authorizes reimbursement "as may be agreed upon by the Committee and the agency." Accordingly, the attached reply to Assistant Deputy Attorney General Calhoun is suggested.

M. L. TOLSON

August 16, 1960

THE EXECUTIVES CONFERENCE

**SPECIAL AGENTS MUTUAL BENEFIT
ASSOCIATION (SAMBA)
SUPPLEMENTAL INSURANCE**

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3-11-92 BY SP-5/efg

The Executives Conference of August 15, 1960, consisting of Messrs. Parson, DeLoach, Tamm, Callahan, Walkart, Malone, Rosen, Clayton, Bowles, Sizoo and Mohr, considered the present group life insurance benefits available to Bureau employees under the Special Agents Mutual Benefit Association (SAMBA) and considered the possibility of extending these benefits.

It is a requirement that every employee joining SAMBA must buy \$1,000 group life insurance at 50 cents per month per thousand. Every employee may purchase an additional \$4,000 of insurance at the same rate of 50 cents per month per thousand. In other words, the maximum life insurance available under SAMBA at the present time is \$5,000.

The Conference was informed that the suggestion has been made from time to time that SAMBA increase the amount of life insurance that can be made available to its members. This suggestion was submitted to the insurer, The Prudential Life Insurance Company, and that company felt that additional insurance could be made available to certain groups of employees at approximately the same rate being paid for the insurance now being offered by SAMBA. The Board of Directors of SAMBA recommended that all employees in Grades GS-13 and above be permitted to purchase an additional \$5,000 of life insurance. There are 3,435 Special Agents in Grades GS-13 and above, plus 12 clerical employees.

The Conference was informed that Prudential would write supplemental insurance if 75 per cent of all eligibles participated at a rate of 60 cents per month per \$1,000 of insurance. The reason for the higher rate is because the average age for employees in Grades GS-13 and above is higher than for the over-all group. Prudential proposes to make this offer available for an enrollment period of 30 days from September 1, 1960, to September 30, 1960, and to make the insurance effective on October 10, 1960, if a large enough group indicates it is desirous of

- 1 - Mr. Malone
- 1 - Mr. Clayton
- JPM:hif
- (5)

SENT DIRECTOR

57 SEP 9 1960

REC 62 12755

Executives Conference Memorandum
Re: Special Agents Mutual Benefit Association

this extended coverage. It will be possible during this 30-day enrollment period for any employee eligible to purchase this insurance without evidence of insurability. In other words, any employee eligible can purchase the additional amount without a physical examination. If this insurance is placed in effect, employees in Grades GS-13 and above would thereafter only have two options available to them, namely, the \$10,000 sum or the \$1,000 sum. However, if an employee is promoted to Grade GS-13 and has the \$5,000 group health insurance they can retain this \$5,000 or he can exercise the option within a 30-day period and get the additional \$5,000 for the total of \$10,000 without evidence of insurability.

The Executives Conference unanimously recommended that subject to the approval of the Director that SAMBA offer the additional group life insurance to all employees in Grades GS-13 and above at a rate of 60 cents per thousand per month and that such enrollment period extend from September 1, 1960, to September 30, 1960.

MR. TOLSON

9/12/60

EXECUTIVES CONFERENCE

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-14-92 BY SP-5 c/fog

**SUGGESTION #52-81, by [redacted]
for indoctrination course on
communism**

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The Executives Conference, on 9/12/60, consisting of Messrs. Tolson, Parsons, Mohr, Callahan, Wick (for DeLoach), Edwards (for Malone), Walkart (for McGuire), Rosen, Tamm, Trotter, Ingram, Clayton and Belmont, considered a suggestion by Supervisor [redacted] of the Domestic Intelligence Division that the FBI conduct a series of two-day indoctrination courses on communism, for key executives in the Federal government.

[redacted] states this suggestion was made for the purpose of maintaining the pre-eminent position of the FBI in the communist field, and to fulfill a greatly needed function in the fight against communism. He points out that Vice President Nixon has stated our government activities must be reorganized to take the initiative from the communists; that we must develop a better training program for the men and women who will represent our country at home and abroad; that we need men with broad knowledge of the intricacies and techniques of the communists who, with zeal and dedication, will out-think, outwork, and outlast the enemies of freedom.

[redacted] points out that over the years the FBI has had the responsibility for investigation of communism in the USA, and we have become specialists in the communist field. We should use our specialized knowledge to help educate key government executives on the strategy and tactics of communism.

[redacted] proposes we should start out in a modest way, offering a two-day indoctrination course on communism, limited to 50 - 80 key Federal government executives, the course to be repeated as often as desirable to impart an extremely practical knowledge of communism, so that key government executives would understand communism and communist strategy and tactics.

[redacted] states our National Academy is a tremendous asset in the fight against crime, and an FBI indoctrination course could be equally successful in the fight against communism.

- cc Mr. Malone
- Mr. Clayton
- Mr. Parsons (sent direct)
- Mr. Belmont " "

REC-18

44-12756

SEP 16 1960

AHR:CSH (6)
31 SEP 19 1960

Executives Conference
memorandum, to Mr. Tolson

EXECUTIVES CONFERENCE RECOMMENDATION:

It was pointed out that we are already doing what Supervisor [] suggests to a considerable extent by lectures to government agencies, war colleges, security forces, et cetera. For example, the Central Research Section made 55 appearances before government agencies during the past year. These were supplemented by talks by liaison on security, and by Mr. Belmont's appearances before war colleges.

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The Conference recommended continued appearance before government agencies, wherever feasible, but recommended against an indoctrination course of the type suggested by [] on the basis that we could not be as selective as we now are; also that government agencies [] State Department, and the military services have their own training courses wherein they discuss communism (before which we appear when invited).

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b2

If you agree, we will continue to indoctrinate personnel of other agencies through our written dissemination and through appearances, where feasible, before these agencies, in their schools, security meetings, et cetera.

Mr. Tolson

October 3, 1960

The Executives Conference

~~DESTRUCTION OF INDEX CARDS~~

On September 28, 1960, the Executives Conference considered a suggestion proposing that when files over 20 years old are destroyed in the field the corresponding index cards should be destroyed. Under the present procedure, the index cards are retained in the field office.

The Executives Conference, consisting of Messrs. Tolson, Mohr, Parsons, Belmont, Callahan, Malone, Rosen, Walkart, Wick, Tamm, Trotter, Clayton and Ingram, was of the unanimous opinion that the field should be advised that in the future it will be permissible to destroy index cards at the time the files are destroyed, consistent with the manpower available to effect this procedure.

RECOMMENDATION:

That the enclosed change for the Manual of Rules and Regulations be approved.

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323,013
INFORMATION (NEED)
HEREIN CLASS
DATE 3-16-92 BY SP-5 CID/deg

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Enclosure

- 1 - Mr. Clayton
- 1 - Mr. Malone

JFM:sjw:lh
(5)

EX

REC- 11

12757

12 OCT 13 1960

62 OCT 13 1960

UNITED STATES GOVERNMENT

Memorandum

Tolson _____
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 Trotter _____
 W.C. Sullivan _____
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 Gandy _____

TO : The Director

DATE: November 16, 1960

FROM : The Executives Conference

323013
 ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 3-16-92 BY SP5CJ/ajg

SUBJECT: N.A.A.
FBI NATIONAL ACADEMY ASSOCIATES (NAA)

The Executives Conference, on 11/14/60, considered the question of whether the affairs of the FBI National Academy Associates (NAA) should be carried on by delegates meeting biannually in Washington. Those present were Messrs. Mohr, Parsons, Callahan, Tamm, DeLoach, Ingram, Belmont, McGuire, Rosen and Malone.

The Conference, with the exception of Mr. Tamm, felt we should have a system of delegates.

At the present time there are 2,561 graduates actively engaged in law enforcement in the United States. There are 340 retired graduates. These are eligible for continued active membership in the FBI NAA.

Of the eligible graduates, about one third pay annual dues of \$2.00 per year. So far this year 832 graduates have paid dues. The FBI NAA treasury has about \$7,000 in it.

In favoring the adoption of a delegate system, the majority of the Conference agreed upon the following:

1. The meetings of the delegates should be held only in Washington and at the call of the Bureau.

2. One delegate should be chosen from each state or regional chapter. There are 37 such chapters. If there are field office chapters within the state or regional chapters (Example: Rhode Island Chapter has a state chapter but the members are also members of the New England Chapter), the delegate would only come from the regional chapter. Attached is a chart showing the state and regional chapters. Unless otherwise indicated, the chapters are by states.

3. The delegate should be the president of the chapter serving at the time the meeting is held or someone appointed by him as a delegate.

44-1-666 (copy)
 1 - Mr. Malone
 1 - Mr. Clayton

Enclosure
 JSR:ap

62 DEC 8 1960 7116

for memo
 JSR to Malone
 12/17/60
 JSR/ap

REC-82

66-2557-12758
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[Handwritten signature]

94-1-1111
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Executives Conference Memorandum
Re: FBI National Academy Associates
94-1-666

4. A delegate would have the same number of votes as there are active dues-paid-up members in the chapter he represents.

5. The expenses of the delegates and the sixteen members of the Board of Officers would be paid by the FBI NAA treasury. For a two-day meeting it is estimated this would be approximately \$150 per person (\$100 average travel cost and \$25 per day subsistence). The total for 53 persons (37 delegates and 16 officers) would be approximately \$8,000. 53 persons would be the maximum as it is believed members of the Board of Officers might also serve as the delegates from their chapters.

6. Since the approximately \$1,800 now being paid in as dues each year would equal only \$3,600 every two years, it will be necessary to increase the dues to \$3,00 per year or require each graduate to pay his dues each year. The latter could possibly be accomplished by advising the graduates that the number of votes each delegate has will be based on the total number of dues-paid-up graduates in his chapter. The Conference favored this approach.

7. Attendance would be strictly limited to delegates and the Board of Officers.

8. There would be no training courses of any kind offered to the delegates because to do so would create a demand for other graduates to attend.

9. The Bureau would not intercede with state, county and municipal officials to permit the attendance of delegates.

Mr. Tamm opposed the idea of a delegate system. He recommends that the national organization as such be dissolved and that the activities of the NAA be carried on through the state and regional chapters.

At the present time, the Constitution of the FBI NAA provides for the election of officers every two years by mail voting.

Executives Conference Memorandum
Re: FBI National Academy Associates
94-1-666

If the Director approves the majority view, we will draw up a revised FBI NAA Constitution to be approved by the graduates. The Field and the graduates will then be notified of the Bureau's desires for the adoption of the delegate system so that the proposed Constitution can be ratified by mail vote.

The first delegate meeting would not be held until 1962 since [redacted] of Detroit was just elevated to the presidency of the FBI NAA on 10/7/60 when [redacted] who had been president for the past three years resigned.

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Respectfully,
For the Conference

Clyde Tolson

UNITED STATES GOVERNMENT

Memorandum

Tolson _____
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 Trotter _____
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 Tele. Room _____
 Ingram _____
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TO : Mr. Mohr

DATE: October 17, 1960

File

FROM : C. D. DeLoach

SUBJECT: ~~SUGGESTED~~ POSTER CONCERNING FRAUDULENT CHECKS

For record purposes, the Executives' Conference on September 28, 1960, considered captioned matter and the desirability of issuing a poster along the suggested theme.

After a thorough discussion by all concerned it was agreed that this device quite probably would not serve the purpose for which intended, namely good publicity for the FBI. It was stated by Mr. Tolson that the poster and the idea behind it goes just a little too far and it would be most difficult to depict precisely the demarcation between police and FBI interest in the matter of checks so that the public could understand.

ACTION TAKEN:

It was the consensus of the Conference that no action be taken on this matter at this time.

- 1 - Mr. Rosen b6
- 1 - b7C

REW:ejr
(4)

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ALL INFORMATION CONTAINED
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25 OCT 19 1960

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CRIME RESEARCH

R44

52 OCT 25 1960

ORIGINAL COPY FILED IN 57-60

MR. TOLSON

11/14/60

EXECUTIVES CONFERENCE

SOUND SCHOOL TRAINING

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3-16-92 BY SP-5 ci/deg

On 11/14/60, the Executives Conference, consisting of Messrs. Parsons, Callahan, Mohr, DeLoach, Belmont, Malone, McGuire, Rosen, Ingram, Bowles, Tavel and Tamm, considered the question of conducting Sound Training Schools in 1961. The Laboratory, it is noted, had suggested that two or three Sound Training Schools be held in 1961.

The Conference was advised that there are 132 Sound men distributed among 53 field offices, but 40 of these are concentrated in the five largest offices (Chicago, Los Angeles, New York, San Francisco and Washington Field) and 20 are assigned to resident agencies. This leaves only 72 men for assignment to the remaining 48 field offices. Twenty of these offices have only one Sound man and in four of these he is assigned to a resident agency. One office with two Sound men has both of them assigned to a resident agency. Experience has shown that a resident agency Sound man is not always quickly available to the headquarters city and maximum benefit from technical equipment and training is not realized.

It is noted that Sound training consists of a great number of things and that wire tapping training, as such, is a minor part of the training at the present time. A great deal of the sound men's work has to do with the maintenance of the Bureau's sound equipment and the security of the office and communications system. Also, a good deal of time is spent on the Bureau's communications and radio systems. It was further discussed at the Conference that Sound Training Schools in the past have been of 24 days' duration, with 19 days spent on Sound and related matters and 5 days' instruction on locks. It is felt that, because of the improvements and changes in electronic equipment, the school should be changed and last for a period of 27 days, with 22 days to be spent on Sound, Radio and other related matters and 5 days on locks. It is further noted that this includes scheduling classes on each Saturday that the men are here in Washington. In order to make this training take the place of In-Service, the Conference suggests an additional two and a half days be devoted to firearms and In-Service type lectures while the men are in Washington.

- Tolson _____
- Mohr _____
- Parsons _____
- Belmont _____
- Callahan _____
- DeLoach _____
- Malone _____
- McGuire _____
- Rosen _____
- Tamm _____
- Trotter _____
- W.C. Sullivan _____
- Tele. Room _____
- Ingram _____
- Gandy _____

cc-Messrs. Malone
Clayton

QT:DMG

50 DEC 22 1960

EX 100

REC-58

66-2554-12759

DEC 16 1960

MAIL ROOM TELETYPE UNIT

Memorandum to Mr. Tolson

Re: Sound School Training

The Conference unanimously recommends that three Sound Training Schools be held, to consist of 16 men per class or a total of 48 men to be trained in 1961.

The Conference also recommends that the curriculum as submitted by the Laboratory consisting of 27 days of training be approved.

OK
H.

Memorandum

Handwritten initials and signatures

- Tolson
- Callahan
- Conrad
- DeLoach
- Malone
- McGuire
- Rosen
- Trotter
- Evans
- W.C. Sullivan
- Tele. Room
- Ingram
- Gandy
- Mr. Tavel

TO : *CRD*
 President, FBIRA

FROM : *WA*
 Activity Promoter

SUBJECT: PISTOL CLUB
 FBIRA Activity

DATE: 2-9-61

323013
 ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 3-16-92 BY SP-5/Heg

BACKGROUND:

The FBIRA Pistol Club for non-Agent personnel has been dormant for about six years. The club formerly used the indoor range after 6 p.m. and a qualified firearms instructor was required to be present. The range was closed to the Pistol Club during 1954 because of repairs that were being made. Subsequent requests to reactivate the club were turned down because (1) initial enthusiasm usually wanes, particularly with the advent of warm weather, resulting in decreased attendance; (2) the hazard of accident always exists with the possibility of a tort claim against the government; (3) other possible embarrassments to the Bureau might arise, i.e., those which could stem from clerical employees having firearms in their possession at home or while en route to the range.

On March 16, 1955, certain members of the Executives Conference recommended against the FBI American Legion using the indoor range for one hour on Saturday mornings and the Director concurred. Reasons for the unfavorable vote were similar to those set forth in (2) and (3) above. The matter was presented to the Director again in August, 1957, and he approved a recommendation that no effort be made to reactivate the Pistol Club at that time.

CURRENT INQUIRY:

GS-5 Clerk, Name Searching Unit, Files and Communications Division, has asked that the Pistol Club be re-formed. He said that he has the names of 45 employees who are interested.

RECOMMENDATIONS:

1. That request for reactivation of the FBIRA Pistol Club for non-Agent personnel be disapproved since the previous objections still exist.

2. That be orally thanked through his Agent Supervisor for the interest which prompted his inquiry and that it be tactfully explained to him why the Bureau does not wish to sponsor a Pistol Club for non-Agent personnel at this time.

- 1 - Personnel file of
- 1 - FBIRA Folder
- 1 - Mr. Henry L. Sloan, SAC, Quantico

CAH:pam (5)
 58 APR 13 1961

SEE ADDENDUM PAGE 2

Handwritten notes and stamps:
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ORIGINAL FILED IN 62-21176-4794

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b6 b7C

ADDENDUM: NPC:med 2-27-61

The Executives Conference of February 27, 1961, consisting of Messrs. Tolson, Mohr, Parsons, Trotter, Tavel, Evans, Clayton, Belmont, Malone, McGuire, Rosen, Conrad, Ingram, DeLoach and Callahan, considered the current suggestion of employee [redacted] to re-form the Pistol Club under the sponsorship of the FBIRA. It was pointed out that a number of our clerical employees through the National Rifle Association presently are members of pistol clubs and participate in competition in the Washington, D. C., area. It was further pointed out that the Training and Inspection Division would assign firearms men from the staff at Quantico to supervise the activities of this club.

b6
b7C

The conference was unanimous in recommending in view of the indicated interest of 45 employees that further consideration be given to the re-formation of the Pistol Club at this time.

Handwritten notes:
JFM
med 3/27
EJP
I think A should be done.
✓
d

Handwritten: REC 3/1

Handwritten: Organizational Meeting scheduled 3/9/61

Handwritten: memo of [redacted] to [redacted] 3-20-61 re Pistol Club plans.

b6
b7C

THE DIRECTOR

January 16, 1961

THE EXECUTIVES CONFERENCE

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3-16-92 BY SP-5 [signature]

SMOKING IN BUREAU SPACE

Mr. Tavel made a survey regarding smoking in Bureau space and the results were presented to the Executives Conference on January 11, 1961. Present at the Conference were Messrs. Parsons, Mohr, Ingram, Clayton, Tavel, Tamm, Callahan, DeLoach, H. L. Edwards, Belmont, Rosen, Trotter and McGuire.

The question of smoking was raised by a complaint from one of the employees of the Cryptanalysis Section of the Laboratory Division located in the Identification Building. There are a large number of employees in one large room, and Mr. Downing's office is in a corner of this room in a glass enclosure. Smoking is permitted in Mr. Downing's office but not elsewhere in the section. The complainant felt it was not fair for Mr. Downing to be permitted to smoke while others in the section could not, pointing out from the fire hazard standpoint papers handled by Mr. Downing were as important as others in the section.

The Conference was advised that little in writing appears to exist concerning permission to smoke and most existing regulations are a matter of custom or policy established by division heads. Executives Conference Memo dated February 25, 1954, dealt with smoking in Laboratory space, particularly with reference to smoking in areas along the tour route. The Director stated then, "I will allow smoking in any area in which no tours or special tours go."

In order to achieve some uniformity as to smoking regulations, the following rules existing throughout the Seat of Government were presented to the Conference.

SMOKING PROHIBITED:

Smoking is presently prohibited in the following instances:

1. In areas where tours enter or employees are in view of tourists.
2. In classrooms.
3. In areas where a specific fire hazard exists, such as :
 - (a) Laboratory space where ether or other inflammable and dangerous fluids are handled;
 - (b) Crime Records Division storeroom in the basement and attic storage space on eighth floor;

WST:lae (5)
1 - Mr. Malone
1 - Mr. Clayton

67 JAN 18 1961
63 FEB 3 1961

REC-57

10 JAN 18 1961

100-2574-12760

Executives Conference Memorandum
Re: Smoking in Bureau Space

(c) Administrative Division supply room (except administrative offices) and Printing Shop in Mechanical Section; Paint Shop and employees at drafting tables in Exhibits Section; Voucher Section IBM Machine Room and at card punch machines.

4. Messengers are not permitted to smoke on runs.

The Conference was unanimous that smoking should continue to be prohibited in the above four instances.

5. Female employees are not permitted to smoke in any of the areas during working hours. They can, of course, smoke prior to beginning work, after work or during break periods in rest rooms and in designated rest areas. This policy was last considered in October 1957, when a female employee suggested that female employees be permitted to smoke during working hours at desks, feeling time would be saved in that some girls might not take authorized breaks if permitted to smoke at desks. It was recommended and approved by the Director that no change be made in rule regarding female employees not smoking as set out above.

The Conference reconsidered this question on January 11, Mr. Mohr feeling there is no reason to deny female employees the privilege of smoking, since it is socially acceptable and male clerical employees are permitted to smoke at desks in Justice Building, in Name Check Section and Voucher Section in the Identification Building with above-noted exceptions. Mr. Belmont pointed out that female employees smoke in other Government agencies, but felt this created a bad impression. Messrs. Mohr, Edwards and Tavel were in favor of permitting female employees to smoke and Messrs. Belmont, Callahan, DeLoach, Ingram, Rosen, Tamm, Trotter, McGuire, Parsons and Clayton felt no change should be made in present prohibition against female employees smoking.

6. In the Identification Division space and Files and Communications Division space, both in Identification and Justice Buildings, no smoking is permitted in working areas during working hours except in administrative offices. Employees can smoke, of course, before and after work, during lunch and ten-minute break periods in morning and afternoon and in rest rooms.

The question was raised as to whether smoking should be permitted anywhere in Identification Building and in Files and Communications space in the Justice Building by clerical employees at desks or in their normal working areas. Mr. Mohr felt that we should permit smoking on this basis to be fair and uniform and felt there was no greater fire hazard in Identification Division and Files space than in space where smoking is now permitted by male clerks. Mr. Trotter was opposed to any change in the present rule, stating that clerical employees were not being seriously prejudiced since

Executives Conference Memorandum
Re: Smoking in Bureau Space

opportunities to smoke are sufficiently frequent during breaks, lunch hours, etc. Messrs. Mohr, Ingram, Tavel, Tamm and Parsons were in favor of permitting employees to smoke anywhere in Identification Building and in space occupied by Files and Communications Division in Justice Building while at desks or in normal working areas during working hours, with exceptions set out in this memo as to tours, hazard areas, classrooms, etc. Messrs. Callahan, DeLoach, Edwards, McGuire, Belmont, Rosen, Trotter and Clayton felt no change should be made in present regulations.

SMOKING PERMITTED:

1. Agents are generally permitted to smoke anywhere at the Seat of Government except the restricted areas listed above.
2. Male clerical employees are permitted to smoke at desks in Justice Building, and in Name Check and Voucher Sections in Identification Building, with the above-noted exceptions.

With reference to male clerical employees smoking in Cryptanalysis Section, Identification Building, Mr. Trotter was opposed since he felt objection might be raised by nonsmokers. It was pointed out that male clerical employees in Voucher Section near Cryptanalysis Section in that building are permitted to smoke. All members of the Conference, except Mr. Trotter, were in favor of permitting male clerical employees to smoke in Cryptanalysis Section effective immediately.

RECOMMENDATIONS:

1. That no change be made in the present rule prohibiting female employees from smoking in any working area during working hours.

OK H

2. That no change be made in present rule prohibiting smoking in working areas during working hours in Identification Division space and Files and Communications Division space, both in Identification and Justice buildings, except in administrative offices.

... against smoking in these areas; including administrative offices. ✓
OK H

3. That male clerical employees in Cryptanalysis Section be permitted to smoke effective immediately.

Agree ✓

Respectfully,
For the Conference

Clyde Tolson

4-312 (Rev. 4-12-77)

Date of Mail JANUARY 30, 1961

Has been removed and placed in the Special File Room of Records Branch.

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/16/92 BY SP-5 c/dcg

See File 66-2554-7530 for authority.

Subject JUNE MAIL - EXECUTIVES CONFERENCE

Removed By _____

File Number 66-2554-12761

Permanent Serial Charge Out

THE DIRECTOR

Feb. 10, 1961

EXECUTIVES CONFERENCE

NATIONWIDE CRIMINAL ACTIVITIES LETTER

Mr. W. C. Sullivan proposed a plan to publish certain selected items from past issues of the Nationwide Criminal Activities Letter in a booklet for dissemination to all National Academy graduates. He pointed out that one of the major steps in the prevention of a National Crime Commission is the active dissemination of information by presently existing law enforcement agencies. A draft of such a booklet has been prepared and reviewed. Certain objections were raised and the Director instructed that this matter be considered again.

On February 8, 1961, the Executives Conference considered that since the booklet was in essence a manual on crime prepared by the FBI, including such matters as how bombs can be prepared, safes blown, and telephone boxes broken into, it would be too dangerous to disseminate such a booklet outside of the Bureau. It was the unanimous view of the Conference that the booklet not be prepared for dissemination outside of the FBI.

Messrs. Mohr, Belmont, Callahan, DeLoach, Malone, McGuire, Trotter and Clayton recommend that since this is a well prepared booklet of value for reference purposes, it should be published as a training manual to be made available as a reference booklet to New Agent classes, National Academy classes and to police instructors throughout the field. The cost of publishing 200 copies would be approximately \$255.00.

Messrs. Tolson, Conrad, Rosen and Parsons recommend that the booklet not be printed because the information has already been disseminated in the form of the Nationwide Criminal Activities Letter, and because the danger still exists that a resigning or retiring Agent or a National Academy member might make or retain a copy and in the public domain it would certainly be a best seller.

Respectfully,
For the Conference

66-234-12

14 MAY 18 1961

REC-113

Clyde Tolson

323 013

INFORMATION CONTAINED

IS UNCLASSIFIED

DATE 3-16-92 BY SP-5ci/deg

- Tolson
- Mohr
- Parsons
- Belmont
- Callahan
- Conrad
- DeLoach
- Malone
- McGuire
- Rosen
- Trotter
- W. C. Sullivan
- Tele. Room
- Ingram
- Gandy

50 MAY 22 1961

1- Mr. Malone

1- Mr. Clayton

DJP/mek (4)

TELETYPE UNIT

TR

The Director

March 24, 1961

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/16/92 BY SP5 C/pey

ATTORNEY GENERAL'S LIST OF
ORGANIZATIONS DESIGNATED
PURSUANT TO EXECUTIVE ORDER 10450

The Executives Conference on March 22, 1961, consisting of Messrs. Tolson, Parsons, Mohr, Belmont, Callahan, Conrad, Evans, Malone, Rosen, Tavel, Trotter, Clayton, Ingram and DeLoach considered the matter of forwarding copies of the Attorney General's list of subversive organizations when specifically requested by letter to the Director. A copy of the Attorney General's list is attached. The Conference was advised as follows:

HISTORY:

Under the provisions of Executive Order 9835 (Loyalty of Government Employees Program) signed March 21, 1947, we notified the field December 17, 1947, that press inquiries concerning the Attorney General's list of subversive organizations should be referred to the office of the Attorney General. On a memorandum dated December 9, 1947, concerning this matter, the Director noted "the sooner the story of our preparing this list is dispelled the better off we will be." A memorandum dated June 5, 1953, approved the revision of our Manual of Instructions so that inquiries concerning cited organizations would be referred to the Department of Justice or the Federal Register. On June 24, 1954, we instructed the field to refer inquiries to the Department and no longer refer them to the Federal Register. By memorandum dated October 13, 1954, the then Assistant Attorney General Tompkins advised that requests for the Attorney General's list of subversive organizations, received by the FBI, should be referred to the Subversive Organizations Section of the Internal Security Division. The Executives Conference on October 26, 1954, unanimously agreed that the current policy of referring correspondents to the Internal Security Division of the Department be continued. We raised the matter with Assistant Attorney General Tompkins on November 17, 1954, once again by asking if he desired that our field offices, when they receive requests for this list, should refer such requests to the local offices of the U. S. Attorney. He replied in the negative, stating that such referrals should be made to the Internal Security Division of the Department.

- Tolson _____
- Parsons _____
- Mohr _____
- Belmont _____
- Callahan _____
- Conrad _____
- DeLoach _____
- Evans _____
- Malone _____
- Rosen _____
- Tavel _____
- Trotter _____
- W.C. Sullivan _____
- Tele. Room _____
- Ingram _____
- Gandy _____

Enclosure

- | | | | |
|-----------------|------------------|----------------|-----------------|
| 1 - Mr. Tolson | 1 - Mr. Belmont | 1 - Mr. Evans | 1 - Mr. Tavel |
| 1 - Mr. Parsons | 1 - Mr. Callahan | 1 - Mr. Malone | 1 - Mr. Trotter |
| 1 - Mr. Mohr | 1 - Mr. Conrad | 1 - Mr. Rosen | 1 - Mr. Clayton |
| | | | 1 - Mr. Ingram |
| | | | 1 - Mr. DeLoach |

QDD:ejr
(15)

MAIL ROOM TELETYPE UNIT

REC-61 66-2554-12762

67 MAR 27 1961

Executives Conference Memo
Re: Attorney General's List of
Organizations Designated
Pursuant to Executive Order 10450

PROS AND CONS:

A. Disadvantages of FBI Forwarding this List to Correspondents:

(1) There is a possibility of criticism being leveled erroneously at the FBI for citing organizations as subversive; i. e., we might be placed in the "evaluation" or "clearance" field by error even though it would be explained that the list was prepared by the Attorney General.

(2) The possibility might arise that we not have immediate access to the most current list; therefore, the danger of advising a correspondent of an organization not included on the list.

(3) There would be the danger of a person joining an organization after an inquiry made of the FBI and the organization subsequently being cited by the Attorney General, in which case the person might claim he cleared his membership with the FBI.

(4) There is always a possibility that an individual might join an organization after checking with the FBI and finding it is not on the Attorney General's list, when actually the organization might be of a questionable nature.

B. Advantages of FBI Forwarding this List to Correspondents:

(1) It appears ridiculous to a member of the public that the FBI refers an outsider to the Department when actually the FBI is a part of the Department, and in fact, located in the same building.

(2) The list has not basically been changed since 1955 other than a few organizations which have been crossed through on the list.

(3) The correspondent could be specifically advised in the outgoing letter, which attaches the list, that the list was prepared by the Attorney General, and not the FBI.

"by the Dept. + not by the F. B. I." H
(4) Appropriate liaison can be maintained with the Department to make certain the list we have in our possession is kept current at all times.

**Executives Conference Memo
Re: Attorney General's List of
Organizations Designated
Pursuant to Executive Order 10450**

(5) Our failure to provide such lists and our current policy of referring correspondence to the Department could certainly give rise to ill-founded gossip and rumors that there is a rift between the FBI and the Department.

POSSIBILITIES:

(1) That in the future we attach the list to outgoing letters when such a list is specifically requested.

(2) That we refer incoming letters to the Department and merely advise the correspondent that we are doing this inasmuch as the Department handles this list.

(3) Continue our current policy of writing the correspondent and referring him to the Internal Security Division of the Department.

Concur. H.

The majority, consisting of Messrs. Tolson, Mohr, Callahan, Conrad, Rosen, Evans, Malone, Tavel, Trotter, Clayton and Ingram, recommends that step number one (sending out the list attached to our letters) be complied with in the future.

The minority, consisting of Messrs. Parsons, Belmont and DeLoach, felt that step number two would be safer; i. e., referring incoming letters to the Department but at the same time advising the correspondent that we are taking these steps so that the correspondent will not feel he is being ignored because the Department delays its correspondence.

Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson

April 19, 1961

The Executive Conference

Magnamatic Reloading Equipment
(Bullet Reloader)

The Executive Conference of April 19, 1961, consisting of Messrs. Tolson, Parsons, Mohr, DeLoach, Ingram, Callahan, Trotter, Rosen, Sizoo, Evans, Clayton, White, Tavel and Malone, considered a proposal made by the Laboratory in regard to the use of an automatic bullet reloading machine.

On March 22, 1961, SA [redacted] of the Laboratory witnessed a demonstration of the "Magnamatic Bullet Reloader" at the National Rifle Association here in Washington. The equipment demonstrated is capable of reloading 2,000 .38 special cartridges per hour. This loading equipment, complete with dies and installed at the purchaser's place of business, is available for \$2,700. It is estimated that the cost of reloading 1,000 rounds of ammunition including operating personnel - one man - would be approximately \$25. At present, we pay the commercial rate of \$55.15 per thousand rounds of ammunition. At Quantico, we use 2-1/2 million rounds of .38 Caliber ammunition per year. At the rate of saving approximately \$30 per thousand rounds, this would mean a savings of approximately \$75,000 per year by using the Magnamatic Reloading Equipment.

b6 b7c

SAC Sloan at Quantico discussed this reloader with three representatives of major ammunition companies. In discounting their interest in supplying ammunition to the Bureau, the fact still remains that there is an inherent element of danger in shooting reloaded ammunition whether it be from this machine or any other reloader. The gentlemen referred to above advised Mr. Sloan that each week an average of five blown-up revolvers has been replaced by Smith and Wesson and Colt Factories to police officers all over the country, who are using reloaded ammunition, and that Smith and Wesson is now fighting a damage suit of \$250,000 being brought against the company by a police officer in Los Angeles, California, who lost an eye from a blown-up gun which fired a cartridge reloaded on a multiple reloading machine similar to the Magnamatic.

ORIGINAL COPY FILED IN

All ammunition factories have a thorough physical inspection of cartridges loaded in the plant. It would be impossible for one man operating the Magnamatic, even two men, to give this close inspection to reloaded

REC-84

1 - Mr. Clayton 1 - Mr. Conrad
1 - Mr. Malone

JFM:hcv
(6)

66 MAY 5 1961

323,013

HELAN
APR 3-16-92 SP-50/deg

- Tolson _____
- Parsons _____
- Mohr _____
- DeLoach _____
- Callahan _____
- Conrad _____
- DeLoach _____
- Evans _____
- Malone _____
- Rosen _____
- Sullivan _____
- Trotter _____
- Tele. Room _____
- Ingram _____
- Gandy _____

**Executive Conference Memorandum
Re: Magnamatic Reloading Equipment
(Bullet Reloader)**

cartridges such as they do in the factories. It was also pointed out that the primer tube on the Magnamatic is adjacent to the powder tube and some danger exists to the operator if a primer exploded and set off the powder.

In addition, it was pointed out that the Bureau would be competing with private industry if we reloaded our own ammunition.

The Executive Conference was of the unanimous opinion that the safety factor involved in using factory-loaded ammunition far outweighed any monetary advantages that would be gained by the use of reloaded ammunition.

RECOMMENDATION:

That the Magnamatic Reloading Equipment not be utilized by the Bureau.



Federal Bureau of Investigation
Freedom of Information / Privacy Acts

Release

Subject: FBI Executive Conference
Files/1960-1974

Mr. Tolson

April 19, 1961

The Executives Conference

FUGITIVE INVESTIGATIONS

The Conference considered a suggestion made by an Administrative Assistant in the office of the U. S. Attorney at Denver, Colorado, which had been forwarded to the Bureau by Mr. S. A. Andretta, Administrative Assistant Attorney General. The suggestion made reference to the Bureau's work in locating probation violators in cases wherein the offense was within the jurisdiction of the FBI and suggests that the Bureau undertake the investigation of all probation violator cases regardless of the jurisdiction involved in the original offense. It was also noted that a number of probation violator warrants in cases where another agency had original jurisdiction lie dormant in the office of the U. S. Marshal for many years and that in Colorado the oldest such warrants are now twenty years old.

There are no figures available as to the number of probation violator warrants issued over the years in cases in which the FBI does not have jurisdiction which are still in effect. With reference to the current case load, however, there are 239 probation violator cases within FBI jurisdiction received during the calendar year 1960. If we had accepted all probation violator cases wherein a warrant was issued (those covering violations not originally within FBI jurisdiction), there would have been 861 such cases. The additional cases during 1960, therefore, would have been 622.

While not incorporated in the original suggestion, similar related warrants issued for violation of parole and conditional release.

of these cases within the FBI's jurisdiction investigated in Had we accepted cases involving violations of conditional matters wherein the jurisdiction of the original violation was, there would have been 687 additional cases.

summation, if the Bureau had accepted requests to locate and on the basis of probation, parole or conditional release warrants,

REC-9 66-2554-12764

EX-130

alone
layton

1961

Executives Conference Memorandum

Re: Fugitive Investigations

irrespective of the nature of the offense for which the fugitive had been originally convicted in Federal Court, the number of cases would have increased in 1960 from 551 to 1309.

The Conference, composed of Messrs. Tolson, Parsons, Mohr, Sizoo for Belmont, Callahan, White for Conrad, DeLoach, Malone, Rosen, Tavel, Trotter, Clayton, Ingram and Evans, unanimously recommended that the Department be informed the FBI would, if the Department desired, conduct the investigation to locate and apprehend all Federal fugitives for whom probation, conditional release or parole violator warrants are issued.

A memorandum to the Attorney General to this effect is attached.

UNITED STATES GOVERNMENT

Memorandum

Tolson	_____
DeLoach	_____
Mohr	_____
Bishop	_____
Casper	_____
Callahan	_____
Conrad	_____
Felt	_____
Gale	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Trotter	_____
Tele. Room	_____
Ingram	_____
Gandy	_____

Handwritten initials : Mr. Tolson

DATE: April 27, 1961

FROM : C. D. DeLoach

SUBJECT: JUVENILE COURT STATISTICS
CONSIDERED BY THE EXECUTIVES CONFERENCE

Handwritten initials
DELOACH

The Executives Conference considered whether the Bureau should pursue a program of obtaining dispositions in youthful arrest cases from juvenile judges on a voluntary basis to supplement the arrest data concerning youth currently set forth in the Uniform Crime Reports.

At present the Children's Bureau does get juvenile delinquency data from 10% of the juvenile courts. The Department of Health, Education and Welfare (HEW) recognizes the inadequacy of the figures collected by its Children's Bureau in that they do not serve to show what happens to youth arrested for particular crimes. The Conference was told that in discussion with David Hackett of the Attorney General's Office concerning the collection of juvenile court dispositions, Hackett recognized a void and he agreed the matter should be pursued through the juvenile court judges who could submit data on a voluntary basis. Hackett is presently coordinating a draft Executive Order that will establish a Presidential Committee on Juvenile Delinquency and Youthful Offenders to consist of the Attorney General and the Secretaries of Labor and HEW. Hackett has been urging HEW to expand their current program to include court dispositions and the kinds of offenses these young people commit.

It was explained to the Conference that the Director had approved my appearing before the National Council of Juvenile Court Judges in Washington, April 28, 1961, and that the judges be invited to participate in a voluntary statistical program with the FBI to furnish dispositions of juvenile court cases.

In summary, it is now all too apparent that a conflict exists between the FBI expanding its crime reporting program and the action of Hackett urging the expansion of the Children's Bureau program. It is also clear that the proposed Executive Committee on Juvenile Delinquency and Youthful Offenders would have the final say as to which agency should conduct such a program.

Under the circumstances, therefore, it was the unanimous opinion of the Executives Conference that the FBI take no further action in this matter and that this is not the time for the Bureau to invite juvenile court judges to cooperate in a voluntary statistical program. A detailed memorandum concerning the factors here involved is attached.

Enclosure
1 - Mr. Malone
1 - Mr. Clayton
1 - Mr. Daunt

REW:sak (5)

63 MAY 23 1961

XEROX
MAY 17 1961

66-2554-
Handwritten initials

NOT RECORDED
MAY 17 1961

One copy made for C. D. DeLoach
file in Rm 5226
6/26/61 *Handwritten initials*

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ORIGINAL FILED IN 62-76275

Mr. Tolson

June 7, 1961

The Executives Conference

The Executives Conference of May 31, 1961, consisting of Messrs. Mohr, Tavel, Conrad, Clayton, Malley, Stanley, Malone, Trotter, Sizoo, Parsons, Ingram, DeLoach and Callahan, took up the question of the holding of social functions outside Bureau space.

Background:

In a letter from a former clerical employee of the Denver Office he indicated he had attended the 1960 Christmas party of the Denver Division which was held outside the office and Mr. Tolson indicated he thought outside functions had been stopped and the Executives Conference should consider this to which the Director agreed. The memorandum on which Mr. Tolson made this indication pointed out that there is no blanket prohibition of Bureau social affairs outside Bureau space. It pointed out that FBI Recreation Association dances, office Christmas parties, summer picnics and dances sponsored by individual divisions and similar affairs are permitted. It further pointed out that a restriction was placed on anniversary and going away parties by SAC Letter 59-48 dated August 4, 1959. This rule requires prior Bureau approval before such parties are held outside of Bureau offices on occasions of anniversaries, separations or transfers.

The Conference unanimously recommended that there be no change or further restrictions issued with respect to the holding of social functions outside of Bureau space pointing out that SACs and division heads here at the Bureau are held personally responsible for the general conduct of those in attendance to see that no embarrassing incidents occur and further that such social gatherings be held in respectable and reputable places.

1 - Mr. Malone (Sent Direct)
1 - Mr. Clayton (Sent Direct)
NPC:med
(5)

EX-119

REC-66 2554-12765
JUN 28 1961

63 JUL 3 1961

Mr. Tolson

October 9, 1961

The Executives ConferenceSECURITY IN-SERVICE TRAINING

The executives Conference of 10/9/61 consisting of Messrs. Tolson, Belmont, Mohr, Callahan, Conrad, DeLoach, Evans, Malone, Rosen, Sullivan, Tavel, Trotter, and Hyde, considered a proposition as to whether or not a certain phase of Security In-Service should be continued.

Since January, 1960, during a one and one-half hour period, each Security In-Service class has been divided into four groups and each group receives instructions in the office of one of four Section Chiefs in the Domestic Intelligence Division. After the Domestic Intelligence Division moved to the Riddell Building the class has been departing by Bureau bus from the Justice Building at 2:10 PM en route to the Riddell Building. The class stays at this building until 3:30 PM when they return to the Justice Building. In other words, of the one and one-half hours originally assigned to this seminar, one-half hour is now spent in transportation.

The agents attending Security In-Service have expressed gratification and appreciation for the opportunity of having a personal discussion of their problems with the chief of the section supervising the bulk of their work. It has been found that this type of training brings the In-Service agent much closer to Bureau operations and Bureau problems and gives the agent a feeling of belonging to the FBI team. The procedure has been extremely helpful to the morale of the agents in the field and does much to prove to them that there is no air of mystery surrounding Seat of Government operations. They visualize by being right at the scene of operation just where their field work dovetails into the work of the Seat of Government and makes for a better mutual understanding of each other's problems. There is much more participation when only a small group is involved sitting in the office of the man who directs the field activities of the section involved. During these seminars, the Section Chief has access to tickler files, and substantive supervisors are readily available to answer any questions which may be raised by the group.

These sessions have also been found to be helpful to the Section Chiefs. They obtain helpful suggestions, points of views and observations from the field

1 - Mr. Malone

1 - Mr. Clayton

JFM

hcy, wml

(6) OCT 11 1961

REC-65

66-2554-12766

Executives Conference Memorandum
Re: Security In-Service Training

which guide them in future programs contemplated by the Bureau. These sessions give the Section Chiefs an opportunity to discuss fresh current problems with the field and make Section Chiefs aware of problems which may be developing in the field and which may require remedial action in the form of additional instructions to be sent out by the Seat of Government. This system has been found to be far more effective and accomplishes much more than having the four sectional supervisors appear before the entire class in a panel forum. There have been no indications that these seminar discussions have developed into "bull sessions." Every indication is that they are conducted on a businesslike basis, have been most helpful to all concerned, and have been well controlled by the Section Chief who handles the seminar so that only matters of interest to the entire group are made topics of discussion. Section Chiefs have indicated that the questions asked by the agents are of an extremely intelligent nature and that they are sincere and seeking to have problems resolved. It was noted that this type of instruction was used at the Naval War College and was one of the factors which Agent [redacted] commented upon favorably with regard to their methods of teaching.

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b7C

The Executives Conference was unanimously in favor of continuing with this type of seminar.

RECOMMENDATIONS:

1. That the unanimous view of the Executives Conference be approved.

2. If approved, the curriculum will be arranged so as to send the Security In-Service class to the Riddell Building at 4:30 PM so that the class will terminate there at 6 PM, thereby consuming only 15 minutes instead of 30 minutes of travel time between the Justice Building and the Riddell Building.

OK
H.

UNITED STATES GOVERNMENT

Memorandum

Tolson _____
 Belmont _____
 Mohr _____
 Callahan _____
 Conrad _____
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 Evans _____
 Malone _____
 Rosen _____
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 Trotter _____
 Tele. Room _____
 Ingram _____
 Gandy _____

TO : Mr. Tolson

DATE: October 4, 1961

FROM : The Executives Conference

SUBJECT: CIVIL RIGHTS SCHOOL
SUGGESTION #123-62 SUBMITTED BY
SAC CURTIS O. LYNUM, DALLAS OFFICE

[Redacted] b6
 [Redacted] b7C
 [Redacted]

The Executives Conference of 10/4/61 consisting of Messrs. Belmont, Mohr, Callahan, Conrad, Rosen, Tavel, Trotter, Clayton, Ingram, J. A. Sizoo, C. H. Stanley, R. E. Wick, and H. L. Edwards, considered a suggestion submitted by SAC Lynam of Dallas which arose out of his attendance at one of the Civil Rights Refresher Courses. Mr.

Lynam's suggestion consisted of four parts as follows: (1) that twice each year at firearms training, all Agents receive 15 minutes' training in the basic maneuvers taught at the Civil Rights Refresher School at the Seat of Government. These basic maneuvers are of the military and police type used in controlling crowds, riots, and unlawful assemblies. Examples are the wedge formation used to drive into a crowd, the echelon formation used to turn a crowd, and the line formation used to restrain a crowd; (2) that a diagrammatic chart of five or ten of the basic marching and squad maneuvers with appropriate instructions be given to all Agents; (3) that a squad leader be designated for each 25 Agents in each office. He should be familiar with instructions, nomenclature, and squad movements in order to teach them at the firearms sessions; and (4) that Agents should not be assigned to any specific squad leader but should be assigned at the time of any emergency. This increases the flexibility and adaptability of Agents wherever assigned.

ORIGINAL FILED IN 1-4870-257

SAC Lynam felt that such a program would provide all Agents with a basic knowledge of riot control measures and a modicum of working experience in them. It would provide a nucleus of trained squad leaders who would be available in each office at a moment's notice to cope with existing emergencies. He recommended this as a Buplans item since he felt the value of this training transcends the field of civil rights matters.

The Conference was unanimously opposed for a number of reasons, including the following:

1. Four specialized schools of 50 men each have already been approved to receive the complete course of crowd control and mob violence training which goes considerably beyond the mere basic maneuvers referred

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 1 - Mr. Malone
 1 - Mr. Clayton
 1 - Mr. Reilly

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Memo for Mr. Tolson
Re: Civil Rights School

to by Lynam. It is felt this constitutes an adequate percentage of the Agent personnel.

2. Giving this training to all Agents in the field as Lynam suggests would impart only a smattering of what they would need to know to handle crowds and might create the mistaken supposition that they would be properly equipped to handle mob action based on such limited training. Further, in the event of an emergency, the nucleus of fully trained 200 Agents, geographically assigned throughout the country as they are, would be able to impart all essential training necessary for any of the nonspecialized trained Agents to carry out assignments.

3. Giving this training at field firearms training sessions as suggested would increase the risk of undesirable publicity and possible public misinterpretation as to the Bureau's responsibilities in this area. In fact, it might mislead the public into feeling that the Bureau assumes or at least is ready to take on mob control responsibilities (which we do not want) and might invite situations where we would be called upon to undertake such tasks.

4. Training one squad leader for each 25 Agents would involve considerable manpower who would be responsible for becoming skilled in instructing and handling a group of Agents in this phase. We will already have trained 200 such Agents at the specialized Seat of Government schools and it is felt this is adequate at present.

5. Furnishing diagrammatic charts of the basic maneuvers to all Agents is unnecessary and undesirable because those 200 men who will have attended the school already are supplied with this information and to disseminate such material beyond that point would not be good.

6. With respect to Lynam's additional observation that this field program, if approved, be included as a part of Buplans, the observation was made, particularly by Domestic Intelligence Division, that it is not properly a part of Buplans.

Memo for Mr. Tolson
Re: Civil Rights School

RECOMMENDATION:

That the unanimous view of the Executives Conference in opposition to Lynam's suggestion be approved. If this is approved, no further action is necessary, SAC Lynam having already been thanked for submitting this suggestion.

[Handwritten signatures]

DIRECTOR

March 13, 1962

THE EXECUTIVES CONFERENCE

HEADLINE FOR

Mr. Tolson advised the conference that he had noted some delays in handling correspondence. He specifically mentioned several items which were received in the Bureau Wednesday afternoon, March 7, that did not go out of the Bureau until Monday, March 12. Current Bureau rule requires that correspondence be handled within two work days after receipt in the Division. In the cases cited by Mr. Tolson, the two work days were up on the afternoon of Friday, March 9. However, in view of mail deadlines in the various offices, the mail was dated for March 12, although actually completed on March 9.

Mr. Tolson recommended that replies to correspondence be completed the day following its receipt in the respective Divisions. * This would slightly reduce the current deadline. Mail received in the Division at beginning of the work day and completed the next work day would still allow two days to complete. However, mail received in the late afternoon would still have to be completed the next day, thus cutting the deadline to one day. Under this procedure much of the mail being held over the weekend could be dispatched on Friday, thus saving several days' time.

Mr. DeLoach felt this was completely impractical and might not be physically possible for his Division to handle the heavy volume of mail under the proposed new deadline. After some research on the matter, Mr. DeLoach submitted the following to support his stand:

1. On 3/5/62 we received 546 incoming communications. This is typical. Each piece must be read to determine action to be taken. Many require dictated replies. Much of this mail is handwritten requiring True Copies to accompany replies. Some is "mental" mail, extremely long and must be read through many pages because of potential threats of harm or suicide.

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2. Incoming special mail must be read by Supervisors to determine deadlines or other factors, then assigned for handling. Mail must be checked through indices and other sections, taking time. We share file checks with

*unless the mail requires extensive file reviews or other extensive research. In these cases a short note of explanation is to accompany the acknowledgment of the mail.

- Tolson _____
- Belmont _____
- Mohr _____
- Callahan _____
- Conrad _____
- DeLoach _____
- Evans _____
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- Rosen _____
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- Tavel _____
- Trotter _____
- Tele. Room _____
- Holmes _____
- Gandy _____

MAIL ROOM

ERC:DSS

rest of Bureau. To make every letter a special would place unfair burden on Files and Communications Division. Frequently files must be placed on locate, or certain personnel are unavailable. 75 to 80 per cent of mail must be checked through Bufiles. Frequently we have to route to other sections correspondence initially routed to us which should be handled by them.

3. Our stenographic personnel are least experienced in Bureau scale - GS-4 level. They make errors, normal at their level, and work has to be retyped on occasion. They also succumb to pressures experienced personnel could take in stride. New proposed deadline will only increase pressures and also increase censurable errors. This will reduce morale.

4. We will need more personnel and space to do in half the time the job we are pressed to do now. 2-day deadline has taxed us to fullest, in space and personnel. All personnel handle correspondence matters now and with new proposed deadline we would be unable to give preference to Director's specials, Congressional mail and special correspondents.

I don't agree with this

5. We have in past remained beyond working hours as a Section often at nights and over weekends to get mail out; this results in clerical compensatory leave and only adds to administrative burdens. New proposed deadline would tremendously increase this.

The majority of the conference, consisting of Messrs. Belmont, Mohr, Callahan, Conrad, DeLoach, Malone, Sullivan, Tavel and Trotter, were against adopting a more strenuous deadline, feeling it would be impracticable.

Messrs. Tolson, Evans, Rosen and Clayton recommend the proposed new deadline be adopted on a trial basis for 60 days, to see if it is desirable and workable. Short note of explanation to explain any missed deadline.

Depending upon the Director's views, the appropriate action will be taken.

I concur
JH

Respectfully,
For the Conference,

Clyde Tolson

- 1 - Mr. Malone
- 1 -- Mr. Clayton

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MR. TOLSON

April 10, 1962

THE EXECUTIVES CONFERENCEDAILY REPORTS

The Executives Conference of April 5, 1962, consisting of Messrs. Tolson, Belmont, Mohr, Callahan, Conrad, DeLoach, Rosen, Sullivan, Favel, Trotter, Clayton, Stanley and Malone, considered the matter of daily reports to determine whether or not their use by Agents assigned to headquarters city is warranted.

The introduction of daily reports will mean that approximately 4,000 Agents who did not previously prepare this form will now be required to do so. This will mean the annual preparation of over a million additional pieces of paper, which will impose heavier demands on clerical time to handle and file. During the Detroit inspection a time study reflected that an average of 10 minutes was required to fill out a daily report. This would mean the equivalent of a loss of approximately 85 Agents per day solely for the purpose of filling out the daily report.

During the Detroit Office inspection the SAC, ASAC, and 7 supervisory Agents were interviewed in regard to whether or not daily reports should be reinstated. They all felt that in order to properly supervise an Agent's work, a daily report is necessary. They maintain that the #3 (Locator) Card, as a record of an Agent's work performance for a given day, is at best a poor substitute for a daily report. The #3 (Locator) Card is primarily intended as a locator record. It designates what an Agent plans to do during a day. The daily report records what the Agent has actually done. When an Inspector comes into a field office it is much easier to check on an Agent's work by comparing an investigative file with a daily report rather than by comparing it with a #3 (Locator) Card. With the daily reports there is a good, solid basis for checking the Agent's performance.

Under present policy an Agent's voluntary overtime, time in the office, and time spent developing criminal and security informants are needed on his #3 (Locator) Cards. A suggestion was made by one SAC that this information now be recorded on the daily report. It was unanimously approved by the Executives Conference that the field continue to record these items on the #3 (Locator) Cards as at present.

Under present procedures the #3 (Locator) Cards are destroyed in the field Agencies at the end of each day because of the existence of daily reports. Now that daily reports are being used by Special Agents at headquarters cities, it is suggested by an SAC that #3 (Locator) Cards be used only for locating purposes and that they be destroyed at the end of the day. The Executives Conference felt

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Mr. Malone
Mr. Clayton

APR 11 1962

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Executives Conference Memorandum
Re: Daily Reports

that because the Agents sign in and out of the office during the day on the #3 (Locator) Card (except when they arrive in the morning and go home at night, when they use the #1 Register); because the SAC, ASAC, ^{and} supervisors will not be making out daily reports, and because Agents' movements at nights, weekends, and on holidays are recorded on the #3 (Locator) Cards, they should not be destroyed at the end of the day, but should be maintained for a period of three years as at present.

Another SAC suggested that when a Special Agent is assigned to a surveillance and a log of such surveillance is maintained as a permanent record in a case file, reference be made on the daily report to the log and case file number in lieu of repeating the activities recorded therein on the daily report. Executives Conference unanimously approved procedure.

The Executives Conference unanimously recommended that the daily reports of headquarters city Agents be retained only from one inspection to the next and that they be destroyed within 6 months after the second inspection. This rule of destruction, however, cannot be applied to the daily reports of Resident Agents because in Resident Agencies, the daily reports serve as the sign-in and sign-out record of the Agent. The #1 Register, which is the sign-in and sign-out form used at headquarters city, is not utilized in Resident Agencies. The General Accounting Office requires that attendance records (which in the case of Resident Agencies would be the daily report) be maintained for a period of three years.

The Executives Conference was unanimously in favor of the use of daily reports by all Special Agents in the field.

The necessary manual changes will be made upon approval of this memorandum.

Suggestions from field offices concerning this matter are being handled by separate memoranda.

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Mr. Tolson

April 6, 1962

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The Executives Conference

The Executives Conference of April 5, 1962, consisting of Messrs. Tolson, Mohr, Trotter, Tavel, Clayton, Belmont, Malone, Conrad, Rosen, Sullivan, DeLoach, Stanley for Evans, and Callahan considered the recent SAC Letter requiring keys to Bureau space being turned in by all Bureau personnel.

The Conference was informed that to date 16 offices had written in raising questions as to possible exceptions that might be considered and pointing out problems being encountered as a result of this restriction on the issuance of keys. All requested exceptions to this SAC Letter for resident agents. Several requested exceptions which would permit the issuance of keys to SAC's, ASAC's, and supervisory employees in order that they could make unannounced spot checks of the midnight shift personnel and carry out prescribed duties and further make it possible for them to have admittance to the office in the event of an emergency. The majority of these offices also requested authorization for the establishment of odd-hour shifts of clerical personnel starting as early as 7:00 a. m. in the morning in order that access to the space could be had by agents reporting for duty prior to the usual starting time of 8:15 a. m., it being pointed out that these offices had but one midnight clerical employee on duty who often is engaged in answering the telephone, receiving teletype messages, or being otherwise engaged in a remote area of the office from an entrance. The establishment of the proposed odd-hour shift would permit him to attend to these details and have someone available to permit admittance to the office by personnel arriving prior to the regular starting time. These odd-hour shifts were also requested beyond the regular closing time of 5:00 p. m. for the same reason set forth.

A few of the offices indicated their desire to have certain structural changes and electronic buzzer systems installed in an effort to cope with the problems presented.

Mr. Tolson recommended and the Conference unanimously agreed that the Bureau amend the instructions contained in SAC Letter 62-15 to permit SAC's and division heads at the Seat of Government to issue keys to personnel who

- 1 - Mr. Malone
- 1 - Mr. Clayton

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Enclosure

Executives Conference Memorandum

necessarily should have them in order to efficiently and economically carry out the Bureau's responsibilities. He further proposed that the issuance of keys to clerical personnel be held to an absolute minimum, such as the Chief Clerk, Assistant Chief Clerk, SAC's secretary, and principal or supervising stenographers. It was further proposed that the SAC's and division heads advise the Bureau of the agent personnel to whom keys were being issued identifying them such as the SAC, ASAC, supervisors and those special agents including resident agents whom the SAC feels it is essential that they have a key to the office space issued to them. The Administrative Division will question those offices where it appears the SAC has not carried out the intent of this revision in the letters submitted identifying to whom keys were issued. There are to be no marks of any kind identifying keys issued as being keys to FBI space.

RECOMMENDATION:

That the attached SAC Letter go forward implementing the above unanimous conference recommendation.

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*I Am approving it but it
again opens the flood gates &
certainly weakens our over-all
security.*

H —

THE DIRECTOR

April 30, 1962

THE EXECUTIVES CONFERENCE

[redacted]
FBI NATIONAL ACADEMY APPLICANT

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By letter 4/19/62, Mr. Adlai E. Stevenson, U. S. Representative to the United Nations, wrote the Director that [redacted] had written him about the desire of [redacted] (probably [redacted] Peruvian police officer, to attend the FBI National Academy. Stevenson stated that [redacted] was responsible for Stevenson's safety when he last visited Peru. He said that while he did not know the precedence regarding the training of foreign police officers, he felt sure that this "conscientious and responsible officer" would benefit from a study of the FBI and its methods. Stevenson added that if there were no precedents perhaps this is a program which would merit exploration. He said he would be grateful for anything the Director could do appropriately to assist [redacted] who Stevenson says speaks English fluently and is an admirer of America and its ways. The Director noted "Give consideration."

Up to this time, we have not had any police officers from South America attend the Academy although we have had a limited number of representatives from other foreign countries.

The Executives Conference of April 30, 1962, consisting of Messrs. Tolson, Belmont, Mohr, Callahan, Conrad, DeLoach, Evans, Rosen, Tavel, Trotter, Sizoo for Sullivan, Clayton and Malone considered Mr. Stevenson's request.

Mr. Belmont felt that Mr. Stevenson should be advised that we are unable to give his request favorable consideration because of the limited facilities in our FBI National Academy. He felt that we should point out to Mr. Stevenson that there is presently under consideration an Inter-American Police Academy, the purpose of which is to provide intensive institutional training for Latin American police officers in maintaining internal security. Mr. Belmont also indicated he felt it could conceivably place the country in an embarrassing position diplomatically if we indicated an interest in accepting [redacted] as a candidate for National Academy and then had to turn him down because he did not meet our standards of weight, experience, and education.

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1 - Mr. Malone
1 - Mr. Clayton

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Executives Conference Memorandum

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Mr. Sizoo felt that to take a candidate from South America would be to open the floodgates and it would be much more difficult to refuse acceptance of candidates from these countries later on. He pointed out that because of the instability of governments in South American countries we may accept [redacted] and later find out that because of a change in government, he has become an insurgent or a Communist, and under the circumstances it would not be good to have it said that he was a member of the FBI National Academy.

Mr. DeLoach felt that we should at least look into the eligibility of [redacted] as a candidate for National Academy. He pointed out that here we have a request from a ranking Government official which, if turned down, could place the Bureau in a position of being uncooperative in the field of police training. If [redacted] should be accepted we would be in a better position to say that we have made some contribution to the training of Latin American officers. As far as future candidates are concerned, we can continue to refuse as at present because of the demands of American law enforcement.

Mention was made of the fact that Adlai Stevenson is on the Bureau's restricted list because of his uncooperative attitude when the Bureau attempted to interview him in December, 1960, in a special inquiry matter regarding [redacted]

The majority of the conference, consisting of Messrs. Mohr, Callahan, DeLoach, Evans, Tavel, Trotter and Malone were in favor of favorably considering Mr. Stevenson's request.

The minority of the conference, consisting of Messrs. Tolson, Belmont, Conrad, Rosen, Sizoo, and Clayton, were against considering Mr. Stevenson's request.

Depending on the Director's views, appropriate action will be taken.

Director's Notation:

*I share this view
in that an Inter-
Armed Police Academy
is under consideration*

Respectfully,
For the Conference

Clyde Tolson

MR. TOLSON

5-9-62

The Executives Conference

The Executives Conference, consisting of Messrs, Tolson, Mohr, Trotter, Tavel, Clayton, Malone, Sizoo for Sullivan, Evans, Malley for Rosen, Conrad, Wick for DeLoach, and Callahan, considered the suggestion submitted by clerical employee [redacted] of the Files and Communications Division that the present policy on 20-year and over anniversaries be changed.

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[redacted] felt that a small token of gratitude permitted to be given by fellow employees at a 30-minute social gathering on the day of the anniversary would tend to raise the morale of the employees and create interest within the division where the person is assigned. He further indicated he felt it would provide for deeper meaning and appreciation if an anniversary were shared with friends and that employees deserve 30 minutes of one day to be commended by friends when they have 20 or more years of devoted service.

The previous policy permitting receptions and gifts on anniversaries was discontinued by SAC Letter No. 62-19 dated 3-26-62 on the basis of a suggestion of another employee of the same division who felt that such a celebration and gifts should be restricted to occasions of retirement after 20 years or more service.

The conference, in considering the proposal of [redacted] noted that during the current calendar year at the Seat of Government, including Washington Field Office, there was a total of approximately 250 anniversaries falling in the 20-year and above group. While it was recognized that there was some merit to the morale factor of permitting gifts and having a small reception, it was observed by the conference that this was far outweighed by the burden that collections would put on certain small sections where these anniversaries would occur and could impose a financial imposition on the employees of such sections where a large number of employees were coming due for their anniversaries. The conference, in addition, considered the large amount of time that would be forfeited from the heavy work loads that all divisions are encountering by the resumption of extended receptions. The conference, therefore, unanimously recommended that there be no change in the policy as it now exists.

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Should the Director concur, there is attached an appropriate acknowledgment to [redacted] of his suggestion.

Enclosure

- 1 - Mr. Clayton
- 1 - Mr. Malone

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The Director

June 7, 1962

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The Executives Conference

*INTERNATIONAL POLICE ACADEMY

The Executives Conference of 6/7/62, consisting of Messrs. Tolson, Belmont, Mohr, Trotter, Malone, Callahan, Short, Sullivan, Rosen, Conrad, DeLoach, Evans, Clayton and Edwards, considered the desirability of the FBI indicating a willingness to take over the management and operation of a U. S. located International Police Academy should White House approval for such an institution be forthcoming from the current committee studies of the International Police Assistance Program. The conference is aware of the active Presidential interest in seeking improvement and strengthening in the equipment and training of police forces especially in underdeveloped and newly emerging nations, to help them maintain order without excessive use of violence. This emphasis has intensified because of the communist strategy of fomenting guerrilla tactics and civil disturbances in these nations, thus taking advantage of economic, political and social unrest. The White House also feels the key to strengthening the stability of these countries for aiding their long range development is through training and equipping the civil police forces and helping them acquire better public acceptance. The White House set up an Interdepartmental Committee on Police Training headed by Alexis Johnson, Deputy Under Secretary of State which in turn set up a Technical Subcommittee to examine weaknesses in the police program to date. This Subcommittee has [redacted]

[redacted] a Department of Defense representative from the Provost Marshal's Division of Army, an Agency for International Development (AID) representative and Edwards as FBI representative. This entire Police Assistance Program is currently under the coordination and management of AID, is extremely complex and extensive with many ramifications other than training. However, the training aspect for purposes of the issue being considered by the Executives Conference can be looked at separately.

Training of foreign police is of four types: (1) training in the host country by U. S. experts hired and sent there by AID as a Public Safety Mission; (2) training in third country facilities, some with but most without U. S. participation; (3) training in a regional, foreign-located U. S. academy which at present consists only of the experimental Inter-American Police Academy for Latin American police scheduled to begin 7/2/62 in the Panama Canal Zone; and (4) training in the U. S. by bringing foreign participants here.

1 - Mr. Clayton

1 - Mr. Malone

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Executives Conference Memorandum
 Re: International Police Academy

Training of foreign participants in the U. S. has been a major part of the program. The number approximates 360 per year and has consisted of training from one to twelve months or more. (This number will probably decrease to about 200-250 a year or less with better screening and in view of the Panama Academy taking some of the load.) Most of this has been delegated by AID to IACP under contract. IACP has done no training to date, but gives the participants orientation, programs the training, and farms it out to hundreds of municipal, state and Federal agencies, colleges and universities. IACP has received about \$275,000 a year for its services solely supporting a 29-man team training division. The municipal, state and Federal agencies participate without reimbursement. Colleges and universities receive some reimbursement from AID. All recognize and admit numerous weaknesses in handling this training to date. Results have not been commensurate with costs. AID wants to retrieve control but lacks the staff to handle the programming and although AID has ample funds, the personnel ceiling placed on the police assistance staff has been tight and low. All parties recognize an urgent need for more institutionalized training in the U. S. IACP wants to negotiate a new contract to set up an International Police College which would be bad because IACP is a non-government group and any program so tied in with internal security and U. S. foreign policy should be government-directed. Thus, there is a definite need for a U. S. -located, managed and operated International Police Academy to provide needed training along police and internal security lines, supplemented by "on-the-job" practical training and observation, and utilizing guest instructors from logical parts of the government in addition to a permanent expert staff.

While the bulk of U. S. foreign police training should be given in the host country or in regional academies such as the Panama experiment, (which will probably be extended if successful) there will always be a number of foreign police who for one reason or another will desire training in the U. S. and there will always be some the U. S. will want to bring here for training and furthering our interests.

Therefore, if the Johnson Committee approves the findings and recommendations of the Technical Subcommittee and so recommends to the White House, it seems inevitable that such an International Police Academy will be approved. Immediately, the question will arise as to who should manage and operate it. The FBI, with its world-wide reputation for police training leadership will undoubtedly seem the logical place and considering the obvious interest of the President and the Attorney General and their confidence in the FBI, the Bureau will be asked (or conceivably required) to undertake this. Realizing the increasing evidence of "power grabs" and empire building proclivities of IACP and the obvious competitive self-interest of such groups as AID and Defense, and even Treasury with its extensive training program and international interest in narcotics and INTERPOL, it is not hard to visualize a scramble to seize the lead in the important police training field. Whether the Bureau wants any part of this is the problem; and a corollary

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*This I doubt there is too much
 jealousy upon part 2 of other agencies
 to ever grant us the opportunity to say "yes or no"*

Executives Conference Memorandum
Re: International Police Academy

and very real consideration is whether the FBI would risk losing its domestic police training leadership and pre-eminence in the internal security field by permitting someone else to answer this urgent need.

There would admittedly be many headaches. Language would be a constant problem. A sizable staff would be required including the necessity for extensive research into foreign police systems and we would definitely require instructors with intimate knowledge of law enforcement and foreign culture to avoid embarrassing incidents or have the training fall flat. A broad and specially tailored curriculum would be needed with greater emphasis on counter-subversion, counter-insurgency and U. S. internal security objectives. Many specialized courses would be in demand.

The majority of the conference, consisting of Messrs. Tolson, Belmont, Mohr, Trotter, Callahan, Short, Sullivan, Rosen, Conrad, Evans and Clayton, opposed the FBI taking over the management and direction of an International Police Academy but felt that should such a U. S.-located, managed and operated academy be set up, the FBI should cooperate by supplying good instructors on request in those fields where we are expert. In taking this view, they felt there are too many headaches and dangers to our getting into this program to a greater extent. The Director would have to justify funds each year before the Appropriations Committees. Language would be a constant problem. There would be danger of personal misconduct incidents on the part of the foreign participants while here. There are problems in the variety of trainees based on disparities in their experience, law enforcement systems, foreign cultures, political and economic background, all making it difficult to lump these trainees together to accomplish results. Many would still want to come here for "travel junkets." There would be screening problems in the selection of trainees. The Bureau is basically and traditionally in the domestic police training field and would not get sufficient benefits out of extending itself into the foreign field.

The minority of the conference, consisting of Messrs. DeLoach, Malone and Edwards, felt that the Bureau should definitely consider undertaking the management and operation of an International Police Academy, and to handle it by creating an additional third and separate session of the present National Academy type, thus having three sessions rather than two per year. The minority recognized the headaches and undesirable aspects of this matter, but felt that with the current trend as it is and considering the serious risk to the Bureau of losing its police training leadership if it turned its back to this matter, the long range interests of the Bureau definitely make it more advantageous for the Bureau to face the obvious hurdles, overcome them, and undertake this serious challenge. It is recognized the Director has approved a partial entry into this program by taking a limited number of men in each domestic National Academy session. We will be in a much better position to

**Executives Conference Memorandum
Re: International Police Academy**

evaluate some of the problems after the forthcoming 70th session begins on 8/13/62 because it will contain a small number of foreign participants. However, this obviously will not answer the total need for an International Academy and undoubtedly will not be considered by the White House as an adequate substitute. Hence, the minority feels we should be prepared by a willingness to establish a separate international session as recommended.

RECOMMENDATION:

That the Director indicate his desires so that the Bureau can be guided accordingly.

I think that we are theorizing. No one is going to allow JBD to run such a project even if unwanted to so that respect is academic. Even though the A.G. wanted us in the school in Panama & we agreed - we have practically been squeezed out & Santorona limited to only a few hours instruction. So consequently I would want to take a very hard look as to any further participation in the Panama matters they use JBD name ignore us in assignments & select law enforcement personnel to advise & teach who are a disgrace to law enforcement.

Respectfully,
For the Conference

✓
Clyde Tolson

MR. TOLSON

May 15, 1962

THE EXECUTIVES CONFERENCE

~~INTERNATIONAL POLICE TRAINING~~

The Executives Conference of 5/15/62, consisting of Messrs. Tolson, Mohr, Belmont, Trotter, Callahan, Tavel, Sullivan, Rosen, Conrad, Wick, Stanley, Clayton, and Edwards, considered the Bureau's participation in international police training. The Conference was given the background of the studies currently being made (details have previously been reported in memoranda) and particularly told that the International Association of Chiefs of Police (IACP) is currently trying to negotiate a new contract with the Agency for International Development (AID) to permit IACP to establish an International Police College.

The Executives Conference agreed it would be most undesirable for IACP to set up an International Police College, but unless there is a satisfactory substitute such appears inevitable. Consequently, certain proposals were considered as follows:

(1) That the Bureau expand the National Academy to include carefully selected foreign police officers. At the start we propose restricting the number to from 5 to 10, to be hand-picked by our Legal Attaches. If the experiment succeeds we propose taking up to 20 in each Session thereafter, all to be carefully selected, English speaking foreign officers. Most of them would be candidates the Legal Attaches would personally screen and recommend, but a few would probably be from under-privileged, newly emerging countries where we would work closely with the AID public safety man on the scene. There would be no relaxation of current quality standards for National Academy selection.

All officers brought in should be coordinated through the AID program so as to cooperate with the President's objectives and qualify for AID funds available. (i. e. funds to reimburse us for any manpower or equipment expenses; and AID funds to subsidize the trainees' expenses, including travel.) We propose including these foreign officers in the National Academy class so they can benefit from daily association and living with American officers. The curriculum would have to be tailored to include such special training as needed to meet their peculiar needs and contribute to the overall objective of the President's program. EX 100 REC-88 66-2554-12776

This proposal, when worked up to 20 men per Session, would mean 40 a year on the basis of two National Academy Sessions. It would be a definite start toward a United States International Police Academy under FBI control. It probably wouldn't account for all foreign police officers desiring to come here for training (current figure is 300 to 400 a year), but it certainly should "pull the rug from under" any need for IACP setting up an International Police College.

1 - Mr. Malone 14 1062 287

1 - Mr. Clayton

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Executives Conference Memorandum
Re: International Police Training

(2) The second proposal (in addition to rather than in lieu of No. 1): That in meetings with the special subcommittee Edwards state the Bureau is considering taking a limited number of selected foreign police officers in the National Academy, hence the IACP concept of International Police College is unnecessary and undesirable. Further, that the Bureau's position from a long-range viewpoint is that the most effective method of handling foreign police training is by conducting the training in the foreign country itself or through area schools such as the Inter-American Police Academy experiment in Panama. This seems much more practical and economical than bringing foreign police officers in great numbers to the United States although, undoubtedly, there will always be a certain number who want the prestige of coming here. The Panama experiment is the first of its kind as a United States area academy and it will probably be some time before the feasibility of extending this academy idea into other world areas can be evaluated.

(3) The third proposal: That Assistant Director Malone (who handles liaison with IACP as a member of its Executive Committee) tell IACP the Director has approved Bureau participation in the foreign training field to a certain degree; that this action makes unnecessary and undesirable establishing any International Police College which might be at cross purposes with action contemplated by the Director. Also, he should tell IACP in view of the Bureau's firmly established position in the field of domestic police training, any training envisioned by IACP should not duplicate the Bureau's role. IACP should be told the Bureau's program is flexible, subject to change to meet timely problems and needs, so as to forestall Tanam, who is completely familiar with Bureau policy limitations, from contending IACP is in an area of domestic training which the Bureau is not in. (Mr. Malone met with the Executive Committee of IACP 5/15/62. Chief Schrotel in giving the IACP Training Committee Report, mentioned the International Police College proposal. Malone, without going into the specifics in regard to the National Academy, pointed out that there is an Inter-American Police Academy starting at the Panama Canal Zone on July 2, and it would appear undesirable to set up another one to confuse the whole picture at this time. Details of Executive Committee meeting being separately submitted. The Board of Officers voted not to establish an International Police Academy in name at this time and that any future consideration in this regard should be coordinated with the FBI. However, the IACP did indicate that if AID approved the pending proposal for a new contract, IACP planned to begin some sort of institutionalized training regardless of what it was called.)

RECOMMENDATION:

That the Director approve the three proposals enumerated herein which were unanimously agreed to by the Executives Conference.

I think No. 1 is OK. Let us get this over to AID as set forth in 1st line of No. 2. I would not make mention of the rest of No. 2. I also approve No. 3 after clearance on No. 1. H.

MR. TOLSON

April 5, 1962

THE EXECUTIVES CONFERENCE

AGENTS WORKING TOGETHER

The Executives Conference of April 5, 1962, consisting of Messrs. Tolson, Belmont, Mohr, Callahan, Conrad, DeLoach, Rosen, Sullivan, Tavel, Trotter, Clayton, Stanley and Malone, considered the existing Bureau policy in regard to Agents working together for the purpose of determining whether or not any changes were necessary.

Set forth below are manual regulations in regard to this subject:

Manual of Rules and Regulations, Part I, Section 1, page 4:

"Employees should not conduct joint investigations with other Bureau personnel without official permission; such permission may be granted by the pertinent supervisor or in a resident agency by the senior resident Agent. When employees in resident agencies are granted such permission, they should show the joint investigation in their daily reports. Approval of the daily reports by the senior resident Agent shall serve as notice to the field supervisor that such authority was granted by him for two or more Agents to work together."

There are a number of situations in which present manual instructions specifically require two or more Agents to handle as follows:

1. Election Law investigations. Manual of Instructions, Volume II, Section 35, page 6, requires "two Special Agents should be present during all pertinent interviews."

2. Civil Rights investigations. Manual of Instructions, Volume II, Section 27, page 7, requires "two Agents should be present at all pertinent interviews."

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1 - Mr. Malone
1 - Mr. Clayton

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Executives Conference Memorandum
Re: Agents Working Together

3. Security investigations. In connection with interviews of Security subjects, Manual of Instructions, Volume III, Section 87, page 40, requires "interviews must be conducted by two Special Agents."

4. Security investigations. In connection with interviews of labor union officials and union members, Manual of Instructions, Volume III, Section 87, page 102, requires "...they should be handled in every instance by two mature experienced Agents..."

5. Potential Security Informants. In connection with interviews of potential female security informants, Manual of Instructions, Volume IV, Section 187, page 5, requires, "Do not interview female potentials in their homes or apartments unless necessary and all such interviews in their residences should be conducted by two Agents..."

6. Racial Matters. Manual of Instructions, Volume IV, Section 122, page 3, requires "two Agents should be present when an organization official is interviewed and, if possible, two Agents should be present at interviews with organization members."

7. White Slave Traffic Act cases. In connection with interviews with victims, female informants or other women involved in alleged law violations, Manual of Instructions, Volume IV, Section 100, page 5, requires "Where such interviews are to be conducted in hotel rooms or other places out of the presence of witnesses, every effort should be made to have present a second Bureau employee."

8. Nation of Islam investigations. Manual of Rules and Regulations, Part II, Section 8, page 6, requires "two Agents should be physically present during any interview or contact with known or suspected Nation of Islam members in all types of Bureau cases."

In addition to the foregoing, there are numerous other situations although not specifically spelled out in the Manuals which often of necessity require the presence of more than one Agent such as in the conduct of surveillances, polygraph examinations, raids, bank robbery investigations, apprehensions and transportation of fugitives, etc.

The basic rule requiring supervisory approval before Agents work together as cited above is sound. In connection with the inspection of the New York Office in 1958, it was discovered that Special Agents [redacted] and

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Executives Conference Memorandum
Re: Agents Working Together

[redacted] jointly covered elementary applicant case leads and in checking into the matter it was determined that these Agents were not working at maximum efficiency. As a result they were censured, placed on probation and transferred. In addition their supervisor was censured, placed on probation and removed from supervisory assignment. This one example is evidence of the need for our basic rule in this regard.

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Normally, when two Agents work together they are assigned to the same squad; however, there are instances in which Agents from different squads might work jointly. Our present regulations should be amended to require that under such circumstances approval of both supervisors be obtained before the Agents work jointly.

Present regulations require that resident Agents indicate on their daily reports when they conduct investigation with another Agent. Now that all Agents are submitting daily reports, regulations should be amended to require that headquarters city as well as resident Agents indicate on their daily reports when they work jointly on an investigation with another Agent.

1. The Executives Conference unanimously recommended that present regulations be amended to require approval of both supervisors when Agents from different squads work together.

2. That present regulations be amended to require that all headquarters city and Resident Agents indicate in their daily reports when they are jointly working an investigation with another Agent, the name of the Agent and the file number.

3. Appropriate manual changes will be made.

CR
H

Mr. Tolson

6/7/62

The Executives Conference

TRANSMISSION OF MATERIAL TO DEPARTMENT RECORDS OFFICE

The attached matter concerning the transmission of material to the Division of Records of the Department was discussed at the Executives Conference on 6/7/62.

Specific reference was made to the memorandum of the Director, dated 9/29/42, to Ugo Carusi, the then Executive Assistant to the Attorney General.

It is noted that it is clearly pointed out that unless some special circumstance is involved, all reports and other data furnished to the Department by this Bureau will be sent to the Division of Records. This is the general policy which we have been following and there does not appear to be any change needed. There are exceptions, such as where a request for reports is received from a Division head or where the head of a Division specifically requests an investigation or where an attorney in the specific Division may request a report, etc. These special requests are all handled with appropriate notations in our files so that the exception will be noted.

In view of the tremendous volume of reports going to the Department, there does not appear to be any need for any change in the procedure, which is presently in existence. It is the responsibility of the Department of Justice to route to the appropriate Division in the Department of Justice information sent to its Division of Records. By the same token, the FBI upon receipt of memoranda from the Department of Justice routes the memoranda to the appropriate officials in the FBI.

It is also noted that the present procedure of routing material to the Department directs all material to a central location in the Department of Justice so that they will have a record of it.

- 1 - Mr. Malone
- 1 - Mr. Clayton

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EX-105

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66-6200-1085

Enclosure

JUN 11 1962

Memo from Executives Conference to Mr. Tolson

RECOMMENDATION

The Conference unanimously recommended that there be no change in our present policies.

Those in attendance were Messrs. Tolson, Callahan, Edwards, Short, Malone, Belmont, Rosen, Evans, DeLoach, Clayton, Conrad, Trotter, and Mohr.

OK
H.

Mr. Tolson

July 5, 1962

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/24/82 BY SP4 ELW/dcg

HANDLING OF MENTAL MAIL

The Executives Conference on July 5, 1962, consisting of Messrs. Evans, DeLoach, Callahan, Conrad, Bowles, Stanley, Rosen, Edwards, Clayton, Wick and you considered the problem of destruction of correspondence from persons known to have mental aberrations.

Briefly, most of the mental mail received by the Bureau is handled in Correspondence and Tours Section. Set forth below is a tabulation of mail of this type received in this Section in June and destroyed. This does not encompass all of the mental mail received in this Section as some of it is sent to files; some retained for 90 days, and some sent to various field offices:

Friday	6-15-62	38	Letters
Monday	6-18-62	103	"
Tuesday	6-19-62	54	"
Wednesday	6-20-62	38	"
Thursday	6-21-62	45	"
Friday	6-22-62	34	"

66 3665-3722

The decision as to whether this mail should be destroyed, is made by the Agent dictators. They have considerable experience in the Bureau and in correspondence matters. Before any mail is destroyed, it must be checked against our mental cards and the personnel carefully read it for possible threats, indication of threatened self-destruction, criticism of the Bureau or Bureau personnel or to determine if there is anything of interest to other Government agencies. If there is no reason existing to the contrary, the correspondence is then destroyed and a notation made on the back of the card relating to the individual correspondent. Enclosures of value are returned to the correspondent when the letter is first received and mail of this type is held for 90 days.

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- Belmont _____
- Mohr _____
- Callahan _____
- Conrad _____
- DeLoach _____
- Evans _____
- Malone _____
- Rosen _____
- Sullivan _____
- Tavel _____
- Trotter _____
- Tele Room _____
- Holmes _____
- Gandy _____

- 1 - Mr. Malone
- 1 - Mr. Clayton
- 1 - Mr. Trotter
- 1 - Mr. DeLoach

All fine in theory if actually done in each case

5 JUL 23 1962

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MAIL ROOM TELETYPE UNIT

Executives Conference Memorandum
Re: Handling of Mental Mail

Also, registered and certified letters are retained for 90 days before they are destroyed. When correspondence reflects a change in address, such change is noted on the correspondent's card and the mail is sent to file. If action is required, such as bringing information to the attention of a police department, such action is taken and the letter sent to file.

The Agents who read this mail know their job and give careful attention to what they are doing. If there is a question as to whether the mail should be retained or destroyed, the doubt is resolved in favor of retention. To have one person read all the mail would require practically all of his time on this operation. Having it handled by the Agent dictators as it comes to their desks in connection with their other assignments spreads the burden and it can be assimilated in the regular course of their work. Further, to have one person read it and make the decision would mean the mail has to be handled twice, once by the first dictator and second by the one person so designated. It should be noted that much of this type mail is very difficult to read and frequently is of considerable length, often running into twenty pages or more. This double handling would be inefficient and would not benefit the Bureau to any appreciable extent.

No problems can be recalled during the past eight years in connection with any mental mail and during this time the procedures outlined above have been followed.

It was the unanimous opinion of the Conference that mental mail continue to be handled as it has been in the past.

*I accept this with
 serious reservations.
 We are destroying on an
 average of 45 letters a
 day. If all that is said
 were actualities I would be content
 but supervisors are being reassigned
 continuously & I doubt judging from
 shortcomings in other matters that they
 are always properly indoctrinated.*

The Director

7-17-62

The Executives Conference

BUREAU AUTOMOBILES
Use By Firearms Staff - Quantico
and Certain Radio Personnel

The Executives Conference of July 16, 1962, consisting of Messrs. Tolson, Mohr, Clayton, Evans, Rosen, Sullivan, Trotter, DeLoach, Walsh, White, Waikart, Stanley and Edwards considered the procedure regarding the use of Bureau automobiles in traveling to and from work on the part of the firearms staff at Quantico and by certain radio personnel assigned to duties at Midland and Sowego radio stations in Virginia and the radio station in the San Diego Division.

It was pointed out that for a number of years SAC Sloan, Quantico, and nine firearms instructors together with one radio technician who works at Quantico, have been commuting daily to and from Quantico leaving a contract garage in Arlington, Virginia, and traveling in Bureau-owned automobiles. They return to the Arlington garage after the close of the business day. SAC Sloan has stated that he does not believe there is adequate housing for Bureau personnel in the vicinity of Quantico and recommends the present arrangement be continued. If it were discontinued the firearms personnel would undoubtedly retain their current residences in the Arlington-Falls Church, Virginia area and commute in car pools in personally owned automobiles. Most of the duties of the firearms instructors are centered at Quantico although each instructor handles an assignment on the indoor firearms range in the Justice Building approximately once a week. Those involved are assigned to the Training and Inspection Division which supervises Quantico and their headquarters are fixed at Washington, D. C. There is no legal reason why their headquarters could not be fixed at Quantico nor is there any legal reason why the present arrangement could not be continued. It is a matter for the administrative decision of the Bureau.

Similar arrangements for commutation in Bureau-owned automobiles are in effect for 12 of the 24 radio technicians assigned to the Midland and Sowego radio stations. These men travel to and from a Falls Church, Virginia, contract garage to their work assignments at Midland and Sowego. The other 12 radio personnel assigned at these radio sites live in the general area of the radio sites and they are carried as being assigned to the radio stations. There are 15 radio technicians assigned duties at the Ramona radio station approximately 35 miles from San Diego. Eleven of these men have their headquarters fixed at San Diego and travel to and from work in Bureau cars. The remaining 4 radio technicians reside in the Ramona area. It is stated that adequate housing is difficult to obtain in the vicinity of Ramona.

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 1 - Mr. Malone
 1 - Mr. Clayton
 1 - Mr. Tavel

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Executives Conference Memorandum**Re: Bureau Automobiles**

The Executives Conference on May 23, 1960 unanimously recommended and the Director approved continuing the use of Bureau automobiles in transporting radio personnel from Fairfax, Virginia, to the radio stations. At that time, however, eight of the radio personnel lived in the area adjacent to the radio stations, now twelve of them reside in the area adjacent to the radio stations. Mr. Tolson pointed out that he did not see any appreciable difference between the situation of the firearms instructors and radio personnel commuting to work a distance of 30 or 35 miles as compared with other Bureau personnel who commute at their own expense to their regular assignments. Mr. Mohr stated that when these arrangements were first approved in the 1940's housing opportunities were most meager in the immediate vicinity of the radio sites and also in the vicinity of Quantico. Transportation was a problem during war time which in the early years included gasoline rationing but that unquestionably there has been a gradual improvement to the point where the justification originally existing for permitting these transportation arrangements has to all intents and purposes come to an end. If 12 of the 24 radio personnel assigned to Midland and Sowego had been able to locate suitable housing, the others should certainly be able to do the same or if they preferred could commute from their present locations to their working areas at their own expense just like anybody else.

As regards SAC Sloan and the firearms instructors, the conference unanimously recommends that the arrangements for these employees to travel to and from work at Quantico in Bureau cars be immediately discontinued and that their headquarters be fixed at Quantico.

The majority of the conference, consisting of Messrs. Tolson, Mohr, Clayton, Evans, Rosen, Sullivan, Trotter, DeLoach, Walsh, White, Waikart and Stanley recommended that the authority for the radio personnel at Midland, Sowego (Virginia) and at Ramona (San Diego) areas to travel to and from work in Bureau automobiles be withdrawn and that the headquarters of the personnel be fixed at the radio sites.

The minority of the conference, consisting of Mr. Edwards, recommends continuing the authority for the radio personnel to travel to and from their work areas daily in Bureau automobiles because to discontinue this arrangement would, in his opinion, possibly create problems and may cause turnover on the part of radio personnel since they are non-agents and in lower grades than the agents (Grades 5 -11).

Depending upon the Director's desires, the appropriate action will be taken.

Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson

October 4, 1962

The Executives Conference

INCENTIVE AWARDS IN RECOGNITION OF
OUTSTANDING ANNUAL PERFORMANCE RATINGS
NONINVESTIGATIVE PERSONNEL

The Executives Conference of October 3, consisting of Messrs. Tolson, Belmont, Mohr, Callahan, Casper, Conrad, DeLoach, Evans, Malone, Rosen, Sullivan, Tavel, Trotter and Clayton, considered the question of granting greater cash awards to investigative personnel in grades GS-13 to GS-15 and also in GS-12 and below. It was also considered in order to have a scale of awards comparable to that granted investigative personnel made available to noninvestigative personnel.

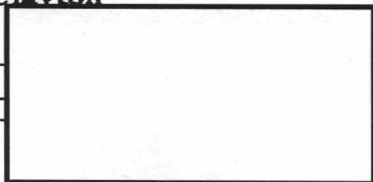
It was pointed out that in connection with outstanding ratings for investigative personnel, the awards have varied from \$500 to \$200 (\$500 for Assistant Directors and above, \$400 for officials below Assistant Director in grade GS-16 or above, \$300 for those in grades GS-13 through GS-15 and \$200 for those in grades GS-10, 11 and 12). Noninvestigative personnel in the past have always been given cash awards of \$200 in recognition of superior performance as outlined in outstanding annual performance ratings regardless of their grade and position.

The Executives Conference unanimously agreed in order to recognize the variance in grades of the noninvestigative staff and so that there would be no inequities in the investigative staff recognitions, that in the future those who receive outstanding performance ratings in the investigative staff in grades GS-13 through GS-15 receive \$350 instead of \$300 and those in grades GS-12 and below receive \$300 instead of \$200. It further felt with respect to the noninvestigative staff that noninvestigative employees in grades GS-10 or above receive cash awards for outstanding performance ratings in the amount of \$300, those in grades GS-6 through GS-9 receive cash awards in the amount of \$250 and those in GS-5 or below receive cash awards of \$200.

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- Holmes _____
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1 - Mr. Malone
1 - Mr. Clayton



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The Director

September 26, 1962

The Executives Conference

LAW ENFORCEMENT BULLETIN

The Executive Conference of September 26, 1962, consisting of Messrs. Tolson, Mohr, Callahan, Clayton, Conrad, Evans, Rosen, Sizoo, Tavel, Trotter and Wick, considered the inclusion of a special page in the Law Enforcement Bulletin made up of material similar to that which is now published in the Nationwide Criminal Activities memorandum. The material now contained in the Nationwide Criminal Activities memorandum is disseminated to the field for the use of Special Agents in their contacts with police officers and for use at police schools

The conference was informed that during the past year 90 such carefully selected items as to nationwide criminal activities have been published in the Law Enforcement Bulletin. These have appeared throughout the bulletin as separate items that were not specifically identified as being a part of any nationwide criminal activity.

It was pointed out that if such material was centered, on one page or more, in each issue of the Law Enforcement Bulletin, it would, in addition to being of great value to the police, serve as an added public relations value for the FBI. It was noted that this would be at least a partial answer to the demands for a national crime commission and of law enforcement intelligence units for dissemination of such information.

REC-456-2554-12780

The conference was informed that since the Law Enforcement Bulletin is available to the public through libraries, the material to be incorporated could not be a primer on how to commit crime. This would preclude detailed information on modus operandi and investigative techniques. It was recognized that any material published would have to be carefully selected in order to preclude jeopardizing informants and since it might be leaked back to the criminal underworld through corrupt police officers. It will not be possible to publish the names of individual criminals or of gangs in the absence of outstanding process and thus will not completely silence

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 - Trotter _____
 - Wick _____
 - Tele. Room _____
 - Holloman _____
 - Gandy _____
- 1 - Mr. Clayton
 1 - Mr. DeLoach
 1 - Mr. Malone
 1 - Mr. Evans
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Executives Conference Memorandum
Re: Law Enforcement Bulletin

those law enforcement officers who want current information disseminated as to the travel of hoodlums and organized crime data.

Nevertheless, the conference was of the unanimous belief that the value to the Bureau to be gained from inclusion of carefully selected material, properly highlighted, warrants the adoption of this proposal.

If the Director approves, appropriate action will be promptly taken.

Respectfully,
For the Conference

Clyde Tolson

The Director

June 26, 1962

The Executives Conference

CLOSED CASES IN WHICH THE UNITED STATES ATTORNEY HAS DECLINED TO AUTHORIZE PROSECUTION

Matter Under Consideration By The Conference

The Executives Conference considered the suggestion that where a case has been presented to the United States Attorney (USA) for an opinion and he has declined to authorize prosecution, the opinion of the USA should be furnished to the Department of Justice.

Present Rule - (A) Confirmatory Letters to USA Where Prosecution Declined

At the present time the field may close a case administratively without notification of the Bureau when information is trivial or negative, when process has not been issued, and no special reason for advising the Bureau exists. If the subject is notorious, widespread publicity is involved, or the subject is a Government employee, the Bureau must be advised. Any doubt should be resolved in favor of advising the Bureau. (Part I, Page 32 of the Handbook, and Section 4 of the Manual of Rules and Regulations)

If a USA's opinion has been sought, a confirmatory letter is sent to the USA and, unless one of the above reasons is present, no copy of this letter at the present time is forwarded to the Bureau.

Action Taken

A survey was conducted involving four offices, Charlotte, Louisville, Philadelphia, and San Francisco, to determine the number of cases closed in each of these offices where they were origin during May, 1962; the number of cases closed administratively in May, 1962; and the number of cases closed by letter to the USA during this period. The results are as follows:

- 1 - Mr. Malone
- 1 - Mr. Clayton

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REC-91

66-2554-12781

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Executives Conference Memorandum
RE: CLOSED CASES IN WHICH THE USA HAS
DECLINED TO AUTHORIZE PROSECUTION

Charlotte

Cases closed	440
Cases closed administratively	247
Cases closed by letter to USA	30

Louisville

Cases closed	312
Cases closed administratively	171
Cases closed by letter to USA	29

Philadelphia

Cases closed	1, 514
Cases closed administratively	305
Cases closed by letter to USA	52

San Francisco

Cases closed	1, 391
Cases closed administratively	773
Cases closed by letter to USA	133

Conclusion

In the four offices mentioned above, 3, 567 cases were closed, 244 of which were closed by letters to the USA, or roughly 7%. The entire field during May closed 23, 894 cases. This figure projected over a twelve-month period would amount to 286, 728 cases closed, 7% of which would be 20, 070 cases closed by the field in a twelve-month period by letter to the USA in which a copy of the letter need not be forwarded to the Bureau.

Present Rule - (B) Reports Containing Opinion of USA

If copies of letters to the USA representing his opinion are to be furnished to the Department consideration was given to furnishing to the Department copies of all reports wherein the opinion of the USA is contained

Executives Conference Memorandum
RE: CLOSED CASES IN WHICH THE USA HAS
DECLINED TO AUTHORIZE PROSECUTION

wherein he declined prosecution. At the present time reports are sent to the Department in those instances where (1) the Department requests them; (2) the Department has requested an investigation; (3) some reason exists to call the Department's attention to a particular case; or (4) prosecutive determination or other action rests with the Department. We do not furnish to the Department a copy of every report in which the USA declines to authorize prosecution.

Declinations of USAs would be set forth in a report when a confirmatory letter has not been sent to the USA.

Recommendation of Messrs. Belmont, Callahan, Stanley, Wick, Clayton, Conrad and Waikart

Messrs. Belmont, Callahan, Stanley, Wick, Clayton, Conrad and Waikart pointed out that the value of the protection to be afforded the Bureau by this procedure must be weighed against the cost in manpower, time and paper. If this procedure is adopted, in addition to the Bureau receiving from the field an estimated 20,000 copies of letters to the USAs, the field will have to attach a short write-up on the case in question so that the Department is in a position to evaluate the matter, unless letter already includes this information.

In addition, to be consistent, we should send copies of all investigative reports over to the Department wherein a USA declines prosecution. In many instances this will mean the field must prepare an additional copy of the investigative report for referral to the Department.

They recommended that inspectors check four offices to determine how much additional time and additional paper work will be involved if this procedure is adopted and also to check the cases involved to determine whether we can selectively increase those categories which should be sent to the Bureau and the Department. They felt it may be possible to increase the protection to the Bureau without flooding the Bureau with 20,000 plus letters and additional handling of reports from the field each year.

Executives Conference Memorandum

**RE: CLOSED CASES IN WHICH THE USA HAS
DECLINED TO AUTHORIZE PROSECUTION**

Recommendation of Messrs. DeLoach, Bowles and Sullivan

Messrs. DeLoach, Bowles and Sullivan recommend that a survey be made by the Inspection Division for 30 days of all cases wherein the opinion of the USA declining prosecution is contained in a letter forwarded by the SAC to the USA which letter need not be furnished to the Bureau. This survey would establish whether the letters are significant enough to have been called to the Bureau's attention or whether they represent trivial or insignificant matters which if not called to the Bureau's attention would have been immaterial.

Recommendation of Messrs. Tolson and Rosen

Messrs. Tolson and Rosen recommend that in all cases where an opinion of the USA is obtained wherein he declines to authorize prosecution that this advice be furnished to the Department of Justice whether it be in the form of a letter from the SAC to the USA incorporating his opinion, or whether it be in a report containing his opinion.

Respectfully,
For the Conference

Clyde Tolson

THE DIRECTOR

January 14, 1963

The Executives Conference

IN-SERVICE TRAINING

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The Executives Conference of January 14, 1963, consisting of Messrs. Tolson, Mohr, Clayton, Belmont, Trotter, Tavel, Callahan, Edwards, Casper, DeLoach, Evans, Conrad, Rosen and Sizoo considered the question of whether or not section chiefs in the various division at the Seat of Government, irrespective of their grade and salary, should be required to attend In-Service training.

Memorandum from Mr. Evans to Mr. Belmont dated January 3, 1963, recommended that the scheduled In-Service training of Alfred B. Eddy, Chief of the Fugitive Section, Special Investigative Division, be canceled and not rescheduled. Memorandum Mr. Callahan to Mr. Mohr of January 8, 1963, pointed out that since 1954 Bureau's policy has been that all Seat of Government supervisory personnel below grade GS-16 must attend In-Service training. When this policy was adopted there were ten grade GS-16s at the Seat of Government, most of whom were above section chief level, with only three being section chiefs. Presently, however, there are thirteen sections chiefs in grade GS-16 and twelve in grade GS-15. The conference was advised that at the present time Special Agents in Charge and Assistant Special Agents in Charge, as well as Legal Attaches and Assistant Legal Attaches, are required to attend In-Service training and the years they do not attend In-Service training they are brought in to the Seat of Government for two days' conferences. At the present time the Special Agents in Charge and the Assistant Special Agents in Charge and Legal Attaches and Assistant Legal Attaches attend In-Service training once every four years, which would be the frequency of attendance of section chiefs were they required to attend In-Service training.

I show this view to... REC-3 66-2554-12782
The majority of the conference, consisting of Messrs. Tolson, Mohr, Trotter, Tavel, Edwards, Casper, DeLoach and Callahan felt it would be advantageous not only to the Bureau but also to the section chief to require their attendance at In-Service training in furtherance of their training as part of the Bureau's career development program, pointing out that while it was recognized that section chiefs are specialists in the area of the Bureau's operations in which they function, they would still benefit from the knowledge gained by attendance at In-Service in brushing up and being brought up to date on the goings on in the various other areas of operations of the Bureau.

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

- 1 - Mr. Casper
- 1 - Mr. Clayton
- NPC:JLK
- (4)

[Handwritten signatures and initials]

67 JAN 22 1963 TELETYPE UNIT

Executives Conference Memorandum
Re: In-Service Training

The minority of the conference consisting of Messrs. Belmont, Clayton, Evans, Conrad, Rosen and Sizoo felt that Section Chiefs who are experts or specialists in their field should not be required to attend In-Service training as the benefits derived by them during the time this would require they be absent from their duties as section chief would not be commensurate with the loss to their section of their services. They pointed out that they felt the value of the man's services would be greater to the Bureau by his being permitted to remain in his section for the two-week In-Service training period.

Respectfully,
For the Conference

Clyde Tolson

THE DIRECTOR

February 11, 1963

THE EXECUTIVES CONFERENCE

FBIRA POSSIBLE CLUB -
MEMBERSHIP QUALIFICATIONS

The Executives Conference of 2-11-63, consisting of Messrs. Tolson, Mohr, Casper, Callahan, Conrad, Clayton, Evans, Gale, Sullivan, Tavel, Trotter and Wick, considered the question of whether "possibles" (perfect scores) fired during regular field firearms training should be counted as qualifying agents for membership in the FBIRA Possible Club.

Practical Pistol Course has been discontinued during In-Service training to afford opportunity for more advanced training on electronic and other courses not available in the field. Heretofore, agents have qualified for membership in FBIRA Possible Club only when they shot a possible at Quantico and it will be necessary, if Possible Club is not to be abandoned, to recognize possibles shot in the field or adopt an alternate proposal to permit agents whose scores make them likely candidates to try for membership while attending In-Service.

FBIRA Possible Club founded in 1940 and rule since then has been that only possibles shot at Quantico qualified for membership. Objections have been raised in past that this gave agents in Washington area who do all outdoor shooting at Quantico greater opportunity to qualify than others throughout field who attend In-Service only once each four years. Executives Conference considered question in 1946 and majority favored continuing restriction to possibles scored at Quantico in view of certainty of uniformity and imposition of all the requirements and instructions in firing course. Director concurred with majority.

FBIRA officers opposed to opening membership to field possibles, feeling original reasons for limiting awards still prevail. Committee proposed as alternative that agents who shoot possibles in field be permitted to request permission to shoot for possible when next at In-Service.

Mr. Casper favors counting field possibles since field ranges have improved since 1946, distances are uniform, and field firearms shot under close supervision of Quantico-trained instructors. He feels counting field possibles would provide greater incentive for agents to improve scores and, although to do so would undoubtedly

1-Mr. Casper
-Mr. Clayton
NT:jmr

MAR 5 1963

REC-45 66-2554-12783

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Executives Conference Memorandum
Re: FBIRA Possible Club - Membership Qualifications

increase Club membership and make it less exclusive, it would provide more accurate picture of marksmanship of Bureau agents since many agents have shot possibles in field who are not now members and larger membership would present more favorable picture of Bureau to public. Disadvantage would be greater cost of medals at \$3.00 apiece.

Present membership 333 since 1940, of which 85 qualified at In-Service, 130 while attending Administrative and Expert Firearms Schools at Quantico, 60 by Quantico instructors, 41 by agents in Washington area, and 6 by new agents. Membership among Washington area agents does not appear disproportionately high. Thirty-eight (38) possibles shot in field during 1962 J. Edgar Hoover Trophy shoot, of which 15 were already Club members. Not possible to predict how many new members would qualify each year if opened to field possibles, but if agents required to first shoot possible in field before being permitted to try for membership while next at In-Service number qualifying would undoubtedly be smaller, probably not over 20 to 30 a year. One disadvantage of this would be that agents would be required to shoot two possibles for membership rather than one as in the past.

Mr. Sullivan was in favor of adopting committee's proposal to restrict membership to agents who shoot possibles at Quantico after requesting permission to do so.

The remainder of Conference, constituting majority, recommended opening membership to agents who shoot possibles during regular field firearms training.

RECOMMENDATION:

That membership in FBIRA Possible Club be given to any agent who shoots a perfect score on the Practical Pistol Course during regular field firearms training, on a record run.

Respectfully,
 For the Conference

OK
 pt
 Clyde Tolson

14
Mr. Tolson

March 6, 1963

O
The Executives Conference~~ADVANCED FIREARMS TRAINING~~

The Executives Conference of March 6, 1963, consisting of Messrs. Tolson, Mohr, Callahan, Clayton, Conrad, DeLoach, Evans, Rosen, Tavel, Trotter, Edwards for Gale, Sizoo for Sullivan and Felt for Casper considered a proposal of the Training Division for a new type of Advanced Firearms Training to be afforded Agents.

It was pointed out that in all our previous training, Special Agents are facing their target when they have received their command to draw and shoot. It is very possible, however, that in an emergency the real target may be to the left or right or even directly behind the Agent. Under these circumstances, the Agent would be forced to draw as he turns to shoot.

To permit such training, a special "shooting booth" with openings down range must be constructed. A suitable booth with two stalls can be constructed in the Marine Corps maintenance shop at a nominal cost. A rough sketch is attached. You will note that construction is such that should a bullet be fired in any direction other than toward the target, it will not penetrate or ricochet from the partitions. Tests have been conducted of a sheet of 1/8-inch steel plate covered with 3/4-inch plywood. Both .38 Special and .357 Magum bullets were fired into the test section straight and at all angles. At no time would the bullets penetrate or ricochet. The inside of the booth would also be covered with the one-inch blanket of Fiberglas and a two-inch corrugated and perforated aluminum acoustical material.

Each "shooting booth" will be 4' 6" high. This height gives ample protection to the sides and rear of the shooting positions but will enable the instructor to see both shooters at all times. Shooters will use the special training holsters which have leather trigger guards preventing Agents from drawing the revolver with their finger in their trigger guards.

Enclosure

REC-51

66-2554-12784
JF

EX-102

MAR 12 1963

- 1 - SAC Sloan
- Mr. Callahan
- Mr. Casper
- Mr. Clayton

MF:jms

67 MAR 12 1963

Executives Conference Memorandum
Re: ADVANCED FIREARMS TRAINING

SAC Sloan at Quantico is convinced that the proposed "shooting booth" will provide 100% safety. The proposed course will permit Agents to be thoroughly trained so that they can meet an emergency situation effectively regardless of the direction from which it originates.

The Executives Conference unanimously agreed to this proposal and felt that it would be a positive step in maintaining FBI leadership in this important field.

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H

PA
MR. TOLSON

March 7, 1963

THE EXECUTIVES CONFERENCE

J. EDGAR HOOVER FIREARMS TROPHY

On 3-6-63 the Executives Conference, consisting of Messrs. Tolson, Mohr, Trotter, Tavel, Clayton, Evans, Edwards, Sizoo, Rosen, Conrad, Felt, Callahan and DeLoach, considered the matter of setting up a new firearms competition to replace the J. Edgar Hoover Firearms Trophy shoot, it being noted that the Anchorage Office won that trophy three years in a row, giving it permanent possession of the trophy and thus retiring it. It was pointed out to the Conference that the FBIRA officers feel that in general the rules of the previous contest were sound and should be continued with the exception of the following changes which should be made:

- (1) Normally when a trophy is permanently retired, any new trophy should bear a slightly different name to distinguish it from the first; therefore, it is recommended that the new trophy be known as the "J. Edgar Hoover Practical Pistol Course Trophy."
- (2) The Anchorage Office won the trophy each year for the first three years of the competition. To avoid having to make a new trophy and set up a new competition in the future, it is recommended that the "J. Edgar Hoover Practical Pistol Course Trophy" be a perpetual one; that is, no office should retain permanent possession but should only be entitled to keep the trophy during such years as it actually wins the contest. The name of the winning office would be inscribed on the trophy each year.
- (3) It is felt that it would encourage keener competition if recognition were given for second and third place. It is, therefore, recommended that plaques be awarded annually for first, second, and third place to be retained by the offices winning them permanently. The plaques would be identical with the exception of the lettering showing that the office had won first, second, or third place in a particular year. Such plaques would cost approximately \$5.00 apiece.

1-Mr. Casper
1-Mr. Clayton
1-SAC Sloan
1-Mr. Cleveland
1-Mr. Gauthier

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(8)

REC-51

66-2557-12785

MAR 12 1963

Executives Conference Memorandum
Re: J. Edgar Hoover Firearms Trophy

(4) Due to size and composition of the agent complement in various offices, some smaller offices having a large percentage of expert shots may have an advantage over larger offices where the number of agents who may not shoot as well will offset to some extent the scores of the more proficient. It is felt, therefore, that some form of handicap should be instituted to make the contest more competitive and more nearly equalize the chances of any office winning. The following system is recommended:

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- (a) The total point scores for each office for the past three years of the contest will be totaled and divided by the total personnel assigned, giving a three-year average score for each office. As each year's competition is completed, these scores will be added and a new average figured for each office based on actual points scored. This will constitute a type of "lifetime" average for the office. According to [redacted] of the Voucher-Statistical Section, this can be done quickly and easily on IBM equipment.
- (b) Seventy-five (75) per cent of the difference between each office's average and 100 will be added to that office's score for the next year's shoot as a handicap. Thus, if an office averaged 92, 75 per cent of the difference between this and 100 (75 per cent of 8, or 6) would be added to that office's score as a handicap next year. This is a recognized handicap system in firearms shooting and while it would inevitably result in some scores exceeding 100 on a handicap basis, the actual scores would, of course, be recorded also. This system would place the emphasis on improving firearms scores since it would be possible for an office showing substantial improvement to win the contest even though it did not secure as high an actual point score as another office showing less improvement. Thus, an office whose average rose from 92 to 95 would beat an office whose score increased from only 98 to 97. The handicap score of the first office would have been 6 and for the second 3, giving the first office a total handicap score of 101 and the second a handicap score of 100.

Executives Conference Memorandum
Re: J. Edgar Hoover Firearms Trophy

RECOMMENDATIONS:

The Executives Conference unanimously concurred in the following recommendations:

(1) That a new trophy to be known as the "J. Edgar Hoover Practical Pistol Course Trophy" be prepared to be retained by the winning office only until such time as another office wins it.

(2) That first, second, and third-place plaques be prepared to be retained by offices winning first, second, and third place each year.

(3) That a handicap system be adopted whereby the score of each office is increased by 75 per cent of the difference between that office's previous actual point average and 100, and that winners of first, second, and third place be determined on the basis of their actual score plus this handicap.

(4) That the other rules of the contest remain the same as in previous trophy shoots.

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THE DIRECTOR

March 7, 1963

THE EXECUTIVES CONFERENCE

The Executives Conference of March 6, 1963, consisting of Messrs. Tolson, Mohr, Trotter, Tavel, Clayton, Evans, Edwards, Rosen, Felt, Conrad, Sizoo, DeLoach and Callahan, considered the recommendation of the Investigative Division that a recovery in the amount of \$840,000 be recorded for the Miami Office as a result of that office on January 24, 1963, recovering Travelers' Express Company money orders. The Administrative Division opposed the recording of this recovery.

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BACKGROUND

On December 28, 1962, 12,000 blank Travelers' Express Company money orders were stolen from the lobby of the Travelers' Express Company, Jersey City, New Jersey; Bureau case entitled [redacted] Interstate Transportation of Stolen Property. At the time of the recovery of the money orders they had been filled out illegally in the amount of \$100 each, dated and signed. They thus became fraudulent documents which have no legal value and thus, nothing of value was returned to the rightful owner of the money orders. The fact that the possessor of the fraudulent money orders may have been able to have defrauded other people by passing them off as legitimate does not constitute a basis for recording a recovery.

The general policy for recording a recovery is as follows: "Property stolen or illegally possessed which is returned to the rightful owner as direct result of Bureau investigative activity is the basis for recording a recovery. The amount to be recorded as a recovery in such instances is the value of the property at the time of its return to the owner."

The Director in the past on the subject of recording of a recovery has stated: "It is absolutely imperative that each and every statistical item to be recorded. . . be completely justified. . . we must not be in a position where anyone can criticize any phase of our statistical record."

EX-117- REC-13

66-2554-12186
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The members of the Executive Conference with the exception of Mr. Rosen felt that it would not be proper to record the \$840,000 recovery for the Miami Office of the stolen money orders which had been fraudulently executed after their theft at which time they were blank.

- 1 - Mr. Clayton
- 1 - Mr. Casper

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EXECUTIVES CONFERENCE MEMO
March 7, 1963 - (continued)

Mr. Rosen felt that the stolen money orders recovered should be recorded as a recovery to the credit of the Miami Division.

Respectfully,
For the Conference

W. J. ...
W. J. ...
W. J. ...

Clyde Tolson

THE DIRECTOR

March 7, 1963

THE EXECUTIVES CONFERENCE

The Executives Conference of March 6, 1963, consisting of Messrs. Tolson, Mohr, DeLoach, Trotter, Tavel, Clayton, Evans, Edwards, Rosen, Felt, Conrad, Sizoo and Callahan, considered the recommendation of the Investigative Division that a recovery of \$500,000 be credited the New Orleans Division in the case entitled: [redacted]; et al, Internal Security - Cuba - Espionage - X."

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The recovery value of \$500,000 was based on an estimate which the Chief Industrial Engineer of Vickers, Inc. Division of Sperry-Rand, Jackson, Mississippi, gave as the cost of design, research and testing in development of blueprints involved in this case. However, the recovery was of copies of the originals of the blueprints. The Investigative Division felt that irrespective of the fact that they were copies of the original blueprints the recovery value furnished by the Vickers' Engineer should be recorded.

The Administrative Division felt that no actual loss occurred other than that for the cost of reproducing an additional set of copies from the original; that potential losses are not recorded as recoveries and did not feel that the \$500,000 claimed by New Orleans should be recorded. It was further pointed out the documents were not classified and no control was maintained of their issuance by Vickers, Inc.

This case was investigated under the Espionage Statute and if the recovery were recorded in this classification, it would be most significant since through the first seven months of the fiscal year total recoveries for this classification amounted to approximately \$231,000. It was determined that there was no violation of the Espionage Statute and the substantive supervisor did not feel that a recovery should be recorded.

The Administrative Division feels that to record this item as a recovery would be contrary to the Director's prior instructions that: "it is absolutely imperative that each and every statistical item to be recorded . . . be completely justified . . . we must not be in a position where anyone can criticize any phase of our statistical record."

- 1 - Mr. Clayton
- 1 - Mr. Casper
- NPC:gt (5)

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**Executives Conference memo to the Director
March 7, 1963**

The majority of the Conference with the exception of Messrs. Evans, Rosen and Conrad felt that no recovery should be recorded for this item in our statistical accomplishments.

Messrs. Evans, Rosen and Conrad felt a recovery should be recorded.

**Respectfully,
For the Conference**

Clyde Tolson

*See memo majority
yes H*

Mr. Tolson

March 6, 1963

The Executives Conference

FBI NATIONAL ACADEMY SEAL

The Executives Conference of March 6, 1963, consisting of Messrs. Tolson, Mohr, Callahan, Clayton, Conrad, DeLoach, Evans, Rosen, Tavel, Trotter, Edwards for Gale, Sizoo for Sullivan and Felt for Casper considered a proposed plastic, three-dimensional seal for the FBI National Academy (NA) developed by Mr. L. J. Gauthier. The plaque is similar to and is a companion piece to the FBI three-dimensional seal presently in use. (Photograph of seal is enclosed.)

The plaques can be produced by the Exhibits Section at a cost of \$8 for the 20-inch size which matches the FBI seal and \$2 for the 9-inch size.

It was proposed by the Training Division that 100, 20-inch plaques be prepared, one for the Director's Office, one for each member of the Executives Conference and one for each field office and a few extras for use as needed. It was also proposed that 9-inch plaques be presented at this time to the current and all past National Presidents of the National Academy. (There are nine living past Presidents, all of whom are in good standing and currently in law enforcement.) It was further proposed that beginning with the 71st Session of the NA starting April 1, 1963, 9-inch plaques be presented to class officers of each class. (There are three officers in each class consisting of President, Vice-President and Secretary-Treasurer.)

Initial cost of the proposal would not exceed \$875 and yearly cost thereafter would be under \$50.

The Executives Conference unanimously agreed that these proposals be approved. If the Director approves, appropriate action will be promptly taken.

Enclosure

- 1 - Mr. Mohr
- 1 - Mr. Casper
- 1 - Mr. Clayton
- 1 - [Redacted]
- 1 - Mr. Callahan

REC-8
EX-1
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66-2554-12788
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ORIGINAL FILED 1-4-1259

The Director

July 16, 1963

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The Executives Conference

W.A.
~~DAILY REPORTS~~

The Executives Conference, consisting of Messrs. Tolson, Mohr, Clayton, Conrad, Evans, Gale, Rosen, Sullivan, Tavel, Bowles, Felt, Walsh and Wick, met on July 15 to consider current procedures including the submission of Daily Reports.

Daily Reports, which are a detailed listing of each Agent's daily activities, were first instituted in January, 1930, and have almost always been required of Resident Agents. They have been required periodically for Headquarters City Agents, having been reinstated on 1/1/49 for Headquarters City Agents; discontinued 3/28/50; reinstated 3/27/62 and are presently required. (They were reinstated on 3/27/62 because of serious irregularities found in Detroit and Los Angeles.)

All present at the Conference felt submission of Daily Reports by Headquarters City Agents for the past 15 months has had a very salutary effect. All agreed the reports do consume time and are burdensome to the Agents, particularly during fast moving and heavy work-load periods.

Time studies made at Detroit during 1962 disclosed an average of 10 minutes required to fill out a Daily Report. This would mean the equivalent of a loss of approximately 85 Agents per day solely for the purpose of filling out the Daily Reports. Computed on the basis of the average salary of Field Agents, the total cost per year of having Headquarters City Agents complete Daily Reports is \$1, 056, 402. 00.

Messrs. Gale, Rosen and Sullivan felt the burden and cost of Daily Reports for Headquarters City Agents were more than offset by their value as a device to insure maximum production of Agents. Others present felt that maximum production can best be insured by close Field Supervision of cases.

Enclosure
1 - Mr. Casper
1 - Mr. Clayton
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REC-28 66-2554-12789

ORIGINAL FILED IN 66-2759-1346

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**Executives Conference Memorandum
Re: Daily Reports**

Mr. Gale suggested a modified Daily Report (sample attached) wherein at the close of each workday Agents would list the names of all persons interviewed, a description of investigative work conducted and the file number of each case involved. Messrs. Gale, Rosen and Sullivan feel the modified form should be adopted for use by Headquarters City Agents at this time and that Resident Agents continue to use the present form.

Messrs. Tolson, Mohr, Clayton, Conrad, Evans, Tavel, Bowles, Felt, Walsh and Wick feel that the desired objective has been achieved during the past 15 months when Daily Reports have been required of Headquarters City Agents and that productivity can be maintained through close field supervision. It was felt because we can reinstitute Daily Reports at any time and because of the considerable cost, preparation of Daily Reports by Headquarters City Agents should be discontinued at this time. Resident Agents should still be required to submit the reports.

Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson

July 16, 1963

The Executives Conference

*** TIME ON POTENTIAL CRIMINAL INFORMANTS (TOPCI)**

*** TIME ON POTENTIAL SECURITY INFORMANTS (TOPSI)**

Because there has been some criticism of possible excessive administrative controls in the field, on 7/15/63, the Executives Conference consisting of Messrs. Tolson, Mohr, Clayton, Conrad, Evans, Gale, Rosen, Sullivan, Tavel, Bowles, Felt, Walsh and Wick, considered current procedures in recording time spent on developing Potential Criminal Informants (TOPCI) and time spent on developing Potential Security Informants. (TOPSI).

For many years we have required Agents to record each day on #3 Cards (Locator Cards) or Daily Reports the amount of time spent on TOPCI and TOPSI. This is an administrative device to enable the supervisor to determine how much effort Agents are expending on these important programs.

Because of continued emphasis for many years on the development of informants, all Agents are well aware of what is expected of them. Furthermore, it was the feeling of the Conference that the best current measure of an Agent's contribution is found in the record of informants actually developed by him. Such information is regularly maintained in the field office. A

Because this administrative device has lost much of its significance and because it might be regarded as an excessive administrative control it was the unanimous opinion of the Executives Conference that recording of this information by Agents each day be discontinued. We will continue to maintain a detailed record of the number of informants developed by each Agent.

The necessary manual changes will be made upon approval of this memorandum.

- 1 - Mr. Casper
- 1 - Mr. Clayton
- WMF:hcv
- (5)

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Mr. Tolson

7/16/63

⁰
The Executives Conference

X
TIME SPENT IN THE OFFICE (TIO)

The Executives Conference of July 15, 1963, consisting of Messrs. Tolson, Mohr, Clayton, Evans, Conrad, Gale, Rosen, Sullivan, Tavel, Bowles, Felt, Stanley, Walsh and Wick considered the recommendation that certain activities not be included in the computation of time spent in the office (TIO).

BACKGROUND:

SAC Letters 55-10 (B) dated 2/8/55, and 55-44 (B) dated 7/6/55, provided that quarterly reports of TIO should contain a second tabulation showing adjusted figures after eliminating time for special factors which greatly increase TIO. These SAC Letters were too broad in scope and established no set criteria for "special factors" with the result that a host of activities were used to adjust TIO with no uniformity in the procedure. This led to the elimination of any adjustments in SAC Letter 60-37 (B) dated 7/28/60.

Since that time the Bureau has excluded the time spent in the office by SACs, ASACs and Supervisory personnel (SAC Letter 61-23 (A) dated 4/25/61) and by Agents on monitoring duties in technical installations located in office space (SAC Letter 62-19 (B) dated 3/27/62) from TIO computations. At present these are the only activities excluded.

It has come to our attention that certain investigative functions which it would be to the Bureau's advantage to perform within the confines of the office, are being conducted away from the office to avoid increasing TIO. For example, key interviews of certain subjects and witnesses and the review of accountancy-type books and records are best done at the office where there is access to indices, files and stenographic personnel. With the increased responsibilities placed on the Bureau in the fields of civil rights, top hoodlums, labor matters, counter-intelligence, espionage and similarly sensitive types of investigations, there has been a need for a great deal more investigation beyond the regular working hours. This intensification of investigations, coupled with the more

- 1 - Mr. Clayton
 - 1 - Mr. Casper
 - 1 - Mr. Gale
- JER:pab
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REC-42

66-2554-12791

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SEE PAGE TWO

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Memo to Mr. Tolson
Re: Time Spent in the Office (TIC)

Complex reporting procedures resulting from court decisions and shortened deadlines to insure expeditious investigation and dissemination of information, has greatly increased the administrative work of our agents and requires more frequent reporting which, of necessity, must be done during work hours in the office.

RECOMMENDATION:

It was the unanimous decision of the Executives Conference that these responsibilities could be discharged at an expenditure of no more than 20% TIC if such items as time spent on key interviews, regularly scheduled conferences, and the review of accountancy-type books and records were not included in TIC computations. TIC would then be strictly confined to the purpose for which it is intended, to indicate non-investigative time spent in the office.

TIC
OK
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MR. TOLSON

October 21, 1963

The Executives Conference

INVESTIGATIVE ACCOMPLISHMENTS
FINES, SAVINGS AND RECOVERIES

A tabulation prepared October 10, 1963, comparing FBI direct appropriations with fines, savings and recoveries for the fiscal years 1962 and 1963 and for the first three months of the fiscal year 1964 reflected a return per dollar appropriated of 58 cents for the first three months of the fiscal year 1964, whereas the fiscal years 1962 and 1963 showed \$1.37 as the return per dollar appropriated. The Director noted, "This is the worst record we have had in years. Take up at Executive Conference meeting."

The Executives Conference, consisting of Messrs. Mohr, Belmont, Rosen, Trotter, Tavel, Hyde, Sizoo for Sullivan, Edwards for Gale, Evans, Conrad, Casper, DeLoach and Callahan, considered the developments with respect to our fines, savings and recoveries for the first three months of the fiscal year 1964. It was pointed out to the conference that for the first three months of the fiscal year 1963 fines, savings and recoveries totaled \$92,185,406, reflecting a return per dollar appropriated of 71 cents as against the fines, savings and recoveries for the first three months of the fiscal year 1964, which totaled \$85,470,281 and a return per dollar of 58 cents. The first quarter of the fiscal year 1964, therefore, was running \$6,715,125 less than the comparable period for the fiscal year 1963 or 13 cents less per dollar return.

It was pointed out to the conference that a review of the fines, savings and recovery items by the various classifications entering into this accomplishment reflected a \$23,187,589.66 item in a Pawnee Indian Tribe matter (63-6437) before the Indian Claims Commission, which resulted in a savings to the Government of \$23,187,589.66 which was recorded in the first quarter of the fiscal year 1963, whereas no similar substantial recovery such as this was recorded during the first quarter of the current fiscal year. It was pointed out further that there had been a \$10,000,000 increase in the Renegotiation Act classification during the first quarter of the current fiscal year, a \$2,000,000 increase in the Court of Claims classification, \$19,000,000 in the Federal Tort Claims Act classification; however, there were decreases in other classifications, such as Anti-Racketeering, of \$1/2 million dollars, Fraud Against the Government of \$12,000,000 and Antitrust of \$6,000,000, which together with the other increases and decreases accounted for the \$6,715,125 decrease in fines, savings and recoveries referred to above.

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1 - Mr. Casper
1 - Mr. Clayton
NPC: jlk

REC-46

66-2554-12796

OVER...

MAIL ROOM TELETYPE UNIT

Memorandum for Mr. Tolson
RE: INVESTIGATIVE ACCOMPLISHMENTS
FINES, SAVINGS AND RECOVERIES

The Conference was advised by the Investigative Division that it is anticipated our accomplishments in fines, savings and recoveries will surpass last year's figures by the end of this fiscal year. In this regard, it is noted that for the first three months of the fiscal year 1964, we have already obtained 45.89% of our total fines, savings and recoveries for the entire twelve-month period. It is anticipated there will be no difficulty in surpassing the accomplishments of the previous fiscal year.

The conference unanimously felt that our accomplishments in this field should be very closely watched in order that we will equal or surpass funds appropriated for the current fiscal year.

Handwritten notes:
2/11/64
The...

3/9/64

MR. TOLSON

EXECUTIVES CONFERENCE

FBI NATIONAL ACADEMY ASSOCIATES RETRAINING SESSIONS

The Executives Conference on 3/9/64, consisting of Messrs. Belmont, Mohr, Callahan, DeLoach, Evans, Edwards, Rosen, Sullivan, Tavel, Trotter, Conrad, Clayton and Casper, considered the recommendation that we establish a sectional retraining program for the National Academy Associates (NAA).

CURRENT RETRAINING PROCEDURES

There are 43 local chapters of FBINAA. Each chapter has at least one retraining session annually. Each SAC is instructed to submit to the Bureau for approval each year his proposed program for retraining of NAA. Sessions will vary in length from one to three days, depending on number of Associates in chapter, nature of instruction and locality of retraining session. We expect the SAC to be personally present if possible and where retraining session involves more than one field office, we expect each SAC to be present at least for a portion of the program. For example, in California all three SACs appear. Most instruction is given by NA men supplemented with our best police instructors. Occasionally one SOG representative will attend a portion of sessions to furnish some instruction or to deliver a message from the

BACKGROUND

The last national retraining session held by FBINAA in Washington, D. C., in 1957. There has been tremendous interest among Associates in having another national retraining session. Most truly inspired while at the Academy during their first real quarters. They are proud of this association and although maintained at local level, they want to maintain the original character of Headquarters representatives. With the Director's approval and Assistant Director Casper discussed a sectional retraining

- Tolson _____
- Belmont _____
- Mohr _____
- Casper _____
- Callahan _____
- Conrad _____
- DeLoach _____
- Evans _____
- Gale _____
- Rosen _____
- Sullivan _____
- Tavel _____
- Trotter _____
- Tele. Room _____
- Holmes _____
- Gandy _____

Enclosure (map)

1 - Mr. Clayton
1 - Mr. Casper

HC/HG:hd/ljs

MAIL ROOM TELETYPE UNIT

66-255

Executives Conference to Mr. Tolson 3/9/64

Re: FBI NATIONAL ACADEMY ASSOCIATES RETRAINING SESSIONS

the officers of the NAA at the International Association of Chiefs of Police (IACP) Conference held in Houston last fall. All the officers were extremely enthused by the Bureau's interest in stimulating the national organization. They recognized that with an eligible membership of approximately 3400, it would be most difficult to handle another national retraining session. They all agreed that training was by far the main objective and all were highly in favor of the sectional plan.

EXECUTIVES CONFERENCE CONSIDERATION

The following proposals were considered by the Executives Conference:

- I. That the national organization of the FBINAA remain intact but that four regional, geographic sections be created consisting of the Western states, the Central states, the Southeastern states and the Northeastern states (see attached map).
- II. That an annual sectional retraining session of three-days duration be held once every four years in each section. Since we have not had a national retraining session in over seven years, it is proposed that in the years 1965 and 1966 two retraining sessions be held each year to cover the four sections (two in 1965 to be held in two sections; two in 1966 to be held in two sections), and thereafter one every four years in each section.
- III. That the Training Division of the FBI plan the format of the sectional retraining session and supplement the program with three to four specialists from the SOG.
- IV. There is currently over \$15,000 in the national treasury of Associates. These funds should be prorated equally to the four sections with a nominal amount remaining in the national treasury to defray minor incidental costs incurred by the national officers; and that thereafter the \$2.00 dues paid by each member to the national treasurer be diverted into appropriate sectional accounts for the express purpose of helping defray expenses for sectional retraining sessions.
- V. That the host chapter for the sectional retraining sessions have the responsibility of securing space for the appropriate session, for assistance in obtaining housing accommodations for attendees and for arranging any program of social events. SACs covering sites of retraining sessions will furnish to the Bureau for clearance names of invited speakers or guests other than Bureau

Executives Conference to Mr. Tolson 3/9/64

Re: FBI NATIONAL ACADEMY ASSOCIATES RETRAINING SESSIONS

employees, as well as clearance of official program. Only the host SAC will be in attendance at sectional retraining sessions. Annual retraining sessions will be suspended for all chapters in the section holding the annual meeting thereby saving the expense which we would normally incur by having an SAC for each chapter and members of his staff participate in a training program for that year, which would more than offset expense of sectional retraining sessions.

VI. Control. Two problems of control have been considered --- first being the extracurricular activities other than training and second being the election of officers.

Extracurricular Activities - The Association officers agreed that any social program must be completely cleared by Bureau Headquarters. It would be arranged by the host chapter and cleared through the host SAC to Bureau Headquarters. All attendees would be required to register in advance with the secretary of their own chapter who in turn would furnish names to the local SAC. Each SAC will contact all graduates who propose to attend and advise them unequivocally that the continuance of sectional retraining sessions is contingent on the maintenance at a high plane of the standards of conduct they followed while attending the FBINA in Washington. Each SAC will be advised to inform all members of the Associates that these sectional retraining sessions will in no way resemble a convention and that the major purpose of the meeting is an updating of their training by the Director's personal representatives from Washington. An officer from each chapter represented will be placed on the activities committee at the first meeting of the retraining session. These officers will meet with an SOG representative at which time the instructions previously given by their SAC will be unequivocally restated.

Election of Officers - Current Bylaws require that officers be elected at a national retraining session or by mail. Provision is also in Bylaws that existing Board of Officers can meet in executive session to fill any vacancies created by retirements, resignations or removal from good standing. The President elected at the 1957 retraining session resigned in 1960 to allow the First Vice President to become President. After serving two years [redacted] then resigned to allow the current President, [redacted], to advance into the position. After the NA luncheons in executive sessions held during the IACP Conference of the last two years, two members of the Board of Governors were moved onto the Board of Officers and currently hold positions as Third and Fourth Vice Presidents.

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Executives Conference to Mr. Tolson 3/9/64

Re: FBI NATIONAL ACADEMY ASSOCIATES RETRAINING SESSIONS

An ascendancy to the Presidency, therefore, has been established similar to that now in existence with the local chapter officers. We will recommend that this procedure continue with national officers, retaining the proviso that nominations can come from the floor. Current officers will remain in their positions until first sectional session. We will remove from the Bylaws provision of a mail vote since it will no longer be necessary.

We now propose that officers of the FBINAA will consist of the President, three Vice Presidents, four Board of Governors members, a Secretary-Treasurer and an Historian. All officers will be active in law enforcement and serve a term of one year with the exceptions of the Secretary-Treasurer and Historian - each of whom will serve four years. Through an appropriate nominating committee, arrangements will be made so that there will be a member of the Board of Governors and one of the officers from each section on the Board of Governors at all times. It will also be established that these men will advance through the Board of Governors and Vice Presidents to the office of President on an annual basis. Through proper control of the nominating committee and due to the fact that these officers will have to be elected annually, we can control the selection of the officers and eliminate an officer should he become unsatisfactory to the Bureau. We will encourage the Associates to assist in the expense of the national President and Secretary-Treasurer to attend the sectional retraining sessions.

VII. Appropriate revisions will be prepared by the Training Division for the FBINAA Bylaws; they will be submitted to the Associates for approval and these proposals will be brought to the attention of the FBINAA through the FBINAA Newsletter, as well as to the attention of the field through an appropriate letter to all SACs.

The conference opinion was that this action would increase cohesiveness among the NAA to further establish and maintain FBI domination of law enforcement.

The alternate proposal would be to hold a National Retraining Session annually either in Washington, D. C., or some other designated place. Due to the large number of eligible Associates, the alternate proposal was not favorably considered.

Executives Conference to Mr. Tolson 3/9/64

Re: FBI NATIONAL ACADEMY ASSOCIATES RETRAINING SESSIONS

RECOMMENDATION:

It was the unanimous decision of the Executives Conference that the sectional retraining sessions as outlined above be adopted. The initial meetings will occur in 1965.

Concur
X

The Executives Conference

TYPING AGENTS' EXPENSE VOUCHERS

The Executives Conference of May 27, 1964, consisting of Messrs. Tolson, Mohr, Belmont, Rosen, Evans, Sullivan, DeLoach, Gale, Hyde, Callahan, Casper, Tavel, Trotter and Conrad considered the proposal that the field be advised that there is no objection to having stenographers type up expense vouchers as part of the stenographers' official duties.

The prevailing practice throughout the field is that the Agents type these themselves on overtime for which they are paid fringe benefits. During the Charlotte Inspection it was determined that many Agents were paying the Assistant Chief Clerk at a rate generally at \$1.50 per page to handle the typing of their expense vouchers. Assistant Chief Clerk typing on own time.

Expenses incurred by Agents which are represented in these expense vouchers are incurred on official Government business and it is not in the interests of good business and economy to have a highly paid Agent untrained in typing laboring for hours over typing an expense voucher which could be done by a trained stenographer or typist in a fraction of the time. The Agent could more profitably spend this time on investigative effort. This would also eliminate the raising of questions concerning payment for typing expense vouchers which were raised during the Charlotte Inspection.

RECOMMENDATION:

It was the unanimous decision of the Executives Conference that Agents be permitted to dictate and have stenographers type their expense vouchers as part of the stenographers' official duties.

1 - Mr. Casper
1 - Mr. Clayton

JHG:wmj
(5)

REC 45

66 2554 12794

79 JUN 3-1964

The Director

May 28, 1964

The Executives Conference

~~UNIFORM CLASSIFICATION OF CHARGE IDENTIFICATION RECORD~~

The Executives Conference consisting of Messrs. Tolson, Belmont, Mohr, Callahan, Conrad, DeLoach, Evans, Gale, Rosen, Hyde, Sullivan, Tavel, Trotter and Casper met on May 27, 1964, and considered the captioned matter.

Mr. DeLoach pointed out that thousands of local law enforcement agencies who submit criminal fingerprints to our Identification Division identify the charge for which the persons has been arrested, based strictly on local or state law. Local and state laws vary widely as to the definition of crime. The same set of circumstances is identified as robbery in one state but larceny in another. The specific example of a judge reviewing an identification record to determine severity of sentence is a case in point. The judge can be badly misled by the term burglary in a California arrest. The burglary, under California law, could have consisted of breaking into and stealing a few nickels from a street parking meter. In other states this set of circumstances would properly be called petty larceny rather than the more heinous crime of burglary. Great confusion currently exists in all other crime classifications.

Mr. DeLoach recommended that the FBI recognize this confusion and take steps suggesting its correction. Section Chief Daunt of the Uniform Crime Reporting Section, Crime Records Division, has informally discussed this confusion with a representative of the California Identification Bureau and with at least two police chiefs. These representatives all indicated great enthusiasm for a program establishing uniformity in identifying the various charges on the identification record.

Insofar as value to the FBI is concerned, it was pointed out that (1) The FBI would be taking the leadership in a progressive movement that is long overdue, particularly in face of the growth of automatic data processing equipment which is making possible wide use of the identification record; (2) Although admittedly the

- 1 - Mr. Casper
- 1 - Mr. Clayton

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REC-39

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**Executives Conference Memorandum
Re: Uniform Classification of Charge
Identification Record**

program would require a long educational process, uniformity is necessary and an efficient system would eventually be established; (3) The success of such a program would be of benefit to the FBI in the analysis of its Uniform Crime Reporting returns, other statistical programs utilizing identification records, to the courts, to the prisons and to all law enforcement agencies in that it would provide each with a common understanding of criminal acts.

Mr. DeLoach noted that a number of states are planning central-pooling of law enforcement information through data processing. New York State recently appropriated one-half million dollars and have hired personnel from New York City Police Department and Chicago Police Department to develop the program. All such programs will rely heavily on identification records and the need to standardize the charges will become clearly apparent.

Mr. Tolson inquired as to whether this idea had been considered by the Uniform Crime Reporting Committee of the International Association of Chiefs of Police (IACP). He was advised that it had not, that it, of course, should be considered by the FBI first since it originated here, that it could be submitted to this group at their next fall meeting during 1964. Messrs. Tolson, Mohr and Trotter felt that such a program might add to the confusion currently existing rather than alleviating the situation. Mr. Trotter pointed out that printing both a state charge and the uniform charge would require additional typing work and additional proofreading for the Identification Division. The explanation was given that admittedly there would be additional work and adding a few words such as "UCR - Robbery" opposite the state charge. The opponents to the suggestion indicated that it would be wrong to have the Identification Division personnel classify the state crime in any manner. It was pointed out that this, of course, would be done by the local identification officer and that our personnel would not be expected to classify or analyze the state crime and put this crime in the nomenclature of uniform terminology. The Conference was advised that the local police departments are, however, already aware of definitions utilized in the Uniform Crime Reporting Program; consequently, there would be little difficulty in understanding the UCR terminology.

Mr. Tolson pointed out that confusion would exist in the mind of the judge or other judicial representative not altogether familiar with the Uniform Crime Reporting terminology. This was admitted and it was indicated that judicial representatives would necessarily have to become acquainted with such terminology and definitions which are constantly made available to them in the Uniform Crime Reporting Bulletin. We could also furnish them other printed material which is already available.

**Executives Conference Memorandum
Re: Uniform Classification of Charge
Identification Record**

Various other points of objection were brought up, including the fact that the local identification officer would find it difficult in applying the terminology of the Uniform Crime Reporting Program to state charges. This is already covered in this memorandum. Another point discussed was the possibility of a defendant being advised that his criminal identification record had the additional UCR terminology typed therein which was different from the state charge for which he was previously arrested. The unlikeness of this occurrence was pointed out since both charges appear.

After considerable discussion, a vote was taken. Messrs. Tolson, Belmont, Mohr, Callahan, Conrad, Evans, Gale, Rosen, Hyde, Tavel and Trotter recommended rejection of the idea without further consideration. Messrs. Sullivan and Casper recommended that the idea not be rejected but be considered carefully by the Uniform Crime Reporting Committee of the International Association of Chiefs of Police in its next convention in October, 1964, in Louisville, Kentucky. Mr. DeLoach indicated he had no objections to presenting this idea to the Uniform Crime Reporting Committee of the IACP, that it should in fact get their endorsement; however, he believed that this idea should be given FBI approval at this particular time.

ACTION

For the Director's consideration.

Respectfully,
For the Conference

Clyde Tolson

*I am in
favor of majority
view
H*

Mr. Tolson

5/27/64

The Executives Conference

**CIVIL RIGHTS TRAINING FOR IN-SERVICE
AGENTS AND NATIONAL ACADEMY**

The Executives Conference on 5/27/64, consisting of Messrs. Tolson, Belmont, Mohr, Callahan, Conrad, DeLoach, Evans, Gale, Rosen, Sullivan, Trotter, Tavell, Hyde and Casper considered the current program for Civil Rights In-Service Training and similar training afforded the FBI National Academy.

BACKGROUND - CIVIL RIGHTS IN-SERVICE TRAINING

Following the Civil Rights demonstrations and violence which occurred in Montgomery, Alabama, in the Spring of 1961 in connection with the Freedom Riders wherein an attempt was made to have Bureau Agents deputized to control the possible mob violence in Montgomery, the Director approved Civil Rights Refresher In-Service Training in which we taught our Agents how to handle riots and provided them with certain riot control techniques. Specifically, the Agents were trained in certain basic maneuvers such as the wedge (a V formation used to break up and move crowds), the echelon (a diagonal formation used to move crowds) and the line (a formation to keep crowds moving or hold them back from certain strategic areas). In addition, training in the use of the riot stick (or night stick) as well as the handling of gas was included in the course. Also as a part of our In-Service Civil Rights Training Program it was approved that we discuss legal, constitutional and Civil Rights aspects, including applicable Federal laws and pertinent Court decisions, the handling of press and other news media, liaison with other interested agencies, administrative setup in special Civil Rights Squads and practical problems in the handling of mobs and riots wherein we discuss the Bureau's investigative handling under current laws of these situations. In addition, practical training is afforded to our agents in surveillance photography for photographing mob action, color photography training to be used in police brutality cases and practical demonstration

1 - Mr. Casper
1 - Mr. Clayton

JJC:nme
(4)

REC-25

66-2554-12196

79 JUN 22 1964

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**Executives Conference Memorandum
Re: Civil Rights Training For In-Service
Agents And National Academy**

in the use and effect of various types of explosives and the use of the large cameras in connection with photographing records in Election Law or other similar type violations.

EXECUTIVES CONFERENCE CONSIDERATION - CIVIL RIGHTS IN-SERVICE TRAINING

It was the unanimous decision of the Executives Conference that the Civil Rights In-Service Training be continued as is with the exception that we discontinue the riot control type training now being afforded to our Agents. This would include the use of the night stick, instruction to the Agents in the basic maneuvers and the use of gas in connection with the control of mobs. The Conference felt that the conditions which caused us to initiate this training have changed. Therefore, it is no longer necessary that we afford this type of training to In-Service Agents.

BACKGROUND - CIVIL RIGHTS TRAINING TO NATIONAL ACADEMY

The Conference was advised that the National Academy currently receives Civil Rights instructions by means of the demonstration put on by the United States Provost Marshal General's Office on mob and riot control procedures at Ft. Belvoir, Virginia, and a lecture by the Deputy Chief Inspector of the New York Police Department on practical police procedures on mob and riot control. In addition, they receive a two-hour lecture on the FBI's jurisdiction on Civil Rights matters by a representative of the Training Division and a one-hour lecture on psychological factors in the development and behavior of mobs by a representative of the Training Division. They also get related material such as a lecture and demonstration on the use of dogs in law enforcement.

EXECUTIVES CONFERENCE CONSIDERATION - NATIONAL ACADEMY CIVIL RIGHTS TRAINING

It was the unanimous opinion of the Conference that these are items which the police need and should have in order to do their job and therefore it was recommended that they all be continued.

Executives Conference Memorandum
Re: Civil Rights Training For In-Service
Agents And National Academy

RECOMMENDATIONS:

1. It was the unanimous decision of the Executives Conference that in Civil Rights In-Service Training we drop from the current curriculum the training wherein Special Agents are taught how to handle riots by teaching them riot control techniques. The remaining specialized subjects dealing with Civil Rights to continue in the curriculum.

2. It was the unanimous decision of the Executives Conference that the present training afforded to the National Academy on Civil Rights matters be continued.

Mr. Tolson

July 28, 1965

The Executives ConferenceECONOMY OF COMMUNICATIONS -
LEASED TELETYPE FACILITIES TO SAN JUAN

On 7-23-65, the Executives Conference consisting of Messrs. Belmont, Mohr, Bowles, Casper, Clayton, Conrad, DeLoach, Felt, Gale, Rosen, Sullivan, Tavel and Walsh for Callahan unanimously approved the recommendation of the Files and Communications Division that we discontinue at this time a leased teletype circuit between Seat of Government (SOG) and San Juan resulting in a savings of approximately \$5600.00 per month.

In place of this connection, the Bureau would have a radioteletype circuit with San Juan fully capable of handling the present volume of traffic in code backed up by rented commercial teletype equipment referred to as TELEX also equipped with cryptogear providing complete security. The TELEX equipment obtainable at a nominal monthly cost of approximately \$85.00 per unit would be utilized only in the event of failure of the radioteletype circuit due to rare and infrequent transmission problems.

RECOMMENDATION:

That the leased teletype circuit between SOG and San Juan be discontinued with a monthly savings of \$5600.00 and, in lieu thereof, radioteletype and, as required, leased TELEX teletype equipment be utilized for coded communications with the San Juan Office.

- 1 - Mr. Casper
- 1 - Mr. Clayton
- 1 - Mr. Belmont - sent direct
- 1 - Mr. Conrad - sent direct

FWW:bpr
(8)

REC-54

66-2554-12797
AUG 5 1965

EX 105

The Director

7-28-65

The Executives Conference

ECONOMY

The Executives Conference consisting of Messrs. Belmont, Mohr, Clayton, Casper, Conrad, DeLoach, Felt, Gale, Rosen, Sullivan, Tavel, and Inspectors Bowles and Walsh met on July 23, 1965, and considered the following proposal.

Mr. DeLoach suggested eliminating mailings to the Special Correspondents' List during the balance of the calendar year. He felt this would result in a savings of \$4,000.

A majority of the Conference opposed this suggestion. Mr. DeLoach remained in favor of the proposal.

Respectfully,
For the Conference

Clyde Tolson

- 1 - Mr. DeLoach
- 1 - Mr. Callahan
- 1 - Mr. Casper
- 1 - Mr. Clayton

DRM:ves
(8)

REC-60

66 2554-12798

6 AUG 5 1965

F-168

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The Director

7-7-65

The Executives Conference

TELETYPE FACILITIES WITH ANCHORAGE DIVISION

The Executives Conference of 7-7-65, consisting of Messrs. Tolson, Gale, Conrad, Rosen, Belmont, Clayton, Callahan, Tavel, Wick for DeLoach, Edwards for Felt, Cotter for Casper, Sizoo for Sullivan, Bowles for Trotter, and Hyde for Mohr, considered the question of whether leased-line teletype facilities with our office in Anchorage, Alaska, should be installed.

For many years urgent communications with San Juan, Anchorage and Honolulu Offices have been handled by radioteletype over Bureau's own interoffice radio system. During recent crisis in Dominican Republic a leased teletype line was installed from Seat of Government to San Juan to handle extremely heavy volume of urgent traffic and commercial toll teletype service known as "Telex" was installed from Seat of Government to Honolulu, for which minimum monthly charge is \$85.

Exploration of all possible means of teletype communication with Anchorage reflects no commercial toll service available although there is some indication "Telex" service such as we have with Honolulu may be available within approximately one year, probably at comparable rates. A leased teletype circuit between Seat of Government and Anchorage would cost \$2,427.68 per month. As a cheaper alternative, we could have teletype service with Anchorage by using Seattle Office as relay point, renting leased teletype circuit from Seattle to Anchorage at \$1,522.08 a month. Either of these leased lines would normally take about four weeks from date of order to have circuit installed although in an emergency we might be able to get telephone company to install line quicker if necessary.

Basic policy question is whether present volume of teletype messages exchanged with Anchorage (40 incoming and 59 outgoing between Anchorage and Seat of Government within past 60 days) or world situation, in view of increasing tempo of war in Vietnam, warrants spending approximately \$1500 a month for a leased teletype line while our Bureau-owned radioteletype facilities continue to function as they have in the past.

- 1-Mr. Casper
- 1-Mr. Clayton
- 1-Mr. Conrad (detached)
- 1-Mr. Gale (detached)
- 1-Mr. Callahan (detached)
- 1- [redacted] (detached)

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REC- 59

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EX 105

6 AUG 1965

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(9)

Executives Conference Memorandum
Re: Teletype Facilities with Anchorage Division

Mr. Gale, formerly ASAC and SAC at Anchorage from 1951 to 1955, opposes installation of leased line, feeling expenditure not warranted. He states while occasional difficulty is experienced exchanging radio messages with Anchorage because of electrical disturbances, he can recall only two occasions when matters of such urgency arose that it was necessary to communicate at once with Bureau while radio facilities not operative and, in both instances, message was telephoned to Seattle and relayed to Bureau by teletype from there. He states that he was assigned to Anchorage during Korean War, which was much larger in scope and the international situation was much worse than at present in Vietnam, and no particular difficulties were experienced with communications. He points out that since military agencies control Alaskan communications system, possibility exists that during emergency the military might well take over all telephone and teletype facilities as they did during World War II, leaving the Bureau with only its own radio system. He also points out that during recent earthquake our radio station got message through to San Diego when other communication facilities were disrupted due to earthquake damage to telephone cables, and that while some difficulty was experienced later that night in contacting San Diego, Anchorage was able to contact Honolulu.

Mr. Conrad strongly advocates immediately leasing line between Anchorage and Seattle, pointing out that our communications facilities to Anchorage in the past have been identical to those to San Juan and these facilities have been adequate for many years. However, additional intelligence responsibilities have been imposed on the Bureau by the President and recent crisis conditions in the Dominican Republic required installation of leased line to San Juan on extremely short notice in order to handle heavy increase in volume of urgent traffic. In view of fact that "Northern Lights" atmospheric disturbances make radio communications at Anchorage less reliable and in view of indicated time lag needed to install leased line to Anchorage, it is felt that necessary steps should be taken now to provide direct teletype wire line communications to Anchorage, rather than waiting until after the crisis arrives. The leased line would, of course, be discontinued if "Telex" teletype service becomes available in future with Anchorage. Mr. Conrad points out that review of logs reflects four instances since March, 1964, in which radio communication with Anchorage was disrupted for periods ranging from one to 19 hours because of atmospheric conditions, and that there is a daily period of two to four hours during which radio contacts with Anchorage are not scheduled because of poor quality of signal. Mr. Conrad pointed out that unless leased-line facilities with Anchorage are installed, it will be the only outlying office without such direct wire line teletype communications.

Mr. Belmont stated that the type of situation which created the need for a leased line to San Juan does not exist in the Anchorage area and any emergency there would probably stem from an attack by Red China or the Soviet Union, in which case it would be

Executives Conference Memorandum
Re: Teletype Facilities with Anchorage Division

doubtful that any commercial or military teletype facilities would remain available to us and we would probably have to rely on our radio system anyhow. Under these circumstances, he did not feel that the expenditure of over \$1500 a month was warranted to insure that direct wire line teletype contact with Anchorage would be available before any crisis occurred.

All members of the Conference, except Mr. Conrad, felt that leased-line teletype facilities should not be installed at present with Anchorage.

The Conference was unanimous in recommending that "Telex" commercial toll teletype service with Anchorage be installed if and when it becomes available, and that the Laboratory Division install as quickly as possible on-line automatic coding equipment on the Bureau-owned Anchorage radioteletype to eliminate any possible delays in coding if a sudden surge of emergency traffic were to occur.

RECOMMENDATIONS:

(1) That leased-line teletype facilities not be installed at present with Anchorage.

(2) That "Telex" commercial toll teletype service with Anchorage be installed if it becomes available.

(3) That the Laboratory Division install as quickly as possible automatic coding equipment on the Anchorage radioteletype.

Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson

July 27, 1965

The Executives Conference

~~DISCONTINUING USE OF TRANSMITTAL LETTERS IN FURNISHING LITERATURE ON CLERICAL POSITIONS~~

The Executives Conference, acting in the capacity of the Economy Committee, consisting of Messrs. Mohr, Belmont, Clayton, Rosen, Walsh for Callahan, Bowles for Trotter, Tavel, Sullivan, Gale, Conrad, Casper, DeLoach, and Felt, considered the proposal of the Administrative Division that we discontinue the use of transmittal letters referring literature to inquirers asking about clerical positions.

It was pointed out that the Administrative Division receives inquiries from guidance counselors, placement officers, and other school officials asking for information regarding the Bureau's clerical positions. These inquiries are answered by a transmittal letter enclosing brochures such as "Facts about a Career in the FBI" and qualification sheets dealing with the types of positions which are the subject of inquiry. Similarly, letters are received from individuals asking for information concerning our clerical positions and these inquiries are likewise answered by transmittal letters forwarding Bureau's brochures, qualification statements, and the like. It was recommended that inquiries of this type be acknowledged by forwarding the Bureau's printed material without cover letter. This would be done in cases where all of the questions asked by the correspondent were clearly answered in the literature which would be forwarded by the Bureau. If any other questions were asked, we would continue to use a transmittal letter to forward the printed material and, in addition, to answer the inquiries not covered in the printed material. It is estimated that half of the time of one Grade GS-4 clerical employee would be saved if this procedure were placed into effect, realizing a savings of \$2240 per year.

The Executives Conference unanimously voted to place this proposal into effect.

EW
EWW:jmb
(6)
1 - Mr. Clayton
1 - Mr. Felt

REC-34
66-2554-12800
ORIGINAL FILED IN 66-18966

Date of Mail 7-28-65

Has been removed and placed in the Special File Room of Records Branch.

See File 66-2554-7530 for authority.

Subject JUNE MAIL *Executives conference*

Removed By 65 AUG 17 1965

File Number 66-2554-12801

Permanent Serial Charge Out

265

MR. TOLSON

7-26-65

The Executives Conference

COPIES OF IDENTIFICATION RECORDS

The Economy Committee, consisting of Messrs. Mohr, Belmont, DeLoach, Casper, Conrad, Felt, Gale, Rosen, Sullivan, Tavel, Clayton, Walsh and Bowles, on July 23, 1965, considered the matter of furnishing copies of identification records to other authorized agencies when requests for such additional copies appear on the back of fingerprint cards received in Identification Division. The Director instructed that the Economy Committee consider this.

Bowles pointed out it costs only 6¢ for each additional copy of identification records we disseminate (including labor and materials), but it costs approximately \$1.75 to completely process a set of fingerprints. In order to effect savings in our operating expenses, we have always encouraged law enforcement agencies to indicate in the proper space on fingerprint cards where they want additional copies of identification records sent to other authorized agencies. This is to keep us from receiving duplicate fingerprints for the same arrest from different interested agencies, such as a police department, sheriff's office, prosecuting attorney, etc.

The Committee unanimously recommends we continue to honor requests noted on fingerprint cards received in Identification Division to send copies of identification records to other interested authorized agencies. It is felt in most instances this saves our processing an additional fingerprint card which costs \$1.75 instead of 6¢ for handling in the above-described manner.

85-1923-99

- 1 - Mr. Casper
- 1 - Mr. Callahan
- 1 - Mr. Felt
- 1 - Mr. Clayton

AKB:nmr
(8)

I doubt soundness of this argument. I would like to know the average number of additional copies normally requested. Tolson had better look into this as it looks to me as if Ex. Com. has really swept this problem under the rug.

REC 33

66-2554-12802

6 AUG 11 1965

AUG 11 1965

MR. TOLSON

7-27-65

The Executives Conference

ADVANCED LATENT FINGERPRINT TRAINING SCHOOLS FOR POLICE

The Economy Committee, consisting of Messrs. Mohr, Belmont, DeLoach, Casper, Conrad, Felt, Gale, Rosen, Sullivan, Tavel, Clayton, Walsh, and Bowles, on July 23, 1965, considered the matter of the Bureau's continuing to instruct Advanced Latent Fingerprint Training Schools for the police. Bowles pointed out these schools are designed to give police identification officers advanced training in developing, photographing, and lifting latent fingerprints, comparison of latent prints with inked prints, problems in fingerprinting deceased persons, organizing and maintaining a latent print file, and organizing and planning a police identification bureau. The only qualified instructors the Bureau has for these schools are our latent fingerprint experts in Identification Division. These are usually regional schools for police identification officers of several adjacent communities. Each school requires five days.

During fiscal year 1965 our fingerprint experts furnished all of the instruction at 25 Advanced Latent Fingerprint Schools (including two at Washington, D. C.) training 454 police identification officers. Furnishing expert instructors for these schools costs \$1,936 per diem and \$2,057 for travel expenses, a total of \$3,993. We have one pending request for an Advanced Latent Fingerprint School in Elmhurst, Illinois, November 15 through 19, 1965.

The Committee unanimously recommends that the Bureau continue these Advanced Latent Fingerprint Schools in view of the desirability of keeping the FBI in the forefront of police training and equipping the police with the best possible tools and knowledge to combat crime.

- 1 - Mr. Casper
- 1 - Mr. Callahan
- 1 - Mr. Felt
- 1 - Mr. Clayton

AKB:nmr
(8)

EX-113

REC-54

EX-113

66-2554-12803

SEP 11 1965

ORIGINAL

July 29, 1965

THE DIRECTOR

THE EXECUTIVES CONFERENCE

**ATTENDANCE AT REGIONAL CONFERENCES
TO BE CREDITED IN LIEU OF IN-SERVICE
TRAINING - ECONOMY**

On July 21, 1965, the Executives Conference, consisting of Messrs. Belmont, Mohr, DeLoach, Casper, Walsh (for Callahan), Conrad, Felt, Gale, Rosen, Sullivan, Tavel, Bowles (for Trotter), and Clayton, considered a suggestion by Mr. Sullivan that attendance at regional conferences on criminal intelligence or security matters be credited in lieu of In-Service training to those Agents attending such conferences.

It is not possible to estimate the specific amount of savings the adoption of this suggestion would result in because there is no way of determining at this time the extent of such regional conferences. The Administrative Division estimated that it costs \$161 per man over and above the cost normally incurred in the field for an Agent to attend In-Service.

The Conference majority voted against this suggestion. The minority consisting of Messrs. Sullivan, Gale, Casper and Bowles voted in favor of the suggestion.

RECOMMENDATION:

That unfavorable consideration be given the proposal that attendance at regional conferences be credited in lieu of In-Service training.

Respectfully,
For the Conference

Clyde A. Tolson

- 1 - Mr. Clayton
- 1 - Mr. Gale
- 1 - Mr. Sullivan

WCS:pah
(5)

One copy made for file in Training Division 9-17-65

REC-70
66-2554-12804

EX-113
6 AUG 11 1965

51 AUG 17 1965

Mr. Tolson

7-28-65

The Executives Conference

ECONOMY

The Executives Conference consisting of Messrs. Belmont, Mohr, Clayton, Casper, Conrad, DeLoach, Felt, Gale, Rosen, Sullivan, Tavel, and Inspectors Bowles and Walsh met on July 23, 1965, and considered the following proposal.

Mr. DeLoach proposed that speeches involving travel by field personnel be held to an absolute minimum during the balance of the calendar year. He suggested, where possible, speeches already accepted be handled by Resident Agents in the vicinity who have formerly been approved Bureau speakers. Mr. DeLoach estimated a savings of \$30,000 would result.

The vote of the Conference was unanimous.

- 1 - Mr. DeLoach
- 1 - Mr. Callahan
- 1 - Mr. Casper
- 1 - Mr. Clayton

DRM: vcs
(8)

REC-75

66-2554-12805

EX-100 6 AUG 11 1965

188 | -1-16

24 AUG 23 1965

~~SECRET~~

THE DIRECTOR

July 28, 1965

THE EXECUTIVES CONFERENCE

JUNE

[Redacted]

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INTERNAL SECURITY - ISRAEL

The Executives Conference consisting of Messrs. Belmont, Mohr, Casper, Clayton, Conrad, Felt, Gale, Rosen, Sizoo, Trotter, Waikart, and Walsh met on July 27, 1965, and among other things considered the

[Redacted]

[Redacted]

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(S)
(S)

[Redacted]

[Redacted]

(S)

b1

REC-42 66 2554 (S)

Mr. Felt recommended that the

[Redacted]

RECOMMENDATION:

[Redacted]

(S)

One copy made for file in Training Division 7-17-65

TO SB 100 VII.1

Respectfully,
For the Conference

WEX

Clyde A. Tolson

ORIGINAL FILED

1 - Mr. Clayton 1 - Mr. Casper

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

CLASSIFIED BY 60260NBS/DAW/AF
DECLASSIFY ON: 25X

~~SECRET~~

MR. TOLSON

July 28, 1965

THE EXECUTIVES CONFERENCE

***ECONOMY - ELIMINATION OF MANDATORY
CREDIT CHECKS ON RELATIVES IN CERTAIN
APPLICANT-TYPE CASES**

The Executives Conference on July 27, 1965, consisting of Messrs. Mohr, Belmont, DeLoach, Casper, Walsh, Clayton, Felt, Sullivan, Conrad, Rosen, Trotter, Walkart and Gale, considered the proposal that mandatory credit checks on relatives of applicants be eliminated.

Mr. Gale pointed out that this would not include Bureau applicants but would include such applicant-type cases as Security of Government Employees, Special Inquiries, Loyalty of Employees of United Nations, Civil Service referral type cases and Departmental Applicants.

Mr. Gale pointed out that we presently require credit checks to be made at the current residence of brothers, sisters, mothers and fathers of the aforementioned applicants. However, any derogatory credit information on relatives is not considered by other agencies to be sufficient reason for disqualifying an applicant for government employment. If information were developed during the investigation indicating a substantial reason for making a credit inquiry on the immediate relatives of applicant, this, of course, could still be done on an optional basis by the field. It will be noted mandatory credit checks have never been conducted on close relatives of applicants for the Atomic Energy Commission and to date the Bureau has handled approximately one half million of these cases.

The credit checks we propose to eliminate occur in approximately 7,000 applicant-type cases per year with an average of five relatives per case, which makes 35,000 credit checks. We make a cash outlay to the various credit bureaus throughout the country in most of these cases of at least \$1.00 per name check for a total expenditure of at least \$35,000.

- 1 - Mr. Casper
- 1 - Mr. Clayton

REC 1 66-2554-12807

AUG 17 1965

JHG:LS
53 AUG 5 3 1965

ORIGINAL FILED IN 66-18938 639

Executives Conference Memorandum

**Re: Economy -
Elimination of Mandatory Credit Checks
on Relatives in Certain Applicant-Type cases**

RECOMMENDATION:

It was the unanimous recommendation of the Executives Conference that the mandatory credit checks in the above-described applicant cases be eliminated, with a resultant annual saving of at least \$35,000.

Date of Mail 8/3/65

Has been removed and placed in the Special File Room of Records Branch.

See File 66-2554-7530 for authority.

Subject JUNE MAIL THE EXECUTIVES CONFERENCE

Removed By _____

File Number 66-2554-12808

Permanent Serial Charge Out

~~Handwritten scribbles and numbers~~
452

Mr. Tolson

7-28-65

The Executives Conference

ECONOMY

The Executives Conference consisting of Messrs. Belmont, Mohr, Clayton, Casper, Conrad, DeLoach, Felt, Gale, Rosen, Sullivan, Tavel, and Inspectors Bowles and Walsh met on July 23, 1965, and considered the following proposal.

Mr. DeLoach suggested that speeches involving travel by Seat of Government personnel be reduced to the absolute minimum during the balance of the calendar year. He felt a savings of \$9,400 would result.

The vote of the Conference was unanimous.

- 1 - Mr. DeLoach
- 1 - Mr. Callahan
- 1 - Mr. Casper
- 1 - Mr. Clayton

DRM: vcs
(8)

REC

66-2554-12809

6 AUG 5 1965

ORIGINAL FILED IN

AUG 23 1965

Mr. Tolson

August 4, 1965

The Executives Conference

**FLU INOCULATION PROGRAM
1965-1966 FLU SEASON**

The Executives Conference, acting in its capacity as the Economy Committee, consisting of Messrs. Mohr, Belmont, Leinbaugh for DeLoach, Gale, Rosen, Walsh for Callahan, Casper, Conrad, Felt, Walkart for Tavel, Bowles for Trotter, and Clayton, considered the proposal of the Administrative Division that the Bureau again afford interested Bureau employees precautionary flu shots at Bureau expense.

The Director has approved this program since the past since experience indicates absenteeism is thereby minimized. The Surgeon General has indicated increased amounts of influenza may be expected in the coming season and his Advisory Committee recommended flu shots for groups of persons of all ages who suffer from chronic debilitating disease, older age groups, pregnant women and those in crowded living arrangements. It was pointed out the General Accounting Office has ruled that such precautionary shots may be given at government expense where the primary benefit is for the agency (that is to cut down on absenteeism due to the flu). Cost of each flu shot is approximately 43¢. Last year we had 52% employee participation, with total cost of program being approximately \$7,300, including the cost of physicians' fees. The consensus of the Economy Committee was that this is an extremely worthwhile program and the committee voted unanimously in favor of its approval.

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63-4067-1

not read
OK
#

EWW:jlk (5)
1 - Mr. Casper
1 - Mr. Clayton

REC-73
EX-101

66 2554-12810

3 AUG 10 1965

- Tolson _____
- Belmont _____
- Mohr _____
- DeLoach _____
- Casper _____
- Callahan _____
- Conrad _____
- Felt _____
- Gale _____
- Rosen _____
- Sullivan _____
- Tavel _____
- Trotter _____
- Tele. Room _____
- Holmes _____
- Gandy _____

54 AUG 26 1965

MAIL ROOM

TELETYPE UNIT

217
The Director

July 27, 1965

The Executives Conference

IN-SERVICE TRAINING COSTS

On July 27, 1965, the Executives Conference, consisting of Messrs. Belmont, Mohr, Walsh for Callahan, Conrad, Clayton, Casper, DeLoach, Felt, Gale, Rosen, Sizoo for Sullivan, Walkart for Tavel, and Trotter, considered a proposal to hold all In-Service training at Quantico except for the first and last day in order to effect savings of approximately \$76,000 per annum in per diem costs.

It was proposed that all In-Service training be held at Quantico except for the first Monday and second Friday of every In-Service class. Since the per diem for Agents in travel status is \$16.00 per day and per diem at Quantico is \$5.00 a day, it was further proposed, starting at 9:00 a. m. on Monday morning of the first day of In-Service, Agents go on Quantico per diem and stay on Quantico per diem until they return to their headquarters. It was felt this would not work any financial hardship on Agents since they would not have to pay for a room in Washington during this period and would be able to return to their home without additional expense.

If this program were put into effect, we could schedule the appearance of Assistant Directors and their #1 Men before In-Service classes on the first Monday and second Friday. It would mean that it would create somewhat of a hardship on lecturers since they would have to travel to Quantico for their lecture assignments. This could also create an overload in the Director's schedule on Monday and Friday should any of the In-Service Agents desire to see the Director.

Our present facilities at Quantico would be able to handle the New Agents who are in training based on the current New Agents' training schedule and the In-Service Agents. Generally In-Service classes go to Quantico the first Thursday night and return the Friday morning of the following week. By these changes in per diem and locating the Agents at Quantico we can effect the approximate savings of \$76,000 per annum.

Mr. Mohr was opposed to the suggestion stating that in addition to the problem this would produce for the Director on Mondays and Fridays, there would

1 - Mr. Callahan 1 - Mr. Casper
1 - Mr. Felt 1 - Mr. Clayton

JJC/hcv

(6)

REC-49

66-2554-1287

1965

EX-101
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**Executives Conference Memorandum
Re: In-Service Training Costs**

be additional cost of transportation of the supervisors from Washington to Quantico and back as well as the need for additional cars to transport them. Mr. Mohr also felt that the Director desires the In-Service Agents to spend part of their time at the Seat of Government so they will feel a part of the Bureau. Mr. Sizoo, for Mr. Sullivan, indicated the savings would be greatly reduced by the loss of supervisory time necessitated by the travel of the supervisor between the Seat of Government and Quantico.

OBSERVATIONS

The majority of the Conference with the exception of Mr. Casper and Mr. Felt agreed with the observations of Mr. Mohr and Mr. Sizoo and voted that we make no change in the way In-Service is currently scheduled at Quantico and the Seat of Government. Mr. Casper and Mr. Felt on the other hand believe that this is a worthwhile savings and that we should try it as a part of the current economy program.

RECOMMENDATION:

If the Director approves the vote of the majority, no change will be made in the scheduling of In-Service training at the Seat of Government and Quantico.

*I share view of majority
Henceforth no statements
relative to seeing me should
be made at start of
each session* respectfully,
For the Conference

Clyde Tolson

Mr. Tolson

7-28-65

The Executives Conference

ECONOMY

The Executives Conference consisting of Mr. Belmont, Mr. Mohr, Mr. Clayton, Mr. Casper, Mr. Conrad, Mr. DeLoach, Mr. Felt, Mr. Gale, Mr. Rosen, Mr. Sullivan, Mr. Tavel, Inspector Bowles and Inspector Walsh met on July 23, 1965, and considered the following proposal.

elimination of

Mr. DeLoach suggested ~~eliminating transmittal letters where incoming correspondence requests information which can be specifically answered by printed material.~~ He pointed out that most of these inquiries are from students, and at the present time three clerical employees are necessary to handle formal transmittal letters. Elimination of transmittal letters would permit a reduction in staff of three clerical employees and would result in an estimated savings of \$17,000 per year.

The Conference voted unanimously in favor of this proposal.

OK H.

- 1 - Mr. DeLoach
- 1 - Mr. Callahan
- 1 - Mr. Casper
- 1 - Mr. Clayton

DRM: vcs
(8)

REC-62 66 2554 - 12813

5 SEP 1 1965

SEP 2 1965

THE DIRECTOR

July 28, 1965

○
THE EXECUTIVES CONFERENCE

IN-SERVICE TRAINING

On July 23, 1965, the Economy Committee, consisting of Messrs. Tolson, Belmont, Mohr, Bowles, Clayton, Conrad, DeLoach, Felt, Gale, Malley, Sullivan, Tavel and Walsh, considered an economy proposal of Mr. Clayton to extend the pattern of In-Service training attendance. Specifically, the present rule is that an Agent attends In-Service two years after entering on duty, two years later and every four years thereafter. The attendance pattern is 2, 2, 4. Mr. Clayton proposed changing the attendance pattern to 2, 3, 5 so that an Agent would attend two years after entering on duty, three years later and every five years thereafter.

Mr. Clayton pointed out that on the basis of a twenty-five-year career an Agent would attend In-Service six times under the present pattern and five times under the proposed pattern. Through use of our Automatic Data Processing equipment, combined savings for fiscal years 1966 through 1968 were computed as \$204,120.00, for an average yearly saving of \$68,040.00. (A three-year projection was used because the number of Agents due for In-Service will vary from year to year.)

Mr. Clayton and Mr. Felt voted for the suggestion. Mr. Rosen voted against the proposal but suggested an alternate plan whereby In-Service would be discontinued for the balance of the fiscal year which would result in substantial savings. The remainder of the committee voted against any change in our In-Service training program.

We will be guided by the Director's decision.

Respectfully,
For the Conference

Clyde A. Tolson

REC-666 2554-12812

11 AUG 30 1965

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of 8, 2, 58

k - Mr. Clayton
l - Mr. Casper

WMF:bhg

60 AUG 31 1965

Mr. Tolson

7-27-65

The Executives Conference**ECONOMY - STREAMLINING OF NAME CHECKS
FILES AND COMMUNICATIONS DIVISION**

On 7-23-65, the Executives Conference consisting of Messrs. Belmont, Mohr, Bowles, Casper, Clayton, Conrad, DeLoach, Felt, Gale, Rosen, Sullivan, Tavel and Walsh for Callahan unanimously approved the recommendation of the Files and Communications Division that name searching procedures in the Records Branch revert to the techniques in effect prior to the [redacted] incident in October, 1964. Prior to the [redacted] incident and based on years of experience, ^{certain} name searches in the Records Branch were limited to derogatory security data depending on a check of the Identification Division files to reveal pertinent derogatory criminal data. However, the Conference believed a survey should be conducted by the Name Check Section of the General Investigative Division for 30 days to insure that no derogatory criminal information is in fact being missed. The final approval of this suggestion will enable the Records Branch to reduce its personnel quota by 66 employees for a yearly savings of approximately \$326,000.

b6
b7CACTION:

For the next 30 days, the Name Check Section of the General Investigative Division will screen any file references referred to them by the Records Branch for derogatory criminal references that would have been furnished a requesting agency but that would not have otherwise been developed through a search of the Identification Division records. If negative, the Records Branch will thereafter reduce its personnel quota by 66 employees for a yearly savings of approximately \$326,000.

- 1 - Mr. Casper
- 1 - Mr. Clayton
- 1 - Mr. Belmont - sent direct
- 1 - Mr. Rosen (Mr. Scatterday) - sent direct

FWW:bpr
(7)

*First make the check
& let me know results
& then I will determine
whether to discontinue this
project #*

REC-25

66-2554-12814

3 AUG 25 1965

TOLSON

Mr. Tolson

July 27, 1965

The Executives Conference

VISITING LECTURERS FOR NATIONAL ACADEMY

On July 27, 1965, the Executives Conference, consisting of Messrs. Belmont, Mohr, Conrad, Clayton, Casper, DeLoach, Felt, Gale, Rosen, Walsh for Callahan, Sizoo for Sullivan, Waikart for Tavel, and Trotter, considered the cost factor for visiting lecturers to the National Academy and the addition of an additional visiting lecturer from the National Automobile Theft Bureau of Detroit for the current session of the National Academy.

At the present time there are 31 visiting lecturers to the National Academy, only 17 of which we pay travel costs and per diem; the remaining come without charge. The present National Academy curriculum contains a three-hour lecture on Auto Thefts. In addition the practical problem held at Quantico generally has the location, search and ultimate preservation of evidence found in an automobile as a part of the problem. Special Agent [redacted] of the Detroit Office has been brought in to handle this lecture since he works closely with the automotive industry in Detroit and is considered to be one of the Bureau's experts on Automobile Theft Matters. This was approved. It has been found that [redacted] runs a seven-hour theft school in the field including the practical problem. He utilizes the services of [redacted] of Detroit, a representative of the National Automobile Theft Bureau. (Bureau files are negative with regard to [redacted]) [redacted] has prepared a series of visual aids and because of his knowledge in this field his presence will greatly enhance this presentation. By doing this, we would be able to consolidate the classroom lecture and the practical case problem and make it more meaningful to the class members. This would not only be of more benefit to the police but also to the FBI in the Interstate Transportation of Stolen Motor Vehicle problem.

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When & how often?

Special Agent [redacted] has indicated that the National Automobile Theft Bureau would in all probability welcome the opportunity to assist the Bureau and would probably be willing to participate at their own expense. Including this cost, should [redacted] be paid per diem and travel expense, the total expense to the Bureau for the visiting lecturers is \$1,873.88.

66-2554-12815

- 1 - Mr. Callahan
- 1 - Mr. Casper
- 1 - Mr. Felt
- 1 - Mr. Clayton

REC-67

10 SEP 31 1965

67-112

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JJC/hcy
(6) 66 SEP 8 1965

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Executives Conference Memorandum
re: Visiting Lecturers for National Academy

These visiting lecturers contribute greatly to the National Academy Program. With the interest of the President in police training and the necessity for the FBI National Academy to ever improve its curriculum, it is believed that these expenses are essential and should not be discontinued under the current economy considerations.

The Executives Conference unanimously agreed that we continue the program as is and approve the addition of [redacted] of Detroit, a representative of the National Automobile Theft Bureau, to the list of visiting lecturers to the FBI National Academy.

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MR. TOLSON

August 25, 1965

THE EXECUTIVES CONFERENCE

SUGGESTION RE PREPARATION OF MATERNITY LEAVE LETTERS

The Executives Conference of August 25, 1965, consisting of Messrs. Trotter, Tavel, Felt, Clayton, Belmont, Sullivan, Stanley, Conrad, Casper, Aick, Mohr and Callahan, considered the attached suggestion of [redacted] of the Administrative Division that letters not be written to employees when maternity leave is requested. If adopted this suggestion would eliminate the preparation of 350 letters each year at an estimated savings of \$1500 per annum.

It was pointed out to the Conference that under the present procedure three letters are written to employees who take maternity leave; the first at the time the maternity leave is requested; the second upon the birth of the child; and the third ten days prior to the expiration of the maternity leave period to determine whether or not the employee is going to return to duty it being noted that approximately 57 percent of the employees going on maternity leave do not return to duty for various reasons; i. e., inability to obtain baby sitters and the like.

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The Executives Conference unanimously recommended the adoption of the suggestion and if approved by the Director will merit the suggestor a \$25.00 cash award under the Incentive Award Program and a letter is attached to [redacted] to this effect.

Enclosures

- 1 - Mr. Casper
- 1 - Mr. Clayton

JPM:gt
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EX-101 REC-50

66-2554-12816

12 SEP 17 1965

66-2087-2970

ORIGINAL FILED IN

57 OCT 6 1965

Mr. Tolson

September 17, 1965

The Executives Conference

X LAW ENFORCEMENT CONFERENCES 1965
 X RESPONSIBILITY OF THE LAW ENFORCEMENT OFFICER IN 1965

The Executives Conference on September 17, 1965, consisting of Messrs. Tolson, Belmont, Mohr, Wick for DeLoach, Callahan, Clayton, White for Conrad, Felt, Gale, Sullivan, Tavel, Trotter and Casper, was advised that the Training Division proposed that the law enforcement conferences for 1965 deal with the subject matter "Science vs. Lawbreakers." This topic, it was felt, was in line with the President's desire that Federal assistance be given local law enforcement in improving its investigative skills through training in techniques of modern science. The topic appeared desirable for the reasons that the FBI would help local law enforcement by reminding the executives of the many ways law enforcement scientists and technicians could be of assistance; that this conference would be another clear manifestation of our wholehearted cooperation in the President's program against crime and that the conferences would advance the interests of the FBI Laboratory, Identification Division, and our investigative interests.

Since the field is in possession of a considerable amount of material regarding how the law enforcement laboratory and identification bureau can and have assisted law enforcement in its investigative efforts to identify the guilty and clear the innocent, it was felt that the Bureau should not offer a standard format for the conference but rather that the Special Agents in Charge and police instructors work up an interesting and informative program applicable to the area in which the conference was being held.

Mr. Tolson instructed that the field should be provided with a program. He also did not like the subject matter. He said that the conference topic should deal with all the cooperative services of the FBI. Mr. Rosen indicated that since we get most of our cases from local police we should stress through these conferences the referral of matters within our jurisdiction to the FBI's attention. He suggested

Enclosure

1 - Mr. Belmont 1 - Mr. Conrad 1 - Mr. Sullivan
 1 - Mr. Mohr 1 - Mr. Felt 1 - Mr. Tavel
 1 - Mr. DeLoach 1 - Mr. Gale 1 - Mr. Trotter
 1 - Mr. Casper 1 - Mr. Rosen 1 - Mr. Clayton

1 - Mr. Callahan
 46 SEP 24 1965
 (15)

REG-24 66-2554-12817

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Executives Conference Memorandum**Re: Law Enforcement Conferences 1965****Responsibility of the Law Enforcement Officer in 1965**

as the title "The Responsibility of the Law Enforcement Officer in 1965."

Mr. Tolson also felt that the conferences should include a discussion on the use of the computers in law enforcement work. It was pointed out that the Bureau has asked for \$200,000 appropriation to do research relative to the use of computers in handling the work in the Identification Division. Mr. Casper suggested that another topic which could be considered would be How Law Enforcement could improve its Public Image by the Application of Courtesy, Respect for the Rights of Others, Effective Public Relations, etc. Mr. Belmont felt this was a good idea and that it could be included in the program to combat the problem which has arisen across the nation wherein individuals are making unfounded charges of police brutality against the police.

The Conference unanimously agreed, after deliberating all of the above considerations, that the topic for the law enforcement conferences in the year 1965 be "Responsibility of the Law Enforcement Officer in 1965" and that the program would include what the police can do to improve their public image, discussion on the use of computers in law enforcement, the need for greater cooperation among law enforcement agencies in view of the growth of crime and the President's interest in combating same, the cooperative services of the FBI, and the need for prompt referral of cases within our investigative jurisdiction to this Bureau.

RECOMMENDATION:

If approved, that the attached SAC Letter be sent outlining this conference and setting forth a specific program which is to be covered.

CK
H

MR. TOLSON

September 20, 1965

THE EXECUTIVES CONFERENCE

ECONOMY / STREAMLINING OF NAME CHECKS
FILES AND COMMUNICATIONS DIVISION

On September 17, 1965, the Executives Conference, consisting of Messrs. Tolson, Belmont, Mohr, Callahan, Casper, Clayton, Felt, Gale, Rosen, Sullivan, Tavel, Trotter, White and Wick, considered an economy suggestion that we revert to name search procedures in effect prior to October, 1964.

Before October, 1964, only security references were reviewed on name checks. However, as a result of the [redacted] case the Bureau now searches both criminal and security references. This has resulted in a need for 66 additional employees in the Files and Communications Division at an estimated annual cost of approximately \$326,000. Executives Conference memorandum 8/27/65 recommended and the Director approved that a survey be conducted for 30 days to determine the feasibility of reverting to previous searching procedures.

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Initial results of the survey were set out in a memorandum prepared by the General Investigative Division on September 2, 1965. An analysis of the results was presented to the conference by Mr. Felt. It was pointed out that 52,475 name checks were handled during the period. In 70 instances it was found that we had information in the criminal files but less information or no information in the identification record. During the inspection of the Files and Communications Division, just completed, careful study was made of these 70 cases to determine the importance of the information and the significance of the additional information which was disseminated as a result. It was concluded that in a number of cases there was sufficient information in the identification record to alert the requesting agency, although the same may not have been as complete as that in the criminal file. 13 instances were noted where the additional information was derogatory criminal data concerning relatives of the subject of the inquiry. Mr. Felt pointed out that the number of instances where no information appeared at all in the identification record would be less than one-tenth of one percent of the total number of searches handled during the survey. Also the more important cases, such as requests from the White House and special requests received through the Liaison Section, would automatically receive full searching.

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The inspection survey reflected that in addition to the savings of \$326,000 in personnel costs in the Files and Communications Division, there would also be

- 1 - Mr. Casper
 - 1 - Mr. Clayton
 - 1 - Mr. Rosen
 - 1 - Mr. Tavel
- WMF:wmj (7)

REC-13

66-2537 67818

CONTINUED - OVER 13 1965

ORIGINAL FILED IN

6-23-65 1965 [Signature]

**The Executives Conference Memo to Mr. Tolson
Re: Economy - Streamlining of Name Checks**

an estimated savings in personnel cost in the General Investigative Division of \$14,480 annually for a total annual estimated savings of \$340,480.

Mr. Rosen alerted the conference to the fact that we have advised interested Government agencies that we are now searching criminal references in addition to the subversive references and he emphasized that these agencies would have to be informed if any change in policy is made.

Furthermore, he pointed out that a real basis for criticism and unfavorable comment lies in the fact that the Director's testimony before the House Committee on Appropriations on March 4, 1965, specifically refers to the supplemental appropriation which was received and lists as one of the items for such supplemental request "name search extension." In addition, the appropriation report at page 10 specifically states: "The expanded name search procedures further provide that all name check requests from Government agencies will also include a search of criminal investigative file references even though this has not been requested by the submitting agencies in some instances in the past."

Mr. Mohr pointed out that the question of the supplemental appropriation raised no particular problem because of the other added burdens assumed by the Bureau such as the Dominican coverage.

Mr. Wick pointed out that change in policy would undoubtedly become known and could possibly become the subject of unfavorable newspaper comment.

The Executives Conference unanimously recommended adoption of the economy suggestion, feeling that the considerable cost involved could not be justified when the additional benefits attained are so small.

UNITED STATES GOVERNMENT

Memorandum

- Tolson _____
- Belmont _____
- Mohr _____
- DeLoach _____
- Casper _____
- Callahan _____
- Conrad _____
- Felt _____
- Gale _____
- Rosen _____
- Sullivan _____
- Tavel _____
- Trotter _____
- Tele. Room _____
- Holmes _____
- Gandy _____

TO : Mr. Casper

DATE: October 11, 1965

FROM : H. L. Sloan

SUBJECT: FIREARMS TRAINING
BUREAU OFFICIALS AND SUPERVISORS
OCTOBER 25-29, 1965

The Executives Conference, memorandum to the Director dated 7/28/65, recommended and it was approved, firearms training for Bureau Officials and Supervisors be reduced from four indoor and four outdoor shoots each year to one indoor and one outdoor shoot contingent on each Supervisor being able to shoot at least 80 on the Practical Pistol Course (PPC) and at least 200 on the indoor shoot. It was also approved the field inspectors and aides of the Inspection Division should continue to receive the full firearms training.

Pursuant to this policy, an outdoor firearms training session is being scheduled the week of October 25-29, 1965, for Bureau Officials and Supervisors who have not attended at least one outdoor shoot this calendar year or did not fire at least a 80 on the PPC. In addition, all personnel of the Inspection Division should be scheduled to participate as this will constitute their fourth outdoor firearms training period.

Enclosed are lists by division of those who should be scheduled for this training. The Training Division should be notified by October 20, 1965, the date each man is scheduled for this training at Quantico.

RECOMMENDATION:

If you approve, copies of this memorandum should be forwarded to the appropriate Assistant Directors and the listed Bureau Officials and Supervisors be scheduled for firearms training at Quantico the week of October 25-29, 1965.

Enclosure

- 1 - Mr. DeLoach (Enclosure)
- 1 - Mr. Callahan (Enclosure)
- 1 - Mr. Conrad (Enclosure)
- 1 - Mr. Felt
- 1 - Mr. Gale (Enclosure)
- 1 - Mr. Rosen (Enclosure)
- 1 - Mr. Sullivan (Enclosure)
- 1 - Mr. Trotter (Enclosure)

66-2554-

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The Director

10-22-65

The Executives Conference

**ENCYCLOPAEDIA BRITANNICA GROUP
COOPERATIVE SALES PLAN
FBIRA MATTER**

The Executives Conference of 10-21-65, consisting of Messrs. Belmont, Mohr, DeLoach, Casper, Callahan, Conrad, Edwards for Felt, Rosen, Sizoo for Sullivan Tavel, Trotter and Clayton, considered a proposal which had been made by a representative of the Encyclopaedia Britannica offering a package deal on the Encyclopaedia Britannica plus one of two options consisting of either a children's Encyclopaedia and bookrack or an atlas and language dictionary with bookcase, retail price \$459, to member of the FBIRA at a discount price of \$369 for a savings of \$90. The FBIRA would receive \$10 for each sale consummated by the company. A number of other Federal Government recreation associations have participated in this plan.

A letter would be prepared over Mr. Tavel's signature as President of the FBIRA setting forth complete details concerning the plan to be sent to each Bureau employee along with a business reply card. Encyclopaedia Britannica would prepare sufficient copies of the letter for all of our employees and would pay for cost of mailing. Distribution of letters would be handled by FBIRA so company would not have names of Bureau employees. Those employees who return the business reply card to the Encyclopaedia Britannica indicating an interest in purchasing the books would be contacted and all dealings thereafter would be between employee and company. Company could not solicit other employees since they would not have names. Contacts by company with interested employees would be made at their place of residence. Company will only accept time payment plan from employees 21 years or older after thorough credit investigation, and payments are \$12 per month. Encyclopaedia Britannica is well-known, reliable company and many of our employees will undoubtedly consider purchase of encyclopedias at full price anyway. Sponsorship of this plan by FBIRA would provide opportunity for employees to purchase at substantial discount and FBIRA would derive some financial benefit. FBIRA Executive Committee was unanimous in recommending FBIRA participation. Indices reflect no unfavorable information regarding Encyclopaedia Britannica but indicate we have had favorable relations with them.

1-Mr. Casper
1-Mr. Clayton
1-62-26176 (FBIRA file)
1-Mr. J. W. Marshall (detached)
1-Mr. Holroyd (detached)
WST:jmr

REC-24

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(7)

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**Executives Conference Memorandum
Re: Encyclopaedia Britannica Group
Cooperative Sales Plan, FBIRA Matter**

Mr. Clayton raised question as to whether other similar plans of other encyclopedia companies would be considered if offered and there appears no reason why they could not be if offering company is reliable.

Mr. Belmont stated he felt this is a bad idea, feels Encyclopaedia Britannica is using Bureau for promotional purposes, and opposes FBIRA participation.

All other members of the Conference were in favor of participating in view of benefits to employees and FBIRA and fact that it is no different essentially than discounts listed in booklet published by FBIRA as offered by local stores or other products, such as candy, which have been offered to Bureau employees through FBIRA at a discount.

RECOMMENDATION:

That FBIRA participate in Encyclopaedia Britannica group sales plan offering discount to employees.

Respectfully,
For the Conference

Clyde Tolson

*I think this
is a "bait"*
1/22 ✓

*↑
Lemon
H*

The Director

October 15, 1965

The Executives Conference

**METROPOLITAN AREA
ELECTRONIC INFORMATION SYSTEM**

The Executive Conference met on October 14, 1965. In attendance were Messrs. Tolson, Mohr, Belmont, Trotter, Walkart for Tavel, Clayton, Sullivan, Conrad, Jenkins for Casper, DeLoach, Callahan, Scatterday for Rosen. Section Chief J. J. Daunt was instructed to attend the Conference by Mr. Tolson.

The Conference considered the proposal submitted by the Crime Records Division that the FBI study and develop an electronic information system with the use of a computer. Such systems which provide immediate access to electronically stored law enforcement information are already operational in Alameda County, California, St. Louis, Missouri, and the State of California limited at the present time to stolen automobiles. Many other areas and states are planning computer systems of this type. Logically they will develop at the metropolitan area level, state and regional level, and finally a complete national system. In order to function effectively such computer systems must be compatible in at least basic standardization of coding, method and procedure.

It was proposed that the FBI now become involved in a study and development of an electronic information system for the Washington, D. C., metropolitan area with extensions to the two state police agencies and the cities of Baltimore and Richmond. Such a system would provide storage for outstanding traffic and other criminal warrants, stolen automobiles, identifiable stolen property and a profile of known criminal repeaters in this area. Such a system would provide the FBI with the knowledge and experience to build a practical national system.

Secondly it was proposed that the FBI study also include an electronic information system to go nationwide on stolen automobiles which have not been covered within 5 to 10 days. This would be a central pool of information needed by police and which is not being provided today by the National Automobile Theft

enclosure

- 1 - Mr. Belmont
- 1 - Mr. Mohr
- 1 - Mr. DeLoach
- 1 - Mr. Callahan
- 1 - Mr. Trotter

JJD:asg (8)

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EX-101

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**Executives Conference Memorandum
Re: Metropolitan Area
Electronic Information System**

Bureau. The national computer system would also include the electronic storage of identifiable stolen property from major metropolitan areas. It was suggested that this would first be limited to those stolen items that do provide a serial number. The fact that the movement of stolen property from one metropolitan area to another is a problem was pointed out. The Conference was in full agreement that the FBI should initiate the necessary studies after the completion of which a national program should be implemented providing for the computer storage of stolen automobiles, guns, and other identifiable stolen property.

The Conference was also unanimous that the FBI should at this time undertake a study to develop a practical information system for the area of Washington, D. C., which would serve as a guideline and model for other metropolitan areas and eventually state systems.

Messrs. Mohr, Trotter, Callahan and Walkart were opposed, however, to the FBI actually operating a computer center for the metropolitan area. It was their minority view that the actual operation of such a computer center which would involve local arrest warrants on various shades of unlawful activity, as well as traffic warrants was purely a local matter and the FBI should not operate the computer center in such a program. The dangers of mis-idents and mis-information which might be contributed by local police departments could also present embarrassment since the information upon which police and other agencies would take action would allegedly emanate from an FBI computer.

Messrs. Tolson and Belmont agreed to avoid this close supervision would be required as well as the necessity to purge the electronic tape on a constant up-to-date basis. Mr. Belmont pointed out that it will be important in such a metropolitan computer system which would actually involve two states and the District of Columbia that the information on which the police officer takes action was actually data stored by a local department. In other words, it should be made clear that the FBI is operating a computer center of information which is submitted by local police agencies and it is on the basis of this information that local police are taking action.

(over)

Executives Conference Memorandum
Re: Metropolitan Area
Electronic Information System

It was observed that the Alameda County System not only indicates the type of warrant but also the date of issuance, whether the warrant is extraditable, whether it is bailable, and whether it should be served at night. In addition, before an arrest is charged, the department making the arrest is required to confirm the outstanding nature of the warrant with the department that contributed the information.

With respect to FBI authority to operate in such an area, Mr. DeLoach pointed out that Public Law 337 dated June 11, 1930, which established the Division of Identification and Information, as well as the authority to operate the Uniform Crime Reporting Program states "it shall be vested with the duty of acquiring, collecting, classifying, and preserving criminal identification and other crime records and the exchanging of said criminal identification records with the duly authorized officials of governmental agencies, of States, cities, and penal institutions." Mr. DeLoach pointed out that this certainly gives the FBI jurisdiction to operate in the area of outstanding warrants and that the computer is just a new tool to store the information and make it rapidly accessible to law enforcement agencies.

Mr. Tolson pointed out that money for the necessary studies and the implementation of such computer information systems was available through the Law Enforcement Assistance Act. He advised that since specifications on new automatic data processing equipment have already been issued to manufacturers, and that this equipment basically could include the programs envisioned here, that the major costs were thus offset. It was agreed that for ultimate effectiveness such an electronic information system would require rapid on line communication systems from contributing departments. This factor would be part of the systems study being recommended.

ACTION FOR THE DIRECTOR'S CONSIDERATION

1. There is attached for approval an appropriate letter to the Attorney General advising him of our intentions and the need to develop compatible electronic information systems. The letter includes an inquiry of the Attorney General as to whether or not the Law Enforcement Assistance Act would be an appropriate vehicle from which funds could be obtained to launch the necessary computer systems study.

(over)

Executives Conference Memorandum

**Re: Metropolitan Area
Electronic Information System**

2. If the above is approved, it is recommended that we obtain funds from the Law Enforcement Assistance Act to launch a systems study, namely a computer mathematician, and that we seek advice and counsel from any knowledgeable persons in this area including [redacted] of International Business Machines who established the Alameda County system in California.

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b7C

3. If the above are approved, then we feel it would be necessary for an Agent Supervisor to follow the development of an electronic information system within the Bureau on a full-time basis. The Agent should become fully acquainted with the substantive program, as well as the computer system study that would be needed. This Agent should be a mature, well experienced, imaginative person who is well drilled in Bureau policy and he should have the opportunity to visit each local operational computer system that is utilizing an electronic information system. He as well as other selective Bureau personnel should obtain training in the use of computers, their capability and limitations, such as International Business Machines schools which are available.

Respectfully,
For the Conference

Clyde Tolson

UNITED STATES GOVERNMENT

Memorandum

Tolson	_____
Belmont	_____
Mohr	_____
DeLoach	_____
Casper	_____
Callahan	_____
Conrad	_____
Felt	_____
Gale	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Trotter	_____
Tele. Room	_____
Holmes	_____
Gandy	_____

TO : The Director

DATE: November 1, 1965

FROM : The Executives Conference

SUBJECT: FBI LAW ENFORCEMENT BULLETIN

The Executives Conference consisting of members Mr. Tolson, Mr. Belmont, Mr. Mohr, Mr. Casper, Mr. Callahan, Mr. Conrad, Mr. Felt, Mr. Gale, Mr. Rosen, Mr. Sizoo for Mr. Sullivan, Mr. Tavel, Mr. Trotter, Mr. Hyde for Mr. Clayton, and Mr. DeLoach, on Thursday, October 28, 1965, considered the administrative handling of a publication of suggested article for the Law Enforcement Bulletin entitled "Search of the Person." A memorandum, Jones to DeLoach, dated 10-12-65 recommended that due to the length (61 pages) of this article the article should be run as a series from four to six issues.

The Conference was advised that Mr. Gale felt that the article was certainly a fine treatise on a subject which is extremely important to law enforcement. He, however, believed that the great potential value of the article might be dissipated to some extent by serialization. Mr. Gale desired that the entire treatise be in one volume if at all possible.

The Conference was told that Mr. Rosen felt that court decisions, which appeared at the end of various pages in the article, when such decisions were dealt with, are somewhat distracting to the average law enforcement officer, and, therefore, consideration should be given to including all of these in a separate bibliography appearing at the end of the article, or by handling the decisions as footnotes to the pages, thus removing them from the text material.

The Conference was told that Mr. Belmont, Mr. Mohr, Mr. Casper and Mr. DeLoach recommended the article stay as is.

- 1 - Mr. Casper
- 1 - Mr. Clayton

OK # REC-10 66-2554-12821

Continued next page 11 NOV 10 1965

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Executives Conference Memorandum
RE: FBI Law Enforcement Bulletin

The Conference was told that an extra issue of the Law Enforcement Bulletin would cost approximately \$5,000. An issue of 61 pages would cost considerably more.

The Conference was advised that the Law Enforcement Bulletin could be enlarged from 24 to 32 pages at little cost, and, therefore, the series could be reduced to three or four issues.

The Conference was unanimous in deciding that the Law Enforcement Bulletin should be enlarged to 32 pages for the purpose of this article, and that the series be reduced to three or four issues. It was decided to keep the decisions as they presently appear.

The Conference was unanimous in suggesting that reprints be made of this article so that it can be distributed widely later on.

Respectfully,
For the Conference

Clyde Tolson

OK.
H

Mr. Tolson

October 28, 1965

The Executives Conference

***POLICE TRAINING RESTRICTIONS
ALABAMA DEPARTMENT OF PUBLIC SAFETY**

On October 28, 1965, the Executives Conference, consisting of Messrs. Tolson, Belmont, Mohr, DeLoach, Callahan, Conrad, Felt, Gale, Rosen, Sizoo for Sullivan, Tavel, Trotter, Hyde for Clayton, and Casper, considered the advisability of removing training restrictions currently existing against the Alabama Department of Public Safety.

In September, 1963, the Birmingham and Mobile Offices were instructed to have nothing to do with the Alabama Highway Patrol. These instructions resulted from actions of the Patrol in connection with the bombing of a church in Birmingham in which they tried to "scoop" other law enforcement officers by wholesale pickup and interrogation of suspects whose identities they learned from various individuals under investigation as suspects by the Bureau and the Birmingham Police. Also, in June, 1963, Colonel Al Lingo, then Director of the Alabama Department of Public Safety, instructed his men to refrain from discussing civil rights matters with the FBI. We have had continued problems since that time with the Alabama Department of Public Safety under Lingo's leadership. This resulted in our placing training restrictions on the Alabama Department of Public Safety.

The Mobile Office reported that effective October 1, 1965, Lingo was succeeded by Colonel Clovis W. Russell who had been the Administrative Assistant to Lingo.

Reliable contacts among the state troopers advised that Russell was well regarded, intelligent, deeply religious, and of excellent moral character. In the limited contacts had by Russell with our Alabama Offices, he had been most cordial and friendly.

It is to be noted that he is serving in an interim capacity as Director of the Alabama Department of Public Safety.

SAC Howell, Mobile, advised that he and the Senior Resident Agent at Montgomery, Alabama, on October 13, 1965, conferred with Colonel Russell and

Enclosure

- 1 - Mr. Conrad
- 1 - Mr. Trotter
- 1 - Mr. Casper
- 1 - Mr. Rosen
- 1 - Mr. Clayton

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EX-112 REC 30 66-2554-1282 4 NOV 16 1965

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Executives Conference Memorandum
Re: Police Training Restrictions
Alabama Department of Public Safety

Major John Cloud, Chief of the Alabama Highway Patrol (a graduate of the 66th Session of the National Academy, August - November, 1960). Colonel Russell stated immediately that as long as he is Director of Public Safety, he desires to cooperate 100% with all law enforcement agencies particularly the FBI. Both he and Major Cloud expressed the greatest admiration for the Director and Bureau Agents. They indicated their desire to work in close harmony in all matters of mutual interest. Colonel Russell stated he had instructed the captains in all districts that they are to cooperate with all law enforcement agencies in all matters.

Colonel Russell and Major Cloud were asked specifically concerning their policy regarding civil rights investigations. They both stated that they have completely reversed Lingo's policy; that they desire to cooperate with the FBI 100% in civil rights and racial matters and that there are no restrictions on interviews of state troopers in civil rights investigations by the FBI.

They advised, however, since the early 1950's the Department of Public Safety has had an administrative policy that state troopers are not to give signed statements to outside agencies. Major Cloud said this policy was in effect long before civil rights became an issue, and its purpose is to fix administrative responsibility for wrongdoing by a state trooper. He said that when the Department of Public Safety receives an allegation against a trooper they conduct an immediate investigation, take a signed statement from the trooper involved, and, if necessary, interview the complainant. Both Colonel Russell and Major Cloud agreed that copies of any signed statements or records of interviews of the troopers will be made available upon request. Colonel Russell emphasized this policy is strictly an administrative procedure designed to resolve any charges against state troopers and in no way is meant to hamper any civil rights investigations. These two officials expressed a particular desire to receive the benefits of the FBI training program including the National Academy. SAC Howell recommends we extend our full training assistance to the Alabama Department of Public Safety as long as the above-indicated policy is in effect. It was explained to the conference that this is certainly a refreshing departure from the policy of Lingo, and reflected a cooperative attitude on the part of the leadership of the Alabama Department of Public Safety. Colonel Russell specifically told SAC Howell that his door is always open; that he welcomes any Bureau Agent at any time, and if any of his men refused to cooperate, he wanted to know about it.

Executives Conference Memorandum
Re: Police Training Restrictions
Alabama Department of Public Safety

It was pointed out that Mr. Rosen questioned the desirability of lifting the bar with the Alabama Highway Patrol until the comments of the acting head of the Department were clarified. He noted that the head of the Alabama Department of Public Safety still owed his position to the Governor of Alabama. Mr. Rosen questioned the matter relating to signed statements. He said that the Alabama Highway Patrol will continue to take signed statements from their men and if we desire to interview them, they can very well offer us the signed statements and say this is their position and refuse to answer any further questions. He indicated that it would appear that before we open the floodgates there ought not be any restrictions on our interviewing these officers and obtaining signed statements from them; also, that it could be expected that as soon as a possible violation is brought to their attention they would prepare a signed statement for the state and that would serve as the basis for additional information to the FBI. He doubted that they would add anything to the signed statement during a personal interview. He said he could not see how the giving of a signed statement to the FBI would preclude the state authorities from fixing administrative responsibility. It was pointed out that we ought to give the new head of the Alabama Department of Public Safety an opportunity to show his cooperative attitude as he has indicated to the SAC of the Mobile Office.

Mr. Tolson inquired as to whether we had any other agencies wherein we had a similar situation.

The nearest procedure at point with the Alabama Department of Public Safety in civil rights matters involves the Atlanta, Georgia, Police Department. In January, 1957, Chief of Police Herbert T. Jenkins, Atlanta, informed the Director that when a civil rights complaint is received against one of his officers, an immediate, full and objective investigation is conducted by the Atlanta Police Department, during which a statement is taken from the officer and made a matter of record in the Atlanta PD files. Chief Jenkins suggested that we accept the sworn statement of the officer on file in his department for inclusion in our preliminary report regarding the matter, as often, the officer is questioned in the matter in Civil Court, Solicitor's Court, and by his own department, thus making our interrogation of him the fourth time he is questioned on the same matter. Any such statements accepted from the Atlanta PD in civil rights matters are carefully reviewed by the Civil Rights Unit to insure that they sufficiently and fully answer all allegations made by the complainant and/or victim; if the statement is adequate, the matter is referred to the Criminal Division without an interview of the officer.

See no reason for accepting Atlanta H

In the case of the Alabama Highway Patrol, the new Director has made no request that his personnel not be interviewed in civil rights matters; to the contrary, he has indicated they will be made available for interview.

**Executives Conference Memorandum
Re: Police Training Restrictions
Alabama Department of Public Safety**

Since the new leadership of the Department of Public Safety of Alabama has indicated it will cooperate, it is believed that we should give them the opportunity to do so. It was explained to the conference that at the first indication that there is any lack of cooperation on the part of this agency, we can immediately reinstate all training restrictions. It was pointed out to the conference that we should meet this agency halfway in a cooperative relationship and extend normal cooperative functions to them, unless at some future date there is reason to act to the contrary.

The conference was in unanimous agreement that we remove our training restrictions from the Alabama Department of Public Safety with the proviso that if there is any indication of failure to cooperate on the part of this agency, these restrictions will immediately again be placed into effect.

RECOMMENDATION:

If approved, that the attached letter to the Mobile Office with copies to the Birmingham Office be sent authorizing them to resume normal cooperative relations with the Alabama Department of Public Safety.

I share Rosy's
Doubts. I don't know
whether the prohibition
against our interviewing
all S.H.O. members
still stands. It is certainly
fuzzy.
H

The Director

October 22, 1965

The Executives Conference

**METROPOLITAN AREA
ELECTRONIC INFORMATION SYSTEM**

The Executive Conference met on October 21, 1965. In attendance were Messrs. Belmont, Mohr, Rosen, Tavel, Sizoo for Sullivan, Casper, Conrad, Edwards for Felt, Clayton, Trotter and DeLoach. Section Chief J. J. Daunt was instructed to attend the Conference by Mr. Tolson.

A progress report was requested on the Bureau proposal to develop an electronic information system on a national and a metropolitan or regional level. Mr. DeLoach pointed out that we are essentially waiting for the Attorney General to reply to our letter of October 15, 1965, wherein the Attorney General was told about our plans and his advice requested as to whether or not the Law Enforcement Assistance Act would be the proper vehicle to finance the cost for the necessary systems study.

The Conference was advised that Daunt had met with former Assistant Director Courtney Evans who is the Acting Director of the Law Enforcement Assistance Act and [redacted] on October 21, 1965. Daunt explained to Evans and [redacted] the details of our proposed plan to develop immediately a limited national system and launch a study to develop a model metropolitan or regional system. Both Evans and [redacted] were enthusiastic with the proposal and discussed ways and means by which the necessary funds could be made available. Two courses of action were suggested. That the funds be made available to a qualified computer systems representative of the Bureau's choice or the Law Enforcement Assistance Act would hire such an individual as a consultant and make him available to the Bureau to conduct such a study.

They were advised that we intended to make some initial inquiries as to qualified computer mathematicians to make such a study and once we have made a choice we would advise them as to how the funds might be handled. They were advised, of course, that we could not make any inquiries until we had received a letter from the Attorney General. Evans assured that this would be done promptly because the Attorney General was extremely interested in this field.

- 1 - Mr. Belmont
- 1 - Mr. Mohr
- 1 - Mr. DeLoach
- 1 - Mr. Clayton

JJD:jtm (7)

NOV 22 1965

REF 30 66 2554-12823

NOV 18 1965

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**Memorandum to The Director
Re: Metropolitan Area
Electronic Information System**

A few available computer experts were discussed at the Conference but no firm decision was made. It was suggested by Mr. Rosen that we not tie ourselves completely to one man, that it would be important to bring in other qualified representatives, even from the manufacturers themselves. Mr. Belmont agreed with Mr. Rosen and it was pointed out that we did intend to invite in [redacted] [redacted] of International Business Machines, not to make a survey, but to make available his knowledge in this area of electronic information systems. We intend to do this with other people of similar experience.

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Following Mr. Rosen's suggestion a little further we will, as our study develops, consider hiring on a consultant basis for short periods of time the responsible staff who are operating current local information systems. This will spread the work to be done on a systems development study and will not center on one outside individual.

Mr. Trotter suggested that we consider contacting the National Bureau of Standards and Mr. Mohr agreed. We will contact these people immediately upon receiving the Attorney General's letter to determine the possibility of their making available experts as well as seeking advice from them as to who would be knowledgeable in the field.

With respect to the assignment of an Agent to follow this program on a full-time basis, Mr. Mohr stated that a memorandum containing recommendations was submitted on October 21, 1965.

Respectfully,
For the Conference


Clyde Tolson

The Director

November 19, 1965

The Executives Conference

**PRESIDENT'S COMMISSION ON
LAW ENFORCEMENT AND
ADMINISTRATION OF JUSTICE**

The Executives Conference met in Mr. Tolson's office on November 18, 1965. Present at the Conference were Messrs. Mohr, Bowles for Trotter, Tavel, Clayton, Sizoo for Sullivan, Felt, Rosen, Casper, Gale, DeLoach, Callahan, and Section Chief J. J. Danat who was instructed to attend the Conference by Mr. Tolson.

Mr. DeLoach raised for discussion a six-page analysis of District of Columbia offenders, as well as a summary of the metropolitan character of crime, both of which were prepared by the Uniform Crime Reporting Section. Mr. DeLoach pointed out that the information in the six-page analysis was a brief summary of unique information available only through the FBI. He stated that the information should be made available to the President's District of Columbia Crime Commission, as well as to the National Crime Commission through the Attorney General as Chairman. The six-page analysis which is attached deals specifically with the high rate of recidivism among District of Columbia offenders, documents the fact that in crimes against the person the Negro is also most frequently the victim as well as the offender, and describes the metropolitan character of crime particularly the mobility of the offender.

Mr. Tolson pointed out that by releasing this information to the Crime Commission the FBI would not get proper credit since the Commission is grasping for material on which they can build their own reputation.

Mr. Rosen suggested that the material may cause us some difficulty since it does deal with the subject of race and suggested we might be criticized because we selected certain types of criminal offenders and crimes.

Mr. Mohr pointed out that we have been for years publishing arrests by race in Uniform Crime Reports and that this is factual data and we should present it in such a form. It was explained that we had not selected certain types of crimes for

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|-----------------|------------------|
| Enclosure | |
| 1 - Mr. Belmont | 1 - Mr. DeLoach |
| 1 - Mr. Mohr | 1 - Mr. Callahan |
| JJD:asg | 1 - Mr. Clayton |

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REC-34 66-2554-12824
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Executives Conference Memorandum
Re: President's Commission on
Law Enforcement and
Administration of Justice

any purpose except to identify those crimes that occur on the street which is the business of the District of Columbia Crime Commission. In addition the information on race was not limited to arrest data concerning the Negro offender but also documented a fact which is frequently overlooked that the Negro is also the victim in most of the crimes against the person.

Mr. DeLoach's recommendation that the information be furnished to the District of Columbia Crime Commission and to former attorney general William P. Rogers, who is a member of both the National and District of Columbia Commissions on Friday, November 26, 1965, was unanimously approved. No copy will be sent to the Attorney General, however, advanced copies will be furnished to a friendly newspaper reporter on the "Washington Star" for an article to appear on Sunday, November 28, 1965. The FBI will be identified as the source of the information but not necessarily directly linked to the reporter who will handle the newspaper story.

ACTION FOR THE DIRECTOR'S CONSIDERATION

That the attached material be approved and be returned to Mr. DeLoach's office for delivery to the District of Columbia Crime Commission with a copy to former attorney general William P. Rogers, and handling with the local newspaper.

Respectfully,
For the Conference

Clyde Tolson

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Mr. Tolson

11-19-65

The Executives Conference* SPEEDPHOTO
IDENTIFICATION MATTER

The Executives Conference on 11-18-65, consisting of Messrs. Tolson, Mohr, Callahan, DeLoach, Daunt, Casper, Gale, Conrad, Rosen, Felt, Sizoo (for Sullivan), Clayton, Tavel and Bowles (for Trotter), considered the retention of Speedphoto network used to transmit fingerprints by wire to Ident in emergency cases.

Our Speedphoto network has been operating 15 years, diminishing from more than 30 law enforcement subscribers to 17 at beginning of this year. Decrease in usage is due to more rapid airplane service for sending fingerprint cards, obsolescence of machines making maintenance difficult, necessity for making enlarged photograph of fingerprints prior to transmission and length of time and cost of transmission (average 18 minutes at cost of long distance telephone call).

Recent canvass of Speedphoto network subscribers revealed 8 have discontinued this year, another will discontinue 1-1-66, leaving 8 subscribers desiring to continue. Most law enforcement agencies have volunteered very little interest in obtaining more up-to-date facsimile equipment for quick transmittal of fingerprints to FBI. Several companies market facsimile transmission equipment some of which will not produce copies of fingerprints of sufficient legibility for search in our files. Best quality transmission method known to us is made by Muirhead Instruments, Inc., which supplies wirephoto equipment used by Associated Press and United Press International. Muirhead transmitter-receiver rents for \$5,376 a year and sells for \$13,485.

DEC-10 66-2554-12825
DEC 10 1965

The Executives Conference recommends unanimously that (1) we retain present Speedphoto network for benefit of 8 present subscribers (annual cost to FBI is \$702, including \$600 for maintenance contract and \$102 for telephone line), and (2) through circular letter we immediately inquire of all agencies that contribute fingerprints to Ident whether any are interested in renting or purchasing up-to-date facsimile transmission equipment for sending fingerprints to FBI in emergency cases, setting forth approximate costs without mentioning any specific manufacturer or product. If substantial number of law enforcement agencies indicate interest, we will then immediately solicit bids for best equipment for Bureau's use.

Proposed circular letter attached for approval.

Enclosure

57 DEC 10 1965
1 - Mr. Casper
1 - Mr. Clayton

AKB:hs
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Mr. Tolson

November 18, 1965

The Executives Conference

X IN-SERVICE TRAINING ON SUNDAY

On November 18, 1965, the Executives Conference, consisting of Messrs. Tolson, Mohr, DeLoach, Callahan, Conrad, Felt, Gale, Rosen, Sizoo for Sullivan, Tavel, Bowles for Trotter, Clayton and Casper, considered the advisability of discontinuing In-Service training on Sunday.

For the past 25 years or more Agents attending In-Service have been afforded training on Sunday from 1:00 p. m. until 6:00 p. m. The current schedule for In-Service training provides for Arrest Problems as the topic for study and discussion during this period.

Under the recent economy program, we changed the In-Service program so that In-Service Agents now go to Quantico Monday night of the first week of In-Service and stay there until Friday morning of the second week of In-Service. Since we have put this program into effect, a number of Agents have raised the question as to the necessity of In-Service training on Sunday. They have also suggested that this training could be afforded during the evening hours of the work-week.

I don't see that it is any business of the Marines H.

SAC Sloan has also advised that Marine officials at Quantico have questioned him concerning why we have In-Service training on Sunday since there is no longer a national emergency. Sloan has explained this by stating that we have a large amount of training to provide and that we provide this training in order to get the men back to their offices within a limited period of time as soon as possible. It was also noted that we do not require our New Agents to attend training classes on Saturday or Sunday. The current In-Service program for In-Service Agents provides for a full day of training on Saturday from 9:00 a. m. until 6:00 p. m. No change is recommended in this procedure.

Mr. Tolson raised the question as to why we provide In-Service training on Sunday. It was explained that this procedure was in effect for a long time and among the reasons were that at the time of the national emergency we were squeezing as much information in as possible in the In-Service training program

1 - Mr. Callahan
1 - Mr. Casper
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1 - Mr. Clayton
1 -

REC-48 66-2554-124-26

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Executives Conference Memorandum
Re: In-Service Training on Sunday

and also that we provided the training on Sunday to keep the men at Quantico while they were receiving the Quantico part of In-Service training.

What are the hours for In-Service on Sunday now? #

Mr. Mohr pointed out that the In-Service Agents now are able to get around that by several of them getting together and getting a cab to Washington after the completion of the In-Service training on Saturday night and returning to Quantico prior to 1:00 p. m. on Sunday afternoon by the same means of transportation. These men normally visit with friends in the Washington area and obtain the necessary clearances for such travel.

and to catch up with the current gossip. #

It was proposed that we could provide the same training that the Agents now receive on Sunday in two evening sessions, thereby giving the In-Service Agents a free Sunday. They would still have to live up to the existing regulations in that we would have to know where they were at all times and they would have to be back in class 9:00 a. m. , Monday morning.

It was the unanimous decision of the Executives Conference that we discontinue training of the In-Service personnel on Sunday and provide them with the training they are now receiving during two evening sessions of the work week.

RECOMMENDATION:

If approved, that the curriculum for In-Service be changed. to eliminate In-Service training on Sunday and provide this training during two night sessions during the workweek.

BT
Mr. Tolson

January 27, 1966

The Executives Conference

USE OF ABBREVIATIONS FOR
LEGAL ATTACHE OFFICES IN
FOREIGN COUNTRIES

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On January 27, 1966, the Executives Conference, consisting of Messrs. Tolson, Mohr, DeLoach, Callahan, Conrad, Edwards for Felt, Gale, Rosen, Sullivan, Tavel, Trotter, Clayton and Casper, considered the advisability of adopting abbreviations for Legal Attache Offices similar to those that we have adopted for our domestic field offices.

We currently have two-letter abbreviations for all field offices. An employee in the Mexico City Legat Office has suggested that abbreviations be established in a similar manner for Legal Attache Offices in foreign countries. These abbreviations could be utilized on abstracts, the second and subsequent pages of communications file identification, and in connection with the variations of the abbreviation "Reference is made to" phrase on letters, airtels, and memoranda, where applicable.

Current practice requires that Legats must now write out in full, for example, "Legat, Rio de Janeiro." Suggested abbreviated procedure would only require the initials LRIO. There appears to be no sound reason for using the letter "L" before each of these abbreviations as recommended by the suggester. It appears that three-letter abbreviations will accomplish the desired objective and will even save more time. These letters will not be confused with domestic office abbreviations because they are only two letters. The suggested abbreviations for Legats are as follows:

EX-103 REC-80 66-2554-12827

Bern	BER	Ottawa	OTT
Bonn	BON	Paris	PAR
Buenos Aires	BUE	Rio de Janeiro	RIO
London	LON	Rome	ROM
Manila	MAN	Santo Domingo	SAN
Mexico City	MEX	Tokyo	TOK

Enclosure

- 1 - Mr. Callahan
- 1 - Mr. Sullivan
- 1 - Mr. Clayton
- 1 - Mr. Tavel
- 1 - Mr. Felt
- 1 - Mr. Casper

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(9)

6 FEB 9 1966

(CONTINUED - OVER)

Executive Conference Memorandum

**Re: Use of Abbreviations for
Legal Attache Offices in Foreign Countries**

It was pointed out to the Executive Conference the Files and Communications, Domestic Intelligence and Inspection Division generally agree with this suggestion. The Training Division also feels that this suggestion is worthwhile and should be adopted.

It was the unanimous decision of the Executive Conference that we adopt the suggested abbreviations for Legat Offices.

RECOMMENDATION:

If approved, that the attached letter to be forwarded expressing our appreciation for the suggestion.

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DIRECTOR

January 7, 1966

EXECUTIVES CONFERENCE

The Executives Conference met today consisting of Messrs. Tolson, DeLoach, Mohr, Callahan, Casper, Conrad, Felt, Gale, Rosen, Sizoo for Sullivan, Tavel, Trotter, Wick and Clayton.

Mr. Tolson proposed to the conference that all microphone surveillances be discontinued, pointing out that at the present time there are only 8 microphone surveillances on security matters and none on criminal matters.

Mr. DeLoach advised the conference that this would be premature for two reasons, (1) in view of his forthcoming conference with Senator Long wherein he is to discuss the matter of microphone surveillances in security matters and (2) the pending request of the Attorney General which we sent to him on January 3 specifically asking the opinion of the Department as to the propriety of the utilization of microphone coverage involving both the use and non-use of leased telephone lines in connection with investigations relating to security and/or criminal matters. Mr. DeLoach also mentioned at this time that there had been no criticism of the Bureau's use of microphones and technical surveillances in security matters to his knowledge.

Mr. Mohr advised the conference that each year the Director specifically advises the Appropriations Committee as to the number of telephone taps in security matters and, to Mr. Mohr's knowledge, there has been no instance where any member of the committee has criticized the Bureau.

Mr. Mohr also advised that certain members of the Appropriations Committee had reviewed the technical equipment at the State Department which was found by the State Department planted in various State installations in foreign countries and utilized against the United States by various foreign powers. Thereafter the members of the Appropriations Committee came by the Bureau and viewed our equipment and were very favorably impressed.

- Tolson _____
- DeLoach _____
- Mohr _____
- Casper _____
- Callahan _____
- Conrad _____
- Felt _____
- Gale _____
- Rosen _____
- Sullivan _____
- Tavel _____
- Trotter _____
- Wick _____
- Tele. Room _____
- Holmes _____
- Gandy _____

Mr. Mohr felt there would be unfavorable reaction by the Appropriations Committee if they learned at this time that we are discontinuing this type of activity.

ERC:DSS

1 - Sullivan
1 - DeLoach

1 - Conrad
1 - Clayton

1 - Mohr

MAR 1966

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EX 109

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Mr. DeLoach also advised the conference that the Attorney General, by letter dated September 27, 1965, furnished, in part, the following information concerning wire taps and microphones: "At this time I believe it desirable that all such techniques be confined to the gathering of intelligence and national security matters, and I will continue to approve all such requests in the future as I have in the past. I see no need to curtail any such activities in the national security field." This was in response to a letter we had directed to the Attorney General under date of September 14, 1965.

Mr. Sizoo stated that while the 8 microphone surveillances now in effect in security cases are either producing valuable information or have excellent potential, he did not feel this was the real issue at this time - that the issue is one of policy as to whether or not the FBI desires to use microphone equipment in the fulfilling of its responsibilities concerning the internal security of the United States. He expressed the feeling that this was a desirable and necessary investigative procedure and we would be making a serious mistake if we discontinued this investigative technique; that not only is it producing valuable information in those cases where it now is being used, but it has even greater potential for the production of information in situations which are now not in effect because leased lines are involved. He also called the attention of the conference to a request received this morning, which will be the subject of a separate memorandum, in which the New York Office asked for authority to put microphone coverage on a [redacted] Meeting of the Communist Party to be held on [redacted] that while informants may be there they will not be able to report in sufficient detail nor would we receive the information as quickly as we would over a microphone installation. There is a basic question whether the FBI really wants to stay in this security field. If we are not willing to use the necessary techniques it may well be that some other investigative agency, possibly CIA, may move into the area. Actually, the President's Intelligence Advisory Committee has been pressing the Bureau to increase its intelligence coverage in this country.

b7D

The entire conference, with the exception of Mr. Tolson, voted that we continue our microphone coverage in security matters.

Mr. Tolson also proposed to the conference that we dismantle or appropriately dispose of all equipment directly connected with microphone surveillances.

Mr. Conrad advised the conference that we now have an inventory of 954 wire tap microphone devices of various kinds, and 239 radio type microphone devices. These are strategically located throughout the field and the Seat of Government.

Mr. Conrad further pointed out that in the highly specialized field of microphone surveillances the installer is faced with an almost infinite variety of situations and therefore a wide variety of different types of devices is necessary in order to permit successful and secure installations under the circumstances which may be encountered. It was further pointed out that there is a substantial time factor involved in purchasing or fabricating devices of this type and should these devices on hand be destroyed, it would then require several months to a year before devices could be again made available to the field should the Bureau, because of a national emergency, resume microphone coverage. Much of this equipment has been made in the Laboratory for security reasons and it is estimated that both the devices made in the Laboratory and those purchased outside cost on an average of \$200 each. The present inventory thus represents a total investment well in excess of \$300,000, and an even greater expenditure would be required to subsequently reproduce it.

It is further pointed out that the quantities on hand have been purchased and constructed based on coordination between the Investigative Division, the field, the Administrative Division and the Laboratory.

The conference was reminded of the extremely unsettled condition of the world today and how imperative it would be for the Bureau to immediately step in on a moment's notice with every investigative technique at its command. Should our equipment be destroyed we would not be in a position to move for months.

The conference was also reminded that the President, The Attorney General and Senator Long are in favor of microphone surveillances in security matters.

The entire conference, with the exception of Mr. Tolson, voted that we maintain our present inventory of microphone equipment.

*I shall reserve final decision
until DeLoach sees Long &
A.S. has replied to our memo
of Jan 3.
In meantime I want no more
wire tap microphones nor radio
type microphones procured
nor built.*

H.

The Director

February 18, 1966

The Executives Conference

**DISTRIBUTION TO GENERAL PUBLIC BY FBI
OF SO-CALLED "ATTORNEY GENERAL'S LIST"**

The Executives Conference, consisting of Messrs. Mohr, DeLoach, Trotter, Tavel, Clayton, Sullivan, Gale, Rosen, Casper, Conrad, Edwards for Felt, Callahan and Wick, met in my office today. Mr. Wick raised for discussion the question of whether we should continue sending out to the public copies of the so-called "Attorney General's List of Subversive Organizations," in response to inquiries. The list referred to is attached and is captioned "Organizations Designated Under Executive Order No. 10450" and carries the further caption "Consolidated List-- November 1, 1955."

The list is now over ten years old and no additions have been made to it since that time. Most of the heavily communist infiltrated organizations currently in the news in connection with Vietnam, civil rights and student demonstrations are not on this list. The list is certainly misleading to a citizen who receives it from the FBI in response to his request for information concerning a specific group. The Conference was told, in response to inquiries, we refer correspondents to the Government Printing Office for a copy of "Guide to Subversive Organizations and Publications," published in 1961 by the House Committee on Un-American Activities. This list contains these organizations on the Attorney General's list, as well as others. We do not disseminate the House Committee's list.

It was the consensus of the Conference we should henceforth indicate to a correspondent inquiring specifically for the Attorney General's list that we do not have such a list available for distribution.

ACTION FOR THE DIRECTOR'S CONSIDERATION:

That we discontinue sending out copies of the so-called Attorney General's List (attached).

DIRECTOR'S NOTATION:

Respectfully,
For the Conference

Jaguel

166-2554

Clyde Tolson

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191 MAR 21 1966

79 MAR 22 1966

Enclosure

1 - Mr. Tolson 1 - Mr. Clayton

1 - Mr. Casper

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ORIGINAL FILED

Mr. Tolson

March 10, 1966

The Executives Conference

~~NEW YORK STATE MUNICIPAL
POLICE TRAINING COUNCIL~~

Albany 714

On March 10, 1966, the Executives Conference, consisting of Messrs. Tolson, Hyde for Mehr, DeLoach, Callahan, Conrad, Edwards for Felt, Gale, Rosen, Sizoo for Sullivan, Wick, Tavel, Trotter, Clayton and Casper, considered two proposals by SAC Turyn of Buffalo concerning the New York State Municipal Police Training Council, namely: (1) that the FBI withdraw from police training programs in those states where legislation has been enacted to aid police training; in lieu of training participation at all levels, we would hold occasional specialized schools. (2) In state-operated schools, where legislation provides for a specific curriculum, we would lecture only on FBI jurisdiction and cooperative services of the FBI, with the field redirecting its efforts to training in areas not covered by programs being assigned by state legislation.

SAC Turyn advised the Bureau that he feels that the Municipal Police Training Council of New York, created by state legislation in 1959, has become the guiding hand in police training in that state while the actual training work is being done by the FBI, State Police, District Attorneys' representatives, and instructors from police departments and sheriffs' offices. SAC Turyn opposes the fact that New York State has mandated the courses which should be presented to newly appointed recruits. He opposes the fact that New York's legislation first provided 80 hours of instruction for recruits, then was raised to 120 hours, and now is set at 240 hours. He opposes the fact that the Municipal Police Training Council is attempting to induce New York law enforcement to attend in-service courses of 80 hours' duration, comprised of topics suggested by the state. SAC Turyn believes the FBI should be training executives and command personnel in lieu of recruits.

The SACs at Albany and New York are directly opposed to any kind of Bureau withdrawal from law enforcement training programs which we have helped to create. They are strongly opposed to any thought of our withdrawing from Municipal Police Training Council activities in New York State. Both SACs are very familiar with the operations of the Municipal Police Training Council, it being noted that Assistant Director Malone is a member of the Council having replaced

REC-133

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1 - Mr. Clayton

1 - Mr. Casper

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Executives Conference Memorandum**Re: New York State Municipal Police Training Council**

former SAC Foster. The Bureau has always had representation and a strong voice on the Council. It will be recalled that the Municipal Police Training Council is an outgrowth of the long-range police training program started largely through the efforts of the Bureau but with the strong support of the Chiefs of Police and Sheriffs' Associations in New York State. When it became apparent in New York State that some kind of police training legislation was going to be presented to the New York State Legislature, it was the Chiefs and Sheriffs' Associations, with silent FBI guidance and direction, which presented the Bill which became the Municipal Police Training Council Act. The Executive Director of the Council is a former Special Agent whose loyalty to the Bureau has never been questioned. b6 b7C

The FBI has exercised a dominating hand in the operations of the Municipal Police Training Council since its inception. We suggested the topics for the basic program, and most of the rules and regulations which were promulgated by the Governor for the implementation of the Act were instigated through FBI guidance, and the FBI, the Chiefs and Sheriffs receive full credit for making the mandated program a success. Mr. Malone has pointed out that the actions of the Executive Director are guided by the desires of the Council and he has had no indication the Council has assumed any role over and above that specifically designated by the law which brought it into existence.

The Training Division, along with the SACs at Albany and New York, strongly concurs with the views that we remain in this very important program and that we participate in all functions of training in New York State, including recruit, in-service and specialized training. The FBI gets considerable praise in the monthly publication of the Municipal Police Training Council for its work in the training field. We are dealing with our friends and we have an active role of leadership in this program. It is the belief of the Training Division that the Bureau's policy in this program is sound and will continue to work for the best interests of local law enforcement and the FBI.

In order to apprise the Conference of the amount of training in man years that the FBI participates in in New York State, the Conference was advised that an analysis had been made for the past year and it was determined that the total participation of the FBI in New York State under this program amounted to approximately one-half a man year for all three offices.

Executives Conference Memorandum

Re: New York State Municipal Police Training Council

Mr. Tolson commented he believes that we should get in all types of training and fully participate whenever we can work with the interested law enforcement agencies. It was the unanimous decision of the Executives Conference that we continue to participate fully in the Municipal Police Training Council activities in New York State.

OK
H

The Director

March 10, 1966

The Executives Conference

SPEECH MATTERS

USE OF WOMEN FBI REPRESENTATIVES

SUGGESTION 591-66

On March 10, 1966, the Executives Conference, consisting of Messrs. Tolson, Hyde for Mohr, DeLoach, Callahan, Conrad, Edwards for Felt, Gale, Rosen, Sizoo for Sullivan, Wick, Tavel, Trotter, Clayton and Casper, considered the advisability of using women FBI representatives as speakers recognizing the potential advantage to the Bureau especially in the field of applicant recruiting.

The Conference was advised that a Crime Records Division employee had pointed out that on two occasions during the past year carefully selected and highly qualified female employees of the Bureau were utilized as representatives of the FBI in handling speech commitments. The Crime Records Division recommended the expanding of such operations on a carefully selected basis and proposed an SAC Letter pointing out the value of such assignments on special occasions. It was indicated that in special instances under careful supervision such appearances by well qualified veteran female Bureau employees would appear to be extremely valuable especially in the applicant recruiting field. Each case, however, would have to receive previous Bureau approval. The Crime Records Division said that such talks should stress employment experiences of the speaker and career opportunities for women in the FBI. Complete prior briefing by the SAC would be a prerequisite. It was also indicated that an Agent might accompany the female Bureau representative to permit answering any specific policy questions, again only with Bureau approval.

ST-114 REC-81 66-2554-12830

The Administrative Division has no objections to the current Bureau policy of permitting women to speak with specific Bureau approval in certain instances. However, they see no need to tie these speeches into the recruiting program. It is their feeling that recruiting of Bureau personnel should be confined to Special Agents. They pointed out that the interest created by the appearance of a Special Agent and the wide variety of questions received could better be answered by a Special Agent and this would outweigh the advantages of utilizing female clerical employees for these speech purposes. Also in most instances it was felt by the Administrative Division

- 1 - Mr. Callahan
- 1 - Mr. Casper
- 1 - Mr. Wick

- 1 - Mr. Clayton
- 1 - Mr. DeLoach

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57 APR 18 1966

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Executives Conference Memorandum

**Re: Speech Matters, Use of Women FBI Representatives
Suggestion 591-66**

that the utilization of a clerical employee in a recruiting-type speech would require the presence of a Special Agent, particularly since in many areas of the country today there are controversial issues giving rise to questions best handled by an experienced Agent, such as in the civil rights field. They also point out that presence of a female employee accompanied by a Special Agent in a Bureau car might give rise to unfounded rumors and potentially embarrassing situations.

It was further indicated that the Civil Service Commission and the U. S. Employment Agency are constantly asking the Bureau to handle our recruiting program. We have continually said that we do not have a recruiting team as such; that our recruiting is done by our Special Agents and worked into their daily working routine.

Mr. DeLoach and Mr. Wick both expressed strong views favoring the adoption of this suggestion pointing out that the women who have been approved have made excellent representatives for the Bureau and have been very effective in their speaking ability; they did not desire that this program be initiated on a wholesale basis but rather that it be limited to selected Bureau personnel with specific Bureau authority.

Mr. Tolson said he did not think that the Bureau should embark on a general program of women making speeches. He didn't see any need for changing the current policy and writing an SAC Letter. He pointed out that many other problems would be involved because of jealousy, etc.

A vote was taken and those favoring the suggestion of using FBI women representatives and speakers recognizing the potential advantage to the Bureau, especially in the field of applicant recruiting, were as follows: Messrs. DeLoach, Conrad, Edwards, Gale, Sizoo and Wick.

The majority, while in favor of continuing the present policy of permitting an FBI woman employee to make a speech in a particular selected instance, were not in favor of permitting FBI women representatives to be used as speakers recognizing the potential advantage to the Bureau, especially in the field of applicant recruiting. Those opposing the suggestion were: Messrs. Tolson, Hyde for Mohr, Callahan, Casper, Rosen, Tavel, Trotter and Clayton.

Executives Conference Memorandum

**Re: Speech Matters, Use of Women FBI Representatives
Suggestion 591-66**

We will be guided by the Director's decision.

**Respectfully,
For the Conference**

Clyde Tolson

*I share majority
view*
[Signature]

Mr. Tolson

3/24/66

6
The Executives Conference

**POLICE TRAINING LEGISLATION
STATE OF FLORIDA**

On March 24, 1966, the Executives Conference consisting of Messrs. Mohr, DeLoach, Callahan, Conrad, Edwards for Felt, Gale, Rosen, Sullivan, Waikart for Tavel, McDaniel for Trotter, Wick, Clayton, and Casper considered the advisability of instructing the Florida SACs to tactfully secure membership for the FBI on a council in a proposed bill establishing minimum recruitment and training standards for Florida which will be subsequently presented to the Florida State Legislature.

The Florida Chiefs of Police Association in conjunction with the Florida Sheriffs Association are preparing a bill for ratification by the members of their respective Associations, and then for presentation to the Florida Legislature which will establish minimum recruitment and training standards. The Chiefs Association in Florida has drawn up a model bill which appears to be a workable one. It is patterned closely after the California legislation where state support and financial aid are extended to those jurisdictions which comply with the entrance and training standards established in pursuance of state legislative provisions.

As in most states where training legislation exists, the proposed Florida legislation provides for the appointment of a council by the Governor. The duty of the council shall be to draw up rules, regulations and procedures for the implementation of the legislation. As of the current writing, the Chief's bill provides that the Governor's Council shall be comprised of three Sheriffs, three Chiefs of Police, one Municipal Executive, one County Commissioner, the State Attorney General and the Superintendent of Public Instruction for the State.

In most states where training legislation has been sponsored by law enforcement associations, these associations have recognized the important role played by the FBI in police training and insist that their bill

Enclosure
1 - Mr. Casper
1 - Mr. Clayton

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Executives Conference Memorandum
 Re: Police Training Legislation
 State of Florida

provide for FBI representation on the administering Council. This has been accomplished in New York, New Jersey, Washington, Ohio, Illinois, Oregon, Nevada, and Connecticut. As the bill is currently drawn, the Florida proposal does not provide for FBI representation on the Council. We have not done so because the Governor of the State of Florida is Haydon Burns, former Mayor of Jacksonville [REDACTED]

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While it is recognized that we have no certainty that the Chiefs and Sheriffs can insure the inclusion of the FBI in the bill, nor do we know whether Governor Burns would accept the FBI on the Council if the bill were to reach him. We know that Burns will not always be Governor of Florida. If FBI representation is not provided for in the original bill, we will be left out of the policy making group for the future. It would be most difficult to have the bill amended after Burns has left office. The bill as written also provides for an Advisory Committee to be appointed by the Governor's Council. This Committee will be comprised of two representatives from the field of higher education, the coordinator of police training for the State Department of Education, the Director of the Florida Law Enforcement Academy, an organ of the Florida Sheriffs Association, and a training officer from a full-time training academy (presumably a police department). We could try to arrange to be named in the bill as a part of this Committee.

The Training Division recommended that if we are going to be in police training in Florida, we should be a member of the first team and therefore, we should instruct our SACs to tactfully try to arrange having the FBI included as a member of the Council. As indicated above, Governor Burns will not be Governor of Florida forever. It is further felt that we must endeavor to maintain our position of leadership in training and to do so we should be playing an active role in the implementation of this proposed legislation.

It was the unanimous decision of the Executives Conference that we so instruct our Florida SACs.

RECOMMENDATION:

There is attached hereto a letter to the three SACs in Florida setting forth these instructions.

1-Mr. Sullivan

MR. TOLSON

March 24, 1966

EXECUTIVES CONFERENCE

**ESTABLISHMENT OF A SPECIAL SQUAD
DIRECTED AGAINST THE KU KLUX KLAN**

The Executives Conference, handled today by C. D. DeLoach and made up of Messrs. Mohr, Rosen, Conrad, Callahan, Gale, Wick, Casper, Sullivan, Waikart, McDaniel, Edwards, and Clayton, discussed the subject of establishment of a special squad directed against the Ku Klux Klan, as raised by Mr. Sullivan.

Mr. Sullivan stated emphatically that in his strong opinion the FBI is not adequately meeting and coping with the problems created by the Ku Klux Klan. He had in mind bombings, beatings, civil rights violations, etc. Mr. Sullivan pointed out that there are 14,000 members of the Klans in the United States today. The FBI's policy calls for investigating all officers of the Klan and all Klan members who are violence-prone. He said there are 4,500 officers and to date we have investigated only 1,500 of them, and only 300 violence-prone of whom there are many more.

Mr. Sullivan cited the Charlotte Division has a clear-cut example of what he had in mind. He said there are some 5,000 to 6,000 Klansmen in this Division organized in 152 Klaverns. Of this number, 81 Klaverns are badly lacking in informant coverage. He thinks we ought not allow this situation to exist any longer and, therefore, we should allot sufficient manpower and give organization and direction to seriously disrupt and reduce their activities and practices.

At the suggestion of a recent Executives Conference, Mr. Sullivan has conferred with Inspector Joseph A. Sullivan and 4 SACs on the matter. Specifically, he solicited their mature views as to the wisdom of sending in men from surrounding offices for a limited period of time to make up a special squad under an Inspector to concentrate on the Klan. All with whom he consulted felt that this was better than maintaining the status quo, but they did not believe it was the best solution to the problem. The consensus of the men was that additional Agents

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WCS:mls
(8)
1-Mr. Tolson
1-Mr. DeLoach; 1-Mr. Mohr;
1-Mr. Casper; 1-Mr. Clayton

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APR 6 1966

MAIL ROOM TELETYPE UNIT

WCS DELOACH

Executives Conference

**RE: ESTABLISHMENT OF A SPECIAL SQUAD
DIRECTED AGAINST THE KU KLUX KLAN**

should be sent into such offices as Charlotte, Columbia, Birmingham, New Orleans, and Jackson, and a special squad made up of them under the direction of the SAC or an Inspector.

On considering the above along with other thoughts expressed at the Executives Conference, it was the consensus of the Conference today that an experimental step should be taken rather than any effort to concentrate on all the offices mentioned at this time. The experimental step would consist of this: Sending an adequate number of Agents into the Charlotte Division (possibly 14 to 16) for a period of 6 to 8 months under the Inspector already there, Joseph A. Sullivan. These men would be used to handle the regular, uncomplicated work of the office while the seasoned, experienced veterans of the Charlotte Division would be organized in the form of a special squad for the purpose of concentrating on the Klan to develop high-quality informants, disrupt Klan operations, and, in the process, solve if possible cases not yet broken.

It was Mr. DeLoach's view that this experimental step would be the one to take at this time, following which the results of it could be carefully assessed to determine what the next step should be.

The question was put to a vote and the Conference was unanimous in taking this initial step in the Charlotte Office directed against the Klan.

*This would be strictly on
a trial basis D.*

*I think each SAC should
be held strictly responsible
for handling Klan matters
3/25/66 H*

*I hold strongly to Tolson's view
I have seen about 9 SACs in last
few weeks & only 2 could be considered
average. The rest were marginal. The
fault lies in failure at Headquarters to keep
pressure on SACs & replace those who are
not producing H*

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

0-106

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Tolson

DATE: March 24, 1966

FROM : C. D. DeLoach

SUBJECT: EXECUTIVES CONFERENCE
MARCH 24, 1966
FBI LAW ENFORCEMENT BULLETIN MATTER

Tolson	
DeLoach	
Mohr	
Wick	
Casper	
Callahan	
Conrad	
Felt	
Gale	
Rosen	
Sullivan	
Tavel	
Trotter	
Tele. Room	
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Gandy	

Handwritten signatures and initials:
M...
JTBuckman

At the Executives Conference on March 24, 1966, the matter of publishing in the Bulletin information on tools and techniques used by burglars was discussed. It was noted that on September 26, 1962, the Executives Conference unanimously agreed that value to the Bureau would be gained by inclusion in the magazine of selected material on criminal activities. The proposal was adopted and has been in effect since that time.

The present matter arose because material currently being reviewed by the Editorial Board contained brief items describing a pair of modified pliers used by burglars and a set of punch-type tools recovered by police from burglary suspects. These items were accompanied by pictures.

Mr. Rosen agreed generally to the practice of publishing material of this nature in the Bulletin. He stated he simply wanted to point out that while most policemen are honest, this information could fall into the hands of some dishonest officers and perhaps be used in criminal violations.

Following the discussion, it was unanimously agreed by those in attendance that the current policy is correct and that there could be no objection to continuing this practice provided we continue to be selective in the material used. Since all of the manuscript for the Bulletin is sent through the Editorial Board and approved prior to publication, the Conference was assured that this selective policy and good judgment would be followed.

- 1 - Mr. DeLoach
- 1 - Mr. Mohr
- 1 - Mr. Wick
- 1 - Mr. Casper
- 1 - Mr. Callahan
- 1 - Mr. Conrad
- 1 - Mr. Felt
- 1 - Mr. Gale
- 1 - Mr. Rosen
- 1 - Mr. Sullivan
- 1 - Mr. Tavel
- 1 - Mr. Trotter
- 1 - Mr. Clayton

66-2834-
NOT RECORDED
167 APR 5 1966

APR 5 1966
CRIME INDEX

CONTINUED--OVER

REW: vcs (16)

ORIGINAL FILED IN 94-3-1 32085

C. D. DeLoach to Mr. Tolson Memorandum
Re: Executives Conference
March 24, 1966
FBI Law Enforcement Bulletin Matter

*noted -
68F -
3-28-66*

Therefore, it is recommended that the publishing of material on criminal activities on a selective basis be continued.

✓

✓ GRC

OK

dx

MR. TOLSON

3/24/66

EXECUTIVES CONFERENCE

DISPOSITION OF OBSCENE EVIDENCE

On 3/24/66, the Executives Conference, with Messrs. DeLoach, Mohr, McDaniel, Casper, Callahan, Waikart, Sullivan, Rosen, Gale, Wick, H. L. Edwards, Clayton and Conrad present, considered the question of existing Bureau policy which requires the return to the Laboratory for disposition of all obscene material recovered in Bureau cases. Portions of such material are selected, where appropriate, for inclusion in the Bureau's obscene file, and the remainder is destroyed. As a result of a recent instance involving over 200 pounds of moving picture films, photographs, et cetera, in a Knoxville case, the question was raised as to whether such material should not be destroyed in the field rather than incurring the expense of shipping the material back to Washington for such disposition.

REC-81 66-2554-12833

Mr. Conrad pointed out to the Conference that the existing rule has been in effect for many years, and Executives Conference memorandum dated 6/18/45, set forth unanimous approval by the Executives Conference of a proposed Bureau Bulletin which reiterated the Bureau's policy regarding the handling of obscene material. This memorandum pointed out that the proposed Bulletin has been deemed necessary due to the "improper handling of obscene exhibits. . . by Agents in the field on numerous occasions." The policy was again reviewed by the Executives Conference as set forth in an Executives Conference memorandum dated 8/5/55, at which time the Conference "unanimously recommends that the above policy and practice be continued." Mr. Conrad further pointed out the principal rationale behind the policy of return to the Bureau for destruction is that this policy provides the tight control and the centralized responsibility for disposition which has been found essential in handling this type of material. A secondary objective is that this policy provides maximum value from the Bureau's Obscene Reference File by permitting the selection of appropriate items for retention after they are no longer needed in the case. (In the instant matter involving Knoxville evidence, some 60 negatives of movie film were involved, which will be added to the reference file, since such negatives may later be found to be the source of positive prints recovered in other cases.) The principal disadvantage to returning such evidence to the Bureau for disposition is the cost of the

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APR 11 1966

APR 11 1966
(Continued - over)

- Tolson _____
- DeLoach _____
- Mohr _____
- Wick _____
- Casper _____
- Callahan _____
- Conrad _____
- Felt _____
- Gale _____
- Rosen _____
- Sullivan _____
- Tavel _____
- Trotter _____
- Tele. Room _____
- Holmes _____
- Gandy _____

Enclosure

1 - Mr. Casper 1 - Mr. Mohr
1 - Mr. Clayton

IWC:dmg
(5)

MAIL ROOM TELETYPE UNIT

Executives Conference Memorandum
RE: DISPOSITION OF OBSCENE EVIDENCE

return shipment, which would be avoided by permitting the evidence to be destroyed at the field office. However, even for the 200 pounds involved in the current Knoxville instance the shipping charges were only approximately \$25.00 for all of the evidence, and a substantial amount of this material would have had to be returned in any event for incorporation in the Obscene Reference File.

Accordingly, in view of the fact that any nominal savings which might result from changing the policy would appear to be outweighed by the tight control and centralized responsibility for disposition which the policy now provides, it was proposed, and unanimously recommended by the Conference that the policy be retained in its present form. A proposed SAC Letter reiterating the existing policy is attached for approval. This SAC Letter points out where common sense considerations would indicate possible exception, the matter should be called to the Bureau's attention in order that appropriate consideration could be given on an individual basis. In view of the fact that the Knoxville situation also involved mishandling of certain items of obscene evidence, the SAC Letter also reiterates the absolute necessity for tight control while such evidence is in the custody of the field office.

Mr. Tolson

4-15-66

The Executives Conference

**SEARCHING NAME CHECKS -
RECORDS BRANCH
FILES AND COMMUNICATIONS DIVISION**

ORIGINAL FILED IN 62-5-25267

On 4-15-66 the Executives Conference considered the proposal of the Records Branch that in the processing of certain name check forms received from other Government agencies wasted effort could be eliminated, time saved and a large backlog of requests cleared without any loss of accuracy and efficiency by limiting the name check to the full three-part name as submitted and one breakdown of that name consisting of the first name, middle initial and last name. Heretofore, four additional breakdowns have been searched involving the detailed, tedious and unnecessary examination of thousands of index cards. For instance, on the name Robert Arthur Johnson, all pertinent information could be developed through the examination of only 111 index cards on the full name and one breakdown whereas if the additional breakdown possibilities had to be searched 1132 additional cards would have to be examined unnecessarily.

The proposed procedure would apply only to name checks on individuals 21 years of age and younger on whom experience has shown we have very little pertinent information in our investigative files as distinguished from the criminal records of the Identification Division (a separate and independent search is made of the Identification Division records which is not affected in any way by this proposal). A sample check of over 5,000 name check forms in this category developed only 172 possible identifications in our investigative files, All except one of which were found in the indices on the full name and first name middle initial breakdown. The one exception was on a two-part breakdown of the name which would have been found anyway because it was the only card in the index on this name. The subject of this name check also admitted this particular arrest on the name check form itself and it would have undoubtedly been identified in the separate check of our Identification Division records.

- 1 - Mr. Casper
- 1 - Mr. Clayton
- 1 - Mr. DeLoach

REC-43

66-2554-12834

11 APR 20 1966

FWW:bjr
54 APR 25 1966

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CONTINUED - OVER

Executives Conference Memorandum
Re: Searching Name Checks -
Records Branch
Files and Communications Division

Because of the draft, voluntarily enlistments and the employment in Government of so many young people at this time the Bureau is being flooded with name checks on young people. There has been a 73% increase in volume since the first of the year currently amounting to in excess of 100,000 additional name checks each month. The Records Branch is having extreme difficulty handling the present work load.

As a matter of additional interest, a survey by the U.S. Intelligence Board of name searching techniques in other Government agencies during the past year reflected that very few agencies make as complete breakdown search as the Bureau does. [redacted] Navy Department, Air Force, State Department, Civil Service Commission and many others average only 1.5 searches per request and the extra searching is accounted for usually by nickname variations. In the Bureau, we always search listed nicknames and, as stated, this proposed search will apply only to name checks on persons 21 years of age and under. Even in this age group where FBI investigations are involved, in all applicant categories including Bureau and on requests from supervisors and officials the full indices check will continue to be made.

b2

The Executive Conference consisting of Messrs. Tolson, Mohr, DeLoach, Callahan, Conrad, Clayton, Edwards for Felt, Gale, Rosen, Sullivan, Trotter and Waikart for Tavel unanimously agreed with the Records Branch proposal. Mr. Rosen observed that since the FBI is the central repository for data of a security nature the Bureau has the responsibility to furnish all pertinent information to other agencies in the Executive Branch upon proper request.

RECOMMENDATION:

If the Director approves, the Records Branch will immediately begin searching name check requests from other Government agencies where no investigation is involved on the full name as submitted and the first name middle initial breakdown of that name if he is 21 years of age or under.

Mr. Tolson

April 15, 1966

The Executives Conference

THE EDEX PROGRAMMED INSTRUCTION SYSTEM

On April 15, 1966, the Executives Conference, consisting of Messrs. Tolson, DeLoach, Mohr, Wick, Callahan, Conrad, Edwards for Felt, Gale, Rosen, Sullivan, Waikart for Tavel, Trotter, Clayton, and Moran for Casper, considered a proposal that the Training Division be authorized to expend approximately \$7,500 for the purchase of the basic components of an Edex Programmed Instruction System.

The Conference was advised that this is an electrically-operated, transistorized, advanced-teaching aid which would provide both the instructor and as many as 50 students with continuous feedback information during any lecture presentation.

The main portion of the equipment consists of one teacher's console with meters, counters, projection controls and automatic playback and 50 student-response stations with interconnecting wiring to the teacher's console.

This equipment can be used for two main purposes: (1) To aid in using programmed instruction which is a technique based on the preplanned teaching of a subject on a step-by-step basis. Under this method, the student is continually tested as each segment of the material is covered. This first method would lend itself to teaching subjects such as Federal Criminal Procedure, Operation of a Chief Clerk's Office, Report Writing, and Fingerprinting which are all subjects taught on a step-by-step basis. (2) The equipment can be used in any type lecture or seminar where the instructor desires to test the knowledge and appreciation level of the students at any time during the lecture. Based on the results shown on the console as to the number of students who answered right or wrong, the instructor can immediately reinforce the student's knowledge of the subject matter and redirect his remarks to those areas where there is not complete understanding.

The system operates in the following manner: The Instructor can ask questions, show slides, filmstrips or a motion picture and then propound either a true, false or multiple-choice question to the 50 class members. Each

1 - Mr. Clayton
1 - Mr. Casper
CJM/hcv

REC-1

3 MAY 6 1966

(CONTINUED - OVER)

(5)

79 MAY 9 - 1966

66-2554-12835

Executives Conference Memorandum
Re: The Edex Programmed Instruction System

student pushes a button signifying his answer and the results for each student together with averages for the group as a whole are immediately indicated on the instructor's console. The instructor can keep score by merely dialing the number of points to be assigned to each question in order to be fully informed as to the progress of each individual student and the class as a whole.

The Edex System is presently in use by such agencies as the United States Air Force, United States Army, Internal Revenue Service, universities, the Bank of America and Greyhound Bus Lines. Because of the increased teaching load which will be necessary due to our future expanded training program at Quantico, we intend to use this equipment to explore the possibility of covering some subjects even more completely at a savings in instruction time. The equipment will enable the instructor to know immediately how each individual class member and the class as a group is progressing on the various points covered in his lecture.

The members of the Executives Conference unanimously agreed that the equipment should be purchased.

PK
H

MR. TOLSON

April 1, 1966

EXECUTIVES CONFERENCE

FIELD OFFICE CONFERENCES

The Executives Conference, on 3/24/66, made up of Messrs. Mohr, Rosen, Conrad, Callahan, Gale, Wick, Casper, Sullivan, Waikart, McDaniel, Edwards, Clayton and DeLoach, discussed in some detail the subject of field office conferences and their value as raised by Mr. Sullivan. Mr. Sullivan pointed out that field office conferences, made up of 12 to 15 key field men and run by 2 or 3 Seat of Government men, are of great value to the operations of the Bureau and not only should not be discontinued, but should be held whenever needed. He explained that they did not in any way conflict with the program of the Training Division, but rather would augment or supplement and strengthen the Training program of the Bureau. Sullivan included in the advantages of such conferences the following:

- (1) Men in a given area of the country who have common problems are in a position to discuss them exhaustively as a group;
- (2) In conferences of this kind, men are encouraged to speak their minds openly and bluntly and give the Bureau the full benefit of all their thinking and practices;
- (3) Through such conferences men from the Seat of Government are able to make contact with field men and from them learn directly their real problems and possible solutions to them;
- (4) Field Office conferences run by Seat of Government men have down through the years repeatedly proved their great value.

Mr. Sullivan cited as examples of the latter the low-middle- and top-level conferences that resulted in complete penetration of the Communist Party by FBI informants.

Parenthetically, Mr. Sullivan mentioned that every single conference in which he participated began early in the morning and ran steadily throughout the day into the evening; that they were vigorous affairs and at no time either during the conference or after was there anything resembling a social atmosphere. It was all strictly business.

- 1 - Mr. Tolson 1 - Mr. Mohr 1 - Mr. Callahan
- 1 - Mr. DeLoach 1 - Mr. Clayton 1 - Mr. Casper

3 MAY 6 1966

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WCS:mls/amr
9 MAY 9 - 1966

MAIL ROOM TELETYPE UNIT

66-2554-12836

Executives Conference Memorandum
RE: TRAINING

Mr. Gale, in supporting the holding of field office conferences, pointed to the great savings in money. He explained that criminal intelligence conferences proposed for this year will result in a savings of \$6,445.95 in per diem and travel costs if held in the field rather than at the Seat of Government. Mr. Sullivan added that the Domestic Intelligence Division conferences envisioned for 1966 could result in a savings of approximately \$4,889.20 in per diem and travel costs if held in the field rather than at the Seat of Government.

Mr. Rosen raised the point that field office conferences should not, of course, determine policy. With this the entire conference was in agreement for such has not, should not, and will not be done. Policy is approved at the Seat of Government and not by any conferences.

Mr. DeLoach gave an opinion which was agreed upon by all members of the conference. First, that conferences should definitely be held at FBI Headquarters, Washington, whenever: (1) Policy is to be formulated; (2) Disciplinary matters enter into the picture; or (3) An SAC or Field representatives are to be held accountable for their shortcomings or improper handling of responsibilities. Secondly, whenever a conference is to be held solely for the exchange of ideas on a mutually beneficial basis, then and then alone should consideration be given to requesting permission from the Director for a conference to be held in the field. This to be done on an individual basis and subject to the Director's approval in all instances.

Drawing from these observations, the recommendation was made and approved unanimously that field office conferences composed of both Bureau and Field participants be held as set forth above, subjected to justification and approval on the basis of their individual merits as advanced for consideration at the Seat of Government by the different interested Divisions of the Bureau, and subject to the Director's approval in all instances.

*I prefer conferences
to be held at Seat
of Government*
4-1 ✓

*I concur subject to any
reasonable exception 2 -*
H

UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR

DATE: April 15, 1966

FROM : CLYDE TOLSON

SUBJECT:

Tolson	
Belmont	
Mohr	
Wick	
Casper	
Callahan	
Conrad	
Felt	
Gale	
Rosen	
Sullivan	
Tavel	
Trotter	
Tele. Room	
Holmes	
Gandy	

Handwritten signatures and initials are present over the routing slip and below it.

I advised the Executives Conference this morning that the Assistant Director and his Number One Man are not to be absent at the same time. Should any emergency occasion a dual absence, it must be presented for the Director's approval.

CT:DSS

REC 33

66-2554-12837

14 MAY 6 1966

EX-108

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b7C

THREE

Handwritten: file per 5/16 #6

MAY 13 1966

Mr. Tolson

4/29/66

The Executives Conference

LAW ENFORCEMENT CONFERENCES, 1966

On April 29, 1966, the Executives Conference, consisting of Messrs. Tolson, DeLoach, Mohr, Walsh for Callahan, Conrad, Edwards for Felt, Gale, Rosen, Sullivan, Waikart for Tavel, McDaniel for Trotter, Wick, Clayton and Casper considered suggestions regarding a topic for field-wide law enforcement conferences in 1966.

Conference was informed that 1965's conferences concerned "Responsibilities of Law Enforcement in 1965." 227 conferences were held, attended by 18,456 people representing 5,846 agencies. It was suggested our conference topic for 1966 should afford three criteria: (1) a subject matter of interest and value to local law enforcement at all levels in all parts of the nation; (2) one which can be developed by field personnel; (3) one which is of news media and public interest.

It was recommended that a topic developing "The Law Enforcement Image" would be particularly apropos because of attention and publicity currently being given to public apathy and police-community relations. Conference curricula would be designed to highlight what we in law enforcement can and must do to aid in gaining stronger public support for the law enforcement function. Each member of the profession must do his part in meeting the public more than halfway. Bureau has considerable data regarding effective ways of enhancing law enforcement-community relations and our field personnel are knowledgeable concerning effective procedures followed by the Bureau for many years. It also was pointed out the police instructors attending the recently completed Specialized In-Service on Police Management were provided with considerable data regarding public relations, human relations, etc., which would be of assistance in developing this topic.

Another topic proposed was "Science and the Lawbreaker." Many sources are currently advocating the necessity for scientific and technological breakthroughs to aid in the fight against crime; almost entirely

- 1 - Mr. Clayton
- 1 - Mr. Casper

REC-1 66-2554-12838

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JJC:mjm
(5)

ORIGINAL FILED IN 66-9340-6079

Executives Conference Memorandum
Re: Law Enforcement Conferences, 1966

overlooked, comparatively speaking, is the fact that many segments of law enforcement are not utilizing one of its most potent weapons against crime--the crime laboratory. Curriculum would include forum-type discussions of the potential values of the scientific examination, types of examinations a competent police laboratory can conduct, exemplified with types of cases predominant in area where conference being conducted, and reminder of simplicity of submitting items for scientific examination. Interests of FBI Laboratory would be subtly advanced, and local law enforcement again would be alerted to an effective investigative technique not being fully exploited.

Mr. Tolson opined both topics should be included in 1966's conferences; also, that a discussion should be included regarding work being done by the FBI and others to develop a National Crime Information Center. Since the public image of law enforcement is directly related to, and concerned with, its efficiency and effectiveness in preventing crime and quickly solving those occurring, it is believed feasible that our conference curricula also include a discussion of the merits of close cooperation at all levels in such matters as bank robbery, etc.

Members of the Executives Conference unanimously agreed that the law enforcement conference topic for 1966 should be "The Law Enforcement Image," with a curriculum which concerns law enforcement-community relations, use of the crime laboratory, National Crime Information Center, and necessity for close cooperation in such matters as bank robbery, etc.

RECOMMENDATIONS:

1. That "The Law Enforcement Image" be approved as the law enforcement conference topic for 1966, developed as indicated.

OK
H

2. If approved, Training Division, in cooperation with other Divisions, will work out a curriculum and other data for submission to the field.

OK
H

Mr. Tolson

April 8, 1966

The Executives Conference

**ADDITIONAL TRAINING FOR
FIELD RELIEF SUPERVISORS**

On April 8, 1966, the Executives Conference, consisting of Messrs. Tolson, DeLoach, Mohr, Callahan, Conrad, Gale, Rosen, Sizoo for Sullivan, Walkart for Tavel, Trotter, Wick, Clayton and Casper, considered the question of additional training for field relief supervisors. The issue was raised as a result of a suggestion submitted by Special Agent [redacted] of the Special Investigative Division who suggested that field relief supervisors receive a maximum of two hours of supervisory training each week during the regular working hours in addition to the presently authorized five days' initial training. The suggester stated that field relief supervisors are often notified to relieve a regularly assigned supervisor with little or no advance notice. This suggestion would encourage relief supervisors to avail themselves of additional instruction on the desk. Suggester states this procedure would lend itself to smoother overall desk operations and render the supervisor more knowledgeable of developments but instill in him a greater degree of confidence and improve his performance as a relief supervisor.

b6
b7C

ORIGINAL FILED IN 100-2537-12839

The Special Investigative Division does not feel that the relief supervisor should receive two hours' weekly training during regular working hours. Any additional training needed should be definitely given outside the regular work hours to insure that the relief supervisor spends a maximum amount of time on investigative matters.

The Administrative Division opposed the suggestion pointing out that in most instances there are two or more relief supervisors to a desk. The adoption of this suggestion could result in a sizeable volume of mail being approved by relief supervisors which would be undesirable.

The Inspection Division also opposed the suggestion since it permitted more than one man to sit on the desk at one time, consequently authorizing overlap of supervisory functions. Inspection Division also indicated that current inspections indicate relief supervisors require ample desk experience on a fairly regular basis.

Enclosure

- 1 - Mr. Clayton
- 1 - Mr. Callahan
- JJC/hcv
- (8)
- 1 - Mr. Casper
- 1 - Mr. DeLoach
- 1 - Mr. Gale

REG-158W

66-2537-12839

11 APR 12 1966

~~CONFIDENTIAL~~ (CONTINUED - OVER)

Executives Conference Memorandum

Re: Additional Training for Field Relief Supervisors

The Training Division pointed out that at a recent Administrative In-Service training program, during a seminar, supervisors and relief supervisors particularly felt that they needed additional training in order to become more knowledgeable on the desk where they performed relief supervisory duties. The Training Division felt, therefore, that a modification of the proposal should be adopted in that two hours of additional training each week may be conducted based upon the need, but this training should not be afforded during the regular working hours.

Mr. Mohr pointed out that many of the errors found by the Inspection Staff are attributable to relief supervisors and that additional training in the field would help to prevent these errors from occurring.

Mr. DeLoach felt that the training should only be provided at the end of the workday, that is, after 5 p. m., since the Agents in the morning should be preparing their investigative workday.

Mr. Tolson stated that this training should be afforded after the end of the workday and under no circumstances during the workday.

It was the unanimous decision of the Executives Conference that relief supervisors may be afforded additional training up to two hours per week after the end of the regular workday (5 p. m.) and at this time it would not be considered as multiple supervision or overlap.

RECOMMENDATIONS:

1. If the Director approves, the attached letter to the suggester, advising him that a modification of his suggestion has been adopted, should be sent. He has been thanked by prior letter.

2. The Training Division will make the necessary Manual revision.

Mr. Tolson

May 19, 1966

The Executives Conference

COMPLAINTS FILED BY SPECIAL AGENTS
BEING RETAINED IN 1A EXHIBIT OF CASE FILE
SUGGESTION #833-66

On May 19, 1966, the Executives Conference, consisting of Messrs. Tolson, Mohr, Callahan, Casper, Conrad, Gale, Malley for Rosen, Sullivan, Tavel, McDaniel for Trotter, Wick and Clayton, considered the suggestion that a copy of every complaint filed by Special Agents be filed in the 1A Exhibit Envelope of the case file. Recent inspections have detected many instances where Federal complaints for warrants of arrest filed by Agents have contained insufficient probable cause to support arrest. While it is noted that the United States Attorney's Office normally prepares the complaint, the Agent who files the complaint with the United States Commissioner should be logically responsible for setting forth sufficient probable cause. With no existing rule requiring that a copy of all complaints filed by Agents be obtained for the file, there is no way to review these complaints by supervisory personnel to insure that the probable cause is sufficient. By placing the complaint in the 1A Exhibit Envelope of each file it could be examined at the time of the inspection as well as examined by the field supervisor to see that the complaint was proper and the probable cause adequate.

12840

The Training Division feels that more and more our cases will be examined critically from a legal standpoint and that we should take every possible step to insure that our actions are legally proper and acceptable to the court. It was estimated by the Inspection Division that we file probably some 16,000 or more odd complaints annually and it was taken into cognizance that this will cause an additional filing problem for the clerical staffs of the field offices. The Inspection Division checked with the New York Office concerning this suggestion and the New York Office advised that complaints there are handled by the United States Attorney's Office; they have no difficulties and they felt that the filing of the complaints in the 1A Exhibit Envelope would not be necessary.

- Tolson _____
- DeLoach _____
- Mohr _____
- Wick _____
- Casper _____
- Callahan _____
- Conrad _____
- Felt _____
- Gale _____
- Rosen _____
- Sullivan _____
- Tavel _____
- Trotter _____
- Tele Room _____
- Holmes _____
- Gandy _____

Enclosure
 1 - Mr. Clayton 1 - Mr. Reilly
 1 - Mr. Casper
 JJC/hcv
 (8)

REC 36

12840

MAY 24 1966

(CONTINUED - OVER)

55 JUL 8 1966

MAIL ROOM TELETYPE UNIT

Executives Conference Memorandum
Re: Complaints Filed by Special Agents
Being Retained in 1A Exhibit of Case File
Suggestion #833-66

SAC Johnson advised that he has no problem in Chicago in this regard because the Commissioner personally follows probable cause very carefully and types up the complaints himself. It was Mr. Johnson's alternate suggestion that we not get copies of complaints but rather that we set forth the complaint itself verbatim in the first report.

Assistant Director Gale felt that it would be more desirable to place the complaint form in the 1A Exhibit Envelope rather than putting it verbatim in a report. He said it would be easier to find and it would create less work from a typing standpoint.

Assistant Director Wick said that the complaint and attached probable cause are very essential to press releases; that the Bureau must stick strictly to the facts in the complaint and the attached probable cause in its release and that this would be of help to those preparing the release and could be used in checking the release against the facts in the complaint.

Mr. Tolson concurred that a copy of each complaint should be obtained for our files. The members of the Executives Conference unanimously agreed that a copy of each complaint filed by a Special Agent should be filed in the 1A Exhibit Envelope of the case file.

RECOMMENDATIONS:

1. That the attached letter to the suggester be sent.
2. That Training Division prepare the necessary Manual changes.

The Director

May 12, 1966

The Executives Conference

**THE PLAYING OF "THE J. EDGAR HOOVER MARCH"
AT THE GRADUATION EXERCISES OF THE
77TH SESSION OF THE FBI NATIONAL ACADEMY**

The Executives Conference, consisting of Messrs. Telson, DeLoach, Mohr, Callahan, Casper, Conrad, Felt, Gale, Malley for Rosen, Sullivan, Tavel, Trotter, Wick and Clayton, considered where "The J. Edgar Hoover March" should be played in the program at the graduation exercises if, after having an opportunity to hear a tape recording of the march, the Director approves it.

Special Agent [redacted] of the Washington Field Office has composed a march which he wishes to dedicate to the Director and call it "The J. Edgar Hoover March." The march is being studied by [redacted] of the U. S. Marine Band, who has said that it is a good one and he is in the process of arranging the music for the various instruments in the band so that it will be available for a recording of the march on about May 18, 1966.

b6
b7C

By memorandum dated 4/28/66, from M. A. Jones to Mr. Wick, captioned SA [redacted] Washington Field Office, it was indicated that we would make no commitment to have the march played on May 25, 1966, at the graduation exercises of the National Academy, until the Director has had an opportunity to hear the tape recording. This was approved by the Director. In order for the necessary planning to be made in connection with the program, it was discussed at the Executives Conference on May 12, 1966, should the Director indicate his approval of this march, at what time in the program the march should be played. It was indicated that it could either be played during the musical interlude which precedes the actual graduation exercises, or it could be played following the speeches and before the issuance of the diplomas.

- 1 - Mr. Callahan
- 1 - Mr. Casper
- 1 - Mr. Clayton
- 1 - Mr. Cotter
- 1 - Mr. Wick

REC-18 66-2554-12841

EX-100

10 JUN 2 1966

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1-10160-153
ORIGINAL FILED IN

JJC:mjm 1966
(8)

Executives Conference Memorandum

**Re: The Playing of "The J. Edgar Hoover March"
At the Graduation Exercises of the
77th Session of the FBI National Academy**

Mr. Tolson said he was in favor of the march being played on the program as a part of the musical interlude prior to the start of the graduation exercises, and an announcement be made when "The J. Edgar Hoover March" was played. He did not feel that we should take the time of the Vice President during the program to play the march.

On the other hand, Mr. Mohr and Mr. DeLoach, and all other members of the Executives Conference, felt that the march should be played following the speeches and prior to the giving out of the diplomas and that it should be so set forth in the program of the National Academy graduation exercises. It was pointed out that the press usually does not arrive until the actual start of the program, and many of the people would be coming into the audience while the march was being played if it were played as a part of the musical interlude preceding the graduation exercises. It was felt that this march is a tremendous tribute to the Director and that all in attendance should have the opportunity to hear it for the first time as a part of the official program of the National Academy graduation exercises.

If the Director approves of the march, after he has had the opportunity to listen to a tape recording of it, we will be guided by the Director's decision as to where in the program of the National Academy graduation exercises the march shall be played.

*Have it played
just before
presentation
of diplomas*

Respectfully,
For the Conference

Clyde Tolson

H

Mr. Tolson

6/16/66

The Executives Conference

**CHANGE IN POLICY REGARDING
BUREAU PARTICIPATION IN
POLICE TRAINING ENDEAVORS
AT COLLEGES AND UNIVERSITIES**

On June 16, 1966, the Executives Conference, consisting of Messrs. Tolson, DeLoach, Mohr, Wick, Gale, Rosen, Callahan, Clayton, Conrad, Felt, Sullivan, Tavel, Trotter and Casper, considered the advisability of changing our policy relative to providing police training at colleges and universities. It was indicated that each request by a college or university for Bureau assistance in police training is considered individually on its merits as well as the observations and recommendations of the SAC of the division involved. Our previous criteria or guidelines applied to these requests have been: (a) a college police training program is being conducted in cooperation with law enforcement; (b) the program is attended only by duly constituted law enforcement personnel; (c) Bureau instructors will not participate in college police training activities where tuition for a profit is charged.

The Conference was advised we have received a three-page memorandum from the Office of Law Enforcement Assistance, Department of Justice, concerning a special program of development grants to plan and initiate degree programs in police science, police administration or law enforcement. This effort will be focused for the most part on some 30-odd states which have no degree programs in these fields. Applicants for these grants must be appropriately accredited junior colleges, colleges or universities qualified to offer the proposed degree, and the program as well as the curriculum must be approved by the appropriate state higher education authority. In order to keep our police training instructors advised of developments in this field, a copy of the Department's memorandum will be furnished to our police instructors by routing slip.

In addition to this program, we have noted a growth across the country among colleges, universities and junior colleges to develop police science programs. There is currently a dearth of individuals qualified to instruct on police science matters, especially those topics which involve "how to do"

- 1 - Mr. Clayton
- 1 - Mr. Casper
- 1 - Mr. ~~Hall~~ (sent direct)
- 1 - (sent direct)

REC-72
ST-115

66 2554-12842

(CONTINUED 4 OVER) JUN 22 1966

1-1152-724

ORIGINAL FILED IN

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Executives Conference Memorandum
Re: Change in Policy Regarding Bureau Participation
in Police Training Endeavors at Colleges and Universities

aspects of police or investigative work. These institutions of higher learning are having problems in finding people with both academic and experience backgrounds.

The Training Division feels the FBI will receive many additional requests from colleges and universities for guest lecture appearances. We also recognize that these institutions of higher learning, because of the academic freedom so prevalent today on campuses of our higher institutions of learning, will not restrict attendance in these courses to individuals currently in law enforcement or dedicated to a law enforcement career. It was recognized that the further entry of colleges and universities into the police training field will hasten to professionalize law enforcement.

This I doubt, H

In view of these developments and to protect the Bureau's interest in the police training field, it was recommended we participate when asked in training classes at colleges and universities and junior colleges where a segment of those in attendance may not yet be members of duly authorized law enforcement agencies; that we participate in college training programs where we think it would be to the best interests of law enforcement and the FBI, in the absence of the program being conducted in cooperation with a local law enforcement agency; and last, that we participate in police training programs at colleges and universities where they charge tuition recognizing that Bureau instructors cannot accept a fee or honorarium. In each instance, the Bureau will continue to instruct the field to individually make its request for training assistance from a college or university known to the Bureau and the Bureau will accept such request where our investigative commitments will permit and the best interests of the Bureau and law enforcement will be advanced. Bureau participation in police training endeavors at colleges and universities will, of course, be restricted to guest lecture appearances, as man power commitments in the investigative field will preclude our assuming lecture commitments on a semester basis.

It was the unanimous decision of the Executives Conference that these changes be adopted.

RECOMMENDATION:

*But not to such school as
The Univ. of Maryland
Consider that one here ✓ 6-17*

That if the Director approves, an appropriate SAC Letter be prepared by the Training Division for dissemination to the field.

*I do not approve
ZJH - 2 -*

Mr. Tolson

6/16/66

The Executives Conference

~~SACS CONTACT WITH FBI NATIONAL ACADEMY~~
GRADUATES FOLLOWING GRADUATION
SUGGESTION #893-66

On June 16, 1966, the Executives Conference, consisting of Messrs. Tolson, DeLoach, Mohr, Wick, Gale, Rosen, Callahan, Clayton, Conrad, Felt, Sullivan, Tavel, Trotter and Casper, considered the suggestion of SAC Lynam that National Academy graduates, following graduation, be contacted by the SAC on the SAC's next trip to the territory in which the graduate resides, rather than within 30 days. SAC Lynam pointed out that he felt it important that Agents contact National Academy graduates within two weeks as prescribed at this time and that the graduates should be contacted within 30 days by the SAC when the graduate is in headquarters city. He said in many offices the National Academy graduate will reside many miles from headquarters city, and it would be poor economy to make a special trip to a Resident Agency territory. He recommends that the rule be changed so that the new National Academy graduate be contacted on the SAC's next trip into the National Academy graduate's territory.

It was pointed out to the Executives Conference that normally a field office will have one or two graduates, and in some instances three, from the same field division twice each year, and that we have had this policy in effect for many years and it was considered sound. The SAC is given graduation dates of the National Academy classes well in advance and should be able, by careful planning, to arrange his itinerary to coincide with trips to the Resident Agency territory or territories upon the return of the graduates twice each year. In addition, it was indicated that many of these graduates have constructive suggestions which come to their mind after they have returned to their own departments and, therefore, it is desirable to continue the present regulation. In order that an evaluation can come into the Bureau from the SAC, and in furtherance of our police relations program to develop the National Academy graduate to the fullest extent for the use of the Bureau, this rule should remain in effect.

ORIGINAL FILED IN

REC-52

66-2554-12843

Enclosure

14 JUN 24 1966

- 1 - Mr. Clayton
- 1 - Mr. Casper
- 1 - Mr. Reilly (sent direct)

(CONTINUED - OVER)

JJC:amj
(6) 54 JUN 28 1966

Executives Conference Memorandum
Re: SACs Contact with FBI National Academy Graduates
Following Graduation, Suggestion #893-66

Mr. DeLoach pointed out that at this time we should be increasing our police liaison rather than limiting it, and it was the consensus of the Executives Conference unanimously that the rule remain in effect that all National Academy graduates be contacted within 30 days by the SAC.

RECOMMENDATION:

That the attached letter to the suggester be sent.

OK
AL

Mr. Tolson

June 7, 1966

The Executives Conference

**EXPANDED TRAINING ACTIVITIES
AT NEW TRAINING ACADEMY
QUANTICO, VIRGINIA**

On June 7, 1966, the Executives Conference, consisting of Messrs. Tolson, Hyde for Mohr, Wick, Walsh for Callahan, Conrad, Edwards for Felt, Gale, Rosen, Sullivan, Tavel, Trotter, Clayton and Jenkins for Casper, considered the proposal that the Training Division be authorized to select four Special Agents assigned to the field to start graduate study this Fall in schools within their area of assignment looking forward to their obtaining a Master's Degree in Police Administration or Public Administration during the next two years.

It has been previously noted that we expect the new Academy building at Quantico to be completed in early 1969 and one of the foremost problems to be resolved is the selection of potential instructors to pursue graduate studies in colleges and universities to further equip them for the new program. Recently, the Director approved two experienced police instructors be transferred to the Training Division and we intend to have both of these men pursue graduate work in the Behavioral Science field in the Washington, D. C., area.

The field of Police Management will be an important phase of our expanded program. Our preliminary survey shows we will need at least six instructors to handle this subject before the National Academy alone plus an undetermined number to handle specialized management courses of from two to three weeks' duration for police officers in the new Academy.

It is desired that we have four younger men (under 40) presently assigned to the field, who have degrees in Police Administration, Criminology, or related subjects, start graduate studies this Fall under the Government Employees' Training Act, which requires Departmental approval, (at Bureau expense) to enable them to secure a Master's Degree in Police Administration or Public Administration by June, 1968. It will not be necessary to transfer these men to the Training Division until late 1968 or early 1969. We would prefer men with some prior local law enforcement experience since they will be working with police officers.

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

1 - Mr. Clayton 1 - Mr. Casper
TJJ/hcv

REC-19
66-2554-12844
18 JUL 6 1966
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69 JUL 8 1966 TELETYPE UNIT



OK
OK

Executives Conference Memorandum
Re: Expanded Training Activities
at New Training Academy
Quantico, Virginia

Having these men obtain their Master's Degree over a two-year period in schools within their area of assignment will not require their attending school full time and will make them available for other field assignments. This is a vital step in obtaining an accredited professional staff for our expanded training program.

The Training Division will approve each individual educational program and follow progress of each man. The men selected will be required to sign agreements to remain with the Bureau three years after the completion of the graduate studies. The Government Employees' Training Act provides that should an employee resign his position during that three-year period he will be required to refund to the Government the cost borne by the Government for the training. It is estimated that the cost would be approximately \$1,500 per man for the two-year period for a total cost of approximately \$6,000.

The members of the Executives Conference unanimously agreed that four Special Agents be selected to start this graduate study in the Fall of 1966 in schools within their area of assignment looking forward to obtaining a Master's Degree in Police Administration or Public Administration within the next two years. Upon approval by the Director the Administrative Division will prepare the necessary request to the Department.

Mr. Tolson

June 8, 1966

The Executives Conference

**SUMMER INSTITUTE FOR FEDERAL EXECUTIVES
UNIVERSITY OF WISCONSIN - MILWAUKEE**

On June 7, 1966, the Executives Conference, consisting of Messrs. Tolson, Hyde for Mohr, Wick, Walsh for Callahan, Conrad, Edwards for Felt, Gale, Rosen, Sullivan, Tavel, Trotter, Clayton and Jenkins for Casper, considered the proposal that the Training Division be authorized to send a supervisor to the Summer Institute for Federal Executives, University of Wisconsin, to attend a course on Innovation and Planned Change in Administrative Systems to be held from July 17 to 29, 1966.

This course covers factors affecting cultural and institutional change and resistance to change, processes of invention and discovery, the problem-solving process in individuals and groups, institutional inertia and failure, characteristics of the creative personality, structural traits of the innovative organization, and the use of administrative strategies to effect desirable change. It is felt that having a representative attend this course will be extremely helpful in connection with the planning of our new expanded training program at Quantico which will necessitate many far-reaching changes in both our teaching techniques and the substance of the matters to be taught.

This will be the tenth year for this Summer Institute and it has in the past enrolled about 770 Federal administrators from 88 different agencies. These include the main departments of the Federal Government

[redacted] of the Civil Service Commission is a member of the National Advisory Committee of the Center for Advanced Study in Organization Science at the University of Wisconsin which is offering the Institute. The tuition cost is \$350. Board and room costs are an additional \$160.

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REC-12 / 6-7-66 - 12845

As a matter of information, [redacted]

[redacted]

b2

The National Park Service and

- 1 - Mr. Callahan
- 1 - Mr. Clayton
- 1 - Mr. Casper

JUL 13 1966

(CONTINUED - OVER)

- Tolson
- DeLoach
- Mohr
- Wick
- Casper
- Callahan
- Conrad
- Felt
- Gale
- Rosen
- Sullivan
- Tavel
- Trotter
- Tele. Room
- Holmes
- Gandy

TJJ/hcv

(A)

MAIL ROOM TELETYPE UNIT

Executives Conference Memorandum
Re: Summer Institute for Federal Executives
University of Wisconsin - Milwaukee

the Post Office Department, while they could not recall specific attendees, have used the Institute in the past and commented favorably concerning it.

Bureau files contain various references to campus activities at the University of Wisconsin which has its share of left-wing groups. Since the Summer Institute for Federal Executives will not be held on the main University campus at Madison, but rather at a conference center located just outside of Milwaukee, it does not appear that our representative will come in contact with any of these main campus groups. In January of this year an Agent of the Milwaukee Office appeared at the University to discuss Bureau's police training schools in a Police Science series offered by the University's Institute of Governmental Affairs.

The members of the Executives Conference unanimously agreed that a representative of the Training Division should be selected to attend this Summer Institute for Federal Executives. The Training Division feels that, if the Director approves sending a representative, Inspector C. J. Moran should attend this Summer Institute. This seminar would fit in with the previous special training afforded Moran and would increase his knowledge in this particular field which would be of great benefit to the Bureau and particularly our planned expanded training program at Quantico. Moran will be heavily involved in the planning for our expanded training program.

*OK, but I do so reluctantly
 as Univ of Wisconsin is
 notorious for its extreme left
 wing leadings in all its branches
 and departments. I hope Moran
 doesn't come back "brain-washed".*

JH.

The Director

6-8-66

The Executives Conference

~~BUREAU APPLICANT PROGRAM~~
~~CLERICAL TESTING~~

The Executives Conference of June 7, 1966, consisting of Messrs. Tolson, Hyde for Mohr, Walsh for Callahan, Jenkins for Casper, Conrad, Edwards for Felt, Gale, Rosen, Sullivan, Tavel, Trotter, Wick and Clayton, considered the matter of affording spelling tests to all clerical applicants.

By way of background, a letter was received from a former clerk now serving in Viet Nam containing numerous misspellings. The Director agreed we should give spelling tests to clerical applicants and approved matter be brought to Executives Conference. We now give stenographic, typing, spelling and vocabulary tests to stenographers. Prior to December, 1956, we gave spelling and vocabulary tests to all clerk-typists. The Director approved discontinuing these examinations for clerk-typists as a large volume of work in the Identification Division and Files & Communications Division was such that the typists in these divisions did not have to pass spelling and vocabulary tests since principally copy work was involved. We have never given spelling tests or written tests of any kind for that matter to Grade GS 2 clerk applicants as the cost involved has been considered excessive in comparison to the benefits to be gained. This is so because we would have to give tests to all applicants and not just to those favorably recommended for fear of running the risk of a charge of discrimination.

It was pointed out that the Grade GS 2 clerk does not perform duties wherein a proficiency in spelling is a prerequisite and we are able to cull out the below-average applicants on the basis of our background investigation, including a thorough review of the clerical applicant's scholastic record. When Grade GS 2 clerks are assigned to the Identification Division they undergo a technical training program where spelling is not a prerequisite. A similar situation prevails in Files & Communications Division where the Grade GS 2 clerk is assigned to messenger, indexing and recording duties where a knowledge of the alphabet is more a prerequisite than knowing how to spell.

Certainly he must know how to spell if he is to do indexing.

Another factor to be considered is the opposition of minority groups to any testing procedures of applicants for employment where the applicant would be ranked on the basis of acquired knowledge and ability since these groups claim this discriminates against those who have been exposed to inferior environmental or educational

EWV:mah(7)

1 - Mr. Casper

50 JUL 29 1966

1 - Mr. J. B. Adams

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JUL 14 1966

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conditions. Further, our current educational system in many parts of the country does not emphasize the ability to spell and spelling is not taught to the extent it was done in the past. For this reason, a number of very intelligent individuals are poor spellers.

We don't want personnel with inferior education.

The Training Division devised a two-part spelling test consisting of 20 spelling words and 20 multiple choice words. This test was given to 62 new clerical appointees who entered on duty 5-31-66. Fifty-two of the 62 achieved a passing grade of 75 or over. Of the ten who failed the spelling test most had above-average scholastic records. One who scored 72 1/2 graduated from a high school in Wisconsin sixth in a class of 81 with an 88.66 average. Another who scored 67 1/2 graduated from high school in the Cincinnati area ranking 37 out of a class of 124. Comment was made that if the school system failed to emphasize spelling although it was an above-average school system in other respects we would lose the services of a highly qualified clerical employee simply because the individual failed the spelling test.

Subsequent to the time this conference was held inquiry was made of the Civil Service Commission concerning the testing of applicants applying for positions with other Government agencies. No agency in the competitive service to their knowledge utilizes a spelling test as such with a passing grade as a prerequisite to employment. The commission affords a clerical abilities test for applicants for positions in Grades GS 1 through GS 6. A minor portion of this test is devoted to the recognition of misspelled words. An example of a question on recognition is the following: A) sanctioned; B) sancktioned; C) sanctioned; D) none of these. It is understood there is currently concern within the commission that the tests being administered may be beyond the capabilities of the average applicant in the lower grades, many of whom come from deprived backgrounds.

as passing grade

The minority of the conference consisting of Messrs. Tolson, Wick and Clayton recommended that spelling tests be afforded to all clerical applicants not now given such tests and that they be required to achieve a grade of 75% in order to warrant further consideration of their applications. Mr. Sullivan proposed that spelling tests be given to all clerical applicants but with a passing grade of 65%. The majority of the conference consisting of Messrs. Hyde, Walsh, Jenkins, Conrad, Edwards, Gale, Rosen, Tavel and Trotter recommended that no spelling tests be afforded clerical applicants except where this is now being done as in the case of stenographers.

X Spelling Test for all non-agent personnel

Depending on the Director's desires, the appropriate action will be taken.

I share view of the minority
H

Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson

August 15, 1966

The Executives ConferenceBUREAU TOUR PROGRAM
UTILIZATION OF FEMALE CLERKS
FOR TOUR CONTROL ASSIGNMENTS

The Executives Conference of August 12, 1966, consisting of Messrs. DeLoach, Mohr, Casper, Callahan, Conrad, Felt, Stanley for Gale, Rosen, Sullivan, Wolkart for Tavel, Trotter, Wick and Clayton considered the matter of utilizing selected female clerical employees to staff tour control points in the handling of Bureau tours. This would release about seven male clerical tour leaders now so assigned for actually leading tours at a time when their services are very badly needed.

The need for qualified clerical tour leaders right now is critical in view of the fact that Bureau tours are operating at peak loads. The tour leader attrition rate at the same time is the highest it has ever been resulting from the draft, resignations, reserve military obligations, promotions, transfers, Bureau training programs, and the inability of qualified tour leaders to be released to lead tours due to job assignments in their respective Divisions. It is essential that some action be taken immediately to increase the number of tour leaders available daily since we can expect no reduction in the crowds until at least after Labor Day.

In order to properly handle the thousands of visitors coming to the building every day tour control points are necessary and it is proposed that selected young ladies be utilized to staff these positions. These girls would not be leading tours, but rather would act as receptionists, information clerks, tour dispatchers, and will be given other assignments on the tour route to spot congestion resulting from sicknesses, faints and other causes so that this information can be brought to the immediate attention of the Tour Control

- 1 - Mr. Clayton
- 1 - Mr. Casper

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(5)

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79 AUG 23 1966

EX 110
REC 37
66-2554-128417
AUG 22 1966

**Executives Conference Memorandum
RE: Bureau Tour Program
Utilization Of Female Clerks
For Tour Control Assignments**

Room for prompt action. These young ladies would also be assigned to staffing the special visitors waiting rooms located on the Tour Route to receive and send out on tour the hundreds of special visitors referred to us daily from various sources.

This proposal anticipates the recommendation of suitable female personnel by all Divisions, interview and approval by the Crime Records Division, and a highly accelerated and intensified training program for the 15 to 20 who would be chosen for these responsibilities. An appropriate s/m band or identifying name plate will be designed to readily identify these young women as FBI tour representatives and they will be closely supervised especially in the initial stages to insure that the Bureau is properly represented.

The members of the Executives Conference unanimously agreed that the proposed procedure is necessary and desirable at this time. If the Director approves each Assistant Director will be instructed to submit immediately the names of three female clerks believed to qualify for these duties. Upon receipt these young ladies will be further interviewed by the Crime Records Division and those deemed best qualified will be placed in an appropriate training program.

*You argue you would gain
17 male tour leaders for
20 female receptionists.
That doesn't make sense to me
H*

8/17/66 Addendum by Mr. Tolson:

No. This should be handled by Supervisor and his assistants.

b6
b7C

CT:DSS

*I most certainly agree
with Tolson
H*

UNITED STATES GOVERNMENT

Memorandum

Tolson	✓
DeLoach	✓
Mohr	✓
Wick	✓
Casper	✓
Callahan	✓
Conrad	✓
Felt	✓
Gale	✓
Rosen	✓
Sullivan	✓
Tavel	✓
Trotter	✓
Tele. Room	✓
Holmes	✓
Gandy	✓

TO : The Director

FROM : The Executives Conference

DATE: July 19, 1966

SUBJECT: ARRESTS AND ARRAIGNMENTS

On July 19, 1966, the Executives Conference, consisting of Messrs. Mohr, DeLoach, Callahan, Jenkins for Casper, Conrad, Felt, Gale, Rosen, Sizoo for Sullivan, Tavel, McDaniel for Trotter, Bishop for Wick, and Clayton, considered a suggestion from the field that the Bureau modify the Bureau regulation concerning an interview with a defendant or suspect in the presence of attorneys.

Under Bureau regulations in a criminal case where it is believed to be to the best advantage of the Bureau to conduct an interview with a defendant or suspect in the presence of an attorney, such interview can only be done upon Bureau authorization. A supervisor of the Baltimore Office suggested that this regulation be modified to permit such an interview in the presence of an attorney upon authorization of the Special Agent in Charge.

This suggestion was based upon the ruling of U. S. Supreme Court in Miranda vs. Arizona, dated June 13, 1966. The court in this decision was most specific in noting the requirements for individuals being advised of their rights to have an attorney and that the counsel be present at the time of interrogation. The court specifically noted "thus, the need for counsel to protect the Fifth Amendment privilege comprehends not merely a right to consult with counsel prior to questioning, but also to have counsel present during any questioning if the defendant so desires." The court pointed out that state and local law enforcement agencies should copy the practice used by the FBI in the interrogation of individuals.

The Legal Research Desk, Training Division, feels the following modification should be made to existing rules. In any criminal case having no security aspects, on the authority of the SAC the Agent may question the accused in the presence of his attorney but the questioning

Treat as yellow copy

- 1 - Mr. Clayton
 - 1 - Mr. Rosen
 - 1 - Mr. Casper
- TJJ:aga
(6)

EX-102

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13 AUG 24 1966

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ORIGINAL FILED IN 62-73212-1305

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7/20/66
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[unclear]*

[Handwritten signature]

Executives Conference Memorandum
Re: Arrests and Arraignments

shall be limited to asking the accused what statement he wishes to make in explanation of the charges brought, or about to be brought, against him, and such further questions as are necessary to resolve ambiguities in the statement made, if any. The reason for this suggested change is that in the Miranda decision on June 13, 1966, the majority of the Court indicated a view somewhat inconsistent with current Bureau practices. By the limited type of questioning suggested, we will avoid the problem of embarrassment to the Bureau which seems likely to come if the courts learn that we advise the accused of the right to counsel during questioning and then walk out when his lawyer shows up. Since the conference, we have learned that the instructions issued to the Metropolitan Police Department on July 16, 1966, instructs officers to interview the accused in the presence of counsel when counsel has appeared and it is felt that interrogation is necessary or likely to be productive. These instructions from U. S. Attorney Bress apparently meet with Department approval because the warning of rights suggested to the officers by Bress is the same as that suggested to us by the Department.

While we will not allow attorneys, defendants or suspects to dictate circumstances or terms under which we will conduct an interview, Mr. Rosen proposed and it was approved by all members of the Executives Conference with the exception of Jenkins for Casper that the ruling be modified that where a defendant or suspect volunteers to furnish information, while in the presence of his attorney, that Agents be permitted to accept this information without Bureau authority if time is of the essence. An example of such a situation would be when a defendant is arrested by our Agents and together with his attorney volunteers to furnish information to our Agents. If it is not accepted at that time by our Agents, the defendant and attorney upon further consideration might refuse to give any information whatsoever. In all other situations Bureau authority must be obtained prior to Agents conducting any interview with a defendant or suspect in the presence of his attorney.

The distinction between the proposal of the Executives Conference and that of the Legal Research Desk is as follows: The Executives Conference would allow the Agent to take any information which the subject volunteers in the presence of his attorney, The Legal Research Desk would allow the Agent to go a bit farther by briefly describing the

**Executives Conference Memorandum
Re: Arrests and Arraignments**

case to the subject and his lawyer and then asking the subject to make a statement if he wishes in answer to those charges. The Agent will ask no further questions at all except what might be necessary to clarify some uncertainty to what the subject said. By taking this approach the lawyer could not claim that neither he nor his client knew what the client was up against and he could not claim that the Agent refuses to discuss the case at all in his presence. The Bureau could if desired try this plan out for a period to see how it works.

Upon approval by the Director of the decision of the Executives Conference the field will be appropriately advised.

- See letter sent 7/26/66

Respectfully,
For the Conference

Clyde Tolson

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*12/15/66
6/26/66*

VIEWS OF THE DOMESTIC INTELLIGENCE DIVISION RE: SUGGESTION 6-67

COMMENTS OF DOMESTIC INTELLIGENCE DIVISION

W.S. VER:sal

Suggestion made SAC authority be substituted for Bureau authority to conduct interviews in criminal cases in presence of attorneys or aides.

Based on 6/13/66 U.S. Supreme Court decision in Miranda vs. Arizona, it can be anticipated there will be an increasing number of instances wherein subjects will exercise right to presence of counsel during interrogation. In view of this potential development, it has been suggested Bureau's efficiency will be maintained by proposed change.

Domestic Intelligence Division recommends rather than give field authority contained in suggestion under consideration, field should be authorized to accept only information a subject may wish to volunteer in presence of attorney or aide. However, Bureau authority should continue to be necessary to interview subject in presence of attorney or aide.

W.S.

wey

*use Conf memo
11/16/66, TUSA:agf
L...
12/17/66
11/16/66*

*11/16/66
7/26/40
11/16/66*

VIEWS OF THE LEGAL RESEARCH DESK, TRAINING DIVISION, RE: SUGGESTION 6-67

In any criminal case having no security aspects, on the authority of the SAC the Agent may question the accused in the presence of his attorney but the questioning shall be limited to asking the accused what statement he wishes to make in explanation of the charges brought, or about to be brought, against him, and such further questions as are necessary to resolve ambiguities in the statement made, if any.

The reason for this suggested change is that in the Miranda decision on June 13, 1966, the majority of the Court indicates a view somewhat inconsistent with current Bureau practices. By the limited type of questioning suggested above, we will avoid giving away confidential information and at the same time avoid the problem of embarrassment to the Bureau which seems likely to come if the courts learn that we advise the accused of the right to counsel during questioning and then walk out when his lawyer shows up.

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VIEWS OF THE SPECIAL INVESTIGATIVE DIVISION RE: SUGGESTION 6-67

ADDENDUM: SPECIAL INVESTIGATIVE DIVISION C.H.S.:saw:dlb 7-14-66

Suggestion by SA H. Edgar Lentz, Baltimore Office, is that Bureau regulations be changed to permit interview in presence of attorney upon authorization of SAC rather than Bureau. The Bureau's long-standing policy of accepting any information which a subject cares to volunteer to furnish yet require Bureau permission to interview him in the presence of an attorney, is one based on experience gained as a result of previous court decisions. (It is noted our Agents' Handbook clearly sets out this policy.)

As SA Lentz notes in his suggestion, there have been recent court decisions which have gone beyond previous court decisions relative to the subject's right for an attorney. For example, the Miranda vs. Arizona case particularly bears on this point. In view of these recent decisions, it might be well for us to take a look at this problem to determine whether our policy is sound under these new decisions. Even if a modification is determined advisable, the SAC should still be required to contact the Bureau in the event there is information available that the particular attorney involved has an unsavory background or has hoodlum connections, et cetera. Since this problem is an intricate part of our field operations, prior to considering any modification of our present rule, some of our SACs should be contacted for their observations based on their experience in interrogating subjects.

JL

Leon *CHS*

*W/C C. H. S. memo
7/19/66, TJS: agar*

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VIEWS OF THE GENERAL INVESTIGATIVE DIVISION RE: SUGGESTION 6-67

ADDENDUM GENERAL INVESTIGATIVE DIVISION 7/11/66 ELG:rls

The current rule requiring Bureau authorization to conduct interviews in the presence of an attorney was set up to provide central control and uniformity throughout the field. Caution must be exercised in conducting interviews in the presence of an attorney so he will not assume the position of dominating the interview and thereby lessen its effectiveness. Also, there is always the possibility that an attorney, by sitting in on the interview, will secure information which might enable him later to make unfounded allegations concerning the conduct of the interview by the Agents. Because of the possible pitfalls attending the presence of an attorney, it is felt the Bureau should continue to pass judgment in these instances. This can be done with appropriate dispatch at the Bureau. The court decision referred to in this suggestion does not alter this position.

It is recommended this suggestion not be adopted.

N *JRM* *AS* *EG*

*copy copy memo
7/11/66, TSS:aga
let [unclear] 7/21/66*

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7/11/66
12 [unclear]
7/12/66*

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7/11/66
[unclear]*

Mr. Tolson

August 19, 1966

The Executives Conference

X VISAS - GENERAL

SUGGESTION 71-57 SUBMITTED BY

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b7C

[REDACTED]
FILES AND COMMUNICATIONS DIVISION

On August 19, 1966, the Executives Conference, consisting of Messrs. Tolson, DeLoach, Mohr, Callahan, Conrad, Felt, Rosen, Sullivan, Tavel, Trotter, Wick, Clayton and Casper, considered the suggestion that Visa Form I-57 not be filed if name search in General Index results in finding "No Record" (NR) and possibly extended to those I-57 forms which are marked "Non Derogatory" (ND). Forms on individuals with main files or when subversive derogatory information is found would be retained in file. The suggester felt that if this idea were adopted it would be feasible to de-index the existing No Record and Non Derogatory files, remove the cards from the indices and destroy the related forms.

Immigration and Naturalization Service (INS) sends I-57 forms to the FBI, [REDACTED] and state and military agencies whenever an alien official arrives in the United States. The form is used as a basis for name checks by the various agencies and the results are furnished to the FBI. If information warrants an investigation, clearance is obtained from the State Department and the investigation is initiated by the Bureau. The purpose of this program is to keep the Attorney General advised of subversive derogatory data on foreign diplomats and officials in order to assist him in discharging his responsibilities regarding exclusion and deportation of alien officials under the Immigration and Nationality Act.

b2

The Conference was advised these forms are received in the Routing Unit of the Records Branch where they are block-stamped and sent to the Name Searching Unit with the exception that when the forms are received on Soviet-Satellite individuals they are forwarded directly to the Agent supervisor. Generally, searching procedures are: (1) If searcher locates a main file on the individual, the form is sent to the substantive supervisor who will determine if further search is necessary; (2) If no main file or index reference is located on the subject, form is marked No Record and sent directly to Classifying Unit for processing; (3) If a previous reference is found in the master file on this

Enclosure

1 - Mr. Clayton 1 - Mr. Casper 1 - Mr. Reilly

1 - Mr. Tavel 1 - Mr. Sullivan

EX-103 REC-82 66-2554-12849
AUG 21 1966
(CONTINUED - OVER)

Executives Conference Memorandum**Re: Visas - General
Suggestion 71-67**

subject, the searcher conducts an up-to-date search on the previous arrival and if no references are found the form is marked Non Derogatory and sent to the Classifying Unit for processing.

The suggester feels that a substantial savings will be realized in the processing of these forms and more space will be available in the Records Branch. Since the beginning of this program in 1952, Bureau has processed more than 411,000 of these forms and investigations have been opened on 288 persons involved. Representatives of the Files and Communications Division feel this idea has merit from the Records Management standpoint since it would result in substantial savings of employee time and processing of Visa forms and in filing space occupied by these forms. The Domestic Intelligence Division in presenting the other side of the situation related that they transmit all pertinent data received from other agencies together with results of our name check with a copy of the Visa Form I-57 to the Department. If data warrants investigation, State Department clearance is obtained and the field is instructed to initiate an investigation. In most instances, the derogatory data furnished by other agencies does not reach the Bureau for varying intervals from 2 weeks to 6 or more months following the receipt of the I-57 by the Bureau. If the suggestion were to be adopted and the I-57 Visa Form classified No Record or Non Derogatory was destroyed, we would have no way of immediately retrieving the form should subsequent derogatory information be obtained requiring transmittal to the Department and subsequent investigation

Training Division expressed the view that the current procedure involves the filing of a tremendous amount of No Record and Non Derogatory material which is of no value. Based upon the figures furnished by the Files and Communications Division and the Domestic Intelligence Divisions, we receive approximately 30,000 of these forms per year and only open about 22 cases per year. If in some of these cases we found it necessary to go to INS to secure a new copy of the Form I-57 it would still be more efficient and economical than following our present procedure.

Mr. Mohr pointed out that we do the same thing with Loyalty forms in that we do not file them if they are No Record or Non Derogatory.

The Executives Conference, after consideration, unanimously agreed that this suggestion should be adopted and the suggester notified.

Executives Conference Memorandum
Re: Visas - General
Suggestion 71-67

RECOMMENDATIONS:

1. That the suggestion be adopted and the attached letter of appreciation forwarded to the suggester. She has been thanked by a prior letter.

2. Upon approval, this memorandum will serve as authority for the Files and Communications Division to place this procedure into effect.

The Director

September 9, 1966

The Executives Conference

RECOMMENDATION OF
NATIONAL ACADEMY GRADUATES
FOR POLICE AND LAW ENFORCEMENT
POSITIONS**

Mr. Tolson at the Executives Conference on September 9, 1966, instructed that in the future we should recommend National Academy graduates in good standing to fill positions in police and law enforcement jobs. Mr. Tolson stated that the International Association of Chiefs of Police (IACP) does not hesitate making recommendations and that he felt it only proper that we should recommend our own graduates for such positions.

ACTION:

Submitted for information.

*copy made for
holder in
Training Division
Rm. 5302
10-3-66*

*Disputed
47*

*6539
1-4-13539
ORIGINAL FILED IN*

(C)

EX-110

REC-51

66 2554 12850

- 1 - Mr. Tolson
 - 1 - Mr. DeLoach
 - 1 - Mr. Wick
 - 1 - Mr. Clayton
 - 1 - Mr. Casper
- TJJ/hcv
(8)

12 SEP 14 1966

Red
61 SEP 16 1966

MAILED

SEP 27 1966

NAME CHECK

Mr. Tolson

September 16, 1966

The Executives Conference

**FEDERAL EMPLOYEE ARRESTS AS SEXUAL DEVIATES
LETTERS TO CABINET OFFICERS**

Present at the Executives Conference on 9-15-66 were Messrs. Tolson, Callahan, Wick, Casper, Conrad, Felt, Rosen, Gale, Sullivan, DeLoach, Clayton, Tavel, Mohr and Trotter. The Conference considered Bureau's policy of sending FBI Identification Records by signature letter to Cabinet Officers and agency heads when incumbent employee arrested for sexual deviation or heinous crime.

By way of background, the Bureau has for many years furnished copies of identification records for all arrests of Federal Government employees to the Civil Service Commission, and the Commission in turn has dispatched these to the employing agency. In 1960 following a meeting of [redacted]

[redacted] was discussed, Bureau policy was formulated of sending identification record showing current arrest for sexual deviation or heinous crime to head of employing agency via signature letter. We have also continued sending copies of record to Civil Service Commission. Security officers or intelligence units of the various employing agencies have since requested that they also be furnished with copy of record. This has resulted in duplication in that currently when a Federal Government employee is arrested as a sexual deviate or for a heinous crime, the head of the agency, the security officer of the agency and the Civil Service Commission are all furnished the FBI Identification Record.

b2
b6
b7C

It was pointed out that during the months of June and July 1966 the Bureau wrote 171 such signature letters to Cabinet Officers and agency heads enclosing the records of 445 individuals. (166 records involved sexual deviation while 279 dealt with major or heinous crimes.) The bulk of this correspondence went to the Post Office, Army, Navy, Air Force and Marine Corps. Such letters are hand delivered by our liaison people.

Tolson _____
DeLoach _____
Mohr _____
Wick _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Ingram _____
Gandy _____

It was proposed to the Conference that the signature letter to the agency head be eliminated since the security officer or intelligence unit of each agency is now receiving hand delivery of the identification record. The agency head rarely, if ever, personally receives and acts upon the Bureau's signature letter, but rather this communication is channeled to the security officer or intelligence unit.

EX-103

REC-3

66-2554-12851

(Continued on Next Page)

5 SEP 28 1966

1 - Mr. Casper
1 - Mr. Clayton

TELETYPE UNIT

62 SEP 27 1966

(6)

Executives Conference Memorandum
Re: Federal Employee Arrests as Sexual Deviates
Letters to Cabinet Officers

RECOMMENDATION

The Conference voted unanimously to discontinue signature letters in these cases.

*After liaison has
advised agency heads.*

J.B.M.

*OK.
H.*

The Director

September 9, 1966

The Executives Conference

**THE USE OF RIOT-TYPE HELMETS BY
AGENTS OBSERVING AND PHOTOGRAPHING
CIVIL RIGHTS DEMONSTRATIONS**

On September 9, 1966, the Executives Conference, consisting of Messrs. Tolson, Mohr, Conrad, Felt, Gale, Sullivan, Tavel, Trotter, Wick, Clayton, Walsh for Callahan, Malley for Rosen, and Jenkins for Casper, considered the suggestion from SAC Roy K. Moore of Jackson that the Bureau authorize the purchase of a dozen riot-type helmets for use of those Agents who might desire same when observing and photographing civil rights demonstrations.

SAC Moore has advised that Agents who have been assigned to observe and photograph details concerning civil rights demonstrations have recently noted that certain hecklers of the civil rights groups have resorted to the use of slingshots with steel balls and pieces of metal used as projectiles. Agents have observed several police officers and demonstrators hit with these missiles having resulted in painful injuries. SAC Moore explained that oftentimes in the observing and photographing of acts of violence, there is a melee wherein the Agents cannot help but to become involved due to the large number of people present, both demonstrators and officers. He advised that most of the officers wear a riot-type helmet and states that the type of helmet utilized by the Mississippi Highway Patrol can be purchased at a cost of about \$11.00 each. He further advises that many of the Agents probably would not wear a helmet unless ordered to do so but he believes it advisable to have them available in Bureau cars on such assignments should they desire them. He has requested authority to purchase a dozen such helmets for the use of Agents who might care to use them under these conditions.

It was indicated that current Bureau policy is that there will be no observing of civil rights-type marches without Mr. DeLoach's approval and further that in regard to these demonstrations, the Bureau will not make on-the-spot arrests.

1 - Mr. Tolson
1 - Mr. Rosen
1 - Mr. Callahan
TJJ/hcv
(9)

1 - Mr. Clayton
1 - Mr. Sullivan
1 - Mr. Casper

EX-110

REC-6

66-2554-12852

1 SEP 15 1966

(CONTINUED - OVER)

ORIGINAL FILED IN

Executives Conference Memorandum

**Re: The Use of Riot-Type Helmets by Agents Observing
and Photographing Civil Rights Demonstrations**

By putting on a riot-type helmet as a protective headgear, the Agent may immediately stand out as being either a law enforcement officer or in some instances a member of the press. We have purposely avoided any identification with police action in connection with the handling of our responsibilities relative to these demonstrations.

Mr. Sullivan said that he was against the use of these riot-type helmets by our Agents. He stated that the helmets would make the Agents stand out and be more conspicuous if they wore such helmets. He further stated that we are doing less of this type of investigative activity and that it would only be in rare instances where a riot-type helmet might be needed.

Mr. Mohr stated that he felt that the Bureau would be in a vulnerable position if we refused to furnish riot-type helmets for the protection of our Agents, particularly after they had asked for such protective devices. He stated that we could obtain helmets of a dark color which would not stand out. He stated that he felt the helmets should be afforded to our Agents the same as bulletproof vests. He stated that under present policy we make the vests available for the use of the Agents and it is up to their own discretion and judgment whether they should use them. He stated he felt the same should be true of the riot-type helmets.

The Conference, consisting of Messrs. Mohr, Trotter, Tavel, Wick, Walsh for Callahan, Conrad and Jenkins for Casper, recommended that we authorize the field to secure riot-type helmets for use as needed in conjunction with their covering of civil rights type demonstrations. Messrs. Tolson, Gale, Clayton, Sullivan, Felt, Malley for Rosen and Mr. DeLoach, who was absent, voted not to permit the field to order riot-type helmets.

Depending upon the Director's desires, appropriate action will be taken.

Respectfully,
For the Conference

Clyde Tolson

I am against it
HT

Mr. Tolson

10-6-66

The Executives Conference

SECURE BUREAU TELETYPE SYSTEM

On 10-6-66 the Executives Conference, consisting of Messrs. Tolson, DeLoach, Mohr, Wick, Jenkins for Casper, Callahan, Conrad, Edwards for Felt, Gale, Rosen, Sizoo for Sullivan, Tavel, Trotter and Clayton, considered a proposal for the Bureau to make a trial of a new teletype system.

The Bureau now uses American Telephone and Telegraph Company's (AT&T) commercial toll teletypewriter service (TWX). Until September 1 monthly cost for tolls and equipment averaged \$21,500. Toll rates increased 9-1-66 increasing monthly cost to an estimated \$29,000. To avoid this increase and permit use of automatic coding equipment which cannot be used with present teletypewriters, we asked AT&T, Western Union, and General Services Administration (GSA) to propose an alternate system for FBI. GSA administers a new nationwide teletype network connecting Federal agencies known as the Advanced Record System (ARS). This is operated by Western Union; not by GSA. Since Western Union operates ARS, it declined to make a separate proposal for alternate system for FBI use. Use of automatic coding equipment is highly desirable since it would save employee time through elimination of code clerks, be much faster than present coding system, and enable us to send all teletype traffic in code rather than only selected traffic as at present.

FILED IN 62999

AT&T offered two proposals:

(1) Private leased system -- With 8 circuits (6 to 9 field offices on each circuit), messages from office on one circuit to those on another would have to be relayed manually through central relay point to be operated by FBI. Monthly cost \$20,840.10. Leased system has disadvantage of creating possible bottlenecks since only one office can use a circuit at a time while other offices' traffic waits. Also, if one circuit went out we could lose contact with several offices until service restored. Not possible to send multiple-address messages to offices on circuits other than that of sender without manual relay through central relay point. Leased system would increase administrative problems and might require additional personnel.

REC-2366-2554-12853

EX-113

OCT 10 1966

Enclosure

- 1-Mr. Casper F358
- 1-Mr. Clayton
- 5-Mr. Callahan (detached)
- 1-Mr. Conrad (detached)
- 1-Mr. [redacted] (detached)

b6
b7C

CONTINUED - OVER

**Executives Conference Memorandum
Re: Secure Bureau Teletype System**

(2) TWX with different teletypewriters -- Since we cannot use automatic coding equipment with our present teletypewriters, AT&T proposed furnishing different teletypewriters which would be compatible with the coding equipment; however, these machines would rent for considerably more than our present teletypewriters and we would still have the increased toll rates to pay resulting in estimated monthly cost of \$29,295. This would not provide multiple-address capability and appears to offer no savings or other advantage over the present system except the ability to use automatic coding equipment.

(3) Advanced Record System -- GSA offers this system for \$17,332.93 monthly based on present traffic volume with additional traffic at flat rate of 25 cents per minute during day and 6 cents per minute at night with FBI to provide maintenance of teletype and coding equipment. Approximately \$2,500 a month of this cost would cease after 8 years when teletype machines have been paid for. Radio personnel in our field offices can be trained in maintenance at a one-time cost of \$25,839 for travel and per diem and this would be preferable from standpoint of security, reliability, and promptness. Multiple-address traffic is not now possible on ARS (neither is it available on AT&T proposed systems) but GSA has instructed Western Union to provide this capability as soon as possible, probably at some extra cost. ARS is a nationwide network with hundreds of circuits so many offices can send traffic simultaneously as is now possible with TWX and additional service can be quickly installed if needed in emergencies. Security is equal to or better than present system since teletype calls are dialed directly with no operator intervention and all traffic will be in code when we can obtain sufficient automatic coding equipment. We now have enough such equipment on hand or ordered to equipt all but 17 offices and the remainder can be acquired prior to the time GSA is able to install all teletype equipment.

ARS appears to be the best proposal received from standpoint of savings and service provided. Monthly cost should be at least \$10,000 less than the present system. ARS is used by several other Government agencies and Bureau might be subject to severe criticism by General Accounting Office if it refused to try ARS, particularly in view of substantial savings offered. With Director's approval, we have used GSA telephone service for outgoing calls from Seat of Government and in 14 field offices with entirely satisfactory results and at substantial savings.

In connection with the communications network for the new computerized National Crime Information Center (NCIC) the Bureau is setting up, it has been recommended that ARS be used as a backup system and if ARS used in our field offices for FBI internal traffic, it could provide access to the NCIC.

**Executives Conference Memorandum
Re: Secure Bureau Teletype System**

GSA has agreed to allow us to try ARS in 6 offices for 90 days for \$1,983.70 a month including maintenance during the trial period. We would continue to use our present TWX system during trial period. Such a trial period is not possible with the private leased system proposed by AT&T.

The Conference unanimously agreed that the Bureau should try ARS in 6 offices for 90 days as proposed and extend it to all offices if the trial is satisfactory.

RECOMMENDATION:

It is, therefore, recommended that the attached letter be sent to GSA agreeing to install ARS in 6 offices for a 90-day trial with the understanding that it will be extended to all field offices if the trial is entirely satisfactory.

Mr. Tolson

October 6, 1966

The Executives ConferenceDESIGNATION OF #1 MAN
IN LEGAL ATTACHE'S OFFICE

Present at the Executives Conference on October 6, 1966, were Messrs. Tolson, Mohr, DeLoach, Callahan, Tavel, Trotter, Gale, Rosen, Conrad, Wick, Clayton, Edwards for Felt, Sizoo for Sullivan, and Jenkins for Casper. The Conference considered a suggestion made by the Legal Attache at Paris that the Bureau designate a #1 Man in each Legal Attache's Office having three or more Agents assigned. It was noted that this would be in keeping with the Bureau's policy with regard to Resident Agencies and would fix responsibility in the Legat's Office during the Legat's absence.

At the present time, #1 Men are designated in the Legat Offices at Santo Domingo and Mexico City. We have three offices with three or more Agents assigned in addition to Santo Domingo and Mexico City; they are Paris, London and Rome.

The Conference voted unanimously that the Bureau should designate a #1 Man in each Legat's Office having three or more Agents assigned. This would enable the Bureau to fix responsibility in the Legat's Office during the Legat's absence.

RECOMMENDATIONS:

1. That if the Director approves, the attached letter be forwarded to the Legal Attache at Paris.

2. Upon approval, this memorandum will serve as authority for the designation of #1 Men in offices of Legal Attaches where three or more Agents are assigned.

Enclosure

1 - Mr. Clayton 1 - Mr. Casper
1 - Mr. Sullivan 1 - Mr. Callahan
TJJ/hcv (7)

REC-1686

2554-12854

RECORDED
145 OCT 10 1966

1 - Mr. DeLoach

1 - Mr. Rosen

1 - Mr. Gale

Mr. Tolson

11/10/66

The Executives Conference

DESERTER CONVICTIONS

The Executives Conference today with Messrs. Tolson, DeLoach, Rosen, Gale, Sullivan, Felt, Callahan, Tavel, Trotter, Conrad, Jenkins, Walsh, and Beaver in attendance considered the suggestion which has been made by the San Francisco office that court-martial convictions for the crime of desertion be recorded as an FBI conviction since such arises directly or indirectly from FBI investigation.

RECOMMENDATION

The Bureau's jurisdiction in Deserter-Fugitive cases is based upon an agreement with various branches of the military service that we will locate deserters for return to military control. The statutory authority is based upon Title 10, Section 808, U.S. Code, which gives any civilian officer authority to summarily arrest deserters and deliver them to military custody.

Under the statutory authority and agreement, Bureau receives a fugitive apprehension credit when we are responsible for a deserter's return to military authority. The purpose of the Bureau's investigation is to locate the deserter-fugitive, not to establish or disprove whether the crime of desertion has been committed. The statute defining desertion as a crime falls within the Uniform Code of Military Justice which is within the primary jurisdiction of the armed services.

Any attempt on the part of the Bureau to claim a conviction statistic as a result of a court-martial could readily be misconstrued as the Bureau taking credit for the accomplishment of another agency.

Recommendation: Unfavorable.

REC 17

66-2554

12855

1334
00

Mr. Casper
Mr. Callahan

AR:WW
(7)

Mr. Tolson

November 10, 1966

The Executives Conference

X Statistics

The Conference considered the suggestion of the San Francisco Office that convictions in local or military courts which directly or indirectly result from FBI investigative efforts should rightfully be recorded to the FBI as a conviction and that such cases diverted to state, local or military authorities for prosecution be kept in an open status until such time as the local, state or military prosecution has been completed, at which time a closing report can be submitted recording the conviction.

It is noted the San Francisco Office has been steadily declining in its accomplishments insofar as convictions are concerned. The following is a brief comparison of the convictions for the first three months of fiscal years 1965, 1966, and 1967:

	<u>Convictions</u>	
First three months Fiscal year 1965		142
First three months Fiscal year 1966		132
First three months Fiscal year 1967		79
Change 1966 to 1967	(-)	40%

4472
66-2362

The following observations are submitted by the Conference:

This suggestion has been considered in the past. It has been turned down on the basis that such convictions are not convictions as a

REC 5

66 2554 42856

61 DEPT. OF JUSTICE
Mr. Casper
Mr. Clayton
AR:IGE
(7)

CONTINUED - OVER

Executives Conference Memorandum

result of prosecutive action taken in Federal court. The administrative Division has repeatedly opposed the suggestion of including such convictions in our over-all picture for the following reasons:

(a) Throughout the years publicity concerning the Bureau's accomplishments has indicated the convictions obtained were in connection with persons tried in Federal courts.

(b) Under the rules, convictions for cases tried in state, local or military courts are not recorded. The only exception to this rule was in the case of the 8 saboteurs during World War II. These subjects were tried by a special military commission set up by the President. Recommendation to record these convictions was approved by the Director.

(c) The policy followed by the Bureau is the same policy followed by the Administrative Office of the U. S. District Courts, the Department of Justice, and insofar as known other agencies of the Federal Government. To include in the conviction data those cases tried in state, local or military courts could very well subject the Bureau to criticism.

(d) The Bureau's position with reference to its accomplishments should be beyond any attempt to show that our procedures have suddenly changed and that a new standard or basis is being used to record convictions.

(e) If the Bureau now adopted a different standard to record convictions in state, local or military courts, its statistics would not be comparable with those previously recorded.

(f) If we recorded such statistics using a different standard, we would be giving the Director a misleading picture as to the accomplishments of a given field office.

RECOMMENDED ACTION

The Conference unanimously recommended that the suggestion be turned down for the above reasons and submitted its own suggestion.

SUGGESTION 2

The Conference recognizes the trend arising out of the attitude of United States Attorneys to defer cases to local and military authorities. The suggestion is as follows:

Executives Conference Memorandum

There is an increasing trend on the part of the Department and the United States Attorneys to defer cases which have been investigated by the FBI to local and military authorities for various reasons.

The Conference suggests that a separate category be maintained for recording cases investigated by the FBI and subsequently deferred to local or military authorities upon the recommendation of the United States Attorney.

WHAT WILL THIS ACCOMPLISH:

(a) We will be able to show a sizable number of cases investigated by the FBI and deferred to local authorities for handling. This figure could be used if necessary to buttress any reduction which we might have in our Federal convictions. It would show that numerous cases investigated by the FBI were subsequently deferred to local authorities for handling on the decision of the United States Attorney.

(b) We will still hold the field offices responsible for getting convictions in Federal court and will continue to follow the field offices as closely as we have to insure they take every means to surpass their accomplishments of the previous fiscal year.

(c) We will also have a specific tabulation concerning the number of cases being deferred by the United States Attorneys to local and military authorities, rather than a general statement that many cases are being deferred.

During August, in connection with a survey being conducted throughout the field, we ascertained that the total number of cases closed during August, 1966, was 23,263. Of these cases 4,786 were referred to the United States Attorney who declined prosecution.

Of the 4,786 cases declined by the United States Attorney, the following reasons are set forth by tabulation:

No Federal Violation	Local Prosec.	Military Prosec.	SS Delinq. Removed	Successful Prosec. Unlikely	All Other	Total Declined
975	666	630	681	1,562	272	4,786

Executives Conference Memorandum

On the basis of the above figures, it can be seen that if we projected the number of cases closed each month on the basis of twelve-month figure, we would have approximately twelve times 23,000 or 276,000 cases per year. The only cases we are interested in insofar as this survey is concerned are the 666 cases deferred to local prosecution and the 630 cases deferred to military prosecution, which represents a total of 1,290 cases for the month of August. Projecting this figure on basis of 12 months the total number of cases deferred to local and military authorities would be approximately 15,480.

In view of the above to determine the breakdown of cases investigated by the FBI which were referred to local and military authorities pursuant to the decision of the United States Attorney, this would involve reviewing approximately 23,000 cases per month for the months of July, September, October and November for a total of approximately 92,000 cases.

Consideration was also given to one added step and that is to require the field to follow the final disposition of such deferred cases to determine whether they result in convictions by the local or military authorities. Each field office would maintain in a pending status each such case deferred for the purpose of following the final disposition. This would create an immediate increase in the total pending case load of each office.

The Conference was divided on the requirement that the field follow each deferred case through to final disposition.

RECOMMENDATION

If the Director approves instructions will be issued that effective December 1, 1966, the field offices tabulate the number of cases deferred for prosecution by the United States Attorneys to local and military authorities. This would give us an accurate count for the balance of the year of the total number of cases deferred. The Conference was unanimous in this recommendation.

In order to obtain the number of deferred cases we will need to do one of two things:

(a) Go back to July 1, 1966. This would involve reviewing approximately 23,000 cases per month for the months of July, September, October and November for a total of approximately 92,000 cases (we have the figures for August, 1966).

Executives Conference Memorandum

Or:

(b) We can utilize tabulations already obtained for the month of August, 1966, and require the field to keep accurate figures henceforth beginning December 1, 1966. We could, of course, utilize the August figures to project the months back to July 1, 1966, if no actual review is made.

The Conference was divided on the suggestion that in addition to the above the field be required to follow each case which has been deferred to the local or military authorities for prosecution in order to ascertain whether the final disposition resulted in a conviction by such authorities.

Those in attendance at the Executives Conference were Messrs. Tolson, DeLoach, Rosen, Gale, Sullivan, Felt, Callahan, Tavel, Trotter, Conrad, Jenkins, Walsh and Beaver.

Mr. Tolson

November 18, 1966

 SF-117
 REC
 The Executives Conference

 * FBI IDENTIFICATION RECORDS --
 * ARREST DISPOSITIONS

Present at the Executives Conference on 11-18-66 were Messrs. Tolson, Callahan, Edwards, Casper, Wick, Walsh, Rosen, Gale, Sizoo, DeLoach, Beaver, Tavel, Conrad and Trotter. The Conference considered the submission of final dispositions of arrests by fingerprint contributors, such data being essential for the completion of FBI identification records.

By way of background, two recent articles appeared in Washington, D. C., newspapers (copies attached) expressing concern that local employers were not getting the full picture of arrest data on prospective employees from the Washington, D. C., Police Department. This allegedly occurred when the record of the subject's arrest was made available to them by the Washington Police without also incorporating the final disposition for each arrest. It was pointed out to the Conference that this did not involve FBI identification records since the Washington Police, and all other law enforcement agencies receiving copies of FBI identification records, are specifically precluded from making available such records to local prospective employers. (As a matter of fact, we only receive fingerprints in approximately 6% of arrests made by the Washington, D. C., Police Department. During calendar year 1965, the Washington Police reported they made more than 90,000 arrests. During the same period, we received less than 6,000 arrest fingerprint cards from that agency. Washington Police Department has 14 precincts in addition to its headquarters. No fingerprinting is performed in the precincts and this function takes place only at the downtown headquarters for felony arrests and the more serious type of misdemeanors.)

It was further pointed out to the Conference that the Bureau at this time receives more than 10,000 criminal fingerprint cards per day. It is estimated that in approximately 70% of these cases we do ultimately receive final dispositions for the arrests which are then incorporated in the FBI identification record. This then, however, leaves 30% (an average of about 60,000 arrest prints received per month) for which we do not receive dispositions. The Conference considered ways in which fingerprint contributors could be further encouraged to submit final arrest disposition data for completion of

- MC 66-2554-12857
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- 1 - Mr. Casper
-
- 1 - Mr. Beaver

Enclosures

JAN 27 1967

 SF-117
 REC
 FEB 2 1967

Executives Conference Memorandum
Re: FBI Identification Records --
Arrest Dispositions

the Bureau's identification records. It was pointed out that on several occasions in the past the Bureau has sent letters to all fingerprint contributors stressing this point. The most recent such letter went forward under date of 9-23-66 (copy attached).

Experience has shown that no one particular agency completely ignores prior Bureau requests to forward final dispositions of arrests for fingerprints submitted to us. In some instances, this is shown on the fingerprint card itself at the time it is received here. (We have always encouraged prompt forwarding of fingerprints immediately after arrest however in order to identify wanted persons, rather than holding the card locally until the case is finally disposed of.) In other instances, the final disposition is submitted later on an FBI form we make available to the fingerprint contributors and this is then added to the FBI identification record. In still other instances, once the police function is fulfilled and the case is turned over to the prosecutor and the courts for pre-trial, trial and appellate proceedings, the arresting agency which originally sent us the fingerprints may have nothing further to do with the case and may not itself be aware of the ultimate disposition. (California is the only state in the Union which possesses the legislative requirement that requires arresting and prosecuting authorities to follow on and record final dispositions to all arrests, which dispositions are forwarded to us.)

The Conference felt that more direct action should be instituted and recommends that a program be undertaken at this time throughout the field to have Special Agents during their normal contacts with law enforcement agencies again stress the importance of submitting final disposition information for each arrest fingerprint card. There is attached a proposed SAC letter containing appropriate instructions to implement this recommendation. The Conference likewise recommends that the Inspection Division survey the possibilities of encouraging local and state legislation which would require mandatory follow-through and the submission of final dispositions of arrests as well as to explore any other means possible to accomplish this end.

RECOMMENDATIONS

1. Approval of attached SAC letter.

CRH

2. Inspection Division to initiate appropriate survey as indicated above.

CRH

THE DIRECTOR

January 6, 1967

THE EXECUTIVES CONFERENCE

IDENTIFICATION RECORDS
ARREST DISPOSITIONS

On January 6, 1967, the Executives Conference consisting of Messrs. Tolson, DeLoach, Mohr, Callahan, Casper, Conrad, Felt, Gale, Rosen, Sizoo for Sullivan, Tavel, Trotter, Wick, Beaver and Daunt considered matter of need for improved submission rate of final dispositions of arrests by law enforcement agencies.

On November 18, 1966, Executives Conference recommended and the Director approved (1) SAC Letter instructing program of personal contacts by Agents with contributing law enforcement agencies and (2) survey by Inspection Division re possibilities of encouraging state legislation to make submission of final dispositions mandatory and to explore other means to improve solution rate.

Mr. Felt presented results of Inspection Division survey as follows:

1. California is only state having legislation requiring mandatory submission of dispositions. Because of absence of specific data, Inspection Division recommended San Francisco Office be authorized to make necessary inquiries at California Bureau of Identification to determine effectiveness of the California law and to learn everything possible concerning mechanics and operational problems. Recommendation unanimously approved by Conference and if you approve, instructions to San Francisco will be handled by Identification Division.

REC 22 66-2554 1287E
FEB 8 1967

2. Current regulations require that every field office obtain any missing dispositions when an identification record is received concerning subject against whom prosecution is pending. Many other identification records are received by field offices concerning suspects, applicants, etc. Inspection Division recommended field be instructed for test period of 90 days to bring up to date every identification record received. At the end of 90 days survey will be made concerning volume of work and effectiveness of program. This recommendation was unanimously approved and if you approve, Identification Division will issue necessary instructions to field and follow results.

3. It was proposed that importance of final dispositions be highlighted in connection with police training, law enforcement conferences, FBI National

- 1 - Mr. Tolson
- 1 - Mr. Beaver
- 1 - Mr. Casper
- 1 - Mr. Wick
- 1 - Mr. Trotter

WLF:ang (6) 1967

CONTINUED - OVER

Executives Conference Memorandum
Re: Identification Records - Arrest Dispositions

Academy, and Agents training. Unanimously approved by the Conference and if you approve will be handled by Training Division.

4. Also recommended submission of final dispositions be stressed through article in Law Enforcement Bulletin and mention of this matter be made in other Bureau publications, where feasible. Unanimously approved and if you approve Crime Records Division will handle.

5. Our identification record form contains following language in small print: "Where final disposition is not shown or further explanation of charge is desired, communicate with agency contributing those fingerprints." This language serves notice that record may not be complete and Inspection Division recommended during next printing of this form size of print of this portion be increased so as to be more readily noticeable. This recommendation was unanimously approved and if you approve Training Division will handle and coordinate with Identification Division

6. Inspection Division advised full tickler follow-up system in Identification Division to increase disposition submission rate would cost at least one and one-half million dollars a year. Furthermore, it is not now possible to determine effectiveness of such a system. Inspection Division proposed 5-month test utilizing one employee to follow selected contributors of arrest records for missing dispositions detected during regular day-to-day handling of identification records to determine if results achieved warrant budget request for funds to expand program in future. Messrs. Mohr, Callahan, Casper, Conrad, Tavel, and Trotter opposed this suggestion, feeling that in effect it would be a duplication of recommendation number 2 above (expanded follow-up in field) which should provide sufficient data upon which to evaluate long-range objectives. Majority of conference felt nominal cost of this proposal made it highly desirable, pointing out one employee could initiate follow-ups on at least 20 cases per day (2000 in 5-month period) and this would provide a more tightly controlled and therefore a more meaningful program than would be possible at the field level. If you approve, will be handled by Identification Division.

RECOMMENDATION

That the 6 recommendations of Inspection Division, set out above, be approved.

Respectfully,
 For the Conference

Clyde Tolson

Mr. Tolson

2/2/67

The Executives Conference

**FIELD POLICE TRAINING PROGRAM
POLICE MANAGEMENT SCHOOLS**

On February 2, 1967, the Executives Conference consisting of Messrs. Tolson, DeLoach, Mohr, Callahan, Casper, Conrad, Felt, Gale, Malley for Rosen, Sizoo for Sullivan, Tavel, Trotter, Wick and Beaver considered a proposal to implement the team concept for field police training in the area of management as approved by the Director.

The Conference was advised that the Director had approved that we send qualified instructor teams from the Training Division with greater frequency to aid our field police instructors in conducting police management training programs. It was pointed out that the Director had commented in part: ". . . It is about time we awoke and caught up with the jet age in police training. . . ." The Training Division indicated that it has given careful and long consideration to the best ways of implementing the team concept and to meet the challenges brought on by the actions of such groups as International Association of Chiefs of Police in this area of specialized training. Since we are truly in a jet age both with respect to police training and management training, we must gear our activities accordingly by being aware of new approaches in the management field which have grown so fast that managers relying on old methods are rapidly becoming obsolete. It was pointed out that we must come up with new concepts, approaches and methodology to solve the current problems of the police. We must use the latest teaching techniques in this field to teach this subject in a know-how fashion to the police. It was further indicated that to give management training which is entirely responsive to the need of law enforcement administrators, we must change our training approach and we must keep ahead of the competition to retain our position of pre-eminence in the law enforcement training field.

- 1 - Mr. Mohr
- 1 - Mr. Callahan
- 1 - Mr. Beaver
- 1 - Mr. Casper
- 1 - Mr. Moran
- 1 - [Redacted]

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b7C

66-2554-12859

REC-34

FEB 10 1967

JJC/pai
(9) It seems to me you have taken too long to realize this. Many of the other have been turned in. We passed us 74

"CONTINUED - OVER"

59 FEB 15 1967

Executives Conference Memorandum
Re: Field Police Training Program
Police Management Schools

The Training Division further indicated that we must take immediate action now to enable us to send out at least four teams of instructors who are thoroughly knowledgeable in police operations and police management. To do this, it was proposed that eight Agents be immediately transferred to the Training Division so that they can be thoroughly groomed and indoctrinated to carry out this important assignment. Preference should be given to those Agents who are police instructors and/or who have advanced degrees. One Agent should be a Certified Public Accountant so he can lecture and conduct seminars as well as workshops in the vital area of police budgets.

As soon as these Agents are transferred to the Training Division and in place, they will be afforded a saturated course of some six to eight weeks in such matters as training methodology, management, human relations, supervision, sociology, and programmed instruction. During this intensive saturation instructors' course, each man will be required to read, discuss and write critical analyses of the best textbooks available in the management field. They will conduct research and write papers as well as lecture outlines in the various areas in which they will lecture in the field. The Training Division will give them actual police management problems to solve. After the Agent instructors receive this intensive training, they will be assigned to various law enforcement command schools usually as two-man teams to discuss police management subjects and problems in a truly professional manner. It was also pointed out that these men, as they teach, will also learn and be gathering problems and additional data in the police management field which will build their knowledge and repertoire so that when the New Academy opens they will be experienced and well qualified to augment the staff which will be necessary to run the Academy. They will be able to add greatly to the prestige of the National Academy and specialized training programs in our new facility.

Mr. DeLoach said that he felt this was an excellent idea and that it was necessary that we take an aggressive approach, particularly in view of what he has been confronted with in dealing with the President's Commission.

**Executives Conference Memorandum
Re: Field Police Training Program
Police Management Schools**

Mr. Mohr said he thought this was a good idea but would call to Mr. Tolson's attention the additional expense involved and Mr. Tolson said he was aware of this.

Mr. Felt commented about the tremendous impression State of Government instructors leave in the field when they make these appearances in connection with police training matters. He specifically referred to a trip he made to Honolulu in which the police executives on the various islands all commented in a very highly favorable manner about a Training Division representative who had appeared in a special school before these local police.

Mr. Gale said he thought it would be helpful if these men had some Bureau supervisory experience and it was pointed out that we do intend to indoctrinate them in Bureau supervisory policies and procedures as part of the aforementioned training program.

The Conference unanimously agreed that the Bureau should take this positive and aggressive step to strengthen our field police training program in the management field.

RECOMMENDATION:

It is, therefore, recommended that eight Special Agents, including one who is a Certified Public Accountant, be assigned to the Training Division to implement this program.

Date of Mail 2-6-67

Has been removed and placed in the Special File Room of Records Branch.

See File 66-2554-7530 for authority.

Subject JUNE MAIL *The Executives Conference*

Removed By 65 FEB 23 1967

File Number 66-2554-12860

Permanent Serial Charge Out

- 66-2554- (12861)

CHANGED TO

66-12- (7420X)

MAY 25 1967

va/MS

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Callahan

FROM : C. L. Rogers

SUBJECT: CHIEF CLERKS CLASS #1
ADMINISTRATIVE REPORT

DATE: 2/27/67

Tolson _____
 DeLoach _____
 Mohr _____
 Wick _____
 Casper _____
 Callahan _____
 Conrad _____
 Felt _____
 Gale _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Holmes _____
 Gandy _____

Row P3

[Handwritten signatures and initials]

In my memorandum of 2/14/67 I reported on two proposals advanced during the class whereby typing of data in report would be spread out in order to better meet the deadline for getting the report to the Bureau.

The first dealt with submitting different segments (criminal, security, and applicant and other) on different dates in a month (10th, 20th and end of month). I pointed out this would not work and why and that I felt it should be given no further consideration.

The second proposal related to those pages of the report regarding accounting work. Although these pages come as a part of the administrative report, they are actually for the use of the Accounting Desk at the Bureau so it can follow on the progress of the accounting work and the utilization being made of accounting trained agents. I pointed out that it would appear that this material could be submitted by the 15th of the following month. I noted that as far as the Budget Unit (which is responsible for the dissemination of the administrative report data) such later submission would be acceptable; that we need only be advised of the total number of pending accounting matters included in the over-all pending figure for each office.

I recommended Voucher-Statistical Section consider effect of such a proposal on its tabulating work. Mr. Row has advised would not affect such work at all; that all he needs is one figure as to total number of pending accounting matters included in the over-all pending figure for each office.

I also suggested that the General Investigative Division consider whether it is necessary to continue the accounting pages as a part of the administrative report. That division replied as an addendum (page 2a) to my memorandum of 2/14/67 to the effect that submission of the accounting pages as a part of the administrative

ORIGINAL FILED IN 66-2119-738

66-2554-
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(6)

SEE ADDENDUM PAGE 3.....

OVER

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[Handwritten signatures and initials]

Memo to Mr. Mohr

report should be continued because: (1) typing burden does not appear unduly burdensome since they constitute an average of 5.3 pages per report; (2) value of data contained in accounting pages would lose its timeliness if not received promptly after the close of month; (3) correspondence to field on specific cases would be delayed so that instead of being received by field about middle of month they would not be received until near the end of the month.

I still feel that the pages of the administrative report concerning accounting work could be deferred until after the submission of the rest of the administrative report. At the present time the administrative report in its entirety is supposed to be submitted by the third working day of the month following that for which submitted. If the accounting data is submitted separately except for the total number of pending accounting matters the accounting material could be submitted perhaps by the seventh working day of the month. This would spread the typing work at the field offices over a longer period of time and still not delay too greatly the Accounting Desk at the Bureau receiving their copies of the accounting data. The Voucher-Statistical Section at the present time runs off from the accounting data contained in the reports a tabulation entitled "Accounting Matters -- Personnel and Work Pending As Of ---." Usually, this tabulation is not available from the Voucher-Statistical Section until the 20th of the month following that for which submitted or even later. By separating this data from the rest of the report it is felt that it can still be submitted by approximately the same date.

RECOMMENDATION:

It is recommended that the accounting data effective with that for the month of March be submitted as a separate report by the seventh working day of the month following that for which submitted.





Memo C. L. Rogers to Mr. Callahan
RE: Chief Clerks Class #1
Administrative Report

ADDENDUM - EXECUTIVES CONFERENCE - 3-9-67 - NPC:jlk

The ^oExecutives Conference of 3-9-67 consisting of Messrs. Tolson, Mohr, DeLoach, Trotter, Tavel, Beaver, Sullivan, Wick, Malley for Rosen, Gale, Felt, Casper, White for Conrad, and Callahan, considered the above recommendation and unanimously agreed to its adoption.

JLR *WPC* ✓

UNITED STATES GOVERNMENT

Memorandum

- Tolson _____
- DeLoach _____
- Mohr _____
- Wick _____
- Casper _____
- Callahan _____
- Conrad _____
- Felt _____
- Gale _____
- Rosen _____
- Sullivan _____
- Tavel _____
- Trotter _____
- Tele. Room _____
- Holmes _____
- Gandy _____

TO : Mr. Mohr

DATE: 3/1/67

FROM : J. J. Casper *JJC*

SUBJECT: STATISTICAL ACCOMPLISHMENTS
EMPLOYEE SUGGESTIONS

Executives Conference Memorandum dated 2/24/67, entitled, "Mail Flow Survey Files and Communications Division," recommended among other things that all statistical data be placed on the cover pages of reports. This would eliminate the need to spell out statistics in the synopses and avoid potential criticism from agencies which receive our reports that the Bureau overemphasizes statistics. It would also serve the purpose of flagging those reports which contain statistics. This recommendation was approved by the Director.

This decision implements wholly or in part seven suggestions previously submitted which were not adopted since the proposals were not practical at the time. The suggestions in question are enumerated below and it is noted that all fall within the two-year limitation under which credit may be given if implemented by subsequent action.

- 862-65, submitted by [redacted] Atlanta, on 4/23/65
- 948-65, submitted by SA Richard F. Schaller, then ASAC, Knoxville, now assigned Buffalo, on 5/24/65
- 381-66, submitted by SA [redacted] then Minneapolis, now Cincinnati, on 11/26/65
- 618-66, submitted by SA [redacted] Oklahoma City, on 3/2/66
- 896-66, submitted by [redacted] Mobile, on 6/9/66
- 901-66, submitted by SA [redacted] Oklahoma City, on 6/10/66
- 355-67, submitted by SA [redacted] General Investigative Division, on 11/1/66

ORIGINAL FILED IN 66-2362-2502

RECOMMENDATION: That the attached letters of appreciation be approved and sent.

V. J. ...
66-2554

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1 - Mr. Felt
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TREAT AS YELLOW

THE DIRECTOR

February 24, 1967

THE EXECUTIVES CONFERENCE

MAIL FLOW SURVEY
FILES AND COMMUNICATIONS DIVISION

On February 23, 1967, Executives Conference, consisting of Messrs. Tolson, DeLoach, Mohr, Callahan, Casper, Conrad, Felt, Gale, Sullivan, Tavel, Trotter, Witek, Beaver and Mr. Malley for Mr. Rosen, considered proposals of Inspection Division to change certain procedures in Files and Communications Division involving handling of regular mail.

Survey was ordered as result of delays in handling of information from New York regarding threats to bomb Yugoslav Consulates.

Mr. Felt pointed out 10,000 to 15,000 pieces of mail received in Records Branch each day. Such mail, if not flagged as urgent, is processed by 4 or 5 units, depending on type of communication, prior to delivery to substantive supervisor. 90% of regular mail handled by Records Branch in 3 workdays or less. Approximately 10% takes between 3 and 5 workdays. New York letter took 4 plus workdays but at least 1/2 extra day required for processing because New York used incorrect Bureau file number. Processing time would be effectively reduced only if additional personnel hired so work could continue overnight and on weekends. For budgetary reasons, this not recommended. Flow of mail may be expedited, however, if certain proposals adopted.

Mr. Felt presented proposals resulting from survey as follows.

Defer indexing on individuals mentioned in body of communication. After substantive supervisor has seen communication, mail to be placed on record and index cards prepared on subjects of cases before mail sent to supervisor. Under proposal index cards on individuals mentioned in body of communication would not be typed until after communication seen by substantive supervisor and he has taken any necessary action. (Under proposal, mail would continue to be placed on record and index cards prepared on subjects of cases before mail sent to supervisor.) It was noted some reports and expedite matters are now routed to supervisors before any indexing is performed. The proposal would permit regular mail to be sent to substantive supervisor approximately 1/2 day sooner than at present. Advantage of proposal is that index cards on individuals mentioned in body of communication would be typed later, thereby increasing chance some names not indexed if name search request received from another agency.

Minority consisting of Messrs. DeLoach, Felt, Gale, ~~Malley~~ and Malley voted to place proposal into effect on experimental basis in order to get regular mail to supervisors quicker.

TREAT AS YELLOW

WME:war (4) Mr. Tolson
1 - Mr. Casper

1 - Mr. Tolson 1 - Mr. Mohr
1 - Mr. DeLoach

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Executives Conference Memorandum

Re: Mail Flow Survey - Files and Communications Division

Majority consisting of Messrs. Tolson, Mohr, Callahan, Casper, Conrad, Tavel, Trotter, and Beaver voted to reject proposal on basis risk of embarrassment to Bureau which might result from delay in preparing index cards outweighed any advantage. If you approved, indexing will continue to be handled as at present.

Mr. Tolson noted and all present agreed that communications from the field should be closely watched by Bureau supervisors and administrative action recommended if there are unnecessary delays in transmitting information to Bureau.

2. Field offices should type Bureau file number on abstracts when known. *Numbered by Field Office*
 Field offices must prepare abstract but presently Bureau file number is typed on abstract by Records Branch. Some time would be saved in processing if Bureau file number placed on abstract by field when known. This proposal was unanimously approved and if you approve, Files and Communications Division will handle.

3. Substantive supervisor rather than clerical employee in Records Branch should determine what reports contain statistical accomplishments; cover page of reports should contain ballot box to be checked by field when report contains statistic.

All reports in criminal cases are stamped for routing to Voucher-Statistical Section (VS) so any statistics can be recorded. This should be continued. Presently, however, after report seen by substantive supervisor, Records Branch employee reads synopsis for sole purpose of determining if report contains any statistics. If no statistics reflected in synopsis, Records Branch employee initials for VS. If employee does not initial, report sent to VS for final determination and recording of any valid statistic. Proposed that substantive supervisor, who must read synopsis anyway in every instance and take corrective action if statistics improperly omitted, be authorized to initial for VS if he is certain report contains no accomplishments. Acceptance of proposal should cut down somewhat on handling time necessary in Records Branch. To assist supervisors in recognizing reports containing statistics, proposed that cover page of report contain ballot box to be checked by field when report contains statistic. (Statistic would still be recorded, however, if field failed to check box.) Mr. Malley advised further step would be to place all statistics on cover page of report so statistics would be more readily apparent. This would eliminate need to spell out statistics in synopsis of report and avoid potential criticism from agencies which receive our reports that Bureau overemphasizes statistics. Inspection Division proposal as modified by Mr. Malley's suggestion was unanimously approved and if you approve, General Investigative Division will handle.

4. Deadline should be set in Records Branch as to need for sending regular mail to substantive division. While some pieces of mail are sent to substantive supervisor prior to full processing, most are not. Inspection Division proposed that mail not processed by fourth workday after receipt at Bureau be brought to attention of supervisory personnel in Files and Communications Division for decision whether such mail should receive special handling and whether such mail should be called to

Executives Conference Memorandum**Re. Mail Flow Survey - Files and Communications Division**

attention of substantive desk. This proposal would assure that a supervisor would evaluate urgency of mail within four days of receipt at Bureau. This proposal was unanimously approved and if you approve, Files and Communications Division will handle.

5. ~~Permanent and special stops placed by various divisions should be tightly controlled and require specific approval of Division head. Certain non-essential stops of irregularity letters and reports should be eliminated. These require special handling in Records Branch and slow down processing of regular mail to some extent. They are placed by various divisions when a supervisor desires immediate delivery of a certain type of mail. Nonessential stops should be eliminated and Bureau officials and supervisors should be reminded that stops on airtels should not be placed except in extraordinary circumstances since airtels are always sent to the interested divisions immediately upon receipt. All present agreed that each division should review stops now in effect, eliminate any not essential, and exercise tight control on stops placed in future. If you approve, Records Branch will follow.~~

6. ~~Series training and promotional programs in General Index Unit of Records Branch. All new employees in General Index Unit trained now by (a) working side by side with experienced employees for two days, (b) receiving 1 hour daily classroom work for up to 4 weeks, (c) having 100% of their work re-searched for 60 days by experienced employee. Item (c) slows down processing of mail somewhat and if new employees spent 4 rather than 2 days with experienced employee, time required to train new searcher might be reduced and mail might be processed quicker. Furthermore, after searcher gains experience, she is eligible for higher paying job in other areas. Rapid turnover of employees could be reduced by seeking higher job classification of experienced searchers. This proposal was unanimously approved and if you approve, training procedures for new employees in General Index Unit will be revised accordingly on a trial basis by the Files and Communications Division and that Division will pursue the possibility of upgrading experienced searchers with Civil Service Commission through the Administrative Division.~~

RECOMMENDATIONS:

1. That proposal Number One not be adopted.
2. That proposals two through six (which were unanimously approved by the Conference) be adopted.

Respectfully,
For the Conference

Clyde Tolson

The Director

March 23, 1967

The Executives Conference

**FBI MEMBERSHIP IN EDUCATION AND TRAINING
SECTION OF INTERNATIONAL ASSOCIATION OF
CHIEFS OF POLICE (IACP)**

The Executives Conference on the morning of March 23, 1967, considered the advisability of FBI membership in the new Education and Training Section of IACP. Present at this meeting were Messrs. Tolson, DeLoach, Mohr, Callahan, Conrad, Walters for Felt, Gale, Malley for Rosen, Sizoo for Sullivan, Tavel, Trotter, Bishop for Wick, Beaver and Casper.

Mr. Casper pointed out that he had previously submitted a memorandum on this matter dated 3/6/67, at which time Mr. Tolson indicated that we have nothing to do with the Education and Training Section. Mr. Casper requested permission to discuss this matter before the Executives Conference based upon the fact that [redacted]

[redacted] who had a favorable interview with the Director on March 13, 1967, has been trying hard to cooperate with the FBI and has indicated to Mr. Casper on many occasions that he needs the full support and cooperation of the FBI in handling his duties as President. It was pointed out that the Director in his interview with [redacted] asked [redacted] about this new Education and Training Section, at which time it was explained that the members of the International Police Professors Association could join on an individual basis the Education and Training Section, it being noted that all police in the training field throughout the country are also eligible to join this section. The Director was also advised that members of the Executive Committee were automatically ex officio members of this section and that amendments to the Constitution for this section would be under the scrutiny of the Executive Committee of IACP which consists of the working leaders of IACP and not the staff. It was also pointed out that the head of this section had to be an active member of IACP rather than an associate member, meaning that he had to be active in the police profession rather than a police professor who has had no police experience.

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- 1 - Mr. Beaver
- 1 - Mr. Casper
- JJC/hcv
- (4)

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~~CONFIDENTIAL~~
1967

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Executives Conference Memorandum
Re: FBI Membership in Education and Training
Section of International Association of
Chiefs of Police (IACP)

It was indicated that historically the FBI has played an important role in the Training Committee of IACP and that Inspector Cotter of the National Academy Desk has had an active part on this committee since he assumed his position in charge of the National Academy Program. The other members of the old Training Committee are looking to Cotter for guidance and assistance in establishing the new Education and Training Section. It was pointed out that in order to protect the Bureau's interest, to keep the Bureau in the position of leadership in the field of training and to refute or correct erroneous statements or impressions which may come up in this Section, we should have membership. In addition, we should be aware of what is going on nationally in the training field, not only among police but among the colleges and universities. Mr. Casper said we already have several of our Agents attending college programs across the country studying police administration and similar subjects. He emphatically urged that the conference consider the advisability of Inspector Cotter, SAC Sloan and Mr. Casper actively joining this section for the reasons indicated above.

The Executives Conference all voted in favor of this recommendation including Messrs. DeLoach, Mohr, Callahan, Conrad, Walters for Felt, Gale, Malley for Rosen, Sizoo for Sullivan, Tavel, Trotter, Bishop for Wick, Beaver and Casper, with the exception of Mr. Tolson who said that he was opposed.

We will be guided by the Director's decision.

Respectfully,
 For the Conference

Clyde Tolson

*OK, but I dare say
 the members of the
 International Police
 Professors Ass'n
 will ultimately
 dominate this branch
 of the IACP
 H.*

THE DIRECTOR

March 23, 1967

THE EXECUTIVES CONFERENCE

INTERVIEWS AND CONFESSIONS;
PROPOSED FIELD SURVEY

On March 23, 1967, the Executives Conference, consisting of Messrs. Tolson, DeLoach, Mohr, Callahan, Casper, Conrad, Walters for Felt, Gale, Malley for Rosen, Sizoo for Sullivan, Tavel, Trotter, Bishop for Wick and Beaver, considered a proposal by Mr. Casper that the Bureau make an attempt to determine what effect, if any, the Miranda decision is having on our work by conducting a field survey.

Mr. Casper listed the three positions being taken by various groups as follows: First, the Miranda decision endangers law enforcement and public safety; second, no harm is being done at all; and third, our experience has been too limited and as yet we simply do not know. None of these positions can be held indefinitely because eventually the facts will support one position to the exclusion of the others. The Bureau needs to determine our own conclusions in this matter.

Mr. Casper recommended that the Executives Conference consider having the Bureau make a pilot survey of six medium sized offices which have Special Agents with appropriate legal training to conduct an adequate survey to determine whether we are getting fewer confessions since the Miranda rules went into effect. This survey could determine the number and percentage of confessions obtained during the pre-Miranda period (July 1, 1965 to June 30, 1966) and compare this with similar figures for the period July 1, 1966 through March 31, 1967. The mechanics of this survey would permit the use of a ruse to conceal our real purpose. Designated Agents could review the files of the United States Commissioners and of the District Courts to obtain the names of all persons for whom we have obtained an arrest warrant during the indicated periods. From that point, a file review in the pertinent cases will produce the desired information.

- 1 - Mr. Beaver
- 1 - Mr. Casper
- JJC/pal
- (5)

61 APR 13 1967

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ORIGINAL FILED IN 66-2554-1264

Executives Conference Memorandum
Re: Interviews and Confessions
Proposed Field Survey

Mr. Casper advised that if approved, we would prepare for the survey by conferring with the statistical units of the Bureau and with the investigative divisions to work out the details so that the survey would be as complete and accurate as possible.

Mr. DeLoach said that Mr. Vinson has written to the Bureau asking for information resulting from the Bureau's experience in operating under the Miranda requirements. We answered that we had no such information to make available to him. Mr. DeLoach also said that the Attorney General has already announced that the FBI could continue to operate and maintain its statistical accomplishments even under the Miranda requirements.

Mr. Tavel said that if we gather such information and make it available to local enforcement agencies, we may find ourselves in controversy, if the results indicate that the Bureau has been able to maintain its statistical accomplishments even under Miranda, because the local officers generally have been making public statements indicating that this would not be possible for a law enforcement agency.

Mr. Malley said that if we do conduct such a survey, it should not be limited to the Miranda decision but it should include all other important Supreme Court decisions.

Messrs. Tolson, DeLoach, Mohr, Callahan, Conrad, Walters for Felt, Gale, Malley for Rosen, Sisco for Sullivan, Tavel, Trotter, Bishop for Wick and Beaver were unanimous in recommending that we not undertake this project for the reasons stated by Mr. DeLoach and Mr. Tavel. Mr. Casper recommended that we undertake this survey. We will be guided by the Director's instructions.

Respectfully,
For the Conference
Clyde Tolson

if above were of Malley

UNITED STATES GOVERNMENT

Memorandum

TO : The Director

FROM : Executives Conference

SUBJECT: USE OF FIREARMS

DATE: 3/23/67

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Mr. Tolson	
Mr. DeLoach	
Mr. Mohr	
Mr. Casper	
Mr. Callahan	
Mr. Conrad	
Mr. Felt	
Mr. Gale	
Mr. Rosen	
Mr. Sullivan	
Mr. Tavel	
Mr. Trotter	
Tele. Room	
Mr. Holmes	
Miss Gandy	

[Redacted]

[Redacted]

J. R. Kelly

3/26/67

On March 23, 1967, Executives Conference, attended by Messrs. Tolson, DeLoach, Mohr, Callahan, Casper, Conrad, Walters for Felt, Gale, Malley for Rosen, Sizoo for Sullivan, Tavel, Trotter, Bishop for Wick, and Beaver, met to consider a suggestion by Special Agent [Redacted] of the Phoenix Office. [Redacted] proposed that we amend Bureau policy to authorize Special Agents to shoot persons in defense of the life of other law enforcement officers or innocent parties. Our present policy as stated in the FBI Handbook, Part II, page 8, instructs that Agents are not to shoot any person except for the purpose of self-defense.

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Mr. Mohr, noting the fact that the suggestion came from an Agent with twenty-five years of service and was seconded by his SAC, felt consideration should be given to a possible change in policy. Mr. Casper advised he had discussed the matter with SAC Sloan and staff at Quantico and was of the opinion that there is no need for change since the rule is broad enough now to cover these situations and he believed that each situation of this type would better be left to the individual discretion and judgment of the Agent. Mr. Gale felt any change in policy might cause some Agents to become "trigger-happy" and indiscriminately use firearms. After a general discussion of the pros and cons of the suggestion it was the consensus of all present that our present rule is not too restrictive and our policy has been effective and has worked well over the years.

It was unanimously recommended that no change be made in our present policy regarding the use of firearms by Agents and that the suggestion not be adopted.

RECOMMENDATION: If the Director approves, the attached letter should be sent to the suggester.

ORIGINAL FILED IN 66-2554-4210

Enclosure *sent 3-24-67*

1 - Mr. Tolson

1 - Mr. DeLoach

1 - Mr. Mohr

1 - Mr. Beaver *(Handwritten initials)*

1 - Mr. Casper

JJC:mem

REC 2c

ST 109

66-2554-12865

APR 7 1967

672 APR 13 1967

THE DIRECTOR

March 31, 1967

The Executives Conference

SPECIAL AGENTS INSURANCE FUND

The Executives Conference of 3-31-67, consisting of Messrs. Tolson, Mohr, Trotter, Tavel, Beaver, DeLoach, Sullivan, Gale, Malley for Rosen, Conrad, Casper, Witek and Callahan, considered the suggestion that the Special Agents Insurance Fund be changed to increase the suggestion that the Special Agents Insurance Fund be changed to increase the premium from \$10 to \$20 per assessment and that the amount of insurance be increased from \$10,000 to \$20,000. This suggestion has been made on numerous occasions over the past several years and has consistently been not adopted. The most recent suggestion has emanated from SAC Joseph K. Ponder of the New York Office.

The fund was established in 1935 and under its bylaws any change such as that currently proposed must be submitted for vote to the entire membership, meaning all Special Agent members. We have only two nonmembers in the Bureau. This was the procedure followed in 1939 when the membership voted to pay out \$5,000 to each beneficiary rather than the entire fund, as previously done, and again in 1943 when the membership voted to increase the contribution from \$5 to \$10 and the benefits from \$5,000 to \$10,000.

We have received numerous suggestions to raise the benefits to members of the Special Agents Insurance Fund. As recently as 2-9-67 a suggestion to increase the contributions and payments to beneficiaries was not adopted. This was approved by the Director. This suggestion was previously voted on by members of the Special Agents Insurance Fund. This occurred in 1950. A total of 3509 ballots were received, 1647 favoring the increase from \$10 to \$20 and 1862 being opposed. The Executives Conference was advised of the results of this vote on 10-2-50, and the Director noted at that time "OK. I fear that they are going to eventually kill the goose that lays the golden egg." This entire project has been so liberalized now that it is financially unsound. The selfish motives for this have completely changed the original idea when the Fund was started.

EX-113 REC 31

This fund is meant to supplement and not to replace ~~any form of insurance~~ coverage. When this fund was established we did not have ~~any form of insurance~~ coverage under SAMBA nor did we have the Federal Employees Group Life Insurance Program. If this proposal is put to a vote of the field and the majority are in favor, it will mean substantially increasing from a quarter million to one-half million dollars the reserve which we have had in the past in order to cover potential multiple deaths. Likewise we would have to explore with Lloyds of London as to whether they would continue to offer us reinsurance which is currently \$1,000,000 a year.

1967-3-31-12866
NPC:jlk (5) 1 - Mr. Beaver 1 - Mr. Casper *PCW*
London as to whether they would continue to offer us reinsurance which is currently \$1,000,000 a year.

OVER....

ORIGINAL FILED IN

**Executives Conference Memorandum
Re: Special Agents Insurance Fund**

It was further pointed out to the conference that the average age of the Special Agent currently is 41 years compared to 32 years in 1947. Also in 1965 we had 16 deaths, in 1966 we had 8 deaths, and to date in 1967 we have had 8 deaths. Further, a check with an insurance company to determine the premium rates for \$20,000 term insurance for a person 40 years of age disclosed that the rate would be \$4.80 per thousand with an approximate increase of 50¢ per year for each year over 40 years of age. This would average \$96 per year for a person 40 years of age. Under the term insurance an individual has conversion rights while there are no conversion rights under the Special Agents Insurance Fund. Over the past several years we have had an average of two assessments per year of \$10 each or \$20 per year for the \$10,000 coverage. If the current death rate continues we could have more than two assessments potentially this year.

Messrs. Tolson, Beaver, DeLoach, Sullivan and Gale were in favor of submitting to the membership for vote the proposition of increasing the assessment and the amount of insurance coverage in line with the current suggestion.

Messrs. Mohr, Callahan, Trotter, Tavel, Malley, Conrad, Casper, and Wick were in favor of continuing the fund as is and, therefore, not submitting the proposition to vote of the members.

*I share
minority view
AT*

Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson

March 23, 1967

The Executives Conference

*** IDENTIFICATION DIVISION
PROPOSAL TO DISCONTINUE REPLYING
TO DRUNK, VAGRANCY AND SIMILAR
FINGERPRINT SUBMISSIONS**

Present at the Executives Conference on 3-23-67 were Messrs. Tolson, Mohr, Tavel, Beaver, DeLoach, Sizoo, Gale, Malley, Conrad, Walters, Casper, Bishop, Callahan and Trotter. At Mr. Tolson's instruction, Trotter discussed a proposal to discontinue sending replies on fingerprint cards received reflecting arrests for "drunk, disorderly conduct, vagrancy, lodger, sleeper, transient, traffic offenses, trespassing and criminal registration" except in those specific instances where the contributor affirmatively indicates on the submitted fingerprint card that a record from the FBI is desired.

Fingerprint receipts have been steadily increasing -- more than 1,000,000 increase in fiscal 1966 over fiscal 1965 and more than 200,000 additional increase in fiscal 1967 over fiscal 1966. This step, if adopted, would enable the Bureau to more readily keep abreast of these increased receipts. It was pointed out that some local departments are not necessarily interested in receiving a reply in these minor types of arrests, as recently enunciated by Chief of Police Ernest E. Gallaher of Pendleton, Oregon. The Conference considered whether we should even receive and post such arrest data to FBI identification records. The adoption of such a procedure, however, was rejected on the grounds that fugitives, including Bureau fugitives, are sometimes arrested and fingerprinted for some of the foregoing violations and are apprehended through search of these fingerprints in our files. REC 12 66-2554-1 2867

ORIGINAL FILED IN 66-1631-11779

The Conference unanimously recommends that a letter go forward to all fingerprint contributors advising that in the future, unless the contributor specifically requests such, no replies will be sent to fingerprint cards reflecting arrests for the offenses of drunk, disorderly conduct, vagrancy, lodger, sleeper, transient, traffic offenses, trespassing and criminal registration. Provision will be made for this on the Bureau's standard fingerprint card by ballot boxes at the next printing (currently, our fingerprint card does have a ballot box stating, "Check if no reply is desired." This would be augmented by a further

- 1 - Mr. Beaver
- 1 - Mr. Casper

668

7 91 APR 27 1967 (7)

Executives Conference Memorandum
Re: Identification Division

ballot box instruction, "Check if reply is desired."). In all cases where individuals are found to be wanted by our file search, both the wanting agency and the contributor of the current fingerprints will, of course, continue to be informed of this and the language of the two ballot boxes will be amended to include this contingency.

It was further pointed out to the Conference that we have had long-standing agreements with the Civil Service Commission, the military agencies and the Immigration Service that whenever we receive a current fingerprint card in an arrest case and our identification record shows a previous fingerprint submission by these three agencies we automatically disseminate a copy of the subject's FBI identification record to them at the time we answer the current arrest print. Should the Director approve the Conference recommendation that we discontinue automatic answer of the drunk, vagrancy, et cetera, fingerprint cards, the problem arises as to whether we should continue to send copies of records in such cases to Civil Service, the military and Immigration. The Conference unanimously recommends that we approach these three agencies and sound them out as to whether such arrest data is of value to them and, if not, we would then discontinue dissemination of such follow-up copies. This, too, would represent a substantial savings to the Bureau.

Should the Director approve of the two Conference recommendations, Ident will prepare the necessary letter to fingerprint contributors and institute the indicated checks with Civil Service, the military and Immigration.

CK
H

Mr. Tolson

3/23/67

The Executives Conference

**GRADUATION SPEAKERS
79TH SESSION, FBI NATIONAL ACADEMY
JUNE 7, 1967**

The Executives Conference met March 23, 1967, with Mr. Tolson, Mr. DeLoach, Mr. Mohr, Mr. Callahan, Mr. Casper, Mr. Conrad, Mr. Walters for Mr. Felt, Mr. Gale, Mr. Malley for Mr. Rosen, Mr. Sizoo for Mr. Sullivan, Mr. Tavel, Mr. Trotter, Mr. Bishop for Mr. Wick and Mr. Beaver present.

Mr. Casper brought up for discussion potential speakers for the graduation exercises of the current National Academy class, the 79th Session, which will graduate on June 7, 1967. He suggested in order: Honorable Charles E. Whittaker, Former Associate Justice, U. S. Supreme Court, Kansas City, Missouri, and Honorable James S. Copley, Chairman of the Corporation, The Copley Press, Inc., La Jolla, California, and as an alternate Honorable Ramsey Clark, The Attorney General.

Mr. Tolson raised the question as to whether Whittaker, who had turned down our previous request to speak at a graduation exercise because of another commitment, would accept if invited. He indicated from his letter of declination that he would. Mr. Tolson also inquired as to the availability of Mr. Copley since on two previous occasions when invited to speak he had been out of the country or had a previous long-standing commitment. Mr. Casper pointed out that when the Director saw former Special Agent in Charge Frank L. Price, who is a consultant to Honorable James S. Copley, in September, 1966, he asked Mr. Price to express his regrets to Mr. Copley that he could not be present at the next graduation (November 2, 1966) but that the Director would give him a rain check for the next one.

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1-111

ORIGINAL FILED IN

66-2554-12868

- 1 - Mr. Beaver
- 1 - Mr. Casper
- 1 - Mr. DeLoach

[Redacted]

JJC:mkm
(6)

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EX-113 REC-64

~~1-111-109~~

6 MAR 31 1967

54 JUN 12 1967

Executives Conference Memorandum
Re: Graduation Speakers
79th Session, FBI National Academy
June 7, 1967

Mr. DeLoach felt that it was not advisable to have Justice Whittaker and Ramsey Clark on the platform together in view of their opposite views on recent Supreme Court decisions, and Mr. DeLoach recommended as an alternate Honorable James B. Parsons, Judge, U. S. District Court, Northern District of Illinois.

The Conference voted unanimously in favor of inviting Justice Whittaker and Mr. Copley as speakers to the 79th Session graduation exercises of the FBI National Academy with Judge Parsons as an alternate. If approved, the Training Division will prepare appropriate letters of invitation to Justice Whittaker and Mr. Copley.

GA
H

UNITED STATES GOVERNMENT

Memorandum

Tolson	_____
DeLoach	_____
Mohr	_____
Wick	_____
Casper	_____
Callahan	_____
Conrad	_____
Felt	_____
Gale	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Trotter	_____
Tele. Room	_____
Holmes	_____
Gandy	_____

TO : The Director

DATE: May 18, 1967

FROM : The Executives Conference

*Treat as
yellow folder
only*

SUBJECT: MEMENTO FOR BUREAU VISITORS

On May 18, 1967, the Executives Conference consisting of Messrs. Tolson, DeLoach, Mohr, Trotter, Casper, Callahan, Tavel, Sullivan, Rosen, Conrad, Wick, Felt and Beaver considered the suggestion of SA [redacted] of the Liaison Section that Bureau prepare an inexpensive memento of their visit for distribution by the Director to selected foreign visitors.

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Mr. Sullivan pointed out that the Bureau annually receives a number of high-ranking foreign visitors from countries covered by our Legal Attaches and, in accordance with recommendations of the Legats, these visitors are given various courtesies depending upon their positions. Where their stature so indicates, some visitors have an opportunity to meet with the Director, when his schedule permits, and in other cases, they meet various Bureau officials or are simply given special tours. These courtesies pay dividends for the Bureau in the form of increased cooperation between Legats and their various contacts.

A number of visitors bring gifts for the Director, even though they may not have an opportunity to meet with him. Others, on a lower level, have given inexpensive mementos in the form of key chains, tie tacks, lapel pins, etc. to those with whom they came in contact. This is a common custom abroad.

Mr. Sullivan felt that particularly where visitors from distant lands are concerned, it can be a case of "out of sight - out of mind." It was felt that in conjunction with their visit, if the Director could present visitors with a small token gift which they could take back with them,

- 1 - Mr. Casper
 - 1 - Mr. Sullivan
 - 1 - Mr. Beayer
 - 1 - Liaison
- WCS:mlm
(5)

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EX 109

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ML:mann*

of Executive Conference Mementos

Executives Conference Memorandum
Re: Memento For Bureau Visitors

this would serve to remind them of their visit to the Bureau and thus keep the Bureau's image before them. As an example of appropriate items, we might suggest a photograph of the Bureau seal, imbedded or laminated in clear plastic which would be used as a paper weight or placed on an official's desk. Another possibility would be to mold a miniature replica of the Bureau seal in plastic and spray it gold or silver. It is felt that once the initial setup was made, such items would be made by the Exhibit Section at a nominal cost of well under \$1.00 each and the potential return to the Bureau is great in terms of good will and increased cooperation.

Those attending the Conference were in favor of adopting the suggestion with the exception of Mr. Tolson.

ACTION: (1) The Director is requested to indicate whether he desires to have the Exhibit Section prepare for his consideration a sample of an appropriate inexpensive souvenir of the FBI which can be given by the Director to selected ranking foreign officials as a memento of their visit.

I am more & more having a photograph taken with foreign visitors & I think that suffices. H

(2) That the Training Division prepare an appropriate letter for SA [redacted] to acknowledge his suggestion or to notify him that it is being adopted.

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*OK.
H*

Respectfully,
For the Conference

✓
Clyde Tolson

Wesley

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Wesley

GLT:ad
(b) 01967

1 - Mr. Beaver
1 - Mr. Casper

EX-115

REC-31 66 254-12810

Trotter pointed out that it has been the Bureau's long-standing policy that identification records are furnished law enforcement and governmental agencies for their official use in connection with arrests, fugitive investigations, trials, etc. We have always maintained we have neither the time nor the personnel available to assist in recidivism and sociological studies undertaken by various agencies that desire FBI identification records for this purpose. It was pointed out that in the past five years we have received at least 50 such requests from U. S. Correctional Institutions, Probation and Parole Offices, State Institutions, Crime Commissions and Social Study Groups. Uniformly, we have declined to participate. In five instances, however, exceptions have been made. These were: (1) In 1962 [redacted] of the Los Angeles Police Department then active in the law enforcement

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BACKGROUND

Trotter advised the conference that through Mr. Daunt, Mr. O. J. Hawkins, Deputy Director, California Department of Justice, had requested approximately 100 FBI identification records for a research study on narcotic offenders being conducted by his department. Daunt had recommended that the records be made available. The Identification Division had recommended that they not be made available in accordance with the Bureau's policy of not making FBI identification records available for survey or research purposes.

Present at the Executive Conference on 7-20-67 were Messrs. Tolson, Callahan, Tavel, Beaver, DeLoach, Sullivan, Gale, Rosen, White, Walsh, Felt, Casper, Daunt, Wick and Trotter.

REQUEST FOR FBI IDENTIFICATION RECORDS
FOR SURVEY BY CALIFORNIA DEPARTMENT OF JUSTICE

The Executive Conference

THE DIRECTOR

7-20-67

32 2472-17769

Executives Conference Memorandum
Re: Request for FBI Identification Records
for Survey by California Department of Justice

Intelligence Unit which was advocating a National Crime Commission, requested FBI identification records for a so-called international pick-pocket ring and we told [redacted] we could not be of assistance. [redacted] went to Attorney General Kennedy and an exception was made and the records were furnished to [redacted] (2) The Oregon Board of Control requested FBI identification records for a study of bad check writers. The request was denied by the Bureau after which Governor Hatfield, Congressman Wyatt and Senator Wayne Morse interceded and the Director approved that an exception be made and the records were furnished. (3) Nebraska state authorities requested FBI identification records for a research project on youthful offenders. This was denied. Senator Hruska's office subsequently called Mr. Mohr and said that it had been learned that an exception was made for Senator Wayne Morse and again requested the desired records. An exception was made in this case and the Director noted "OK, but we were wrong in making the Oregon exception." (4) The President's Commission on Crime asked us for FBI identification records in connection with a study they were making on recidivism. This was refused. Later an exception was made and they were furnished records in connection with a study of the Mallory and Durham decisions. (5) The then Deputy Attorney General Ramsey Clark forwarded correspondence from [redacted] requesting Bureau assistance in furnishing FBI records for a research project on probation and parolees passing through the Federal courts in Missouri and Illinois. The Bureau declined to furnish the records. Thereafter, Judge Walter E. Hoffman, U. S. District Court, Norfolk, Virginia, directed a personal letter to the Director again requesting these records and the Director noted thereon "I think we should make an exception in view of Judge Hoffman's letter." Judge Hoffman was advised that an exception would be made and requested to furnish the listing of the records desired but to date this has not been received.

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Executives Conference Memorandum
Re: Request for FBI Identification Records
for Survey by California Department of Justice

Mr. DeLoach advised the conference that State Attorney General Tom Lynch of California was very interested in the results of the study on narcotic offenders - that Lynch was a close friend of the Bureau and had assisted the Bureau considerably in connection with our battles before the President's Commission on Crime.

The majority of the conference consisting of Messrs. Tolson, Beaver, DeLoach, Sullivan, Gale, Rosen, White, Felt, Casper and Wick recommend that an exception be made and that the California State Department of Justice be furnished the desired records in view of the interest of State Attorney General Lynch and his past cooperativeness with the Bureau. The minority of the conference consisting of Messrs. Callahan, Tavel and Trotter recommend that the records not be made available on the grounds that if an exception is made in this instance, others will expect similar exceptions from the Bureau and we do not have the personnel and time to devote to furnishing records for such projects.

Pending the Director's decision this request is being held in abeyance.

*Shane
Majority view
H.*

Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson

August 14, 1967

The Executives Conference

USE STANDARDS FOR OFFICE FURNITURE

The Executives Conference of 8-10-67, consisting of Messrs. DeLoach, Mohr, McDaniel for Trotter, Conrad, Beaver, Jenkins for Casper, Sizoo for Sullivan, Malley for Rosen, Stanley for Gale, Walkart for Tavel, Walters for Felt, Bishop, and Callahan, considered a temporary regulation revising the standards for use of office furniture, limiting the use of executive-type wood office furniture to personnel in grade GS-18 and above and use of unitized wood office furniture to grade GS-15 and above. This temporary regulation has been continued in effect by an amendment to Federal Property Management regulations, which was recently published in the Federal Register. The amended regulation qualifies the limitation of executive-type wood office furniture by stating: "Such furniture may be provided to personnel of lower grade, but not below GS-15, upon determination by the agency head or his designee that a particular position and responsibility justifies such use."

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A comparison of costs of the two types is shown below and pictures are attached:

A-1 Executive Desk - \$289.00	B-1 Unitized Desk - \$161.45
	Unitized Desk - \$169.55
A-2 Executive Chair - \$123.97	B-2 Unitized Chair - \$87.66
A-3 Executive Chair - \$65.71	B-3 Unitized Chair - \$43.38

~~SECRET~~ 106
REC-57
66 255412871
AUG 23 1967

The Executives Conference unanimously concurred in the recommendation that the executive-type desks and chairs be purchased for SAC and ASAC use in the field and for section chiefs and above in divisions at the Seat of Government when furnishings for such officials' offices are necessary. It was pointed out that the unitized-type furniture is not as substantially constructed as the better grade of furniture and from experience requires replacement more frequently than the more substantial executive-type and the latter would be much more economical over the long run. The better grade has proven to last 30 to 40 years and in some instances even longer. The cheaper variety has legs which are easily broken, particularly during moves, has less working area and is generally of flimsy construction. Also we buy very little executive-type furniture and when we do, it was felt we should get the best quality which in the long run will prove to be the cheaper.

Enclosures

587 NPC:jlk (5)

67 AUG 22 1967

1 - Mr. Casper

15 AUG 23 1967

THE DIRECTOR

1 - Mr. DeLoach
1 - Mr. Mohr
September 14, 1967

THE EXECUTIVE CONFERENCE

1 - Mr. Conrad
1 - Mr. Sullivan
1 - Mr. Tavel
1 - Mr. Callahan
1 - [redacted]
1 - [redacted]

~~INSTALLATION OF EMERGENCY GENERATOR~~
~~DOMESTIC INTELLIGENCE DIVISION~~
~~9TH AND D STREETS BUILDING~~

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On September 14, 1967, the Executive Conference consisting of Messrs. DeLoach, Mohr, Felt, Rosen, Tavel, Trotter, Callahan, Conrad, Bishop, Gale, Weaver, Jenkins, and J. A. Sizoo, considered a recommendation of the Domestic Intelligence Division for installation of an emergency power generator in the 9th and D Streets Building to provide emergency power for essential operations of the Domestic Intelligence Division.

This recommendation was based on fact there has been numerous commercial power failures throughout the country and it was felt that continued operation of the Domestic Intelligence Division through a power failure was most essential. It was noted that this Division is the focal point for reception of information which might require the relocation of the Director and Bureau officials and is also the Division having responsibility of investigating and disseminating pertinent information to the President and other top Government officials relating to espionage, sabotage or massive civil disturbances.

The General Services Administration (GSA) advised that in order to provide sufficient electrical power to maintain essential operations in the Division executive offices on the 10th floor and the stenographic pool and Bureau secure telephone communication system on the 9th floor, an emergency power system costing \$20,500.00 would be necessary. GSA advised that the cost of supplying power to only one of these floors would be \$13,500.00. It was recommended however, that power be supplied to both floors since the cost difference was not sufficient to sacrifice stenographic service and the Bureau's only secure telephone system.

The Domestic Intelligence Division felt that the Bureau could never explain its inability to keep the White House, State and Defense Department advised of pertinent security information due to lack of power facilities in the Domestic Intelligence Division space.

copy made for folder in Rm 5302 Feb

66-1855-5-2211 ORIGINAL FILED IN

F15 TJS:cha (9)
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66-2554-12872
CONTINUED - OVER

18 SEP 27 1967

**Executive Conference Memorandum
Re: Installation of Emergency Generator**

Messrs. Felt, Rosen, Tavel, Bishop, Gale and Sizoo were in favor of providing emergency power to both the 9th and 10th floors. Mr. DeLoach was in favor of providing power to one floor only. Messrs. Mohr, Conrad, Trotter, Callahan, Jenkins and Deaver voted against any emergency power system for the Domestic Intelligence Division.

I share latter view. P

Mr. Mohr pointed out that emergency power would be provided in the Justice Building, particularly in the executive offices and the communications rooms, and that any information requiring dissemination to top level government officials could be sent by messenger to the Justice Building for secure teletype dissemination.

Mr. Mohr also pointed out that if deemed necessary, essential personnel from the Domestic Intelligence Division could work temporarily in space provided somewhere in the Justice Building.

Mr. Mohr also pointed out that the likelihood of a power failure in the Washington, D. C. area of the type which could affect Bureau operations is remote when compared to the length of time the Domestic Intelligence Division will be housed in the 9th and D Streets Building before moving into the new FBI Building. Mr. Mohr also pointed out that the majority of the \$20,500 cost involves installation and would therefore not be recoverable at the time the Domestic Intelligence Division moves out of the 9th and D Streets Building.

ACTION:

If the Director approves the installation of an emergency power generator to supply power for essential services in the Domestic Intelligence Division in the event of a sustained major power failure, appropriate steps will be taken to have GSA make the installation.

*no
P*

Respectfully,
For the Conference

Clyde Tolson

UNITED STATES GOVERNMENT

Memorandum

Tolson	
DeLoach	
Mohr	
Bishop	
Casper	
Callahan	
Conrad	
Felt	
Gale	
Rosen	
Sullivan	
Tavel	
Trotter	
Tele. Room	
Holmes	
Gandy	

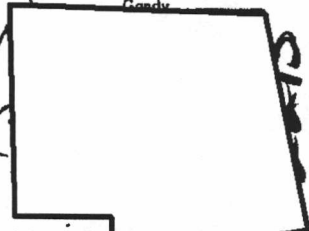
TO : THE DIRECTOR

DATE: September 14, 1967

FROM : THE EXECUTIVE CONFERENCE

SUBJECT: ~~ISSUING SHOTGUNS TO DOMESTIC INTELLIGENCE DIVISION FOR PROTECTION OF BUREAU SPACE~~

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On September 14, 1967, the Executive Conference consisting of Messrs. DeLoach, Mohr, Callahan, Conrad, Felt, Gale, Trotter, Rosen, Tavel, Jenkins, Bishop, Beaver, and J. A. Sizoo considered a recommendation of the Domestic Intelligence Division that two shotguns be issued to that Division for use in protecting Bureau property and space in the 9th and D Streets Building in the event rioters should forcibly enter the building and attempt to gain access to Bureau space.

This recommendation was based on the fact that massive property damage has been suffered in numerous cities throughout the country as the result of racial disturbances and mob violence. The front of the 9th and D Streets Building is glass and there is no way to seal off the basement area. Even though the elevators can be deactivated and the stairwell doors locked, forcible entry could still be possible by those bent on destruction of Bureau property. Steps have already been taken now to install additional locks on stairwell doors.

If issued, the shotguns would be kept in a locked cabinet under the control of the Division Front Office, and would be used only by Agent Supervisor personnel under extreme conditions mentioned above.

All those in attendance were in favor of issuance of the shotguns, except Mr. Mohr and Mr. Callahan. Mr. Mohr felt that under the circumstances issuance of the new Chemical Mace would serve as well as shotguns and would not involve loss of life. He also pointed out that if shotguns were to be issued to the Domestic Intelligence Division, a precedent might be set for also issuing them to the Cryptanalysis Section of the Laboratory which is located in the FBI Annex, 215 Pennsylvania Avenue, S.E.

- TJS:chs (8)
- 1 - Mr. DeLoach
- 1 - Mr. J.P. Mohr
- 1 - Mr. Callahan
- 1 - Mr. Conrad

- 1 - Mr. Sullivan
- 1 - Mr. Casper
- 1 - [Redacted]

SOLED REC-59 b6 b7C

SEP 28 1967

ORIGINAL FILED IN 66-185-5-9-1002-9-B

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12873

Executive Conference Memorandum
Re: Issuing Shotguns to Domestic
Intelligence Division For
Protection of Bureau Space

In this connection, however, it is to be noted that the FBI Annex is located in a different part of the city, somewhat removed from the logical area where racial violence is most likely to erupt, ie., 7th to 14th Streets N.W. Also, there are no Agent personnel on duty between the hours of 7:00 PM and 8:00 AM, therefore, there would be no authorized personnel to use such weapons.

It is also to be noted that all confidential material is locked in vaults before departure of Agent personnel and there is nothing of value left in cabinets or desks. In addition, the FBI Annex is occupied solely by the FBI and when the building was remodeled, substantial doors with deadbolts were installed and there is no large glass-wall areas such as the 9th and D Streets Building.

It would therefore appear that while no reason exists to consider the issuance of shotguns to the FBI Annex, a valid reason does exist for issuance of shotguns to the Domestic Intelligence Division.

RECOMMENDATION:

That the Director approve issuance of two shotguns to the Domestic Intelligence Division for use by Agent personnel in the event of a riot situation resulting in forcible entry to the 9th and D Streets Building thereby jeopardizing security of Bureau records, property and space.

Shotguns will be kept in a locked cabinet in the Division Front Office under control of Agent personnel.

7.01
WCS
AM

Respectfully,
For the Conference

[Handwritten Signature]

Clyde Tolson

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*No. [unclear] reviewed
[unclear] + Callahan
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COPY MADE FOR MR. TOLSON

~~SECRET~~

Mr. Tolson

September 14, 1967

The Executives Conference

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[Redacted] **ESPIONAGE AND
COUNTERESPIONAGE MATTERS**

(S)

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On September 14, 1967, the Executives Conference consisting of Messrs. DeLoach, Mohr, Felt, Rosen, Tavel, Bishop, Gale, Conrad, Trotter, Callahan, Jenkins, Beaver and Sizoo considered a recommendation by the New York Office that the New York Office be [Redacted]

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[Redacted] (S)

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The Conference was informed that in 1965 the New York Office [Redacted]

(S)

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[Redacted]

ORIGINAL FILED IN

- 1 - Mr. Tolson
- 1 - Mr. DeLoach
- 1 - Mr. Mohr
- 1 - Mr. Casper
- 1 - Mr. Beaver
- 1 - Mr. Callahan
- 1 - Mr. Sullivan
- 1 - Mr. Branigan
- 1 - Mr. Lenihan

REC 23 66-2554-12874

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Executives Conference Memorandum

Re: [redacted] Espionage and Counterintelligence Matters

[redacted]

(S) (S)

[redacted]

(S)

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[redacted]

(S)

The Conference unanimously recommended that the New York Office be authorized to purchase [redacted] [redacted] for use on criminal and security surveillances.

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ACTION:

If approved, the New York Office will be authorized to purchase [redacted] as described herein.

CH

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

[Handwritten signatures and initials]

Tolson _____
 DeLoach _____
 Mohr _____
 Bishop _____
 Casper _____
 Callahan _____
 Conrad _____
 Felt _____
 Gale _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____

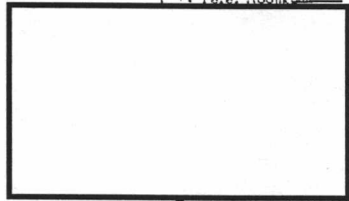
TO : DIRECTOR

DATE: 11-29-67

FROM : CLYDE TOLSON

SUBJECT: REVIEW OF REPORTS, PRACTICES,
AND POLICIES

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The following instructions were issued by me to the members of the Executives Conference held in my office on 11-29-67:

They were advised that all reports, practices, and policies within the respective divisions should be carefully reviewed and analyzed in order to insure that they are necessary, productive, and worthwhile. It was pointed out to them that recent inquiry by me revealed that one very lengthy and detailed report which was issued monthly was found not to serve any apparent use and as a result was immediately discontinued. They were told they should carefully look into the purpose for any periodic statistical compilations and other reports. They were advised of the absolute necessity for insuring that no other needless reports, procedures or policies exist. Each division has been advised to report concerning the results of this inquiry by 12-3-67.

CT:DSS
(2)

This is to be more than a perfunctory gesture. I want some results.

55 DEC 13 1967
322

66-2554-
NOT RECORDED
133 DEC 11 1967

THREE

ORIGINAL FILED IN 62-00-232

Mr. Tolson

9/14/67

The Executives Conference

The Executives Conference, attended by Messrs. Mohr, Trotter, Jenkins (for Casper), Callahan, Tavel, Sizoo (for Sullivan), Rosen, Bishop, Gale, Conrad, Felt, Beaver and DeLoach, met at 10:00 a.m., 9/14/67, in my office.

Pursuant to the Director's instructions, I informed the Conference that the Director had the distinct feeling that there was too much "palling around and talking" with other Federal agencies and particularly the fact that matters which should be closely held were being given to outside agencies. I stated there was a definite need to pull our cards closer to our chests for our own good.

I told the Conference also that the officials of the Bureau were not paying sufficient attention to recommendations being given to the Director. I stated that matters needed to be well thought out prior to submitting them to the Director. As an example, I mentioned the proposed "governing board" for the National Crime Information Center (NCIC). I pointed out that this board, which would be composed of the FBI as Chairman and be made up of members of the International Association of Chiefs of Police (IACP), at this early stage of the life of the NCIC, could well be taken over and run by the IACP when actually the NCIC should be left strictly to the FBI to administer.

The Conference was also advised that Mr. Tolson was in the hospital at the present time for a checkup and his condition was very satisfactory. The Conference was advised that Mr. Tolson's blood pressure was down considerably, he was walking around, and that he was doing very well. Many members of the Conference expressed considerable satisfaction upon hearing this news.

Two matters of administrative items, which were discussed at the Conference, are being made the subjects of Executives Conference-type memoranda and will be sent through to the Director.

Respectfully,
For the Conference

C. D. DeLoach

12 OCT 17 1967

1 - Tolson
CDD: [initials]
(4)
OCT 26 1967

ORIGINAL FILED IN

110 866 - 887

62

copy of memo by Tolson...

The Director

November 30, 1967

The Executives Conference

BANK ROBBERY MATTERS
MODUS OPERANDI - PERSONAL
APPEARANCE FILE

The Executives Conference met on 11/29/67. Present were: Messrs. Tolson, DeLoach, Mohr, Bland (for Bishop), Callahan, Casper, Conrad, Felt, Gale, Rosen, Sizoo (for Sullivan), Tavel, Trotter, and Hyde.

Among the items considered was the retention of the Modus Operandi - Personal Appearance (MO - PA) program in connection with bank robbery matters. Under this program, when a bank robbery is committed, the field office submits a form itemizing details of description and method of operation used by the subject which are transcribed and stored on automatic data processing equipment. Searches are made against these data to develop information which may lead to the solution of the robbery in question or other bank robberies as yet unsolved. The discussion concerned whether or not the lack of results justified continuance of the program.

It was the unanimous decision of this conference to continue the program for another six months after which a further recommendation would be made to retain or discontinue the program.

The conference also considered a proposal by SA [redacted] of the New Haven Office that the results of MO - PA file searches furnished by the Seat of Government to field offices be

- 1 - Mr. Bishop
- 1 - Mr. Callahan
- 1 - Mr. Rosen
- 1 - Mr. Beaver
- 1 - Mr. Casper

JJC:cam
(8)

REC- 71

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12876

ORIGINAL FILED IN 112106

(CONTINUED - OVER)

79 DEC 15 1967

Executives Conference Memorandum
Re: BANK ROBBERY MATTERS
MODUS OPERANDI - PERSONAL APPEARANCE FILE

disposed of at the discretion of each field office and that they be discarded or destroyed in any case where they are not pertinent or serve any useful purpose.

At present, when information is furnished by the field upon commission of a new bank robbery and/or the identification of a robber in a previously unsolved case, the information is searched in the MO - PA file at the Seat of Government against all other bank robberies both solved and unsolved. The results are incorporated into MO - PA search reports and furnished to the office of origin and any other offices which have cases included in the search reports. Upon receipt of these search reports they are serialized into the substantive file. The Bank Robbery Coordinator and/or the case agent in each office reviews the search results to determine if their bank robbery appears similar to the others and if so, exchanges available information with the other interested offices to resolve the question. Regardless of the outcome the search reports remain part of the case file.

The Executives Conference, with the exception of Mr. Casper, favored destruction of search reports having negative results after the closing of the bank robbery case.

Mr. Casper opposed adoption since the present rules require that each piece of correspondence placed in file must be serialized even though it is an enclosure to another item. This is long-standing policy for the administration of field files and maintains accountability for each item in file. The majority of the conference felt that, on the communication used to forward the search reports, the disposition could be shown and the reports destroyed.

RECOMMENDATIONS: (1) That the MO - PA Program be continued an additional six months following which an appropriate recommendation will be made for retention or discontinuance.

Executives Conference Memorandum
Re: BANK ROBBERY MATTERS
MODUS OPERANDI - PERSONAL APPEARANCE FILE

(2) If the Director shares the majority opinion concerning the destruction of MO - PA search reports, the necessary instructions will be furnished to the field.

**Respectfully,
For the Conference**

Clyde Tolson

CV
31.

~~SECRET~~

THE DIRECTOR

1-4-68

gm

THE EXECUTIVE CONFERENCE

PHYSICAL SURVEILLANCE EQUIPMENT
NEW YORK OFFICE
HELICOPTER AIRCRAFT

On 1-4-68 the Executive Conference consisting of Messrs. Tolson, DeLoach, Mohr, Bishop, Callahan, Conrad, Felt, Gale, Tavel, Malley, Jenkins, J. A. Sizoo, Beaver and McDaniel, considered a recommendation of the Domestic Intelligence Division that we further explore the possibility of acquiring a good flyable helicopter through the General Services Administration (GSA) at no cost to the Bureau.

The New York Office has proposed that the Bureau acquire a helicopter which can be used by New York in [redacted]

ms

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[redacted]

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In this regard, helicopters were very successfully used in the surveillances which ultimately resulted in the identification of [redacted]

[redacted]

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Recently, in the case of [redacted]

[redacted]

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In the Kansas City area five helicopters were used to conduct a terrain search following an airplane crash which resulted in recovering numerous parts of the airplane which, in turn, contained residue of dynamite which indicated the existence of an explosion prior to the crash. A terrain search

- Tolson _____
- DeLoach JAS:hrt
- Mohr _____
- Bishop (11)
- Casper _____
- Callahan 1 - Mr. DeLoach
- Conrad 1 - Mr. Mohr
- Felt _____
- Gale 1 - Mr. Callahan
- Rosen _____
- Sullivan 1 - Mr. Beaver
- Tavel _____
- Trotter _____
- Tele. Room _____
- Holmes _____
- Gandy _____

CONTINUED - OVER

- 1 - Mr. Casper
- 1 - Mr. Sullivan
- 1 - Mr. Branigan

REC-35

66-2554-12877

ms
JAN 10 1968

79 JAN 15 1968

MAIL ROOM TELETYPE UNIT

~~SECRET~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

~~SECRET~~

MEMORANDUM FOR THE DIRECTOR
PHYSICAL SURVEILLANCE EQUIPMENT
NEW YORK OFFICE
HELICOPTER AIRCRAFT

by Agents on foot would have taken months and might well not have located as much evidence. An instance was also cited wherein a fugitive fled into a large corn field and was pinned down by helicopter, thus making it possible for the Agents to locate and apprehend the fugitive. Another instance was cited wherein two fugitives were hiding behind sand dunes on an isolated island off the Virginia coast and were flushed by the use of helicopter, thus avoiding possible injury to apprehending Agents.

Inquiry of appropriate GSA officials has disclosed that good flyable, light helicopters are available for transfer through GSA to other Government agencies. These are helicopters formerly used by the military and can be transferred at no cost. New York has determined that such a helicopter can be stored in a hanger at [redacted] and maintenance can be performed there by available mechanics at minimal charge. [redacted] of GSA offered to locate such a helicopter and arrange for its transfer to the Bureau if this was desired.

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Two Special Agents of the New York Office already have pilot licenses and can be trained on helicopters in the minimal amount of time. It is also quite possible that we have experienced helicopter pilots elsewhere in the Bureau. Any additional training which might be necessary can possibly be done through the military at no cost to the Bureau.

During the conference thought was given to the possibility of injury to Bureau personnel or possibility of suits against the Government as a result of accidents which might occur as a result of the use of helicopters. It should be noted, however, that Bureau personnel are driving Government-owned automobiles thousands of miles every day and the use of a helicopter would not appreciably increase the likelihood of tort claims against the Government. Furthermore, the use of military planes

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MEMORANDUM FOR THE DIRECTOR
PHYSICAL SURVEILLANCE EQUIPMENT
NEW YORK OFFICE
HELICOPTER AIRCRAFT

operated on the Bureau's behalf could also result in tort claims against the Government.

New York very strongly recommends that steps be taken to acquire such a helicopter. It could be used not only in New York, but in other neighboring offices in connection with the full-range of the Bureau's cases and other official business and could, if desired, be transferred to other offices throughout the field on a special basis.

A question was raised as to whether or not our appropriations would permit such expenses as might be necessary in the maintenance of a helicopter. Mr. Mohr expressed the feeling that if this was not permitted under our present appropriations necessary adjustments could be made with a minimum of difficulty.

The Executive Conference with the exception of Mr. Tolson was unanimously in favor of proceeding with additional steps to acquire such a helicopter through contact with GSA. It was the view of those members of the Conference that the advantages of the use of the helicopter far outweighed the risks which might be involved. Mr. Tolson, however, felt that because of administrative problems which might arise and the possibilities of injury and suits which could result, a helicopter should not be acquired by the Bureau.

ACTION:

If the Director approves the view of the majority, we will proceed with contacts with GSA, looking toward the acquisition of a good flyable helicopter for Bureau use.

Respectfully,
For the Conference

I am opposed
[Signature]

Clyde Tolson

~~SECRET~~ 3 -

Mr. Tolson

January 4, 1968

The Executives Conference

~~TRAINING FILM ENTITLED~~
~~"THE POSITIVE IMAGE"~~

The Executives Conference, consisting of Messrs. DeLoach, Mohr, Callahan, Jenkins for Casper, Felt, Conrad, Gale, Malley for Rosen, Sizoo for Sullivan, Tavel, McDaniel for Trotter, Beaver and Bishop, met in your office today. Mr. Bishop raised for discussion a situation concerning the newly completed police training film entitled "The Police Image," whose purpose is to show the working police officer a variety of situations which involve "community relations," in the broadest sense, and to convince him that his professional attitudes in his contacts with the citizen in connection with his official duties can change the police image for the better.

The film contains a series of dramatized incidents, each dealing with a different community relations problem. All are confrontations of citizen and policemen in situations of tension. The point is made, through these dramatized incidents, that the policeman, by acquiring and maintaining a professional attitude with all citizens, can improve the public's attitude toward the law enforcement profession and thus make his work easier and him a more effective law enforcement officer.

This training film is one of three training films completed during 1967 which had an approved total budget of \$52,000 (approximately \$17,000 per film.) The script for this film was approved by memorandum dated April 21, 1967, and the film was made prior to the riots in the Summer of 1967. The film treats briefly the subject of "hippies," as well as the reaction of some segments of the Negro population to law enforcement. The completed film has been reviewed by a number of Bureau officials and it is their feeling that the narration and some of the dialogue in the film dealing with "hippies" and Negroes requires some revision and tightening in view of later experience during the riots which followed the making of the film. These changes would be for the purpose of eliminating any possible implication that the narrative in the film expresses opinions as to possible causes of riots and social disorders.

- 1 - Mr. Tolson
- 1 - Mr. DeLoach
- 1 - Mr. Beaver
- 1 - Mr. Mohr
- 1 - Mr. Callahan
- 1 - Mr. Casper

(Continued - Over)

JAN 24 1968

54 JAN 24 1968

MAIL ROOM TELETYPE UNIT

ORIGINAL FILED IN 1-18-2115

EX 109 REC 29 66-2554-12878

TEL

Memo for Mr. Tolson
Re: Training Film Entitled
"The Positive Image"

The revisions would entail a recutting of the film, modification of the sound tracks, of which there are eight, and then a reblending of the sound tracks to the film itself. While this is a complicated process, Norwood Studios, which made the film, has advised that these changes can be made for an additional cost of \$1100.

It was the unanimous opinion of the Conference that the additional cost would well be justified because this film is the first produced by any law enforcement organization on the subject of police-community relations and it is essential that it be of a high quality basis so that it is completely suitable for not only showing to law enforcement organizations but to civic groups as well.

RECOMMENDED ACTION:

That approval be given for the expenditure of an additional \$1100 to make the necessary revisions in the narrative and dialogue of this police training film.

OK
H

Executives Conference Memorandum
Re: Name Searching of Applicant-Type Fingerprints
Identification Division

In the limited name search we do always make an initial classification of the fingerprints and use this as well as birth date to check against our indices in the name search conducted to insure additional points of confirmation. An inconsistency was pointed out in that under agreement with the Treasury Department we provide name check service only for gun registrations under the Federal law but any township can submit a fingerprint of a gun registrant under local ordinance and we give it a fingerprint search.

While every effort is being made to insure the categories of these miscellaneous fingerprints are afforded the full technical search, it cannot be forecast when achievement of this may be possible. Identification Division currently has 693 employees in various stages of training, of which over 400 are in Technical Section. With high turnover and the need to qualify replacements a continuing problem, it may be that full technical searches of all fingerprint submissions will not be possible until our operations in Identification Division are fully automated. Available manpower must be first devoted to meeting the continued prompt service and ever-increasing volume of criminal fingerprint submissions and the critical positions in the applicant category.

The Conference unanimously recommended that every effort be expended to obtain a full complement of technical employees but that for the time being all contributors be notified of our limited search policy and the reasons for it. It will be pointed out in such notification that the vast majority of all identifications are made as a result of this limited search and that fingerprint cards hereafter returned which have been subjected only to a limited search will be so stamped. Exceptions to such procedure will be that we will continue to search all fingerprint submissions from the Metropolitan Police Department and other District of Columbia Government agencies, submissions from all U. S. Government agencies, all applicants for law enforcement positions, all bank and savings and loan employees, teachers, and railroad police.

The Conference also recommended that in gradually working other categories of miscellaneous applicant fingerprints into the full technical search as trained personnel become available we be guided by the critical nature of employment shown on the submission rather than by the source of the submission.

Mr. Tolson

February 8, 1968

The Executives Conference

**ADDITIONAL DISTRIBUTION OF POSTER
ENTITLED "HOW CIVIC ORGANIZATIONS
CAN ASSIST LAW ENFORCEMENT IN
PREVENTING CRIME!"**

The Executives Conference, consisting of Messrs. Mohr, Callahan, Casper, Felt, Conrad, Gale, Rosen, Sullivan, Tavel, Trotter, Beaver and Bishop, met in your office today. (Mr. DeLoach was absent.) Mr. Bishop raised for discussion a suggestion made by [redacted] of the Crime Records Division relating to additional distribution of the Bureau's newly issued poster captioned as above. SAC Letter dated January 30, 1968, furnished copies of poster to each field office and advised them to notify representatives of civic organizations, appropriate Government officials and other media of the availability of the poster for distribution.

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[redacted] suggested that the following additional dissemination be made of this poster:

1. To all persons on Special Correspondents List.
2. 250 copies to National Director of Boys' Clubs of America.
3. 250 copies to National District Attorneys Association.
4. 250 copies to National Headquarters of Daughters of the American Revolution.
5. That consideration be given to having Efrem Zimballist, Jr., publicize availability of poster during a closing segment of the American Broadcasting Company television program "The FBI."

1 - Mr. Tolson
1 - Mr. DeLoach
1 - Mr. Mohr
1 - Mr. Callahan
1 - Mr. Casper
1 - Mr. Beaver

REC 3 66 2554-12879

TEB:mls (9)

CONTINUED - OVER

Memo for Mr. Tolson

RE: Additional Distribution of Poster Entitled
"How Civic Organizations Can Assist Law
Enforcement in Preventing Crime!"

6. That copies be made available in the Tour Room for visitors to the Bureau who desire it.

Cost of printing poster is \$132.50 for 50,000 copies.

It was the unanimous opinion of the conference that, with the exception of making copies available in the Tour Room for Bureau visitors who desire it, that additional suggested dissemination listed above should not be made since no request had been received from these organizations for copies of the poster. It was also unanimously felt, however, that copies could be made available to these groups if they request same.

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RECOMMENDED ACTION:

1. That be thanked for her suggestion by letter to be prepared by Training Division and advised of decision regarding it.

*JL
JK*

2. That copies of poster be made available in Tour Room for Bureau visitors who desire it.

*JL
JK*

3. That additional suggested dissemination not be made but copies may be furnished only upon receipt of a request for same.

*JL
JK*

MR. TOLSON

February 8, 1968

THE EXECUTIVES CONFERENCE

~~VOLUNTARY OVERTIME~~
~~PREMIUM PAY BENEFITS~~

R

The Executives Conference of February 8, 1968, consisting of Messrs. Tolson, Callahan, Bishop, Felt, Casper, Conrad, Rosen, Sullivan, Gale, Beaver, Tavel, Trotter and Mohr considered the proposed SAC Letter on the attached memorandum of Mr. Callahan to Mr. Mohr dated 2/7/68 which had been revised in accordance with the Director's instructions. The proposed SAC Letter would require each SAC and Division Head to review the January 1968 overtime reports and remove from certification for the 25 percent premium pay those Agents whose overtime had been below the office overtime average. It further instructs that similar action should be taken upon the submission of each subsequent monthly overtime report. It was reiterated that any overtime that is necessary is to be equitably shared by all Agents and that this is the responsibility of each Division Head to insure that this is done.

EX 106 REC-15 66-2554-12880

It was pointed out to the Conference that based on a cursory sampling of December overtime reports and the two January overtime reports available for review that implementation of the instructions contained in the proposed SAC Letter for removing from fringe benefits all Agents 15 minutes or more under the office average would result in approximately one-third of the Special Agents now receiving premium overtime pay being removed from certification to receive such benefits, despite the fact their overtime meets and in fact exceeds the criteria established under the law authorizing premium overtime pay, i. e. a minimum of 1 hour and 49 minutes per day. Specifically, the overtime average of the Cleveland Division for the month of January 1968, was 3 hours and 15 minutes. Certifications have been received from the SAC for all 102 Agents of that division to receive premium overtime pay. No special agents certified were under the 1 hours and 49 minutes average per day required by regulations however, 44 Special Agents were under the office average by more than 15 minutes or almost 44 percent. The overtime average of the Denver Division was 2 hours and 31 minutes for the month of January, 1968. Of the 61 special Agents assigned there, one was not certified; being on sick leave and previously removed from fringe benefits. Of the remaining 60 none had less than the minimum of 1 hour and 49 minutes requirement. However, 15 or 25 percent of those certified were under the office average by more than 15 minutes.

ORIGINAL FILED

- Tolson
- DeLoach
- Mohr
- Bishop
- Casper
- Callahan
- Conrad
- Felt
- Gale
- Rosen
- Sullivan
- Tavel
- Trotter
- Tele. Room
- Holmes
- Gandy

ENCLOSURE

FEB 29 1968

It was pointed out that such precipitous action would have a most adverse effect on the morale of personnel which is very high at this time as a result of the Director recently approving raising the premium pay benefits from 15 to 25 percent authorized by the latest pay raise legislation. This action by the Director raised the amount of premium pay benefits from \$1331.20 per annum to \$2204.80 per annum. This does not represent 25 percent of the man's annual salary but is

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MAR 1 1968

Mr. Casper 1 - Mr. Beaver

Executives Conference memo

Re: Voluntary Overtime Premium Pay Benefits

computed on the basis of 25 percent of the base salary of Grade GS 10, \$8,821 per annum. Thus, all Special Agents qualifying for and receiving this benefit who are in the entrance Grade GS 10 and those through the sixth step in Grade GS 15, \$21,469 per annum, will receive the full amount of \$2204.80. Employees above step 6 of Grade GS 15 have their premium pay reduced as their annual salary increases since the maximum pay that can be received by an employee in one pay period cannot exceed the maximum salary in Grade GS 15, i. e., step 10 at \$23,921 per annum. The majority of the Agent staff is in Grade GS 13, the middle salary step of which pays \$15,307 per annum and the \$2204.80 25 percent fringe benefit amounts to 14.4 percent of this basic salary. It was also pointed out that the premium overtime pay while being a recruiting incentive - police departments are offering \$8000 per annum entrance salary to high school graduates as patrolmen in some areas - is appreciated by the Agents on the rolls receiving this pay as many of them have made financial commitments taking this factor into consideration in regard to their living standard and their children's education.

It was also pointed out that the removal of Agents from the list of those certified to receive such premium pay where they do meet or exceed the minimum requirement established by the Civil Service Commission under the statute would give such employees a valid basis on which to file a suit in the Court of Claims for overtime performed and unpaid and we believe he would be sustained by that Court. The agent could claim that circumstances beyond his control, not his desires, prevented him from doing what the Bureau required done, i. e., meeting an average which he could not predict nor comply with. The Court of Claims has a reputation of construing employee legislation liberally in favor of the employee.

The Conference was informed of the concurrence of Messrs. Mohr, Tolson and the Director in early 1962 of their agreement with the proposal to consider an average of two hours per day as being substantial and fully qualifying, both in spirit with the law and in practice, for Agents to be certified for premium pay and other personnel actions. This two-hour guideline was applied until December, 1965, not only in considering employees for eligibility for premium overtime pay but for other personnel actions as well. In December the two-hour guideline was abandoned and the equitably sharing policy of the office average was adopted leaving the field without any guideline.

And enabling Mohr + Callahan to ignore any requirements for equitably sharing policy for some months -

This is utter fallacious reasoning. I never intended a man not equitably performing overtime should be allowed to continue on any overtime so he would have no claim for such - H.

Executives Conference Memorandum
RE: VOLUNTARY OVERTIME
PREMIUM PAY BENEFITS

It was pointed out to the conference that with the two-hour guideline the overtime throughout the Bureau averaged as follows during the calendar years set forth:

<u>Calendar Year</u>	<u>Average Overtime</u>	
	<u>Hours</u>	<u>Minutes</u>
1962	2	32
1963	2	26
1964	2	29
1965	2	32
1966	2	35
1967	2	40

Messrs. Gale, Casper and Felt pointed out that their experience in operating divisional offices reflected that it was an impossibility to have each Agent with assignments each month that would permit them to equal or exceed the office average month after month. They pointed out that the only practical way of endeavoring to equalize the distribution of overtime was to follow the overtime of the personnel of the division each month and if it was noted that an Agent who may be involved on a complex or extended assignment for four to six months was incurring excessive overtime they would, if the circumstances permitted without endangering the successful outcome of the case, switch his assignment with another Agent whose average was not as high in order that the replacement Agent could share the burden of the high overtime required on the particular special case under investigation. It was pointed out, however, that this cannot in the best interests of the operations of an office be done on a month to month basis in every instance and that a period of approximately six months is necessary in order to work out the equalization factor in assignments.

They were not as good field executives as I had thought they were.

It was pointed out to the conference and all concurred that there were bound to be emergency and special cases arising where part of the Agent personnel in an office would of necessity have to bear the brunt of performing overtime in excess of the remainder of the Agents in the office not assigned to the special, such as when the border patrolmen killings occurred in the San Diego Division this past summer. Likewise, the overtime of the special squad assigned to the Jackson, Mississippi, Division in the bombing cases is well in excess of the Agents assigned to other work in the division.

It was proposed to the conference that there are only one of two methods of solving the irritant factor of overtime, the first of which was to eliminate

Executives Conference Memo

Re: Voluntary Overtime - Premium Pay Benefits

the payment of premium overtime pay and thus cease maintaining overtime records, which none of the conference felt should be done, or to forthrightly set forth a guideline or standard for the employees to be guided by, such as an average of two hours per day being considered as that guideline. Any Agent receiving premium pay benefits who does not meet that guideline will be considered for removal from such premium overtime pay benefits. Should any Special Agent show a consistent failure to equal or exceed the office average, it will be the SAC's responsibility to insure that he equitably shares the workload.

Gale, Casper + felt former SAC's say it can't be done. H.

The Executives Conference unanimously concurred in the latter proposal that a guideline be furnished in this matter and it be set at two hours per regular workday.

A proposed SAC Letter is attached incorporating the above suggested policy procedure.

Just how many months are you going to allow a shirker to get by with inequitable overtime. Mohr + Callahan have in fact allowed it months on end such as in case of my office accountant - H.



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to
File No.

WASHINGTON, D.C. 20535

(Typed February 8, 1968)

PERSONAL ATTENTION

Letter to All Special Agents in Charge:

RE: VOLUNTARY OVERTIME - PREMIUM PAY BENEFITS

Dear Sir:

You have previously been advised on numerous occasions that I expect any overtime that is necessary to be equitably shared by all Special Agents and that it is the personal responsibility of each Special Agent in Charge to insure that this is done. This becomes increasingly important now that legislation permits fringe benefits of 25%. The requirements for eligibility for this premium pay were set forth in SAC Letter 68-2, dated January 4, 1968.

The Bureau does not want any unnecessary overtime performed, and in this connection a daily overtime average of two hours per regular workday will be considered as satisfactory, and acceptable in connection with all types of personnel actions. It is recognized that circumstances will arise, as they have in the past, which will necessitate higher overtime temporarily, but every effort should be made to hold these to a minimum. In establishing the standard of two hours per regular workday, it should be understood that it will be the responsibility of the Special Agent in Charge to insure that any overtime in excess of this standard over a period of at least ~~one~~ ^{five} months is equitably shared by all Special Agents assigned to a particular office. It would be patently unfair for some Special Agents to perform the minimum month after month, with other Special Agents bearing the brunt of the overtime in excess of two hours per working day. Should any Special Agent show a consistent failure to equal or exceed the office average, it will be your responsibility to insure that he equitably shares the workload.

If any Agent fails to meet this standard of a daily average of two hours per day, consideration will be given to removing him from the list of those eligible for premium overtime pay.

Very truly yours,

66-2554-128
~~ENCLOSURE~~

John Edgar Hoover

~~ENCLOSURE~~

*This is a
"strictly" words
Mohr & Gallahers
would have a
field day with it.*

Mr. Tolson

January 18, 1968

The Executives Conference

IDENTIFICATION ORDERS
AND WANTED FLYERS

The Executives Conference met on 1/18/68. Present were: Messrs. Tolson, DeLoach, Mohr, Bishop, Callahan, Casper, Conrad, Felt, Gale, Rosen, Sullivan, Tavel, Trotter, and Beaver.

Among the items considered was a suggestion that the known Social Security Number (SSN) of a subject be placed on any Identification Order (IO) and/or Wanted Flyer (WF) issued on him as an aid to his identification. In the deliberations cognizance was taken of the fact that frequently, a fugitive will obtain additional SSNs to use with other aliases, which is easy to do; hence, listing a particular SSN could possibly be misleading. It was also noted that an SSN is basically lead material to aid in the location of a fugitive.

ORIGINAL FILED IN

Mr. Tolson inquired whether or not the publishing of the SSN might in any way jeopardize our working arrangements with the Social Security Agency. It was agreed that the publishing of the SSN as suggested should not affect our contacts with the agency since these numbers themselves are not confidential and are now widely used as a means of identification.

Mr. Tavel felt that using the qualifying phrase, "known to have used," with the SSN when shown on an IO or WF would overcome the possibility of confusion in the event the subject was found in possession of an SSN different than that published. Mr. DeLoach concurred.

Mr. Felt expressed the opinion that adding the SSN to the items in question would be additional help for the investigating agents. Mr. Mohr felt that if a fugitive were located using an alias but still in possession of the known SSN shown on the particular IO or WF, it would constitute a factor in establishing probable cause for his arrest.

- 1 - Mr. Beaver
- 1 - Mr. Casper

66-2554-12881

REC 26

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(CONTINUED - OVER)

Executives Conference Memorandum
Re: IDENTIFICATION ORDERS
AND WANTED FLYERS

It was the unanimous opinion of the conference that the SSN of the subject, when known, should be added to IOs and WFs with the additional qualifying phrase suggested by Mr. Tavel.

RECOMMENDATION: If approved, the necessary action will be taken to put the suggestion into effect.

OK
H.

AA
THE DIRECTOR

February 29, 1968

O
THE EXECUTIVES CONFERENCE~~USE OF AIRTELS~~

On 2/29/68 the Executives Conference consisting of Messrs. Tolson, Mohr, Beaver, Bishop, Callahan, Casper, Conrad, Felt, Gale, Rosen, Sullivan, Tavel and Trotter considered the need for airtels.

Mr. Felt presented the results of his survey done in response to your instruction. He mentioned the critical need for expedite communications in handling the Bureau's ever increasing responsibilities and pointed out that in 1952 the airtel was devised to combine the urgent handling afforded a teletype with the economy of air mail transmission. Automatic special handling was assured by preparing the airtels on the same color paper and in the same format as teletypes. The distinctive color made these communications immediately apparent to reviewing officials and clerical employees routing mail. He pointed out and Mr. Gale concurred that an airtel, as contrasted with a letter, tends to get more expedite attention by the investigating Agent.

Mr. Felt said he feels the airtel serves a very useful purpose and should be continued but he pointed out we must take more vigorous steps to keep airtels at a minimum because excessive use will clog our facilities for expedite handling. He said the problem appears to be one of volume rather than format and proposed an SAC Letter to the field emphatically setting forth the need to restrict use of airtels plus a memorandum to all officials at the Seat of Government instructing that they be alert to obtain explanations from the field if unnecessary airtels are detected. He indicated he had already instructed the Inspection Staff to be particularly alert to detect such unnecessary use in file reviews during field inspections.

Mr. Rosen pointed out the use of the airtel with its distinctive color and format put additional responsibility on the field to promptly advise the Bureau of developments and additional responsibility on the Supervisor at the Seat of Government for expedite handling.

Mr. Tavel stated that the distinctive color of the airtel is extremely valuable in processing in the Files and Communications Division. The blue paper makes it possible to pick out airtels from the stacks of thousands of pieces of mail being handled (8,000 to 17,500 total daily receipts of all mail, of which 14% is airtels). The blue paper expedites the work of locate clerks looking for a particular airtel, and also enables

1 - Mr. Casper

1 - Mr. Beaver

WME:wmj (5)

79 MAR 15 1968

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CONTINUE MAR 15 1968

Executives Conference Memorandum**Re: Use of Airtels**

employees in the processing units to spot an airtel which might have gone astray, and immediately route it to the desk supervisor. With all white paper such as is used in letters, an urgent one could not be spotted by simply looking at the stack, as is the case with blue airtels, but each piece in the stack must be examined separately, and if an urgent piece happens to be on the bottom, some delay in handling could occur. The use of special tags stapled to the mail is undesirable, since with a large volume, these tags can easily be torn off accidentally.

Mr. Tolson proposed that for a ninety-day trial period we discontinue the use of airtels and use instead letters clearly marked "Urgent" at the top of the first page. He pointed out that all mail was screened in the Files and Communications Division anyway and that letters stamped "Urgent" could be easily sorted out for the same type of special handling now afforded airtels. Mr. Tolson also pointed out that we are arranging to have expanded teletype service available at reduced costs and this will reduce the volume of urgent communications by mail.

The majority of the conference, consisting of Messrs. Mohr, Beaver, Bishop, Callahan, Casper, Conrad, Felt, Gale, Rosen, Sullivan, Tavel and Trotter, voted to continue the use of airtels with increased restrictions to keep the use at a minimum. Mr. Tolson voted for the ninety-day trial period of using "Urgent" stamps on letters instead of airtels.

We will be guided by the Director's decision.

Respectfully,
For the Conference

✓
Clyde Tolson

*I will approve majority
view but there must be less
use of airtels else I shall
order their discontinuance.
C/T.*

Mr. Tolson

May 14, 1968

The Executives Conference

SAVINGS AND RECOVERIES
JUSTIFICATION MEMORANDA

The Executives Conference of 5/9/68, consisting of Messrs. Tolson, Mohr, Trotter, Tavel, Beaver, DeLoach, Sullivan, Gale, Malley for Rosen, Conrad, Walters for Felt, Casper, Bishop and Callahan, considered the suggestion of the Inspector during the recent General Investigative Division Inspection that the current procedure of preparing memoranda of justification for recording savings and recoveries amounting to \$500,000 or more be modified to require memoranda only in those instances involving savings or recoveries amounting to over \$1,000,000. It was pointed out that such a change would result in a significant savings and not alter the soundness of judgment in the claiming of these statistics.

The Conference was advised that under the present rule, which has been in effect since 1958, it is required that whenever a single savings or recovery amounts to \$500,000 or more, a memorandum must be prepared and approved by the Assistant Director of the interested division fully justifying recording of the statistical data. This necessitates the preparation of numerous memoranda. For example, during the current fiscal year the General Investigative Division prepared approximately 90 such memoranda and 45 of these related to savings or recoveries ranging between \$500,000 and \$1,000,000.

It was pointed out that under current procedures all reports containing statistics ranging between \$50,000 and \$500,000 are very closely scrutinized and approved in the appropriate investigative section prior to being forwarded to the Voucher Statistical Section for recording purposes. This procedure would be followed with respect to reports containing savings or recoveries ranging between \$50,000 and \$1,000,000 to insure continued full justification for recording such items.

The Executives Conference was of the unanimous opinion that the suggested change be placed into effect, with the understanding that the Assistant Director of the interested division would approve such statistical accomplishments.

- 1 - Mr. Beaver
- 1 - Mr. Casper

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REC-59 66-2554-12884

MAY 21 1968

ORIGINAL FILED IN 26-2362-4640

5 MAY 22 1968

Mr. Tolson

May 16, 1968

The Executives Conference

Prd.
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**CLEVELAND, OHIO, POLICE DEPARTMENT
REQUEST FOR LIST OF FBI LICENSE NUMBERS**

The Executives Conference of 5-16-68, consisting of Messrs. Mohr, DeLoach, Trotter, Tavel, Beaver, Casper, Conrad, Walters for Felt, Gale, Bishop, Scatterday for Rosen, and Callahan, was advised that the Cleveland Police Department by form letter has requested our Cleveland Office to furnish a list of license plates (not identified by vehicle) of FBI cars in the Cleveland area for programming into a Police Department computer which serves as the heart of a follow-up system to enforce parking violations. Other agencies which are entitled to "undercover" Ohio State license plates listings of which are not readily available to the Police Department are also being requested to do likewise.

The request noted that the Police Department had been criticized for failure to collect fees on some parking tickets received by official agencies, identities of which were not given. [redacted] National Academy) personally advised that there was no intention to infer that FBI vehicles had been ticketed in the past. He said the purpose of the over-all effort to computerize vehicle license numbers of Government agencies in the Cleveland area was simply a matter of economy and efficiency. He said computerization would permit immediate identification of a registrant and would eliminate the necessity for lengthy correspondence by way of the Ohio Bureau of Motor Vehicles to secure registration data relative to Government "undercover" vehicles.

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504-91861-409
ORIGINAL FILED IN 62

[redacted] was informed of our policy requiring an employee to report promptly to the Bureau any parking or traffic violations received while driving Government as well as personal cars. It was emphasized that the Bureau insisted upon strict compliance with the policy and would not subscribe to any circumventing arrangement whereby tickets given to Bureau cars would be automatically voided.

DEC 10 66-255472885

[redacted] said he had been fully aware of Bureau policy and that he would program Bureau license numbers so that any citations against Bureau vehicles could be immediately brought to the attention of the Cleveland Office.

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MAY 22 1968

[redacted] advised that under the proposed procedure any inquiry regarding the license number of an FBI vehicle would be answered in such a way as to identify the vehicle only as "official vehicle." He said this is the way in which inquiries concerning "undercover" cars are handled by the Ohio Bureau of Motor Vehicles and that he would personally guarantee the same tight security within the PD operation.

Enclosure

MAY 27 1968

1 - Mr. Beaver 1 - Mr. Casper

Handwritten signature/initials

OVER.....

Executives Conference Memorandum
Re: Cleveland, Ohio, Police Department
Request for List of FBI License Numbers

SAC, Cleveland, pointed out that the arrangement proposed by the Police Department would benefit the Cleveland Office since it would be promptly and directly advised of any citations issued on FBI cars. The SAC recommended that in view of this benefit and as a matter of cooperation, the listings of license numbers of Cleveland Office cars be provided to the PD. The Training Division has advised it has no restrictions on the Cleveland PD.

The members of the conference agreed unanimously that the Bureau should accede to the request of the Cleveland Police Department with the understanding that proper security would be afforded the listing furnished them so that it would not become available to other than

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RECOMMENDATION:

That the Attached letter to SAC Cleveland go forward.

Mr. Tolson

5/17/68

EXECUTIVES CONFERENCE

**INVESTIGATION OF THE NEW LEFT
STUDENT AGITATION ON COLLEGE CAMPUSES**

The Executives Conference met on 5/16/68 consisting of Messrs. DeLoach, J. P. Mohr, Casper, Tavel, Gale, Trotter, Conrad, Bishop, Callahan, Beaver, Scatterday for Rosen, Walters for Felt and Sullivan.

Mr. Sullivan discussed the attached memorandum and proposed SAC Letter which recommended that it be sent to instruct the field offices to expand coverage and investigation of campus-based new left and black nationalist groups engaged in agitational activities. Mr. Sullivan pointed out that until recently our coverage of student agitators and subversive organizations on college campuses has been good and has been in line with the policies approved by the Director whereby we have instructed the field to obtain Bureau authority in every instance prior to developing informants and sources affiliated with campus-based organizations. We have taken every precaution to insure that our investigative activity in this area would not embarrass the Bureau through insistence that the field make as much use as possible of noncampus sources. Those who are connected with a campus are not contacted on the campus and it is made clear to them that the Bureau's only interest is in subversive activities and is not in legitimate college activity. Mr. Sullivan said that because of the safeguards our program has been highly successful and that the proposed expansion of the program would in no way depart from these established procedures.

Mr. Sullivan called attention to the recent wave of student unrest and the accompanying outgrowth of violence that has hit many college campuses such as Columbia University,

Enclosure

- WCS:jav (16)
- 1 - Mr. DeLoach
- 1 - Mr. J. P. Mohr
- 1 - Mr. Casper
- 1 - Mr. Tavel
- 1 - Mr. Gale
- 1 - Mr. Trotter

EX-116

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- 1 - Mr. Conrad
- 1 - Mr. Bishop
- 1 - Mr. Callahan
- 1 - Mr. Beaver
- 1 - Mr. Rosen
- 1 - Mr. Felt
- Mr. Sullivan

FILE PROCESSED FOR RELEASE
IN CIVIL DISCOVERY
DATE 9-6-77
BY BUREAU 62-117455

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Memorandum to Mr. Tolson
RE: INVESTIGATION OF THE NEW LEFT
STUDENT AGITATION ON COLLEGE CAMPUSES

Northwestern University, Stanford University and locally both American University and the University of Maryland. He said we have hard evidence that student agitators are fanning out to various campuses with the deliberate intention of causing further disruption with the designed intention to take over many campuses as a prelude to even greater concentrated efforts to attack various forms of the governmental structure itself. He further pointed out that already abroad student agitators have succeeded in instigating mass unrest to such a degree that they have even succeeded in demoralizing certain phases of the political, social and economic structures in Germany and France and he said that it is clear that we can expect parallel efforts to be made in this country. He emphasized that this points directly to the need for the FBI to expand its coverage of subversive groups on campuses to enable us to fulfill our responsibilities with particular reference to keeping the White House and other Government agencies advised as to what is going on and he noted that as a result of the recent campus outbreaks in this country, we have been receiving many requests from other agencies seeking to evaluate their own positions enlght of the current turmoil.

Mr. Sullivan concluded again with the observation that the proposed SAC Letter would in no way change existing Bureau policy and would in effect merely alert our field offices to the fact that the problem of campus unrest is a growing one which demands increased attention to broaden our base of intelligence information. The proposal that the attached SAC Letter be sent to the field with instructions to do so was put to a vote before the entire Conference and it was unanimously agreed that the proposed SAC Letter should be sent.

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- 1 - Mr. DeLoach
- 1 - Mr. Mohr

RELEASE
 5-17-1968
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MR. TOLSON

May 17, 1968

THE EXECUTIVE CONFERENCE

- 1 - Mr. Sullivan
- 1 - Mr. Callahan
- 1 - Mr. Felt
- 1 - [Redacted]
- 1 - [Redacted]

~~RACIAL INFORMANTS~~
RACIAL MATTERS

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On May 16, 1968, the Executive Conference, consisting of Messrs. DeLoach, Mohr, Sullivan, Tavel, Casper, Callahan, Trotter, Conrad, Gale, Bishop, Scatterday for Rosen, Walters for Felt, and Beaver, considered a recommendation by Assistant Director Sullivan that a survey be made of the Negro ghetto areas where violence has occurred or where there is a concentration of militant, violence-prone, black power elements in order to determine the racial informant coverage in those areas. Complete details are set out in attached memorandum and proposed letter to all continental offices dealing with this matter. Basically, the purpose of this survey is to enable both the field and the Bureau to evaluate the adequacy of informant coverage in these areas and to pinpoint areas in which added coverage is needed.

This assignment could be completed in each office by one Agent in less than one day from information already available in each field division, it being noted that on every inspection the inspector requires the field to identify its ghetto areas.

Following consideration, the Executive Conference unanimously recommended that this survey be conducted.

RECOMMENDATION:

If the Director approves, there is attached a proposed letter to all continental offices containing appropriate instructions concerning this matter.

Enclosures

- 1 - Mr. Beaver
- 1 - Mr. Casper

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EX-110
 REC 13
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JUN 12 1968

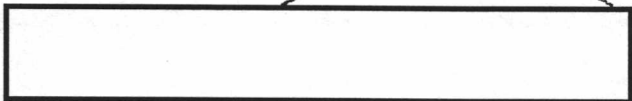
MR. TOLSON

June 20, 1968

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THE EXECUTIVES CONFERENCE

Special Agent



**ELECTION OF BUREAU AGENT AS
PRESIDENT OF THE MISSISSIPPI
LAW ENFORCEMENT OFFICERS'
ASSOCIATION**

as

MISS

~~POLICE ASSOCIATION~~

The Executives Conference, consisting of Messrs. Tolson, Mohr, Gale for DeLoach, Bishop, Jenkins for Casper, Callahan, Conrad, Felt, Rosen, Sizoo for Sullivan, Tavel, McDaniel for Trotter and Hyde for Beaver met 6/20/68 during which captioned matter was considered.

SAC Moore, Jackson, reported the members of the Mississippi Law Enforcement Officers' Association, the principal law enforcement group in Mississippi, in annual conference 6/3 - 6/68, unanimously by acclamation voted SA [redacted] of the Jackson Office president of the Association for the coming year. SAC Moore stated he tried all reasonable efforts to dissuade this move by the membership but they wanted to honor SA [redacted] a National Academy graduate (17th Session, April - June, 1941), and former [redacted] Columbia, Mississippi, for his many years of service to Mississippi law enforcement. SA [redacted] has been a member of the Association for 14 years and is well known and respected by Mississippi law enforcement. This was the first time in the Association's history that a president has been elected by standing acclamation with no other candidate for the office.

ORIGINAL FILED IN

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SAC Moore recommended that SA [redacted] be permitted to accept the honor as he feels that to do otherwise would be an affront to the sincere desire of the Association to honor the Director, the Bureau and SA [redacted] As a matter of operational procedure, the position of president is almost an honorary one, with the Association's business being conducted by its Executive Committee and the Secretary-Treasurer; SA [redacted] should not be called upon to take any action contrary to the best interests of the Bureau; if such did happen, he would immediately resign.

- Enclosure
- 1 - Mr. Beaver
- 1 - Mr. Casper
- 1 - Mr. Rosen
- 1 - [redacted]
- TJJ:aga
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199 JUN 27 1968

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61 JUL 9 1968

Executives Conference Memorandum
Re: Election of Bureau Agent as
President of the Mississippi
Law Enforcement Officers'
Association

Mr. Rosen pointed out it appears we would be "borrowing trouble" if an Agent were permitted to head a local law enforcement association, particularly in Mississippi. Such a responsibility has been avoided in the past in the field as it is easily possible that the head of an association might be mandated by the membership to take action inconsistent with the Bureau's interests. Also, this is National Election year and there may be many protest demonstrations by civil rights organizations against "police brutality"; if a leading member of the Mississippi Association were the subject of a civil rights investigation and no prosecution is instituted, such organizations as NAACP, SCLC, SNCC, etc., could very well contend such should be expected as the law enforcement organization is headed by a member of the FBI. Additionally, the acceptance of this office would create an undesirable precedent.

All members of the Conference voted against SA [redacted] being permitted to accept this honor except Messrs. Mohr and Jenkins.

RECOMMENDATIONS:

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(1) That SAC, Jackson, be informed that SA [redacted] should be told to tactfully decline the opportunity to serve as president of the Mississippi Law Enforcement Officers' Association on the grounds that his responsibilities as an FBI Agent and his susceptibility to special assignments make it inadvisable that he accept the honor which has been offered.

(2) If approved, that attached letter be sent to SAC, Jackson.

OK
H

MR. TOLSON

6/21/68

EXECUTIVES CONFERENCE

TECHNICAL TRAINING

On 6/20/68, the Executives Conference, with Messrs. Tolson, Mohr, Tavel, McDaniel, Hyde, Gale, Sizoo, Rosen, Felt, Jenkins, Bishop, Callahan and Conrad present, considered the possible impact of the new Anticrime Bill (authorizing wiretaps and microphone installations under specified conditions) as to the adequacy of existing Bureau-trained sound men. Primarily consideration was given to the possible need for increased capability for security checks and related countermeasure activity involving both our own facilities and those encountered in investigative cases. Secondly, consideration was also given to whether the Bureau should increase or update the training of the sound men in the field with regard to positive intelligence collection capabilities to be better able to meet any future sudden need, such as national emergency requirement.

Mr. Conrad pointed out that the last training school for Bureau sound men was completed in 1961; that in response to requests from the field, an additional school had been scheduled in 1964, but that because of the Long Committee activities and the general climate, the 1964 school had been cancelled; and that in 1965, the Bureau had completely suspended the In-Service retraining of sound men in technical subjects. Accordingly, no personnel in this highly technical specialized area have received any updated training since that time and for most of the sound men, as members of earlier In-Service classes, the period has been even longer. Mr. Conrad further pointed out that, during the period from 1961 to 1968, the number of active qualified sound men has decreased through retirement and normal attrition from 180 to 116; of this remaining 116, 27 are eligible to retire in 1968 and 33 additional will become eligible for retirement by 1972 (more than half our total capability). Should all of those Agents elect to retire, by 1972 32 of our 58 field offices would lose all presently assigned sound-trained personnel.

It was further pointed out that in 1966 an interdepartmental committee on which the FBI is represented (known as the Audio Countermeasures Subcommittee, a Subcommittee of the United States Intelligence Board) and whose function is primarily to see that appropriate countermeasures are developed for protection of Government communications against microphones, telephone taps and other penetration, proposed the concept of an interagency training facility primarily for the purpose of training personnel in those member agencies which did not have adequate resources to conduct their own schools. This proposed facility would

1-Mr. Beaver 1-Mr. Conrad
1-Mr. Casper
IWC:dmg (5)

**Executives Conference
Memorandum to Mr. Tolson**

draw upon the money, manpower, and equipment resources of participating members to provide such training and all member agencies were invited to make use of the facility, as needed. [redacted] is furnishing the majority of instructors and equipment, as well as the premises to house the school. At that time (1966) the same factors which prevented convening of the tightly controlled and tightly organized FBI schools argued even more strongly against FBI participation in the much more loosely controlled and loosely organized interagency school. Accordingly, the Director approved the recommended position at that time of not actively participating in the interagency school. We are advised informally that planning for this school has progressed to the point where the first classes are expected to be held in the latter part of this year. b2

Mr. Tolson pointed out that, even though the President had signed the Anticrime Bill into law the President had taken strong exception to the wiretapping provision even to the extent of urging its repeal. He further pointed out that both the Departmental attitude and the general climate still are not favorable for training activities of this kind.

RECOMMENDATION:

Based upon discussion and consideration of all of the factors bearing on the problem it was unanimously recommended:

- (1) That convening of FBI schools in these highly specialized fields be further deferred;
- (2) That existing FBI position of nonparticipation in the interagency school be continued.

THE DIRECTOR

June 21, 1968

THE EXECUTIVES CONFERENCE

MOB AND RIOT CONTROL TRAINING FILM
DEPARTMENT OF THE ARMY
"PRINCIPLES OF CONTROL"

On June 20, 1968, the Executives Conference, consisting of Messrs. Tolson, Mohr, Gale for DeLoach, Bishop, Callahan, Conrad, Felt, Rosen, Tavel, Hyde for Beaver, Sizoo for Sullivan, McDaniel for Trotter and Jenkins for Casper, considered the purchase of a film on Mob and Riot Control produced by the Army at Fort Gordon, Georgia. A copy of the film was made available to the Bureau by Major General Carl C. Turner, The Provost Marshal General of the Army, and it was considered whether the Bureau should purchase 25 copies of this film at a cost of \$2,250. The film highlights a number of basics involved in training law enforcement personnel in mob and riot control such as the use and execution of various riot-dispersing formations; use of show of force; removal of rioters from the scene; effective use of tear gas from various types of dispensers; the necessity of protecting firemen, vital facilities and use of barricades; denying access of rioters to sources of guns, gasoline, liquor, etc.; how the National Guard and the Army personnel work together with the local police in time of emergency; and the use of only minimum force necessary to handle a situation.

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This film was shown previously to the members of the Executives Conference with the exception of Mr. Tolson. Mr. Gale was strongly opposed to the Bureau purchasing copies of this film noting that throughout the film it advocated restraint which he felt caused much of the destruction during the Washington, D. C., riot. He felt that the film was highly controversial and in an area where the FBI should not inject itself and was not true to actual facts in riot situations. He stated the use of this Army film by the Bureau was tantamount to an endorsement. He noted that just recently in a Gallup poll 47 per cent of the people in urban areas were in favor of shooting looters. In this regard, he stated that the film was opposed to shooting of looters and emphasized the restraint on such activities by the military and law enforcement. He pointed out that D. C.

- 1 - Mr. Tolson
- 1 - Mr. Beaver 1 - Mr. Casper
- 1 - Mr. Gale
- 1 - Mr. Sullivan
- 1 - Mr. Rosen
- TJJ:aga

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(9) *[Signature]*
JUL 29 1968

**Executives Conference Memorandum
Re: Mob and Riot Control Training Film
Department of the Army
"Principles of Control"**

General Sessions Judge Burka recently asked each of nine looters up for sentencing if they would have looted had they known they would be shot and they all answered in the negative. It was also stated that in certain cities, such as Miami and Philadelphia, where Chiefs of Police had taken tough stands, there was no rioting. He stated the the scene in the film at the Pentagon during last year's anti-Viet Nam demonstration was not accurate because the film showed military and law enforcement personnel taking and receiving taunts and jibes of the demonstrators without expression when in fact they did actually use physical force during many instances during this demonstration. Mr. Sizoo stated that Mr. Sullivan was opposed to the film because it was staged and had no sense of reality and it would open the Bureau up to criticism and ridicule if we used this film during our training programs. Mr. Rosen stated he had seen the mob and riot demonstration put on by the Army for our National Academy at Fort Belvoir and noted that the film was not like the demonstration; that the film was distorted and palliative. Mr. Tolson felt that if there were any controversy whatsoever concerning the film, then the Bureau should not use it.

A majority of the conference, consisting of Messrs. Tolson, McDaniel, Gale, Sizoo, Rosen, Felt and Bishop, voted against the purchase of the film. Messrs. Mohr, Tavel, Hyde, Conrad, Callahan and Jenkins voted for the purchase of the film. Mr. Conrad qualified his affirmative vote in that he would be in favor of the purchase of the film provided it was clearly noted that the film was from the Army and was not advocated by the Bureau.

We will be guided by the Director's decision.

Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson

8/1/68

The Executives Conference

TELEPHONE TOLL RECORDS

At the present time the field must obtain prior Bureau approval to review telephone records for toll calls even though arrangements have been worked out whereby grand jury subpoenas are secured to obtain such records. The purpose of obtaining a subpoena removes any possibility of a question being raised as to the Bureau's actions. In this respect, it is noted this is a legal process which is recognized by the courts as being proper. It gives protection not only to the Bureau but also to the individual who has to produce the records, in this case the telephone company.

The Department has advised us in writing that there is no question concerning the legality of obtaining information from telephone toll call tickets by direct contact with telephone company officials. The Criminal Division of the Department adheres to the view expressed in a memorandum directed to the Bureau dated August 2, 1966, that the use of information from telephone toll call tickets does not violate Section 605 of the Federal Communications Act. They are of the opinion the furnishing of information of telephone toll tickets to Federal agents at their request does not contravene any Federal statute. This position was reiterated by the Department in March of 1967 in response to ~~our~~ memorandum of February 17, 1967, requesting their views regarding the legality of obtaining such information.

It is, therefore, recommended that in those instances where a subpoena is secured to obtain toll records, the field be allowed to obtain them on the authority of the SAC. The SAC will be held accountable to insure that a subpoena has been obtained. In those instances where a subpoena has been obtained, the Bureau will be advised on a UACB basis that such procedure has been followed.

In the event the field office is not able to obtain a subpoena it will continue to transmit its request to the Bureau so such a request may be reviewed at the Seat of Government to determine whether it is

1 - Mr. Beaver

1 - Mr. Casper

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Memorandum to Mr. Tolson
Re: TELEPHONE TOLL RECORDS

completely justified. Such justification would have to be outlined by the requesting office. There would also have to be assurance that there is no grand jury in session, that a grand jury subpoena cannot be obtained because of this, and consequently the field office requests such authority with the assurance that the records can be obtained through arrangements made with the local telephone company which will not result in any embarrassment to the Bureau. These requests will continue to be approved by the Bureau.

The Conference unanimously favored the above suggestion, those in attendance being Messrs. DeLoach, Mohr, Rosen, Felt, Conrad, Bishop, Beaver, Jenkins for Casper, McAndrews for Gale, McDaniel for Trotter, Moore for Sullivan, Walsh for Callahan, and Walkart for Tavel.

Mr. Tolson

September 19, 1968

The Executives Conference

~~OMNIBUS CRIME CONTROL AND
SAFE STREETS ACT OF 1968
PROPOSED IMPLEMENTATION~~

The Executives Conference of September 19, 1968, consisting of Messrs. Tolson, DeLoach, Mohr, Bishop, Callahan, Conrad, Felt, Gale, Rosen, Sullivan, Tavel, Trotter, Beaver and Casper, considered the following proposals made by Mr. Casper concerning the additional implementation of the Bureau's responsibilities under the Omnibus Crime Control and Safe Streets Act of 1968.

Mr. Casper pointed out that Section 404, Title I, of this Act confers the specific responsibilities on the FBI to establish and conduct training programs at the FBI National Academy, Quantico, to provide, at the request of state or unit of local government, training for state and local law enforcement personnel; (2) develop new or improved approaches, techniques, assistance, equipment and devices to improve and strengthen law enforcement; and (3) assist in conducting local and regional training programs for state and local law enforcement personnel, when requested by state and units of local government. The Bureau has received three million dollars to implement these responsibilities during Fiscal 1969.

Mr. Casper advised that the Bureau has just completed the training of 150 field police instructors who will be used in the field to implement the field aspects of our responsibilities under this Act. While these men were in Washington, the Training Division discussed with them ideas relative to additional steps the Bureau could take to implement its responsibilities under this Act. The Training Division feels that the following programs should be initiated to further fulfill our responsibilities:

Enclosure

- 1 - Mr. Beaver
- 1 - Mr. DeLoach
- 1 - Mr. Casper
- 1 - Mr. Trotter

JJC:aga
(6)

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EX-100

SEP 25 1968

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79 SEP 26 1968

Executives Conference Memorandum
Re: Omnibus Crime Control and Safe Streets Act of 1968
Proposed Implementation

I. To hold specialized advanced training institutes at the Seat of Government or at the FBI Academy, depending upon the availability of space, for police department firearms instructors, training officers, police department legal officers and experienced identification officers.

A. Firearms Instructor Courses - two pilot programs, each of one weeks duration with 20 men in each course, who would be carefully selected local law enforcement firearms instructors, will be held at an estimated cost of \$13,040 for both schools. This would include the payment of transportation, per diem and supplies.

B. Similarly, two schools for training officers, 20 men per class, would be held with each school being one-week in duration. The estimated cost of \$9,000 for both schools. This would include again transportation, per diem and supplies.

C. Police Department Legal Officers - this course would consist of 20 men in a class. One course is planned for four weeks duration, estimated cost \$11,510. This also would include transportation, per diem and supplies.

D. Advanced Latent Fingerprint Courses - 20 men in a class, each of one weeks duration with two classes for total cost, including transportation, per diem and supplies, of \$9,000.

Total estimated cost for seven specialized schools - \$42,550.

It was explained that the Training Division believes funds are available to conduct these specialized sessions from monies allocated to defray travel and subsistence for the National Academy and from amounts allocated for payment of expenses of visiting lecturers and for the rental of classroom space where necessary.

II. Development of training materials for conducting specialized courses for sergeants and lieutenants on field level and the holding of specialized In-Service to train one field police instructor from each office in the use of these materials.

III. The preparation and distribution to local law enforcement of training manuals and publications in such fields as Public Speaking for Law Enforcement, Investigative Techniques, Firearms Training and Human Relations in Management.

Executives Conference Memorandum
Re: Omnibus Crime Control and Safe Streets Act of 1968
Proposed Implementation

IV. That the field be alert for opportunities to promote training institutes and programs of several days duration at colleges or universities, wherein the college or university, possibly with a grant under this Act, provide facilities, administrative assistance, and lectures on academic subjects, and the FBI provides instruction on law enforcement topics.

There are approximately 200 institutions of higher learning which currently offer some type of law enforcement training and education programs. With many of these institutions we have excellent work relations and have participated in some of their training institutes. It is believed we should intensify our efforts in this regard along the lines recommended.

Mr. Casper explained the Training Division feels the development and conducting of these additional sophisticated programs, over and above our regular contributions under the Field Police Training Program, will show graphically that the Bureau is carrying out its responsibilities under the Act with dispatch and is making every effort to aid law enforcement in the betterment of its operations.

Mr. Tolson queried whether or not the people attending the specialized advanced training institute at the Seat of Government or the FBI Academy would be investigated. He was advised that we would check our field and Bureau indices but no investigation was felt necessary. Mr. Tolson inquired as to who would handle this training and how many additional personnel would be necessary. He was advised that the Training Division would handle this training with the support of other divisions where necessary at Seat of Government and the only additional personnel would be possibly for the police department legal officers but this would be made a matter of a separate memorandum. Mr. Tolson emphasized that the Bureau must carry out its investigative responsibilities and that we do not have the full complement of 150 Agents on the rolls as of this time authorized by this Act. It was explained that in order to fulfill our responsibilities we have made these positive and affirmative recommendations and are only attempting at this time to get the proposals authorized so they can be implemented during this Fiscal Year in order that the Bureau may be fulfilling its complete and full responsibilities under the Act.

Executives Conference Memorandum
Re: Omnibus Crime Control and Safe Streets Act of 1968
Proposed Implementation

The backup material prepared by the Training Division, which was explained to the Executives Conference, is attached hereto in memorandum from Casper to Mohr, dated 9/9/68.

Messrs. Mohr and DeLoach and other Assistant Directors favorably commented upon these proposals.

The Conference unanimously approved the recommendations of the Training Division as set forth in this memorandum.

MR. TOLSON

10-31-68

THE EXECUTIVES CONFERENCE

TRANSFERS

The Executives Conference of 10-31-68 consisting of Messrs. Tolson, DeLoach, Callahan, Bishop, Walsh, Casper, White, Felt, Gale, Rosen, Sizoo, Tavel, Trotter, and Beaver, considered the attached letters to All Special Agents in Charge:

- (1) RE: HARDSHIP TRANSFERS
- (2) RE: SPECIAL AGENT APPLICANTS
OFFICE OF PREFERENCE TRANSFERS
REQUEST FOR HARDSHIP TRANSFERS

The letters were read to the Conference and the Conference unanimously agreed that they should go forward.

Enc.

NPC:crt
(5)

- 1 - Mr. Beaver
- 1 - Mr. Casper

ORIGINAL FILED IN: 66 2344-146

CK

J. [Signature]
REC-65 66-2554-12893
NOV 4 1968

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54 NOV - 8 1968

Mr. Tolson

10/31/68

The Executives Conference

ANCHORAGE RELOCATION SITE

On 10/31/68 the Executives Conference, consisting of Messrs. Tolson, DeLoach, Beaver, Callahan for Mohr, Bishop, Walsh for Callahan, Casper, White for Conrad, Felt, Gale, Rosen, Sizoo for Sullivan, Tavel, and Trotter, considered the request of Anchorage to move its relocation site to Wildwood Air Force Station near Kenai, Alaska.

Wildwood Air Force Station is a small radar communications station which is part of the Defense early warning system. It is not part of an airfield and, according to the Air Force, it should have a very low priority as a target. This will place the Anchorage relocation site near the security personnel of all Alaskan military forces and convenient to communications facilities and air transportation.

The Air Force will furnish space and telephone equipment without charge provided we pay for long-distance calls and meals consumed.

Following consideration, the Executives Conference unanimously approved the request of Anchorage.

- 1 - Mr. Tolson
- 1 - Mr. Beaver
- 1 - Mr. Mohr
- 1 - Mr. DeLoach
- 1 - Mr. Casper
- 1 - Mr. Sullivan
- 1 - Mr. Tavel
- 1 - Liaison
- 1 - Mr. Conrad
- 1 -

*O.K.
K.*

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WPD:mlm
(11)

1968

The Director

December 11, 1968

The Executives Conference

~~REINSTITUTION OF THE USE OF THE MACE BY AGENT PERSONNEL~~

The Executives Conference of 12/11/68, consisting of Messrs. Tolson, Mohr, Gale for DeLoach, Bishop, McAndrews for Gale, Rosen, Callahan, Conrad, Walters for Felt, Sullivan, Tavel, Trotter, Beaver and Casper, considered the matter of reinstating the use of the Mace by Agent personnel in handling of their official responsibilities when they meet resistance by subjects or interference by bystanders.

The conference was advised by Casper that in 1967 we equipped our Agents with the Mark IV and Mark II Chemical Maces containing tear gas for the use of our Agents in the handling of their official responsibilities when they meet resistance by subjects or interference in arrests by bystanders. In February, 1968, the Chemical Mace was used successfully by Philadelphia Agents in a criminal case with no known aftereffects. The subject in this case advised that the use of the Mace prevented him from killing himself or injuring FBI men.

Referral/Direct

In March of 1968, [redacted]

[redacted] and pending a report of tests from the Surgeon General of the Public Health Service, we instructed our Agents to discontinue the use of the Mace pending a report from the Surgeon General.

On May 2, 1968, by memorandum to all Health Officers, the Surgeon General called their attention to salient features and studies disclosed to date on the Chemical Mace in which they pointed out that the ability of the item to deliver an irritating substance to a localized tissue area and the ability to maintain the activity of the irritant at this spot for a period of time clearly increases the possibility of more than transient effects to the exposed individual unless treatment is prompt. They recommended that law enforcement officers be advised to see the subjects controlled by the use of agents of this type be treated promptly and specifically by flushing the areas of the body exposed with water which should constitute adequate treatment.

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IN RE: [redacted]

REC-18 66-2554-12875
JAN 2 1969

Enclosure

1 - Mr. Beaver
1 - Mr. Casper
JJC/hcv

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(CONTINUED - OVER)

Executives Conference Memorandum
Re: Reinstitution of the use of the
Mace by Agent Personnel

At the same time several activist groups and individuals were claiming alleged harmful effects from the use of the Mace or other similar products.

Subsequently, the University of Michigan Medical School conducted a study of the Mace and submitted a lengthy report in which they advised after a review of all available evidence concerning the Chemical Mace it was their considered opinion that:

- (1) Chemical Mace can be used with comparative safety to the eye and to the total economy of the individual as a weapon to effect temporary incapacitation providing,
 - (a) The recipient is alert, in possession of his normal protective reflexes such as blinking, eye closure, breath holding, turning away from the spray, and the like.
 - (b) The spray is directed at the recipient at such a distance that his reflexes can be brought into play.
 - (c) The total duration of the spray is limited to the minimum required to be an effective incapacitant.
- (2) Severe, long term, and possibly permanent ocular damage may occur if the cornea of the eye is exposed directly to Chemical Mace in liquid form. Such exposure resulting from discharge of the cannister would, in our opinion, constitute misuse of the weapon and result from:
 - (a) Discharge of the weapon directly into the eye or face at very close range in normally reactive persons;
 - (b) Prolonged discharge at any effective distance into the face of an already incapacitated person;
 - (c) Discharge of large quantities in a confined space such as a small room or closed automobile.
- (3) There is neither evidence nor scientific rationale to support the view that significant systemic effects on the nervous system or other organ systems other than the psychological responses to being rendered incapacitated, are induced by Chemical Mace, even by exposures which could produce significant injury to the eye, skin or mucous membranes.
- (4) The irritant effect of Chemical Mace on the eye and probably on all other tissues resides almost exclusively in the Chloroacetophenone fraction of the formulation. The solvent and propellant fractions have been eye-tested individually by several investigators and found to be non-injurious. Control studies in this laboratory using "Training Mace" (the complete Chemical Mace formulation lacking only chloroacetophenone) produced only minimal and transient irritation to the rabbit eye.
- (5) Good practice requires that exposed areas be washed with clear water as soon as possible after exposure in order to minimize local effects and that the application of ointments of any kind be avoided since they localize the irritant at the site of application.

The use of all weapons, including the revolver, the blackjack, and even defensive tactics involve a calculated risk. The Bureau has used the basic gas used in the Mace in tear gas projectiles and cannisters for years effectively. Our Agents are being exposed to an ever-increasing amount of potential violence in effecting apprehensions. Casper stated that, in his judgment, if the Agents in Wilmington

Executives Conference Memorandum
Re: Reinstitution of the use of the
Mace by Agent Personnel

and New York could have used the Mace, there was a good possibility that our Agent would not have been subjected to physical attack and could have better protected themselves; also, that the Agents attending In-Service are vitally concerned about this problem and have urgently requested the reinstatement of the use of the Mace by Agent personnel. Thousands of police agencies across the country are using the Mace or other similar products. The Metropolitan Police Department has recently purchased the Federal Streamer which is a product of the Federal Laboratories similar to the Chemical Mace and they are equipping their patrolmen and detectives with this product. The Federal Streamer has only been tested by the Hazelton Laboratory, Falls Church, Virginia, which gave it the same clean bill of health which it gave the Mace. The Metropolitan Police Department has not purchased any other type of gas gun, according to available information.

It was determined through Liaison that the military do not provide their personnel with any type of a canister gas dispersant. They use a baseball-type gas dispersant which can be thrown into crowds and disperses the tear gas. The military, it is recognized, have a different problem than the FBI and local police since they operate normally with military formations.

In the "Task Force Report: Science and Technology" of the President's Commission on Law Enforcement and Administration of Justice, page 15, item captioned "Nonlethal Weapons," the following sentence appears, "Supplemental non-lethal weapons, such as dispensers of tear gas or CS gas or liquid solutions, might be used temporarily to disrupt or immobilize targets in circumstances in which an officer's life was not threatened." The complete section dealing with nonlethal weapons in this report which is attached hereto has been tabbed for information of the readers.

Messrs. Mohr, Gale, Rosen, Bishop, Callahan and Tavel all spoke about the urgent need for this additional weapon in these times for our Agents in view of the difficult situations and conditions under which our Agents must now work. Mr. Rosen pointed out how he had initially been opposed to our use of the Mace but that in view of the current evidence and situation, he now felt that it should be made available to our Agent personnel. Mr. Gale also added that wherever possible we could instruct our Agent personnel to have the subject on whom Mace is used be examined by a doctor in the same manner that we now would have a subject examined by a doctor wherein the use of a gun or a blackjack may have been necessary. Mr. Tolson advised that he was opposed to the use of the Mace or any other similar product until it had been found acceptable by an approved Government testing agency.

The majority of the conference, consisting of Messrs. Mohr, Gale, Bishop, McAndrews, Rosen, Callahan, Conrad, Walters, Sullivan, Tavel, Trotter, Beaver and Casper, were in favor of resuming the use of Mace by our Agent personnel

Executives Conference Memorandum
Re: Reinstitution of the use of the
Mace by Agent Personnel

in carrying out their official responsibilities when they meet resistance by subjects or interference by bystanders. Mr. Tolson opposed the use of the Mace for the reason indicated above.

Depending upon the Director's desire, the appropriate action will be taken.

Respectfully,
For the Conference

Clyde Tolson

*He might want the
experience of Wash DC
Police with the
Federal Streamer*

12/11 ✓

*Can we get Bureau
of Standards test
the Federal Streamer?
H*

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

TO : MR. TOLSON ✓

DATE: 1/17/69

FROM : R. R. BEAVER

SUBJECT: EXECUTIVES CONFERENCE
LUNCH PERIODS

Tolson	✓
DeLoach	✓
Mohr	✓
Bishop	✓
Casper	✓
Callahan	✓
Conrad	✓
Felt	✓
Gale	✓
Rosen	✓
Sullivan	✓
Tavel	✓
Trotter	✓
Tele. Room	✓
Holmes	✓
Gandy	✓

There were present at the Executives Conference of 1/16/69 Messrs. DeLoach, Mohr, Bishop, Callahan, Casper, Conrad, Felt, Gale, Rosen, Sullivan, Tavel, Trotter and myself.

Pursuant to your instructions, I informed the conference that any time any of them have appointments in connection with their lunch period which will keep them away from the office other than the normal time, a memorandum is to be submitted to you in advance, in order that you will be aware of such situations.

cc To each member of
Conference listed
above (sent separately)

Right ✓

RRB

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RRB:DSS

EX-115 REC-20

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6 JAN 24 1969

54 JAN 29 1969

*copy made for Stewart in Conference
Held in New York 1/20/69*

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[Handwritten signature]

Mr. Tolson

January 9, 1969

The Executives Conference

INTERSTATE TRANSPORTATION OF STOLEN MOTOR VEHICLE CASES
FORM FOR RECOVERY OF AUTOMOBILES

The Executives Conference of 1/9/69, consisting of Messrs. Tolson, DeLoach, Mohr, Bland for Bishop, Callahan, Conrad, Walters for Felt, Gale, Malley for Rosen, Moore for Sullivan, Tavel, Trotter, Beaver and Casper considered the use of a new form (sample attached) for setting forth statistics in all Interstate Transportation of Stolen Motor Vehicle (ITSMV) cases to eliminate reports in unknown subject cases. The conference was advised this suggestion is supported by the General Investigative Division and the Inspection Division. They were informed that this is a very important suggestion because it eliminates unnecessary work at a time when our work load is ever increasing.

The conference was advised by Casper that it was estimated this would involve more than 23,000 cases in which reports would not have to be submitted which would provide savings in time, paper, and work effort of approximately \$250,000 annually.

The Voucher-Statistical Section, Administrative Division, opposed the use of such a form where investigative reports must otherwise be submitted. Casper pointed out that he felt we could not have three systems (Form FD-387 for reporting deferred prosecution cases which was previously approved, the proposed new form for unknown subject cases and investigative reports in other ITSMV cases) but must have two systems to simplify the procedure for getting statistics; that is, Form FD-387 for reporting deferred prosecution cases and the new form for reporting statistics on all other ITSMV cases. It was pointed out that the filling out of the form in known subject cases which is minimal additional work is well worth the total savings in manpower, et cetera. This idea was unanimously approved by the Executives Conference.

Enclosure

- 1 - Mr. Beaver
- 1 - Mr. Callahan
- 1 - Mr. Rosen
- 1 - Mr. Casper

JJC:saj

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57 FEB 14 1969

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Memo The Executives Conference to Mr. Tolson

**Re: INTERSTATE TRANSPORTATION OF STOLEN MOTOR VEHICLE CASES
FORM FOR RECOVERY OF AUTOMOBILES**

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This Executives Conference action was initiated on the basis of a suggestion by SA [REDACTED] General Investigative Division; however, there are four suggestions which have been made in the past two years regarding the same procedure. It is felt that rather than considering incentive awards it would be more appropriate to commend these individuals and, if approved, Training Division will prepare these letters.

RECOMMENDATIONS: (1) If approved, the Training Division will prepare appropriate letters and handle the preparation of the new form.

(2) If approved, the General Investigative Division will prepare appropriate instructions to the field on the method for reporting all automobile recoveries to the Bureau.

Mr. Tolson

1/16/69

The Executives Conference

**SPEAKERS FOR FBI NATIONAL ACADEMY GRADUATION
83RD SESSION
MAY 28, 1969**

WASH DC The Executives Conference of 1/16/69, consisting of Messrs. DeLoach, Mohr, Bishop, Callahan, Casper, Conrad, Felt, Gale, Rosen, Sullivan, Tavel, Trotter, and Beaver considered the potential speakers for graduation exercises to be held on 5/28/69 for the 83rd Session. Mr. Casper suggested that President-elect Nixon be invited to deliver the main address and that Attorney General Mitchell be invited to give out the diplomas. The Conference felt that Mr. Nixon as President would be too busy early in his administration and that he should be considered for a later session. It was pointed out that Mr. Nixon previously spoke at graduation exercises of the 53rd Session on 6/11/54 when he was Vice President of the United States.

It was the unanimous opinion of the Conference that Attorney General Mitchell would be an appropriate speaker for the graduation exercises. The Conference felt we should continue the policy of having only one speaker.

RECOMMENDATIONS:

WASH DC
1. That Attorney General John N. Mitchell be approved as the speaker for the graduation exercises of the 83rd Session of the National Academy on May 28, 1969.

1 - Mr. Beaver
1 - Mr. Cotter
1 - Mr. Casper

JJC:mkm

(5)

JJC
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2 FEB 10 1969

Executives Conference Memorandum
Re: Speakers for FBI National Academy Graduation
83rd Session
May 28, 1969

2. If approved, the invitation for him to speak will be extended along with other members of the platform party at the usual time during the first week of the class which convenes March 10, 1969. Training Division will handle.

Resubmit on April 1

H.

*I think we should
have 2 speakers.*

The Director

January 17, 1969

The Executives Conference

DID occupies one-half of the 6th floor plus 7, 8, 9, and 10 in this building.

SECURITY OF SPACE
DOMESTIC INTELLIGENCE DIVISION (DID)
FEDERAL TRIANGLE BUILDING (FTB)

On 1/16/69 the Executives Conference, consisting of Messrs. DeLoach, Mohr, Beaver, Bishop, Callahan, Casper, Conrad, Felt, Gale, Rosen, Sullivan, Tavel and Trotter, considered five recommendations of DID for additional security measures in space in Federal Triangle Building. Mr. Felt presented the results of Inspection Division evaluation and each proposal was voted on separately as follows:

1. DID proposed installation of microphones in public stairwell running through DID space. Doors from Bureau space to stairwell are locked on the inside but microphones would give advance warning of an attempted entry at night. Mr. Felt opposed this recommendation, pointing out we might be in position of monitoring individuals having legitimate access to stairwells. Mr. Beaver said it would be highly undesirable to have microphones monitoring space used by FBI employees. The majority consisting of Messrs. Mohr, Beaver, Callahan, Casper, Conrad, Felt, Tavel and Trotter were opposed. Messrs. DeLoach, Bishop, Gale, Rosen and Sullivan were in favor, pointing out this space is rarely used by anyone and that microphone "protective coverage," particularly during the night hours, could hardly be considered an "invasion of privacy." Messrs. Tavel and Trotter suggested DID explore possibility of alarm bells on the stairwell doors.

2. DID pointed out hinges for doors leading from stairwells to Bureau space were all on the stairwell side. Entry to Bureau space could be obtained by removing pins in the hinges of these doors. DID recommended and Conference unanimously approved steps be taken to weld hinge pins so that they cannot be removed. (This would not affect normal operation of door.) GSA will be requested to handle.

3. DID also proposed installation of direct telephone line from desk of night supervisor in DID to GSA Guard Office in Justice Building so that immediate request for assistance could be made if unauthorized persons attempted to enter our

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79 - Mr. B-1069
1 - Mr. Casper
WMF:wmj (5)

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Executives Conference Memorandum
Re: Security of Space; DID
Federal Triangle Building (FTB)

space. Mr. Felt pointed out Guard Office can be called from any Bureau phone by dialing 500. Mr. Sullivan argued that guard phones might be busy. Mr. Felt suggested that under any circumstances it would be more desirable to dial Bureau operator to request prompt guard and Metropolitan Police Department assistance. GSA advises 5 guards are on duty in the Justice Building between 6:00 p. m. and 8:00 a. m. and at least 4 could be sent to the Federal Triangle Building in an emergency. In addition, guards from other Federal buildings in the immediate vicinity could be dispatched, if necessary. The direct telephone line to the FBI, Number 500, one of five lines in the Guard Office, is not used by GSA for any outgoing calls. The majority consisting of Messrs. Mohr, Beaver, Bishop, Callahan, Casper, Conrad, Felt, Rosen, Tavel and Trotter were opposed. Messrs. DeLoach, Gale and Sullivan voted in favor. Mr. Rosen recommended and the Conference concurred that the Bureau switchboard be given standing instructions to immediately and automatically notify the police, the Washington Field Office and duty supervisors at the Bureau of any forcible entry into Bureau space during non-work hours.

4. After regular working hours elevators in Federal Triangle Building are adjusted so they cannot stop at floors 7, 8 or 9 where openings from the elevator foyer are directly into Bureau space. The elevators will stop at any of the first 6 floors, occupied primarily by the Justice Department (DID occupies a portion of 6th floor but it is separately secured and not accessible from the elevator foyer). The elevator can also stop at the 10th floor. Opening of the elevator doors at 10th floor rings an alarm bell. Furthermore, all doors leading from the elevator foyer are locked. DID proposes in addition that elevator be adjusted so it can be operated only by individuals having a key. This proposal would require everyone to have special key to use building elevators after hours, including Department personnel. Messrs. DeLoach, Bishop, Gale, Rosen and Sullivan, while favoring the proposal, suggested that a survey be made of the Justice Department and the Fire Department to determine whether there would be any objection to such keying. The majority consisting of Messrs. Mohr, Beaver, Callahan, Casper, Conrad, Felt, Tavel and Trotter were opposed feeling that existing elevator security is adequate.

5. DID proposed that the Training Division furnish DID with mace or other suitable protective equipment to be used by DID employees when warranted. Mr. Felt pointed out that SAC Letter Number 68-73 authorized SAC approval of mace to Special Agents or Supervisors. The night supervisor in DID wears a

Executives Conference Memorandum
Re: Security of Space; DID
Federal Triangle Building (FTB)

sidearm while on duty but it was agreed that the mace could be used to cope with situations not requiring the use of sidearms. The Conference unanimously approved this proposal.

Appropriate action will be taken to implement the Director's desires with respect to these matters.

Respectfully,
For the Conference

Clyde Tolson

I share majority view
H.

RA
Mr. Tolson

January 17, 1969

O
The Executives Conference**PROPOSED ~~INSTALLATION~~ OF PROTECTIVE
SCREENING ON WINDOWS
IDENTIFICATION DIVISION BUILDING**

The Executives Conference of 1-16-69 consisting of Messrs. Beaver, Mohr, DeLoach, Sullivan, Casper, Felt, Bishop, Conrad, Trotter, Rosen, Tavel, Gale, and Callahan, considered the results of a General Services Administration (GSA) study with regard to captioned matter and its proposal to share one half the cost of recommended installation, which would amount to \$40,000 for FBI share to afford proposed protective screening at Identification Division Building.

It was pointed out to the conference that we have been in negotiation with GSA for some time in our efforts to bolster the security of the Identification Division for methods of barring entry and protecting against thrown missiles, such as fire bombs, through the basement and first floor windows as well as the street level entrances. GSA initially advised that since such protective device is special purpose to our needs and over and beyond the normal security services provided by GSA it would be necessary for the Bureau to absorb the cost. Initial estimated cost is \$79,200 if the screens were to be placed on the outside of the windows, and \$49,500 if the screens were placed inside.

Identification and Files and Communications Divisions, whose divisions occupy the space involved, feel outside screens are preferable since they will afford greater security especially from thrown missiles. Recent inspection of Identification Division looked into this matter and agreed that outside screens were preferable,

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GSA now advises they will meet us half way in affording the protective devices desired by their defraying the cost of installing a heavy iron grating over the building moat. Since the basement windows open direct into this moat outside access would be effectively shut off both from entry and from thrown objects. In addition, they would install folding metal gates at the building entrances. This would leave only the cost of screens for the first floor windows to be borne by Bureau and GSA estimated this expenditure as \$30,000 if inside screens (photo No. 1 attached) are installed and \$40,000 if stationary screens (photo No. 2 attached) are placed on the outside. GSA further advised that the above offer to assume a

Enclosures

NPC:jlk (7)

1 - Mr. Beaver ^{OB} FEB 14 1969
1 - Mr. Casper
1 - Mr. Trotter 1 - Mr. Tavel

1 FEB 14 1969

OVER.....

**Executives Conference Memorandum
Re: Proposed Installation of Protective
Screening on Windows
Identification Division Building**

portion of the cost will apply only if the Bureau agrees to have first floor screens installed at the same time at Bureau expense for a package deal.

The conferees were unanimous in recommending we accept GSA's offer to provide security for the basement windows and building entrances and that the Bureau defray the cost of installing outside screens on the first floor space at a cost of \$40,000.

The Director

February 12, 1969

The Executives Conference

REPORT WRITING

SUGGESTION #550-69 SUBMITTED BY
SA [REDACTED] KANSAS CITY

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The Executives Conference, consisting of Messrs. Tolson, DeLoach, Mohr, Bishop, Callahan, Casper, Conrad, Walters for Felt, Gale, Rosen, Sullivan, Tavel, Trotter and Beaver, considered captioned suggestion. This suggestion recommended the elimination of reports in Unlawful Flight to Avoid Prosecution and Confinement cases; also asked the possibility of extending the suggestion to other unknown subject violations in the criminal categories where reports seem to be primarily submitted only for statistical reasons. Suggester claimed supervision would not suffer because inspectors review all fugitive cases (six months old or more) during inspections; offices must review all fugitive cases six months after process obtained to recommend consideration of identification order (suggester would add a brief synopsis to this letter of investigation and prospects for apprehension as well as additional aliases) and each office must now review monthly aggravated fugitive cases for consideration of candidates for FBI's Top Ten Fugitive Program. Also, suggester relates that United States Attorney does not need these reports and suggests a brief letter to the United States Attorney outlining details of local offense on which request for unlawful process was based be sent to U. S. Attorney in lieu of report. Suggester pointed out Bureau now receives form letter at outset of case and recommends that a new form be devised to report apprehension of subject on dismissal of process plus what other information Bureau felt appropriate.

This suggestion was initially submitted on 12/19/66. At that time the General Investigative Division opposed it because the suggestion would diminish supervision at the Seat of Government and would hamper field supervision; also indicated 90-day reporting system already substantially reduced volume of reports. Special Investigative Division also opposed, stating that basic purpose of report writing is to control and supervise direction of investigation both at field and Seat of Government and felt that none of the supervisory checks enumerated by suggester would be adequate. Inspection Division also opposed and gave additional reasons that some of these Unlawful Flight to Avoid Prosecution cases are prosecuted; inspection findings amply document that field must be supervised very closely on fugitive investigations to prevent errors and, also, that reports provide training for Agents and a means of analyzing their effectiveness.

- 1 - Mr. Beaver
- 1 - Mr. Casper
- JJC/hcv
- (5)

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2 FEB 25 1969

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Executives Conference Memorandum**Re: Report writing****Suggestion #550-89 Submitted by** b6
SA [redacted], Kansas City b7C

On 1/20/67, this matter was considered by Executives Conference and Mr. Tolson requested field survey. Seven offices were canvassed; one opposed, six generally favored adoption but not without qualification. On basis of survey, General Investigative, Files and Communications, Inspection and Training Divisions all opposed adoption since field, even though favoring the suggestion, could not agree on procedure to replace reports and in some instances their proposals would actually make for more work. Special Investigative Division also particularly opposed and itemized six objections concerning the loss of supervisory control, direction of investigations and ease of review; also pointed out 90-day system had already minimized paper work. By memorandum dated 2/15/67 these facts were submitted recommending that suggestion not be adopted and this recommendation was approved. Suggester resubmitted suggestion by letter dated 2/7/69. Six other offices at Mr. Tolson's request were checked concerning this suggestion. Five of them were generally in favor of adopting suggestion as it relates to cases that start out as fugitives, that is, Unlawful Flight to Avoid Prosecution and Confinement, Deserters, and Parole, Probation and Conditional Release Violators. One office opposed, stating that the 90-day report system has already lessened the amount of paper work and felt that the case could be given better supervision through reports, both from an Agent and supervisory standpoint and minimized the number of serials that had to be charged out by case Agent. It was indicated that both Special Investigative and Inspection Divisions were opposed and suggested they might wish to state their views.

Mr. Tolson stated that he favored on a trial basis for one year the discontinuation of investigative reports in those classifications that start out as fugitive cases and in cases involving Ascertaining Financial Ability except in major cases. Major cases would involve cases of interest to the press and to Congressional sources and cases involving prominent people. Mr. Tolson agreed to the exception in Ascertaining Financial Ability cases that in those cases which originate in the Department a report would be submitted to the Bureau. In Ascertaining Financial Ability cases received in the field, the Bureau will be advised immediately by appropriate communication. He recognized that in all of these fugitive cases the Bureau is advised of receipt by Fugitive Form Letter unless they originate at the Seat of Government (such as Deserters) so that we have a record of all of these cases at the outset and recommended that an appropriate form be prepared for advising the Bureau in lieu of closing report. Mr. Tolson said he felt there should be a requirement that investigative leads in these cases in the field should be made a matter of record in the field files and that he saw no need for the detailed investigative reports being prepared except in those cases which he has indicated. He felt the adoption of this suggestion will result in the savings of a tremendous volume of work throughout the field. Mr. DeLoach and Mr. Gale indicated they wanted to go on record strongly opposing this suggestion. Mr. DeLoach said this is a time for tougher supervision

Executives Conference Memorandum**Re: Report Writing****Suggestion #550-69, Submitted by** b6
SA **Kansas City** b7C

rather than weakening of supervision. Mr. Gale said that 75% of the Unlawful Flight-type cases are closed in the first 90 days and only 1% of all our reports are involved in this type of matter. Mr. Gale also pointed out that this would eliminate the psychological factor of the Agent knowing that the Bureau was checking on his investigation. He pointed out the problems that the field supervisor would have without a report in sending out discontinuing notices upon the apprehension of the fugitive and the possibility of false arrest charges being made against the Bureau because another office might again arrest the man in question due to the fact that they did not receive a discontinue notice.

Mr. Tolson inquired as to the type of supervision now given to these cases at the Seat of Government. Mr. Gale stated that four Agents and two analysts (Grade GS-8) read every synopsis and where warranted conduct detailed file reviews.

The Conference was advised reports were discontinued in Interstate Transportation of Stolen Motor Vehicle, White Slave Traffic Act, Deserter, Theft of Government Property, and Ascertaining Financial Ability cases on 11/18/47, except that a summary report was required when there might be prosecution or, if no summary report had been done, a closing report was required. Reports were still required in important cases and other special types. Statistics were reported by means of a form. Based on the Director's observations on changing this rule, a survey of all field offices was conducted for one week beginning 1/24/49. As a result of the survey, Executives Conference recommended and the Director approved that reports again be submitted in these classifications.

Messrs. DeLoach, Sullivan, Gale, Rosen, Walters and Bishop voted against Mr. Tolson's proposal except as it related to Ascertaining Financial Ability cases and they were in favor of his proposal in this classification.

Messrs. Mohr, Trotter, Tavel, Beaver, Conrad and Callahan were in favor of Mr. Tolson's suggestion. While Mr. Casper was in favor of Mr. Tolson's suggestion he suggested that it be limited insofar as fugitive-type cases are concerned to only one classification during the trial period, that being Deserter-type cases.

Depending upon the Director's desire, the appropriate action will be taken including the sending of the necessary letter to the suggester.

Respectfully,
For the Conference

✓
Clyde Tolson

Mr. Tolson

February 20, 1969

The Executives Conference

HANDCUFFS

The Executives Conference, attended by Messrs. Tolson, DeLoach, Mohr, Bishop, Callahan, Casper, Walters for Felt, Gale, Rosen, Sizoo for Sullivan, Tavel, Trotter and Beaver, met on 2/20/69 and considered a suggestion by Special Agent [redacted] of the Tampa Office that each Special Agent be issued a set of handcuffs on a permanent basis. It was the suggester's contention, in view of the high incidence of crime in the country and the fact that Agents carry their side arms in all but a few instances when to do so would be a liability, that Agents would be better equipped to handle apprehensions or other emergencies arising in the course of their duties or to render assistance to law enforcement officers if the need arose.

b6
b7C

Mr. Casper opposed adoption of the suggestion since there was no need to issue a set to each and every Agent. To do so would create additional unnecessary expense, one more item to inventory and keep track of and it is extremely doubtful if all Agents would carry them. He said it has been ascertained that we already have about 3,295 sets of handcuffs but to implement the suggestion we would need about 3,000 more at \$9 a piece for a cost of about \$27,000. He noted that the Director has approved the purchase of 10,000 flex-cuff ties for use by Agents as temporary restraining devices and these have been ordered and will shortly be distributed to the field. In addition, each field office has a supply of handcuffs and, if he felt it necessary and justified, there was nothing to prevent an SAC requisitioning additional sets from the Bureau.

The Executives Conference unanimously voted against adoption of the suggestion.

*C.K.
H.*

66 2554-12901

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REC-104

ORIGINAL FILED IN

1 - Mr. Beaver

1 - Mr. Casper

1 - [redacted]

JJC:aga

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Mr. Tolson

February 13, 1969

The Executives Conference

SAFE-DEPOSIT BOXES

The Executives Conference of 2-12-69 consisting of Messrs. Tolson, Mohr, Callahan, Bishop, Casper, Conrad, DeLoach, Walters for Felt, Gale, Rosen, Sullivan, Tavel, Trotter and Beaver, considered the Manual of Rules and Regulations requirement that "when money, jewels, negotiable instruments, or other valuables must be retained by a field office, they must be kept in a safe-deposit box in a reputable bank. Access to the safe-deposit box is limited to the SAC and ASAC."

62-75478-105
ORIGINAL FILED IN

It was pointed out to the conference that the SAC at New York by letter of 1-21-69 pointed out that they are presently renting nine safe-deposit boxes at a total annual rental cost of \$490 per annum and noted that with the increased number of bank burglaries and entrance to safe-deposit vaults by slicing through steel and concrete suggested that an exception be made to the general rule in the New York Office. He proposed that a four-drawer combination Diebold security fire-proof safe filing cabinet available in the New York Office be utilized for the storage of valuables. These cabinets can be maintained in the office and under the personal supervision of the SAC. He further indicated that recently the New York Office obtained in a case \$3,000 in collectors coins. The weight was 155 pounds and should be stored in a safe-deposit box under current regulations. However, banks nearby the office, which is a highly residential neighborhood, do not have any more available safe-deposit boxes for rental.

The Investigative Division voiced no objection from an investigative standpoint to the utilization of a safe which is already available in the New York Office provided regular inventories are conducted and also considered the fact that a \$490 savings per year would result insofar as the New York Office was concerned.

The Laboratory Division pointed out that bank vaults have been proven to be vulnerable to burning bars and other modern equipment available to burglars today and that from a security standpoint they saw no objection to the utilization of the Diebold filing cabinet as described by the New York Office.

The rule requiring that money, valuables, and the like, be kept in safe-deposit boxes in a reputable bank was adopted in 1951 after \$820 in currency which

REC 1666 7554-12902

- NPC:jlk (4)
- 1 - Mr. Beaver
- 1 - Mr. Casper

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OVER.....

**Executives Conference Memorandum
RE: SAFE-DEPOSIT BOXES**

was retained in the office as an exhibit was discovered missing and responsibility for this disappearance was never fixed, but the SAC was required to reimburse the Government for the loss. Access to the safe-deposit box is strictly limited to the SAC or ASAC and the SAC is made personally responsible for fixing responsibility for any loss under present regulations.

It was pointed out to the conference that at the time this rule was adopted in 1951 our field offices were not manned on a 24-hour a day, 7-day a week basis as they now are.

The conference unanimously recommends that the regulation requiring the retention of money, jewels and other valuables in safe-deposit boxes be rescinded for those offices who have either a safe or the security-type fireproof file cabinets described by the Laboratory available for use in their offices. Access to the safe cabinets would be limited to the SAC or the ASAC and the SAC made personally responsible for fixing responsibility for any loss and, further, that provision be made for regular inventories to be conducted of the contents.

If approved, appropriate SAC Letter and manual changes will be prepared.

OK ✓
FL

The Director

March 6, 1969

The Executives Conference

MISSING PERSONS FILE
NATIONAL CRIME INFORMATION CENTER (NCIC)

The Executives Conference was held on March 6, 1969, and present were Mr. Tolson, Mr. DeLoach, and Mr. Mohr, and Assistant Directors Trotter, Tavel, Sullivan, Gale, Rosen, Conrad, Felt, Callahan, and Bishop, and Mr. Jenkins for Mr. Casper. Mr. Beaver was also in attendance along with Inspector J. J. Daunt.

Background

By memorandum dated February 25, 1969, from Mr. Daunt to Mr. Bishop under the same caption (attached), it was recommended that NCIC be expanded to include a file on missing persons. Missing persons to be entered into NCIC would be limited to juveniles as defined by state age definition who have been missing for more than 30 days. Juveniles who were mentally disturbed or mentally retarded or who disappeared involuntarily would be entered immediately. The only adult missing persons that would be entered in NCIC would be those who have a mental disability established by court order or physical disability supported by a local medical opinion.

In all of the above cases police would be requested to take the persons into protective custody upon identification through NCIC. Another category of missing persons would be entered, namely, adults whom police investigation establishes that circumstances indicate the disappearance was involuntary. In these situations the computer record would advise the police to locate and notify the originating agency but not to take into custody.

The above criteria are limited to those situations where the police can legally take persons into protective custody and take action with regard to those who are determined to be in physical

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- | | | |
|------------------|------------------|--------------------|
| 1 - Mr. Tolson | 1 - Mr. Conrad | 1 - Mr. Trotter |
| 1 - Mr. DeLoach | 1 - Mr. Felt | |
| 1 - Mr. Mohr | 1 - Mr. Gale | (CONTINUED - OVER) |
| 1 - Mr. Bishop | 1 - Mr. Rosen | |
| 1 - Mr. Casper | 1 - Mr. Sullivan | |
| 1 - Mr. Callahan | 1 - Mr. Tavel | |

- Tolson _____
- DeLoach _____
- Mohr _____
- Bishop _____
- Casper _____
- Callahan _____
- Conrad _____
- Felt _____
- Gale _____
- Rosen _____
- Sullivan _____
- Tavel _____
- Trotter _____
- Tele. Room _____
- Holmes _____
- Gandy _____

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ORIGINAL FILED IN 79 00 - 82

REC-1/66-2554-12903

Executives Conference Memorandum
Re: Missing Persons File, NCIC

danger. It eliminates the domestic situations where the police have no authority to interfere with the individual actions of an adult who voluntarily disappears.

Conference Discussion

Mr. Tolson took the position that the criteria for entry of a missing person into NCIC would be embarrassing or might subject the Bureau to criticism from Congressmen and others. He pointed out that it would be difficult to explain to these people why a missing person that did not fit the criteria could not be entered into NCIC. Mr. Tolson inquired as to the possible size of a missing person file. He was advised that there is no national file to indicate possible size, however, in 1967 the police did take into protective custody over 170,000 persons under 18 years of age who were runaways or missing. We know that over 90 percent of these would have been returned within 30 days and, therefore, not eligible for the NCIC file. There is no real test of the number of adults who might be missing under mental or physical disability. However, the Bureau is in the position to control the size of such a file through computer purging.

Mr. DeLoach, Mr. Bishop, and Mr. Rosen pointed out the humanitarian aspects of such a file and the overwhelming public relations value it would have in locating persons who are dangerous to themselves or whose safety is at risk. It was also noted that the Bureau would not be entering missing persons since in the NCIC system the jurisdiction would lie with the agency where the missing person resided. The computer record would identify the local police agency as the entering agency and they would be responsible for keeping the record current and that it would meet the required criteria. It was also pointed out that a missing persons file in NCIC had tremendous potential success because of the millions and millions of police contacts and arrests that are made with the public which could result in an NCIC check and not be limited to the submission of a fingerprint card.

(CONTINUED - OVER)

**Executives Conference Memorandum
Re: Missing Persons File, NCIC**

A majority of the Conference, consisting of Mr. Tolson, Mr. Mohr, Mr. Trotter, Mr. Tavel, Mr. Beaver, Mr. Jenkins, Mr. Conrad, Mr. Felt, and Mr. Callahan, were opposed to establishing a missing persons file application for the NCIC system. The minority of the Conference, consisting of Mr. DeLoach, Mr. Gale, Mr. Rosen, and Mr. Bishop, were in favor of the implementation of a missing persons file in the NCIC system. Mr. Sullivan abstained.

Respectfully,
For the Conference

Clyde Tolson

*g share view of
Majority
H.*

Mr. Tolson

April 10, 1969

The Executives Conference

**FIELD ANNUAL LAW ENFORCEMENT
CONFERENCES**

The Executives Conference on April 10, 1969, consisting of Messrs. Tolson, DeLoach, Mohr, Bishop, Callahan, Casper, Conrad, Walters for Felt, Gale, Rosen, Sizoo for Sullivan, Tavel, McDaniel for Trotter, and Beaver, considered the topic for the annual field law enforcement conferences for this year.

Mr. Casper pointed out that these conferences are usually held during the Fall of the year and that last year 275 were held, each conference was of four to five hours' duration. The success of this program depends upon our choosing a conference topic or topics which are of current interest to local law enforcement executives and command personnel; also, the topic should have general applicability throughout the country. Last year the conferences dealt with the subject of Bank Robbery; the year before they concerned the NCIC and Legal Decisions Affecting Law Enforcement; and in 1966 they dealt with the subject of The Law Enforcement Image.

The Training Division informally checked with 20 SACs in various sections of the country for suggestions as to conference topics. The most prevalent topics suggested were Extremist Groups and Organized Crime. The Executives Conference was advised that these topics are also of prime interest to the President and the Attorney General from a domestic law enforcement standpoint and that if we were to select these topics for our conferences this year each field office would be permitted to emphasize one subject or the other, depending upon which it thinks would be of most interest to the law enforcement officials in the area where the conferences are being held. The Executives Conference was advised that before June we will have Police Instructors trained in each domestic office to brief local law enforcement officials regarding Extremist Groups.

66-9340-716
ORIGINAL FILED IN

- 1 - Mr. Beaver
- 1 - Mr. DeLoach
- 1 - Mr. Gale
- JJC/hcv
- (8)
- 1 - Mr. Sullivan
- 1 - Mr. Bishop
- 1 - Mr. Casper

66-2554

MAY 4 1969

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54 MAY 5 1969

Executives Conference Memorandum
Re: Field Annual Law Enforcement Conferences

During the discussion on Extremist Groups, Mr. Mohr pointed out that he felt this should include, in addition to the black and white extremist groups, such as the Black Panthers and the Minutemen, the Students for a Democratic Society. The Conference agreed.

Concerning the topic on Organized Crime which Mr. Tolson opposed, Mr. Gale stated that the local officers would want to know if there were La Cosa Nostra members in their area and/or if there was corruption; that this could prove embarrassing and/or possibly subject our SACs or speakers to civil suits, citing examples of Chiefs of Police and others who were subjected to civil suits. After considerable discussion concerning the advisability of using Organized Crime as a topic it was the unanimous view of the Conference that this topic be given no further consideration.

It was, therefore, the general consensus and unanimous view of the Executives Conference that the topic for our field annual law enforcement conferences for the year 1969 be Extremist Groups which would include the Students for a Democratic Society.

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J Concur
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UNITED STATES GOVERNMENT

Memorandum

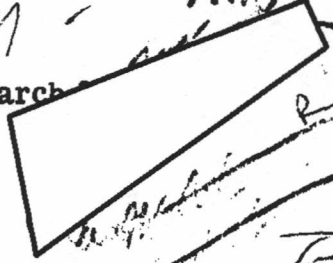
TO : The Director

FROM : The Executives Conference

SUBJECT: FBI NATIONAL ACADEMY
NOTEBOOK COVERS

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DATE: March



Tolson
 DeLoach
 Mohr
 Bishop
 Casper
 Callahan
 Conrad
 Felt
 Gale
 Rosen
 Sullivan
 Tavel
 Trotter
 Tele. Room
 Holmes
 Gandy

ORIGINAL FILED IN 1-4-14255

The Executives Conference, consisting of Messrs. Tolson, DeLoach, Mohr, Bishop, Callahan, Conrad, Felt, Gale, Rosen, Sullivan, Tavel, Trotter, Beaver and Jenkins for Casper, on 3/21/69, considered whether the Bureau should furnish to National Academy graduates notebook covers upon their request.

In February, 1968, the Director approved the authorization to purchase 2,500 notebook covers at less than a dollar per cover to furnish to succeeding National Academy class members in sufficient quantity to handle the printed material we give to each student plus the notes he may take during the classroom periods. These have been distributed to the members of each session since that time and they have averaged five notebook covers per man. When we purchased the notebook covers in February, 1968, they cost 94¢ apiece.

We have received several informal inquiries as to the possibility of previous graduates obtaining these covers and each inquiry has been informally answered that we have no provision at this time. Recently, we received an inquiry from a graduate of the 74th Session of the FBI National Academy asking if it would be possible to purchase six of these covers to file his material which he had obtained while in attendance at the National Academy.

It was proposed to the conference that we purchase 5,000 of these notebook covers at a cost of about \$5,000 from funds under the Omnibus Crime and Safe Streets Act and that we furnish these to past graduates only upon request and to those in good standing.

Messrs. Tolson, Trotter, Tavel, Beaver, Sullivan, Rosen and Bishop felt that if we make the purchase we should charge the graduates the cost price for the notebook covers.

1 - Mr. Beaver

1 - Mr. Casper

TJJ/hcv

(5) *3 Xerox copy*

concur.

REC-33

66-2554-12909

MAY 1 1969

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66 MAY 7 - 1969

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Executives Conference Memorandum
Re: FBI National Academy Notebook Covers

Messrs. Mohr, DeLoach, Gale, Conrad, Felt, Callahan and Jenkins felt that we should give them to the graduates upon their request and if they were in good standing.

Based upon the Director's desire in this matter, appropriate action will be taken.

Respectfully,
For the Conference

Clyde Tolson

I do wish the Ex. Conf. would realize that "money doesn't grow on trees." We are operating on a tight Budget.

The Director

May 19, 1969

The Executives Conference

SUGGESTED RETIREMENT PLAQUE
TO BE AWARDED RETIREES IN GOOD STANDING

The Executives Conference of May 16 consisting of Messrs. Tolson, Mohr, DeLoach, Beaver, Sullivan, Gale, Rosen, Walters for Felt, White for Conrad, Bishop, Trotter, Tavel, Casper and Callahan, considered a suggestion made by the Personnel Section of the Administrative Division that consideration be given for approval of a plaque to be awarded retirees in good standing consisting of a walnut back on which to be placed a polished brass plate bearing the name of the retirees, the number of years of service, and the Director's signature. The estimated cost of such plaque is \$18.00 each for material and labor.

It was pointed out to the conference that such recognition is permissible and in fact encouraged and falls within the intent of the Incentive Awards Act of 1954 providing that expenses for honorary recognition of employees may be made from appropriated funds. Over the last three years we have had an average of 155 retirements, so the total cost per year would be under \$3,000 per year.

At present just a warm letter is sent to the retiring employee by the Director which is of great significance to the employee; however, it was felt that the awarding of a plaque as proposed would have tremendous public relations value and would be deeply appreciated by retiring employees. Attached are proposed designs of such plaques.

EXECUTIVES CONFERENCE ACTION:

The majority of the Conference consisting of Messrs. Tolson, Mohr, DeLoach, Beaver, Sullivan, Gale, Rosen, Walters for Felt, White for Conrad, and Bishop were opposed to approval for awarding such plaques to retiring employees, whereas the minority of the Conference, consisting of Messrs. Trotter, Tavel, Casper and Callahan, were in favor of approval of this suggestion.

Enclosures
NPC:jlk
(5)
1 - Mr. Beaver
1 - Mr. Casper

Respectfully,
For the Conference

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66 2554-12905

ST-117

Clyde Tolson
MAY 23 1969

Share Majority
Time
Kick
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79 MAY 26 1969

UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR

DATE: 3/21/69

FROM : CLYDE TOLSON ✓

SUBJECT:

phs

Tolson	
DeLoach	
Mohr	
Bishop	
Casper	
Callahan	
Conrad	
Felt	
Gale	
Rosen	
Sullivan	
Tavel	
Trotter	
Tele. Room	
Holmes	
Gandy	

W.H.

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I have instructed the members of the Executives
Conference that hereafter immediately upon the receipt of
any communications from the Department, they be sent to the
Director.

*I only want communications
dealing with policy operations,
of anything which A.G. may
like to take up with me.*

CT:DSS

ORIGINAL FILED IN 66-3665-4381

66-2554 -
NOT RECORDED
102 APR 28 1969

10 APR 25 1969

51 APR 30 1969

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Mr. Tolson

5/16/69

The Executives Conference

BUREAU AUTOMOBILE MAINTENANCE

The Executives Conference, consisting of Messrs. Tolson, DeLoach, Mohr, Bishop, Callahan, Casper, White for Conrad, Walters for Felt, Gale, Rosen, Sullivan, Tavel, Trotter, and Beaver, met on 5/16/69. Among the items considered was a suggestion by Special Agent [redacted] of the Kansas City Office concerning the washing of Bureau automobiles.

[redacted] suggested that all Agents be instructed to use automatic (that is, self-service) car washing facilities, which he stated are generally available, instead of the regular car washing facilities such as obtained through contract garages. He stated that the usual car wash facilities cost at least \$2.00 whereas the automatic car wash costs only \$.50 and takes but five minutes' time and could be defrayed through the imprest fund. Using an estimate of two washes a month for 3,633 cars, he pointed out the yearly cost of automatic car washes at \$.50 each would be \$43,596 but, if done at regular price of \$2.00, the cost would be \$174,384. He felt we would save \$130,788 per year from the suggested procedure. He further noted that it had additional advantage of cleaning underside of car as well.

Mr. Casper advised that a check of the contracts for the various field offices disclosed that the average contract garage/^{cost} for a car wash is \$2.02. He stated a test run at a self-service facility in Kansas City disclosed that the cost was \$.75 instead of \$.50. The time consumed was 9 1/2 minutes instead of five. The car was cleaned by pressurized hose which cleaned top and sides of the car but not underneath contrary to what suggester had stated.

Mr. Casper pointed out that suggester did not figure Agent time involved in the cost. The average Agent salary (including fringe) is \$6.66 an hour; therefore, at 10 minutes (round figure) per wash this would come to \$1.11 which, added to the \$.75 charge for the automatic wash amounted to \$1.86. This reduced the difference between the average standard car wash and the self-service wash to \$.16. Mr. Casper noted that all these considerations were aside from travel time and that if travel time were only two minutes, it would add \$.22 to the self-service cost making the cost \$2.08 which is actually more than the average regular car wash.

ORIGINAL FILED IN 66-1980-10-769

Enclosure

JJC:pld

(5)

1 - Mr. Beaver

1 - Mr. Casper

59 MAY 28 1969

REC-24

66-2554-12906

3 MAY 26 1969

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Executives Conference Memorandum
Re: Bureau Automobile Maintenance

As a further item of consideration, Mr. Casper noted that car washing is often a consideration in bidding on a contract; contract garages usually wash cars when not in use or after regular business hours hence there is no loss of Agent time or vehicle use. He also noted that, while Kansas City has six such facilities in its headquarters city area, it is not known if these self-service facilities are available everywhere.

Mr. Mohr stated that the self-service facilities did not clean the interior of the car such as the windows, floors, ashtrays, et cetera, which is a normal service of the regular car wash facilities.

The members of the conference unanimously agreed that the suggestion should not be adopted.

RECOMMENDATION: That the attached letter be directed to SA

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The Director

March 27, 1969

The Executives Conference

**FBI TOUR PROGRAM
UTILIZATION OF FEMALE CLERKS**

The Executives Conference, consisting of Messrs. DeLoach, Mohr, Callahan, Casper, Conrad, Walters for Felt, Gale, Rosen, Sullivan, Tavel, McDaniel for Trotter, Beaver and Bishop, today considered two proposals regarding the utilization of female clerks for certain tour assignments. Mr. Bishop introduced the matter for discussion noting that Bureau tours are approaching the extremely heavy Spring and Summer seasons while at the same time the attrition rate among tour leaders continues at a very high level. He said the reasons for the high turnover or unavailability of tour leader personnel were attributable to the draft, resignations, reserve military obligations, promotions, transfers, Bureau training programs, and inability of tour leaders to be released from particular job assignments in their respective Divisions. Mr. Bishop stated, by way of example, that during the period extending from April through September, 1968, the services of 70 tour leaders were lost for the above reasons. He also referred to the Bureau's recent temporary modification of existing qualifications for the Special Agent position. Since Bureau clerks with a four-year resident college degree may now be considered upon the completion of one year continuous Bureau service, 12 tour leaders, now qualified under the new criteria, will be potentially lost to the tour program in the immediate future.

Proposal No. 1: The first proposal considered by the Conference pertained to the use of female clerks as tour leaders, but only under the following stipulations:

- REC-31
1. The young women chosen for tour assignment would be extremely carefully selected and trained only upon the recommendation of the Division to which they are regularly assigned and after appropriate interview by the Crime Records Division.

66-2554-12907

MAY 29 1969

- 1 - Mr. Beaver
- 1 - Mr. Casper

(Continued - Over)

WHS:jmg (10)

79 JUN 3 1969

ORIGINAL FILED IN 94 - 42578

Executives Conference Memorandum
Re: FBI Tour Program
Utilization of Female Clerks

2. They would only be used during the heavy Spring and Summer peak seasons when a shortage of male clerical tour leaders required their services to supplement the tour staff.

3. The approved female clerks would be assigned only to certain tours, such as school groups, Boy Scouts and Girl Scouts groups, and other similar types of tours and they would never be used, for instance, on groups which included "hippies" or others who might be expected to be difficult to handle.

4. The young women approved for tour duty would be attired in a modestly designed uniform which would be selected and provided by the Bureau in order to insure that our female representatives conformed at all times with the FBI's high standards of dress.

With the exception of Mr. Tolson, the Conference was unanimously in favor of the adoption of this proposal.

Proposal No. 2: The following alternate proposal was also considered by the Conference. This calls for the utilization of about 7 or 8 female tour representatives to staff existing tour control points necessary for the smooth handling of the thousands of visitors coming to the FBI every day. Thus, the 7 or 8 male clerical tour leaders now assigned to these posts would be released for the actual taking of tours. The above-described stipulations and conditions would be meticulously followed with respect to the young ladies so selected. It was pointed out that these young ladies would not be leading tours, but rather would be acting simply as receptionists, information clerks, tour dispatchers, and would be performing other duties on the tour route, such as spotting congestion resulting from sicknesses and other causes, and bringing such information immediately to the attention of

(Continued - Over)

**Executives Conference Memorandum
Re: FBI Tour Program
Utilization of Female Clerks**

the tour control room. In order to be able to staff these 7 or 8 tour control points with female clerks, it was proposed that 15 or 20 suitable and qualified young women be chosen so that an adequate staff would always be available taking into consideration the possibility of annual and sick leave, indisposition, break periods, and such other factors which necessarily would have to be considered in connection with the utilization of females for these assignments.

The Conference was unanimous in favoring the implementation of this proposal.

RECOMMENDED ACTION:

1. That favorable consideration be given for the implementation of Proposal No. 1 involving the selection and training of suitable female clerks as Bureau tour leaders.

no
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2. If the above is not approved, that favorable consideration be given to the utilization of a selected group of female Bureau clerks to staff the 7 or 8 tour control points, as described above, thus relieving the male tour leaders for the actual handling of tours.

af

↑ I concur
H

**Respectfully,
For the Conference**

Am

(SEE ADDENDUM-NEXT PAGE) **Clyde Tolson**

ADDENDUM: WHS:jmg 3/28/69

With reference to Mr. Adams' memorandum to Mr. Callahan, dated 3/26/69, captioned Special Agent Position, Tour Training, the statement was made that we have not been able to insist that all candidates for tour training be interested in and potentially qualified for the Special Agent position, inasmuch as we do not have a sufficient number of such qualified male clerical employees available to handle our heavy tour schedule. The Director noted: "Then reduce the tours. . .H."

A survey of all clerical tour leaders at SOG has been completed and discloses the following data:

Number of approved tour leaders		<u>107</u>
Number of tour leaders who want to be Special Agents and are going to college or have completed college hoping to qualify	<u>83</u>	
Number of tour leaders who want to be Special Agents but not in college now but expect to enroll or resume when circumstances permit	<u>20</u>	
Number of tour leaders who are not desirous of qualifying for Special Agent at this time	<u>4</u>	
TOTALS	<u>107</u>	<u>107</u>

WJ

1973

ENCLOSURE 66-2554-12907

Mr. Tolson

May 16, 1969

The Executives Conference

POLICE TRAINING ON ORGANIZED CRIME

The Executives Conference, held on May 16, 1969, consisting of Messrs. Tolson, DeLoach, Mohr, Bishop, Callahan, Casper, Gale, Rosen, Sullivan, Tavel, Trotter, White for Conrad, Walters for Felt, and Beaver, considered the topic of Police Training on Organized Crime.

Mr. Casper reviewed the contents of his memorandum to Mr. Mohr, dated 5/6/69, with the conference and then pointed out that the Director instructed a second look should be taken at the observations in his memorandum to temporarily hold in abeyance the inclusion of organized crime in our Field Police Training Program. The Conference was advised that since then the Law Enforcement Assistance Administration (LEAA) has now explicitly outlined its plans and curriculum for such training of police on a regional basis, using organized crime specialists from state and local governments, Department of Justice, Internal Revenue Service and other Federal agencies, commencing in July, 1969, rather than June, 1969, as originally announced.

The Conference was informed that the Training Division was adverse to providing such training to the policy-making police administrators where the need for an interchange or exchange of specific intelligence data existed, but recommended training for police at the investigator level as outlined in referenced memorandum, e. g. , to include general familiarization with the structure of organized criminal groups, including gambling operations, as well as a working knowledge of the particular crimes most conducive to organized criminal participation, preservation of gambling evidence when recognized and instruction in the law of conspiracy.

Training for administrators is directed at the heads of organized crime units in local police departments such as the Chief of Detectives; whereas, the investigators' training is directed toward the detectives who actually do the work. This could be contrasted with our field administrative staff who would be the administrators and the Agent investigators who would be the detectives or the investigators.

- 1 - Mr. Beaver
- 1 - Mr. Casper
- 1 - Mr. Rosen
- 1 - Mr. DeLoach
- 1 - Mr. Conrad
- 1 - Mr. Gale

JPF:aga/hcy
(9)

REC-13 66-2554-12908

JUN 6 1969

ORIGINAL FILED IN 1-1152-12944

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79 JUN 10 1969

**Executives Conference Memorandum
Re: Police Training on
Organized Crime**

Mr. Gale was opposed to an exchange of information of certain types citing that approximately three percent of the revenue realized by organized crime was used for the corruption of law enforcement and the very police participating in an interchange of intelligence data could easily divulge our techniques and information to the hoodlums corrupting them. Mr. DeLoach was also opposed pointing out that if we went into this program our training should be better than training afforded by LEAA. He felt that in order for it to be better we would have to give the police the information exchange they sought, as to names, places, etc.

Mr. Mohr recommended that the Training Division run one or two pilot training programs on organized crime at the police investigator level, coordinating the cooperation and participation of the Special Investigative and Laboratory Divisions. Thereafter, the Training Division would evaluate these programs with a view to determining whether, in fact, the police investigator's needs can be filled in the field of training on organized crime.

In the event such evaluation is favorable, the field police instructors could be brought into Washington and afforded the necessary training to provide this program to local police throughout the country.

The Conference unanimously agreed that Mr. Mohr's recommendation be implemented.

OK
[Handwritten initials]

WASHINGTON
MAY 10 1968

Mr. Tolson

7-11-69

The Executives Conference

NAME SEARCHING PROCEDURES

1119-110

On 7-11-69 the Executives Conference, consisting of Messrs. Tolson, DeLoach, Callahan for Mohr, Bland for Bishop, Walsh for Callahan, Casper, Conrad, Felt, Gale, Rosen, Sullivan, Tavel, Trotter and Hyde for Beaver, considered a recommendation by SA George H. Scatterday of the Name Check Section, General Investigative Division, that the name searching rules for persons under 22 years of age be afforded a full six-way search as they were prior to April, 1966, at which time the Executives Conference approved instituting a streamlined search of persons 21 years and younger. Scatterday states that many youthful persons have been engaged in campus disorders, racial agitation, violence-prone organizations, New Left activities, et cetera, and any information in our files involving such persons should be furnished the requesting agency in response to a name check request. He feels that a limited search may be missing pertinent data in our files. He gives absolutely no specific instance where data has been missed in the three years we have been using the streamlined search.

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It was pointed out that the abbreviated search was instituted after a survey of people 21 and under showed that of 5,000 name check forms, only 172 possible identifications were made and all except one of these were found by searching the indices on the full name and the first name with middle initial. It was also necessary at that time to streamline our searching operation because of the tremendous increase in the volume of receipts of name checks from other agencies, particularly from the military. Most name check requests from them are for individuals 21 and under and these constitute a large majority of the total volume of name check requests we receive. We found at that time that other Government agencies making such name checks were only averaging one ^{and} half searches per request rather than the six searches we had been giving each name.

62-5-3417

In three years' experience with the present search, we know of no case in which information has been missed as a result of this limited search and our spot checks have indicated that no pertinent information is being missed. As

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- 1-Mr. DeLoach
- 1-Mr. Rosen
- 1-Mr. Beaver
- 1-Mr. Casper

REC-100
 JUL 18 1969

66-2554-12909

WST:ALG 1969

(7)

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18 JUL 17 1969

**Executives Conference Memorandum
Re: Name Searching Procedures**

a result of the streamlined search, nearly two million dollars in savings have been realized, representing in excess of 100 additional clerical employees each year that would be necessary if we were to reinstitute the full six-way search on each name. These savings in 1968 alone amounted to \$529,242.63.

The search which we now conduct includes the full three-part name; the first name and middle initial only; the written signature if this differs from the breakdown referred to above; and also any nicknames or aliases listed on the request form. If any reference is found on the limited search a full six-way breakdown search is then made. The employee is required to search three cards before and three cards behind for any possible variations or other cards which may be identical. All Bureau applicant searches and any searches requested by Bureau Supervisors for individuals in the 21 and under age group are given a six-way search. It was pointed out that we are receiving only fragmentary identifying data on many of the young people involved in campus disorders and that a search on merely the first and last name generally produces only a number of references which cannot be definitely identified with the subject.

We are working overtime at present in the Name Searching Unit to try to keep up with the extremely heavy volume of receipts and to revert to six-way searches on the large percentage received from the military would undoubtedly result in creating a large delinquency.

We have no evidence that any significant action has been taken by the agencies receiving derogatory information on the people in the age group of 21 and under to exclude them from the Armed Forces or from Federal employment.

The Conference unanimously agreed that in view of the additional expense and employees which would be required to reinstitute the full six-way search and the fact that there was no evidence that any information has actually been missed because of the limited search, that the present rules for searching persons 21 years and under continue as at present.

RECOMMENDATION: That the Records Branch continue to search the names of individuals 21 and under received on name check requests from other agencies in accordance with the procedures previously approved by the Executives Conference in April, 1966, which have been in effect since then.

~~SECRET~~

Mr. Tolson

July 11, 1969

The Executives Conference

PROPOSAL TO MEET SPECIALIZED SURVEILLANCE
NEEDS IN COUNTERESPIONAGE FIELD

The Executives Conference on July 11, 1969, consisting of Messrs. Tolson, DeLoach, Callahan for Mohr, Bland for Bishop, Walsh for Callahan, Casper, Conrad, Felt, Gale, Rosen, Sullivan, Tavel, Trotter, and Hyde for Beaver, considered a recommendation that the Bureau make a survey and analysis in depth for the purpose of finding a solution to our current surveillance problems in the counterespionage field.

[Redacted]

(S)

(S)

b1

[Redacted]

[Redacted]

(S)

WCS:lag
(8)

- 1 - Mr. DeLoach
- 1 - Mr. Mohr
- 1 - Mr. Callahan
- 1 - Mr. Beaver
- 1 - Mr. Casper

50 AUG 19 1969

EX-117 REC-20 66 2554-12910

CONTINUED - OVER AUG 4 1969

PRR REC UNIT

~~SECRET~~

~~SECRET~~

**Executives Conference Memorandum
Re: Proposal to Meet Specialized Surveillance
Needs in Counterespionage Field**

[Redacted]

(S)

Both New York and Washington Field Office conducted a special survey during the month of April, 1969, with conclusion that we could probably accomplish the necessary [Redacted]

[Redacted] at much less cost to the Bureau by utilizing personnel other than Special Agents for surveillance work. New York estimated 67 per cent of man hours of Special Agent time devoted to physical surveillances could have been handled by GS-7 specialists. Translated into dollars, the same physical surveillance work could have been accomplished at a minimum estimated savings of more than \$25,000 for the month of April 1969.

(S)

b1

[Redacted]

(S)

[Redacted]

(S)

I do not approve. Of the [Redacted] are so surveillance conscious as we claim I do not believe clerks can be sufficiently oriented to handle the work - Furthermore to create GS 7 positions would throw our whole Classification Program out of line. Also many of our female employees would presume for such assignments

~~SECRET~~

N.

Mr. Tolson

8/21/69

The Executives Conference

FBI NATIONAL ACADEMY ASSOCIATES MEMBERSHIP

N.A. ASSOCIATES

On 8/21/69 the Executives Conference consisting of Messrs. DeLoach, Mohr, Bishop, Callahan, Casper, Conrad, Felt, Gale, Rosen, Sullivan, Tavel, Trotter, and Beaver considered a suggestion by the national officers of the FBI National Academy Associates concerning modifying active membership requirements in the Associates.

National Academy graduates who are active in law enforcement or retire therefrom can belong to the FBI National Academy Associates. There is no other type of membership. National officers met in July and recommended that the rules be modified to make it possible for graduates in good standing who leave law enforcement through no fault of their own or who leave to take employment with functions related to law enforcement be allowed to retain their active membership. They noted that the recent Omnibus Crime bill caused the creation of police planning agencies in each state and opened new areas of professional employment in training and educational fields. Further, some law enforcement positions like sheriffs, commissioners, and some chiefs depend on an election for their jobs. Under present rules these National Academy graduates cannot retain their active membership.

The FBI Training Committee unanimously felt that if graduates live up to their agreement to stay in law enforcement three years after graduation and then leave to enter a related law enforcement field they should be allowed to remain active Associates. Those who enter the field of training or planning are, in fact, fulfilling one of the objectives of the Academy. For example, when the State of New Jersey created a planning agency for law enforcement this past year, the Governor selected three National Academy graduates for this agency. Two were consultants and one an instructor. At present they do not belong to a duly constituted law enforcement agency and, therefore, are technically not eligible to be active Associates. The positions they hold are to assist local law enforcement agencies in the State of New Jersey and all are most cooperative with the Newark Office. [redacted] a Captain of the Eugene, Oregon, Police Department and a November, 1965, Academy graduate, at the request of the Governor now serves as Training Coordinator, Governor's Advisory Board on Police Standards and Training, for the entire State of Oregon. This, too, is not the type of agency from which we accept applicants to the Academy and he is not eligible to be an active Associate. There are approximately 20 to 25 loyal graduates in this category.

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- Mr. Beaver
- Mr. Casper
- ymkm (5)

79 SEP 2 1969

EX-111 [signature]

66-2554-12411 RECORDED

176 SEP 22 1969

Executives Conference Memorandum
Re: FBI National Academy Associates Membership

RECOMMENDATIONS OF THE EXECUTIVES CONFERENCE:

The Conference unanimously felt that if a National Academy graduate loses his job through no fault of his own or if he leaves law enforcement after fulfilling his agreement to remain three years after graduation and then enters a law enforcement related field he should be considered for active membership in the Associates. Each case would be submitted to the Bureau by the Special Agent in Charge where the graduate is located, and the Training Division would submit questionable or doubtful cases to the Director for approval.

*OK but I will not
consider private investigators
who have been N.A. graduates
to be so qualified.*

The Director

September 25, 1969

The Executives Conference

COMPUTERIZED CRIMINAL IDENTIFICATION RECORD
10 STATE PROJECT

The Executives Conference was held on September 25, 1969, and present were Messrs. Tolson, DeLoach and Mohr, Assistant Directors Callahan, Bishop, Felt, Conrad, Rosen, Gale, Tavel, Mr. Jenkins for Mr. Casper, Mr. Moore for Mr. Sullivan, Mr. McDaniel for Mr. Trotter, and Mr. Beaver.

Background:

The 10 State Project was initiated in June, 1969, is partially funded by the Law Enforcement Assistance Administration (LEAA) and has for its purpose: (1) The establishment of standards for the criminal identification record and the conversion of this record for computer storage within the states and (2) to attempt to get standardization of prosecutive, court and correctional statistics within the states in the same manner as is presently accomplished with regard to police statistics (Uniform Crime Reports statistics) for the eventual central collection of all such statistics by LEAA. Ten states are involved in this demonstration Project, which has a total of 2.2 million dollars allocated to it, put up by LEAA and individual states. With Director's approval, Bureau representatives participated in Project by attending meetings held for purpose of setting standards for offense classifications, data elements, and computer format for the criminal identification record. However, on Director's instructions no Bureau representatives attended last meeting held for this purpose on September 4-5, 1969, in Detroit, Michigan.

I will never agree to LEAA taking over our Crime Statistics

Current Request: *As is here indicated - H.*

Bureau in receipt of letter dated 9/10/69 (attached) from O. J. Hawkins, Deputy Director of California Department of Justice, who is Chairman

REC-26 66 2554 - 12912

Enclosure

- 1 - Mr. Tolson
- 1 - Mr. DeLoach
- 1 - Mr. Beaver
- 1 - Mr. Mohr
- 1 - Mr. Bishop

- 1 - Mr. Casper
- 1 - Mr. Callahan
- 1 - Mr. Felt
- 1 - Mr. Tavel
- 1 - Mr. Trotter

ST-111 10 OCT 20 1969

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59 OCT 23 1969

Executives Conference Memorandum
Re: Computerized Criminal Identification Record
10 State Project

of the 10 State Project. Hawkins, on behalf of all 10 states involved, requests Director to permit FBI's National Crime Information Center (NCIC) to be utilized as the central index for the storing of computerized identification records and to demonstrate that rapid exchange of such records over NCIC communications network is possible. Project has set goal of August, 1970, for date of demonstration. Hawkins advises FBI is logical agency to act as central index because of its long history as clearinghouse for criminal identification records, as well as its development and operation of successful NCIC network. Hawkins also advises he understands that LEAA will possibly provide funds for costs incurred by Bureau in setting up the central index and running it during the demonstration.

Conference Discussion:

Mr. Bishop pointed out that Hawkins' request in no way pertains to FBI collecting criminal statistics from all agencies in criminal justice system or permitting NCIC communication network and NCIC computers as means of collecting statistics from all areas of criminal justice system. His request is solely that FBI work with the 10 State Project with respect to the establishment of standards for the computerization of criminal identification records, that FBI serve as the central index to store an undetermined amount of such records in its NCIC computers, and to demonstrate by August, 1970, that such records can be exchanged with the 10 states involved over NCIC communications lines. Mr. Bishop pointed out that if Bureau agrees to serve as central index, it would not require any computerization of identification records presently in FBI Identification Division but that states would furnish to FBI for inclusion in NCIC computer, the already computerized criminal identification record prepared by state on magnetic tape. Mr. Bishop also pointed out Bureau already has NCIC communications lines to the 10 states involved in the Project. Mr. Bishop pointed out that Hawkins' letter indicates distinct possibility Bureau costs involved in serving as central index during demonstration period would be reimbursed by LEAA. Since Bureau hopes to eventually computerize all criminal identification records in Identification Division, our agreeing to serve as central index in demonstration Project will enable us to do the necessary programming (computer instruction) and testing of such a system at no financial cost to the Bureau, if LEAA will reimburse us for our expenses during demonstration Project.

*Hawkins is in no position
to speak for LEAA.*

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Executives Conference Memorandum
Re: Computerized Criminal Identification Record
10 State Project

Mr. Bishop also pointed out that if Bureau declines to serve as central index, FBI will lose control and influence over standards being established to computerize criminal identification record, and states involved in demonstration Project will utilize some other computer system as central index which would endanger Bureau's leadership role in this area.

"Maybe" is when of Le etc is so weakened & that I doubt it.

Mr. Bishop stated that if Bureau agrees to serve as central index during demonstration Project, the Bureau may be expected to continue as central index for computerized criminal identification records on permanent basis, which would entail additional costs in computer storage equipment on part of Bureau after demonstration Project completed. Mr. Bishop pointed out, however, that in memorandum dated June 10, 1969, Director took position that if and when identification records are computerized, the repository would be the FBI computer and means of exchange with the states would be NCIC communication network. Bishop also advised that Bureau's participation in demonstration Project would entail more work on part of Bureau personnel but amount and whether additional personnel needed cannot be determined without securing additional information from Hawkins.

Mr. Tolson was opposed to any consideration being given to Hawkins' request on the basis that if we should ultimately agree to participation in demonstration Project, it would require the Bureau to ultimately agree to serve as central index for all computerized criminal identification records, possibly before Bureau ready to do so and in spite of eventual large costs involved. In addition, Mr. Tolson felt that our agreeing to serve as central index in demonstration Project would open up the door for LEAA renewing its request for NCIC computers and NCIC communication network to be utilized as a means of obtaining statistics from prosecutors, courts and correctional agencies.

A majority of the Conference, consisting of Messrs. Mohr, DeLoach, Callahan, Bishop, Jenkins (for Casper), Felt, Conrad, Rosen, Gale, Moore (for Sullivan), Beaver, Tavel, and McDaniel (for Trotter), were

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Executives Conference Memorandum
Re: Computerized Criminal Identification Record
10 State Project

In favor of the Bureau simply at this time--without making any commitments whatsoever--requesting from Hawkins by letter, (1) the type of information to be stored in the central index, (2) the number of criminal identification records which will be computerized and (3) the amount and availability of funds to reimburse Bureau for costs incurred in establishing and operating the central index, before making a final decision regarding Bureau's participation in demonstration Project. In this manner we will be in a position to better judge the extent of problems involved in this project.

Respectfully,
For the Conference


Clyde Tolson

*I share Tolson's
views H*

Mr. Tolson

October 29, 1969

~~The Executives Conference~~**NAME SEARCHING OF APPLICANT-TYPE FINGERPRINTS
IDENTIFICATION DIVISION**

The Executives Conference, consisting of Messrs. Tolson, DeLoach, Mohr, Beaver, Bishop, Callahan, Conrad, Felt, Gale, Jenkins (for Casper), Rosen, Soyars, Sullivan, Tavel and Walters, met on October 29, 1969.

Mr. Walters reported results of survey conducted of 1,000 miscellaneous applicant-type fingerprints selected at random from various contributors of which were identified by name search procedure. Of the remaining 849 given a full technical search, only two were identified. (Spelling of name slightly different and not readily locatable in regular name search). The two thus found in the technical search were a taxicab driver and solicitor's print. Each individual had one prior arrest -- one for a traffic violation and the other as a disorderly person. Thus, 98.7% were identified in the limited name search. All applicants for positions or licensees, of course, normally furnish correct names.

Review of various types of applicant fingerprints received from law enforcement and local, state and Federal agencies shows a wide variety of persons not engaged in critical occupations such as nightclub entertainers, garbage collectors, bartenders, Fuller Brush sales representatives, magazine salesmen, et cetera. With respect to the percentage of these limited searches of applicant-type fingerprints to the total of such fingerprints processed thus far in October, 1969, the percentage has been reduced from 72% to 66%. However, this percentage will range upward or downward depending on volume of criminal prints and the necessary balancing of available trained personnel to avoid delinquency in the critical criminal fingerprint searches.

To afford technical search to the group of fingerprints not identified in the name search procedure in the survey conducted cost about \$850. In effect, to arrive at the two relatively innocuous arrest records found additionally cost us over \$400 each and raises the question of cost versus effectiveness of providing such service. This question was recognized by the military and Immigration and Naturalization Service when they executed formal agreements many years ago to have fingerprint submitted afforded only the limited name search. No problems have arisen with these agreements as a result.

1 - Mr. Beaver

1 - Mr. Casper

LMW:bhg (5)

REC-93

66-2554-129

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18 NOV 7 1969

LMW 11/10/69 1969