

November 10, 1972

DA-501 12-67

SUBJECT: Files and Reports
Philadelphia Investigation
Pennsylvania Crime Commission

TO: The Investigators

FROM: David W. Breen *WDB*
Acting Director of Investigations

The purpose of this memorandum is to familiarize you with our intelligence retrieval system, our file system, and to explain the preparation and use of investigative reports.

Intelligence Retrieval System and File System

(1) Chuck Renshaw has established and is maintaining an intelligence system and file system in connection with the Philadelphia investigation. Mr. Renshaw has available intelligence data about individuals and organizations from all previous reports, hearings, statements, and other documents submitted in connection with the Philadelphia investigation. Mr. Renshaw has accumulated intelligence information which we are sure will prove beneficial to you when you are conducting investigations. Be certain to check these files before initiating a new investigation.

(2) An index system has been established and all references to an individual are recorded on these index cards. When information is sought, go to the index card to find the location of prior material on that individual in the files. Generally, once an individual has accumulated five references, a separate file is prepared for that individual and all previous references to that individual are incorporated in this new file.

(3) Working copies of case files are maintained on a case by case basis by Dave Breen, Acting Director of Investigations. The working case copies of case files are alphabetically arranged and may be of assistance to you in the conduct of an investigation.

(4) In order to have current information in the files, it is imperative that all reports be submitted promptly and on a daily basis to your squad leader. They will be reviewed by the squad leader, the Acting Director of Investigations and integrated into the file system and data retrieval system within forty-eight (48) hours of the activity being reported. All material submitted by the investigators is continuously being integrated into the file system so that the information you need will be available to you.

REPORTS

Each activity performed by an investigator should be followed by a written report which is to be submitted to your

squad leader within twenty-four (24) hours. All pertinent information should be included in the contents of the report, and copies of documents or papers referred to in the report should be attached and numbered in the same order that they appear in the report. The attachments should be identified in the body of the report under the heading "Attachments". Basically, reports should be written with the reader in mind. The reader should be able to understand the report and not be left with unanswered questions because of incomplete information, poor sentence structure, incorrect usage of words, or inadequate punctuation.

We have devised four forms for reporting your activities in connection with this investigation. The first is the NEW CASE FORM which is included in this memorandum as attachment number 1. This form should be submitted to your squad leader when you receive information which will lead to the investigation of a new matter for which a file should be opened. The squad leader will forward this form to the Acting Director of Investigations. An original and three copies are prepared and distributed as follows:

Original	-	Pa. Crime Commission Files
One Copy	-	Case Attorney
One Copy	-	Squad Leader
One Copy	-	Acting Director of Investigations

Attachment number 2, which is the REPORT OF PERSONAL INTERVIEW, was designed for the explicit purpose of reporting interviews. Each interview conducted should be reported on this form; a separate form should be used for each person interviewed.

Attachment number 3 is the REPORT OF INVESTIGATIVE ACTIVITY. This form is to be used to report the results of all activities such as surveillance, record checks, and miscellaneous activities (except interviews) in which you will engage. A separate form should be used for each case you work on each day. For example, if one morning you conduct a record check on one case and survey a location on another case, a separate report should be made for each case.

These reports, like the New Case Form, should be submitted to the Acting Director of Investigations, via the squad leaders. An original and three copies will be produced for the following distribution:

Original	-	Pa. Crime Commission Files
One Copy	-	Case Attorney
One Copy	-	Squad Leader
One Copy	-	Acting Director of Investigations

The third type of report, the INVESTIGATIVE REPORT, attachment 4, is to be submitted thirty (30) days after the commencement of each investigation and at the end of each

succeeding thirty (30) day period. These reports will be based on the Reports of Investigative Activities and Reports of Personal Interviews submitted during the preceding period.

The first page of the Investigative Report should be as follows:

Case Title:	Full and complete title of case under investigation
Status:	Initial Report - Interim Report or Closing Report
Date:	Leave blank - to be filled in by steno - date when typed
Investigative Period:	The first and last day of investigation conducted and reported in each report.
Report Made By:	Name of Investigator
Typed By:	Name of steno
Character of Case:	Type of Investigation. e.g. Gambling - Prostitution - Police Corruption, etc.
Synopsis:	A narrative of the results of investigation conducted during investigative period of report. If initial report, synopsis should include reason for investigation. Each 30-day report should also include in the synopsis, the results of a discussion with case attorney regarding developments of case.

The "Details" page should contain an inventory of each Report of Personal Interview and each Report of Investigative Activity submitted in the case during the investigative period.

The "Lead" page should contain the recommended steps to be taken in the case (if the 30-day Investigative Report is a closing report, then the word "NONE" should appear under leads.)

The purpose of these thirty-day reports is to have the assigned attorney review the activities in each case during each thirty (30) day period of each investigation in order that he can follow the progress of each investigation. These reports will help the Acting Director of Investigations and the attorneys keep abreast of the progress of each investigation and will provide the squad leader with the opportunity to reflect upon his future objectives for each case. Those objectives should also be set forth on "Leads" page.

The distribution of the Investigative Reports is as follows:

Original	-	Pa. Crime Commission Files
One Copy	-	Case Attorney
One Copy	-	Squad Leader
One Copy	-	Acting Director of Investigations

Daily Administrative Report and Expenses

Attachment Number 5 is the DAILY ADMINISTRATIVE REPORT.

This form is to be used to record the cases you worked on, the activities in which you engaged, and the duration of each activity. If you do not work on a certain day because of sick leave or annual

leave, submit an administrative report noting how the day is to be charged, i.e. sick leave or annual leave.

This form is to be used to record all expenses incurred by you in connection with the Philadelphia investigation. Because of the nature of this investigation, our expenses will be under close scrutiny by the public. It is necessary that we are able to account for the exact cost of the investigation and know exactly how the money is spent. Therefore, we would appreciate your cooperation by submitting these administrative reports within forty-eight (48) hours. These forms should be submitted via the squad leaders to Jack Heidelberg. Jack Heidelberg will assume the responsibility of recording and accounting for monies expended in this connection. Only one copy of this form must be submitted. Receipts should be maintained by you and submitted with your monthly expense account.

NOTE: Hand print names legibly; handwriting satisfactory for remainder.

Indices: Negative See below

Subject's name and aliases	Character of case
	Complainant
	Complaint received <input type="checkbox"/> Personal <input type="checkbox"/> Telephonic Date _____ Time _____
Address of subject	Complainant's address and telephone number

Subject's Description	Race	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Height	Hair	Build	Birth date and Birthplace
	Age		Weight	Eyes	Complexion	
	Scars, marks or other data					

Facts of complaint

Attachments:

Assigned to:

Attachment No 1.

REPORT OF PERSONAL INTERVIEW

Case Title: _____

Person Interviewed: _____

Home Address: _____

Business Address: _____

Title or Position: _____

Date of Interview: _____

Location of Interview: _____

Other Persons Present: _____

Attachments:

Agent

Attachment No 2

REPORT OF INVESTIGATIVE ACTIVITY

Case Title: _____

Date: _____ Agent: _____

Attachments:

INVESTIGATIVE REPORT

Case Title:	Status:	Date	Investigative Period
		Report Made By	Typed By
		Character of Case	

SYNOPSIS

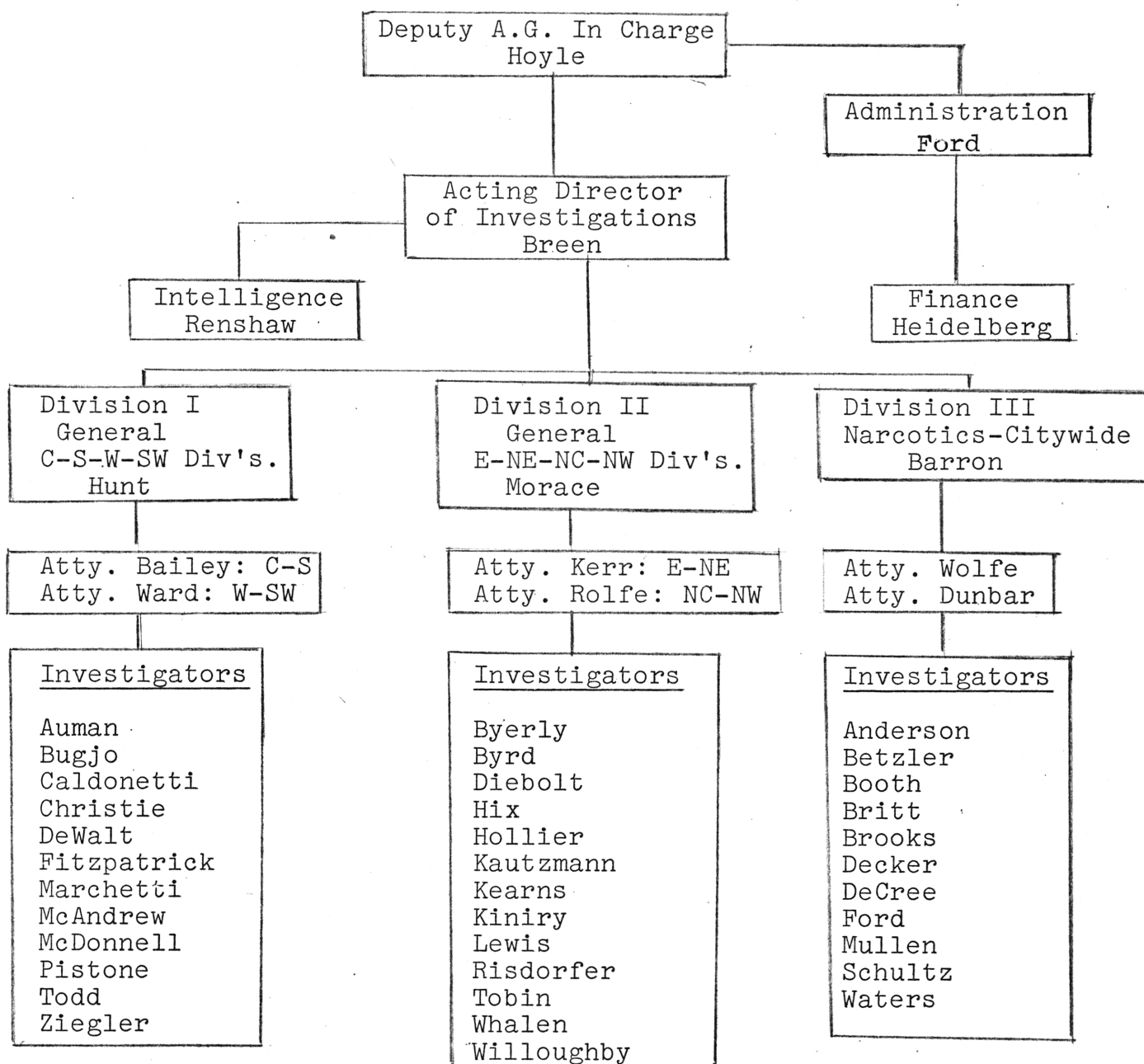
Distribution	Proof Read	By	Date
	Approved		
	Filed		

DETAILS

LEADS

ATTACHMENTS

PHILADELPHIA INVESTIGATION



November 10, 1972

SUBJECT: Administrative Assignments

TO: All Employees - St. Davids Office

FROM: Lawrence T. Hoyle, Jr.

The primary responsibility of the St. Davids Office of the Pennsylvania Crime Commission, at this time, is to provide support for the investigators currently reviewing the Philadelphia Police Department. As most of you know, administrative assignments have been made to complement the investigative units. Those assignments are shown on the attached organizational list which shows the resources of the Executive Office and Southeast Regional Office combined for the purpose of this investigation. In order to supply our investigators with the equipment and administrative services they need, certain responsibilities not noted on the list are described below.

Mrs. Scott will act as my assistant and assist our operation where there is a need for additional effort. You should understand that her instructions emanate from me and I expect you to follow her directions just as you would if I personally talked with you.

Timothy E. Ford has been appointed the Acting Administrative Officer of the Pennsylvania Crime Commission. This position will include ultimate responsibility for all purchasing, personnel and equipment of the Crime Commission's statewide operations, including the Philadelphia Investigation. All administrative services provided to the Philadelphia investigators will be under his direction. Assisting Mr. Ford will be the following people in the capacities noted:

Automobiles and Purchasing:

Mrs. Mary Margaret Russell will be responsible for ordering and expediting all purchases. Requests for office supplies should be made directly to her. In addition, she will assume responsibility for automobiles; monthly maintenance reports, accidents, and automotive needs should be directed to her attention.

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Travel Vouchers:

Travel expense vouchers should be submitted by the investigator to the secretary of the attorney assigned to his squad. Investigators should note that they are to submit only the travel vouchers to the secretary. Investigative Reports are to be submitted to Dave Breen, Director of Investigations. Upon completion of the expense voucher by the secretary, it should be forwarded to Miss Maryellen Flannery for processing. All questions concerning them should be directed to her.

Camera and Sound Equipment:

Mrs. Loretta Renshaw will assume responsibility for providing the above equipment to the investigators. She should be advised as far in advance as possible of all anticipated needs to insure the assignment of the requested equipment.

Secretarial Services:

Mrs. Rita Freeman will be responsible for the preparation of all investigative reports. Investigators will continue to submit their reports to Mr. Breen, who will forward them to Mrs. Freeman. Anyone requiring any secretarial services should advise her of his needs. Any secretary whose workload is overwhelming should contact her; likewise, any secretary who has finished her assignments from her immediate supervisor has an obligation to assist with the general typing work of the Commission and should so advise Mrs. Freeman of her availability.

Library and Reference Materials:

Requests for library materials should be made to Miss Jean King. Miss King will maintain a log of all materials and will maintain those materials in an orderly fashion. She will work in conjunction with Mrs. Russell when ordering library or reference materials which are currently not in our possession.

Files and Data Retrieval:

Mr. Charles Renshaw will continue to direct the intelligence operation. Legal assistants, when not working on current assignments, will be obligated to report to Mr. Renshaw for the purpose of assisting with the intelligence operation. A file of relevant newspaper articles

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will be kept by Miss Jean King under Mr. Renshaw's direction. All questions concerning files and intelligence data should be directed to Mr. Renshaw or one of his assistants.

Receptionists:

The receptionists will maintain a log of all visitors. Their arrival and departure times are to be noted as well as the name of the person visited. Visitors are to be greeted at the reception area. They are not to wander unescorted through the buildings. The receptionists will also maintain a log of all employees, noting their time of arrival, lunch period, and time of departure. Anyone leaving the office during the course of the day must advise the receptionist of his intended destination and expected time of return. This log is not kept for the purpose of "checking up" on employees but for the convenience of knowing where someone can be located when away from the office.

In addition, employees should advise the receptionist when they are absent from the office, either because of illness or business, so that the records will be complete.

Reservation of the Conference Room:

Because of our rapid growth within the past two months, space for meetings is at a premium.

The small conference room in the 527 building may be reserved in advance for meetings by notifying Carol Detwiler. The conference room is to be left in a neat and orderly fashion. At the conclusion of your meeting, all papers are to be removed, ashtrays are to be emptied, books are to be replaced on the shelves, and chairs are to be returned to their proper places.

rbf

Acting Executive Director-Chief Counsel - L. T. Hoyle, Jr.
Executive Assistant - D. N. Scott
Secretary - R. Freeman
Legal Assistant - C. Boyar
Criminologist - M. Yeager

Investigation

Director - D. Breen
T. Pryzbeck
L. Renshaw

Administration

Director - T. Ford
M. Russell
M. Flannery
T. Heidelberg, Financial Control for Phila. Investigation
D. Groom, Xerox
S. Witmer, Receptionist (523)
C. Detwiler, Receptionist (527)

Intelligence

Director - C. Renshaw
G. Rockey
J. King - Librarian
S. Nelson
J. DiCarlo
A. Burke

Squad I

Attorney B. Bailey
Attorney G. Ward
Secretary - C. Cummins
Legal Assistant - R. Arner

Squad II

Attorney A. Kerr
Attorney J. Rolfe
Secretary - G. Loy
Legal Assistant - S. Kozey

Narcotics Squad

Attorney S. Wolfe
Secretary-N. Parke
Attorney G. Ward
Attorney H. Dunbar
Secretary-C. Dwight
Legal Assistant - W. Weber

December 8, 1972

SUBJECT: Task Force on Crime Conditions
Philadelphia, Pennsylvania (Philadelphia Investigation)
Pennsylvania Crime Commission

TO: Investigative Staff
Administrative Staff

FROM: David W. Breen *LOWB*
Acting Director of Investigations

Reference: My memorandum of October 20, 1972

Additional personnel have been assigned to the Philadelphia Investigation. For your information, the following reorganization will take effect Monday, December 11, 1972.

All cases will be assigned by the Acting Director of Investigations to the Supervisor of the Philadelphia Investigation or to the Supervisor of the Narcotics Control Unit who in turn will assign same to the appropriate Squad Leader. All paper work, Daily Administrative Reports, New Case Forms, Reports of Investigative Activity, Reports of Personal Interviews and Thirty-day Reports should be approved by the Squad Leader and Supervisor and then forwarded to the Acting Director of Investigations.

Each Supervisor will be expected to meet daily with his squad leaders and supervise their investigations. Paper work should flow daily through the Squad Leaders and Supervisors to the Acting Director of Investigations.

PENNSYLVANIA CRIME COMMISSION: - (PHILADELPHIA INVESTIGATION)
(NARCOTIC CONTROL UNIT)

ADMINISTRATIVE STAFF

Chief Counsel and
Acting Executive Director: - Lawrence T. Hoyle, Jr.

Administrative Assistant: - Diane Scott

Legal Counsel:
(In addition to Squad
Counsel) - Alec Kerr
John L. Rolfe

Administration: - Timothy E. Ford

Administration - Finance: - Jack Heidelberg

Director of Intelligence: - Charles J. Renshaw

Acting Director of
Investigations: - David W. Breen

PHILADELPHIA INVESTIGATION

INVESTIGATIVE STAFF

Supervisor in Charge: - Sgt. Matthew E. Hunt
Administrative Assistant: - Sgt. Edwin Sheva
Attorney: - Barbara Bailey

Squad #1: CENTRAL POLICE DIVISION SQUAD

Tpr. Anthony S. Caldonetti - In Charge

Tpr. Donald L. Auman
Tpr. David J. Zeigler
Tpr. William G. Fitzpatrick
Tpr. Francis R. McDonnell
S/A Joseph H. Byerly

Squad #2: WEST AND SOUTHWEST POLICE DIVISIONS SQUAD

Cpl. Albert F. Pistone - In Charge

Tpr. Gerald T. DeWalt
S/A James Diebold
S/A Richard L. Schultz
Tpr. Arnold Smith
Tpr. Eugene Smith

Squad #3: SOUTH POLICE DIVISION SQUAD

Sgt. Andrew Marrese - In Charge

Tpr. Joseph Salzinger
Tpr. Francis V. McAndrew
Tpr. Harry J. Wolfe
Tpr. Willie R. Christie
S/A Willie C. Byrd
S/A Thomas Lewis

Squad #4: EAST POLICE DIVISION SQUAD

Tpr. John Schafer - In Charge

Tpr. T. V. Marchetti
S/A William F. Kiniry
S/A William R. Willoughby
S/A William J. Tobin
S/A Edward J. Whalen

Squad #5: NORTHEAST POLICE DIVISION SQUAD

Cpl. Charles J. Todd - In Charge

Tpr. T. H. Shelar
Tpr. William Grabus
Tpr. C. E. Chubbuck
Tpr. P. W. Malone
S/A Christopher J. DeCree

Squad #6: CITYWIDE INTERVIEW SQUAD

S/A Joseph V. Morace - In Charge

S/A Albert B. Risdorfer
Cpl. Robert J. Bugjo
S/A Joseph E. Kearns, Jr.
Tpr. Stanley Wesoloski
S/A Albert Townsend

NARCOTIC CONTROL UNIT

INVESTIGATIVE STAFF

Supervisor in Charge: - S/A John R. Barron

Attorneys: Stanley R. Wolfe
Harold E. Dunbar
Gregory H. Ward

Squad #1: INTERVIEWS AND RECORDS CHECK SQUAD

S/A John R. Barron - In Charge

S/A Francis A. Betzler
S/A Franklin R. Booth
S/A Richard S. Decker

Squad #2: KENSINGTON AREA SQUAD

Cpl. Albert Broscius - In Charge

S/A Joseph T. Mullen
S/A Glenn D. Hollier
Tpr. Joseph Kocevar
Tpr. Robert E. Dorman

Squad #3: WEST PHILADELPHIA AREA SQUAD

Tpr. Benjamin F. Brooks - In Charge

Donna Jackson
Black Male
Tpr. Charles Rogers

Squad #4: NORTH PHILADELPHIA AREA SQUAD

Tpr. Thomas Hyson - In Charge

S/A Carl M. Anderson
S/A Nat Hix
Black Female
Black Male
Black Male

October 11, 1972

SUBJECT: Payments to Confidential Informants Who
Do Not Give Information on Regular Basis

TO: All Investigating Agents

FROM: Lawrence T. Hoyle, Jr.
Chief Counsel

- (1) When an agent receives information from a confidential informant on a continuing basis, he must follow the regulations set forth in Crime Commission Procedure, Part 200, Confidential Expenditures issued on October 15, 1970.
- (2) When information is received on a one-time basis with no anticipation of any further contact with the informant, agents may make payments for the purchase of information in accordance with this regulation.
- (3) Any payment for the purchase of information of amounts up to and including twenty-five dollars (\$25.00) may be made without prior authorization. If a payment of an amount exceeding twenty-five dollars is to be made, the agent must obtain the consent of the Supervising Attorney. The agent requesting the authorization to make a payment in excess of twenty-five dollars should submit a signed memorandum to the Supervising Attorney in which he specifies the assumed name of the informant or a number which he assigns to that informant, the amount to be paid, and the type of information to be received. Once the attorney consents to the expenditure, the attorney will also sign the memorandum.
- (4) When the agent submits his Report of Investigative Activity, he should attach a signed Affidavit of Payment for Purchase of Information. If the payment is in excess of twenty-five dollars, the memorandum of consent signed by the agent and the Supervising Attorney should also be attached.

BB/cc

AFFIDAVIT OF PAYMENT FOR
PURCHASE OF INFORMATION

Informant (assumed name or number) _____

Case Title _____

Date of Payment _____

Time _____

Place _____

I hereby acknowledge payment of _____ (\$ _____)

to the above named informant at the above time and place.

_____ Date

_____ Agent

If the amount payment is in excess of twenty-five dollars, an authorization of the Supervising Attorney is attached hereto.

January 3, 1973

SUBJECT: Daily Operating Procedures

TO: All Agents in General Philadelphia Investigation

FROM: Barbara A. Bailey *BB*
Squad Attorney

In light of the increased number of agents and the increasing workload for both attorneys and the administrative staff, it has become necessary to formalize some of the operating procedures. The following procedures are therefore set forth in an effort to make daily operation a little more orderly and efficient.

1. Assignments

Assignment of cases is initially made by David Breen, Director of Investigations, to Sergeant Matthew Hunt, Street Supervisor. Sergeant Hunt will then assign the cases to the Squad Leaders, generally on the basis of geographical area. Each Agent will then receive his case assignment from his Squad Leader. In some instances, Agents will be requested to undertake assignments outside of their geographical area and on a case not assigned to their Squad Leader. Assignments of this nature will be made only by Sergeant Hunt after consultation with the Squad Leader. If a Squad Leader needs additional manpower for a particular project, he should make that request to Sergeant Hunt.

2. Sick Leave, Annual Leave, Leave on Comp Time

When an Agent takes leave of any kind, he must notify his Squad Leader. Failure to do so may result in the loss of a day's pay.

In case of illness, the Agent should notify his Squad Leader; a Squad Leader who wishes to take sick leave should notify Sergeant Hunt. It is not sufficient notification to report illness to personnel at the Crime Commission offices. If an Agent is unable to contact his Squad Leader, he should leave a message with Sergeant Edwin Sheva at the George Washington Motor Lodge, Room 94. Sergeant Sheva will transmit the message to the Squad Leader.

All requests for annual leave must be signed by the Squad Leader. Every effort should be made to give the Squad Leader at least two weeks notice.

January 3, 1972

When an Agent is contemplating using compensation time for leave, his request must be signed by his Squad Leader. In the event that several squad members desire to take time off, requests for annual leave will take priority. Beginning January 1, 1973, forms will be available for recording compensation time. Each Agent will maintain his own form which will be submitted with a request for leave using compensation time. No request for leave can be approved without the accompanying form.

3. Complaints

Whenever an agent has a complaint about his assignments or working conditions, he should first consult his Squad Leader and when necessary the Street Supervisor. Any grievance not satisfied may then be taken up with the Squad Attorney. Where possible, the Attorney will discuss the matter with the Agent and his Squad Leader and/or Street Supervisor at a meeting of all the parties involved. Likewise, if his complaint is not satisfactorily answered at this level, the Agent may then consult with the Executive Director.

The Executive Director will no longer consult with Agents without checking with the Squad Attorney, and likewise the Squad Attorney will check with the Squad Leader and/or Street Supervisor so that complaints can be handled in an orderly fashion.

BAB/cac

cc: Lawrence T. Hoyle, Jr., Acting Executive Director
David Breen, Director of Investigations
Diane Scott, Executive Assistant

December 8, 1971

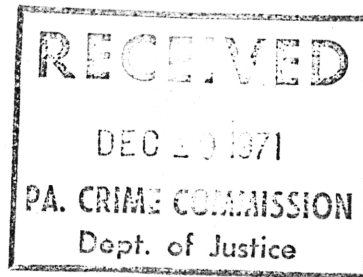
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SUBJECT: Crime Commission Procedure
Part 200, Confidential Expenditures

TO: Jack Heidelberg ✓
Special Agent

FROM: *Owen M. Morris*
Owen M. Morris
Executive Director

For your information, there is attached a copy of the procedural memorandum for confidential expenditures.



October 15, 1970

SUBJECT: Crime Commission Procedure
Part 200, Confidential Expenditures

TO: Bureau Directors
Special Agents-in-Charge
Administrative Officer
Imprest Fund Cashiers

FROM: *Owen M. Morris*
Owen M. Morris
Executive Director

Confidential expenditures of Pennsylvania Crime Commission funds will be authorized and accounted for in accordance with the following procedures.

A. Purchase of Information.

1. Payments for the purchase of information will be made from an imprest fund controlled by a bonded cashier. The bonded cashier shall be a person other than a special agent in charge of a field office or the Director of Field Operations.
2. Payment of a sum not exceeding \$500 for the purchase of information may be authorized by the Director of Field Operations or by the Special Agent-in-Charge of a Regional Office. Payments in excess \$500 must be authorized in advance by the Executive Director.
3. The special agent requesting authorization for the purchase of information shall submit a signed memorandum in which he specifies the information to be received, the amount to be paid therefor, and the assumed name of the informer. Approval by the Special Agent-in-Charge or Executive Director will be evidenced by an endorsement which shall also specify the amount of the expenditure authorized.
4. The special agent making payment shall receive from the informer payee a signed receipt substantially as follows:

RECEIPT

For and in consideration of the sale and delivery to the Pennsylvania Crime Commission of information or evidence identified as follows: _____

Crime Commission Procedure
Part 200, Confidential Expenditures

October 15, 1970

I hereby acknowledge receipt of \$ _____ paid to me by
_____, a Special Agent
of the Pennsylvania Crime Commission.

Date: _____

Signature: _____

(Witness, if any)

5. The special agent making the payment shall submit a report detailing the information received from the informer. This report will be forwarded to the Executive Director, together with a memorandum from the Special Agent-in-Charge setting forth his evaluation of the information received in relation to the expense incurred.

6. There shall be maintained within the Bureau of Intelligence a confidential file of the true names, assumed names, identifying data, and signatures of all informers to whom payments of confidential funds have been made. To the extent required, individual identification and signature files may be temporarily retained in the custody of the Special Agent-in-Charge of a Regional Office.

7. The Special Agent-in-Charge supervising the investigation shall compare the signature on the receipt obtained from the informer with the confidential file of assumed name signatures.

8. A certification of payment shall be furnished to the imprest fund cashier. This certificate shall be executed by the agent making payment and witnessed by the special agent in charge of the investigation on the basis of his examination of the assumed name signature of the informer on file.

9. The certificate of payment shall be assigned an identification number which will also appear on the memorandum of authorization and the reports of information received. These documents shall be maintained in a special confidential file in the Bureau of Intelligence. Access to this file will be monitored by the Executive Director and the Director of Intelligence.

B. Other Confidential Expenditures.

1. Confidential expenditures necessary for the purpose of obtaining evidence or

Crime Commission
Part 200, Confidential Expenditures

October 15, 1970

maintaining cover during the course of an investigation may be authorized by the Executive Director, Director of Field Operations, or the Special Agent-in-Charge of a Regional Office.

2. The special agent making such expenditures shall submit to the Executive Director a confidential report setting forth the dates, amounts, and circumstances of all payments made. A certificate of payment setting forth the dates, amount, and general nature of the confidential expenditures shall accompany the confidential report and both shall be assigned the same identification number. Upon approval by the Executive Director, the certificate of payment will be forwarded to the appropriate imprest fund cashier. The confidential report and a copy of the certificate will be maintained by the Bureau of Intelligence in a special file.

C. Advance of Funds.

The Executive Director, Director of Field Operations or Special Agent-in-Charge of a Regional Office, may authorize an advance of funds by the imprest fund cashier for the purchase of information or other confidential expenditures in the same manner as for other purposes. Any advance of funds exceeding \$500 must be authorized by the Executive Director.

RECEIPT

For and in consideration of the sale and delivery to the
Pennsylvania Crime Commission of information or evidence identified
as follows: _____

I hereby acknowledge receipt of \$ _____ paid to me by
_____, a Special Agent of the
Pennsylvania Crime Commission.

Date: _____

Signature: _____

(Witness, if any)