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Description of document: Table of contents (2014) and issue notes pages (2010) only for the US Secret Service (USSS) Directives System Electronic Crimes Special Agent Program (ECSAP) Manual

Requested date: 22-July-2016

Released date: 21-September-2016

Posted date: 09-April-2018

Source of document: FOIA Request
US Secret Service
Communications Center (FOIA/PA)
245 Murray Lane
Building T-5
Washington, D.C. 20223
Fax: 202-406-5586
Email: FOIA@uss.s.dhs.gov

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DEPARTMENT OF HOMELAND SECURITY
UNITED STATES SECRET SERVICE
WASHINGTON, D.C. 20223

Freedom of Information Act & Privacy Act Program
Communications Center
245 Murray Lane, S.W., Building T-5
Washington, D.C. 20223

Date: SEP 21 2016

File Number: 20161383

Dear Requester:

This is the final response to your Freedom of Information Act (FOIA) request originally received by the United States Secret Service (Secret Service) on July 22, 2016, for information pertaining to a copy of the title page and table of contents only for the Electronic Crimes Task Force (ECTF) Investigative Handbook/Manual.

Enclosed are documents responsive to your request. We are granting your request under the FOIA, Title 5 U.S.C. § 552 (as amended) and 6 C.F.R., Chapter I and Part 5. After carefully reviewing the responsive documents, it has been determined they are appropriate for release. The documents are being released in their entirety. No deletions or exemptions have been claimed.

Provisions of the FOIA allow us to recover part of the cost of complying with your request. In this instance, the cost is below the \$14.00 minimum. There is no charge.

If you have any questions or would like to discuss this matter, please contact this office at (202) 406-6370. FOIA File No. 20161383 is assigned to your request. Please refer to this file number in all future communication with this office.

Sincerely,

Kim E. Campbell
Special Agent In Charge
Freedom of Information Act & Privacy Act Officer

Enclosures

Electronic Crimes Special Agent Program

Table of Contents

ECSAP-01	Electronic Crimes Special Agent Program (ECSAP)
ECSAP-02	Electronic Crimes Special Agent Program (ECSAP)/Electronic Crimes Task Force (ECTF) Personnel
ECSAP-03	Training and Assessment
ECSAP-04	Equipment
ECSAP-05	Assessment
ECSAP-06	Laboratory Requirements
ECSAP-07	Evidence
ECSAP-08	Digital Examination Process
ECSAP-09	Case Records and Reports
ECSAP-10	Network Intrusion Responder (NITRO) Program



Subject: Electronic Crimes Special Agent Program

To: All Supervisors and All Manual Holders of the Electronic Crimes Special Agent Program

Filing Instructions:

- Remove and destroy sections ECSAP-01 thru ECSAP-10 in entirety (including any tables of contents, policy memoranda, and/or official messages that may be filed in these sections) and replace with the attached revised sections.
- File this Policy Memorandum in front of this section.
- This directive is in effect until superseded.

Impact Statement: This directive advises that the Electronic Crimes Special Agent Program (ECSAP) Manual has been updated throughout to reflect current Criminal Investigative Division/ECSAP policy and procedures. More specific changes to this directive are as follows:

- References to the previous Electronic Crimes Section (ECS) have been changed to reflect the new Computer Forensics and Research Development Branch (CFRB).
- Two new sections have been added to the Electronic Crimes Special Agent Program. Therefore, language has been added throughout advising of the new National Computer Forensics Institute (NCFI) in Hoover AL, and the Cell Phone Forensics facility in Tulsa, OK.
- Language has been incorporated advising that Computer Forensics (CF) examiners are now required to sign a contract with the United States Secret Service (USSS) prior to their entrance into the Electric Crimes Special Agent Program.
- The "On-line Reporting System" has replaced the Master Control Index (MCI) reporting requirements/procedures for receiving exam, preview, and clean room credit.
- Verbiage regarding the departure of ECSAP agents from the Electronic Crimes Special Agent Program has been revised.

RIF

Mandatory Review: The Responsible Office will review all policy contained in this section in its entirety by or before September 2013.

Questions regarding this policy should be directed to the Office of Investigations, Criminal Investigative Division at 202-406-9330.



Michael Merritt
AD - Investigations

DCP#: ECSAP 2010-02