

**STATE BUREAU OF INVESTIGATION
POLICY AND PROCEDURE MANUAL**

JULY 1, 2002

SUBJECT:

PREFACE

This manual shall be known as the State Bureau of Investigation Policy and Procedure Manual and it is a part of the Bureau's Policy and Procedures Manual System.

This Policy and Procedure Manual is intended to set forth established methods for conducting Bureau affairs related to the functions and responsibility of the State Bureau of Investigation.

These policy and procedural matters are in addition to matters set forth in the State Personnel Manual, the State Budget Manual, the North Carolina General Statutes, the SBI Report Writing Manual, the Records Retention Schedule, the Clandestine Laboratory Manual, SBI Evidence Guide, the Support Services Standing Operating Procedures Manual, Intelligence and Technical Services Section Guide to Services Provided, the Department of Justice Safety Manual, the Director of Victim/Witness Services, A Guide to Equitable Sharing of Federally Forfeited Property for State and Local Law Enforcement Agencies, and The Protocol For Interagency Task Force For Investigating Child Sexual Abuse Allegations in Child Day Care.

These procedures are for the internal use of the State Bureau of Investigation, North Carolina Department of Justice, and do not in any way enlarge an Agent or employee's civil or criminal liability. These policies and procedures do not create a higher standard of responsibility with respect to third party claims. Violation of these policies and procedures could form the basis of a complaint by the State Bureau of Investigation in a non-judicial administrative setting.

Only policies and procedures established by an authority superior to the Director of the State Bureau of Investigation shall take precedence over these policies and procedures. Any deviation from these policies and procedures contained herein must be approved by the Director, an appropriate Assistant Director or, in an emergency situation, by an individual in a supervisory position who will then be responsible for submitting a memorandum to the Director justifying such deviation. Each employee is required to become familiar with the contents of the manual. A lack of knowledge of the contents of this manual will be no excuse for the failure to comply with these policies and procedures.

All policies and procedures contained herein will remain in effect until such time as they are revised, changed or deleted by the Director.

The contents of this manual are not confidential, however, deliberate release of any of the contents for the purpose of aiding an individual to avoid the consequence of an illegal act is prohibited.

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The only official copy of the Policy and Procedure Manual resides in the District/Section/Unit Office and the server.