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## WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION

### CONCLUSION

The growth and development of the functions of this Division are matters in which we all can take considerable pride. Because of the fact that this growth and development have been the result of a united cooperative endeavor and because law-enforcement officials and agencies throughout the Nation have as a result of their cooperation made this progress possible, it is believed that you will find an interest in the accompanying charts which show the accomplishments during the past several years. In the event more detailed information is desired in connection with the work of the Division of Investigation, it is hoped that you will feel free to confer with any Special Agent of the Division who comes into daily contact with law-enforcement officials and agencies throughout the Nation. In the event you desire additional information concerning the identification and crime statistics functions, your inquiry should be addressed to:

John Edgar Hoover, Director,  
Division of Investigation,  
U. S. Department of Justice,  
Washington, D. C.

The office of the Director is open twenty-four hours each day.

Telephone Number: During daytime National 0185  
At night National 7117

~~August 10~~, 1933.

September 1,

WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION

DIVISION OF INVESTIGATION  
U. S. DEPARTMENT OF JUSTICE

John Edgar Hoover, Director

Three new charts to be inserted

Washington, D.C., July 1, 1933

Comparative Accomplishments

Two new charts to be inserted

by Fiscal Years,

July 1, to June 30.

WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION

Chart to be inserted

U. S. Bureau of Investigation

Department of Justice

Atlantic National Bank Annex  
Jacksonville, Florida

RAA:HAM.

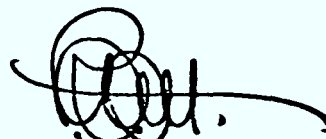
September 9, 1933

Director  
Division of Investigation  
United States Department of Justice  
Washington, D. C.

Dear Sir:

Please be advised that Bureau Bulletin Number 37,  
Fiscal Year 1934, has not been received by the Jackson-  
ville Division Office.

Very truly yours,



R. A. Alt  
Acting Special Agent in Charge.

*Sent  
9-21-33  
8-3*

RECORDED  
SEP 26 1933

62-24172-76	
✓	SEP 11 1933
CH. CLK. 1124 Eq. 1124	FILE
TOLSON	

JOHN EDGAR HOOVER  
DIRECTOR

Division of Investigation

U. S. Department of Justice

Washington, D. C.

February 5, 1934.

WADS:LSH

MR. TOLSON  
MR. CLEGG  
MR. LADD  
MR. NICHOLS  
MR. QUINN  
MR. LEVY  
MR. LOOMIS  
MR. ROBERTS

WHD

MEMORANDUM FOR MR. TOLSON.

F. B. I.

There are attached copies of a memorandum dated January 2, 1934, entitled "The Division of Investigation", prepared by the Identification Unit.

It is suggested that 400 copies of this memorandum should be mimeographed — 200 copies to be retained in the Equipment Section until needed, and 200 copies to be retained in this office.

It is estimated that the entire number suggested will be used within the next six months.

The original and one copy of this memorandum were furnished you today to be forwarded to Mr. James Roosevelt.

It is requested that the attached copies of the above named memorandum be returned to this office so they may be sent to the Equipment Section to be mimeographed, as suggested.

Respectfully,

W. H. D. Lester  
W. H. D. Lester.

200 copies  
need 2/6/34

WHD

2 Incl. #372342.

2/5/34

RECORDED  
&  
INDEXED

FEB 8 - 1934

7 - copies in  
attached memo  
brought up to  
Feb. 1, 1934 + memo needed  
sent to Equip  
See 2/5/34 to the  
memo mimeographed.

WHD

62-24172-76X  
FEB 7 1934  
TOLSON  
LESTER  
FILE

February 1,  
January 8, 1934.

THE DIVISION OF INVESTIGATION

Investigative Jurisdiction.

The Division of Investigation has the responsibility of investigating offenses against the laws of the United States and collecting evidence in cases in which the United States is or may be a party, and possesses primary investigative jurisdiction of those offenses against the laws of the United States not specifically assigned by Congressional enactment to other Governmental agencies for investigation.

This Division does not investigate violations of the Narcotic Laws, Smuggling, Counterfeiting, Immigration Laws, and certain other miscellaneous statutes.

Among the most generally known violations investigated by the Division of Investigation are the following:

Bankruptcy Act; Antitrust Laws; National Bank and Federal Reserve Acts; Crimes on the High Seas and on Indian and Government Reservations; Frauds Against the Government; Impersonation; Peonage; Theft of Government Property; Bribery of Government Officers; Espionage; Escaped Federal Prisoners; Neutrality Laws; Perjury; Pardon, Parole and Probation Matters;

and certain violations involving interstate or

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foreign transportation, including the National Motor Vehicle Theft Act, known as the Dyer Act; White Slave Traffic Act, known as the Mann Act; Kidnapping; and Thefts from Interstate Shipments. In addition to the above criminal statutes the Division is called upon to investigate a large number of civil matters including the defense of War Risk Insurance suits.

#### Organization

It requires a comprehensive organization to investigate such a large number of important Federal crimes throughout the United States, Hawaii, and Alaska. In order to perform its work most expeditiously and economically, the Division has offices in twenty-four cities located throughout the United States. Its investigative activities are not limited by State boundary lines. A Special Agent in Charge has charge of each of its respective offices which covers a definite geographic area. As occasion requires, the number of employees assigned to each office varies with the amount of work to be performed. For instance, if the number of cases in the territory covered by the Jacksonville, Florida, Office is comparatively few, while the number of cases covered by the New York Office is unusually large, employees may be shifted from Jacksonville to the New York Office, or from Portland to Philadelphia, or from New Orleans to San Francisco, as the occasion demands.

This is, of course, a distinct advantage, and permits thorough and prompt attention to be given every case referred to the Division for investigative action to the end that all pertinent evidence and facts may be collected and presented to the appropriate United States Attorney in proper form for his opinion as to prosecution.



### Personnel

The Division gives most careful consideration to the selection and appointment of all its employees. Only duly qualified graduates of recognized law schools, who are usually members of the bar, or expert Accountants with practical experience, are appointed as Special Agents. Applicants for appointment to investigative positions must be between 25 and 35 years of age. Upon their appointment, Special Agents are given intensive training courses at Washington, where they are required to master all phases of their work. Special Agents in Charge of the field offices of the Division are in turn selected from those employees who have proven themselves to be possessed of investigative, administrative, and executive ability of the highest order. All employees are required to render appropriate assistance to law enforcement officials at all times and to strictly observe the rights of all persons with whom they come in contact. The Division as a result of the high standard maintained by its employees, is enabled to attract to its ranks individuals of integrity and ability.

### Accomplishments

Statistics at best are rather dry, but offer the most concise method of outlining the achievements of the Division. Convictions were secured in 95.51% of all cases investigated by the Division which were brought to trial during the fiscal year 1933.

During the same fiscal year 3,896 convictions - that is, an average of more than 10 convictions for each day in the year - were obtained in cases investigated by the Division of Investigation.

The sentences imposed in these cases included 7 life sentences and totaled over 4,764 years, exclusive of probationary sentences, totaling 2,659 years, and suspended sentences of 1149 years. The fines imposed during the same year totaled \$326,177.07.

The total value of recoveries effected in cases wherein employees of the Division performed investigative work amounted to \$6,892,832.82.

During the same fiscal year 1163 Federal fugitives from justice were located - an average of between 3 and 4 Federal fugitives located per day. In addition, the Identification Unit of the Division assisted various law-enforcement officials throughout the United States in identifying 3,818 fugitives during the same year. Stolen motor vehicles numbering 3,050 and valued at \$1,200,307.32 were recovered in cases in which the Division performed investigative work for the fiscal year 1933. Since the enactment of the National Motor Vehicle Theft Act, or to give its commonly accepted name, the Dyer Act, in October, 1919, until June 30, 1933, 34,393 stolen motor vehicles valued at \$22,917,143.82 have been recovered in cases in which the Division performed investigative work.

A saving of \$477,301 of the Division's appropriation for the fiscal year 1933, which totaled \$2,775,000, was effected by economy measures.

#### Identification Unit

The Identification Unit of the Division of Investigation is maintained at Washington, D. C., and was established on July 1, 1924, to operate as a national clearing house of identification data. At the date of its inception, it began with approximately 800,000 fingerprint records which had comprised the collections of the bureau maintained at the United States Penitentiary, Leavenworth, Kansas, and of the National Bureau of Criminal Identification Washington, D. C., which had been operated by

the International Association of Chiefs of Police.

Since its establishment in 1924, the Identification Unit of the Division of Investigation has had a phenomenal growth. During the fiscal year of 1953 alone, it received 543,808 criminal fingerprint cards in addition to applicant and civil records.

February 1, 4,114,825  
On January 2, 1954, there were 4,060,174 fingerprint records on file, representing the largest and most complete collection of criminal fingerprint records of current value existing anywhere in the world. This Unit now receives criminal identification data from 6,444 contributors in the United States and foreign countries, and receives more than 2,200 fingerprint cards each day, replying to each of these cards within 36 hours.

46%  
The subjects of over 46% of all the prints received are identified as having prior criminal records. By means of posting notices of wanted persons in this Unit, the Division at present identifies more than 465 400 fugitives each month, immediately notifying the proper officials so that these fugitives may be taken into custody. This entire service is furnished free of cost and is maintained solely for the convenience and use of regularly constituted law-enforcement officials and agencies. These data are not made available for private purposes. At the present time, the Identification Unit of the Division exchanges fingerprint records with 55 foreign countries to help cope with the operations of international confidence men, swindlers and gangsters.

#### "Fugitives Wanted by Police" Bulletins

As an aid to law enforcement agencies in their war upon crime and criminals, the Division published a "Fugitives Wanted by Police" Bulletin monthly, in which are listed the names, aliases, descriptions, and fingerprint classifications of wanted fugitives, together with the

names and addresses of law-enforcement officials and agencies to be notified when the fugitives are located. These bulletins are distributed each month by the Division to the <sup>4,444</sup> 6,594 law-enforcement officials and agencies who forward fingerprints for the Division's files.

#### Crime Statistics

By Act of Congress, approved June 11, 1930, the Division of Investigation was authorized to collect and compile criminal statistics. During the calendar year 1933, reports were received from 1656 police departments throughout the United States, representing a population area of 62,537,262 persons. A bulletin containing a digest of figures on crime statistics throughout the entire country is issued quarterly by the Division.

#### Single Fingerprint Files

As an adjunct to its main fingerprint files, wherein impressions are classified through the use of all fingers considered as a unit, the Division conducts a single fingerprint file wherein individual impressions of known gangsters, kidnappers and extortionists are classified and filed separately, to be susceptible of ready comparison with latent prints found at the scenes of crimes. In this manner the fingerprints of over 4,300 of such criminals have been so segregated in this special file. A detailed description of each of these criminals is also maintained, cross indexed on cards operated by a sorting machine system. Individual photographs further supplement this valuable adjunct to the Identification Unit.

#### Research Division

The Division also maintains at Washington a Technical Laboratory for the study of questioned documents involving analyses of handwriting,



typewriting, erasures, paper texture et cetera, as well as matters arising within the sciences of ballistics, microphotography, and forensic chemistry. To this laboratory is forwarded evidence found during investigations, which requires examination by experts and through their reports many new leads are furnished the investigating agents in the field. When necessary the scientific findings of the experts are presented to the courts at which time detailed charts and enlarged photographs are prepared substantiating the conclusion reached.

Collections of standard specimens of typewriting from various models of machines; blue prints of the designs of tire treads; and sample bullets, shells and other ammunition of the different manufacturers, are filed in the laboratory for ready reference purposes, enabling quick identification of specimens submitted during the course of investigations.

MPL:RH3

September 23, 1933

62-24172-76

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SEP 26 1933

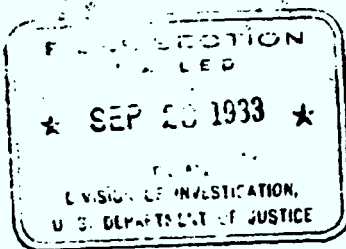
Special Agent in Charge,  
Division of Investigation,  
U. S. Department of Justice,  
Atlantic National Bank Bldg. Annex,  
Jacksonville, Florida.

Dear Sir:

With reference to your letter dated September 9,  
1933, advising that Bulletin No. 37 had not been received by  
your office, please be informed that this Bulletin is being  
forwarded to you under separate cover.

Very truly yours,

Director.



12



JER:ECB

October 6, 1933.

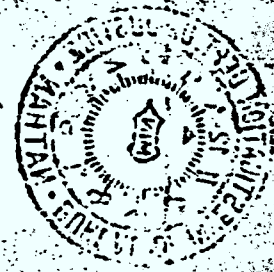
MEMORANDUM FOR MR. TOLSON

I have noticed in a number of outgoing letters that the correspondent has been advised to contact with an Acting Agent in Charge of a particular field office. I indicated some time ago that in so far as designation of our executives in charge of field offices is concerned, they are to be designated as "Special Agent in Charge" to the public, and for all other purposes, except for actual Division administration. I believe some one suggested some time ago the inadvisability of the title "Acting" as it possibly might detract from the prestige of the executive in charge of the office, and in addition might also inspire various persons to become candidates of such offices if they thought the incumbent had not been permanently designated.

Very truly yours,

Director.

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OCT 11 1933



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62-24172-77

OCT 9 1933

FILES SECTION MAILED	
★	OCT 7 1933 ★
P. M. DIVISION OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE	

FILE
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801 Title Guaranty Bldg.  
Saint Louis, Missouri  
October 25, 1935

Director,  
Division of Investigation,  
U. S. Department of Justice,  
Washington, D. C.

Dear Sir:

It has been noted in telephoning to the Prohibition Unit of the Division of Investigation that in answering the telephone they say merely "Division of Investigation."

It is believed that considerable confusion may arise as the result of the use of this title by both the Prohibition Unit and this office in answering the telephone, and same is, therefore, being called to the Division's attention.

Very truly yours,

D. M. LAIRD,  
Special Agent in Charge.

DML:H

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62-24172

ORIGINAL FILED IN 66-3803



SW

62-24172-78  
CHANGED TO  
62-42615-X124



DIVISION OF INVESTIGATION

Room 318 2-19 1934.

To: ☒ Director  
☐ Mr. Nathan  
☐ Mr. Edwards  
☐ Mr. Clegg  
☐ Mr. Lester  
☐ Miss Gandy  
☐   
☐ Chief Clerk  
☐ Chief, Unit  
☐ Personnel Files  
☐ Files  
☐ Printing Section  
☐ Supervisor, Steno. Pool  
☐ Inspector  
☐ 

b6  
b7C

Clyde Tolson.

U. S. Department of Justice  
**DIVISION OF INVESTIGATION**  
~~Bureau of Investigation~~  
SUITE L FEDERAL BUILDING  
KANSAS CITY, MISSOURI  
FEBRUARY 15, 1934.

MR. NATHAN.....  
MR. TOLSON.....  
MR. CLEGG.....  
MR. COWLEY.....  
MR. EDWARDS.....  
MR. EGAN.....  
MR. QUINN.....  
MR. LESTER.....  
MR. LOCKE.....  
MR. RORER.....

Director  
Division of Investigation  
U. S. Department of Justice  
Washington, D.C.

Dear Sir:

There is being transmitted herewith a clipping from the Detroit Evening Times of January 25, 1934, which is part of one of the syndicated articles of Arthur Brisbane in which he states "Also the fact that the United States Government's efficient and unbribable Secret Service lends itself in every kidnaping case should make kidnapers think".

As I recall, on various occasions heretofore I have read articles prepared by Arthur Brisbane which mentioned the fact that the United States Secret Service was handling kidnaping cases. It occurs to me that the Division by some means might be able to diplomatically inform Mr. Brisbane that the Division of Investigation rather than the Secret Service has investigative jurisdiction over kidnaping cases.

I have had a thought that perhaps former Special Agent in Charge T. F. Cullen, of the New York City Office, who is now employed by the Hearst Newspapers, might be in a position to render the Division some service along these lines.

Very truly yours,

*E. E. Conroy*  
E. E. CONROY  
SPECIAL AGENT IN CHARGE

EEC:os

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&  
INDEXED

FEB 22 1934

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207 JUL 27 1964

62-24172-79  
FEB 19 1934  
TOLSON  
FILE

Thursday, January 25, 1934

DETROIT EVENING TIM

# Today

Exit, One Turk.

Grand Monarch Cheerful.

Billion, Number One.

Gold in the Kalahari.

By ARTHUR BRISBANE

Copyright, 1934, King Features Synd., Inc.

THE MASSACHUSETTS LEGISLATURE votes to punish kidnaping with life imprisonment, instead of 25 years, by a rising vote, 104 to 0. This indicates to those who might think of taking up kidnaping as a business that it is not popular. Also the fact that the United States government's efficient and unbribable secret service lends itself in every kidnaping case should make kidnapers think.

62-24172-79



" JEH:HEB

*Jan 21*  
*EX*

*my*  
February 20, 1934.

MEMORANDUM FOR MR. TOLSON

In regard to the attached letter dated February 15, 1934 from Special Agent in Charge Conroy, commenting upon certain articles of Mr. Arthur Brisbane, I do not approve the suggestion that an effort be made to have Mr. Cullen straighten out Mr. Brisbane relative to the nomenclature of the investigative agencies. From Mr. Cullen's own articles, he, himself, does not seem to have a very clear idea as to the proper titles and designations.

Very truly yours,

Director.

Incl.

*Designation of Agents*

*62-24177-79*

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62-24172-80	
DIVISION OF INVESTIGATION	
FEB 21 1934	
U. S. DEPARTMENT OF JUSTICE	
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JEH:BCE

April 24, 1934.

MEMORANDUM FOR MR. TOLSON

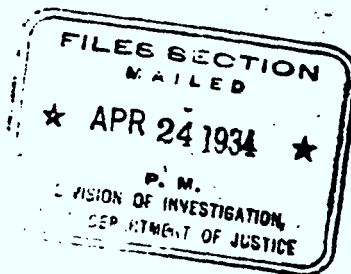
I am attaching hereto an article which appeared in the New York Journal for April 19, 1934, with headlines to the effect "U. S. SLUTS FIGHT POLICE." It refers to a summons of Carlos M. Bernstein, senior Department of Justice investigator. I find no record of any person by this name in this Division, and assume that he very likely is a Prohibition Agent or one of the men attached to the Alcoholic Beverage Unit. Please verify this fact, and I think it might be well to communicate with Mr. Fay so that he can straighten out the situation, if possible, with the press, and have it indicated in the future that the persons referred to are not investigators of this Division.

Very truly yours,

Director.

Incl.

*WCS*  
*g g*  
*mg*



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62-24172-81	
DIVISION OF INVESTIGATION	
APR 24 1934 P.M.	
U. S. DEPARTMENT OF JUSTICE	
	FILE

62-24172-81  
62-15521-44-475

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New York Journal,  
April 19, 1934.

U.S. Sleuths Fight Police

Incensed at the issuing of a summons to Carlos M. Bernstein, senior Department of Justice investigator, the Government today heatedly announced that the Police Department has no right to prosecute Federal officers for alleged violation of traffic regulations during the performance of duty.

Unless the summons against Bernstein is recalled, Assistant U. S. Attorney Louis Aldino declared, he will move to have the case immediately transferred to Federal Court for trial.

Patrolman L. Ferguson, who issued the summons to Bernstein on April 7, after halting the investigator and another Department of Justice employe, John N. Hines, at Vanderbilt and Atlantic aves., Brooklyn, has been ordered to visit the Federal Building for questioning by Aldino.

62-24172-81

CT160

April 23, 1934.

Mr. F. I. Fay,  
Division of Investigation,  
U. S. Department of Justice,  
370 Lexington Avenue, Room 1403,  
New York City, New York.

Dear Mr. Fay:

I am attaching hereto a photostatic copy of an article which appeared in the New York Journal on April 19, 1934, entitled "U. S. Sleuths Fight Police".

Please be advised that Carlos M. Bernstein and John H. Hines, proper spelling, "Hines", employees of the Department of Justice referred to in this article are connected with the Alcoholic Beverage Unit of the Department, which, as you know, is maintained entirely separate from the Division of Investigation. I thought that you should be advised of this situation and I would like to have you communicate with the appropriate representatives of the press so that they may know that these men are not connected with the Division of Investigation, and in order that they may not hereafter be referred to in such a manner as to indicate a connection with this Division.

Please advise me when you have taken care of this matter.

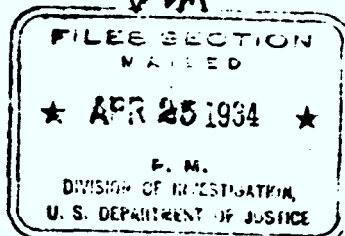
Very truly yours,

J. Edgar Hoover

Director

Encl. #370571

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INDEXED



62-24172-82	
DIVISION OF INVESTIGATION	
APR 25 1934 P.M.	
U. S. DEPARTMENT OF JUSTICE	
	FILE

from: N.Y. Journal  
4/19/34

MR. NATHAN...  
MR. TOLSON...  
MR. LITTON...  
MR. C. L. EY...  
MR. EDWARDS...  
MR. LEAN...  
MR. QUINN...  
MR. LESTER...  
CHIEF CLERK...  
MR. ROSEN...

## U. S. SLEUTHS FIGHT POLICE

Incensed at the issuing of a summons to Carlos M. Bernstein, senior Department of Justice investigator, the Government today heatedly announced that the Police Department has no right to prosecute Federal officers for alleged violation of traffic regulations during the performance of duty.

Unless the summons against Bernstein is recalled, Assistant U. S. Attorney Louis Aldino declared, he will move to have the case immediately transferred to Federal Court for trial.

Patrolman L. Ferguson, who issued the summons to Bernstein on April 7, after halting the investigator and another Department of Justice employe, John N. Hines, at Vanderbilt and Atlantic aves., Brooklyn, has been ordered to visit the Federal Building for questioning by Aldino.

*Mr. Foy, nyc  
4-25-34  
✓*

62-24172-82



May 3, 1934

Mr. F. X. Fay,  
Division of Investigation,  
U. S. Department of Justice,  
370 Lexington Avenue, Room 1403,  
New York City, New York.

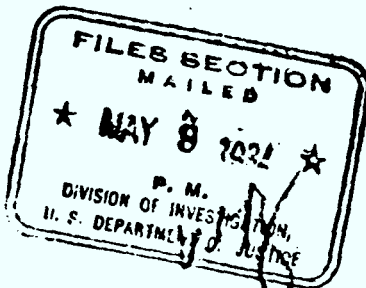
Dear Mr. Fay:

Reference is made to the Division's letter  
of April 25, 1934, relative to an article which  
appeared in the New York Journal on April 19, 1934,  
entitled "U. S. Sleuths Fight Police".

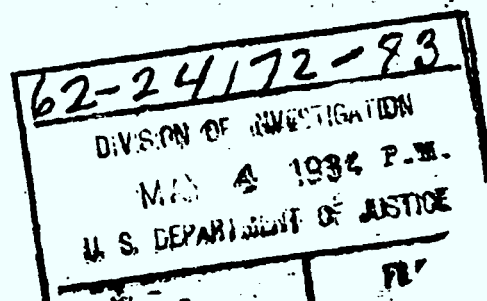
To date a reply has not been received, and  
it is requested that you advise the Division whether  
the above matter has been taken care of.

Very truly yours,

Director.



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*lc*  
*64*

*Mr*  
*12*

U. S. Bureau of Investigation

Department of Justice

Room 1403, 370 Lexington Avenue,  
New York City, N.Y.

May 5, 1934

Director,  
Division of Investigation  
U.S. Department of Justice,  
Washington, D.C.

Dear Sir:

*See Special Agent to*

Reference is made to Division letter of April twenty-fifth attached to which was an article which had appeared in the April nineteenth's issue of the NEW YORK EVENING JOURNAL entitled U. S. SLEUTHS FIGHT POLICE.

In compliance with instructions contained in your communication, I conferred with Mr. A. Spiro, City Editor of the NEW YORK EVENING JOURNAL and explained to him the difference in the various investigative agencies employed by the United States Government. He told me that he would issue an order to all of his rewrite men to specifically indicate the branch of the service with which a Federal officer is connected in order to eliminate any possible misunderstanding. He informed me, however, that no doubt shortly after this order is issued, his rewrite men will go back to using the old form. I told him that if I noticed any similar articles appearing in the paper, I would call them to his attention and he informed me that I should not hesitate in so doing and that he desired to cooperate with this Division to the fullest extent.

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&  
INDEXED

Very truly yours

MAY 9 1934

*D. X. Day*  
F. X. FAY,  
Special Agent in Charge

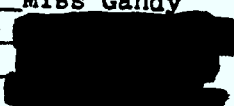
62-24172-84	
DIVISION OF INVESTIGATION	
MAY 7 1934 P.M.	
U. S. DEPARTMENT OF JUSTICE	
ALSON	FILE

*LESTER*

FXF:VC

DIVISION OF INVESTIGATION

Room 420. 5/3 1934.

To: ☐ Director  
☐ Mr. Nathan  
☐ Mr. Tolson  
☐ Mr. Edwards  
☐ Mr. Clegg  
☐ Mr. Egan  
☐ Mr. Harbo  
☒ Mr. Renneberger  
☐ Miss Gandy  
☐   
☐ Chief, Unit  
☐ Files Section  
☐ Supervisor, Steno. Pool  
☐ Supervisor  
☐ Mr.

b6  
b7c

O. H.

W. H. D. Lester.

DIVISION OF INVESTIGATION

From: Equipment Section

5/16 1934.

To: \_\_\_\_\_ Director  
\_\_\_\_\_ Mr. Nathan  
\_\_\_\_\_ Mr. Tolson  
\_\_\_\_\_ Mr. Edwards  
\_\_\_\_\_ Mr. Clegg  
\_\_\_\_\_ Mr. Quinn  
\_\_\_\_\_ Miss Gandy  
\_\_\_\_\_ Chief, Unit  
✓ *7* *16* \_\_\_\_\_ Section  
\_\_\_\_\_ Chief Clerk  
\_\_\_\_\_ Supervisor, Steno. Pool.  
  
\_\_\_\_\_ Mr.

*Original of May 1, 1934  
issued "Work and Functions  
of Division of Investigation."*

*file*

*R. C.*  
R. C. Renneberger.

*Original*

WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION,  
U. S. DEPARTMENT OF JUSTICE

INTRODUCTION

*F. B. I.*

"The administration of the Division of Investigation, U. S. Department of Justice is based upon the well understood rule and policy that all Special Agents in the field must work in close cooperation with police officials in their respective jurisdictions." \*\*\*\*\*  
"The Identification Unit is at your service every day of the year. I trust that you will avail yourselves at all times of its desire to be of service to you." These quotations are from addresses made to peace officers by the Director of the Division of Investigation, and disclose a fundamental policy of cooperation and service governing the operations and administration of this organization.

This publication is issued for the purpose of acquainting law-enforcement officials and agencies with the work and functions of the Division of Investigation, U. S. Department of Justice. By this means it is hoped that there will be brought to peace officers information which will tend to acquaint them with the types of service which are available, and for the further purpose of encouraging a wider use of the facilities of this Division. There is being presented an outline of the investigative, fingerprint identification and crime statistics functions of the Division, and it is suggested that this publication be retained for your future reference and guidance whenever an opportunity arises for you to acquaint yourself in greater detail with these functions. In the event any regularly constituted law-enforcement official or agency is not at the present time making use of the facilities of this organization, or in the event there has been a limited participation in these functions, you are invited to make full use of the opportunities in connection with the various functions herein outlined.

It is a pleasure to quote the following statement from an address by the Attorney General of the United States concerning the Department of Justice, of which this Division is an integral part:

"In brief, I aim at a sane, wholesome administration. The Department of Justice belongs to the people of America. It is their servant ministering to their needs and I bespeak for it the support and the good opinion of all law-abiding citizens."

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## WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION

### INVESTIGATIVE FUNCTIONS

This Division has investigative jurisdiction over all violations of Federal Laws and matters in which the United States is or may be a party in interest, except those matters specifically assigned by Congressional enactment or otherwise to other Federal agencies. It does not have investigative jurisdiction over violations of the Counterfeiting, Narcotic, Customs and Smuggling, Postal or Immigration Laws. Among those matters under the primary jurisdiction of this Division which receive most frequent attention are the following:

Administrative Investigations  
Admiralty Law Violations  
Antitrust Laws  
Applicants for Positions  
Bank Embezzlements in District  
of Columbia  
Bankruptcy Frauds  
Bondsmen and Sureties  
Bribery  
Civil Rights and Domestic  
Violence Statute  
Claims Against the United States  
Claims by the United States  
Condemnation Proceedings  
Conspiracies  
Contempt of Court  
Copyright Violations  
Crimes on the High Seas  
Crimes in Alaska  
Crimes on Indian Reservations  
Crimes on Government Reservations  
Crime Statistics  
Destruction of Government Property  
Espionage  
Federal Kidnaping Act  
Federal Reserve Bank Act  
Federal Eight-Hour Law  
Federal Disbarment Proceedings  
Frauds against the Government  
Identification Usages

Illegal Wearing of Service Uniforms  
Illegal Use of Government Transportation Requests  
Impersonation of Federal Officials  
Interstate Transportation of  
Explosives Violations  
Interstate Commerce Violations  
Intimidation of Witnesses  
International Claims  
Larceny from Interstate Shipments  
Location of Escaped Federal Prisoners  
Location of Missing Witnesses  
Migratory Bird Act  
National Bank Act  
National Motor Vehicle Theft Act  
Neutrality Violations  
Obstruction of Justice  
Peonage Statutes  
Passports and Visas  
Patent Violations  
Parole and Probation Violations  
Perjury  
Personnel Investigations  
Red Cross Violations  
Seed Loan Act  
Theft or Embezzlement of Government  
Property  
Treason  
Veterans Bureau Violations  
White Slave Traffic Act

## WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION

The Director of the Division of Investigation has under his jurisdiction twenty-four field offices located throughout the United States. Each field office is under the immediate administration of a Special Agent in Charge who has supervision in his respective district over the investigations of all offenses against the laws of the United States which are under the jurisdiction of this Division. Any information concerning a violation of a law which is investigated by this Division coming to the attention of a law-enforcement official or peace officer should be sent by letter to the Special Agent in Charge of the district in which such officer is located. In the event the matter is urgent and requires expeditious attention, a telegram may be sent "Government Rate Collect" to the Special Agent in Charge. For your convenience there appears a map of the United States showing the territories covered by each of the field offices, and by reference to this map you will be able, when necessary, to ascertain to which office your communication should be addressed. For your further convenience, the mail and telegraphic address, as well as telephone number, of each of these offices is set forth.

Communications to a field office of this Division should be addressed to the Special Agent in Charge at the city indicated. Mail and telegraphic communications should be sent to the building address. For example: Special Agent in Charge, Division of Investigation, U. S. Department of Justice, 224 Federal Building, Oklahoma City, Okla.

OFFICE	BUILDING ADDRESS	TELEPHONE NO.
Birmingham, Alabama	322 Federal	7-1755
Boston, Mass.	1002 Post Office & Court House	Liberty 7634
Butte, Montana	302 Federal	2-4734
Charlotte, N.C.	1806 First Nat'l Bank	3-2127
Chicago, Ill.	1900 Bankers'	Andover 2411
Cincinnati, Ohio	Rm. 426, U.S. Custom House & P.O.	Cherry 0768
Dallas, Texas	Post Office	2-7985
Detroit, Mich.	625 Lafayette	Cadillac 2835
El Paso, Texas	1331 First Nat'l Bank	Main 501
Jacksonville, Fla.	412 U.S. Court House & P.O.	5-8209
Kansas City, Mo.	Suite L, Federal	Victor 3113
Los Angeles, Calif.	617 Federal	Mutual 2201
New Orleans, La.	326½ Post Office	Raymond 1965
New York, N.Y.	370 Lexington Ave., Rm. 1403	Caledonia 5-8691
Oklahoma City, Okla.	224 Federal	2-8204
Philadelphia, Pa.	735 Philadelphia Saving Fund	Walnut 2213
Pittsburgh, Pa.	1206 Law and Finance	Grant 2727
Portland, Oregon	411 United States Court House	Atwater 6171
Salt Lake City, Utah	503-A U. S. Court House & P.O.	Wasatch 1797
San Antonio, Texas	1216 Smith-Young Tower	Fannin 8052
San Francisco, Calif.	318 Hewes Bldg.	Exbrook 0818
St. Louis, Mo.	801 Title Guaranty	Central 1650
St. Paul, Minn.	203 Post Office	Garfield 2193
Washington, D.C.	Hurley-Wright	National 0185



Use new map showing El Paso office

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## WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION

The Division of Investigation has no prosecutive jurisdiction or control. The prosecution of violations of Federal laws is a function of the United States Attorneys in the various Federal judicial districts throughout the United States. All information obtained by employees of this Division relative to alleged violations of Federal laws is submitted to the United States Attorney for his information and guidance to determine whether prosecutions should be initiated against the individuals involved.

The following summarized information deals with some of the more frequent types of violations of Federal laws over which this Division has investigative jurisdiction. From an examination of this information there will be found an indication of the facts which the Division desires to receive from State or local officials when Federal prosecution is desired in order that an appropriate investigation may be made and the facts submitted to the United States Attorney:

### ANTITRUST LAWS

The Division of Investigation is charged with the duty of collecting evidence of violations of the Federal antitrust laws. Violations of these statutes are usually reported by business concerns which have suffered injury through reason of a combination or conspiracy operating in restraint of trade between the States. Any information regarding contracts, combinations, or conspiracies in restraint of interstate trade, or tending toward a monopoly, and any acts of interference with interstate trade or commerce should be reported.

### BANKRUPTCY VIOLATIONS

It is the duty of the Division of Investigation to investigate alleged violations which occur in the administration of the National Bankruptcy Act. Violations of this act are usually reported by referees in bankruptcy, trustees, credit associations, or creditors. However, the Division will appreciate receiving any information which you may obtain relative to violations of this act, such as concealing money, merchandise, or property either before or after the filing of the bankruptcy petition; concealing, destroying, mutilating, or falsifying books and records before or after the bankruptcy petition was filed; receiving concealed property, or perjury or false claims.

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WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION

Information that shipments were made from the bankrupt store late at night or in a covert manner; that vans or trucks were loaded at the bankrupt's premises; that the bankrupt hastily liquidated his affairs immediately prior to closing by sacrifice or below-cost sales, all are significant of irregularities and are a material aid to the progress of the investigation. Attempts on the part of the bankrupt to collect old accounts after proceedings have been instituted also indicate possible violations.

CRIMES ON GOVERNMENT RESERVATIONS

The investigation of crimes committed on Government reservations, including Indian reservations, or in any Government building, or on other Government property, is under the jurisdiction of the Division of Investigation, and any information concerning such crimes should be forwarded to the nearest field office.

ESCAPED FEDERAL PRISONERS AND FUGITIVES

The Division of Investigation conducts investigations for the purpose of locating and causing the arrest of persons who are fugitives from justice by reason of violations of the Federal laws over which the Division has jurisdiction, of escaped Federal prisoners, and parole and probation violators. When the arrest of a Federal fugitive from justice is not brought about within a reasonable time, there is issued what is known as an Identification Order, which is distributed to peace officers in all parts of the country. These Identification Orders contain the name, photograph, fingerprints and description of the fugitive together with all available information which might prove helpful in bringing about his arrest. When the fugitive is apprehended an apprehension order is issued so that all efforts to locate the individual may be discontinued. If you do not already receive these orders, the Division will be pleased to place your name on the mailing list.

It is highly important in investigations relating to fugitives from justice that any information secured be forwarded to the nearest field office without delay. The cooperation of State and local officials in this regard will be appreciated.

## WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION

### IMPERSONATION

Whenever information is received by a peace officer or law-enforcement official which indicates that an individual has falsely claimed to be an officer or employee of the United States and that such individual fraudulently acted as if he were a Federal officer, or that he obtained or demanded anything of value, such as loans, credits, money, documents, or the cashing of checks, such information should be transmitted to the Division of Investigation, which will begin an immediate inquiry to determine whether a Federal law has been violated.

### KIDNAPING

Under the provisions of an Act of Congress approved by the President on June 22, 1932, whoever transports or aids in transporting in interstate or foreign commerce any person who has been unlawfully seized, confined, inveigled, decoyed, kidnaped, abducted, or carried away by any means whatsoever and held for ransom or reward, is guilty of violating a Federal law. Also, if two or more persons enter into an agreement, confederation, or conspiracy to violate the provisions of this act and do any overt act toward carrying out such unlawful agreement, confederation, or conspiracy, such person or persons are guilty of violating the Federal kidnaping law. Cases of this nature are investigated by the Division of Investigation and any information in the possession of law-enforcement officials indicating a violation of this law should be transmitted to the nearest field office.

### LARCENY FROM INTERSTATE SHIPMENTS

Any facts which indicate that any person or persons have stolen anything being shipped from one State to another State, from any freight or express shipment or passenger car, or that any person has received anything which was stolen from such shipments should be reported to the proper field office.

### NATIONAL BANK AND FEDERAL RESERVE ACTS

These statutes specify criminal offenses on the part of employees or agents of institutions coming under the jurisdiction of the above acts, such as embezzlement, abstraction, or misapplication of funds, and the making of false entries in the books of a national bank or a member bank of the Federal Reserve System, or in reports to



## WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION

the Comptroller of the Currency. The Division of Investigation has investigative jurisdiction over such offenses and desires to receive any information indicating a violation of the provisions of these acts.

### NATIONAL MOTOR VEHICLE THEFT ACT

Persons who transport a stolen motor vehicle from one State to another State, knowing the same to have been stolen, may be prosecuted in the United States courts for the transportation of the stolen vehicle. Also, persons who receive, conceal, store, barter, sell, or dispose of any motor vehicle moving as, or which is a part of, or which constitutes, interstate or foreign commerce, knowing the same to have been stolen, may be prosecuted in the United States courts under this act, which is also known as the Dyer Act.

When an individual is found in possession of an automobile and there is reason to believe that his possession of the motor vehicle is not lawful and that the said motor vehicle has been stolen and transported in interstate or foreign commerce, if the facts are called to the attention of the Division an investigation will be made to determine whether there has been a violation of the National Motor Vehicle Theft Act.

### THEFT, EMBEZZLEMENT, OR ILLEGAL POSSESSION OF GOVERNMENT PROPERTY

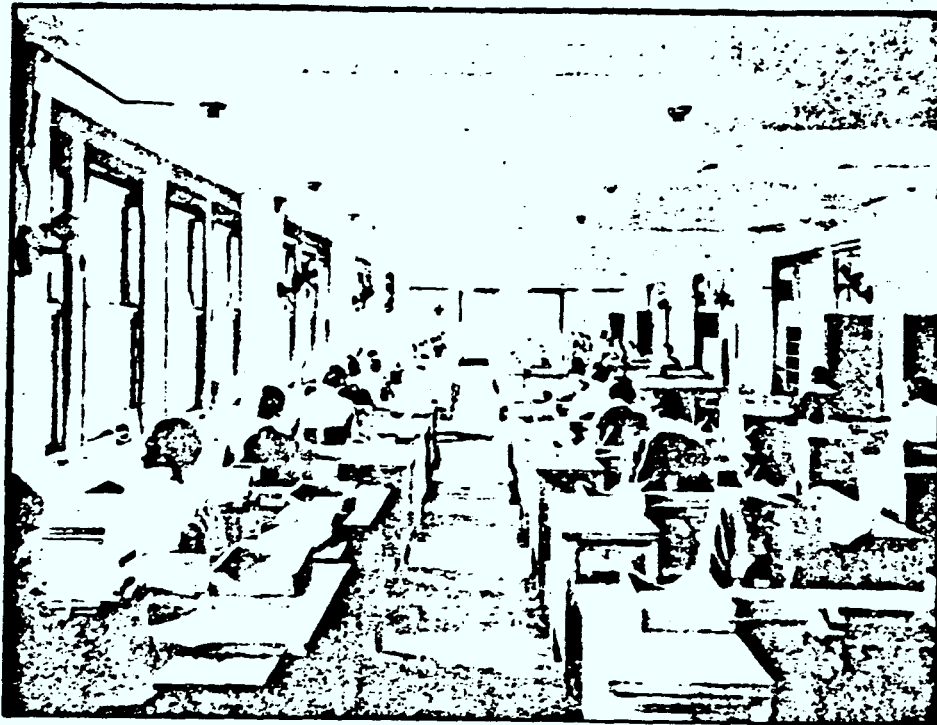
It is a violation of a Federal law to embezzle, purloin, or steal any property of the United States, or to receive such property, knowing the same to have been stolen. This Division has investigative jurisdiction over offenses of this nature.

### WHITE SLAVE TRAFFIC ACT

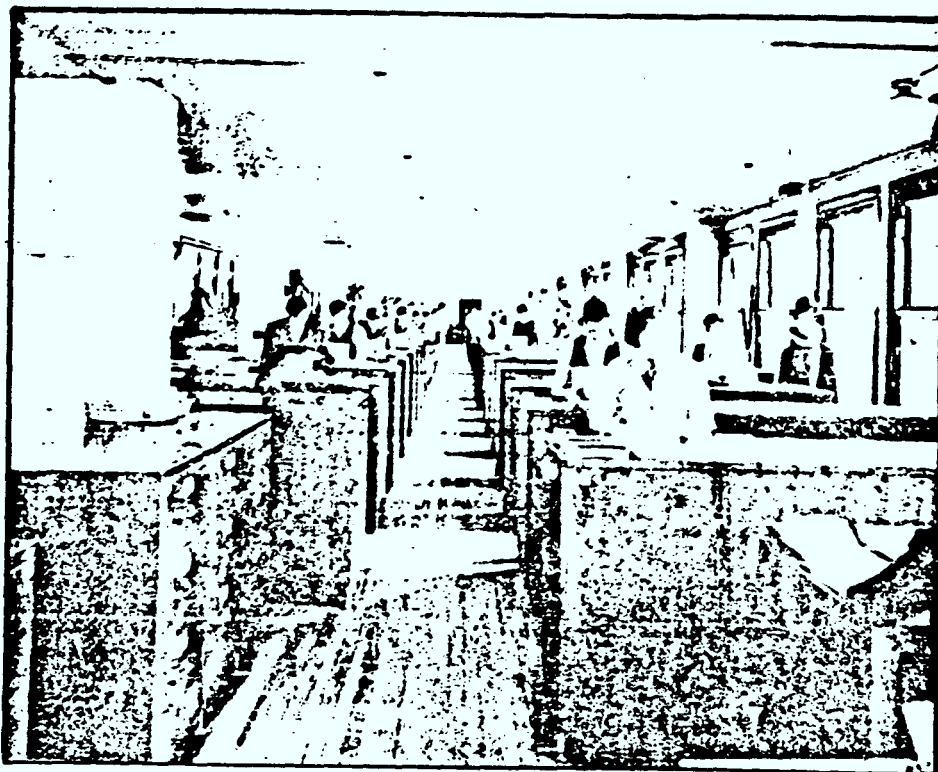
The White Slave Traffic Act is frequently referred to as the Mann Act. This act provides that any person who shall knowingly transport or cause to be transported, or aid or assist in obtaining transportation for, or in transporting, in interstate or foreign commerce, any woman or girl for the purpose of prostitution or debauchery, or to engage in other immoral practices, shall be deemed guilty of a felony. The Division of Investigation is desirous of receiving any information which comes to your attention indicating a violation of this act.



WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION



Photograph of the Typing Section - Identification Unit



Photograph of a Portion of the Technical Section of the Identification Unit

## WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION

### IDENTIFICATION FUNCTIONS

The Division of Investigation, in addition to its field investigative offices, maintains an Identification Unit at Washington, D. C., which serves as a central clearing house of records pertaining to criminals. The information contained in the Division's identification files is based primarily upon fingerprints, which constitute the largest and most complete collection of current value in existence.

On August 31, 1933, there were 3,870,910 fingerprint records and 4,996,568 index cards in the Division's archives. The chart which appears in this pamphlet illustrating the growth of this work since its inception in 1924 through the fiscal year ended June 30, 1933, reflects gratifying progress made possible by the cooperation of law-enforcement officials throughout the United States and foreign countries. On August 31, approximately 2,200 fingerprint records were being received in the Identification Division daily from 6,066 contributing law-enforcement agencies throughout the world.

All peace officers are invited to avail themselves of the data on file in the Identification Unit of the Division of Investigation. The service is given without cost to all regularly constituted law-enforcement officers and agencies desiring it. Fingerprint cards, franked envelopes, the pamphlet entitled "How to Take Fingerprints," and disposition sheets for the purpose of reporting dispositions to the Division are supplied gratis. The Division also furnishes upon request copies of its pamphlets on the subject of latent fingerprints; court decisions as to the legality of taking fingerprints and the admissibility of fingerprint evidence; and the modification and extension of the Henry system of identification, devised by the Division's experts and applied to its own technical files.

Upon receipt of a fingerprint card from a contributing law-enforcement agency, a letter giving the criminal record, or informing of the fact that no prior record has been located, is sent to the contributor. An additional copy of the letter citing a prior record is transmitted in arrest cases for the benefit of the prosecutor as an aid in prosecuting the individual who has a previous record of arrest. This record is also of value to the Judge before whom a case is tried, as it is oftentimes studied before determining the length and character of sentence which the court imposes on a convicted person.

## WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION

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On February 1, 1934, there were 4,114,325 fingerprint records and 5,245,115 index cards in the Division's archives. The chart which appears in this pamphlet illustrating the growth of this work since its inception in 1924 through the fiscal year ended June 30, 1933, reflects gratifying progress made possible by the cooperation of law-enforcement officials throughout the United States and foreign countries. On February 1, approximately 2,200 fingerprint records were being received in the Identification Division daily from 3,444 contributing law-enforcement agencies throughout the world.

All peace officers are invited to avail themselves of the data on file in the Identification Unit of the Division of Investigation. The service is given without cost to all regularly constituted law-enforcement officers and agencies desiring it. Fingerprint cards, franked envelopes, the pamphlet entitled "How to Take Fingerprints", and disposition sheets for the purpose of reporting dispositions to the Division are supplied gratis. The Division also furnishes upon request copies of its pamphlets on the subject of latent fingerprints; court decisions as to the legality of taking fingerprints and the admissibility of fingerprint evidence; and the modification and extension of the Henry system of identification, devised by the Division's experts and applied to its own technical files.

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## WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION.

The Division places notations in the files of its Identification Unit upon request of peace officers, indicating that the arrest of an individual is desired as a fugitive. Through this procedure, after classifying and searching incoming cards, about 365 persons wanted for various types of offenses ranging from misdemeanor to murder or as escaped prisoners or parole violators are identified each month. This service is amplified and its value enhanced by the Division's action in publishing and distributing to contributors of fingerprints, monthly bulletins listing fugitives wanted throughout the country for major crimes. This bulletin also contains articles of current interest to law-enforcement officers, such as treatises on latent fingerprints, ciphers or similar subjects of a scientific character in the field of criminology studied in the Division's research and criminological laboratory.

For the benefit of constituted authorities these fingerprint records are also used on frequent occasions to identify unknown deceased persons as well as individuals, who, because of some malady, have forgotten their identity. Likewise, it proves of value in determining if applicants for positions, under the Civil Service of the Federal, state, county or municipal governments, have a previous record on file which might show the applicant is not of a proper character to receive the appointment.

In maintaining its fingerprint files, the Division of Investigation employs the Henry system with current extensions, which utilizes all 10 fingers considered as a unit for the classification and filing of prints. In addition there is maintained a separate collection of fingerprints of kidnapers and extortionists, which are filed individually or singly. This collection is an auxiliary to the main file and is used primarily for the purpose of identifying latent fingerprints left at the scenes of crimes by kidnapers and extortionists. Unless latent fingerprints of such offenders are those of the individuals whose separate impressions are filed in the single-print collection, it is difficult for the Division to identify the latent prints. However, if the names or aliases of any suspects are furnished the Division together with descriptive information, then the actual prints may be compared with the latent impressions and thus it may be possible to establish an identification.

In conducting its identification work, the Division of Investigation is essentially a cooperative organization and can furnish to contributing law-enforcement agencies only that information which it receives from them. The assistance of the police, sheriffs, wardens, state identification bureaus, and similar agencies has been



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WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION

very gratifying, but despite the splendid results which have been accomplished, it is felt that this Division can render even more effective service when it receives all of the fingerprint records which law-enforcement officials are in a position to furnish. It is obvious that even better service can be given by the Division as its records become more complete. All peace officers are therefor invited to make the fullest possible use of this cooperative project.

A pamphlet has been prepared and is available entitled "How to Take Fingerprints," which contains instructions concerning a simple and standardized method of taking fingerprints, and which also refers further to the Division's identification activities, including its participation in an international exchange of fingerprints with the identification bureaus of foreign countries for the purpose of identifying criminals who may have records of an international character. The prints of persons arrested in the United States will be sent upon request to any of these foreign identification bureaus. Any law-enforcement officer who is now, or may desire to become a contributor of fingerprints to the Division of Investigation in its identification work, will be supplied with a copy of this pamphlet upon request. The cost of the equipment necessary to take the prints is trivial; in fact it may be improvised locally with but slight expense. This Division will supply the needed cards and envelopes which require no postage, without cost, while the benefits of the information furnished by the Division are manifold and so far outweigh the relatively small amount of work involved, that the service is usually continued after initial fingerprinting activities are started.



## WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION

### CRIME STATISTICS FUNCTIONS

In accordance with an Act of Congress approved June 11, 1930, the Division of Investigation began the compilation of uniform crime statistics. The collection of such crime data had been initiated by the Committee on Uniform Crime Records of the International Association of Chiefs of Police in January of that year in response to a long-felt need for comparable crime statistics on a nation-wide scale.

The system of uniform crime reporting includes monthly and annual reports of offenses known and offenses cleared by arrest and an annual report of the number of persons charged, i.e., held for prosecution, by the police. This Division provides the necessary return forms and tally sheets, and return envelopes which require no postage. There is also available for distribution to interested law-enforcement agencies the Manual, "Uniform Crime Reporting," which includes detailed instructions with reference to the preparation of the crime reports, and in addition describes and illustrates the police record forms which, if maintained, will make available the data desired in the monthly and annual crime returns submitted to the Division.

In order to supplement the statistics obtained from the records described above, the Division periodically makes tabulations of data from the fingerprint cards currently received from law-enforcement officials throughout the country. The information tabulated from these records pertains particularly to the age and previous criminal history of persons arrested and fingerprinted. This information, together with the data obtained from the uniform crime reports, is published in a quarterly bulletin which is mailed to all interested law-enforcement officials, as well as others having a special interest in statistics of this character.

Due in no small measure to the cooperation of police departments and other similar agencies throughout the country the project of collecting uniform crime reports has shown continued progress during the past three years. In 1930 monthly returns were received from 1,127 cities, representing a total population of 45,929,965; in 1931 returns were received from 1,511 cities, representing a total population of 51,145,734; during 1932 there were 1,573 cities, with an aggregate population of 53,212,230, and during the calendar year 1933 there were 1,658 cities, with a total population of 62,357,262, which contributed the crime reports. A majority of the larger cities throughout the country send these reports regularly to the Division. Any law-enforcement officials who are not now contributing such reports are invited to do so, and the necessary blank forms may be obtained without cost from this Division.

## WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION

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## WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION

### CONCLUSION

The growth and development of the functions of this Division are matters in which we all can take considerable pride. Because of the fact that this growth and development have been the result of a united cooperative endeavor and because law-enforcement officials and agencies throughout the Nation have as a result of their cooperation made this progress possible, it is believed that you will find an interest in the accompanying charts which show the accomplishments during the past several years. In the event more detailed information is desired in connection with the work of the Division of Investigation, it is hoped that you will feel free to confer with any Special Agent of the Division who comes into daily contact with law-enforcement officials and agencies throughout the Nation. In the event you desire additional information concerning the identification and crime statistics functions, your inquiry should be addressed to:

John Edgar Hoover, Director,  
Division of Investigation,  
U. S. Department of Justice,  
Washington, D. C.

The office of the Director is open twenty-four hours each day.

Telephone Number: During daytime National 0185

At night National 7117

*sent*  
*may* 1, 1934.

WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION

DIVISION OF INVESTIGATION  
U. S. Department of Justice

J. Edgar Hoover, Director

Insert Chart 33-4

Insert Chart 33-1