



*Homeland Security Investigations*

# Technical Operations Handbook

HSI HB 14-04 / July 21, 2014



U.S. Immigration  
and Customs  
Enforcement

## Foreword

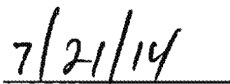
The Technical Operations Handbook provides a uniform source of national policies, procedures, responsibilities, guidelines, and controls to be followed by U.S. Immigration and Customs Enforcement (ICE) Homeland Security Investigations (HSI) Special Agents, Technical Enforcement Officers, Intelligence Research Specialists, and other HSI employees when conducting or supporting investigations involving the use of electronic surveillance equipment and software. This Handbook contains instructions and guidance to help ensure uniformity and operational consistency among all HSI field offices. Oversight over the national Technical Operations Program resides with the Unit Chief, Technical Operations Unit.

This Handbook supersedes HSI Handbook 13-02 entitled, "Technical Operations Handbook," dated January 22, 2013.

The Technical Operations Handbook is an internal policy of HSI. It is not intended to, does not, and may not be relied upon to create any right or benefit, substantive or procedural, enforceable at law by any party in any administrative, civil, or criminal matter, nor are any limitations hereby placed on otherwise lawful enforcement prerogatives of ICE. This Handbook is For Official Use Only (FOUO) – Law Enforcement Sensitive. It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with DHS policy relating to FOUO information and the ICE Directive on Safeguarding Law Enforcement Sensitive Information. This information shall not be distributed beyond the original addressees without prior authorization of the originator. If disclosure of this Handbook or any portion of it is demanded in any judicial or administrative proceeding, the HSI Records and Disclosure Unit, as well as the appropriate ICE Counsel and/or U.S. Attorney, are to be consulted so that appropriate measures can be taken to invoke privileges against disclosure. This Handbook contains information which may be exempt from disclosure to the public under the Freedom of Information Act, Title 5, United States Code, Section 552(b), and protected from disclosure pursuant to the law enforcement privilege. Any further request for disclosure of this Handbook or information contained herein should be referred to the HSI Records and Disclosure Unit.

The HSI Policy Unit is responsible for coordinating the development and issuance of HSI policy. All suggested changes or updates to this Handbook should be submitted to the HSI Policy Unit, which will coordinate all needed revisions with the Technical Operations Unit.

  
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Peter T. Edge  
Executive Associate Director  
Homeland Security Investigations

  
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Date

**TECHNICAL OPERATIONS  
HANDBOOK**

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## 16.1 Use of Over-The-Air Wireless (Cellular) Tracking Equipment

All HSI personnel who operate OTA tracking equipment must have attended formal training provided by the equipment vendor. Exceptions to this requirement will be made on a case-by-case basis (e.g., extensive practical use of the equipment) with the written approval of the Tech Ops Unit Chief (an e-mail will suffice). All HSI offices in possession of any OTA tracking equipment, whether on a temporary or long-term basis, are required to submit reports in accordance with Section 19.4 of this Handbook. All OTA tracking missions require legal process before the mission may be completed.

(Note: This Chapter does not address the legal requirements governing the use of this equipment. All questions or concerns regarding any such legal requirements should be directed to the local OCC, the AUSA, or OPLA at HQ.)

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