

	STANDARD OPERATING PROCEDURE <small>State Form 39870 (R/S-06)</small>	Reference Number INV-016
	Subject Dialed Number Recorders – DNR or Pen Registers	
	Special Instructions Replaces INV-013 dated March 12, 2007	Effective Date March 1, 2015

I. PURPOSE

Establish guidelines for the use of Dialed Number Recorders (DNR) or Pen Registers during criminal investigations.

II. POLICY

The use of DNRs during criminal investigations shall be limited to those situations where evidence obtained would substantially increase the probability of bringing the investigation to a successful conclusion.

III. PROCEDURE

A. All requests for installation of a DNR shall be made, in writing, through channels, to the Special Investigations Command (SIC) Commander for review and approval.

1. All requests shall contain the following information:

- a. Details of the investigation; e.g., what crime is being committed, names of suspects, what is expected to be gained through use of the DNR, and the names of all agencies involved in the investigation;
- b. Name, telephone number, and location of telephone on which the DNR is to be placed;
- c. Name, address, and telephone number of the telephone company that provides service to the target telephone;
- d. An explanation of the manner in which the telephone company will be paid for services; and
- e. Where the DNR shall be placed, how it shall be secured, and who is responsible for security and day-to-day operation.

B. If approved, the SIC Commander shall:

- 1. Notify the investigating officer to begin procedures to obtain the necessary court order;
- 2. Forward a copy of the approved request to the-Cybercrimes and Investigative Technologies Section Electronic Surveillance Unit (CITS-ESU) Supervisor.

C. The CITS-ESU Supervisor shall make any necessary preliminary contacts with phone company personnel to determine feasibility of installation and equipment needed.

D. The investigating officer, after receiving notification of approval, shall immediately begin steps for securing the court order.

1. If the court order is denied, the investigating officer shall immediately notify the SIC Commander.

2. If the court order is obtained, the investigating officer shall:

a. Immediately notify the SIC Commander and forward a copy of the court order to the SIC for attachment to the approved request memo; and

b. Immediately forward the original court order to the CITS-ESU Supervisor.

E. The CITS-ESU Supervisor after receiving the original court order shall:

1. Notify the appropriate telephone company personnel of the existence of the court order and coordinate for the installation of the necessary lines and equipment; and

2. Immediately forward the original court order to the appropriate telephone company.

F. The DNR shall be installed in a locked, secure area under the control of a designated security officer.

1. Once the installation has been made the designated security officer shall be present whenever access is made to the DNR in the secure area.

2. All records from the DNR, whether printed, electro-magnetically, or digitally stored shall be treated as physical evidence.

G. The CITS-ESU Supervisor shall oversee the general operation of the DNR after installation.

H. Upon expiration of the court order the CITS-ESU Supervisor, shall:

1. Coordinate removal of the equipment and telephone lines with the telephone company; and

2. Notify the SIC Commander that the court order has expired and the equipment has been removed.

I. This procedure is to be used in conjunction with all relevant federal and state laws; Department regulations, rules, policies, and procedures.