FEDERAL BUREAU OF INVESTIGATION

UNITED STATES DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

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September 13, 1939

MEMORANIUM FOR THE DIRECTOR

With reference to the attached communications received from the Gleveland Division concerning the loss of credentials by Special Agent Warner G. Maupin, the Conference consisting of Messrs. Nathan, Clagg, Q. Tame and Glavin, considered the establishment of uniform pomelties for like offenses. It was pointed out to the Conference that at the present time the only uniform disciplinary action taken by the Bureau is in the assidental discharge of firearms without aggravating sirousstances when the employee is suspended for a period of seven days. The Conference considered other matters from a disciplinary standpoint and recommends the following:

- (1) For the loss of Bureau property, such as guns. badges, reports, files, manuals, et cetera when no aggregating circumstances are involved there be a maximum suspension of 10 days. If there are mitigating circumstances, the penalty can be lessened at the discretion of the Director.
- (2) For the loss of building passes, tax exemption certificates and like miscellaneous unimportant property, the Conference recommends unanimously reprimend only.
- (3) For the penalty of being asleep while on guard or surveillance duty without aggregating aircomstances, the Conference recommends the mariness suspension of 30 days.

(4) For permitting the escape of a fugitive without aggravating circumstances, the Conference recom a maximum penalty of 30 days.

BECORDED The Conference recognizes the fact that or develications of the type immediately aforementioned within more drastic action, but believes that if action more drastic hims 6 \ 30 days suspension is considered that the employee involved should dismissed from the service. U. S. DEPARTMENTAL JUSTUSE

(5) For the unauthorized use of Bureau-

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without aggravating circumstances, the Conference recommends the maximum suspension of 10 days.

The Conference unanimously recommended that the Bureau's present disciplinary action concerning the accidental discharge of firearms be increased from a maximum of 7 days to 10 days when aggravating circumstances are not involved.

The Conference further recommends the following disciplinary measures in so far as new agents are concerned in addition to those aforementioned:

- (1) Failure to pass examinations on the Manual Dismissal from of Rules and Regulations and the Manual the service of Instructions
- (2) Failure to qualify with all types of fire- Dismissal from arms during training period. Dismissal from the service

Respectfully submitted, FOR THE CONFERENCE

Clyde Tolson Chairman

W. R. Glavin Secretary