

Washington

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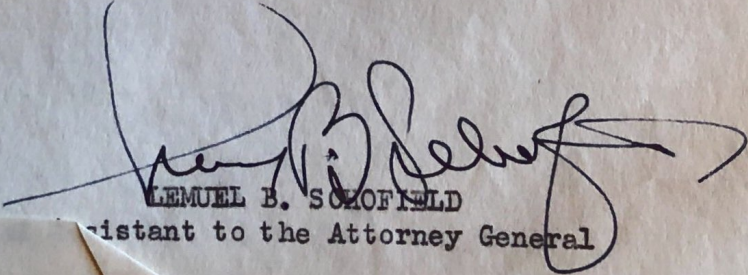
January 9, 1941

ADMINISTRATIVE LETTER NO. 2TO THE IMMIGRATION AND
NATURALIZATION SERVICE:SUBJECT: Loss of Official Badges or Credentials.

1. Hereafter, when an officer or employee of this Service loses his official badge or other official credential he shall immediately report the fact, in writing, to his official superior, stating the circumstances under which the loss occurred.

2. Upon receiving such a report, the District Director shall cause appropriate investigation to be conducted and submit a report to the Central Office.

3. When the investigation adduces evidence indicating that loss of the badge or credentials occurred through carelessness or negligence, the Central Office will take such disciplinary action as the circumstances surrounding the loss may seem to warrant, but in no instance will the penalty be less than suspension from duty and pay for a period of two days, in addition to which the officer concerned will be required to remit the cost of the badge.



LEMUEL B. SCHOFIELD
Assistant to the Attorney General

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