

DATE May 12, 1997

SECURITY OF THE BEP

1. **PURPOSE.** The purpose of this Circular is to establish a policy to offer rewards for information leading to the arrest and conviction of individuals responsible for **illegal activity committed on or off (BEP) premises in violation of Federal, Local or State statutes relating to the security of the Bureau of Engraving and Printing.** This policy applies to information regarding illegal activity described below but is not limited to:

- a. Possession or use of illegal substances or drug paraphernalia.
- b. Stolen BEP products and/or property.
- c. Knowledge of past, current, or future thefts of BEP products and/or property.
- d. Conspiracy to steal BEP products and/or property.

Individuals providing information leading to the recovery of stolen BEP products and/or property are eligible for rewards under this policy.

2. **POLICY.** It is the policy of the Bureau of Engraving and Printing to provide a comprehensive security program to safeguard its employees and security products, and to protect the integrity of the Bureau.

3. **PROCEDURE.** Individuals may directly contact the Office of Security in Washington D.C. at 202-874-3647 or in Ft. Worth at 817-847-3801. The Office of Security 24-hour Information Line is 1-800-467-4718.

The Office of Security in liaison with law enforcement agencies will be the sole judge in determining the credibility and usefulness of information provided by individuals.

The Office of Security will provide a recommendation to the Associate Director of Management regarding the amount of reward.

Individuals providing information may ask for confidentiality. The identity of reward recipients will remain strictly confidential.

4. **OFFICE OF PRIMARY RESPONSIBILITY.** Office of Security, Washington D.C.

5. **EFFECTIVE DATE.** April 30, 1997.

<SIGNED>

Larry E. Rolufs
Director

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