



Introduction & Request Tutorial

HIGH INTENSITY DRUG TRAFFICKING AREA

Office of National Drug Control Policy



Hemisphere FAQ's



Submitting a Request:

A large, empty rectangular box with a black border, intended for submitting a request.

Hemisphere FAQ's



Preparing the Subpoena:

(b)(7)(D), (b)(7)(E)

Hemisphere FAQ's



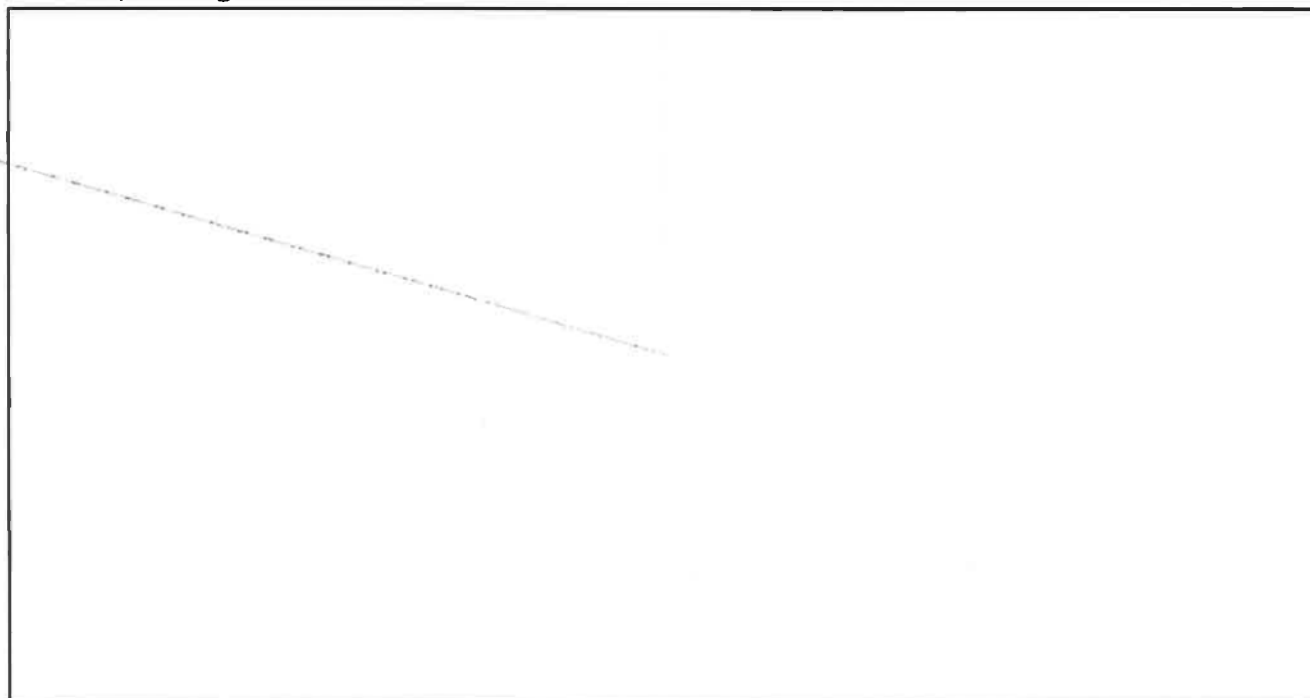
Hemisphere Data Available to Requestors:

(b)(7)(D),(b)(7)(E)

Hemisphere FAQ's



Interpreting the Results:

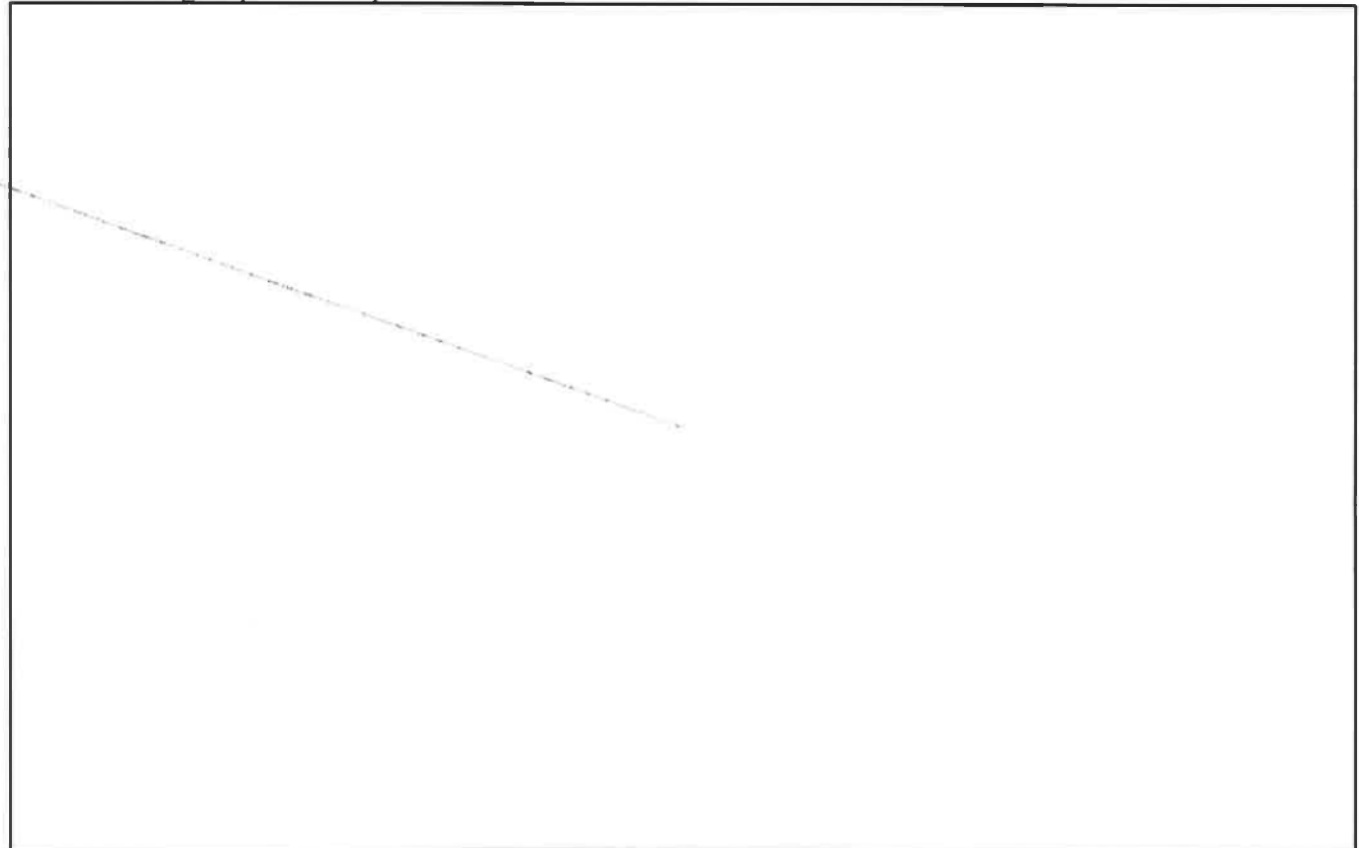


(b)(7)(D), (b)(7)(E)

Hemisphere FAQ's



Following Up on Requests:



(b)(7)(D),(b)(7)(E)

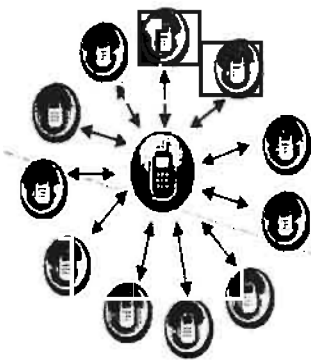
(b)(7)(D), (b)(7)(E)

Page 120

Target Number
Requested By Law
Enforcement Agency



Hemisphere
Basic Results

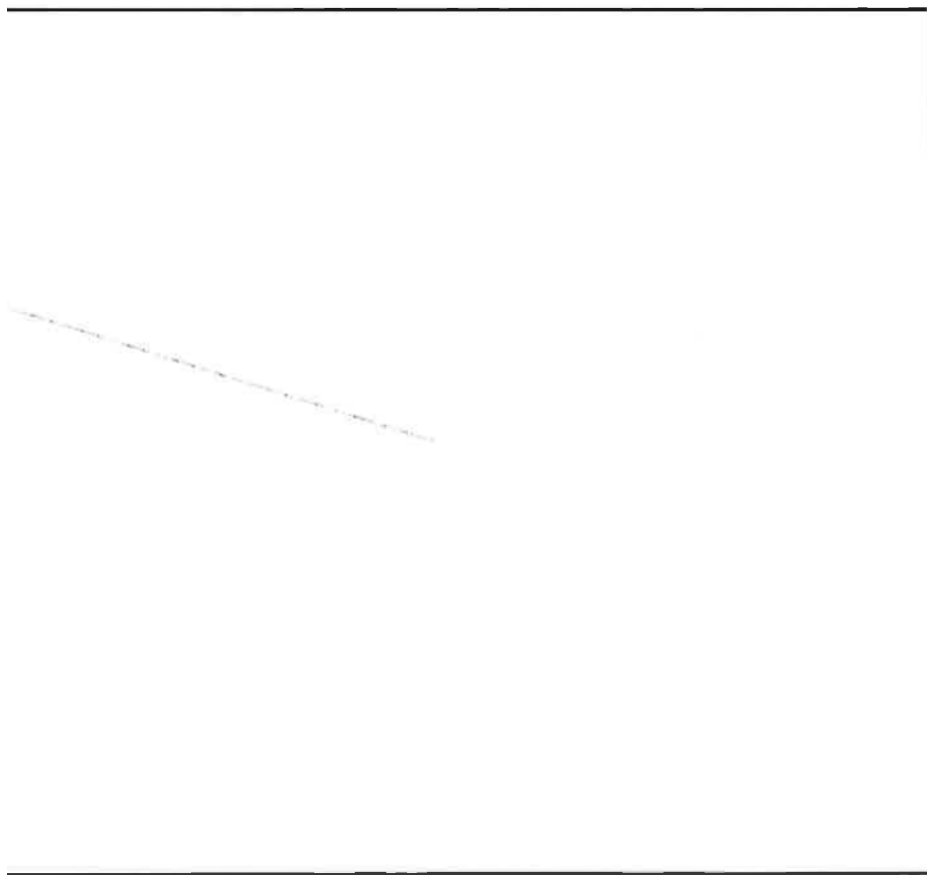


(b)(7)(D), (b)(7)(E)

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Hemisphere Basic Results





Submitting a Request

- Submitting a Request
- Hemisphere Request Process
- Hemisphere Subpoena- Official Language
- Hemisphere Subpoena- Date Ranges
- Subpoena Examples
- Court Order Example (for Los Angeles Hemisphere only)
- Hemisphere Subpoena- [REDACTED]
[REDACTED] Examples

(b)(7)(D),(b)(7)(E)

Hemisphere Request Process



**Law Enforcement
Agencies**

**Law
Enforcement
Agencies**



Agencies
generate
request forms
and subpoenas

(b)(7)(E),(b)(7)(F)

HEMISPHERE SUBPOENA-

Official Language



(b)(7)(D), (b)(7)(E)

HEMISPHERE SUBPOENA-

Date Ranges



(b)(7)(E)

HEMISPHERE SUBPOENA-

Date Ranges



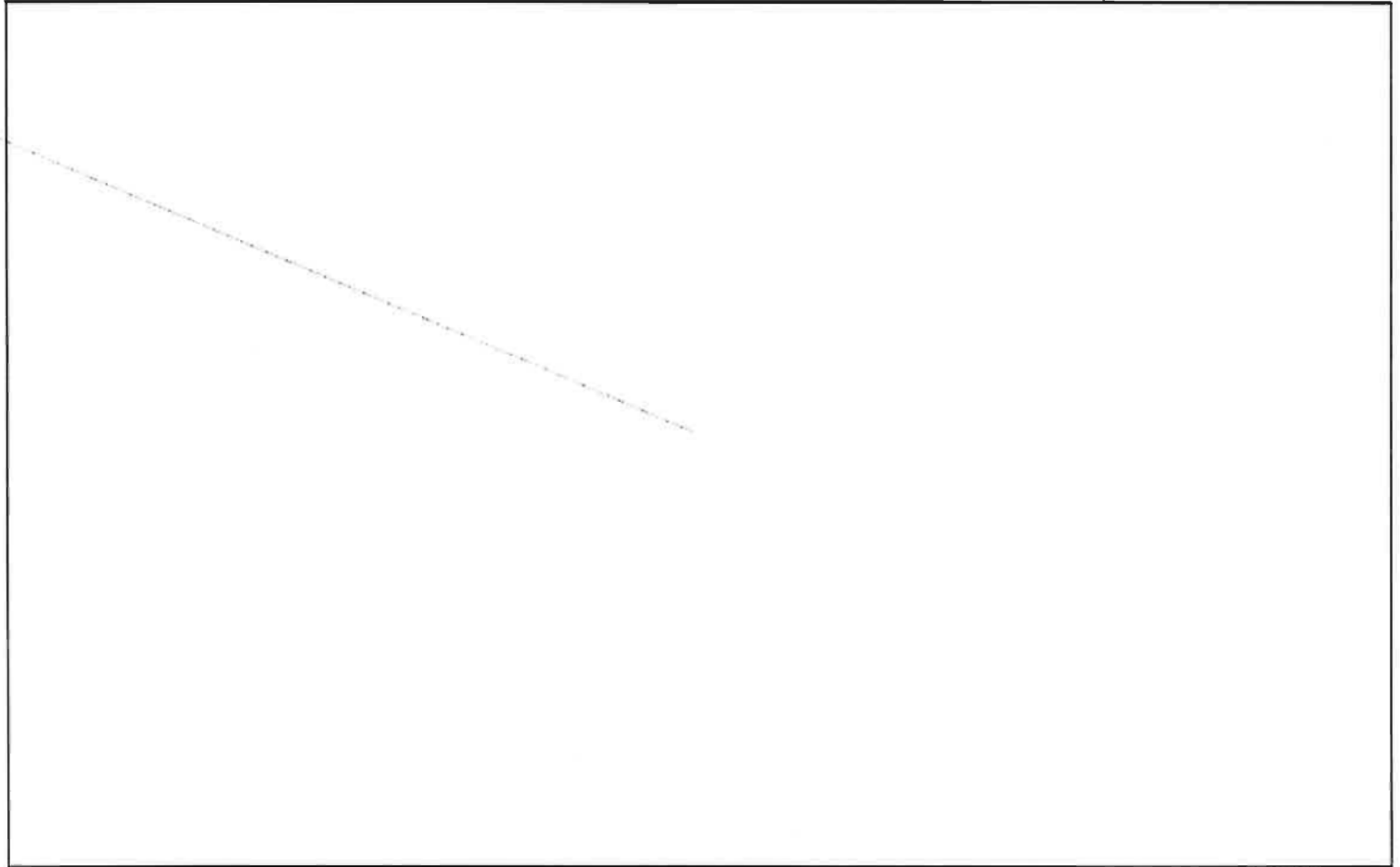
(b)(7)(D),(b)(7)(E)

HEMISPHERE SUBPOENA-

Date Ranges



(b)(7)(D), (b)(7)(E), (b)(7)(F)



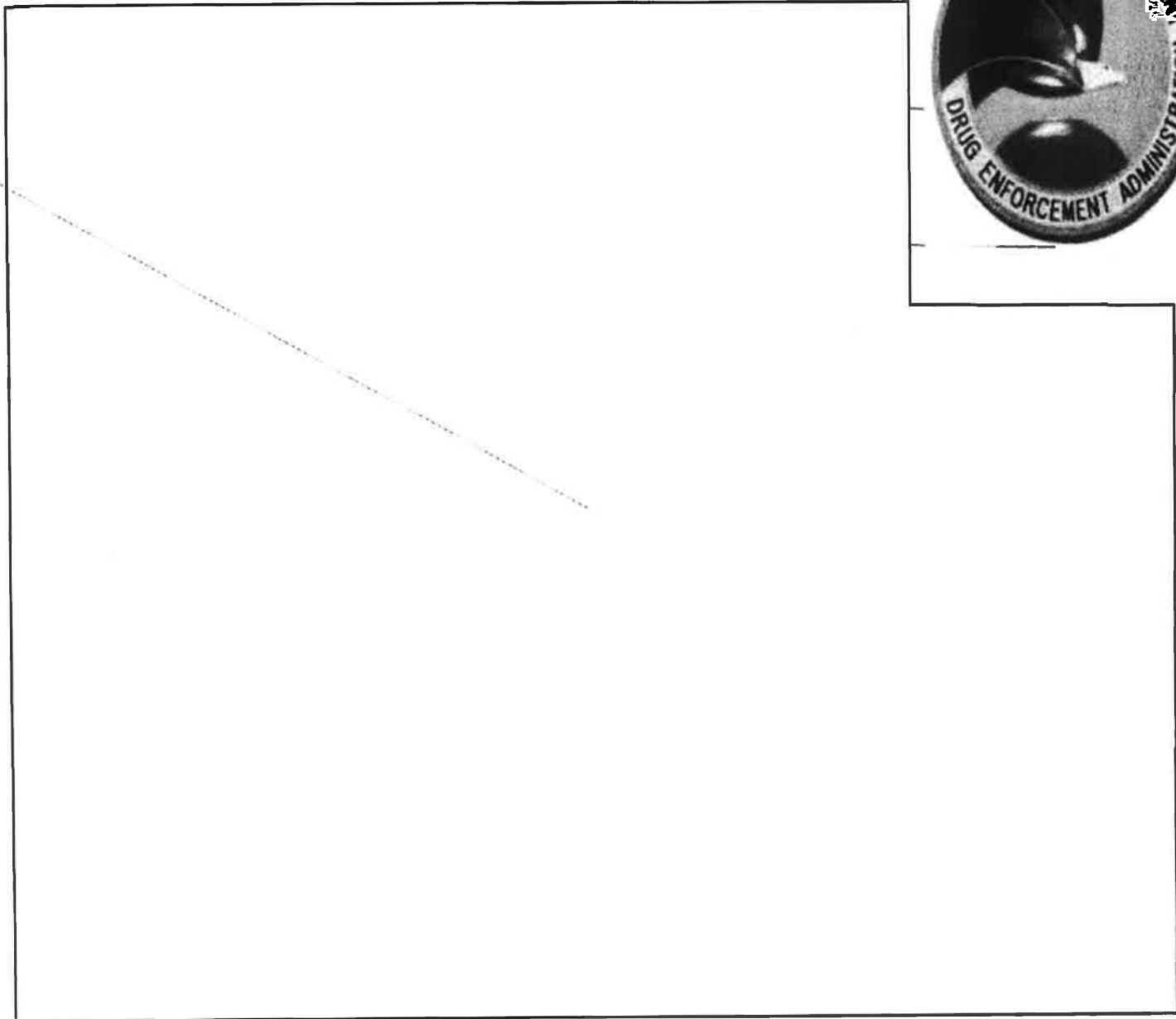
U.S. DEPARTMENT OF JUSTICE / DRUG ENFORCEMENT ADMINISTRATION

SUBPOENA

In the matter of the investigation of



(b)(6), (b)(7)(C), (b)(7)(D), (b)(7)(E), (b)(7)(F)



b (6, (b)(7)(C), (b)(7)(D), (b)(7)(E), (b)(7)(F)

(b)(6)(b)(7) C (b)(7)(D)(b)(7)(E)(b)(7)(F)

(b)(6), (b)(7)(C), (b)(7)(D), (b)(7)(E), (b)(7)(F)

(b)(7)(C), (b)(7)(D), (b)(7)(E), (b)(7)(F)

COURT ORDERS FOR CALIFORNIA SUBMISSIONS ONLY!



1 IN THE SUPERIOR COURT OF THE STATE OF CALIFORNIA

2
3 IN AND FOR THE COUNTY OF (insert County)

4 IN THE MATTER OF THE APPLICATION)
5 OF INVESTIGATOR (insert Name))
6 FOR AN ORDER AUTHORIZING)
7 THE RELEASE OF PHONE RECORDS)

COURT ORDER

UNDER SEAL

COURT ORDERS FOR CALIFORNIA SUBMISSIONS ONLY!



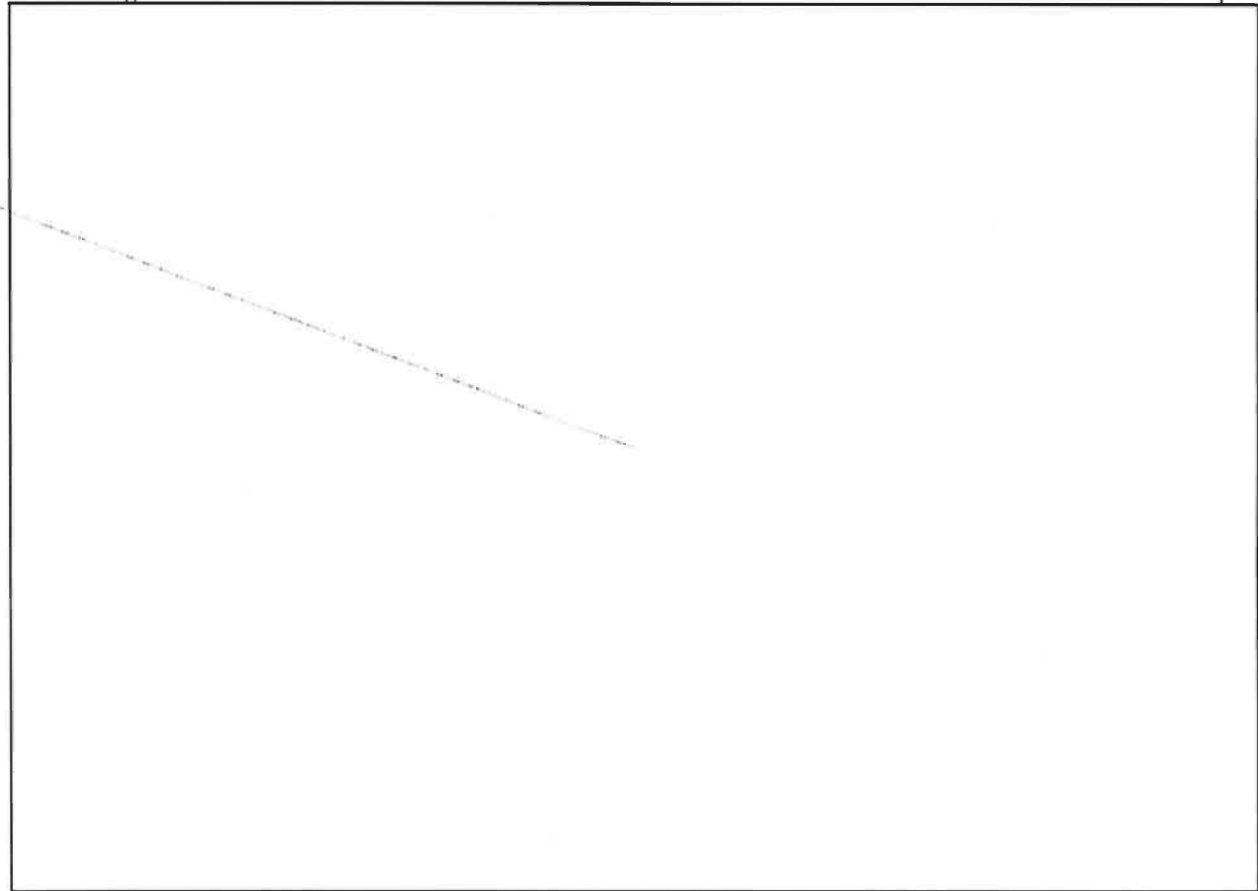
(b)(7)(D), (b)(7)(E)

COURT ORDERS FOR CALIFORNIA SUBMISSIONS ONLY!



10 ||

(b)(7)(D), (b)(7)(E)



COURT ORDERS FOR CALIFORNIA SUBMISSIONS ONLY!



(b)(7)(D),(b)(7)(E)

Practical Exercises

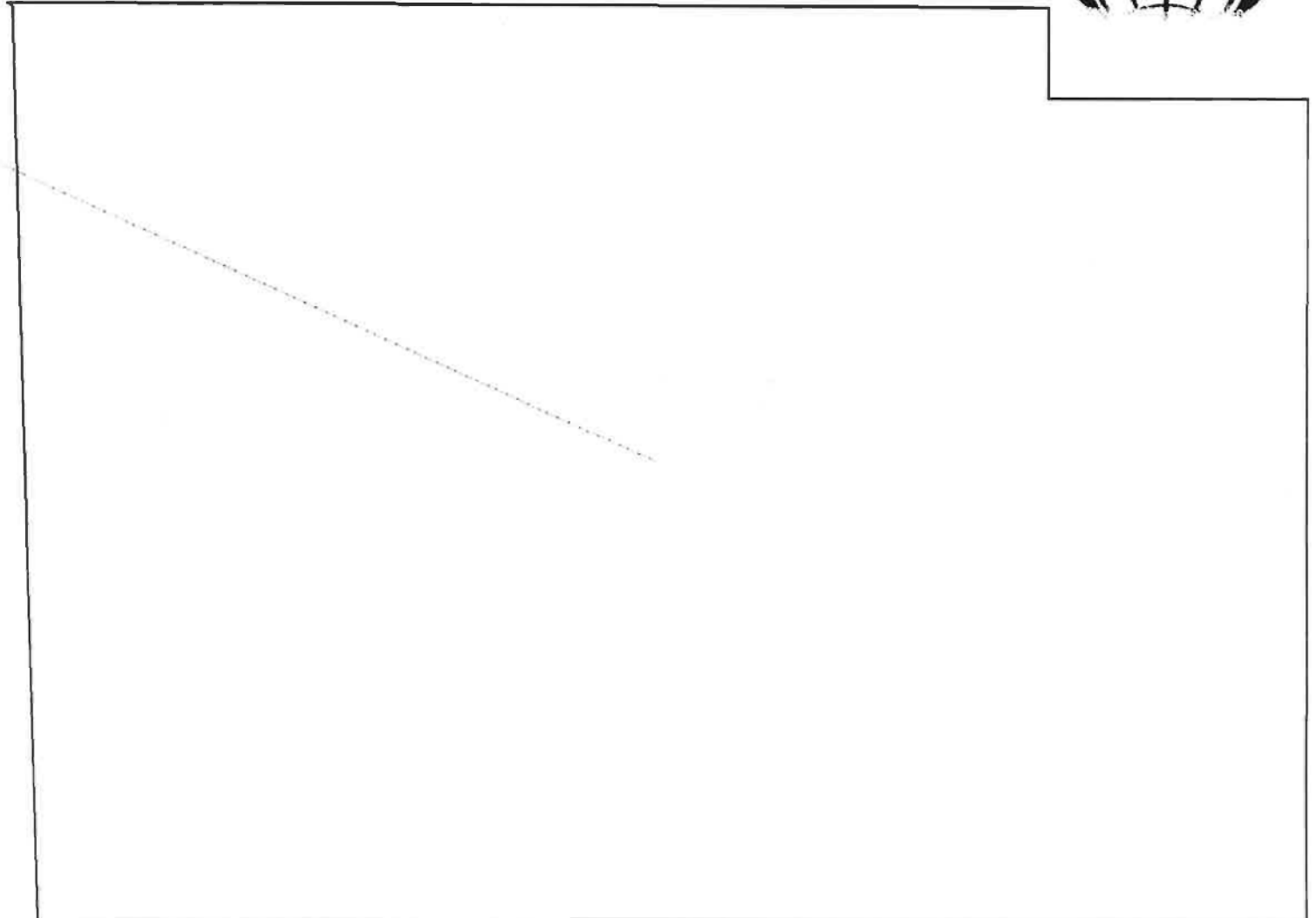


■ § 1.0 CREATING SUBPOENAS

HEMISPHERE SUBPOENA-



(b)(7)(D),(b)(7)(E)



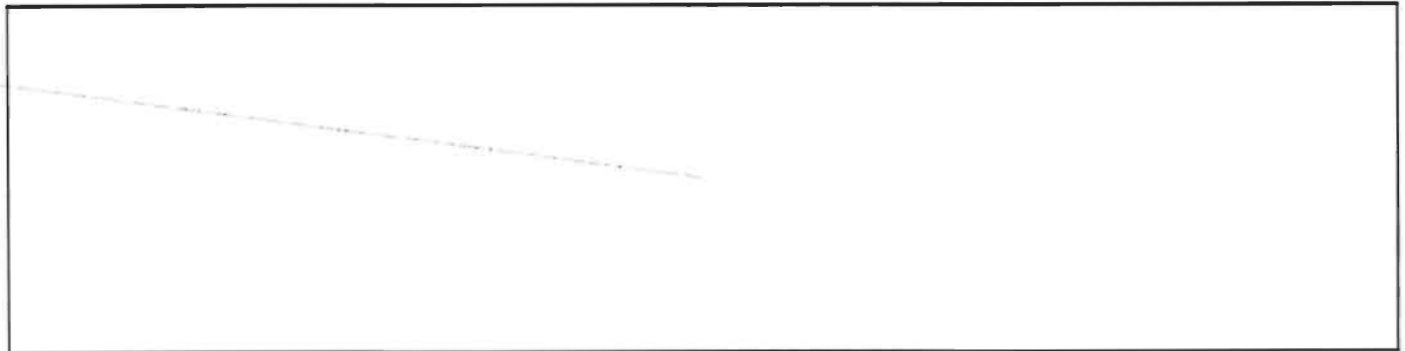
(b)(7)(D), (b)(7)(E)

HEMISPHERE REQUEST FORM-

General Instructions

- Valid email and telephone numbers are critical for the successful delivery of your request
- Point of Contact section(s): Must be completed on *ALL* requests
 - ┌ The Point of Contact must always be recognized as belonging to a HIDTA Intelligence Support Center
- Requestor section(s): Will be populated if the request is for an untrained user who is submitting through a P.O.C.

(b)(7)(D), (b)(7)(E)

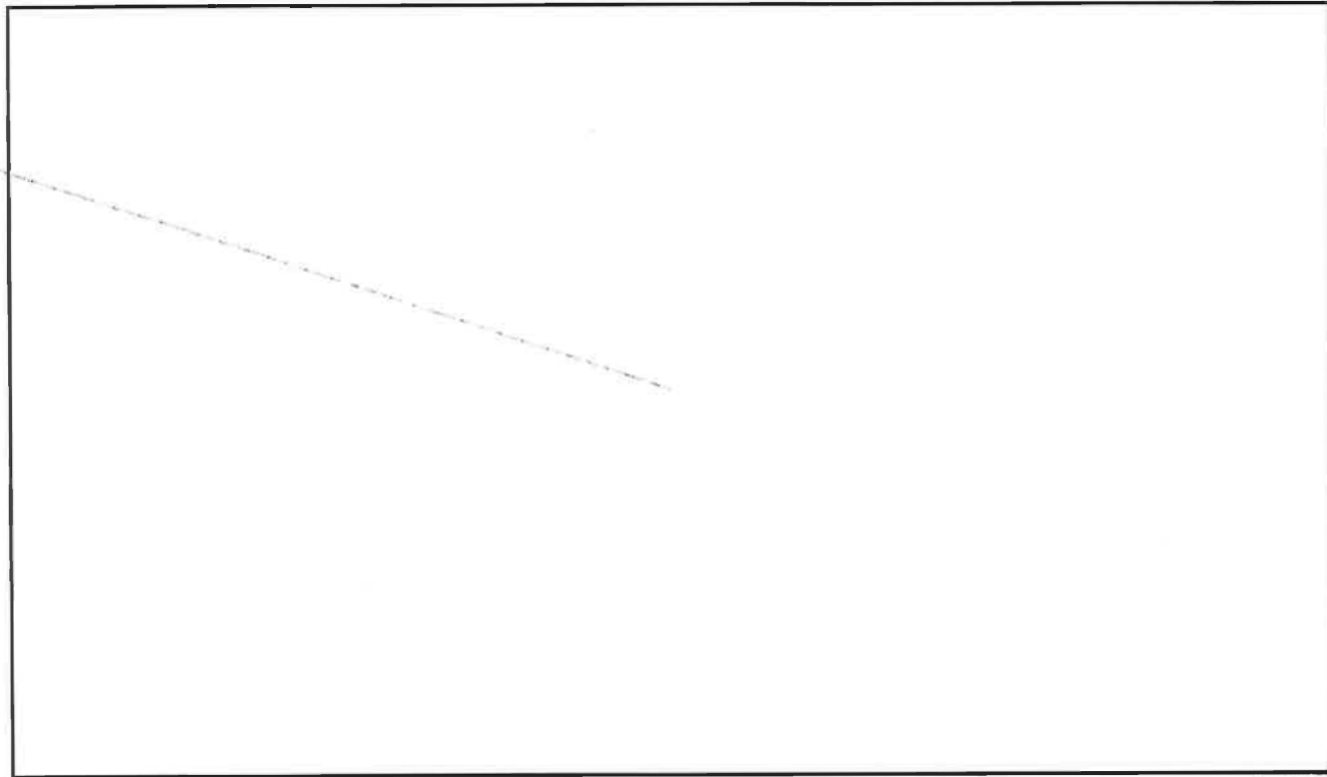


HEMISPHERE REQUEST FORM



General Instructions

- **Priority section:** This section determines the urgency level of the request



(b)(7)(D), (b)(7)(E)

HEMISPHERE REQUEST FORM



General Instructions

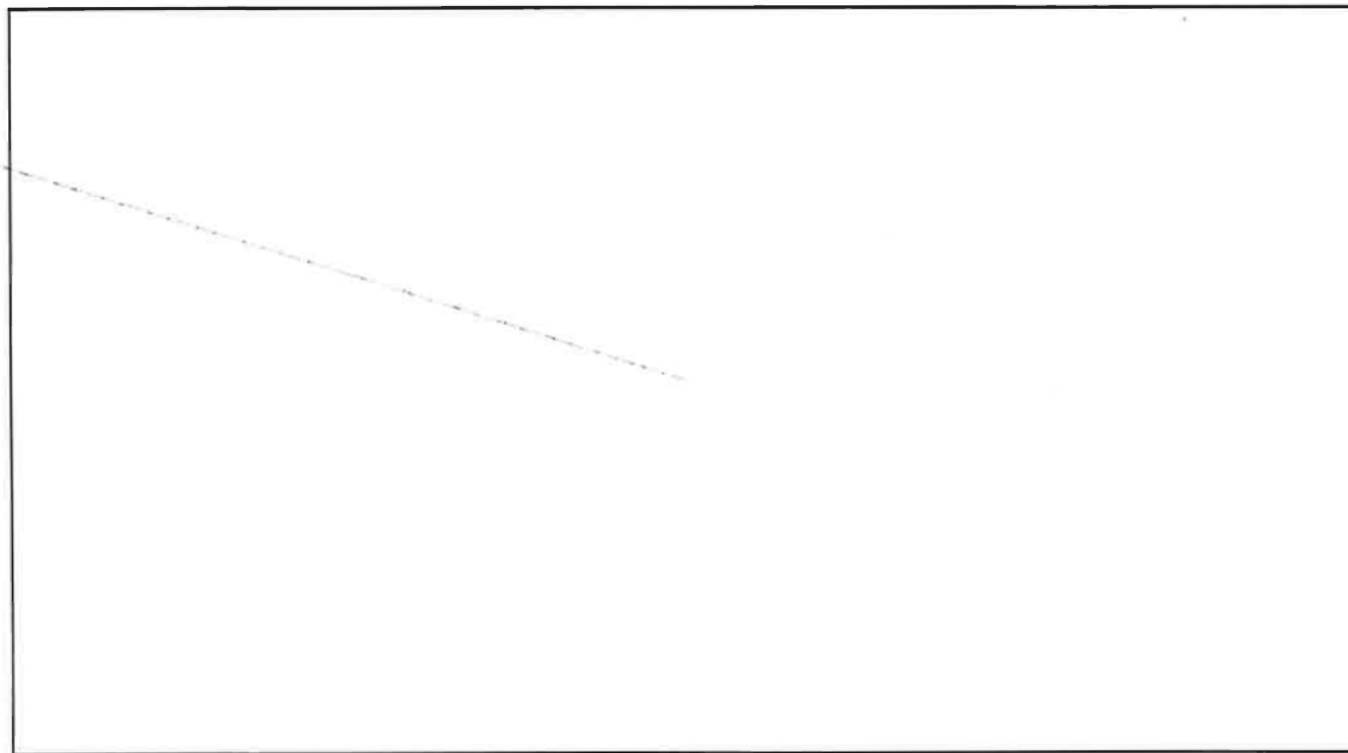
- **Priority section:** This section determines the urgency level of the request

A large, empty rectangular box with a black border, intended for the user to provide information for the Priority section.

HEMISPHERE REQUEST FORM-

General Instructions

- **Priority section:** This section determines the urgency level of the request



HEMISPHERE REQUEST FORM-

Basic Requests

(b)(7)(D),(b)(7)(E)

HEMISPHERE REQUEST FORM-

(b)(7)(D), (b)(7)(E)



HOUSTON FIELD
HIGH INTENSITY DRUG TRAFFICKING AREA
Office of National Drug Control Policy

Hemisphere Project Request Form

HOUSTON FIELD

(b)(7)(E)

Print Entire Form

Please Fax When Complete

HISC Fax

All request forms **must** contain information for a HIDTA Intelligence Support Center Hemisphere Point of Contact

Master Case Number:

Priority:

HIDTA Point of Contact Name:

POC Phone Number:

Email Notification Of Completion:

Requestor Name:

Email Results To:

Requestor Phone Number:

Email Notification:

"Requestor Name" and Information will **only** be populated if the request is for an untrained user who is submitting through a POC

DTO Name (if applicable):

HIDTA Initiative:

HIDTA Initiative OR Law Enforcement Agency:

Yes ☐ No ☐

All Hemisphere Requests must go through a HIDTA ISC POC



Hemisphere Project Request Form HOUSTON HIDTA

(b)(7)(E)

[Print Entire Form](#)

Please Fax When Complete

HISC Fax

Master Case Number:		Priority:	Current Date: 2008-07-23 07:38:34
HIDTA Point of Contact Name: POC Phone Number: 		Email Results To: Email Notification Of Completion To: 	
Requestor Name: Requestor Phone Number: 		Email Results To: Email Notification Of Completion To: 	
DTO Name (if applicable): 		Case Name (if applicable): 	
HIDTA Yes		 	

Field(s) most important to ensuring that your results are returned in a timely fashion



HOUSTON HIDTA
HIGH INTENSITY DRUG TRAFFICKING AREA
Office of National Drug Control Policy

Hemisphere Project Request Form HOUSTON HIDTA

(b)(7)(E)

[Print Entire Form](#)

Please Fax When Complete

HISC Fax :

Master Case
Number:

Priority:

Current Date:

HIDTA Point of Contact Name: Email Address To:

POC Phone Number:

Email Notification P:

This field aids Hemisphere in
assigning your request the
appropriate level of action

Requestor Name:

Email Results To:

Requestor Phone Number:

Email Notification Of Completion To:

DTO Name (if applicable):

Case Name (if applicable):

HIDTA Initiative:

HIDTA Initiative OR Law
Enforcement Agency:

Yes ☐ No ☐

Squad Name:

Time Zone Results
Requested In:



Hemisphere Project Request Form HOUSTON HIDTA

[Print Entire Form](#)

Please Fax When Complete

HISC Fax

HOUSTON HIDTA
HIGH INTENSITY DRUG TRAFFICKING AREA
Office of National Drug Control Policy

Master Case
Number:

Priority:

Current Date:

2008-07-23 07:38:34

HIDTA Point of Contact Name: Email Results To:

POC Phone Number:

Email Notification Of Completion To:

Requestor Name:

Email:

Requestor Phone Number:

Indicate HIDTA/non
HIDTA and what
agency the request
should be credited to

DTO Name (if applicable):

HIDTA Initiative:

HIDTA Initiative OR Law
Enforcement Agency:Yes ☐ No ☐

Squad Name:

Time Zone Results

HIDTA - HISC
NON HIDTA

(b)(7)(E)



HOUSTON HIDTA
HOUSTON HIDTA
Office of National Drug Control Policy

Hemisphere Project Request Form HOUSTON HIDTA

Print Entire Form

Please Fax When Complete

HISC Fax

HEMISPHERE



Master Case Number:		Priority:	Current Date: 2008-07-23 07:38:34								
HIDTA Point of Contact Name:		Email Results To:									
POC Phone Number:		Email Notification Of Completion To:									
Requestor Name:		Email Results To:									
Requestor Phone Number:		Email Notification Of Completion To:									
DTO Name (if applicable):											
HIDTA Initiative: Yes ☐ No ☐		HIDTA Initiative OR Law Enforcement Agency:									
Squad Name:		Indicate what squad within your agency the request should be credited to <table border="1"> <tr><td>HIDTA - HISC 12</td></tr> <tr><td>HIDTA - HISC 15</td></tr> <tr><td>HIDTA - HISC 1RT</td></tr> <tr><td>NON HIDTA</td></tr> <tr><td>NON HIDTA</td></tr> <tr><td>NON HIDTA</td></tr> <tr><td>NON HIDTA</td></tr> <tr><td>NON HIDTA</td></tr> </table>		HIDTA - HISC 12	HIDTA - HISC 15	HIDTA - HISC 1RT	NON HIDTA	NON HIDTA	NON HIDTA	NON HIDTA	NON HIDTA
HIDTA - HISC 12											
HIDTA - HISC 15											
HIDTA - HISC 1RT											
NON HIDTA											
NON HIDTA											
NON HIDTA											
NON HIDTA											
NON HIDTA											
Time Zone Results Requested In:											
Background / Justification / Excerpts on											

(b)(7)(E)

(b)(7)(C)

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Phone Number

Priority

[Redacted Phone Number]

[Redacted Priority]

[Redacted Priority]

[Redacted Priority]

Multiple date ranges can be requested; however this will result in requests being split

[Redacted Phone Number]

[Redacted Priority]

[Redacted Phone Number]

[Redacted Priority]

[Redacted Phone Number]

[Redacted Priority]

[Redacted Phone Number]

[Redacted Priority]

Date Range		
	June 23 2008	July 1 2008
	March 6 2008	July 1 2008
	March 6 2008	July 1 2008

Practical Exercises



■ § 2.0 COMPLETING THE REQUEST FORM

The Next Step

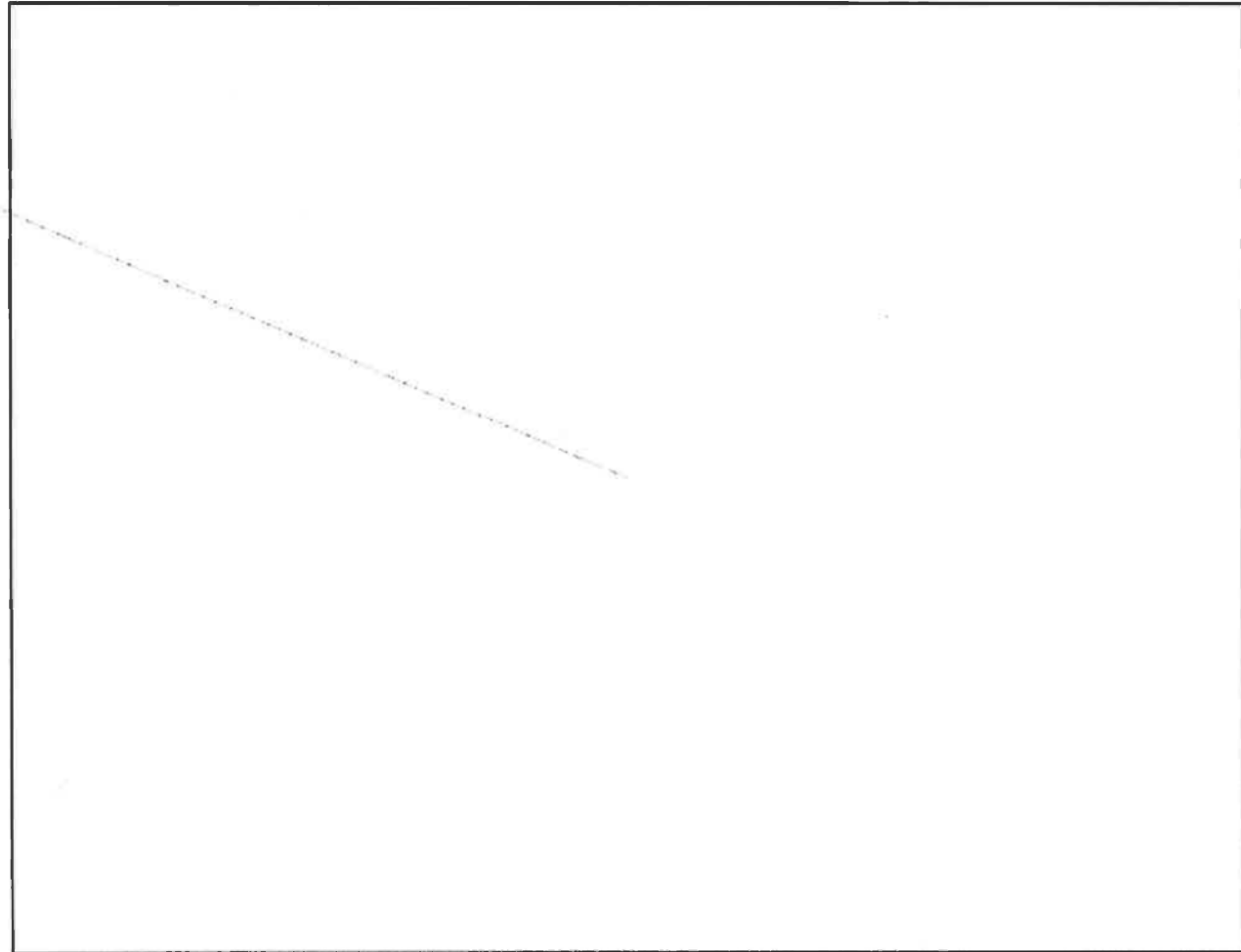


(b)(7)(C), (b)(7)(E), (b)(7)(F)

Review- Submitting a Request

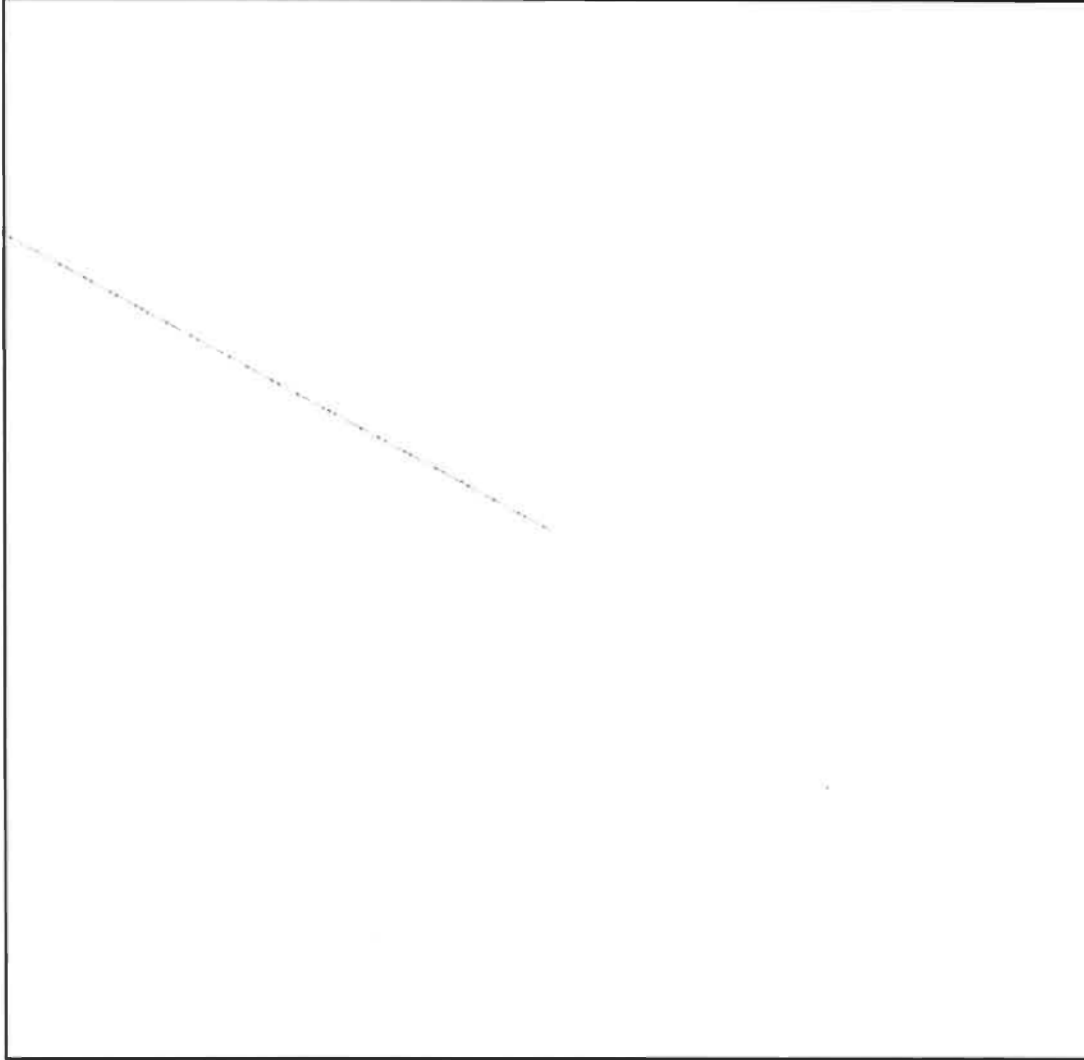


(b)(7)(D),(b)(7)(E)



Hemisphere Products:

(b)(7)(D),(b)(7)(E)





(b)(7)(D), (b)(7)(E)



(b) (7)(D), (b) (7)(E)



(b)(7)(D),(b)(7)(E)



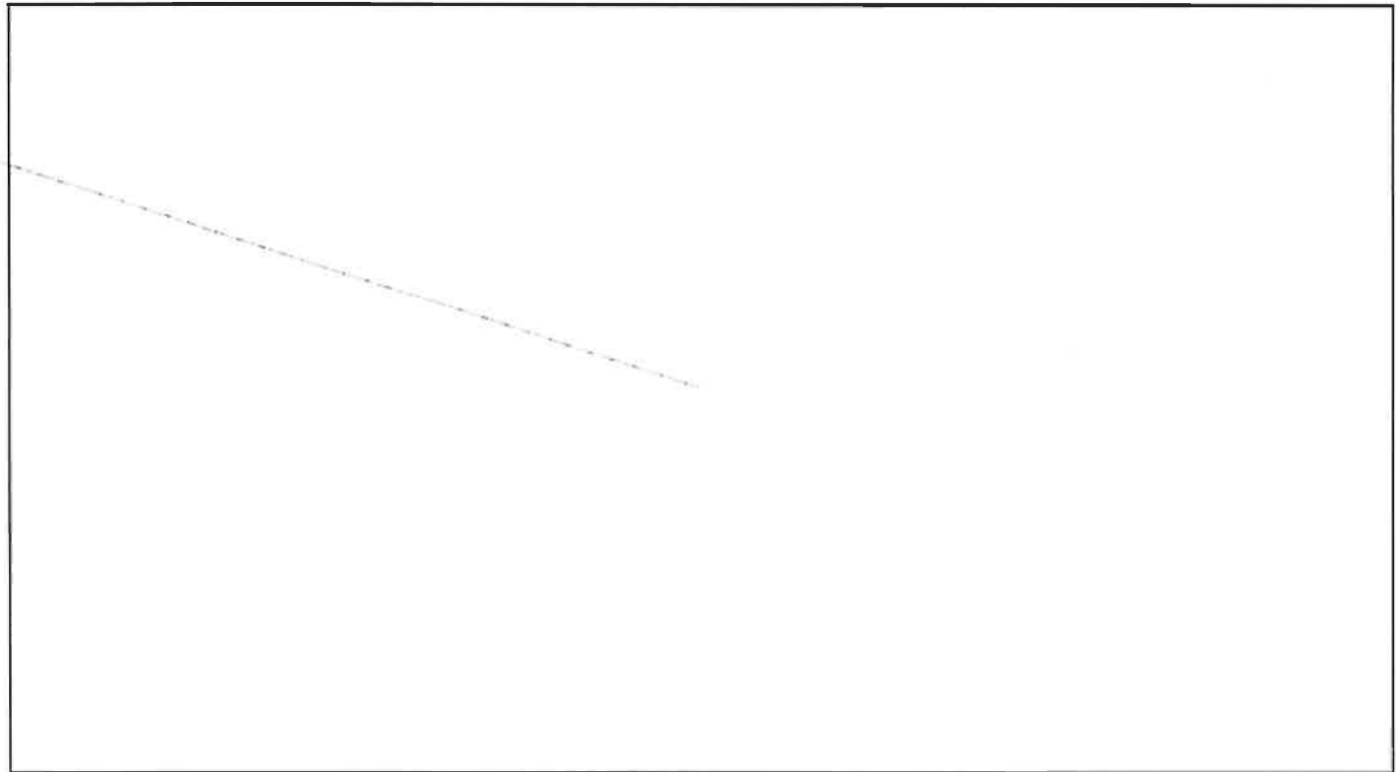
(b)(7)(D),(b)(7)(E)

The Evolution of Hemisphere Results



(b)(7)(E)

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Practical Exercises



- § 3.1 Contents of Results Email

(b)(7)(E)

Understanding the



Practical Exercises

(b)(7)(E)

■ § 3.2



(b)(7)(D),(b)(7)(E)



Overview



(b)(7)(D);(b)(7)(E)



(b)(7)(D), (b)(7)(E)

Practical Exercises

(b)(7)(E)

■ § 3.3



Practical Exercises

(b)(7)(D), (b)(7)(E)

■ § 3.4





(b)(7)(D), (b)(7)(E)

Practical Exercises

(b)(7)(D), (b)(7)(E)

■ § 3.5





(b)(7)(D),(b)(7)(E)



(b)(7)(D), (b)(7)(E)

Practical Exercises

(b)(7)(D),(b)(7)(E)

■ § 3.6

1. The following information is for your information only. It is not intended to be used for any other purpose.



2. The following information is for your information only. It is not intended to be used for any other purpose.



(b)(7)(D) (b)(7)(E)



(b)(7)(D),(b)(7)(E)

Practical Exercises

(b)(7)(D),(b)(7)(E)

■ § 3.7





(b)(7)(D), (b)(7)(E)

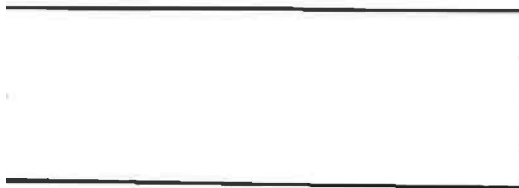


(b)(7)(D);(b)(7)(E)

Practical Exercises

(b)(7)(D), (b)(7)(E)

■ § 3.8





(b)(7)(D),(b)(7)(E)



(b)(7)(D), (b)(7)(E)

Practical Exercises

(b)(7)(D),(b)(7)(E)

■ § 3.9





(b)(7)(D),(b)(7)(E)

Practical Exercises

(b)(7)(D),(b)(7)(E)

■ § 3.10





(b)(7)(D), (b)(7)(E)

Practical Exercises

(b)(7)(D),(b)(7)(E)

■ § 4.0



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(b)(7)(D),(b)(7)(E)



(b)(7)(D), (b)(7)(E)

Practical Exercises

(b)(7)(E)

■ § 5.0



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Review- Hemisphere Products:



(b)(7)(D),(b)(7)(E)

(b)(7)(D),(b)(7)(E)

Hemisphere Products:

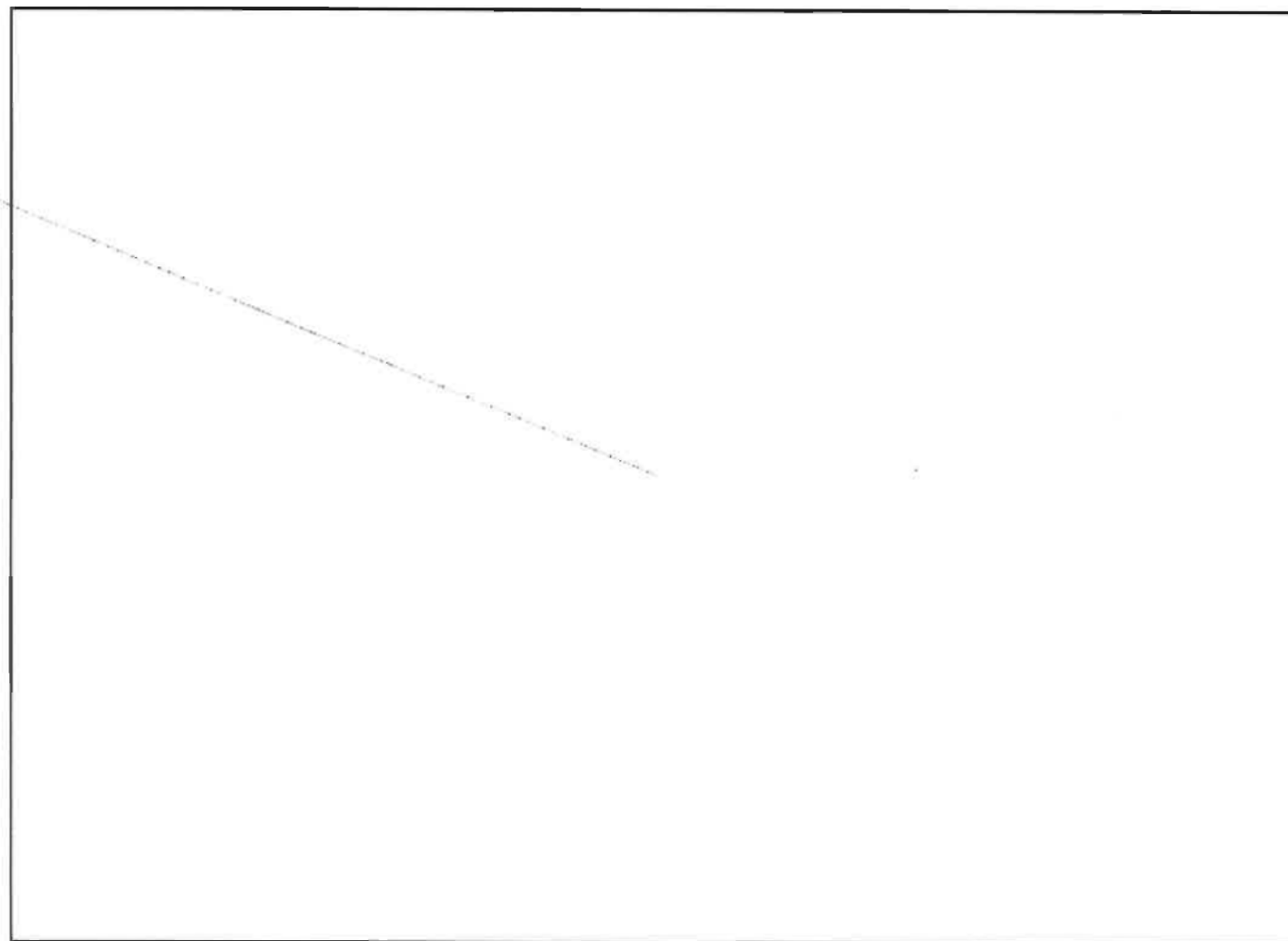
- Understanding the Results Email

Understanding the Results Email



(b)(7)(D), (b)(7)(E)

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Understanding the Results Email



(b)(7)(D),(b)(7)(E)

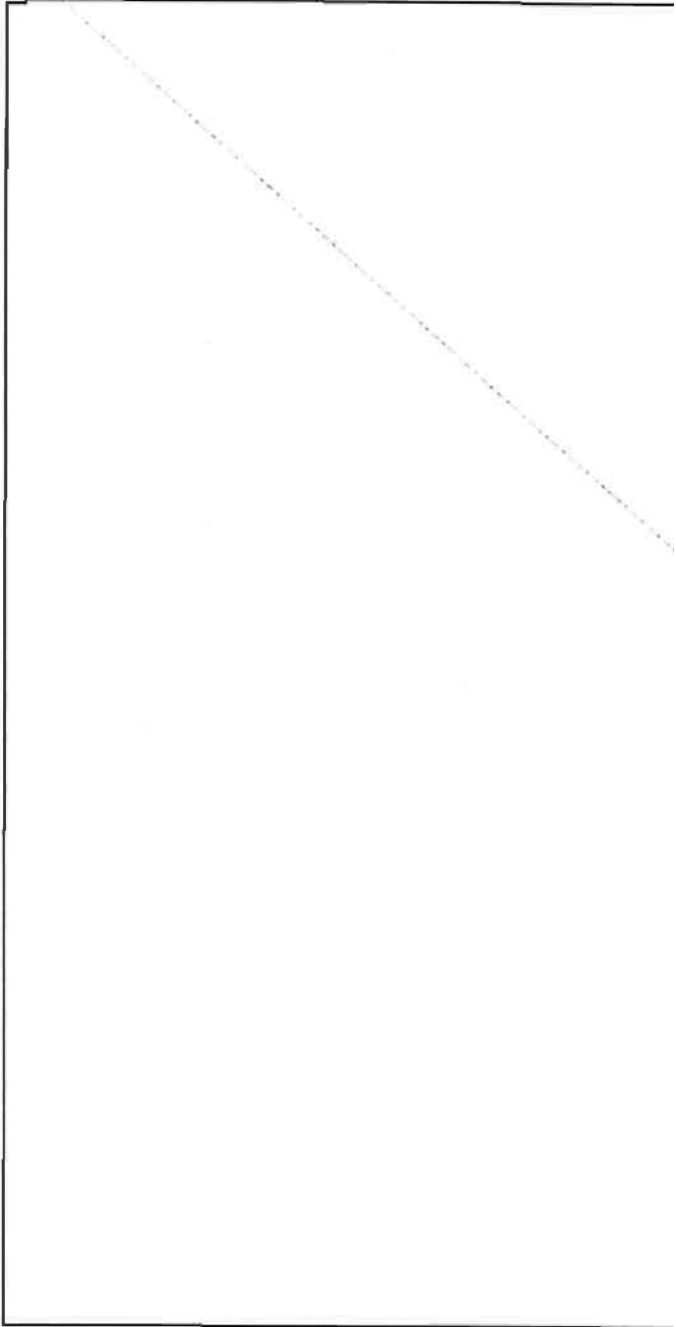
Page 221

■ Scanned Copy of Original Request

("HH Task... ,pdf") - A scanned copy of the packet that the Hemisphere
receive

- The packet will contain additional documents (including our [redacted] added by
the Hemisphere Project

(b)(6), (b)(7)(A), (b)(7)(C), (b)(7)(D), (b)(7)(E), (b)(7)(F)



Scanned Copy of the Original Request

A scanned copy of the packet that
the Hemisphere [redacted] receive
(includes [redacted])

(b)(7)(E)



Summary Report



(b)(7)(D),(b)(7)(E)

Summary Report- Overview



(b)(7)(D);(b)(7)(E)

Report- Overview



Practical Exercises

(b)(7)(D),(b)(7)(E)

■ § 6.0 REPORT



(b)(7)(D),(b)(7)(E)

Overview



Practical Exercises

(b)(7)(D),(b)(7)(E)

■ § 7.0





(b)(7)(E)

(b)(6),(b)(7)(A),(b)(7)(C),(b)(7)(D),(b)(7)(E)

Importing Hemisphere Data



Importing Hemisphere Data



(b)(7)(E)

Importing Hemisphere Data



(b)(6), (b)(7)(C), (b)(7)(E), (b)(7)(F)

Importing Hemisphere Data



(b)(7)(E)

Importing Hemisphere Data



(b)(7)(E)

(b)(6),(b)(7)(A),(b)(7)(C),(b)(7)(D),(b)(7)(E),(b)(7)(F)

Importing Hemisphere Data



(b)(7)(E)

Importing Hemisphere Data



(b)(7)(E)

Importing Hemisphere Data



(b)(7)(E)

Importing Hemisphere Data



(b)(7)(E)

Importing Hemisphere Data



Review-Hemisphere Products:



(b)(7)(D), (b)(7)(E)

Practical Exercises

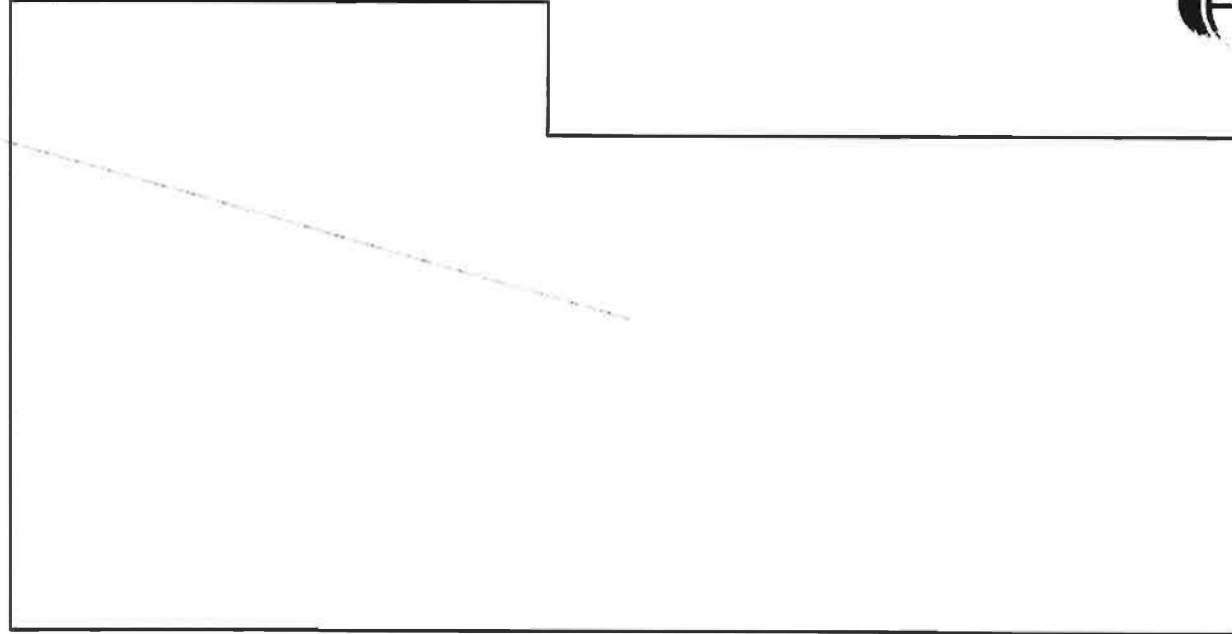


■ § 8.0 CUMULATIVE REVIEW

Hemisphere Products:



(b)(7)(D);(b)(7)(E)



(b)(7)(D) (b)(7)(E)

Searching For



(b)(7)(D); (b)(7)(E)

Hemisphere



(b)(7)(A),(b)(7)(C),(b)(7)(D),(b)(7)(E),(b)(7)(F)

Hemisphere

Questions?



Questions?

**Please contact your Hemisphere HIDTA
ISC P.O.C.**

Or, for assistance regarding:

- The identification of your appropriate P.O.C.
P.O.C. contact information*
- The arrangement of training sessions*
- General Hemisphere questions*

call the Houston Hemisphere Training Team at



(b)(7)(C)