COMMUNICATIONS & INTERNET LAW PRACTICE, PLLC
11654 PLAZA AMERICA DRIVE #122
RESTON, VA 20190

(703) 738-4812 TELEPHONE (703) 738-9202 FACSIMILE

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Federal Communications Commission
Office of the Secretary

VIA COURIER
Ms. Marlene H. Dortch
Federal Communications Commission
445 12th Street, SW
Washington, DC 20554

Re: **Update to CALEA Compliance Manual for Horry Telephone Cooperative, Inc.**
ET Docket No. 04-295

Dear Ms. Dortch:

Pursuant to Section 1.20005(a) of the Commission's Rules, Horry Telephone Cooperative, Inc. hereby submits the attached CALEA Compliance Manual. This Manual updates Horry Telephone Cooperative, Inc.'s CALEA Manual dated April 27, 2000, to reflect new contact information for designated employees as well as to comply with updates to the FCC's rules governing CALEA compliance manuals.

Additionally, HTC Communications, Inc. has merged with Horry Telephone Cooperative, Inc. Therefore, the CALEA Compliance Manual for HTC Communications, Inc. dated April 27, 2000, is now obsolete. Any requests for surveillance related to HTC Communications, Inc. should be directed to the personnel identified in the attached Manual.

Please date stamp the enclosed copy of this filing marked "Stamp and Return" and return it to the courier for our files. Please also contact the undersigned counsel with any questions regarding this matter.

Respectfully submitted,

Tamber Ray

Tamber Ray
Counsel to Horry Telephone Cooperative, Inc.

cc (w/ enc): David Ward, Public Safety and Homeland Security Bureau

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This is life. Connect with it.

CALEA Compliance Manual
For
Horry Telephone Cooperative, Inc.

Adopted: _____

Filed with the Federal Communications Commission: _____

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I. DEFINITIONS

Call content interception – an interception of a communication, including its content (e.g., a wiretap carried out pursuant to a court order issued in accordance with Title III).

Call information interception – accessing dialing or signaling information that identifies the origin, direction, destination, or termination of a communication generated or received by a subscriber by means of any equipment, facility, or service of a telecommunications carrier (e.g., a pen register or trap-and-trace surveillance.)

Carrier – a person engaged in the transmission or switching of wire or electronic communications as a common carrier for hire (including commercial mobile service) except insofar as the person is engaged in providing information services.

Electronic surveillance – the implementation of either a call content interception or a call information interception.

Title III – Title III of the Omnibus Crime Control and Safe Streets Act of 1968, which is the federal statute that sets minimum legal requirements for all call content interceptions by government officials and private citizens (except for those interceptions authorized under the Foreign Intelligence Surveillance Act). Title III is codified at 18 U.S.C. § 2510-2520.

II. CORPORATE POLICY STATEMENT

It is the policy of **Horry Telephone Cooperative, Inc.** to comply with the letter and spirit of all laws of the United States, including the Communications Assistance for Law Enforcement Act ("CALEA"). Section 105 of CALEA requires a telecommunication carrier to ensure, before assisting a law enforcement agency to carry out a call content interception or a call information interception, that the interception is activated (1) pursuant to court order or "other lawful authorization," and (2) with the "affirmative intervention" of a carrier officer or employee. 47 U.S.C. §1004. The Federal Communications Commission has issued regulations to implement section 105, *see* 47 C.F.R. § 1.20000-1.20007, and these regulations require that carriers create policies and procedures to govern their electronic surveillance activities. This Compliance Manual constitutes the required policies and procedures for Horry Telephone Cooperative, Inc.

All employees are required to follow the policies and procedures specified in this Manual. The FCC is authorized under CALEA to punish violations of both its regulations and carriers' internal surveillance policies and procedures. In addition, Title 18 of the United States Code authorizes civil damages, fines, and imprisonment for the unlawful interception or disclosure of wire and electronic communications.

- Any questions about how to comply with the policies and procedures in this Manual should be referred to **Glenda Page, Chief Executive –Human Resources, (843) 369-8364 or Frank Sarvis, Chief Executive – Network Engineering, (843) 369-8366.**

- Any violation of or departure from the policies and procedures in this Manual shall be reported immediately to **Glenda Page, Chief Executive –Human Resources, (843) 369-8364 or Frank Sarvis, Chief Executive – Network Engineering, (843) 369-8366.**

III. GENERAL POLICIES FOR ELECTRONIC SURVEILLANCE

"Appropriate Authorization" Required To Conduct Electronic Surveillance

It is the policy of **Horry Telephone Cooperative, Inc.,** to permit only lawful, authorized electronic surveillance to be conducted on its premises.

Employees shall have both "appropriate legal authorization" and "appropriate carrier authorization" before enabling law enforcement officials and carrier personnel to implement the interception of communications or to access call-identifying information. Section IV of this Compliance Manual sets forth how each form of authorization is to be obtained.

Employees Designated as Points of Contact

Horry Telephone Cooperative, Inc. hereby designates the employees listed on Appendix 3 to serve as points of contact for law enforcement agencies. The employees shall be available to law enforcement agencies during the times listed, so that law enforcement agencies will always be able to contact at least one employee 24 hours a day, 7 days a week. If an employee cannot be available at a designated time, that employee shall arrange for one of the other employees listed on Appendix 3 to be available during that time.

Duties of Designated Employees

1. The employees designated in Appendix 3 are hereby authorized by Horry Telephone Cooperative, Inc. to implement lawful electronic surveillance in accordance with the policies and procedures in this Manual and to delegate any tasks associated with the surveillance to other employees.

2. An employee designated in Appendix 3 shall:

   - Oversee the implementation of each electronic surveillance conducted on the premises of Horry Telephone Cooperative, Inc.;

   - Be responsible for assuring that he/she is fully apprised of all relevant state and federal statutory provisions affecting the legal authorization a carrier must have to conduct electronic surveillance, including Section 2518(7) of Title 18 of the United States Code, which authorizes certain law enforcement personnel to conduct the interception of communications without a court order if an emergency situation exists involving:

     immediate danger of death or serious physical injury to any person,
     conspiratorial activities threatening the national security interest, or
     conspiratorial activities characteristic or organized crime.

- Affirmatively intervene to ensure that there is appropriate legal authorization for each electronic surveillance, including any appropriate authorization required under relevant state and federal statutes;

- Complete a certification form for each electronic surveillance he/she oversees and do so either contemporaneously with, or within a reasonable period of time after the initiation of, the surveillance.

- Ensure that records for each surveillance are placed in the appropriate files.

3. **Glenda Page, Chief Executive – Human Resources**, shall ensure that this Manual is updated and filed with the FCC within 90 days of any amendment or Horry Telephone Cooperative, Inc.'s merger with another company.

Recordkeeping

An employee shall complete a certification form (model attached as Appendix 1) for every electronic surveillance conducted on carrier premises — regardless of whether the surveillance was authorized or unauthorized.

Horry Telephone Cooperative, Inc. shall establish and label separate files in which it will retain all certification forms, court orders, and other records for (1) authorized call content interceptions; (2) unauthorized call content interceptions; and (3) authorized and unauthorized call information interceptions. These records shall be retained in secure and appropriately-marked files for the 36 months from the time the Certification Form is completed for the interception. It has been the custom and policy of Horry Telephone Cooperative, Inc. to maintain these records for this period of time, and experience has shown that this policy has adequately served the needs of Horry Telephone Cooperative, Inc. and law enforcement.

Unauthorized Surveillance and Compromise of Authorized Surveillance

Employees are prohibited from conducting any unauthorized surveillance and from disclosing to any person the existence of, or information about, any law enforcement investigation or electronic surveillance unless required by legal process and then only after prior notification to a representative of the Attorney General of the United States or to the principal prosecuting attorney of the state or subdivision thereof, as may be appropriate.

Employees shall report any incident of unauthorized surveillance and any compromise of authorized surveillance in accordance with the procedures in Section V of this Manual.

IV. PROCEDURES FOR THE CONDUCT OF AUTHORIZED SURVEILLANCE

Call Content Interceptions *with* a Title III Court Order

Step One. Any court order presented by a law enforcement agency for a call content interception pursuant to Title III shall be referred immediately to one of the employees designated in Appendix 3 of this Manual.

Step Two. Before implementing the interception, the designated employee shall ensure that the court order contains the following information:

(a) the identity of the person, if known, whose communications are to be intercepted;

(b) the nature and location of the communications facilities or the place for which authority to intercept is granted;

(c) a particular description of the type of communication sought to be intercepted and a statement of the particular offense to which it relates;

(d) the period of time during which the interception is authorized, including a statement whether the interception shall automatically terminate when the described communication has been first obtained;

(e) a provision that the authorization to intercept shall be executed as soon as practicable and conducted in such a way as to minimize the interception of communications not otherwise subject to interception; **AND**

(f) the signature of a judge or magistrate.

[A sample court order for a pen register or trap-and-trace device is attached as Appendix 2.]

Step Three. The designated employee also shall determine whether the surveillance can be implemented technically AND whether the court order is sufficiently and accurately detailed to enable the carrier to comply with its terms.

Step Four. The designated employee may implement the surveillance and may delegate tasks associated with the surveillance to other employees, but the designated employee shall continue to oversee the implementation of the surveillance.

Step Five. The designated employee shall complete a Certification Form (attached as Appendix 1) as soon as possible after the initiation of the electronic surveillance. The employee shall supply all information requested on the Certification Form that is not contained on the court order. The employee then shall attach the court order to the Certification Form and sign the Certification Form. The employee also shall attach to the Certification Form any extensions that are granted for the surveillance.

Step Six. The designated employee shall ensure that the Certification Form and all attachments are placed in the appropriate file.

Step Seven. The designated employee shall continue to oversee the conduct of the electronic surveillance and ensure that the surveillance terminates when the legal authorization expires. The interception shall be terminated at the time specified in the court order (which, in the absence of an extension, cannot exceed 30 days).

B. Call Content Interceptions Pursuant to Title III but *without* a Court Order

Step One. Any request by a law enforcement agency for a call content interception without a court order, pursuant to the exigent circumstances listed in 18 U.S.C. § 2518(7), shall be referred immediately to one of the employees designated in Appendix 3 of this Manual.

Step Two. Before implementing the interception, the designated employee shall ensure that the law enforcement agency provides a certification containing the following information:

(a) the information, facilities, or technical assistance required;

(b) the period of time during which the provision of information, facilities or technical assistance is authorized;

(c) a statement that no warrant or court order is required by law;

(d) a statement that all statutory requirements have been met;

(e) a statement that the specific requested assistance is required; **AND**

(f) the signature of **EITHER** (i) the Attorney General of the United States, OR (ii) a law enforcement officer specially designated by the Attorney General, or by the principal prosecuting attorney of any state or subdivision thereof.

Step Three. The designated employee also shall determine whether the surveillance can be implemented technically AND whether the certification is sufficiently and accurately detailed to enable the carrier to comply with its terms.

Step Four. The designated employee may implement the surveillance and may delegate tasks associated with the surveillance to other employees, but the designated employee shall continue to oversee the implementation of the surveillance.

Step Five. The designated employee shall complete a Certification Form (attached as Appendix 1) as soon as possible after the initiation of the electronic surveillance. The employee shall supply all information requested on the Certification Form that is not contained on the certification provided by the law enforcement agency. The employee then shall attach the certification provided by the law enforcement agency and sign the Certification Form.

Step Six. The designated employee shall ensure that the Certification Form and all attachments are placed in the appropriate file.

Step Seven. The designated employee shall continue to oversee the conduct of the electronic surveillance and terminate the surveillance as soon as any of the following events occur:

(a) the law enforcement agency does not apply for a court order within 48 hours after the interception has begun; or

(b) the law enforcement agency's application for a court order is denied.

Step Eight. If the law enforcement agency does receive a court order for the surveillance, the designated employee shall validate the court order (as specified in Section IV.A. Step Two above), attach the order to the Certification form, and handle the surveillance in all respects under the procedures in Section IV.A.

C. Call Information Interceptions Using a Pen Register or Trap-and-Trace Device *with* a Court Order

Step One. Any court order presented by a law enforcement agency for a call information interception using a pen register or trap-and-trace device shall be referred immediately to one of the employees designated in Appendix 3 of this Manual.

Step Two. Before implementing the interception, the designated employee shall determine that the court order contains the following information:

(a) the identity, if known, of the person to whom is leased or in whose name is listed the telephone line to which the pen register or trap-and-trace device is to be attached;

(b) the identity, if known, of the person who is the subject of the criminal investigation;

(c) the number and, if known, physical location of the telephone line to which the pen register or trap-and-trace device is to be attached and, in the case of a trap-and- trace device, the geographical limits of the trap-and-trace order;

(d) a statement of the offense to which the information likely to be obtained by the pen register or trap-and-trace device relates; **AND**

(e) the signature of a judge or magistrate.

[A sample court order for a pen register or trap-and-trace device is attached as Appendix 2.]

Step Three. The designated employee also shall determine whether the surveillance can be implemented technically **AND** whether the court order is sufficiently and accurately detailed to enable the carrier to comply with its terms.

Step Four. The designated employee may implement the surveillance and may delegate tasks associated with the surveillance to other employees, but the designated employee shall continue to oversee the implementation of the surveillance.

Step Five. The designated employee shall complete a Certification Form (attached as Appendix 1) as soon as possible after the initiation of the electronic surveillance. The employee shall supply all information requested on the Certification Form that is not contained on the court order. The employee then shall attach the court order and sign the Certification Form. The employee also shall attach any extensions that are granted for the surveillance.

Step Six. The designated employee shall ensure that the Certification Form and all attachments are placed in the appropriate file.

Step Seven. The designated employee shall continue to oversee the conduct of the electronic surveillance and ensure that the surveillance terminates when the legal authorization expires. The designated employee shall terminate the surveillance at the time specified in the order (which, in the absence of an extension, cannot exceed 60 days).

D. Call Information Interceptions Using a Pen Register or Trap-and-Trace Device *without* a Court Order

Step One. Any request for a call information interception using a pen register or trap-and-trace device without a court order shall be referred immediately to one of the employees designated in Appendix 3 of this Manual.

Step Two. Although the federal statute does not expressly require a certification in these circumstances, the designated employee shall ensure that the law enforcement agency provides a certification containing the following information before implementing the request:

(a) the information, facilities, or technical assistance required;

(b) the period of time during which the provision of information, facilities, or technical assistance is authorized;

(c) a statement that no warrant or court order is required by law;

(d) a statement that all statutory requirements have been met;

(e) a statement that the specific requested assistance is required; AND

(f) the signature of a law enforcement officer specially designated by the Attorney General of the United States, the Deputy Attorney General, the Associate Attorney General, any acting Assistant Attorney General, any Deputy Assistant Attorney General, or by the principal prosecuting attorney of any state or subdivision thereof.

Step Three. The designated employee also shall determine whether the surveillance can be implemented technically **AND** whether the certification is sufficiently and accurately detailed to enable the carrier to comply with its terms.

Step Four. The designated employee may implement the surveillance and may delegate tasks associated with the surveillance to other employees, but the designated employee shall continue to oversee the implementation of the surveillance.

Step Five. The designated employee shall complete a Certification Form (attached as Appendix 1) as soon as possible after the initiation of the electronic surveillance. The employee shall supply all information requested on the Certification Form that is not contained on the certification provided by the law enforcement agency. The employee then shall attach the certification provided by the law enforcement agency and sign the Certification Form.

Step Six. The designated employee shall ensure that the Certification Form and all attachments are placed in the appropriate file.

Step Seven. The designated employee shall continue to oversee the conduct of the electronic surveillance and terminate the surveillance as soon as any of the following events occur:

(a) the information sought is obtained;

(b) the law enforcement agency's application for the court order is denied; or

(c) 48 hours have lapsed since the installation of the device without the granting of a court order.

Step Eight. If the law enforcement agency does receive a court order for the surveillance, the designated employee shall validate the court order (as specified in Section IV.C. Step Two above), attach the order to the Certification Form, and handle the surveillance in all respects under the procedures in Section IV.C.

E. Electronic Surveillance with a Foreign Intelligence Surveillance Act ("FISA") Court Order

Step One. Any court order presented by a law enforcement agency for electronic surveillance pursuant to FISA shall be referred immediately to one of the employees designated in Appendix 3 of this Manual.

Step Two. Before implementing the interception, the designated employee shall ensure that the court order contains the following information:

(a) the identity, if known, or a description of the target of the electronic surveillance;

(b) the nature and location of each of the facilities or places at which the electronic surveillance will be directed;

(c) the type of information sought to be acquired and the type of communications or activities to be subjected to the surveillance;

(d) the means by which the electronic surveillance will be effected and whether physical entry will be used to effect the surveillance;

(e) the period of time during which the electronic surveillance is approved;

(f) whenever more than one electronic, mechanical, or other surveillance device is to be used under the order, the authorized coverage of the devices involved and what minimization procedures shall apply to information subject to acquisition by each device;

(g) a statement directing that the minimization procedures be followed;

(h) a statement directing that, upon the request of the applicant, a specified carrier furnish the applicant forthwith all information, facilities, or technical assistance necessary to accomplish the electronic surveillance in such a manner as will protect its secrecy and produce a minimum of interference with the services that the carrier is providing that target of electronic surveillance;

(i) a statement directing that the carrier maintain under security procedures approved by the Attorney General and the Director of Central Intelligence any records concerning the surveillance or the aid furnished that such person wishes to retain;

(j) a statement directing the applicant compensate, at the prevailing rate, the carrier for furnishing the aid; **AND**

(k) the signature of a federal district judge.

Whenever the target of the electronic surveillance is a foreign power (as defined under FISA) and each of the facilities or places at which the surveillance is directed is owned, leased, or exclusively used by that foreign power, the court order need not contain the information required by subparagraphs (c), (d), and (f), but shall generally describe the information sought, the communications or activities to be subjected to the surveillance, and the type of electronic surveillance involved, including whether physical entry is required.

Step Three. The designated employee also shall determine whether the surveillance can be implemented technically **AND** whether the court order is sufficiently and accurately detailed to enable the carrier to comply with its terms.

Step Four. The designated employee may implement the surveillance and may delegate tasks associated with the surveillance to other employees, but the designated employee shall continue to oversee the implementation of the surveillance.

Step Five. The designated employee shall complete a Certification Form (attached as Appendix 1) as soon as possible after the initiation of the electronic surveillance. The employee shall supply all information requested on the Certification Form that is not contained on the court order. The employee then shall attach the court order and sign the Certification Form. The employee also shall attach any extensions that are granted for the surveillance.

Step Six. The designated employee shall ensure that the Certification Form and all attachments are placed in the appropriate file.

Step Seven. The designated employee shall continue to oversee the conduct of the electronic surveillance and ensure that the surveillance terminates when the legal authorization expires. The interception shall be terminated at the time specified in the order. In the absence of an extension, the surveillance cannot exceed 90 days (or 1 year if the surveillance is targeted against a foreign power).

F. Electronic Surveillance Conducted Pursuant to FISA but *without* a Court Order

Step One. Any request by a law enforcement agency for electronic surveillance pursuant to FISA but without a court order shall be referred immediately to one of the employees designated in Appendix 3 of this Manual.

Step Two. Although FISA does not expressly require a certification in these circumstances, the designated employee shall ensure that the law enforcement agency provides a certification containing the following information before implementing the request:

(a) the information, facilities, or technical assistance required;

(b) the period of time during which the provision of information, facilities, or technical assistance is authorized;

(c) a statement that no warrant or court order is required by law;

(d) a statement that all statutory requirements have been met;

(e) a statement that the specific requested assistance is required; **AND**

(f) the signature of **EITHER** (i) the Attorney General of the United States, **OR** (ii) a law enforcement officer specially designated by the Attorney General.

Step Three. The designated employee also shall determine whether the surveillance can be implemented technically AND whether the certification is sufficiently and accurately detailed to enable the carrier to comply with its terms.

Step Four. The designated employee may implement the surveillance and may delegate tasks associated with the surveillance to other employees, but the designated employee shall continue to oversee the implementation of the surveillance.

Step Five. The designated employee shall complete a Certification Form (attached as Appendix 1) as soon as possible after the initiation of the electronic surveillance. The employee shall supply all information requested on the Certification Form that is not contained on the certification provided by the law enforcement agency. The employee then shall attach the certification provided by the law enforcement agency and sign the Certification Form.

Step Six. The designated employee shall ensure that the Certification Form and all attachments are placed in the appropriate file.

Step Seven. The designated employee shall continue to oversee the conduct of the electronic surveillance and terminate the surveillance as soon as any of the following events occur:

(a) the information sought is obtained;

(b) the law enforcement agency's application for a court order is denied; or

(c) 24 hours have elapsed since the authorization of the surveillance by the Attorney General without the granting of a court order.

Step Eight. If the law enforcement agency does receive a court order for the surveillance, the designated employee shall validate the court order (as specified in Section IV.E. Step Two above), attach the order to the Certification Form, and handle the surveillance in all respects under the procedures in Section IV.E.

V. PROCEDURES IF UNAUTHORIZED SURVEILLANCE OR A COMPROMISE OF SURVEILLANCE HAS OCCURRED

Step One. If any employee becomes aware of any act of unauthorized electronic surveillance or any compromise of authorized surveillance to unauthorized persons or entities, that employee shall report the incident immediately to one of the employees designated in Appendix 3 of this Manual.

Step Two. The designated employee shall promptly notify **Glenda Page, Chief Executive-Human Resources or Frank Sarvis, Chief Executive-Network Engineering** of the incident. Acting with legal counsel, the designated employee and Glenda Page/Frank Sarvis shall determine which law enforcement agencies are affected and promptly notify the agencies of the incident.

Step Three. The designated employee shall compile a certification record for any unauthorized surveillance and ensure that all records available to the carrier regarding the surveillance are placed in the appropriate carrier files.

HTC Communications

APPENDIX 1

Certification Form For Electronic Surveillance Implemented By Horry Telephone Cooperative, Inc.

Instructions: The information requested below shall be provided either on this form or by attaching the appropriate legal authorization for the surveillance if the authorization contains that information. If the authorization is attached, check the box below and attach any extensions that are granted for the surveillance.

I have attached the court order or other legal authorization for this surveillance as well as any extensions that have been granted.

1. Telephone number(s) and/or circuit identification numbers involved	
2. The start date and time that the carrier enables the interception of communications or access to call identifying information	
3. Law enforcement officer presenting the authorization	
4. Person signing the appropriate legal authorization	
5. Type of surveillance (e.g., pen register, trap and trace, Title III, FISA)	
6. Carrier employee who is responsible for overseeing the surveillance	

I, _____, have overseen the electronic surveillance described on this form and on any attached documents, and I hereby certify that the information contained on this form and the attached documents is complete and accurate.

Signed:_____**Date:**_____

Appendix 2

Example of a Court Order Submitted by a law Enforcement Agency for a Call Information Interception

IN THE MATTER OF THE APPLICATION
BY [JURISDICTION] FOR AN ORDER
AUTHORIZING THE INSTALLATION AND
USE OF A PEN REGISTER AND/OR
TRAP AND TRACE

ORDER

This matter having come before the court pursuant to an application under Title 18, United States Code, Section 3122 by **[Name]**, an attorney for the Government, which application requests an order under Title 18, United States Code, Section 3122 authorizing the installation and use of a pen register and/or trap and trace on **[telephone number(s)]**, the court finds that the applicant has certified that the information likely to be obtained by such installation and use is relevant to an ongoing criminal investigation into possible violations of **[Specific Criminal Offense(s)]** by **[Person(s)]** and others as yet unknown.

IT APPEARING that the numbers dialed or pulsed from/to **[telephone number(s)]**, listed to or leased by **[name(s) of person(s)]**, and located at **[address]**, is/are relevant to an ongoing criminal investigation of the specified offenses,

IT IS ORDERED, pursuant to Title 18, United States Code, Sections 3123 and 3124, that agents of **[Investigative Agency]** may install and use a pen register and/or trap and trace to register numbers dialed or pulsed from or to **[telephone number(s)]**, to record the date and time of such pulsing or recordings, and to record the length of time the telephone receiver(s) in question is/are off the hook for incoming or outgoing calls for a period of **[Not to Exceed 60 Days]**, and if trap and trace order, **[geographic limitations]**; and,

IT IS FURTHER ORDERED, pursuant to Title 18, United states Code, Section 3124, that **[Carrier]** shall furnish agents of the **[Investigative Agency]** forthwith all information, facilities and technical assistance necessary to accomplish the installation of the pen register

and/or trap and trace unobtrusively and with minimum interference to the services that are accorded persons with respect to whom the installation and use is to take place; and

IT IS FURTHER ORDERED, that **[Carrier]** be compensated by the applicant for reasonable expenses incurred in providing technical assistance; and

IT IS FURTHER ORDERED, that **[Carrier]** shall supply **[Investigative Agency]** with subscriber information, including published and nonpublished telephone information, for those telephone numbers, names or addresses identified in this order and/or obtained by the pen register and/or trap trace installed pursuant to this order and,

IT IS FURTHER ORDERED, pursuant to Title 18, United States Code, Section 3123, that this order and the application be sealed until otherwise ordered by the Court, and that **[Carrier]**, its agents and employees shall not disclose the existence of the pen register and/or trap and trace, or the existence of the investigation to the listed subscriber, or to any other person, unless or until otherwise ordered by the court.

_____

_____

JUDGE DATE

NOTE: The above is a sample of a basis court order for a pen register or trap/trace. In addition to the above, the court order is to include other specifics required by law enforcement. A carrier cannot provide information that is not specified and required by court order. Title III Wire Intercepts follow the same basic format; however, the timeframe cannot exceed 30 days.

APPENDIX 3

CARRIER CONTACT INFORMATION

Horry Telephone Cooperative, Inc. hereby designates the following employees to serve as points of contact for law enforcement agencies. These employees shall oversee all electronic surveillance on Horry Telephone Cooperative, Inc.'s premises and shall implement, or designate authority to implement, all lawful requests for electronic surveillance on Horry Telephone Cooperative, Inc.'s premises. The employees shall be available to law enforcement agencies during the times listed below, so that law enforcement agencies will always be able to contact at least one employee 24 hours a day, 7 days a week. If an employee cannot be available at a designated time, that employee shall arrange for one of the other employees listed below to be available during that time.

Name	Days and Times Available	Telephone Number(s)
Russell Jordan	M-F, 8 AM-5 PM M-F, 5 PM-8 AM Saturday/Sunday/Holidays	(843) 369-8486 (843) 397-0361 (843) 283-6906/cell
Kimberly Hardwick	M-F, 8 AM-5 PM M-F, 5 PM- 8 AM Saturday/Sunday/Holidays	(843) 369-8614 (843) 358-2020 (843) 421-1918/cell
Glenda Page	M-F, 8 AM- 5 PM M-F, 5 PM-8AM Saturday/Sunday/Holidays	(843) 369-8364 (843) 358-7243 (843) 333-1782/cell
Steve Edge Broadband/Packet	M-F, 8 AM- 5 PM M-F, 5 PM-8AM Saturday/Sunday/Holidays	(843) 369-8259 (843) 902-3659/cell (843) 902-3659/cell