

MARK TWAIN NATIONAL WILDLIFE REFUGE

QUINCY, ILLINOIS.

Law Enforcement Plan

Submitted by

[Signature]
Project Leader

7/03/85

Date

Concurrence

R A Hodgins
Special Agent in Charge

9/12/85

Date

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John W. Eli
Regional Refuge Supervisor (RF2)

9/12/85

Date

Approval

[Signature]
Assistant Regional Director-AW

9/12/85

Date

LAW ENFORCEMENT PLAN
MARK TWAIN NATIONAL WILDLIFE REFUGE

I. Introduction

Through appropriate Cooperative Agreements between the U.S. Army Corps of Engineers (COE) and the U.S. Fish and Wildlife Service (FWS), a total of 38,000+ acres not needed for the Corps' 9-foot navigation project was designated as the Mark Twain National Wildlife Refuge in 1958. An additional 85,500 acres of Corps land are leased to the States of Iowa, Illinois and Missouri by the FWS through Cooperative Agreements. Currently five (5) out of the eight (8) positions authorized to enforce the applicable laws of the Department of Interior are identified on the following staff chart. Law enforcement (LE) problems range from suspected poaching, waterfowl hunting violations, trespass, etc. Proposals have been made to include a full-time LE Refuge Officer to work within the entire Complex.

II. Objectives

- A. Provide protection for wildlife and habitat resources, emphasizing migrating birds and endangered species.
- B. Provide protection for government property.
- C. Provide for orderly and safe public use of refuge lands and waters.

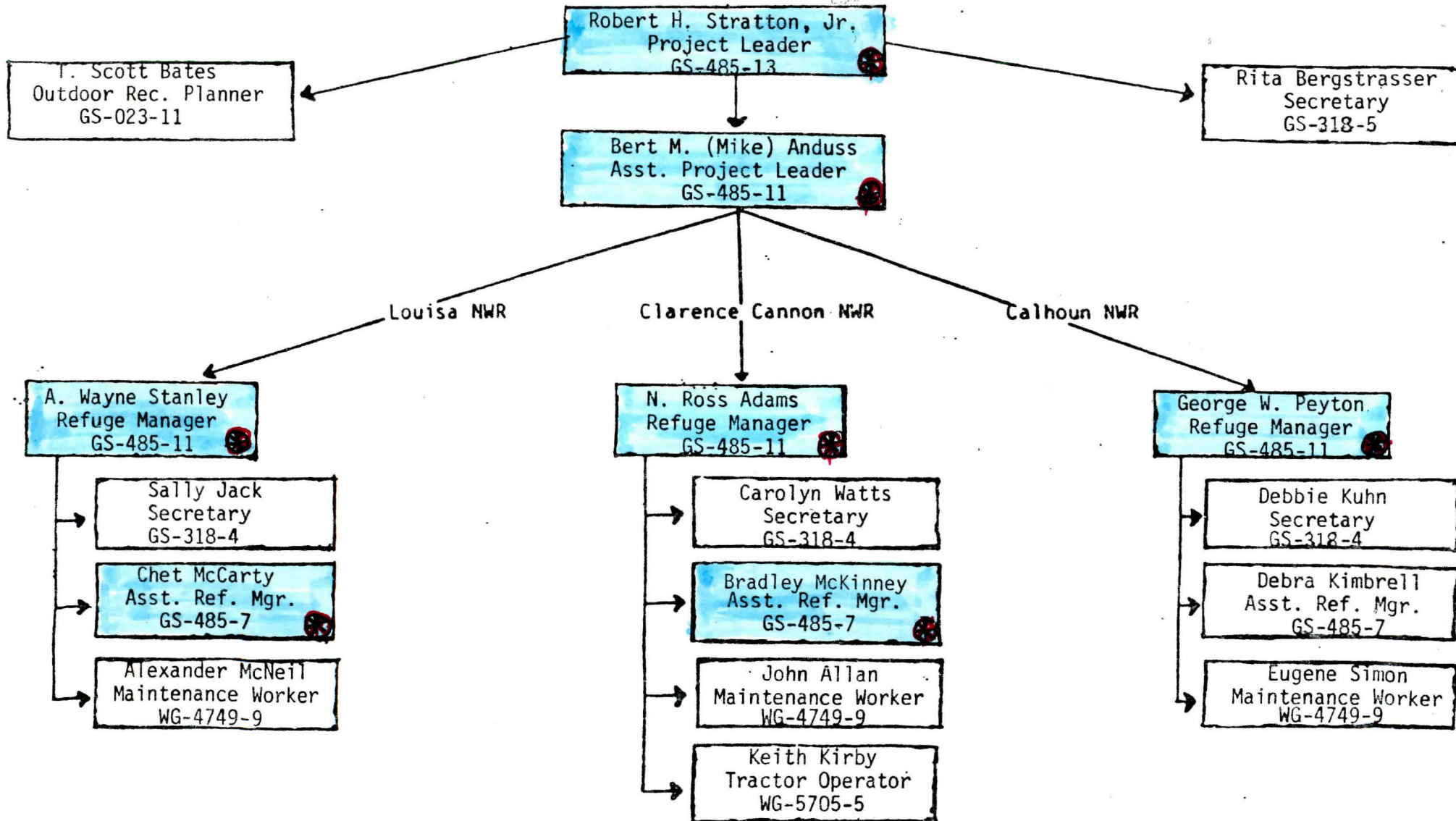
III. Demeanor

All uniform and equipment requirements in the Refuge Manual and LE Manual will be met, re: LE Handbook, 8 RM 14, and AM Part 28. Any additional policy and guidelines are established by Region.

position identified as [redacted]
having LE authority. R [redacted]
symbol indicates incumbent has LE auth.

MARK TWAIN NATIONAL WILDLIFE REFUGE

COMPLEX ORGANIZATIONAL CHART



IV. Authority and Jurisdiction

Authorization is delegated by the Secretary of the Interior under 4 AM 4.2D(3) and requested by the Project Leader. Jurisdiction is concurrent with State and COE personnel with FWS jurisdiction under the following acts: 1) National Wildlife Refuge System Administration Act of 1966 (16 USC 668 old - 668ee); 2) Migratory Bird Treaty Act (16 USC 703) (50 CFR 20); 3) Duck Stamp Act (16 USC 718); 4) Eagle Protection Act (16 USC 688); 5) Endangered Species Act 1973 (16 USC 1531 - 1543); 6) Fish and Wildlife Recreation Act (16 USC 460K); 7) NWRS Public Use Regs (50 CFR 25, 26, 27, 28); 8) Refuge Special Regs as published in the Federal Register; 9) Other jurisdiction delegated by the Secretary. Enforcement activities are limited to one mile from the refuge, other Districts or Divisions, and requests by Special Agents for assistance.

V. Chain of Command

Each District Manager is responsible for his District at all times and responsible to the Project Leader in the Quincy Complex Office. Cooperation with LE agents is coordinated at the District level because of different state jurisdictions.

VI. Patrol Procedures

Without assignment of full-time LE refuge officers, scheduled-routine patrol solely for LE is not conducted but is in conjunction with other duties or as needed. Formal LE activities are at the discretion of the District Managers during periods of need or in conjunction with State or Federal Officers (Special Agents, etc.).

Night-time patrols will consist of two (2) officers and activities limited to one (1) mile from the refuge.

VII. Responsibility For and Use of Equipment

As a minimum, the required equipment will include the following:

1. Refuge Officer Badge,
2. Law Enforcement Commission and Credentials Case,
3. Service Revolver,
4. Holster Belt with Standard Accessories (Leather).

District Managers assign equipment other than the above to be used in patrol activities.

Each designated officer is responsible for the care and use of all equipment under his control.

VIII. Violations, Warnings, Searches, Seizures, Complaints and Arrests

Individual officer discretion and judgment in issuing a violation notice or giving a verbal warning are recognized. Most common violations are listed by District with recommended dispositions. Seizures will entail the use of seizure tags. Searches will be conducted in conjunction with arrests or by consent. Arrests will be made as a last resort as outlined in each plan.

IX. Emergency Procedures

Each District addresses emergency situations relative to its locale. All accidents will be reported by refuge staff, local authorities, etc. to the District Managers as required for Regional reporting.

X. Although drugs have not played a part in the law enforcement efforts of the Districts, the potential is still present. The most feasible means of observing cultivation of marijuana is aircraft, and thus flights will be continued from the Complex Office. Local authorities would be the first-line notification situation.

Law Enforcement Plan

Clarence Cannon National Wildlife Refuge

I. Introduction

Clarence Cannon Refuge consists of four units. The headquarters is located on the Cannon Unit at Annada, Missouri. This area serves primarily as a feeding and resting area for waterfowl during migration and receives little public use. The Delair Unit, located in Pike County, Illinois, is about 25 miles from refuge headquarters and is closed to all public entry. The Gardner Islands and Bear Creek Units are located north of Quincy, Illinois and are approximately 80 miles from the headquarters.

The Gardner Islands and Bear Creek Units of Cannon are the only areas of the refuge that receive significant public use. The Gardner Island Unit is open to the public from February 1 through September 30 for fishing, hunting, and other wildlife related activities. Special bow and gun hunts for deer are permitted each fall during the State seasons. The Bear Creek Unit lies adjacent to the Gardner Unit and is open year-round for similar activities in accordance with State rules and regulations.

Raccoon and deer poaching has occurred on Gardner Islands and Bear Creek. Other violations, i.e., illegal camping, vehicle trespass, fires, etc. do occur from time to time. Enforcement activities by refuge officers on these areas has been limited primarily to the special deer hunts. U.S. special agents and conservation officers from Illinois and Missouri worked with refuge officers to apprehend six people poaching furbearers on these areas in November 1984.

Illegal deer and waterfowl hunting has been reported on Delair on a couple of occasions.

A prescriptive easement exists across Cannon to provide access to a local duck club. This easement prevents the refuge from placing a gate at the refuge entrance to control access. Generally, the only problem associated with this easement is a slight disturbance to resting waterfowl as hunters drive through the refuge to get to their hunting area.

The refuge pump station at Cannon is located on Bryants Creek, which is open to boats from the Mississippi River. Vandalism and theft at the pump house occurred on one occasion, but presently is not considered to be a serious problem.

The refuge manager has law enforcement authority and the new assistant manager scheduled to arrive on August 18 has law enforcement authority and worked three years as a full-time officer on Crab Orchard National Wildlife Refuge. The project leader and assistant at the Mark Twain Refuge and the manager and assistant at the Calhoun Division have law enforcement

authority and have assisted Clarence Cannon personnel in enforcing the special deer hunts on Gardner Islands.

II. Objectives

1. Provide protection for wildlife and habitat resources with emphasis on migratory birds.
2. Provide visitors with a safe, orderly experience on the refuge.
3. Provide visitors with basic information and assistance.
4. Provide protection of Government property.

III. Demeanor

The specific requirements are outlined in the LE Handbook, 8 RM 14, and AM Part 28.

Uniform components and all LE equipment will comply with applicable policy and established guidelines. LE credentials will be carried at all times while on duty and presented as necessary.

IV. Authority and Jurisdiction

Refuge managers and other personnel are authorized pursuant to authority delegated from the Secretary and which has been published in the Federal Register (4 AM 4.9) to protect fish and wildlife and their habitat and prevent their disturbance, to protect Service property and facilities, and to ensure the safety of the using public to the fullest degree possible. The control of recreational use will be enforced to meet these purposes pursuant to Federal, State, and local laws and regulations.

Authority:

1. National Wildlife Refuge System Administration Act of 1966 (16 USC 668 old - 668 ee)
2. Migratory Bird Treaty Act (16 USC 703) (50 CFR 20)
3. Migratory Bird Hunting and Conservation Stamp Act (16 USC 718)
4. Bald Eagle Protection Act (16 USC 668)
5. Endangered Species Act (1973) (16 USC 1531-1543)
6. Fish and Wildlife Recreation Act (16 USC 460K)
7. NWRS Public Use Regs. (50 CFR 25, 26, 27, 28)
8. Refuge Special Regs as published in the Federal Register
9. Any other jurisdiction delegated by the Secretary.

Jurisdiction:

Concurrent jurisdiction is in effect for all four units of Cannon Refuge.

V. Chain of Command

The refuge manager will be responsible for scheduling formal law enforcement activities and will review all field information reports. Field information reports will be sent to the Special Agent for issuance of violation notices.

VI. Patrol Procedures

Due to limited station resources, scheduled, routine patrol solely for law enforcement will not be conducted. Instead, law enforcement patrols will be in conjunction with other duties and activities as the need arises. Formal law enforcement activities will be conducted during peak use periods such as hunting season openers with emphasis on migratory bird enforcement and the special deer hunts.

Activities will be confined to refuge property with the following exceptions:

1. When assistance is requested from FWS Special Agents.
2. When migratory bird hunting pressure is high within the vicinity of the refuge. Normally, this will be limited to duck hunting activity near Cannon and Delair Refuges and within one mile of the refuge.

Other staff members will be expected to notify the refuge manager of all suspected or ongoing violations as they arise. If the refuge manager or assistant are unavailable, as much information as possible should be gathered or documented and presented to the manager as soon as possible.

Prior to engaging in formal law enforcement, refuge officers shall notify personally or via radio communications the headquarters office detailing the activity engaged in, location and estimated time of return. After office hours, this information should be conveyed to the appropriate Sheriff dispatcher.

VII. Responsibility For and Use of Equipment

A. Each officer will be responsible for the care of all accountable and assigned equipment.

B. Emergency Equipment:

1. Vehicles

- a. Government vehicles will not be used to assist private vehicles (including towing and battery jumps).
- b. Private vehicles will not be used to enforce regulations on or off the refuge.

- c. Government vehicles will be driven at speeds reasonable and proper for existing conditions.
- d. A portable red light is available and should be carried in vehicle during scheduled LE assignments.
- e. Refugee boats will be kept clean and ready for immediate use. Life preservers will be worn by all occupants while working over water.

2. Firearms

- a. Authority to Carry Firearms: Refugee officers are authorized to carry firearms in the performance of their duties. Only employees assigned duties as law enforcement officers are authorized to carry firearms and to make arrests.
- b. Service Weapons: All weapons so issued shall be recorded with Washington Office (LE). Service weapons will meet following standards:

<u>Caliber</u>	<u>Frame</u>	<u>Barrel Length</u>	<u>Type</u>
.38 Special	Stainless Steel	2" to 4"	Revolver
.357 Magnum	Stainless Steel	2" to 4"	Revolver
9 mm	Steel or Alloy		Semi-Automatic

- c. Personal sidearms are not authorized.
- d. Use of Firearms: A firearm may be discharged only as a last resort when in the considered opinion of the officer there is danger of loss of life or serious bodily injury to himself or to another person. Firing a weapon should be with the intent of rendering the person at whom the weapon is discharged incapable of continuing the activity prompting the officer to shoot. Warning shots pose a hazard to innocent parties and therefore prohibited.

3. Use of Less than Lethal Weapons

The use of less than lethal weapons such as mace has been tested extensively and is in almost universal use by police and federal enforcement agencies throughout the country.

Such chemical devices are sound defensive instruments and may be carried and used by LE officers. They should only be utilized as temporary disabling weapons, but never in situations which call for the use of firearms.

Mace spray should only be directed at a person for the time necessary to incapacitate and never at a distance of less than two feet.

4. Report of Discharge

Each time a firearm is drawn, aimed, or fired, or mace is used for LE purposes (except for training), a report shall be filed with the appropriate SAC and forwarded to the Regional Director and Washington Office (LE) by telecopier within 24 hours. The report will relate all facts surrounding the incident.

VIII. Signing, Tickets, Complaints, Arrests, Seizures, and Prosecution

Signing - Adequate signing is and will continue to be high priority on the refuge.

Area Closed signs will be posted in conspicuous places during closed periods on Gardner Islands. Dates of closure are posted at the refuge building and the public is informed of closures through the local news media.

Violation Notices and Warnings - Individual officer discretion will dictate whether a Field Information Report (3-960) will be used to document the circumstances of violations. Information from the 3-960 (pink slip) will be used by the Project Leader and Special Agent for disposition of the case.

In all situations where a violation has occurred, the Field Information Report (3-960) will be used to document the circumstances.

In instances where State regulations are involved and a decision made to not issue a citation on a federal charge, the appropriate State conservation officer will be contacted and the case turned over to the State.

Verbal warnings should be used when possible to prevent a violation from occurring. Written warnings should be used in instances such as animal trespass, mooring boats, etc. when "owners" are not immediately available.

Arrests

As with search and seizure, the refuge officer's authority to arrest stems from those statutes he/she is charged to enforce. Chapter 7.0 of the LE Handbook provides a synopsis of this authority. Physical arrest should not be made unless absolutely necessary. However, when an arrest is made, the following steps will be taken:

1. Upon arresting a suspect, handcuff, search (the person and immediate surroundings), and secure the suspect in your vehicle. An attempt should be made to seek the assistance of a second officer before the actual arrest.

2. When transporting a female suspect, notify county sheriff of mileage and time; when transporting a male prisoner, notify the sheriff's office of your location and destination.
3. Advise Assistant U.S. Attorney.
4. Two officers will deliver the suspect to the nearest available federally approved jail.
5. Call in ending mileage and time if the prisoner is female.
6. Book suspect into jail. Advise jailer that the suspect is a federal prisoner.
7. Notify the local Special Agent, if available.
8. Notify the U.S. Deputy Marshal that you have a prisoner in jail.
9. Allow the suspect to make a telephone call, if desired.
10. Notify the U.S. Magistrate.
11. Notify the FBI in an assault case.

Seizures - A FWS seizure tag, or equivalent, will be completed and attached to all seized articles. A receipt for all articles will be given to the owner of the property. Small items will be secured at headquarters. Items as large as a vehicle should be impounded with assistance from the local sheriff.

IX. Emergency Procedures

The refuge manager should be contacted within 24 hours concerning all accidents to refuge personnel, Government property, the visiting public or their property. If the manager is not on duty, the assistant should be contacted.

Accident Investigation - The assistant manager will be responsible for investigating accidents.

Fatal Accidents - Notify the appropriate County Sheriff.

Auto Accidents - Notify the appropriate County Sheriff for investigation.

Boating Accidents - Notify the appropriate State conservation officer for investigation.

EMERGENCY NUMBERSPike County, Missouri (Cannon Refuge)

Sheriff.	Bowling Green	- 314/324-3202
Conservation Officer, Jim Schwartz	Louisiana	- 314/754-4204
Ambulance.	Louisiana	- 314/754-3100
Hospital	Louisiana	- 314/754-5531

Pike County, Illinois (Delair Division)

Sheriff.	Pittsfield	- 217/285-4471
Conservation Officer, Roger Fraizer	Pittsfield	- 217/285-6343
Ambulance.	Pittsfield	- 217/285-4334
Hospital	Pittsfield	- 217/285-2113

Adams County, Illinois (Gardner Island and Bear Creek Divisions)

Sheriff.	Quincy	- 217/223-6300
Conservation Officer, Dennis Michael	Mt. Sterling	- 217/289-3348
Ambulance.	Quincy	- 217/224-6292
Hospital	Quincy	- 217/223-5811

FWS Special Agents

SRA, Larry Keck.	Jefferson City, MO	- 314/636-7815
SA, Bob Leapley.	St. Charles, MO	- 314/946-7308
SRA, John Mendoza.	Springfield, IL	- 314/498-8785

Approved Jails

St. Louis County.	Clayton, MO	- 314/889-2577
Sangamon County Jail, Springfield, IL	- 217/492-4430	(U.S. Marshal's Service)
Rock Island County		
Knox County		

U.S. Magistrates

Eastern District of Missouri - 114 Market, St. Louis, MO		
Judge William S. Bahn.		- 314/425-4226
Judge David Noce		- 314/425-6325
Judge Robert W. Kingsland.		- 314/425-4518
Central District of Illinois, 600 E. Monroe, Springfield, IL		
Judge Charles H. Evans		- 217/492-4396

*Emergency phone numbers will be posted by the telephone at the refuge office.

X. Drugs

Law enforcement officers are cognizant of departmental efforts toward ridding public lands of cultivated marijuana fields. Refuge properties are patrolled with this in mind. Efforts to destroy such fields on or adjacent to the refuge will generally be coordinated through state and local law enforcement agencies.

Law Enforcement Plan

Louisa NWR

I. Introduction

The refuge manager is presently the only staff member with law enforcement authority. The station staffing plan calls for an Assistant Refuge Manager with law enforcement authority.

II. Objectives

1. Provide protection for wildlife and habitat resources with emphasis on migratory birds.
2. Provide visitors with a safe, orderly experience on the refuge.
3. Provide visitors with basic information and assistance.
4. Provide protection of Government property.

III. Demeanor

The specific requirements are outlined in the LE Handbook, 8 RM 14, and AM Part 28.

Uniform components and all LE equipment will comply with applicable policy and established guidelines. LE credentials will be carried at all times while on duty and presented as necessary.

IV. Authority and Jurisdiction

Refuge Managers and other authorized personnel are authorized pursuant to authority delegated from the Secretary and which has been published in the Federal Register (4 AM 4.9) to protect fish and wildlife and their habitat and prevent their disturbance, to protect Service property and facilities, and to ensure the safety of the using public to the fullest degree possible. The control of recreational use will be enforced to meet these purposes pursuant to Federal, State and local laws and regulations.

Jurisdiction:

1. National Wildlife Refuge System Administration Act of 1966 (16 USC 668 old - 668 ee)
2. Migratory Bird Treaty Act (16 USC 703) (50 CFR 20)
3. Duck Stamp Act (16 USC 718)
4. Eagle Protection Act (16 USC 668)
5. Endangered Species Act 1973 (16 USC 1531-1543)

6. Fish and Wildlife Recreation Act (16 USC 460K)
7. NWRS Public Use Regs. (50 CFR 25, 26, 27, 28)
8. Refuge Special Regs as published in the Federal Register
9. Any other jurisdiction delegated by the Secretary.

V. Chain of Command

The Refuge Manager will be responsible for scheduling formal LE activities and will review all field information reports and violation notices prepared at the station.

VI. Patrol Procedures

Due to limited station resources, scheduled, routine patrol solely for LE will not be conducted. Instead, LE "patrols" will be in conjunction with other duties and activities as the need arises. Formal LE activities will be conducted during peak use periods such as hunting season openers with emphasis on migratory bird enforcement.

Activities will be confined to the District proper with the following exceptions:

1. When assistance is requested from FWS Special Agents.
2. When assistance is requested by State C.O.'s regarding migratory bird regulations on Lake Odessa.
3. When migratory bird hunting pressure is high within the vicinity of the refuge. Normally, this will be limited to goose hunting activity near Louisa Refuge and within 1/2 - 1 mile of the refuge.

Other staff members will be expected to notify the Refuge Manager of all suspected or ongoing violations as they arise. If the Refuge Manager is unavailable, as much information as possible should be gathered or documented and presented to the manager as soon as possible.

Prior to engaging in formal LE activities, Refuge Officers shall notify personally or via radio communications the HQ office detailing the activity engaged in, location and estimated time of return. After office hours, this information should be conveyed to the Louisa County Sheriff Dispatcher.

VII. Signing, Tickets, Complaints, Arrests, Seizures and Prosecution

Signing - Adequate signing is and will continue to be high priority on the District.

Area Closed signs will be posted in conspicuous places during closed periods on Louisa and Keithsburg, dates of closure will be posted at refuge entrances and the public informed of closures through the local news media.

Violation Notices and Warnings - Individual officer discretion will normally dictate whether a warning or a violation notice will be issued.

Recommended Disposition of Violations - Individual officer discretion will dictate whether a Field Information Report (3-960 - Pink Slip) will be used to document the circumstances of violations. Information from the pink slip will be used by the Refuge Manager and Special Agent for disposition of the case.

In all situations where a violation has occurred, the Field Information Report (3-960 - Pink Slip) will be used to document the circumstances and will be fully completed. This information will be used to complete the Violation Notice in the office. Violation Notices will not be issued in the field. The Violation Notice along with the Field Information Report and Certified Mail Envelope addressed to the violator will be forwarded to the FWS Special Agent in Des Moines for disposition.

In instances where state regulations are involved and a decision made to not issue a Violation Notice, the appropriate State C.O. should be contacted and the case turned over to the C.O. When minors are involved, the case should be documented on a Field Information Report and turned over to the State C.O.

Verbal Warnings should be used in instances to prevent a violation from occurring. Written warnings should be used in instances such as animal trespass, mooring boats, etc. when "owners" are not immediately available.

Arrests - Arrests will be made only as a last resort. The appropriate FWS Special Agent and SAC office will be notified immediately or as soon as possible. In most instances the individual will be transported to the federally approved detention facility--Des Moines County Jail, Burlington, Iowa.

Magistrate Power must be contacted as soon as possible for felonies. With misdemeanor arrests discretion should be used when contacting late at night or weekends. An arrested person shall be kept in the custody of the arresting officer until placed in jail or taken before the Magistrate and it is FWS policy that all persons held in custody be handcuffed for their safety and the officer's safety. The arresting officer is responsible for the welfare of the arrested person until placed in jail or released by the magistrate.

When an arrest is made the following steps should be taken:

1. Upon arrest, handcuff and search suspect and the immediate vicinity. Then secure the suspect in your vehicle. An attempt to secure assistance of a second officer should be made before the actual arrest.
2. When transporting the suspect, call in the starting mileage and time to the office or Sheriff's office and notify them of your location and destination.

IX. Drugs

Drugs have not been a problem on the District in the past. There have been no recorded instances of marijuana cultivation or illegal use of wild plants on the District. Should problems be encountered in the future, appropriate FWS Special Agents and County Sheriffs will be contacted for assistance.

X. Responsibility for and Use of Equipment

Individual refuge officers will be provided with all necessary equipment to effectively and safely conduct LE activities. Individual officers will be responsible for routine maintenance and care of equipment assigned to them. The use of LE equipment will conform to policy/procedure specified in the LE Handbook and Service and Regional Policy.

LAW ENFORCEMENT PLAN

Calhoun NWR

I. Introduction

Refuge positions authorized law enforcement authority are the refuge manager and the assistant refuge manager. Presently, only the refuge manager has LE authority.

Law enforcement problems are minimal. Recent years violations were limited to illegal commercial fishing, vandalism and basic juvenile mischief. All citations were issued by Illinois Department of Conservation officers.

II. Objectives

Provide protection for wildlife and habitat resources with emphasis on migratory birds.

Assist with the management of wildlife and their habitat.

Insure compliance with laws and regulations necessary for proper refuge operations and protection of the NWR system.

Provide a safe environment for visitors to the refuge.

Assist and provide visitors with accurate information so that they may have the most enjoyable experience possible.

Provide protection of government property.

III. Demeanor

Law enforcement personnel will comply with specific requirements as outlined in the LE handbook, refuge manual; 8 AM 14, and administrative manual, chapter 28.

Uniform components and LE equipment will comply with applicable policy and established guidelines.

LE credentials shall be carried at all times on duty and presented as necessary.

IV. Authority and Jurisdiction

Authority to enforce all Fish and Wildlife administered Acts and regulations is delegated by the Secretary of the Interior through the Director to Fish and Wildlife Service enforcement officers and Deputy Game Wardens. The U.S. District Court and by consent, U.S. Magistrates, have jurisdiction. (The FWS has concurrent jurisdiction with the state of Illinois and the Army Corps of Engineers).

Authorities

Migratory Bird Treaty Act - 16 U.S.C. 703 - 711, 50 CFR, parts 20, 25 - 28 and 32, 33.

Migratory Bird Hunting and Conservation Stamp Act - 16 U.S.C. 718 - 718h.

National Wildlife Refuge System Administration Act - 16 U.S.C. - 668dd - 668ee.

Bald Eagle Protection Act - 16 U.S.C. 668 - 668d.

Airborne Hunting Act - 16 U.S.C. 742j - i.

Endangered Species Act - 16 U.S.C. 1531 - 1543.

Fish and Wildlife Recreation Act - 16 U.S.C. 460k.

Any other authority delegated by the Secretary.

V. Chain of Command

The refuge manager will be responsible for scheduling formal LE activities and will review all field information reports and violation notices prepared at the station.

VI. Patrol Procedures

LE patrol will be conducted in conjunction with other refuge duties and as special needs arise. Anytime night patrol is necessary the refuge manager will be accompanied by an IDC officer or a second federal officer.

Activities are confined to the District except:

- 1) When assistance is requested from FWS S.A.
- 2) Assistance is requested by state conservation officers regarding migratory bird regulations within $\frac{1}{2}$ to 1 mile of the refuge.
- 3) Assistance during the deer hunt at the Gardner refuge.

Refuge personnel who suspect or witness a violation are expected to obtain as much information as is practical, document the circumstance, and notify the refuge manager. If the refuge manager is not available the project leader or assistant project leader in Quincy should be notified.

VII. Responsibility for and use of Equipment

The refuge manager will make sure that each refuge employee who has law enforcement authority has the proper equipment to accomplish the job in a safe and proper manner. Any piece of equipment that is issued to an individual will be maintained by the individual to whom it is issued.

Instructions in the safe and proper use of each piece of equipment will be given and it will be used accordingly.

VIII. Violations, Warnings, Searches, Seizures, Complaints, and Arrests

A preventative law enforcement program will be utilized:

- education of the general public with regard to the laws and regulations governing public conduct on refuges.
- clear and accurate signing of the interior of the refuge and boundary posting.
- refuge leaflets, maps, etc. which clearly communicate to the reader acceptable activities and limitations of his/her activities on the refuge.

Warnings

Whether a warning or violation notice is issued will be left to the discretion of each officer. The type of warning that is applicable to the situation will be used (ie. verbal warning vs. written warning). A 3-960 will be completed and turned over to the Supervisory Refuge Officer for review and filing.

Violations

Individual officer discretion will dictate whether a Field Information Report (3-960 Pink Slip) will be used to document the circumstance of violations. Information from the Pink Slip will be used by the Project Leader and FWS Special Agent for disposition of the case.

When minors are involved; the parents will be notified, the case documented on a Field Information Report (3-960 Pink Slip) and information from the Pink Slip will be used by the Project Leader and FWS S.A. for disposition of the case.

Arrests

Arrests will be made as a last resort. The appropriate FWS S.A. and SAC office will be notified as soon as is practical. An arrest without a warrant must follow precisely the specific statutory authority provided to insure a valid arrest (refer LE handbook sec. 7.5-9). individuals will be transported to the federally approved detention facility; East Alton City Jail or St. Claire County Jail, unless directed otherwise by District SAC or S.A. The detention facility should be contacted prior to transporting individuals to insure that space is available.

Magistrate Cohn must be contacted as soon as possible for felonies. With misdemeanor arrests, discretion should be used when contacting late at night or weekends. An arrested person shall be kept in the custody of the arresting officer until placed in jail or taken before the Magistrate. It is FWS policy that all persons held in custody be handcuffed for their safety and the officer's safety. The arresting officer is responsible for the welfare of the arrested person until placed in detention facility or released by the Magistrate.

Search and Seizure

Each officer must be familiar with the statutes and/or Acts that provide enforcement authority and aware of their respective limitations.

This knowledge will provide the guidance necessary to handle any given situation.

A FWS seizure tag, or equivalent, will be completed and attached to all seized articles. A receipt for all articles will be given to the owner of the property. Small items will be secured at refuge headquarters, large items impounded in the equipment building on Calhoun Refuge.

Emergency Procedures

The refuge manager will be contacted within 24 hours concerning all accidents to refuge personnel, government property, the visiting public or their property. If the manager is not on duty the assistant manager will be contacted.

Accidents Investigation

The assistant manager will investigate accidents occurring on and adjacent to refuge property.

Fatal Accidents and Auto Accidents

The Calhoun County Sheriff will be contacted. The office of Safety and Security will be contacted no later than the close of business on the 1st workday following the incident: 7:45am - 4:15pm call; (202) 653-7512, other times call: (202) 426-6600. A FWS incident report form 3-2038 should be filled out prior to the call.

Boating Accidents

The Illinois Conservation officer will be contacted.

EMERGENCY #'S

Calhoun County Sheriff: 1-576-2417

Illinois Dept. of Conservation: Eugene Stumpf 1-576-2378 Home

FWS SRA: John Mendoza, Springfield, IL 1-217-492-4460

FWS S&A: Robert Leapley, St. Charles, MO 1-314-946-7308

FBI Agent: Alton, IL 1-463-6411 or Belleville, IL 1-234-8660

U.S. Magistrate: Gerald Cohn, 750 Missouri Ave., St. Louis, MO 62201
1-274-2200

U.S. Marshal Service: P.O. Box 126, E. St. Louis 1-274-2200 Ext. 336

Ambulance: 1-576-2288 (Hardin)

Hospital: 1-498-6402 (Jerseyville)

Doctor: 1-576-2416 or 2291 (Hardin)

Poison Information Center: St. Louis, MO 1-314-367-6119

Regional Poison Control Center: 1-800-252-2022

Point Fire Protection Agency: 883-2344 (Brussels)

EMERGENCY #'S CONTINUED

Refuge Manager: George Peyton 1-576-2470 Home

Assistant Refuge Manager: Debra Kimbrell 883-2421 Home

Emergency numbers will be posted near the refuge office phone.

X. Drugs

Drugs have not been a problem within the District. Should problems occur the appropriate FWS S.A. and County Sheriff will be contacted for assistance.

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LAW ENFORCEMENT PLAN

MARK TWAIN NATIONAL WILDLIFE REFUGE

OUTLINE

INTRODUCTION

1. Recap Bureau's Law enforcement policy.
2. The refuge employee as a Federal Agent.
3. Should we be in the enforcement business at all?
4. Duties and responsibilities of refuge agents.
5. Who exercises authority?

PURPOSE OF PLAN

1. To place proper emphasis on refuge law enforcement.
2. To show the place of law enforcement in the overall refuge program.
3. To prescribe training requirements and commit funds for this purpose.
4. To standardize the approach to law enforcement refuge-wide.
5. To gain, through approval, the support of the Regional Office for Mark Twain's law enforcement program.

OBJECTIVES OF LAW ENFORCEMENT PROGRAM

1. Functions of refuge law enforcement.
 - a. Protection of Wildlife.
 - b. Protection of Public Safety.
 - c. Protection of Public Property.
 - d. Protection of Refuge Employees.

POLICY AND ADMINISTRATIVE CONTROLS

1. This plan.
2. Training requirements (initial and refresher).
3. Supporting requirements.

RELATIONSHIP TO OTHER REFUGE OPERATIONS

1. Relationship to refuge objectives.
 - a. List refuge objectives (narrative).
 - b. Areas of law enforcement need.
2. Relationship to other refuge programs.
 - a. Crowd Control.
 - b. Safety Management.
 - c. Fire Control.
 - d. Hunting and Fishing.
 - e. Recreational Use.
 - f. Land Management.
 - g. Property Management.

3. Major Problems and Management Responsibility

ENFORCEMENT PROCEDURES

1. Kinds of law enforcement activities.
2. Balancing enforcement duties with other duties.
3. Limits of enforcement authority.
4. Procedures for handling violations.
5. Procedures for handling arrests.
6. Specific procedures for carrying firearms.
 - a. On person.
 - b. In vehicle.
7. Use and display of badge and credentials.
8. Patrol.
9. Investigations of rumors.
10. Use of force.
11. Use of handcuffs.
12. Reports of violations.
13. Working out numbered.
14. Working in pairs.
15. Use of personnel from other districts.

COORDINATION WITH OTHER LAW ENFORCEMENT AGENCIES

1. With Division of Law Enforcement.
2. With State Game and Fish Departments.
3. With State Police (Highway Patrol).

4. With County Sheriff's Department.
5. With Federal Bureau of Investigation.
6. With City Police Departments.

TRAINING

1. Level of skill required in refuge agent.
2. Training requirements (initial and follow-up).
3. First Aid Training.
4. Firearms Qualifications.
5. Practical On-site Training.
6. Knowledge of law enforcement principals.
7. Knowledge of law enforcement tactics.
8. Knowledge of law enforcement procedures.
9. Measurement of aptitude.
10. Examination - retesting.

RESOURCE NEEDS

1. Two-way radios.
2. Boundary posting.
3. Firearms and other personal equipment.
4. Enforcement credentials.
5. Vehicles.
6. Dollars and Manpower.

BACKGROUND DATA SUPPORTING PROGRAM

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- L. Visitor Use Figures.
2. Violation Records.