

# memorandum

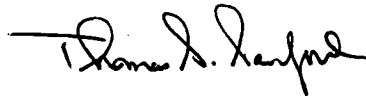
DATE: May 9, 1988

TO: Project Leader, Necedah NWR, Necedah, WI

SUBJECT: Update to Necedah NWR Law Enforcement Plan

TO: Regional Refuge Supervisor, USFWS, Twin Cities, MN (RF1)

Attached are two revised pages for Necedah's approved Law Enforcement Plan. The revisions made only involve the updating of contact names and telephone numbers. No other changes were made. Please replace pages 11 and 12 in the Regional Office copy of the plan.



Thomas S. Sanford

Attachments



W-1-0-1006

Regional Refuge Supervisor, FWS, Twin Cities, MN (RF1)

Law Enforcement Plan

Refuge Manager, Necedah NWR, Necedah, WI

The subject plan was reviewed in this office and has been approved.

There was one minor deletion on page 4., III A.. The words "one mile from" were delete in the last sentence. Thank you for a well prepared plan.

/s/ Richard E. Toltzmann

/s/ Thomas J. Larson

Richard E. Toltzmann

LAW ENFORCEMENT PLAN

Necedah National Wildlife Refuge

Necedah, Wisconsin

Submitted:

*James M. Lawler Jr.*

Date:

*9-28-85*

Concurrence:

*R. A. Hodgins*

Date:

*10/17/85*

*R. E. Todd*

Date:

*1/6/86*

Approval:

*Harold W. Benson*

Date:

*1/7/86*

## INDEX

INTRODUCTION-----	1
I. Objectives of the Necedah NWR Law Enforcement Program-----	1
II. Demeanor-----	3
III. Enforcement Authority and Jurisdiction-----	4
IV. Chain of Command-----	5
V. Patrol Procedures-----	5
VI. Responsibility for and Use of Equipment-----	5
VII. Violations, Warnings, Searches and Seizures, Complaints, and Arrests-----	8
VIII. Emergency Procedures-----	10
IX. Drug and Alcohol Related Problems-----	12
APPENDICES-----	14

## INTRODUCTION

The Necedah National Wildlife Refuge is located in a rural environment approximately 150 miles northwest of Milwaukee, 200 miles northwest of Chicago, and 150 miles southeast of Minneapolis, the nearest major metropolitan areas. It is surrounded within thirty miles by the towns of Tomah, Mauston, and Wisconsin Rapids.

Law enforcement activities are primarily those associated with the hunting seasons. The refuge enjoys a fairly good relationship with the surrounding communities and problems with vandalism, vehicle trespass, and off season recreational activities are minimal to non-existent. Because of the remote location of the refuge, there is little public visitation during summer months and almost none during the winter season.

A higher level of public use begins mid-September with the opening of early deer bow season and culminates with the highest level in late November during the opening weekend of deer gun season. During this period, law enforcement activities are conducted on weekends and occasionally during weekdays.

Five refuge law enforcement officers, combined with the excellent cooperation of the DNR conservation wardens, provide a more than adequate law enforcement effort at this time and for the foreseeable future. The five refuge officers have law enforcement responsibility concurrent with their primary duties. Any activity they are involved in on the refuge constitutes a law enforcement presence. Because of the low degree of enforcement problems in the past and at present, no increase in activity is predicted for the future.

Refuge law enforcement officers are required to complete basic training at the Federal Law Enforcement Training Center in Glynco, Georgia. They are also required to complete an annual one-week refresher presented at the regional level. In addition, officers must qualify with their firearms every six months. This continual training assures a high degree of proficiency and competence.

- I. Objectives of the Necedah NWR Law Enforcement Program
  - A. Provide protection and ensure legal and equitable utilization of fish and wildlife resources as prescribed by law.
  - B. Provide protection to refuge visitors and their possessions from disturbance or harm by other visitors or themselves.
  - C. Assist visitors to understand refuge regulations and to answer questions about refuge programs.

- D. Obtain compliance of regulations necessary for proper administration, management, and protection of the refuge.

The most common type of violations encountered will be those associated with the hunting seasons. They are:

EARLY/LATE SEASON BOW DEER

1. Hunting in closed area.
2. After hour violations.
3. Overnight camping.
4. Using permanent tree stands.

GUN DEER SEASON

1. Hunting in closed area.
2. Improperly tagged deer.
3. Overnight camping.
4. Uncased weapon in vehicle.
5. Using a permanent tree stand.
6. Shooting antlerless deer without permit.
7. Parking in front of an access gate.
8. Shooting down a road.

WATERFOWL SEASON

1. Taking, or attempting to take, over the limit.
2. Using lead shot.
3. Unplugged gun.
4. Improper waterfowl stamps.
5. Shooting sandhill cranes.
6. Hunting in closed areas.

The refuge Hunting Plan should be consulted for information relating to closed areas, species open to hunting, and other information related to the Necedah NWR hunting programs.

## II. Demeanor

### A. Professionalism

All refuge officers are required to understand and follow the policies and procedures in the FWS Law Enforcement Handbook (1979), Refuge Manual (8RM 13;3/12/82), and Administration Manual (28AM; 6/82).

### B. Official Dress and Equipment

1. Class C uniform will be worn at all times while on scheduled duty. This will include issued badge and name tag. The uniform will be neat and clean. Class B may be worn by officers if that is appropriate for the situation.
2. Authorized law enforcement equipment required when on patrol:
  - (a) Handgun worn in holster.
  - (b) Mace worn in holster on side opposite handgun (when mace is available).
  - (c) Handcuffs worn in holster next to mace.
  - (d) Minimum of 12 rounds extra ammunition carried in dump pouch or speed loaders.
  - (e) Flashlight when it is anticipated that patrol may carry into evening.
  - (f) Forms - Pink slips, evidence tags, etc.
3. Holster and side arm may be worn on pants belt in situations where a less obtrusive appearance of enforcement equipment is desired.
4. Law enforcement ID will be carried by all on duty officers and presented as necessary.
5. Firearms may be worn in shoulder holster when hip waders are worn or when winter coat is worn.
6. Body armor (when available) will be worn whenever evening, or night patrol is scheduled, or when patrolling during the hunting season.
7. Portable high band radio must be carried when patrolling at night or when patrolling during the hunting season.
8. No officer will patrol alone at night.

C. Judgement

1. Mature judgement must be exercised in every law enforcement situation.
2. Apologies are never necessary for enforcing refuge regulations.
3. Officers will maintain a professional, courteous demeanor at all times.

III. Enforcement Authority and Jurisdiction

A. Refuge officers are generally limited to the enforcement of the following acts and regulations within the confines of the refuge and the immediate vicinity unless specifically authorized by the Regional Director. The attached map (Exhibit 12) indicates those areas under refuge jurisdiction. Refuge law enforcement activities, in most cases, will be conducted within the boundaries of these indicated areas. (Refer also to Exhibit 13.)

1. Migratory Bird Treaty Act, 16 USC 703-711; 50 CFR 20, 25-28, 32, and 33.
2. Migratory Bird Hunting and Conservation Stamp Act, 16 USC 718-718h.
3. Bald Eagle Protection Act, 16 USC, 668-668d.
4. Airborne Hunting Act, 16 USC 741 j-1.
5. Endangered Species Act, 16 USC 1531-1543.
6. Arrests, Search Warrants; 16 USC 766.
7. Violations and Penalties; Forfeitures; 16 USC 707.
8. Refuge Special Regulations as printed in the Federal Register.
9. National Wildlife Refuge System Administrations Act of 1966, 16 USC 668dd-668ee.
10. National Wildlife Refuge System Public Use Regulations, 50 CFR 25-28.

B. Necedah NWR is an area of concurrent jurisdiction. Concurrent jurisdiction refers to powers obtained by the United States under state law over land and buildings located within state boundaries. Under this type of jurisdictional cession, two sovereigns, the United States and the state, occupy an area, each having all rights accorded a sovereign with the broad qualification that such rights run concurrently with those of the other sovereign. All refuge lands are under concurrent jurisdiction with the state of Wisconsin.

- C. Refuge officers may enforce Migratory Bird Hunting and Treaty Acts on lands and waters within the boundaries of the refuge and on lands within one mile of the refuge boundary.

#### IV. Chain of Command

- A. Refuge law enforcement operations:
  - 1. Refuge Manager.
  - 2. Officer in charge of LE program.
  - 3. Other refuge officers.
- B. Under concurrent jurisdiction, state and county officers can enforce their respective laws and regulations. Although there may be no formal chain of command between agencies, the refuge officer in charge should provide the necessary leadership and coordination when appropriate.

#### V. Patrol Procedures

- A. Patrol duty will be scheduled during the refuge's opening deer hunting season and during the opening of the waterfowl hunting season. Periodic patrols during the waterfowl and deer hunting seasons will be scheduled as needed.
- B. Patrol during the off peak seasons will be scheduled by the officer in charge of the law enforcement program.
- C. Approved radio procedures will be followed when communicating with other refuge units or with the Juneau County sheriff's office and Wisconsin DNR. Clear text will be used when talking on DNR frequencies.
- D. Officers should pick up litter along the refuge trails and from the parking areas as they pass through them. Brochure dispensers should be replenished. Vehicle counts for public use records should be made by the patrolling officer as necessary.
- E. Night or evening patrols must have at least two officers.

#### VI. Responsibility For and Use of Equipment

- A. Only government vehicles will be used while patrolling the refuge. The refuge manager may authorize exceptions.

- B. Government vehicles will not be used to enforce state laws off the refuge.
- C. Emergency Equipment
  - 1. The red flasher and siren will be used to stop a vehicle.
  - 2. The stopped vehicle will be protected from traffic by use of emergency flashers and placement of the patrol vehicle to the rear and to left of the stopped vehicle.
  - 3. Radios will be used for essential communication only.
  - 4. All patrol vehicles will be equipped with a first aid kit.
- D. Care of Equipment:
  - 1. Each officer will be responsible for the care and use of all equipment assigned to him, including LE equipment assigned to a vehicle that he is driving.
  - 2. Each officer is responsible for informing the principal assistant manager of any repairs or service needed on vehicle or LE equipment.
- E. Authorized weapons and their use:
  - 1. The Lacey Act Amendments of 1981 authorizes Refuge Officers to carry firearms in the performance of official duties. In addition, officers enforcing federal laws are not subject to state law prohibiting the carrying of concealed weapons.
  - 2. Authorized weapons will be as specified by Service policy.
  - 3. As a general rule when in the presence of the public, a handgun should be drawn only when the officer has sufficient cause to expect that it must be used. Shotguns may be displayed should their use be required.
  - 4. A firearm may be discharged only as a last resort when in the opinion of the officer, there is danger of loss of life or serious bodily injury to himself or to another person.
  - 5. 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.

6. Warning shots pose a hazard to innocent parties and therefore are prohibited.
7. Firing at a fleeing person will not be considered justified unless the officer has a reasonable cause to believe that the person he/she is considering shooting poses a threat to the life of the officer or others. Recent court decisions have indicated that such justification is of the rarest possible occurrence.
8. Mace, a less than lethal weapon, may be used by FWS officers under proper conditions and safeguards. It should only be utilized as a temporary disabling weapon, but never in situations which call for the use of firearms. It is a supplement to incapacitate an individual in instances where deadly force is not justified. It should be kept under proper conditions and safeguards. It may also be used when milder forms of persuasion, designed to restrain a person from committing a criminal or disorderly act, appear to be of no avail. Its use should be confined to three or fewer persons under conditions of self-defense or prevention of escape. 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. The spray should be aimed at the chest (never the eyes) and should be discharged in no more than five, one second bursts. It should not be used in greater quantities or in a confined space such as a small room or automobile. When it is apparent that the person involved has been affected by the mace, the device should not be used further. As soon as a person is subdued he/she should be permitted to wash with clear water as soon as it can be made available.
9. Each time a firearm is drawn, aimed, or fired, or mace is used for law enforcement purposes (other than a training or routine depredation work), a report shall be filed with the appropriate SAC, and forwarded to the Regional Director and the Washington Office (LE) within 24 hours. When the use of a weapon results in property damage, bodily injury, or death, the report should be made by telephone as soon as practical after the incident, and followed by a written report. The report should relate all facts surrounding the incident:
  - (a) The basis for the officer's decision to draw, aim, or fire the gun or to use mace.
  - (b) Injuries inflicted or suffered.
  - (c) The number of people involved or present.
  - (d) The time, date, and location of the incident.
  - (e) Whether or not representatives of the news media were present.
  - (f) What statements, if any, were made to the news media representatives.

## VII. Violations, Warnings, Searches and Seizures, Complaints and Arrests

### A. Handling violations:

1. If the officer anticipates that a violation may occur, then a friendly reminder to the person or persons involved will be in order.
2. Dependent upon a visitor's attitude and the nature of the violation, a verbal warning can be more beneficial than a written warning.
3. In most situations, the officer will need to use discretionary judgement when handling the violation.

### B. Violation Notices

1. The apprehending officer will:
  - (a) Gather all information needed to write a violation notice by completing a Field Information Report (pink slip). Under the Privacy Act the social security number (SSN) can be recorded if it is available on a driver's license. The SSN can be asked for but the person is not required to provide this information. All middle names must be recorded. If the person has no middle name, then write "NMN."
  - (b) Complete a photo copy of the report.
  - (c) The original report will be reviewed by the refuge officer in charge of law enforcement.
  - (d) The decision will be made to either write a letter of warning or to proceed with prosecution. If the decision is made to prosecute, then the original field information report is forwarded to the Madison Law Enforcement Office (SRA) and a copy of it is kept in the refuge files. If a letter of warning is written, a copy of the letter and the field information report is put in the refuge files.

### C. Verbal warnings - When a verbal warning is given, the following information should be recorded by the officer:

1. Date and time of warning.
  2. Individual's name and/or vehicle information.
  3. Nature of violation or incident.
- This information should be kept in officer's personal notebook for reference.

### D. Search

The details of FWS policy on conducting searches can be found in the 1979 LE Handbook.

#### E. Seizures

It is not the policy of the refuge to automatically seize items used during a violation (guns, fishing equipment, snowmobiles, etc.). In some instances, it may be necessary to do so, however, these instances are rare and must be justified. Items used for evidence (illegal game, drugs, etc.) should be confiscated and preserved. A FWS Seizure Tag, or equivalent, must be completed and attached to all seized articles. A receipt will be given to the owner of the property. Small items will be secured at the refuge headquarters.

#### F. Visitor Complaints

All significant visitor complaints by the visiting public will be referred to the refuge manager for management consideration.

#### G. Arrests

The procedures that must be followed when an arrest is made are as follows:

##### 1. At the time of the arrest, the officer will:

- (a) Make a complete search of the subject for weapons.
- (b) Handcuff the subject and prepare for transport.
- (c) Inform the subject of his/her rights (Miranda Warnings).

##### 2. Transporting the arrested person:

- (a) An appearance before a U. S. Magistrate must be arranged as soon as possible. The officer should attempt to make contact with the nearest U. S. Magistrate's office to arrange for appearance time. Subject may be taken to refuge office while arrangements are being made for a hearing. If arrest is made after hours or on a weekend, hearing should take place as soon as reasonably possible.
- (b) The officer should attempt to notify as soon as possible:
  - (1) U. S. Marshal's Office- Marshal needs to know name of arrestee, if and when subject made an appearance before the Magistrate, arresting officer's name and agency.
  - (2) U. S. Attorney's Office- Attorney needs to know same as above.
  - (3) FWS Special Agent- The SA can help in making the above contacts and can provide additional assistance as needed. The arresting officer should contact a SA immediately following the arrest to obtain assistance.

##### 3. Following the arrest:

- (a) Fill out a field information report completely and accurately on the subject. The Marshal's Office requests a copy of the report and suggests that a photograph of the subject be taken for future reference.

- (b) If a Magistrate's hearing cannot be immediately scheduled, transport the subject to the nearest federally approved jail for booking. A list of the federally approved jails to be used by Necedah NWR is as follows:
    - (1) Eau Claire County Jail, Eau Claire (715) 839-4703
    - (2) LaCrosse County Jail, LaCrosse (608) 784-0674
    - (3) Sauk County Jail, Baraboo (608) 356-4895
    - (4) Dane County Jail, Madison (608) 266-4928
  - (c) If the subject is taken to jail pending scheduling of Magistrate's hearing, the arresting officer is still responsible for seeing that subject is taken in front of Magistrate. U.S. Magistrates are located in Eau Claire and Madison. If at all possible, transport subject to either of these locations initially since their hearing will take place before the Magistrate.
4. The officer should remember:
- (a) To contact the nearest SA for assistance and direction.
  - (b) Initial appearance in front of a Magistrate is first priority after the subject is secure.
  - (c) Use proper arrest techniques and control to maintain officer safety.
  - (d) Arresting officer is also responsible for welfare of arrestee.

#### VIII. Emergency Procedures

- A. The refuge manager will be contacted within 24 hours concerning all accidents to refuge personnel, government property, or the visiting public or their property.
- B. Accident and Incident Investigation:
  - 1. The investigating officer will complete a DI-134 for all accidents involving personal injury or death of government employees, the visiting public, contractors, cooperators, and cooperating farmers, or involving property belonging to the government, visiting public, contractors, and farmers that might result in a tort claim against the government. All accidents resulting in permanent injuries to government employees that are likely to exceed 30 days of lost time, death, or government property damage in excess of \$100,000 shall be reported to the Regional Office by telephone within 24 hours.
  - 2. Accidents involving government vehicles will also require the completion of a SF-91 (Operator's Report of Motor Vehicle Accident), SF-94 (Statement of Witnesses), OF-26 (Data Bearing Scope of Employment of MV Operator), and SF-91A (Investigation Report of Motor Vehicle Accident).
  - 3. An Incident Report will be completed for all accidents involving the public when a DI-134 is not required.

4. Incidents of the following nature must be reported immediately to the refuge manager, and through channels to the Regional Director within 24 hours of occurrence. When making the report, the FWS Incident Report (Form 3-2038) should be used as a guide to ensure that all necessary information is available and reported.

- (a) Incidents disrupting the accomplishment of Department or Service missions.
- (b) Incidents which may result in adverse publicity.
- (c) Incidents and/or accidents involving political officials of State, Federal, or foreign governments.
- (d) Riots, demonstrations, or other hostile acts (planned, reported, and actual) on or adjacent to Service managed property.
- (e) Arson or vandalism resulting in a significant damage or loss of Service structures or resources.
- (f) Incidents which may require the dispatch of specially-trained or additional law enforcement personnel to assist normal law enforcement capability.
- (g) Incidents that may or may not involve a crime, but result in serious personal injury or death.
- (h) Attempted or actual sabotage of natural resources, equipment, and/or structures such as electrical transmission, storage, or generating facilities.
- (i) Natural or man-made disasters affecting Service managed areas.

5. All telephone reports of serious incidents must be followed by a written report.

- C. For emergency response assistance, contact the Juneau County Sheriff's Office by radio giving exact location, number, and nature of injuries. Emergency contact numbers are:

1. Juneau County Sheriff 608/565-2405
2. Wisconsin DNR, Necedah Ranger Station 608/565-2519
3. Necedah Volunteer Fire Department 608/565-2210
4. Wisconsin State Patrol, Tomah 608/372-5998

- D. Assistance may be obtained from the State Conservation Officer servicing the area:

1. Randel J. Stark (C-238), 608/565-2519, Necedah Ranger Station
  2. Thomas Jodarski (C-263), 608/847-4979, Mauston, Wisconsin
  3. Ronald C. Kubisiak (C-193), 715/421-7800, Wisconsin Rapids, WI
  4. Marion J. Kincannon (C-186), Tomah Ranger Station; 310 Superior Ave., Tomah, WI 54660 Office: 608/372-2811, Home: 608/372-4375
- Dispatch for these officers may be obtained through the Juneau County Sheriff 608/565-2405.

E. Refuge personnel with Law Enforcement Authority:

1. Norman C. Brown 608/565-2605
2. Richard G. Nord 608/847-7847
3. Immanuel J. Johnson 608/372-4627
4. Harold R. Carter 608/565-2506

F. U. S. Fish and Wildlife Service Special Agents should be contacted for assistance with any major incidents.

1. Ernest Mayer (SRA), USFWS, Division of Law Enforcement, 658 South Gammon Road, Suite 201, Madison, WI 53719 608/264-5237 (Office) or 608/798-4498 (Home)
2. Richard Dickenson (SA), (Same address as above), 608/241-0464 (Home)
3. Downey Wolfe, USFWS, P.O. Box 3027, LaCrosse, WI 54601. 608/783-6655

G. U. S. Magistrates

1. R. James Groh Jr., 215 Minona Ave., Madison, WI 53703 608/264-5153
2. Joseph W. Skupniewitz, 215 Minona Ave., Madison, WI 53703 608/264-5156

H. U. S. Attorney

John Byrnes, 120 N. Henry St., Room 420, Madison, WI 53703  
 Grant Johnson - First Contact  
 John Vandrevil - Second Contact

I. U. S. Marshal

Frederick N. Falk, 120 N. Henry St., Room 440, Madison, WI 53703 608/264-5161  
 Pete Hall, Chief Deputy - First Contact

J. Further assistance on resources available for law enforcement assistance is found in the refuge's approved Crowd Control Plan on file in the refuge headquarters.

IX. Drug and Alcohol Related Problems

- A. Because the refuge is located away from large urban areas, the potential for illegal growing of marijuana is low. Periodic inspection of the refuge's agricultural lands, and lands with the potential for supporting marijuana cultivation, during the growing season should reveal any such illegal activities. In the event cultivated marijuana is found, local law enforcement authorities and the senior resident agent will be notified immediately and a decision will be made to either destroy the plants or to set up surveillance. In the event wild uncultivated plants are found, the plants will be destroyed immediately.

Use of marijuana by hunters and others does occur in the area and is of greater concern than use of federal property for cultivation. Use of alcohol by recreationers is also of concern. Patrol officers should prevent violations of open container statutes and statutes relating to firearms and intoxicants. Violations of open container laws or possession of controlled substances can be referred to the respective Sheriff's Departments for prosecution.

B. Agencies that can assist with drug related investigations:

1. U. S. Justice Department, Drug Enforcement Administration,  
517 E. Wisconsin Ave., Federal Building, Room 228A,  
Milwaukee, WI 53202  
John E. Walsh, Special Agent in Charge 414/291-3395
2. U. S. Federal Bureau of Investigation, Agent Boyd L. Cowden,  
P.O. Box 751, U. S. Post Office, Room 216, 425 State St.,  
LaCrosse, WI 54601 608/782-6030 or 414/276-4684  
Neil Pertell or Tom Kobinski, P.O. Box 4506, 6417 Odana Road,  
Madison, WI 53719 608/271-6018
3. Wisconsin Department of Justice, Division of Criminal  
Investigation, 123 W. Washington Ave., Madison, WI 608/266-1671  
John W. Killian, Director - Bruce N. Finn, Special Agent

## APPENDIX

1. Map of Refuge Areas
2. U.S.D.I. Ten Signal List
3. Field Information Report
4. Miranda Warning
5. Accident Report (DI-134)
6. Incident Report (FWS 3-2038)
7. Evidence tag
8. Operator's Report of Motor Vehicle Accident (SF-91)
9. Statement of Witnesses (SF-94)
10. Report of Investigating Officer (SF-93)
11. Incident Record - Drug Supply Reduction
12. Map of Refuge Officer's LE Jurisdiction
13. Regional Policy -- Off-refuge Law Enforcement Activity




# NECEDAH NATIONAL WILDLIFE REFUGE

JUNEAU COUNTY, WISCONSIN

Exhibit 1





## LEGEND GENERAL

- PUBLIC ROAD —————
- ROAD/TRAIL - - - - -
- DITCH ————+———
- REFUGE BOUNDARY - - - - -
- WATERFOWL IMPOUNDMENT  POOL
- CAMPGROUNDS 
- MEADOW VALLEY WILDLIFE AREA 

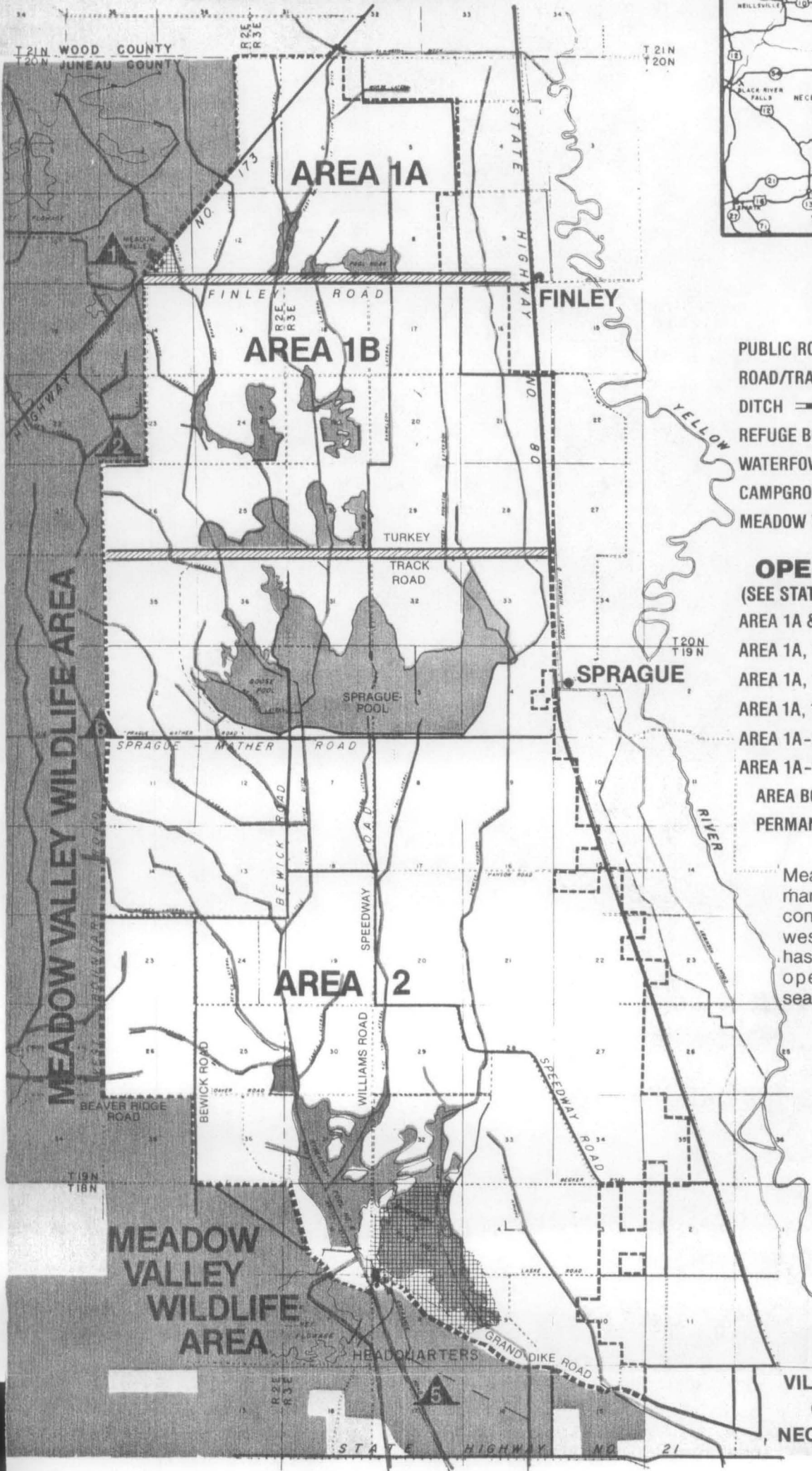
## OPEN HUNT AREAS

(SEE STATE REGULATIONS FOR DATES)

- AREA 1A & 1B-EARLY BOW DEER
- AREA 1A, 1B, & 2-GUN DEER
- AREA 1A, 1B, & 2-LATE BOW DEER
- AREA 1A, 1B, & 2-SPRING WILD TURKEY
- AREA 1A-MIGRATORY GAME BIRDS
- AREA 1A-SMALL GAME

- AREA BOUNDARY 
- PERMANENT CLOSED AREA 

Meadow Valley Wildlife Area managed by the State of Wisconsin, is located south and west of the Necedah NWR, has campgrounds which are open during the hunting season.





## OFFICIAL TEN SIGNALS

*Prepared and printed by State Patrol*

Associated Police Communication Officers, Inc.



10-0 Caution  
10-1 Unable to copy - change location  
10-2 Signals good  
10-3 Stop transmitting  
10-4 Acknowledgement  
10-5 Relay  
10-6 Busy - Stand by unless urgent  
10-7 Out of service (Give location and/or telephone number.)  
10-8 In service  
10-9 Repeat  
10-10 Fight in progress  
10-11 Dog case  
10-12 Stand by  
10-13 Weather and road report  
10-14 Report of prowler  
10-15 Civil Disturbance  
10-16 Domestic trouble  
10-17 Meet complainant  
10-18 Complete assignment quickly  
10-19 Return to \_\_\_\_\_  
10-20 Location  
10-21 Call \_\_\_\_\_ by telephone  
10-22 Disregard  
10-23 Arrived at scene  
10-24 Assignment completed  
10-25 Report in person to \_\_\_\_\_  
10-26 Detaining subject, expedite  
10-27 Drivers license information  
10-28 Vehicle registration information

10-29 Check records for wanted  
10-30 Illegal use of radio  
10-31 Crime in progress  
10-32 Man with gun  
10-33 **EMERGENCY**  
10-34 Riot  
10-35 Major crime alert  
10-36 Correct time  
10-37 Investigate suspicious vehicle  
10-38 Stopping suspicious vehicle  
(give station complete description before stopping)  
10-39 Urgent - Use light and siren  
10-40 Silent run - no light or siren  
10-41 Beginning tour of duty  
10-42 Ending tour of duty  
10-43 Information  
10-44 Request permission to leave patrol for \_\_\_\_\_  
10-45 Animal carcass in \_\_\_\_\_ lane at \_\_\_\_\_  
10-46 Assist motorist  
10-47 Emergency road repairs needed  
10-48 Traffic standard needs repairs

10-49 Traffic light out  
10-50 Accident - F, PI, PD  
10-51 Wrecker needed  
10-52 Ambulance needed  
10-53 Road blocked  
10-54 Livestock on highway  
10-55 Intoxicated driver  
10-56 Intoxicated pedestrian  
10-57 Hit and run - F, PI, PD  
10-58 Direct traffic  
10-59 Convoy or escort  
10-60 Squad in vicinity  
10-61 Personnel in area  
10-62 Reply to message  
10-63 Prepare to make written copy  
10-64 Message for local delivery  
10-65 Net message assignment  
10-66 Message cancellation  
10-67 Clear to read net message  
10-68 Dispatch information  
10-69 Message received  
10-70 Fire alarm  
10-71 Advise nature of fire (size, type, and contents of building)

10-72 Report progress on fire  
10-73 Smoke report  
10-74 Negative  
10-75 In contact with  
10-76 En route  
10-77 ETA (Estimated time of arrival)  
10-78 Need assistance  
10-79 Notify coroner  
10-80 Chase in progress  
10-81 Breathalyzer report  
10-82 Reserve lodging  
10-83 Work school crossing at \_\_\_\_\_  
10-84 If meeting \_\_\_\_\_ advise ETA  
10-85 Delayed due to \_\_\_\_\_  
10-86 Officer/operator on duty  
10-87 Pick up checks for distribution  
10-88 Advise present telephone no.  
10-89 Bomb threat  
10-90 Bank alarm at \_\_\_\_\_  
10-91 Pick up prisoner/subject  
10-92 Improperly parked vehicle  
10-93 Blockade  
10-94 Drag racing  
10-95 Prisoner/subject in custody  
10-96 Mental subject  
10-97 Check (test) signal  
10-98 Prison or jail break  
10-99 Records indicate wanted or stolen

MVD-4164-72

Form 3-960  
Rev. Dec. 1974

## FIELD INFO. REPORT - INV -

Name (Last-First-Middle-Initials):

Address: .....

Home Tel: .....

Bus. Tel: .....

Race	Sex	Ht.	Wt.	Eyes	Hair	D.O.B.
------	-----	-----	-----	------	------	--------

Scars and marks .....

S.S.# .....

License types and numbers .....

Employer's name and address: .....

Type of business: .....

Occupation: .....

Date and hour of violation: .....

Place of violation: .....

Date and hour of arrest/apprehension: .....

Place of arrest/apprehension: .....

Offense: .....

Seizures: .....

Vehicle:	Make	Year	Registered to:
Model	Style	Color	

Lic. plates (No., State, Yr.):

Make of Gun	Type	Gage	Number
-------------	------	------	--------

Additional Information: .....

Initials and Date:

COPY

U.S. Dept. of the Interior - Fish and Wildlife Service

**U.S. DEPARTMENT OF THE INTERIOR  
FISH AND WILDLIFE SERVICE  
Procedure For Informing Accused  
or Suspect Person of His Rights**

1. Identify yourself by name and title.
2. Explain the nature of the inquiry.
3. Give statement of rights as follows:  
Before we ask you any questions, you must understand your rights.

You have the right to remain silent.

Anything you say can be used against you in court.

You have the right to talk to a lawyer for advice before we ask any questions and to have him with you during questioning.

If you cannot afford a lawyer and want one, a lawyer will be provided for you before any questioning.

If you decide to answer questions now without a lawyer present, you still have the right to stop at any time. You also have the right to stop answering at any time until you talk to a lawyer.

4. Do you understand your rights?
5. Do you waive your rights? If yes, execute a waiver (3-1984) Text of waiver:

I have read this statement of my rights and I understand what my rights are. I am willing to make a statement and answer questions. I do not want a lawyer at this time. I understand and know what I am doing. No promises or threats have been made to me and no pressure or coercion of any kind has been used against me.

FWS/LE

COPY

Form DI-134 (January 1978)  
Exception to SF-91A-92  
Approved by Bureau of the Budget  
March 1963

U. S. DEPARTMENT OF THE INTERIOR  
Safety Management Information System

FIELD REPORT NO.

## REPORT OF ACCIDENT/INCIDENT

DATE

1. REPORTING UNIT AND ADDRESS																														
2. NAME OF PERSON INVOLVED (last, first, middle initial)  ADDRESS (include zip code)										3. AGE		4. SEX <input type="checkbox"/> Male <input type="checkbox"/> Female		6. EMPLOYMENT STATUS																
														7. OCCUPATIONAL CODE (last digit here) →																
										5. SOCIAL SECURITY NUMBER																				
Use separate form for each person involved																														
8. DATE AND TIME OF INCIDENT					9. ACTIVITY					20. LOST TIME DATA					MO.		DAY		YR.											
YR.	MO.	DAY	HR.	MIN.						a. Date unable to perform regularly established duties																				
10. STATE IN WHICH INCIDENT OCCURRED										b. Date returned to work (Regularly established duties)																				
11. TYPE OF ACCIDENT/INCIDENT										c. Date returned to work (Restricted work activities)																				
12. RESULT OF ACCIDENT/INCIDENT										d. Date terminated																				
13. NATURE OF INJURY/ILLNESS										e. Date permanently transferred to lighter duty																				
14. SEVERITY OF INJURY/ILLNESS										f. Number of days of restricted work activity																				
15. PART OF BODY AFFECTED										TO BE COMPLETED BY SAFETY MANAGER ONLY																				
16. SOURCE (What was used, done, contacted, etc?)																														
17. HUMAN FACTOR																														
18. PHYSICAL/ENVIRONMENTAL FACTOR																														
19. REPORT SENT TO OWCP?					YES		NO			i. Recordable occupational injury/illness (OSHA-29 CFR 1960.4)					YES		NO													
21. PROPERTY OWNERSHIP										23. IDENTIFICATION OF PROPERTY INVOLVED (name, model number, size, make, type, etc.)																				
22. AMOUNT OF PROPERTY DAMAGE (Dollars Only)										a. Government:																				
a. GOVERNMENT					b. OTHER					b. Other:																				
\$									0	0	\$								0	0										
24. NARRATIVE OF ACCIDENT/INCIDENT (Include who, what, when, where, and how)																														

Copy

Continue on separate sheet, if necessary

## 25. CORRECTIVE ACTION TAKEN OR PLANNED

WHEN: Now \_\_\_\_\_ Fiscal Year \_\_\_\_\_

Signature and title of reporting official

Initials of Bureau  
Safety Manager

Signature of reviewing authority

Date

Date

USFWS Form 3-2038

## U.S. FISH AND WILDLIFE SERVICE



## INCIDENT REPORT

STATION		CLASSIFICATION OF INCIDENT		REVIEWED BY	
				signature	date
LOCATION OF INCIDENT		DATE OF INCIDENT month day year		FILE NUMBER (see reverse side)	
				INV	01
REPORTED TO FWS BY		ADDRESS		HOW REPORTED	
				PHONE <input type="checkbox"/>	
				RADIO <input type="checkbox"/>	
				PERSONAL CONTACT <input type="checkbox"/>	
RECEIVED BY		WHEN RECEIVED		REPORT MADE BY	
		DATE	TIME am pm		
PERSONS INVOLVED		ADDRESS		PHONE	DOB
1					
2					
3					

DETAILS OF INCIDENT/REMARKS

COPY

(Specify quantity and estimated value of property involved in incident)

DISPOSITION	REFERRED TO
	ORGANIZATION
	JURISDICTION FED ST CO OTHER

WASHINGTON OFFICE

**CHAIN OF CUSTODY:** listed item(s) transferred from custody of officer listed on reverse side of this tag to:

DATE:	PRINTED NAME:	INITIALS:

**RETURN ACKNOWLEDGMENT:** I hereby acknowledge that the article(s) listed on the reverse side of this tag have been returned to me in as good a condition as when they were seized by the indicated officer.

RECEIPT SIGNATURE:	DATE:

**WARNING:** the material to which this tag is affixed is in the custody of the United States Government and must not be tampered with under penalty of law. 18USC2232

DEPARTMENT OF THE INTERIOR  
U.S. FISH AND WILDLIFE SERVICE  
DIVISION OF LAW ENFORCEMENT

### EVIDENCE SEIZURE TAG

DEPARTMENT OF THE INTERIOR  
U.S. FISH AND WILDLIFE SERVICE  
DIVISION OF LAW ENFORCEMENT

SEIZURE TAG NO.

121522

DATE, TIME OF SEIZURE:

FILE NO.

INV.

- ☐ TAKEN FROM: (PERSON AND/OR LOCATION)  
☐ RECEIVED FROM:  
☐ FOUND AT:

DESCRIPTION OF EVIDENCE:

*COPY*

SPECIAL AGENT/INSPECTOR

BADGE NO.

FORM 3-487 (Rev 7/81)

### SEIZED PROPERTY RECEIPT

DATE, TIME OF SEIZURE:

SEIZURE TAG NO.

121522

DESCRIPTION:

SPECIAL AGENT/INSPECTOR:

BADGE NO.

TELL IN YOUR OWN WAY HOW ACCIDENT HAPPENED

THIS FORM TO BE FILLED OUT BY THE GOVERNMENT OPERATOR AT THE TIME AND AT THE SCENE OF THE ACCIDENT, INsofar AS POSSIBLE.

# OPERATOR'S REPORT OF MOTOR-VEHICLE ACCIDENT

DEPARTMENT OR AGENCY

NAME AND LOCATION OF ORGANIZATION TO WHICH YOU ARE ASSIGNED

XIII  
OPERATOR'S STATEMENT OF ACCIDENT AND USE OF SAFETY EQUIPMENT

## I OPERATOR

PLEASE PRINT FULL NAME

RANK, RATING, OR TITLE

SERVICE NUMBER OR ROSTER TITLE

OPERATOR'S STATE PERMIT NUMBER

HOME ADDRESS (Street, city, State)

TELEPHONE (If home)

## II TIME AND PLACE

DATE AND DAY OF WEEK OF ACCIDENT

HOUR (A.M. or P.M.)

PLACE OF ACCIDENT (If accident in city, give city and State; if outside city limits, indicate mileage to nearest city or other landmark.)

FROM WHAT PLACE TO WHAT PLACE WERE YOU BOUND

FOR WHAT PURPOSE

## III YOUR VEHICLE

MAKE

TYPE

REGISTRATION NUMBER OR OTHER IDENTIFICATION

PARTS OF VEHICLE DAMAGED (Describe)

ESTIMATED AMOUNT OF DAMAGE \$

## IV OTHER VEHICLE AND PROPERTY (For additional vehicles see page 3)

MAKE

TYPE

YEAR

OPERATOR'S STATE PERMIT NUMBER

VEHICLE LICENSE NUMBER

OPERATED BY (Name)

VEHICLE OWNED BY

OPERATOR'S HOME ADDRESS (Street, city, State)

OWNER'S ADDRESS (Street, city, State)

PARTS OF VEHICLE DAMAGED (Describe)

ESTIMATED AMOUNT OF DAMAGE \$

OTHER VEHICLE OR PROPERTY DAMAGED (Describe)

SIGNATURE OF OPERATOR

DATE

HAVE YOU ANSWERED ALL QUESTIONS AS COMPLETELY AS POSSIBLE?

Standard Form 91  
Revised April 1963


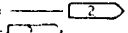
(91-105)


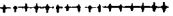

BUREAU OF THE BUDGET  
Circular A-5 (Rev.)

V PERSONS INJURED	NAMES		HOME ADDRESSES	
VI OCCUPANTS IN YOUR VEHICLE				
VII OCCUPANTS IN OTHER VEHICLE				
VIII WITNESSES AND POLICE				
IX THE ACCIDENT	POLICE OFFICER		BADGE NO.	PRECINCT OR HQS.
	YOUR VEHICLE		OTHER VEHICLE	
	DIRECTION OF TRAVEL		DIRECTION OF TRAVEL	
	SIDE OF STREET OR HIGHWAY		SIDE OF STREET OR HIGHWAY	
	APPROXIMATE SPEED (Miles per hour)		APPROXIMATE SPEED (Miles per hour)	
	CONDITION OF ROADWAY (Hot or dry, icy, etc.)			
	WEATHER (Clear, foggy, rain, snow, etc.)		TYPE OF ROADWAY (Concrete, macadam, etc.)	
	OTHER INFORMATION (Indicate stop signs, traffic lights, obstructions, etc.)			

X EVENTS AFTER ACCIDENT	IF MEDICAL AID RENDERED, STATE BY WHOM		WHERE WAS INJURY TAKEN
	CONDITION OF OTHER DRIVER		
	IF OTHER DRIVER OR PERSONS INJURED MADE STATEMENTS AS TO CAUSE OF ACCIDENT AND EXTENT OF PERSONAL OR PROPERTY DAMAGE, RELATE CONVERSATION AND NAMES AND ADDRESSES OF OTHERS HEARING SUCH STATEMENTS		
XI OTHER VEHICLE AND PROPERTY (Use only if more than one vehicle involved)	MAKE	TYPE	YEAR
	OPERATOR'S STATE PERMIT NUMBER		VEHICLE LICENSE NUMBER
	OPERATED BY		OWNED BY
	ADDRESS (Home)		OWNER'S ADDRESS (Business)
	PARTS OF VEHICLE DAMAGED (Describe)		
OTHER PROPERTY DAMAGED (Describe)			

# XII. INDICATE BY DIAGRAM BELOW WHAT HAPPENED:

- Number Federal vehicle as 1 - other vehicle as 2 - additional vehicle as 3, and show direction of travel by arrow.  
(Example: )
- Use solid line to show path before accident.  
Broken line after accident. 

- Show pedestrian by .
- Show railroad by .
- Give name or numbers of streets or highways.
- Indicate north by arrow in this circle .

# STATEMENT OF WITNESS

(Use additional sheets if necessary)

1. DID YOU SEE THE ACCIDENT?	2. WHEN DID IT HAPPEN? TIME DATE	3. WHERE DID IT HAPPEN? STREET LOCATION CITY
------------------------------	-------------------------------------	---

4. WHERE WERE YOU WHEN THE ACCIDENT OCCURRED?

5. WAS ANYONE INJURED, AND IF SO, TO WHAT EXTENT?

6. WHAT WAS THE APPARENT DAMAGE TO PRIVATE PROPERTY?

7. WHAT WAS THE APPARENT DAMAGE TO GOVERNMENT PROPERTY?

8. TELL IN YOUR OWN WAY HOW THE ACCIDENT HAPPENED.

IN TRAFFIC CASES STATE SPEED (Miles per hour)	A. GOVERNMENT VEHICLE	B. PRIVATE VEHICLE
---	-----------------------	--------------------

10. IN YOUR OPINION WHO WAS TO BLAME FOR THE ACCIDENT?

11. IN YOUR OPINION WAS THE ACCIDENT AVOIDABLE? (Explain)

12. GIVE THE NAMES AND ADDRESSES OF ANY OTHER WITNESSES TO THE ACCIDENT

NAMES	ADDRESSES

13. DATE SIGNATURE

14. HOME ADDRESS TELEPHONE NO.

15. BUSINESS ADDRESS TELEPHONE NO.

16. INDICATE ON THE DIAGRAM BELOW WHAT HAPPENED.

- NUMBER FEDERAL VEHICLE AS 1—OTHER VEHICLE AS 2  
AND SHOW DIRECTION OF TRAVEL BY ARROW (EXAMPLE: → 1 ← 2 ←)
- USE SOLID LINE TO SHOW PATH BEFORE ACCIDENT  
BROKEN LINE AFTER ACCIDENT
- SHOW PEDESTRIAN BY: → ○
- SHOW RAILROAD BY: ++++++
- GIVE NAMES OR NUMBERS OF STREETS OR HIGHWAYS
- INDICATE NORTH BY ARROW IN THIS CIRCLE ○

FILE REFERENCE:

This office has been advised that you witnessed an accident which occurred

It will be helpful if you will assist in the analysis of this accident by answering, as fully as possible, the questions on the back of this letter.

Your courtesy in complying with this request will be appreciated. . An addressed envelope, which requires no postage, is enclosed for your convenience in replying.

Sincerely yours,

Encl.

Standard Form 98  
 PROMULGATED DEC. 1947, BY  
 BUREAU OF THE BUDGET  
 CIRCULAR A-5 REV.  
 (SUPERSEDES S. F. 27)

# REPORT OF INVESTIGATING OFFICER

(Use additional sheets if necessary)

DEPARTMENT	BUREAU OR OFFICE	DATE INVESTIGATION INITIATED
------------	------------------	------------------------------

## 1. TYPE OF ACCIDENT

BRIEF DESCRIPTION

## 2. TIME AND PLACE

DATE	LOCATION
TIME      A. M.      P. M.	

## 3. PROPERTY AND PERSONNEL INVOLVED

A. GOVERNMENT PROPERTY OR PERSONNEL. IDENTIFY PROPERTY—MAKE, TYPE, U. S. NUMBER. PERSONNEL—NAME, GRADE, SERIAL NUMBER, ORGANIZATIONAL UNIT TO WHICH ASSIGNED. IF MOTOR VEHICLE OR OTHER EQUIPMENT INVOLVED, NAME OF OPERATOR.

B. PRIVATE PROPERTY OR PERSONS. IDENTIFY PROPERTY—MAKE, TYPE, MODEL. PERSONS—NAMES, ADDRESSES, AND RELATION TO INCIDENT, e. g., OWNER, DRIVER, PASSENGER, BAILEE, TENANT, LESSEE, LICENSEE, TRESPASSER.

## 4. SCOPE OF EMPLOYMENT

WAS GOVERNMENT PERSONNEL ACTING WITHIN SCOPE OF EMPLOYMENT? YES OR NO (State basis for answer).

## 5. DAMAGE TO PROPERTY

(Give nature and extent of damage and estimated cost of repairs or loss)

A. GOVERNMENT PROPERTY

B. PRIVATE PROPERTY

## 6. PERSONS INJURED OR KILLED

(State names, addresses, extent of injuries, medical aid rendered and by whom)

A. GOVERNMENT PERSONNEL (Indicate whether on duty or off duty).

B. PRIVATE PERSONS

**7. WITNESSES (Attach signed statement)**

NAMES

ADDRESSES

**8. POLICE INVESTIGATION**

SHOW ARRESTS, AND ATTACH COPY OF POLICE REPORT, IF ANY, AND RESULTS OF ANY TRIALS BY CIVIL OR MILITARY COURTS

**9. ADDITIONAL FACTS**

A. GIVE, IN NARRATIVE FORM, FULL DETAILS NOT OTHERWISE COVERED HEREIN: *(In traffic cases give special attention to direction of travel, speed, obstructions to view, width of road, skidmarks, traffic signs and signals, traffic and weather conditions, illustrating relevant facts by sketches.)*

B. THE FOLLOWING INACCURACIES IN PREVIOUS REPORTS HAVE BEEN ESTABLISHED AS A RESULT OF THIS INVESTIGATION:

**10. EXHIBITS**

LIST AND ATTACH EXHIBITS, SUCH AS: OPERATOR'S REPORT OF MOTOR VEHICLE ACCIDENT; SUPERVISOR'S REPORT OF ACCIDENT; DIAGRAMS; PHOTOGRAPHS; EXTRACTS OF EXISTING TRAFFIC REGULATIONS, LOCAL ORDINANCES, OR STATE LAWS VIOLATED; STATEMENTS OF PERSONS INJURED OR DAMAGED AND WITNESSES; COPY OF THE SAFETY ENGINEER'S REPORT; POLICE REPORT; AND ANY OTHER RELATED DATA.

A.  
B.  
C.  
D.  
EF.  
G.  
H.  
I.  
J.**11. ACTION RECOMMENDED**

12. DATE OF REPORT

13. SIGNATURE OF INVESTIGATING OFFICER

14. TITLE OF INVESTIGATING OFFICER

15. COMMENTS ON ACTION RECOMMENDED

Exhibit 11

United States Department of the Interior  
INCIDENT RECORD - Drug Supply Reduction

Organization \_\_\_\_\_

Location of Incident \_\_\_\_\_

When did  
it occur

Mo.

Day

Year

Time

Nature of Incident \_\_\_\_\_

Reported by \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Title \_\_\_\_\_

Details of Incident \_\_\_\_\_

Size of Plot (acres/fraction) \_\_\_\_\_

Number of Plants \_\_\_\_\_

Weight Estimates (entire plant) in lbs. \_\_\_\_\_

(Wet or Dry) \_\_\_\_\_

Eradication Action (pulling, digging,  
none, etc.) \_\_\_\_\_

Location: Latitude, longitude or township,  
range,  $\frac{1}{4}$  section \_\_\_\_\_

Number of Arrests \_\_\_\_\_

Case Disposition

Open

Closed

Weapons Seized

Yes

No

Total Number

Plots Eradicated

Signature (Reporter) \_\_\_\_\_

Approved (Name and Title) \_\_\_\_\_



0	✓	5	6
1	✓	6	7
2	✓	7	8
3	✓	8	9
4		9	
OTHER			
Fno	✓	Pitch	

All Refuges, Wetland Management Districts, and Special Agents,  
RF1, RF2, Wetlands Management, LE

Service's annual enforcement effort in the vicinity of Horicon Refuge.

2. Major off-refuge enforcement efforts originating from the field level. These proposals may be either requested by the Division of Law Enforcement, other law enforcement agencies, or contemplated by refuge personnel. In this category the off-refuge activity may be regularly scheduled, involve travel expenses, or require sufficient manpower that adjustment of work schedules or other commitments would be necessary. Off-refuge enforcement activity of this type must be approved by the Division Supervisor. Refuge Managers must provide details and justification of newly proposed or regularly scheduled off-refuge enforcement activity to their Division Supervisor either in writing or verbally as far in advance as possible. Division Supervisors will coordinate with the Division of Law Enforcement in order to have maximum efficiency in meeting both law enforcement and refuge system objectives and responsibilities.
3. Spontaneous requests for minor off-refuge enforcement assistance are sometimes made by other (non-refuge) officers. Such requests are generally infrequent, requested on short notice, and usually require less than one staff day to complete. An example would be a FWS Special Agent or State Conservation Officer needing assistance for an afternoon. This type request should be made to the Refuge Manager, who will then assign an available refuge officer to assist. If the requests become frequent, they begin to fall into category 2 above, and the Division Supervisor should be informed.

This policy is not intended to discourage or to unnecessarily lessen law enforcement activity by refuge officers, but it is intended to help keep enforcement efforts by refuge officers oriented toward problems on refuge lands and the immediate vicinity. We want to channel off-refuge enforcement activity to those areas/individuals where enforcement activity will be most beneficial to the Service and where refuge programs will not suffer as a consequence.

*James E. Gutman*

ACTING

Regional Director