

LAW ENFORCEMENT PLAN

MINNESOTA VALLEY NATIONAL WILDLIFE REFUGE

Bloomington, Minnesota

Submitted /s/ Edward S. Crozier
Refuge Manager

Date 5-15-84

Concurrence Ra Hodgins
Special Agent in Charge

Date 7/30/84

R.E. Tob
Division Supervisor

Date 7/31/84

Approval Jean M. [Signature]
~~Acting~~ Asst. Regional Director

Date 8/1/84

LAW ENFORCEMENT PLAN

Minnesota Valley National Wildlife Refuge

May, 1984

PLAN APPROVAL
FOR THE
MINNESOTA VALLEY NATIONAL WILDLIFE REFUGE



The attached plan for the Minnesota Valley National Wildlife Refuge has been reviewed and approved with exceptions noted.

Edward L. Crozier
So' Refuge Manager

5/15/84
Date

Regional Refuge Supervisor, Division 1

Date

Ass't Regional Director, Wildlife Resources

Date

Regional Director

Date

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Introduction

Minnesota Valley National Wildlife Refuge is located in the Twin Cities metropolitan area which has a population of approximately two million people. As the character of the area surrounding the refuge's seven units changes from urban to rural, so too does the nature of the refuge's law enforcement problem. The more urban units (Long Meadow Lake and Black Dog Lake) unfortunately attract a more urban type of enforcement problem. Vandalism and the dumping of trash is much more common in these areas than in the more rurally located Louisville Swamp. Louisville, however, is more apt to attract poachers and the more typical refuge violations.

Minnesota Valley's law enforcement problems are not severe at this time; however, as the refuge is further developed greater enforcement problems are developing. The very nature of the refuge, with its secluded trails and parking areas attracts members of the populace looking for places away from the public eye. The privacy and quiet of the refuge which attracts bird watchers may also attract drug dealers, youths looking for a place to drink beer, and people looking for a place to dump garbage. Some places on the refuge, like the Old Cedar Avenue area, seem to invite people to test their off road vehicles and four wheel drive trucks.

In the years to come the refuge's four authorized law enforcement officers will no doubt be as challenged as any refuge officers in the nation. Fortunately, local and state enforcement agencies are readily accessible and a good working relationship is being developed with them. This plan provides an outline of procedures to follow and personnel to contact as needed to carry out an enforcement program on Minnesota Valley NWR.

I. Objectives of the Minnesota Valley 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.

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 Administrative 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 clean and neat. 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.
- 3. Holster and sidearm may be worn on pants belt in situations where a less obtrusive appearance of enforcement equipment is desired. During ski patrol the equipment may be carried in a daypack.
- 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 the 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 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.

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.
 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.
 11. Minnesota Valley National Wildlife Refuge Act of 1976 (Public Law 94-466).
- B. Minnesota Valley NWR includes areas of both exclusive and concurrent jurisdiction (see map appendix 1).
 1. Exclusive federal jurisdiction refers to powers obtained under: (1) Article 1, Section 8, Clause 17 of the United States Constitution; (2) express cession by a state under state law; and (3) express reservation made by the United States in connection with the admission of a state into the Union. The legal effect of acquiring exclusive jurisdiction by the United States is to vest all sovereign authority, executive and judicial as well as legislative, in the United States and to completely oust the state from all authority over the area. For information about the refuge's exclusive jurisdiction over the Round Lake Unit and Tract 10 in the Long Meadow Lake Unit see the Interior Department's Solicitor's opinion dated March 10, 1981 in the refuge files.
 2. 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 the rights accorded a sovereign with the broad qualification that such rights run concurrently with those of the other sovereign. All refuge lands not under exclusive jurisdiction are under concurrent jurisdiction with the state of Minnesota.
- C. Refuge officers may enforce Migratory Bird Hunting and Treaty Acts on lands and waters authorized for inclusion into the refuge, and on those lands and waters in the Minnesota River Valley

National Wildlife Refuge, Recreation Area and State Trail
(see map appendix 2).

IV. Chain of Command

- A. Refuge law enforcement operations:
 - 1. Refuge Manager.
 - 2. Officer in charge of LE program.
 - 3. Other refuge officers.
- B. Minnesota Valley State Trail
 - 1. Park Manager.
 - 2. Park Technician.
 - 3. Enforcement Worker.
- C. Under concurrent jurisdiction, state, county, and city 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. Routine patrol during peak season, 4/1-6/15 and from 9/1 to the end of the cross country ski season will be scheduled once each weekend.
- B. Patrol during the off peak seasons will be scheduled by the officer in charge of the law enforcement program.
- C. Special 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. Emphasis for waterfowl hunting patrol will occur in the Long Meadow Lake, Upgrala, Rice Lake and Chaska Lake Units.
- D. Radio procedures outlined in appendix 3 will be followed when communicating with other refuge units or with the Scott county sheriffs office.
- E. Officers should pick up litter along the refuge trails and from the parking areas as they pass through them. Brochure dispensers should be replenished and vehicle counts for public use records should be made by the patrolling officer.
- F. When patrolling the Louisville Swamp Unit the officer should attempt to make radio contact with the State Trail personnel to coordinate patrol activities.
- G. 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 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 and in accordance with the radio procedures outlined in appendix 3.
 - 4. All patrol vehicles will be equiped 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. All weapons so issued or on hand for issue shall be recorded with Washington Office (LE) through the local SRA.
 - 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 and the officer is preparing for its use. 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 reasonable cause to believe that the person he 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

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 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-defence 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 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 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 drivers 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 St. Paul Law Enforcement office (SRA) and a copy 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. Individuals name and/or vehicle information.
- 3. Nature of violation or incident.

This information should be kept in officers 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, charge, 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. Because Minnesota Valley is so close to several Special Agents 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 Minnesota Valley NWR is as follows:
 - 1. Carver County Jail, Chaska; Adult male/female.
 - 2. Hennepin Juvenile Center, Minneapolis; Juvenile male/female.
 - 3. Ramsey County Jail, St. Paul; Adult male/female.
- (c) If the subject is taken to jail pending scheduling of Magistrate's hearing, arresting officer is still responsible for seeing that subject is taken in front of 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 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 (Operators 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. 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 the 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 or actual) on or adjacent to Service managed property.
 - (e) Arson and 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 Scott County Sheriff's office by radio giving exact location, number and nature of injuries. Other emergency contact telephone numbers are:
1. Bloomington Police 888-4401
 2. Burnsville Police 890-2460
 3. Carver 448-2111 (Carver County)
 4. Chanhassen 448-2111 (Carver County)
 5. Chaska 448-2111 (Carver County)
 6. Eagan Police 454-3700
 7. Eden Prairie Police 544-9511
 8. Savage 445-1411 (Scott County)
 9. Shakopee 445-1411 (Scott County)
 10. The emergency number 911 may be used throughout the refuge.
 11. The Federal Protective Service may also be called for support in the headquarters area 725-4444.

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

- | | | |
|------------------|----------|--------------------------------|
| 1. Ross Opsahl | 469-1201 | West and North Dakota County |
| 2. Kermit Piper | 437-5936 | East Dakota County |
| 3. James Konrad | 476-0219 | Minnetonka |
| 4. Cathy Hays | 566-8594 | North and West Hennepin County |
| 5. Dave Rodahl | 777-4240 | Ramsey County |
| 6. Scott Carlson | 447-3374 | Scott County |
| 7. Bill Mihelich | 442-4130 | Carver County |
| 8. Gary Thell | 772-2141 | Ft. Snelling, Bloomington |

Dispatch for these officers may be obtained through the State Patrol: East Metro-452-3246; West Metro-541-9411.

E. Refuge Personnel with Law Enforcement Authority :

- | | | |
|--------------------|------------------|----------|
| 1. Ed Crozier | Refuge Manager | 435-6130 |
| 2. Tom Larson | Asst. Manager | 724-5283 |
| 3. Tom Worthington | Outdoor Rec. Pl. | 927-9828 |
| 4. Ed Moyer | Outdoor Rec. Pl. | 454-5223 |

Other Refuge Personnel:

- | | | |
|------------------|---------------|----------|
| 5. Mary Mitchell | Secretary | 452-4123 |
| 6. Paul Irrthum | Maint. Worker | 463-8241 |
| 7. Jim Luger | Land. Arch. | 484-6991 |
| 8. Leslie Condon | Clerk/Typist | 835-4532 |

F. U.S. Fish & Wildlife Service Special Agents should be contacted for assistance with any major incidents. They can be contacted during working hours at 725-7839, 5816, or 7166. The home phone numbers for the special agents is carried by the refuge officers.

1. Kevin O'Brien Senior Resident Agent
2. Allen Hundley Special Agent
3. John Decker Special Agent
4. Dave McMullin Ast. Special in Charge
5. Wendy Miller is the secretary for the Special Agents and can contact the special agents in an emergency.

G. Further information on resources available for law enforcement assistance is found in the refuge's approved Crowd Control Plan (4/83) on file in the refuge headquarters.

IX. Drug Related Problems

- A. Because the refuge is located close to a large urban area the potential for illegal growing of marijuana is high. 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.

B. Agencies that can assist with drug related investigations:

1. U.S. Justice Department
Drug Enforcement Administration- 612-725-2783
2. Minnesota State Patrol
Metro Area East- 452-3246 (emergency)
452-7034 (non-emergency)
Metro Area West- 541-9411 (emergency)
541-9122 (non-emergency)

APPENDIX

1. Map of Refuge Areas of Exclusive Jurisdiction
2. Map of Minnesota Valley National Wildlife Refuge, Recreation Area and State Trail
3. Scott County Radio Procedures
4. U.S.D.I. Ten Signal List
5. Field Information Report
6. Guideline for Searches
7. Miranda Warning
8. Accident Report (DI-134)
9. Incident Report

*Exclusive Jurisdiction - ROUND LAKE UNIT



MINNESOTA VALLEY
NATIONAL WILDLIFE REFUGE
U.S. FISH AND WILDLIFE SERVICE
DEPARTMENT OF THE INTERIOR

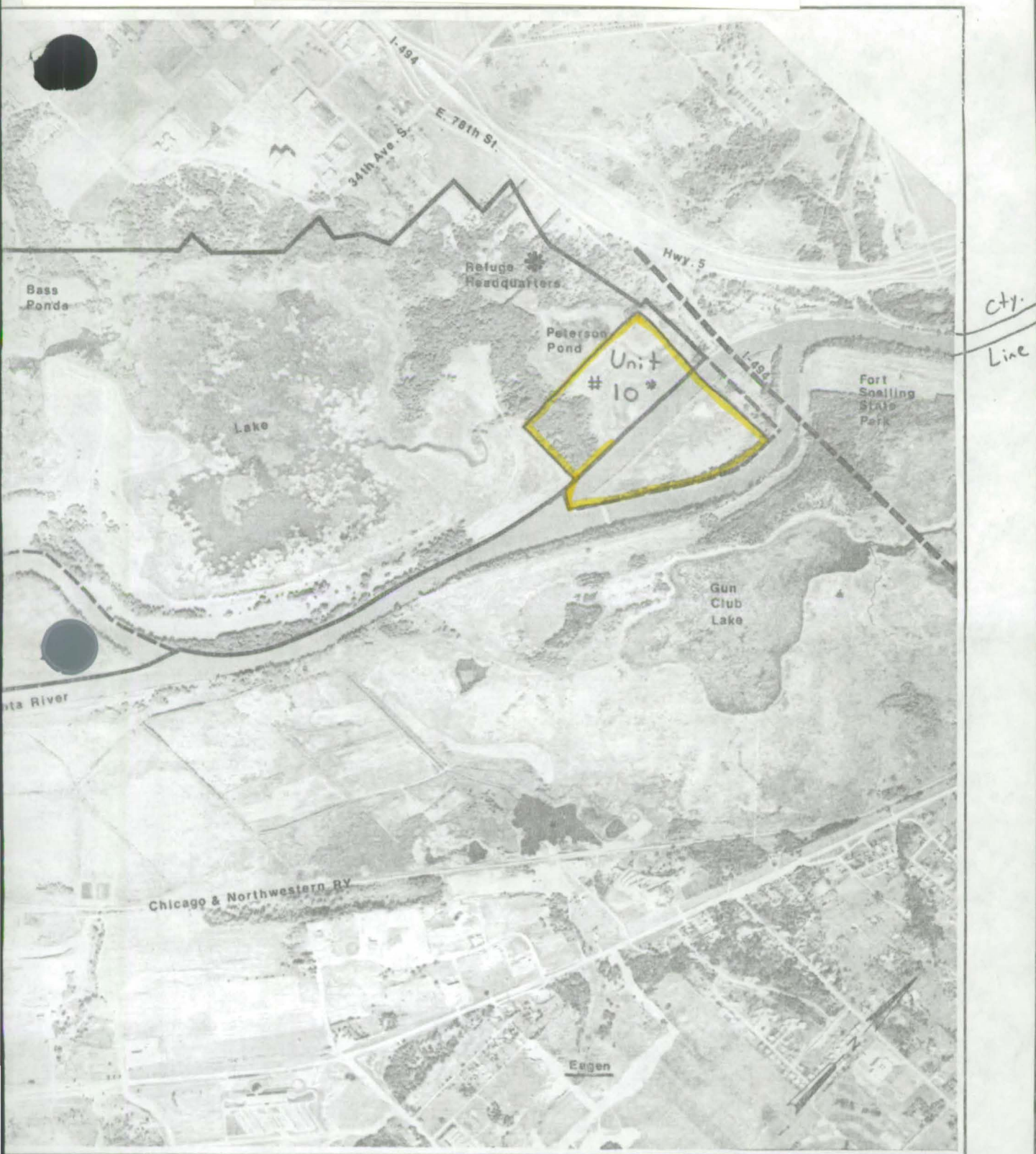


SCALE
0 300 600 900 1200 FEET
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Minnesota Valley
National Wildlife Refuge
4101 East 7th Street
Bloomington, MN 55425

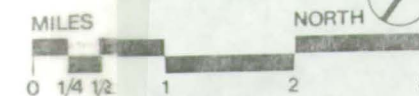
ROUND LAKE UNIT

APPENDIX I. EXCLUSIVE JURISDICTION
TRACT #10 LONG MEADOW LAKE UNIT



Lands To Be Administered By:

-  **Federal** : U.S. Fish and Wildlife Service (Minnesota Valley National Wildlife Refuge)
-  **State** : Minnesota Dept. of Natural Resources (Minnesota Valley State Trail)
-  **Local** : Counties and Municipalities (Local Parks and Open Space)



National Wildlife Refuge
Recreation Area and State Trail

APPENDIX III RADIO PROCEDURES

Date: May 9, 1978

To: Members of Scott County Law Enforcement/Local
Government Radio Users Board.

From: Al DuBois, Sheriff's Communications

Subject: Radio Guidelines.

Members:

Attached is one copy each of the final approved radio guidelines. It is the responsibility of each user department to copy and distribute to your users.

Al

INTRODUCTION

Procedures in this manual have been prepared under guidelines established by the Scott County Law Enforcement/Local Government Radio Users Board and consequently do not necessarily represent the total views of any one department including Sheriff's Communications.

It is likely that perhaps each department will find variances in this manual from certain procedures they may have previously followed, however the need to have uniform radio procedures in this system is obvious otherwise unnecessary delays in dispatching would occur.

Authority for establishment of this manual and the requirement for adherence to it has been mandated by the Scott County Law Enforcement/Local Government Radio Users Board.

F O R W A R D

The primary purpose of a Public Safety Radio System is to provide a vital communications link between the emergency vehicles in the field and the fixed location where citizen's requests for emergency assistance are received. Many of the citizen's and officer's needs involve an immediate threat to life or property and these communications systems are a vital link to the act of providing the appropriate assistance to those persons.

For the officer on the street the radio is an invaluable tool, not unlike his weapon, that only can function if kept and used in the proper manner.

Police radio has a wide audience and is monitored not only by other similar agencies but by the general public, TV stations, newspapers, etc. The image projected through this medium can be vivid and have a lasting effect on the public's confidence in their local government.

To be effective and permit the rapid exchange of necessary communications, a radio system must not be bogged down with non-essential transmissions and superfluous exchanges. Proper techniques and operating habits must be developed by all participants in the use of not only the radio equipment but of the Communications facility itself.

The purpose of this Procedures Manual is to define the manner in which the radio system and the communication facility are to be used so that their maximum effectiveness can be realized.

It is realized that all circumstances can never be defined, or even anticipated, in any manual. Likewise emergencies will occur that will justify deviation from established procedures and under such circumstances common sense must prevail.

As our communities grow and the needs of the public safety organizations change, revisions and additions to this manual will be necessary. It is obvious that many of the ideas incorporated into this manual came from the agencies and individuals served by Sheriff's Communications. In a similar manner the need for and the manner in which necessary revisions and additions will be made must be the collective effort of all users.

.0 Radio Usage

- 1 The effectiveness of any emergency radio system is totally dependent upon the degree to which it is kept in readiness and the manner in which it is used. This effectiveness can be totally destroyed unless all users exercise discipline and discretion everytime they transmit. The key element to the acquiring of necessary habits in the proper use of radio is to ONLY USE THE RADIO WHEN NECESSARY and when it is used, SAY ONLY THAT WHICH IS NECESSARY.
- 1.2 Radio frequencies used in this communications system are governed by Federal Communication Commission (FCC) rules and regulations. "Part 89, Public Safety Radio Services, Local Government Radio Services and Highway Maintenance Radio Services".
- 1.3 All radio frequencies are authorized by the FCC for the single purpose of conducting the "official business of the licensee" and any flagrant disregard of this FCC restriction can result in the revocation of the city or county's license to use two-way radios. Such action would seriously limit the effectiveness of the department(s) involved and have a very adverse effect on its community.
- 1.4 FCC licenses shall be visibly posted in each station adjacent to the radio console.
- 1.5 Each station operating on any frequency has been assigned by the FCC an "identifying call sign" which must be transmitted at periodic intervals not to exceed thirty minutes during regular usage. During periods of infrequent usage, the call sign may, in lieu of the thirty minute interval, be given at the end of each transmission. Dispatchers in Central Communications will fulfill this requirement on all stations in that facility. Personnel on duty in the individual police stations will announce the call sign on their administrative channel station at the prescribed intervals.

..0 Operating the Radio

When turning the radio "on" and with the radio "unsquelched", adjust the volume control for a comfortable level.

- 2.2 The squelch control on all radios should be adjusted to just beyond the point where the receiver is quiet. This is the optimum setting for reception of weak signals.
- 2.3 All radios, in our system, are equipped with "private line" to mask out "outside" signals that may be on your particular channel and must first be disabled to "unsquelch" the receiver. This is done by pushing "upward" the small black switch on the microphone holder for mobile units or by flipping the "tone" toggle switch "off" on the portables.
- 2.4 When pushing the microphone button, wait for one (1) second before talking. This interval is required to permit the "repeater" station to key up and develop power. (Sheriff & Hwy. Maintenance)
- 2.5 On mobile units, the microphone should be cupped in the hand and held approximately one (1) inch from the cheek. Speak in a clear normal voice across the face of the microphone, not directly into it. Shouting will actually reduce your radio range by making your voice hard to understand.
- 2.6 On portable units, hold the unit approximately one (1) inch from the mouth and speak directly into the top center portion of the speaker grille.
- 2.7 Do not transmit on the radio if another unit in this system is already talking on the frequency you wish to use. Wait until the other unit has completed his conversation.
- 2.8 Set the "channel scanner" on the radio so as to always be monitoring your primary dispatch channel.

- 1.9 Mobile transmitters will sometimes, when defective, remain keyed even without the microphone button being pressed. This completely ties up the channel and locating the particular unit responsible is very difficult. Make a habit of periodically checking your unit to see that it is normal. If you are not hearing radio traffic for any significant period of time, it indicates the possibility of radio equipment problems. Also check the red transmit light. Should your transmitter remain keyed, immediately turn off the radio.
- 2.10 Throughout the county there are certain spots where, depending on the location of your vehicle, unusually low terrain features exist, or being in the shadow of large structures, the signals from Central Communications may be weak. These are usually only noticed when the vehicle is stationary. When experiencing such temporary conditions, communications will likely be improved if you (1) turn the "scanner" off, (2) turn off the vehicle engine, (3) disable the "tone squelch", or (4) move the vehicle just a few feet.
- 3.0 Care of Radio
- 3.1 Antenna whips usually must be removed when going through a car wash, however, the antenna socket on the car will pick up moisture while being washed which will cause poor radio performance later. You must either temporarily cover the socket, (tape, etc.) or else completely remove the moisture that has accumulated in the socket before reinserting the whip.
- 3.2 Do NOT store heavy objects on top of the radio that is mounted in the trunk or allow it to be covered with miscellaneous objects. It depends on convectionary air flows to dissipate the heat generated by the transmitter and any obstruction to that air flow will contribute to component degradation.

Interfering Outside Signals

Other agencies in Minnesota share our channels although they are separated geographically sufficiently to avoid interference during normal atmospheric conditions. There will be times however, when with the "tone-squelch" disabled or when using radios without receiver "tone-squelch", and during night-time hours or preceding a sudden atmospheric change, these other agencies' signals will be heard. In most instances our own signals will be strong enough to override them, however the annoying condition will exist. Unfortunately nothing can be done to prevent those signals from reaching our antennas.

5.0 Channel Usage

5.1 Identification of radio channels used in this system are:

Channel 1 - "Primary Dispatch"
Channel 2 - "Civil Defense"
Channel 3 - "Car to Car"
Channel 4 - "State-Wide Emergency"
Channel 5 - "Ambulance"
Channel 6 - "Fire"
Channel 7 - "Highway Maintenance"
Channel 8 - OPEN

(1)

5.2 The "primary dispatch" channel will be used for:

- (a) All dispatching of calls by the Communications Center.
- (b) Status reporting by authorized personnel such as "arrival time", "clear", "in" and "out" of service, etc.
- (c) Reporting of incidents to the Communications Center.
- (d) Dissemination of information that is of interest county-wide such as "attempt-to-locate" bulletins, severe weather alerts, etc.

(2)

5.3 The "Civil Defense/Local Government" channel will be used for: (misc. checks)

- (a) Civil Defense Command and Control.

* (b) Vehicle registrations.

- (c) D.L. checks.
- (d) Person or property checks.
- (e) Other computer inquiries.
- (f) Miscellaneous official messages not of an emergency nature.
- (g) A second "dispatch" channel during peak periods as determined by the Communications Center.

(3)

5.4 The "Car-to-Car" channel will be used for:

- (a) Mobile-to-mobile communications.
- (b) Stake outs and special assignments as deemed appropriate.

(4)

5.5 The "State-Wide Emergency" channel will be used only for:

- (a) Emergency communications with "out-of-county" agencies while traveling outside Scott County and/or beyond the radio range of this Communications Center.
- (b) A means of communicating with "out-of-county" mobile units during a joint response to incidents.
- (c) Emergency calls to the Communications Center by vehicles in this system when other channels are busy.
- (d) For communicating with other enforcement agencies. (FBI, BCA, Hwy. Patrol, etc.)

(5)

5.6 The "Ambulance" channel will be used only for:

- (a) Emergencies when direct contact with ambulance units or the hospitals is required.
- (b) As an alternate route to central dispatch if all other channels are not working.

(6)

5.7 The "Fire" channel will be used only for:

- (a) Emergencies when direct contact with fire units is required.
- (b) As an alternate route to central dispatch if all other channels are not working.

- 8 The "Highway Maintenance" channel will be used only for:
- (a) Necessary communications of official business relating to highway matters.
 - (b) As an alternate route to central dispatch if all other channels are not working.

- 5.9 Dispatchers will terminate each conversation with an announcement of the correct time using the twenty-four hour (military) clock for the purposes of (a) timing the message and (b) indicating the channel is clear for additional calls.
- 5.10 A phonetic alphabet is to be used when giving the letters of a license number or certain words likely to be misunderstood by the person you are transmitting to. See Appendix for the Phonetic Code used in this system.
- 5.11 Only a limited number of "ten signals" will be used in this radio system and are listed in the Appendix of the manual. Do not expect dispatchers to recognize other abbreviations, codes, etc. that may be used by TV policemen, other agencies, etc. but not listed in this manual.
- 5.12 A "loud tone" type alarm signal is used by the dispatchers on the emergency channel(s) to indicate that a serious incident is about to be dispatched. Upon hearing that signal, stay off that channel until the call has been dispatched. If you have an urgent transmission to make that can not wait, use another channel.
- 5.13 Dispatchers are frequently on the phone or conversing on another channel and may not be able to immediately answer your call. When busy on the phone or other radio channel and the dispatcher hears a unit calling but is not immediately able to answer and converse, a stand by voice message will serve as a "busy" signal. If an urgent need exists however, the unit should preface his call with the word "emergency" and priority will be given in the dispatcher's response.

- 14 One-way "paging receivers" are used by selected persons which are activated by a two (2) second sequence of different tones. A one-way message will follow.
- 5.15 Under extreme conditions it sometimes may be necessary to restrict radio traffic on certain channels for a particular serious incident.
- 6.0 County-Wide Broadcasts
- 6.1 The Communications Center will broadcast information on missing persons if requested by a law enforcement officer. The request and information should be given by phone unless time is a factor.
- 6.2 The Communications Center will broadcast information on runaway juveniles if requested by law enforcement officer. The request and information should be given by phone unless time is a factor.
- 6.3 All Court Services runaway juveniles will not be broadcasted unless otherwise requested.
- 6.4 The Communications Center will broadcast information on stolen vehicles if requested by a law enforcement officer. The request and information should be given by phone unless time is a factor.
- 6.5 The Communications Center will broadcast information on stolen articles if requested by a law enforcement officer. The request and information should be given by phone unless time is a factor.
- 6.6 All county-wide broadcasts are to be cancelled upon notification of recovery or apprehension.
- 6.7 Simultaneous broadcasting of information will be used for emergency situations involving police, fire and medical units of a jurisdiction. If one of the channels is busy, the broadcast is to be made over the clear channel first then given over the other channel as soon as it is clear. Dispatchers are not to hold the information until both channels are clear.

- 8 Any authorized user with emergency traffic is to state his squad number and say "emergency". If the dispatching channel is busy, he may use any other channel to reach the dispatcher. Emergency traffic has priority over all other traffic.

7.0 Calling Procedures - Dispatchers

- 7.1 Dispatchers will make their initial call to the appropriate unit by broadcasting only the unit's assigned radio number. Upon hearing their number the unit will respond by broadcasting his radio number in a similar manner on the same channel. The dispatcher will then broadcast the information about the incident and the unit will, upon receiving it and having no questions, acknowledge by saying "10-4". Should some question exist about the address or nature of call, the unit should repeat it back to the dispatcher as he understands it at which time the dispatcher will either correct it or indicate it is correct and clear the channel by giving the unit's number and time-of-day.

Example:

- | | |
|---|--|
| "2260" | - Dispatcher is calling unit 2260. |
| "2260" | - 2260 is responding. |
| "2260, Property Damage,
Co. Rd. 17 and Co. Rd. 14" | - Dispatcher is dispatching the call
to Unit 2260. |
| "10-4", Co. Rd. 17 & 14. | - Squad is acknowledging, but making
sure he had the correct address. |
| "2260 at 1058" | - Dispatcher is indicating address is
correct and has cleared the channel
for other calls. |

8.0 Calling Procedure - Mobile and Portable Units

- 8.1 To initiate a call to the dispatch center, announce your radio number and dispatch on the appropriate channel after first ascertaining that the channel is clear and you are not interrupting another unit's conversation. Upon receiving an acknowledgement from the dispatcher, give your message.

Example:

"2260 Dispatch"

- Unit 2260 is calling dispatch.

"2260"

- Dispatch is acknowledging.

"Clear - no number"

- Message from unit 2260.

"2260 - 1028"

- Dispatcher has received your message, knows an ICR is not being made and clears the channel for another call by giving the time.

8.2 Should the dispatcher not acknowledge your first call within five (5) seconds, again announce your call number and dispatch and wait for an acknowledgement. Still not getting an acknowledgement suggests the likelihood of radio problems, perhaps only on that channel, in which case you should switch to other channel and try again.

8.3 In an emergency situation you should preface your radio call number with the word "Emergency".

Example: "Emergency - 2260 Dispatch"

Note: Channel 4 is available at all times for such "Emergency calls" should the other channels be busy. When responding to an emergency call - Roll up windows on squad, siren noise and wind noise cover most transmissions. Keep your AM and CB radios turned off if you have them.

9.0 Message Content

9.1 Choice of words - Use commonly understood and used words. A user or dispatcher should not require a dictionary to understand a call. Before talking on the radio, assemble your thoughts so as to have a proper sequence and shortest length in your message. When reading off a long message, such as description, etc., break your conversation periodically to allow other units with urgent transmissions to use the channel.

9.2 Routine Calls - Calls of a routine nature will be given to the squad only by address and type of call when possible.

Urgent Calls - Calls of an urgent, potentially hazardous, or in-progress nature will be given by address, type of call and any other information that may assist the unit responding to the incident. Such information as (1) are weapons involved, (2) is life or property threatened, (3) direction of travel, and (4) descriptions will be included.

- 9.4 Complainant Names - Names of complainants will not normally be broadcast on the radio except in those instances where the name is obviously necessary to locate the complainant or where the dispatcher feels its disclosure may better prepare the officer for his response. The officer may request the name of the complainant if he (1) needs it to locate a residence or (2) feels it may indicate a situation more involved or potentially hazardous than stated by the dispatcher.
- 9.5 Names of complainants for purposes of finishing a report or professional curiosity are to be obtained by phone.
- 9.6 Dispatchers will not normally send more than one (1) unit to the scene of an incident unless the unit requests assistance. In those instances where the dispatcher's knowledge of the incident suggests the likelihood of dangerous conditions existing at the incident location they will make the units aware of it even to the point of suggesting he have assistance. Should assistance be requested, the appropriate units within the department will be dispatched. In the event assistance is not immediately available from within the department having jurisdiction, the unit must name the department he desires assistance from and the dispatcher will so advise the other department.
- 9.7 Should situations arise where the dispatcher has reason to believe the responding unit is in a potentially dangerous situation and may not be in a position to request assistance, the dispatch center will take whatever steps are necessary to obtain immediate back-up from other emergency services available.

- 9.8 Dispatchers will only hold calls in those instances where no unit from the department involved can be reached. Should the call be of a serious nature and any unit from the department having jurisdiction is unable to be reached and a delay would obviously further endanger life or property the Communications Center will immediately give the call to the closest available unit.
- 9.9 If a call is given to a unit and it is not in his district, he is to notify the dispatcher as such and, if known, give him the number of the unit. If the dispatcher is intentionally sending a unit out of his district, he is to advise the unit of this and give him a brief explanation.
- 9.10 The dispatcher will attempt to keep the caller on the phone if he is an eyewitness to an incident in progress.
- 9.11 When an ambulance or fire rescue rig is sent on a call along with a patrol car, the officer is to be informed. If the ambulance or fire rig arrives on the scene before the officer, he is to be informed.
- 9.12 When a fire is dispatched, an officer from that jurisdiction is to be notified. If the fire department personnel arrive first, the officer is to be informed.
- 9.13 The location of the officer or his E.T.A. is unnecessary information unless (1) the officer wants assistance because of his location or E.T.A. or (2) the dispatcher requests it. The dispatcher should only request the information if the complainant requests it.
- 9.14 When an officer receives two or more calls from the dispatcher, it will be the officer's and not the dispatcher's decision on the order of handling the calls.
- 9.15 A unit should notify the Communications Center of his arrival by simply saying his unit number and the word arrived. Repeating the address again is unnecessary.

- 9.16 The emergency dispatch center assigns complaint numbers to all citizens' complaints and requests for services. These numbers are used by the departments when I.C.R. numbers are needed. When officers request "no I.C.R. number" the complaint disposition is marked "no I.C.R." but the complaint number is retained for that call. Complaint numbers are not reused.
- 9.17 Clear a call by saying "clear" if you want an I.C.R. number or "clear, no number" if you do not. G.O.A., U.T.L., unfounded or any similar disposition does not mean "No I.C.R."
- 9.18 Dispositions of calls are recorded at the Emergency Dispatch Center and are to be given to the dispatcher by radio.
- 9.19 The unit is to record the times he needs and the number when given the information by the dispatcher. If he is unsure of the time or number, he is to ask for a repeat of the information at that time. The only other acceptable reason for a unit to ask the dispatcher for a repeat of times is if he was on an emergency run and recording the information at the time given would have caused a hazardous situation for the unit or produced an intolerable delay in his immediate response.
- 9.20 When calling in a traffic stop, notify the dispatcher by saying the unit number and the words "10-38". After the dispatcher acknowledges, give him the license number and location of the stop in that order.
- 9.21 When transporting a party or parties of the opposite sex, the officer is to give the dispatcher his present location, destination, starting and finishing mileage.
- 9.22 It is unnecessary to radio the dispatcher if the officer is leaving the car with a portable radio and is still subject to call.
- 9.23 When leaving the unit, lock it so unauthorized persons cannot use or damage the communication equipment which is a Federal offense.
- 9.24 Units requesting towing service should give the dispatcher the name of the towing service and the location of the vehicle. Also, advise the dispatcher if you will not be standing by for the tow.

- 9.25 The dispatcher is not to attempt to get non-published phone numbers from the operator except in emergencies.
- 9.26 The Communications Center will make telephone calls including long distance calls when involved with matters relating to a current incident.
- 9.27 When a unit requests the dispatcher to call a certain telephone number, he shall give the dispatcher the telephone number, name of party to be called and sufficient information regarding the call so the dispatcher can converse intelligently. The unit is not to have the dispatcher make personal calls, calls that would be best handled by the unit unless time is a factor, or calls that could wait until the unit could get to a phone.
- 10.0 Improper Radio Usage
- 10.1 The manner in which all radio channels in this communications system are used has been established by agreement of the Law Enforcement and Local Government Radio Users Board, subject though to compliance with Federal Communication Commission (FCC) Rules and Regulations.
- 10.2 Dispatch personnel will be responsible for maintaining radio discipline on all channels. When radio conversations are observed to be in serious violation of these procedures the dispatcher will transmit two (2) short bursts (beep-beep) of tone on the channel being used as a reminder.
- 10.3 First Names
Referring to dispatchers or users by their first names is prohibited. Names should be avoided and numbers used; however, if necessary to use names, refer to them by title and last name.
- 10.4 Profanity
Profanity is strictly prohibited.
- 10.5 Non-Official Business
Using the radio for non-official business is prohibited.

10.6 Reprimanding

Reprimanding of any person by radio is prohibited. Complaints are to be handled (1) by phone, (2) in person and/or (3) by filing a formal complaint.

10.7 Filing a Formal Complaint

Any qualified person wishing to file a formal complaint should include on the complaint: (1) the date of incident, (2) time of incident, (3) who made the offense, if known, (4) how it was made e.g. phone, in person or radio (if the offense was committed by radio, indicate the channel or channels) and (5) a synopsis of the incident. This form is to be written or typed and given to the complainant's supervisor for action.

10.8 The written complaint and disposition thereof may at the discretion of the law enforcement head, be brought before the Law Enforcement and Local Government Radio Users Board for review and/or action if so required.

APPENDIX
PHONETIC ALPHABET

A - ADAM

B- BOY

C - CHARLIE

D - DAVID

E - EDWARD

F - FRANK

G - GEORGE

H - HENRY

I - IDA

J - JOHN

K - KING

L - LINCOLN

M - MARY

N - NORA

O- OCEAN

P - PAUL

Q - QUEEN

R - ROBERT

S - SAM

T - TOM

U - UNION

V - VICTOR

W - WILLIAM

X - X-RAY

Y - YELLOW

Z - ZEBRA

APPENDIX

PUBLIC SAFETY COMMUNICATION

AURAL BREVITY CODE

10-1	Signal Weak	10-20	Location
10-2	Signal Good	10-21	Call (____) by Phone
10-4	Affirmative (OK)	10-24	Status Check
10-5	Relay (TO)	10-28	M/V Ownership Info
10-6	Busy	10-29	M/V Stolen Check
10-7	Out of Service	10-33	Emergency Traffic
10-8	In Service	10-36	Correct Time
10-9	Say Again	10-45	D/L Check
10-10	Out At _____ Give Telephone #	10-50	Property Damage Accident
10-12	Visitors Present	10-52	Personal Injury Accident
10-13	Existing Weather Conditions	10-54	Fatal Accident
10-15	Prisoner	10-88	Officer needs help
10-19	Return to Your Station		

SCOTT COUNTY SHERIFF
PUBLIC SAFETY BUILDING
SHAKOPEE, MN 55379 (612)-445-7750, Ext. 300
(612)-445-1411 EMERGENCY ONLY

30 June, 1981

TO: All Communications Personnel

FROM: Lt. Du Bois

SUBJECT: Change in Radio Guidelines Procedure

At the Scott County Law Enforcement Radio Users Board meeting today, the section dealing with giving call times to squads was discussed. The following change in our guidelines is a result of that discussion.

"9.19 (Page 13) Dispatchers will routinely at the time a squad clears from a call, give the squad his times and ICR number.

This change will remain in effect until this procedure has been evaluated or changed by the board.

Sheriff Tietz
Chiefs of Police - Shakopee, Savage, Prior Lake, Elko, New Prague, Belle Plaine,
Jordan
Civil Defense Director
County Administrator

DOUGLAS L. HEYZ
SCOTT COUNTY SHERIFF
PUBLIC SAFETY BUILDING
SHAKOPEE, MN 55379 (612)-445-7750, Ext. 300
(612)-445-1411 EMERGENCY ONLY

TE: 5 November, 1981

TO: All Communications Personnel

FROM: Lt. Du Bois

SUBJECT: "ALERT TONE"

Upon the request of many officers, and due to the fact that at many times there are limited numbers of patrol units in the field but yet non-patrol personnel out and about, and polling of various units is time consuming, please use the following procedures on any major emergency.

If you take an emergency call that requires immediate response from any unit close, ACTIVATE the ALERT TONE over the air and give the call out to anyone in the area, and then ask who is responding.

The alert tone when used, immediately gets the attention of all personnel in units, and by giving the call and location over the air eliminates polling of cars to find who is close, and eliminates having to worry about jurisdictional boundaries.



UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE



OFFICIAL TEN SIGNAL LIST

10-0 -Caution	10-25-Report in person (meet).....	10-50-Accident (F, PI, PD)	10-75-In contact with.....	PHONETIC ALPHABET
10-1 -Unable copy-change location	10-26-Detaining subject, expedite	10-51-Wrecker needed	10-76-En route.....	A - Alpha
10-2 -Signal good	10-27-(Drivers) license information	10-52-Ambulance needed	10-77-ETA (Est. Time Arrival)	B - Bravo
10-3 -Stop transmitting	10-28-Vehicle registration information	10-53-Road blocked at.....	10-78-Need assistance	C - Charlie
10-4 -Acknowledgement (OK)	10-29-Check for wanted	10-54-Livestock on highway	10-79-Notify coroner	D - Delta
10-5 -Relay	10-30-Unnecessary use of radio	10-55-Intoxicated driver	10-80-Chase in progress	E - Echo
10-6 -Busy-unless urgent	10-31-Crime in progress	10-56-Intoxicated pedestrian	10-81-Breathalyzer report	F - Foxtrot
10-7 -Out of service	10-32-Man with gun	10-57-Hit & run (F, PI, PD)	10-82-Reserve lodging	G - Golf
10-8 -In service	10-33-EMERGENCY	10-58-Direct traffic	10-83-Work school xing at.....	H - Hotel
10-9 -Repeat	10-34-Riot	10-59-Convoy or escort	10-84-If meeting.....advise ETA	I - India
10-10-Fight in progress	10-35-Major crime alert.	10-60-Squad in vicinity	10-85-Delayed due to.....	J - Juliette
10-11-Dog case	10-36-Correct time	10-61-Personnel in area	10-86-Officer/operator on duty	K - Kilo
10-12-Stand by (stop)	10-37-(Investigate) suspicious veh.	10-62-Reply to message	10-87-Pickup/distribute checks	L - Lima
10-13-Weather-road report	10-38-Stopping suspicious vehicle	10-63-Prepare make written copy	10-88-Present telephone # of.....	M - Mike
10-14-Prowler report	10-39-Urgent-use light, siren	10-64-Message for local delivery	10-89-Bomb threat	N - November
10-15-Civil disturbance	10-40-Silent run-no light, siren	10-65-Net message assignment	10-90-Bank alarm at.....	O - Oscar
10-16-Domestic problem	10-41-Beginning tour of duty	10-66-Message cancellation	10-91-Pick up prisoner/subject	P - Papa
10-17-Meet complainant	10-42-Ending tour of duty	10-67-Clear for net message	10-92-Improperly parked vehicle	Q - Quebec
10-18-Quickly	10-43-Information	10-68-Dispatch information	10-93-Blockade	R - Romeo
10-19-Return to.....	10-44-Permission to leave.....for....	10-69-Message received	10-94-Drag racing	S - Sierra
10-20-Location	10-45-Animal carcass at.....	10-70-Fire alarm	10-95-Prisoner/subject in custody	T - Tango
10-21-Call.....by telephone	10-46-Assist motorist	10-71-Advise nature of fire	10-96-Mental subject	U - Uniform
10-22-Disregard	10-47-Emergency mod repair at....	10-72-Report progress on fire	10-97-Check (test) signal	V - Victor
10-23-Arrived at scene	10-48-Traffic standard repair at.....	10-73-Smoke report	10-98-Prison/jail break	W - Whiskey
10-24-Assignment completed	10-49-Traffic light out at.....	10-74-Negative	10-99-Wanted stolen indicated	X - X-Ray
				Y - Yankee
				Z - Zulu

(Courtesy of Associated Public Safety Communications Officers, Inc.)

INT. 1003-74

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:

GPO 720-048

SEARCH OF MOTOR VEHICLE (MV)

<u>TYPE OF SEARCH</u>	<u>JUSTIFICATION</u>	<u>PLACE OF SEARCH</u>	<u>OBJECT OF SEARCH</u>	<u>SCOPE OF SEARCH</u>
A. Incident to arrest	A. legal arrest in or near car	A. at scene of arrest	A. weapons or evidence	A. any areas and container in MV that are unlocked and accessible to the subject at time of arrest.
B. Probable cause (PC)	B. reasonable belief Do not need a SW unless MV is not mobile	B. where MV stopped unless impracticable, then at a more convenient location	B. items one has PC for	B. any areas and containers in MV, locked or unlocked where items may be located. Where PC is not for MV, but for specific container inside the MV, container can be seized and SW obtained.
C. Consent	C. consent of person having authority to consent to the search	C. determined by terms of consent	C. determined by terms of consent	C. determined by terms of consent
D. Inventory	D. Established policy to inventory contents of MV	D. on the street or impound lot	D. locating items of value and securing these items	D. any locked or unlocked area and open containers where personal property might be located

SEARCH OF INDIVIDUAL INCIDENT TO ARREST

A. Incident to arrest	A. legal arrest	A. at scene of arrest as soon as practical	A. weapons or evidence	A. everything in his possession and within his area of reach
-----------------------	-----------------	--	------------------------	--

YOUR RIGHTS

Place

Date

Time

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 you 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 will still have the right to stop answering at any time. You also have the right to stop answering any time until you talk to a lawyer.

WAIVER OF RIGHTS

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.

Signature

Witness (signature)

Time

Witness (signature)

Time

INSTRUCTION: Where written statement is taken, continue as follows: "I, (name), furnish the following statement to:

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					
										5. SOCIAL SECURITY NUMBER		7. OCCUPATIONAL CODE (last digit here) →							
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					23. IDENTIFICATION OF PROPERTY INVOLVED (name, model number, size, make, type, etc.)				YES NO					
21. PROPERTY OWNERSHIP										a. Government:									
22. AMOUNT OF PROPERTY DAMAGE (Dollars Only)										b. Other:									
a. GOVERNMENT					b. OTHER														
\$										\$									
24. NARRATIVE OF ACCIDENT/INCIDENT (Include who, what, when, where, and how)																			

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



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				PHONE HOME WORK				TIME INCIDENT OCCURRED am pm							
RECEIVED BY				WHEN RECEIVED DATE TIME am pm				REPORT MADE BY				DATE TIME am pm							
PERSONS INVOLVED				ADDRESS				PHONE				DOB				INVOLVEMENT			
1																			
2																			
3																			

DETAILS OF INCIDENT/REMARKS

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

DISPOSITION	REFERRED TO
	ORGANIZATION
	JURISDICTION FED ST CO OTHER

WASHINGTON OFFICE