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Regional Refuge Supervisor, FWS, Twin Cities, MN (RF2)

Law Enforcement Plan

Refuge Manager, Swan Lake NWR, Sumner, MO

The subject plan has been reviewed in this office and is approved
(at long last).

/s/ John W. Ellis

John W. Ellis

Attachment

RF2:JWellis:llm:11/17/86

SWAN LAKE NATIONAL WILDLIFE REFUGE
SUMNER, MISSOURI

LAW ENFORCEMENT PLAN

Submitted by:

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AUGUST 30, 1986
Date

Concurrence:

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Nov. 17, 1986
Date

Approval:

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11/17/86
Date

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I. INTRODUCTION

A. General

The Swan Lake National Wildlife Refuge consists of 10,670 acres located near the town of Sumner, Chariton County, in north-central Missouri. Approximately 2,500 acres of refuge lands in the perimeter area are operated by the Missouri Department of Conservation for managed public goose hunting under terms of a Cooperative Agreement which expires in the year 2000.

B. Law Enforcement Personnel

The refuge has a permanent staff of five, of which currently two are trained and qualified Refuge Officers. The Refuge Manager and Assistant Refuge Manager currently hold Law Enforcement credentials.

C. Law Enforcement Problems

The primary law enforcement problems are those associated with managed hunting programs. The two annual hunting programs on refuge lands are goose hunting in November and December and the primitive weapons deer hunt during October. State personnel complete only cursory checks of hunting licenses, migratory bird hunting stamps, etc. Non-resident hunters, unsigned duck stamps, and floating duck stamps are common violations that are not cited by state people at the check stations. Refuge Officers must complete hunter checks and issue citations for violations.

Some illegal deer kill occurs along refuge boundaries that are adjacent to public roads.

II. OBJECTIVES OF REFUGE LAW ENFORCEMENT PROGRAM

- A. To enhance the management and protection of fish and wildlife resources on the refuge.
- B. To ensure legal and equitable utilization of fish and wildlife resources on the refuge, as prescribed by law.
- C. To obtain compliance with laws and regulations necessary for proper administration, management, and protection of Swan Lake National Wildlife Refuge.
- D. To protect refuge visitors and their possessions from disturbance or harm by other visitors or themselves.
- E. To assist visitors in understanding refuge laws and regulations and the reasons for them.

III. DEMEANOR

A. Professionalism

All Refuge Officers will understand and adhere to the Code of Conduct, and all policies and procedures stated in the Fish and Wildlife Service Law Enforcement Handbook. All policies and

procedures contained in the handbook have the full force and effect of other Service regulations and manuals.

B. Uniform Regulations

1. The normally designated duty uniform, Class B or Class C, will be worn while on scheduled enforcement duty. Under certain special enforcement situations it may be more effective to conduct covert operations and work in civilian clothing. Under normal circumstances there are few instances requiring covert operations by Refuge Officers. If a need for such work occurs for a specific violation or through a request for assistance from a Special Agent, all information must be documented. Required documentation includes type of violation, reasons covert operations are required, dates and times of the operation, and the results of the operation. This information will be retained in the permanent refuge files.
2. Required enforcement items while on enforcement duty include:
 - a. Service revolver in appropriate high-rise hip holster with belt and keepers. Optional use of shoulder holster authorized for Service revolver when working in waders, float coat and/or rain gear, during covert operations, and when other conditions warrant such use.
 - b. Minimum of 12 additional rounds of ammunition in speed loaders or dump pouch.
 - c. Handcuffs, in case.
3. Optional enforcement items include:
 - a. CS Canister, in holder.
 - b. Baton.
 - c. Body armor.
4. Law Enforcement Credentials and Badge: The badge is worn only with Class B or C uniform shirt and is to be worn whenever an employee with LE authority is in those classes of uniforms. The law enforcement patch is worn on the coat or other outer garment as specified in 3 AM 3.8 D(1). The law enforcement credentials, in the case, should be carried at all times whether or not the officer is in uniform. The credentials case is designed to be carried in the shirt pocket.

IV. ENFORCEMENT AUTHORITY AND JURISDICTION

Concurrent jurisdiction covers operations of the Swan Lake National Wildlife Refuge.

A. Refuge Officers are generally limited to enforcement of the following statutes and regulations issued pursuant thereto within the confines of the refuge and the immediate vicinity thereof:

1. Migratory Bird Treaty Act (16 USC 703-712)
2. Migratory Bird Hunting and Conservation Stamp Act (16 USC 718-718h)
3. National Wildlife Refuge Administration Act (16 USC 668dd-668ee)
4. Bald Eagle Protection Act (16 USC 668-668d)
5. Endangered Species Act (16 USC 1531-1543)
6. Lacey Act and 1981 Amendments thereto (18 USC 42; 16 USC 3371-3378)
7. Fish and Wildlife Recreation Act (16 USC 460k)
8. Airborne Hunting Act (16 USC 742j-742i)
9. Archeological Resources Protection Act (16 USC 460aa-460ii)
10. National Wildlife Refuge System Public Use Regulations (50 CFR 25-28)
11. Special refuge regulations as published in the Federal Register.

B. Law Enforcement Authority is granted only by the Regional Director, upon recommendation of the Refuge Manager, following successful completion of mandatory formal law enforcement training. Enforcement authority can be maintained only through completion of annual refresher training, and firearms re-qualification every six months.

C. Authorized Law Enforcement Officers can:

1. Issue warning notices.
2. Gather information to adequately fill out Field Information Reports ("Pink Slip").
3. Make arrests.

Refuge Officers of the Swan Lake National Wildlife Refuge do not issue Violation Notices.

D. Chain of Command

1. Refuge Manager is in overall charge of coordination of all law enforcement activities involving Refuge Officers.
2. For General Operations:
 - a. Refuge Manager.
 - b. Assistant Refuge Manager.
 - c. Other officers as required.
3. Close coordination will be maintained between FWS Special Agents, and various State Officers.

V. PATROL PROCEDURES

- A. Refuge Officers are not full-time law enforcement officers, and generally have limited experience in patrol procedures. General guidelines to be followed are to be found in The FWS Law Enforcement Handbook, see Appendix 2.
- B. Additional procedures include the following:
 1. Enforcement activities should be conducted in pairs. Officers should not work alone if at all possible.
 2. On-Duty officers should establish and maintain radio contact with State Officer networks, and when possible, FWS Special Agents.

VI. RESPONSIBILITY FOR AND USE OF EQUIPMENT

- A. Use of Government-owned Equipment: The refuge policy is that only government-owned vehicles will be utilized to enforce federal regulations on and off refuge. Exceptions may be authorized by the Refuge Manager when covert operations are necessary.
- B. Emergency Equipment:
 1. Enforcement vehicles will be equipped with a red light and siren which, if needed, will be used for vehicle stops. Stopped vehicles will be protected from traffic by use of emergency flashers and placement of enforcement vehicle to the rear and to the left of the stopped vehicle.
 2. Enforcement vehicles will be equipped with radios as per the approved refuge communication system plan. Radios will be used, following correct radio procedures, for essential communications only. Refuge Officers should learn and use

the ten-signal code used by local enforcement officers of other agencies if it differs from the official USDI code.

- C. Care of Equipment: Each Refuge Officer will be responsible for proper use and care of all assigned equipment including any items assigned to the specific vehicle being utilized.

D. Authorized Weapons and Their Use:

1. Authority: The Lacey Act revision of 1981, specifically 16 USC 3375 - Enforcement, authorizes Fish and Wildlife officers to carry firearms.
2. Authorized Weapons: Only official specified Service firearms will be authorized. No Refuge Officer may acquire or use any sidearm other than as specified in the LE Handbook Chapter 11.3A. Officers are not authorized to carry personal sidearms for official duty.

3. Use of Firearms:

a. Firearms Policy:

A firearm may be discharged only as a last resort when in the considered opinion of the officer there is danger of loss of life or serious bodily injury to himself or to another person.

b. Guidelines:

Firing a weapon should be with the intent of rendering the person incapable of continuing the activity prompting the officer to discharge his firearm.

Warning shots pose a hazard to innocent parties and therefore are prohibited. Firing at a fleeing person cannot be justified unless the officer has reasonable cause to believe the fleeing person poses an immediate threat to the officer or to others.

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 it will be discharged and the officer is prepared to use it. Shoulder weapons may be displayed as their use may require.

The authority to bear firearms carries with it an obligation and responsibility to exercise discipline, restraint, and good judgment in their use. The officer must keep in mind that when firing a weapon there always exists a danger to innocent parties.

c. Maintenance and Storage:

Fish and Wildlife Service Officers are completely responsible for the maintenance and security of assigned weapons. Weapons must always be stored in a safe or other secure place.

d. Use of Less Than Lethal Weapons:

The use of less than lethal weapons such as MACE has been tested extensively and is in almost universal use by police and federal enforcement agencies throughout the country. Such chemical devices are sound defensive instruments and may be carried and used by Refuge Officers under proper conditions and safeguards. They should only be utilized as temporary disabling weapons, but never in situations which call for the use of firearms.

They are a supplement to incapacitate an individual in instances where deadly force is not justified. They may also be used when milder forms of persuasion designed to restrain a person from committing criminal or disorderly acts appear to be of no avail.

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 and in no more than five one-second bursts. It should not be used in greater quantities in a confined space such as a small room or automobile. When it is known that the person involved is not in possession of his normal protective reflexes, such as blinking, holding his breath, turning away, etc., use should not be continued.

Once a person is subdued, he should be permitted to wash with clear water as soon as this can be made available.

- e. Report of Discharge: Each time a firearm is drawn, aimed and fired, or MACE is used for law enforcement purposes, a report will be filed with appropriate SAC and forwarded to the Regional Director and Washington Office (LE) as directed by and in conformance with LE Handbook, Chapter 11.4E.

VII. VIOLATIONS, WARNINGS, SEARCHES, SEIZURES, COMPLAINTS AND ARRESTS

A. Warnings:

Dependent on the attitude of an individual and the nature of the violation, a verbal warning often can be more beneficial than a written warning. The officer must use discretionary judgment when handling violations.

The Officer must get all information required to complete the Field Information Report ("Pink Slip") to complete a warning ticket. Warnings should be prepared in duplicate with the officer retaining the original copy and the violator given the duplicate copy. A notation that it is a "warning ticket" should be entered on the back and "Pink Slip", then mailed to SRA so information can be entered in the LE computer net. Warning tickets should be issued for first offenses for most types of trespass violations.

B. Violations:

Swan Lake National Wildlife Refuge Officers do not issue Violation Notices. Officers should:

1. Complete a Field Violation Notice ("Pink Slip") including full and correct names, complete physical description, date and place of birth, correct address, social security number and any other identifying numbers, such as hunting license or driver's license numbers. Individuals have no obligation to furnish their social security number under provisions of the Privacy Act.
2. Make a copy of the Field Violation Notice and furnish original to the FWS Special Agent or Senior Resident Agent responsible for area in which violation occurred. An Officer Affidavit must be submitted with every Field Violation Notice.
3. When a verbal warning is given, the Officer should record the following information for future reference:
 - a. Date and time of the violation.
 - b. Name, address, vehicle information, etc.
 - c. Statement of violation.

C. Search and Seizure:

The Service policy on Search and Seizures, as detailed in the Fish and Wildlife Service Law Enforcement Handbook, will be followed by Refuge Officers. Generally, any searches conducted by Refuge Officers will be the search of persons and motor vehicles incident to arrest.

It is not the policy of the Service to automatically seize items used during a violation (guns, fishing equipment, etc.)

A FWS seizure tag, or equivalent, must be completed and attached to all seized articles and a receipt furnished to the owner of the property. Seized article will be secured and stored at

Refuge Headquarters. Chain of custody will be carefully maintained for all items of evidence.

D. Complaints:

All significant complaints by the using/visiting public will be referred to the Refuge Manager for consideration and disposition.

E. Arrests:

1. Arrest With Warrant: If the Officer believes there is need for an Arrest Warrant, he/she should contact the local Special Agent for assistance.
2. Arrest Without Warrant: Arrests will normally be made only as a last resort. Situations which might require an arrest without warrant include:
 - a. There is doubt as to the identity of the violator.
 - b. The Officer is forced to pursue, capture, and forcibly detain the violator.
 - c. The residence of the violator is remote from the jurisdiction of the court and cannot be ascertained with certainty.
 - d. The violator must be forcibly detained to prevent destruction of evidence, or to prevent injury to the officer or to others.
 - e. There is doubt as to whether the violator can be located again if released.

Officers should use only that amount of force necessary to effect the arrest. Immediately following arrest, the individual will be read his rights (Miranda Warning). The Refuge Manager and the Senior Resident Agent will be notified of the arrest incident as soon as possible following the arrest.

3. Juveniles: It is refuge policy that juveniles will not be placed under arrest. Information will be recorded and SRA contacted for disposition.
4. Persons placed under arrest must be adequately searched for concealed weapons and must then be transported as soon as possible to the nearest federally approved detention center. Transportation of a prisoner should be made by two officers, if possible. The detention center should be notified prior to departing with the prisoner. The appropriate U.S. Marshal must be notified of all persons taken to jail as soon as possible and will need the following information: (1) name and location of detention facility, (2) subject's name and (3) length of time subject has been in jail. Officers should

familiarize themselves with jail check-in procedures at the federally-approved jails which might be utilized to detain prisoners arrested in this district.

5. The appropriate U.S. Magistrate, or his designee, must be contacted as soon as possible on all felonies. The U.S. Magistrate must also be contacted concerning misdemeanor arrests, however, discretion must be used late at night or on weekends.
6. The person under arrest must be kept in the custody of the arresting officer until placed in jail, or taken before the U.S. Magistrate. The Service policy is all persons held in custody will be handcuffed for their safety and the safety of the arresting officers. The arresting officer is responsible for the welfare of the prisoner until he is placed in jail or released by the U.S. Magistrate.
7. Only the U.S. Magistrate, U.S. Attorney, or designee are permitted to release an individual who has been arrested on a federal violation, but, if after making an arrest, it is determined that an honest error has been made, it is recommended the officer release the individual, after conferring with the U.S. Attorney.

VIII. EMERGENCY PROCEDURES

- A. The Refuge Manager or designated Acting 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 Investigation:
 1. The investigating officer will complete a DI-134 (Appendix 10) for all accidents involving (a) serious personal injury or death of government employees, the visiting public, contractors, and cooperating farmers, or (b) 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 (Appendix 11), SF-94, Statement of Witnesses (Appendix 12), OF-26, Data Bearing Scope of Employment of MV Operator (Appendix 13) and SF-91a, Investigation Report of Motor Vehicle Accident (Appendix 14).

3. Incident Report (Appendix 15) will be completed for all accidents involving the using public when a DI-134 is not required.
 4. Notify the Refuge Manager of all accidents or incidents as soon as possible after occurrence.
 5. Accident and incident reports will be filed with the Refuge Manager within 24 hours following the accident.
- C. Fatal and non-fatal accidents to the using public:
1. Fatal accidents:
 - a. All fatal accidents shall be reported to the Regional Office by telephone within 24 hours.
 - b. Contact the appropriate County Sheriff.

IV. DRUG RELATED PROBLEMS

Appendix "Common Drugs of Abuse", is to assist officer in identification of drugs and their symptoms. The Drug Enforcement Agency (U.S.) is available for assistance.

APPENDICES

1. USDI TEN-SIGNAL LIST
2. GUIDE TO PRACTICAL LAW ENFORCEMENT
3. USFWS SPECIAL AGENTS: OTHER FEDERAL AND STATE CONTACTS
4. FIELD INFORMATION REPORT (PINK SLIP)
5. VIOLATION NOTICE (EXAMPLE ONLY)
6. GUIDELINES FOR SEARCHES
7. PROBABLE CAUSE STATEMENT
8. MIRANDA WARNING
9. PROCEDURES FOR HANDLING ARRESTED PERSONS
10. ACCIDENT REPORT (DI-134)
11. OPERATOR S REPORT OF MOTOR VEHICLE ACCIDENT (SF-91)
12. STATEMENT OF WITNESS (SF-94)
13. DATA BEARING ON SCOPE OF EMPLOYMENT (OF-26)
14. INVESTIGATION REPORT OF MOTOR VEHICLE ACCIDENT (SF-91A)
15. INCIDENT REPORT (3-2038)
16. COMMON DRUGS OF ABUSE

Form No 10-44
(Rev. 10-74)



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

PHONETIC
ALPHABET

A - Alpha
B - Bravo
C - Charlie
D - Delta
E - Echo
F - Foxtrot
G - Gull
H - Hotel
I - India
J - Juliette
K - Kilo
L - Lima
M - Mike
N - November
O - Oscar
P - Papa
Q - Quebec
R - Romeo
S - Sierra
T - Tango
U - Uniform
V - Victor
W - Whiskey
X - X-Ray
Y - Yankee
Z - Zulu

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

INT. 1003-74

Many Service officers are not full-time law enforcement officers and many have had little experience in this field. This chapter furnishes a set of guidelines and basic procedures for both seasoned and inexperienced officers. This step-by-step guide is directed to each individual for use in the field.

12.1 Enforcement Patrol:

A. Orientation:

Study the laws to be enforced. Think the possible violations through, and know what does and does not constitute a violation. Talk with the supervising Project Leader, Refuge Manager, and/or Special Agent. Clear up any possible misunderstanding of the laws and Service policies and procedures. Know where you may work, where cases will be prosecuted, and how they are to be processed. There are differences in procedure in different states and court districts. An orientation conference with the SAC can often satisfactorily answer most questions.

B. Preparation and Equipment:

When preparing yourself for field work, assemble a law enforcement kit for recording observations, taking statements, and marking and packaging evidence.

The following items are suggested:

- (a) Two pens and a pencil
- (b) Supply of Field Information Forms (3-960 "Pink slip") and Federal Violation Notices (if used) See sample exhibit
- (c) Supply of hunter affidavits and seizure tags, forms.
- (d) A tape measure
- (e) A ball of string
- (f) A knife
- (g) Grease pencil
- (h) Compass

Carry a reliable watch. A flashlight is essential. For waterfowl enforcement, a pair of binoculars and boots or waders are necessary. A camera and a metal-cased thermometer are excellent accessory equipment. Prior to departure, you should: (a) check your watch against a reliable time standard and record the check; (b) be certain to wear your badge; (c) assemble the suggested working kit and carry it where it is readily accessible; (d) carry with you several copies of the regulations to be enforced, and; (e) if you are not thoroughly familiar with local geography, boundaries, etc., a map of the area is essential for your orientation.

C. Planning Patrol:

Successful patrols do not just happen. When you leave headquarters, you should have a definite plan of patrol. This will be based on your knowledge of questionable activity, concentration of birds, weather conditions, behavior pattern of waterfowl, information you have received, or orders you have been given. A roving patrol may be utilized to combat some types of violations. The stakeout is a most effective method for dealing with other types of violations such as early shooting and overbagging. Stakeouts must be planned to place you in a position to observe at the proper time. All patrols should avoid being routine. A refuge boundary patrol that passes a given point once daily at 7:45 A.M., soon loses its deterring effect.

D. Observation:

A good observation post permits you to see clearly what is going on from as close as possible to the suspected violators. Make a mental note of the weather conditions as they affect observation: cloudy, sunny, fog, snow, rain, etc. If a violation is observed, it may be essential to approach and contact the violator. Thus, in the case of early shooting; note the time and kind and number of birds dropped, and immediately approach the violator. In working overbag cases, note the time each shot or volley of shots is fired, the number of shots, the number and species (if possible), of birds dropped, the number retrieved, and any other pertinent information. This may or may not grow into a clear-cut violation. Some judgment must be exercised in timing the approach. It cannot be emphasized too strongly that field notes on your observations are extremely important. Do not trust your memory alone. Observation is evidence. A witness can testify in court to what he saw, heard, touched, or smelled. These are facts. He cannot testify to things inferred, or concluded from what he saw. Note and remember the facts—all of them.

Be alert. In observing a violator, note his dress and physical description, to aid in later identification. Violators often hide evidence. Be alert to this possibility.

You must decide when to approach the violator or suspect. This decision will depend on the type of violation and the facts. Thus, in an early shooting or refuge trespass violation, an immediate approach may be in order. The approach should be timed to your best advantage.

E. Approach:

After observing a violation, and you decide to approach or intercept the violator, watch his actions closely. Immediately identify yourself by name and title in a friendly and courteous manner. Be alert to the person's behavior. Watch for indications of emotional, nervous or aggressive behavior. These may give an indication of his frame of mind.

F. Identification and Check:

Find out who the violator is. Ask for his identification. If it is a hunting situation, request his license. Examine the license or other identification and be certain the description fits the man. Check the violator's duck stamp (if applicable), his gun for a plug (if applicable), and also check the wildlife in his possession. There may be violations other than the one observed. Inspect as far as is legal and practical. (See Chapter 8 Search and Seizure.)

G. Approaching the Subject:

Before approaching the subject ask yourself if your observations and other evidence support the charges you are about to make against the accused. If so, inform the person he has violated a law. Be specific in stating the exact law or regulation violated. If he has a story to tell, listen to it carefully, let him talk. When he has concluded, point out any obvious errors or discrepancies. Lead him toward a truthful statement. (See Chapter 9 Interviews and Statements). If you have obtained a reasonable version of what you believe to be the truth, write out a statement of what he has said. (Review The Miranda Warning in the interrogation and statements chapter) Then hand the man the prepared statement. Ask him to examine it, and call to your attention any errors or omissions. Advise him to make any additions or corrections he desires. Request his signature.

Next fill out a Field Information Report (Form 3-960). Be certain you have the suspect's full and correct name. Do not accept nicknames or initials. Get his complete physical description, date and place of birth, street address, occupation, social security number, and any other identifying numbers such as driver's license or hunting license numbers. Be certain he understands he has no obligation to furnish his social security number.

Any items which the violator acquired as a result of his violation, or the means and instruments used to violate the law should be seized and retained as evidence. Remember to give the individual a receipt for any property you receive from him. (See sample release form Exhibit #5).

At this point, you should take a mental inventory to be certain you have complete information and all necessary forms signed.

H. Summons or Advice:

Usually the violator is interested in what comes next. If you are satisfied that the violator has been properly identified and that he will be available for court, no arrest should be necessary. Advise the

suspect of the specific charge which you expect to recommend to be filed against him, and that he will probably be requested to appear in court at a specific time and place, (if previous arrangements have been made with court or prosecutors). If authorized by the SAC you may issue a violation notice with the appropriate amount of payment that can be made in lieu of appearance before a U.S. Magistrate. If you cannot make such a definite verbal summons, advise the defendant, "I will report the information to (appropriate named officer) for consideration, and you will be contacted and advised of what action, if any, will be taken."

The defendant might ask what the fine will be. Never state a definite amount. Merely advise what the maximum and minimum penalties are under the statute, and state that the court determines the amount of penalty.

I. Review:

Before leaving the scene, review your notes and evidence. Do you have all the essential facts? If any further evidence, (such as cartridge cases, etc.), is available at the scene, it should be collected. If photographs will help, take more than one. If there are any witnesses to interview, interview them and take statements. (See Chapter 9 Interviews and Statements).

J. Preservation of Evidence:

All articles seized must be placed in storage. It is preferable that they be retained in your custody after making the seizure, to simplify the chain of custody. Place perishable items, such as game, in frozen storage. Log and mark all items with your initials and date.

K. Preparation for Prosecution:

You, as the responsible officer have the responsibility to submit all information, statements, and exhibits connected with a violation to the SAC for the district or the Special Agent for your area as soon as possible.

Draft a written report and submit it to the SAC or SA in your area for review. The Agent will advise and assist as necessary for proper presentation to the U.S. Attorney.

L. Arraignment:

Unless advised to the contrary, the responsible officer should attend the arraignment of the accused. If the defendant enters a

plea of guilty, the officer may be called by the court to relate circumstances or facts about the violation. Upon request of the court, be prepared to relate any aggravating or extenuating circumstances. Carefully note the fine and costs and any other stipulations of the court.

If a not guilty plea is entered, you should expect a conference with government counsel. The SAC for the district or SA will guide you in this preparation. You must also be prepared to appear and testify in court. (See Chapter 11 Testifying in Court).

M. Disposition of Evidence:

Items seized may legally be held following trial until the expiration of the time during which the defendant may file for an appeal. Unless there is a clear indication the defendant will appeal, or unless instructed by government counsel to hold the seizures, make an immediate disposition in accordance with instructions of the court. Return items of personal property (gun, clothing, coolers, etc.) to the defendant and obtain a receipt. Items of illegal game should be disposed of as directed by the court. Courts will normally order disposition to a charitable institution or public, scientific or educational institution. A receipt should be obtained from these institutions. Obtain receipts for all transfers of wildlife for whatever purpose. You may destroy small items of no real value such as fired cartridge cases, feathers (except eagle feathers), etc. All information related to disposition should be placed in the evidence log.

12.2 Exceptions and Special Circumstances:

A. Juveniles:

Under federal jurisdiction, a juvenile is a person who has not attained his eighteenth birthday. Juveniles are not usually prosecuted, except for extremely serious violations or repeated infractions. Special laws apply to both arrest and prosecution. (See Elements of Arrest, Chapter 7). Contacting the offender's parents is a practical method of handling most offenses. For further instructions contact the SAC for the District or the Special Agent.

B. Multiple Arrests and Required Assistance:

Baiting violations, commercialization, or party-hunting often involve special problems. Since a number of people are usually involved, you will need the assistance of others to handle problems of gathering evidence, identifying violators, and providing several witnesses to corroborate testimony. If unusual problems are anticipated, request assistance in planning and directing the operation from your local Special Agent.

C. Night Patrol:

There are a number of situations when it is inadvisable for you to operate alone. This is particularly true of night operations which entail the increased possibility of physical hazard or difficulty in identification and apprehension of violators.

12.3 Enforcement Aids and What They Can Accomplish:

Specialized equipment is often useful and may be appropriate in certain instances. You should be aware of the types of equipment and its availability through the SAC of the district or local Special Agent. In addition, common information sources often prove to be invaluable such as telephone directories, motor vehicle records, other hunters as sources of information. A valuable aid to an efficient enforcement program is the development of sources of information. The officer's work is materially aided if he has sources who are willing to accurately apprise him of existing conditions and violations.

The equipment and enforcement techniques listed below are but a few of those most frequently used by our law enforcement personnel:

A. Field Glasses, Telescopes, and Starlight Scopes:

For observation from a distance, stakeout of houses, car, or blinds. (Photographs can often be taken through telescopes.) Starlight scopes are effective for nighttime use and are available through your local Special Agent.

B. Thermometers:

For taking game temperatures to determine approximate time of kill, (charts available). This procedure has not been researched enough for conviction on this evidence alone, but provides some psychological advantage in confronting violators.

C. Bait Scoops:

For checking suspected baited areas.

D. Cameras:

Photographs properly taken and presented can be a determining factor on many cases, (special film is available for taking pictures at night, etc.).

E. Radios:

Radios, both portable and mobile, for establishing good communications are invaluable, (car-to-car, car-to-ground, plane-to-ground).

In some situations due to physical danger or bad weather, enforcement action should not be taken without them.

F. Plaster of Paris:

For obtaining casts of tire tracks, foot prints, etc., to establish that a suspect was at the scene of the crime.

G. Aircraft:

For day or night observation in locating cars, hunters, bird concentrations, bait and contraband.

H. State or Federal Crime Laboratories:

Crime laboratory facilities and trained technicians are often available for detailed evidence examination, identification, and expert testimony.

Firearms Identification - ballistics, source, matching of shells to gun, etc.

Blood and Other Tests - identification of blood, meat, hair, feathers, etc.

Fingerprints - to establish suspect at scene, to identify suspect, or associate him with the offense.

Questioned Document Examination - handwriting, forgeries on licenses, permits etc.

An officer can never depend solely on scientific aids or laboratory analysis to make his case. He must use imagination, inventiveness, determination, powers of observation, prior experience, knowledge, and resourcefulness to obtain evidence, statements, etc. This is the key to good, effective law enforcement. Your local Special Agent will advise you on the labs to use, etc.

USFWS

U.S.F.W.S. SPECIAL AGENTS

Senior Resident Agent

Larry T. Keck	Jefferson City	314-636-7815
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Special Agents

Robert Lumadue	Kansas City	816-374-5375
----------------	-------------	--------------

Robert C. Leapley	St. Charles	314-946-7308
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Federal Bureau of Investigation

St. Louis	314-241-5357
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U.S. Marshal Service

Eastern District	St. Louis	314-425-4212
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Western District	Jefferson City	314-635-9708
------------------	----------------	--------------

U.S. Magistrate

David Noce	St. Louis	314-425-6325
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Federally Approved Jails

St. Louis County Jail	Clayton
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St. Louis Correctional Institute	Chesterfield
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Hannibal Police Dept.	Hannibal
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Missouri Conservation Agents

Matt Wolken	Brunswick	816-548-3707
-------------	-----------	--------------

Paul Veatch	Salisbury	816-388-5035
-------------	-----------	--------------

Chariton County Sheriff

Keytsville	816-288-3277
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Missouri State Police

Macon	816-385-2132
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FIELD INFO. REPORT - INV -

Name (Last-First-Middle-Initial):

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:

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

Lic. plates (No., State, Yr.):			
Make of Gun	Type	Gage	Number

Additional Information:

Initials and Date:

GPO 895-044

FORM 3-219 (REV. 2-78)
U.S. FISH & WILDLIFE SERVICE

**VIOLATION
NOTICE**

FILED IN

UNITED STATES DISTRICT COURT

OFFICER NO.

DATE OF
NOTICE

CASE
NO.

67422

VIOLATION CHARGED						
I CERTIFY THAT THE BELOW DESCRIBED VEHICLE AND OR PERSON DID VIOLATE APPLICABLE LAWS OR REGULATIONS OF THE UNITED STATES OR ITS AGENCIES.					OFFICER'S SIGNATURE	
RACE	SEX	HGT.	WGT.	EYES	HAIR	BIRTH DATE

ADDRESS

VEHICLE: MAKE _____ MODEL _____ COLOR _____ LICENSE NO. _____

OCCUPATION _____

EMPLOYER _____

DATE & HOUR OF VIOLATION _____

HUNTING LICENSE NO. _____

PLACE OF VIOLATION (AREA-COUNTY-STATE) _____

VIOLATION: _____

STATUTE & REGULATIONS VIOLATED _____

VIOLATION NO.

67422

SEIZURES:

LAST NAME

FIRST NAME

MIDDLE NAME

1

BOX ☐ IF THIS BOX
A ☐ IS CHECKED
YOU MUST APPEAR
IN COURT AT
ABOVE ADDRESS

ON
THIS
DATE
AND
HOUR

3

CHECK THIS BOX
IF YOU WISH TO
APPEAR ☐

COURT CLERK'S
INITIALS HERE _____
AND CHECK IN BOX BE-
LOW WILL INDICATE
CASE WAS CLOSED AND
DOCKETED UPON RE-
CEIPT OF PAYMENT.
PERSONAL CHECK AS-
SUMED UNLESS "X" HERE

FILED ☐ TIME

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
-----------------------	-----------------	--	------------------------	--

(Probable Cause Statement)

On _____, 19____, while exercising my duties as a
law enforcement officer at or near _____ in the
_____ District of _____, I observed

I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct. Executed this _____ day of _____, 19____.

(signature)

```
(print name and title)
```

Probable cause has been stated for the issuance of a warrant for the arrest of the offender named or identified herein.

(date)

United States Magistrate

(Miranda Warning)
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:

PROCEDURES FOR HANDLING ARRESTED PERSONS
(Basic outline).

1. PHYSICAL ARREST

- A. Complete search of subject for weapons
- B. Handcuff subject and prepare for transport
- C. Inform subject of his rights (Miranda warning)

2. TRANSPORTING ARRESTED PERSON

A. Appearance before U.S. Magistrate

- 1. Attempt to make contact with nearest U.S. Magistrate's office to arrange for appearance time. Subject may be taken to refuge office while arrangements are being made for hearing. If arrest is made after hours or on weekend, hearing should take place as soon as reasonably possible.

B. Whom to notify

1. U.S. Marshal's Office

- a. Needs to know name of arrestee, charge, if and/or when subject made appearance in front of Magistrate, arresting officer's name and agency.

2. U.S. Attorney's Office

- a. Needs to know same as above.

3. Special Agent

- a. Can help in making above contacts and can provide additional assistance as needed.

3. OBTAIN IDENTIFYING INFORMATION AND PERSONAL HISTORY

- A. Fill out "pink slip" completely and accurately on subject. Marshal's office requests copy of pink slip and suggests that picture be taken for later reference.
- B. If Magistrate's hearing cannot be immediately scheduled, transport subject to nearest federally approved jail for booking.
- C. If 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.
- D. Arrestee can be transported across state line up to 50 miles for the purpose of Magistrate's hearing.

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?)										g. Number of days lost (Optional) (ANSI-Z16.1)										
17. HUMAN FACTOR										h. Number of lost workdays (Required) (OSHA-29 CFR 1960.2 (n))										
18. PHYSICAL/ENVIRONMENTAL FACTOR										i. Recordable occupational injury/illness (OSHA-29 CFR 1960.4)	YES		NO							
19. REPORT SENT TO OWCP?					YES	NO				23. IDENTIFICATION OF PROPERTY INVOLVED (name, model number, size, make, type, etc.)										
21. PROPERTY OWNERSHIP										a. Government:										
22. AMOUNT OF PROPERTY DAMAGE (Dollars Only)										b. Other:										
a. GOVERNMENT					b. OTHER															
\$					0	0	\$													
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

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

I OPERATOR

PLEASE PRINT FULL NAME (Last, First, Middle Initial)

AGE

RANK, RATING, OR TITLE

SERVICE NUMBER OR SOCIAL SECURITY NUMBER

OPERATOR'S GOV. PERMIT NUMBER

HOME ADDRESS (Street, city, State, ZIP Code)

TELEPHONE (Home)

DATE AND DAY OF WEEK OF ACCIDENT

TIME

HOURS ON DUTY PRIOR TO ACCIDENT

PLACE OF ACCIDENT (If accident in city, give city, street and number, 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

II TIME AND PLACE

III YOUR VEHICLE

MAKE

TYPE

REGISTRATION NUMBER OR OTHER IDENTIFICATION

PARTS OF VEHICLE DAMAGED (Describe)

OPERATOR'S ESTIMATED AMOUNT OF DAMAGE

\$

IF THIS IS A BACKING ACCIDENT, WAS GUIDE AVAILABLE? ☐ YES ☐ NO

IF AVAILABLE, WAS GUIDE USED? ☐ YES ☐ NO

MAKE

TYPE

YEAR

OPERATOR'S STATE PERMIT NUMBER

VEHICLE LICENSE NUMBER AND STATE

OPERATED BY (Name)

VEHICLE OWNED BY

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

OWNER'S ADDRESS (Street, city, State, ZIP Code)

PARTS OF VEHICLE DAMAGED (Describe)

OPERATOR'S ESTIMATED AMOUNT OF DAMAGE

\$

OTHER VEHICLE OR PROPERTY DAMAGED (Describe)

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

WAS VEHICLE EQUIPPED WITH SEAT BELTS? ☐ YES ☐ NO

IF YES, WERE THEY IN USE AT TIME OF ACCIDENT? ☐ YES ☐ NO

SIGNATURE OF OPERATOR

DATE

HAVE YOU ANSWERED ALL QUESTIONS AS COMPLETELY AS POSSIBLE?

Standard Form 91
Revised June 1971

(91-107)

GENERAL SERVICE

ADMINISTRATION

APPENDIX II

DEPARTMENT OF TRANSPORTATION
OPERATOR'S REPORT OF MOTOR-VEHICLE ACCIDENT

STATEMENT OF WITNESS

(Use additional sheets if necessary)

BUDGET BUREAU
APPROVAL NO. 80-R110

1. DID YOU SEE THE ACCIDENT?

2. WHEN DID IT HAPPEN? (Time and date)

3. WHERE DID IT HAPPEN? (Street location and city)

4. TELL IN YOUR OWN WAY HOW THE ACCIDENT HAPPENED

5. WHERE WERE YOU WHEN THE ACCIDENT OCCURRED?

6. WAS ANYONE INJURED, AND IF SO, EXTENT OF INJURY IF KNOWN?

7. DESCRIBE THE APPARENT DAMAGE TO PRIVATE PROPERTY

8. DESCRIBE THE APPARENT DAMAGE TO GOVERNMENT PROPERTY

9. IN TRAFFIC CASES STATE
APPROXIMATE SPEED
(Miles per hour)

(a) GOVERNMENT VEHICLE

(b) OTHER VEHICLE

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

NAMES

ADDRESSES

11. DATE

SIGNATURE

12. HOME ADDRESS

TELEPHONE NO.

13. BUSINESS ADDRESS

TELEPHONE NO.

14. INDICATE ON THE DIAGRAM BELOW WHAT HAPPENED:

1. Number Federal vehicle as 1—other vehicle as 2—additional vehicle as 3, and show direction of travel by arrow
(Example: → 1 ← 2 ← 3)

2. Use solid line to show path before accident

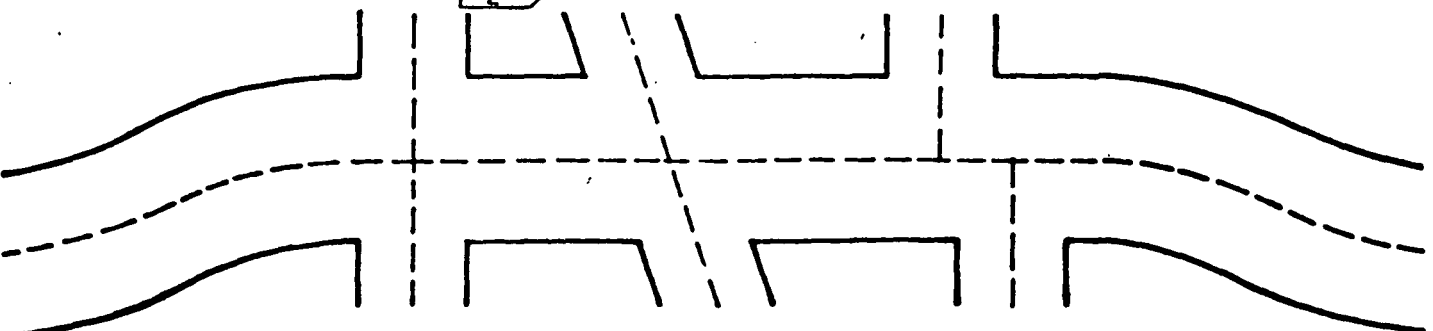
Broken line after accident

3. Show pedestrian by → ○

4. Show railroad by ++++++

5. Give names or numbers of streets or highways

6. Indicate north by arrow in this circle ○



DATA BEARING UPON SCOPE OF EMPLOYMENT OF MOTOR VEHICLE OPERATOR

INSTRUCTIONS. This form is to be filled out by the operator at the time and at the scene of the accident, insofar as possible, and attached to the completed Standard Form 91, Operator's Report of Motor Vehicle Accident.

OPERATOR'S	1. NAME		2. TITLE AND JOB CLASSIFICATION						
	3. AGENCY NAME AND BEGINNING DATE OF DUTY		4. ESTABLISHED WORKING HOURS FROM _____ A.M. TO _____ A.M. P.M.						
	5. IMMEDIATE SUPERVISOR (Name)		6. SUPERVISOR'S TITLE						
VEHICLE OWNERSHIP	7. VEHICLE IS (Check one only) <input type="checkbox"/> a. GOVERNMENT-OWNED <input type="checkbox"/> b. NOT GOVERNMENT-OWNED (Identification No.) _____ (License No.) _____		8. IF GOVERNMENT-OWNED, IS TITLE TO VEHICLE REGISTERED OPERATOR'S NAME? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If "NO" give details in how vehicle is titled</i>						
	9. WAS THIS VEHICLE ASSIGNED TO OPERATOR BY A GSA MOTOR POOL? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If "YES" give details and location of the GSA Motor Pool</i> <i>If "NO" what activity assigned the vehicle</i>		10. HOW DID OPERATOR RECEIVE AUTHORITY TO DRIVE THIS TYPE OF VEHICLE? <input type="checkbox"/> ORALLY <input type="checkbox"/> WRITTEN AUTHORITY <i>Give details</i>						
	11. ORIGIN		12. DESTINATION						
DETAILS OF TRIP DURING WHICH ACCIDENT OCCURRED	13. EXACT PURPOSE OF TRIP		14. DATE AND TIME TRIP BEGAN						
	15. DATE AND TIME OF ACCIDENT		16. HOW DID OPERATOR RECEIVE AUTHORITY FOR TRIP? <input type="checkbox"/> ORALLY <input type="checkbox"/> WRITTEN AUTHORITY <i>Give details</i>						
	17. WAS THERE ANY DEVIATION FROM DIRECT ROUTE? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If "YES" explain in detail</i>		18. WAS TRIP MADE WITHIN ESTABLISHED WORKING HOURS? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If "NO" explain</i>						
	19. DID OPERATOR WHILE ENROUTE ENGAGE IN ANY ACTIVITY OTHER THAN THAT FOR WHICH THIS TRIP WAS AUTHORIZED? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If "YES" explain</i>		20. STATE BELOW FULL DETAILS OF THE AUTHORITY FOR, THE NATURE OF, AND CIRCUMSTANCES SURROUNDING THE TRIP NOT OTHERWISE COVERED ABOVE OR ON THE ACCOMPANYING SF-91.						
	<table border="1"> <tr> <td>OPERATOR'S</td> <td>SIGNATURE _____</td> <td>DATE _____</td> </tr> <tr> <td>SUPERVISOR'S</td> <td>SIGNATURE _____ <i>The information contained herein is true and correct to the best of my knowledge and belief.</i></td> <td>DATE _____</td> </tr> </table>				OPERATOR'S	SIGNATURE _____	DATE _____	SUPERVISOR'S	SIGNATURE _____ <i>The information contained herein is true and correct to the best of my knowledge and belief.</i>
OPERATOR'S	SIGNATURE _____	DATE _____							
SUPERVISOR'S	SIGNATURE _____ <i>The information contained herein is true and correct to the best of my knowledge and belief.</i>	DATE _____							

INVESTIGATION REPORT OF MOTOR VEHICLE ACCIDENT

Please read the
Privacy Act
Statement at
the bottom

1. DEPARTMENT OR AGENCY

2. REPORTING UNIT (Name and location)

3. GENERAL LOCATION OF ACCIDENT (If accident was in the city, complete item 3a, if outside city limits, complete a, b, c and d.)

4. EXACT TIME OF ACCIDENT

a. CITY OR TOWN, COUNTY AND STATE

b. MILES

c. DIREC-
TION

d. FROM CITY/TOWN
(shown in a)

☐ LIMITS ☐ CEN-
TER

a. DATE (Day, Mo., Yr.)

b. DAY OF
THE WEEK

c. HOUR

5. EXACT
LOCA-
TION
OF
ACCI-
DENT

a. ACCIDENT OCCURRED ON (Street name)

(Highway)

b. AT INTERSECTION (Street name, alley or highway identification)

(Highway)

c. NOT AT
INTER-
SECTION

EXACT DISTANCE

DIREC- OF

TION

(Street or other identity)

AND EXACT DISTANCE

DIREC- OF

TION

(Street or other identity)

Mark 5b or c and complete appropriate information. "Identity" could be: nearest intersecting street, house number or telephone pole (give number), highway curve, railroad crossing, lifting station, alley, driveway, culvert, guard milepost, underpass, or other identifying landmark.

6. FED-
ERAL
VE-
HICLE
(Fed.)

(Includes
privately
owned,
Federally
operated)

a. YEAR

b. MAKE

c. BODY TYPE

d. NO. OF
PASSENGERS

e. KIND OF CARGO

f. EXTENT OF CARGO DAMAGE (If none, so state)

g. REGISTRATION NUMBER

h. PARTS OF VEHICLE DAMAGED AND NATURE OF DAMAGE

i. OPERATOR'S PERMIT (State and Number)

(Federal No.)

j. LIMITATION OF PERMIT

k. TRAVELING
DIRECTION

l. STREET/HIGHWAY ON WHICH VEHICLE WAS TRAVELING

m. TYPE PERMIT

n. YEARS DRIVING EXPERIENCE

o. NUMBER OF HOURS
ON DUTY BEFORE
ACCIDENT
OCCURRED

p. DISTANCE DANGER WAS NOTICED

q. ESTIMATED SPEED THEN

r. ESTIMATED SPEED AT IMPACT

s. LAWFUL SPEED

t. LAWFUL

u. MAXIMUM
SAFE SPE

☐ OPERATOR

☐ TRUCK DRIVER

☐ CHAUFFEUR

TOTAL

TYPE VEHICLE
IN WHICH
ACCIDENT
OCCURRED

m.p.h.

m.p.h.

fl.

v. DRIVER (Name)

SEX

w. DRIVER'S ADDRESS

AGE

Use page 4 for continuation of any item requiring additional space

7. OTHER
VE-
HICLE
(2)

a. YEAR

b. MAKE

c. BODY TYPE

d. NO. OF
PASSENGERS

e. KIND OF CARGO

f. EXTENT OF CARGO DAMAGE (If none, so state)

g. REGISTRATION NUMBER

h. PARTS OF VEHICLE DAMAGED AND NATURE OF DAMAGE

i. OPERATOR'S PERMIT (State and Number)

(Federal No.)

j. LIMITATION OF PERMIT

k. TRAVELING
DIRECTION

l. STREET/HIGHWAY ON WHICH VEHICLE WAS TRAVELING

m. TYPE PERMIT

n. YEARS DRIVING EXPERIENCE

o. NUMBER OF HOURS
ON DUTY BEFORE
ACCIDENT
OCCURRED

p. DISTANCE DANGER WAS NOTICED

q. ESTIMATED SPEED THEN

r. ESTIMATED SPEED AT IMPACT

s. LAWFUL SPEED

t. LAWFUL

u. MAXIMUM
SAFE SPE

☐ OPERATOR

☐ TRUCK DRIVER

☐ CHAUFFEUR

TOTAL

TYPE VEHICLE
IN WHICH
ACCIDENT
OCCURRED

m.p.h.

m.p.h.

fl.

v. DRIVER (Name)

SEX

w. DRIVER'S ADDRESS

AGE

8. WITNESSES (Name)

ADDRESS

TELEPHONE NO

LOCATION AT TIME OF ACCIDENT

A

B

In compliance with the Privacy Act of 1974, the following information is provided:
Solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 491. Disclosure of the information by Federal employee is mandatory as it is the first step in the Government's investigation of a motor vehicle accident. The principal purposes for which the information is intended to be used are to provide necessary data for use by legal counsel in legal actions resulting from the accident and to provide accident information/statistics for use in analyzing accident causes and developing methods of reducing accidents. Routine use of the information may be by Federal, State or local governments, or agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions. An employee of a Federal agency who fails to report accurately a motor vehicle accident involving a Federal vehicle or who refuses to cooperate in the investigation of an accident may be subject to administrative sanction.

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

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

DISPOSITION	REFERRED TO
	ORGANIZATION
	JURISDICTION FED ST CO OTHER

WASHINGTON OFFICE

ENFORCEMENT PROGRAM GUIDELINES
SWAN LAKE NATIONAL WILDLIFE REFUGE

To insure uniformity among employees with law enforcement authority on Swan Lake NWR the following guidelines will govern all law enforcement activities on the refuge.

The Service's Law Enforcement Handbook sets forth the basic policies and procedures. Each refuge officer is responsible for knowing and adhering to the contents of the handbook. The following guidelines are an amplification of policy set forth in the handbook and are specific to refuge officers at Swan Lake NWR.

4.3 B (1) Authorities

Refuge personnel will normally only enforce the following Acts:

1. Migratory Bird Treaty Act
2. Migratory Bird Hunting and Conservation Stamp Act
3. National Wildlife Refuge System Administration Act

The "immediate vicinity" for migratory bird violations will include all areas used by waterfowl from Swan Lake NWR.

4.5 Special Agents

Advice and assistance on any law enforcement matter by contacting the local Special Agent or the Senior Resident Agent.

SRA Edward Nichols, 308 East High Street, P.O. Box 815,
Jefferson City, Mo. 65101 314/636-7815

SA Robert Leapley, 200 N. 2nd Street, St. Charles, Mo. 63301
314/946-7308

7.9 Arrests

Arrests should only be made as a last resort. If possible, contact SA or SRA prior to making arrest. If that is not feasible notify SA, SRA, and Refuge Manager as soon as possible after the arrest. All persons placed under arrest will be taken to: City of Moberly Police Department, 308 N. Clark Street, Moberly, Mo. 65270 816/263-0346.

The SRA, SA, or U.S. Attorney, upon notification of the arrest, will advise the officer on further procedures concerning the prisoners appearance before a magistrate.

8.13 Receipt of all Seizures

Document the seizure of any property by using Seizure Tag Form 3-487. Seized wildlife will be kept in the freezer. Seized guns or other items will be stored in the office. Guns should not be seized for minor violations, ie. unplugged. Seizure tag can be filled out for minor violations, but return the gun and have the violator sign the receipt portion of the tag. Be sure to include on the description portion of the tag the condition of the gun, ie. unplugged. Retain the seizure tag as it can be used for evidence in court.

12.1 G Approaching the Subject

All violations will be documented on Field Information Report Form 3-960. If the violation occurred off-refuge, forward the form to SRA for issuance of a violation notice. Swan Lake Refuge has been authorized to issue violation notices for violations occurring on the refuge. The following procedures will be followed in the issuance of all violation notices (form 3-219). The Refuge Manager will review all violation cases for compliance to Service and refuge policies and prepare the violation notice. He will make the final decision on all cases that are to be prosecuted and sign all violation notices and transmittal letters.

All violation notices will be sent by registered mail with a return receipt requested.

SRA Nichols will be sent a copy of all violation notices after disposition and a copy of the field information report. The final case disposition, form 3-300A, will be prepared by SRA Nichols.