

# Reclamation Manual

## Directives and Standards

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### Inventory Control and Management of Badges and Credentials

#### 1. Inventory Procedures.

- A. All badges and credentials will be entered into the appropriate Badge and Credential Inventory Control System (BCICS). The Chief Security Officer (CSO) will maintain the Denver Office BCICS and will have access to and oversight of the Regional/facility BCICSs.
- B. All changes in the inventory (i.e. newly issued, retrieved, lost/stolen, procured but not issued) will be entered into the appropriate BCICS within 5 business days of the event.
- C. All active badges and credentials will be inventoried annually by the CSO and appropriate Law Enforcement or Security Manager (LESM). As deemed appropriate, this will be done as part of the annual controlled, non-expendable property inventory requirement.
- D. Physical verification of active duty badges and credentials issued is required. Appropriate documents must be used to account for badges and credentials issued by alternative means such as placed in Lucite, attached to plaques, reported as lost/stolen, or destroyed.
- E. The inventory and certification, including any discrepancies, must be provided to the CSO in writing by December 31 of each year. This will be conducted through a manual data call for Hoover Dam Police Department and Grand Coulee Security Response Force.
- F. Appropriate documentation will be provided to the CSO by the LESM to notate any discrepancies.

#### 2. Retrieval of a Badge and Credentials.

- A. The supervisor will retrieve an employee's badge and credentials under the following conditions:
  - (1) when changing job categories within Reclamation that no longer requires a specific badge and/or credentials or requires a different badge and/or credentials;
  - (2) when the badge or credentials are damaged;
  - (3) when all firearms re-qualification requirements, including remediation, have been exhausted and have not been met in accordance with applicable policy, directives, procedures, or requirements;

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- (4) when the employee's position associated with Reclamation is terminated;
  - (5) upon the death of an employee;
  - (6) when the CSO determines there has been a change in the employee's required security clearance that impacts the ability to retain the position; and
  - (7) when it has been determined by the supervisor, LESM, area manager, regional director, the CSO, or the Director, Safety, Security, and Law Enforcement that it is in the best interest of Reclamation.
- B. The supervisor will temporarily retrieve an employee's badge and credentials and secure them locally when an employee is suspended due to disciplinary action, regardless of the number of days. The badge and credentials must be turned into the supervisor prior to commencement of the suspension.
- C. Whenever physical custody of a badge or credential is transferred, the Reclamation Receipt for Property (form 7-803) must be completed and signed by all individuals involved in the transfer (see Appendix C of this D&S). The original of the transfer document is sent to the issuing authority with a copy to the CSO.
- D. Badges must be shipped to the appropriate LESM or, if appropriate, the CSO for further disposition. All credentials must be returned to the CSO for further disposition. Shipping of any badge or credential shall be via a traceable delivery system (e.g., FedEx).
- E. See Appendix E for retention of a badge and/or credentials by employees.
3. **Lost or Stolen Badges or Credentials.**
- A. Employees are accountable for the badge and credentials assigned to them and must ensure that they are secure and protected at all times. The loss of a badge or credentials by an employee may result in disciplinary action.
  - B. The employee must immediately and verbally report a missing, lost, or stolen badge or credentials to his/her supervisor and via memorandum within 24 hours.
  - C. Immediately upon notification, the supervisor will verbally report a lost or stolen badge or credential to the LESM, CSO, Reclamation Special Agent (RSA), and local law enforcement authorities. The issuing authority will contact the National Law Enforcement Communications Center (NLECC) to assure that the badge or credentials are placed on lost/stolen status with the National Crime Information Center (NCIC).

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NLECC will input relevant data into NCIC, unless it is confirmed data entry was done by the local law enforcement authority. A copy of all NCIC or similar entries shall be sent to the CSO within 3 working days of entry into the appropriate system.

- D. Within 3 working days, the employee will complete a written report detailing the circumstances surrounding the lost or stolen badge or credential. This report will be forwarded by the supervisor to the LESM with a copy to the CSO. A copy of the police report, if applicable, will be attached to this report.
- E. Within 2 working days, a recovered badge or credentials will be reported through the chain of command to the issuing authority, the CSO, the RSA, local law enforcement authorities, and NLECC.
- F. Lost or stolen badges and credentials will be processed through CSO. Employees may be subject to discipline and/or required to pay for the badge and credentials if it is determined that negligence or poor judgment was used in safeguarding them.
- G. Obtaining replacement of a badge or credentials will be done using the process described in this D&S. Replacement badges and credentials will utilize numbers previously assigned to the individual unless the LESM determines issuance of a new number is appropriate.

#### 4. **Damaged Badges and Credentials.**

- A. The individual issued a badge and/or credentials which are damaged will submit a Badge and/or Credential Application form (Appendix F) requesting replacement to the issuing authority (either the LESM or CSO).
- B. A temporary replacement badge and/or credentials will be sent to the employee pending a determination if repair or replacement is warranted. The employee will sign a receipt (i.e., Reclamation form 7-803) for the replacement badge and return the signed property receipt and the damaged badge and/or credentials to the issuing authority (see Appendix C of this D&S).
- C. Badges and/or credentials that are damaged, obsolete, or for any reason are to be removed from service are to be sent to the issuing authority who will determine the appropriate disposition.
- D. Based on the condition of the badge and/or credentials, the issuing authority will initiate repair or destruction of the badge and/or credentials.
- E. Repaired badges or credentials will be returned to the employee and the temporary badge and/or credentials returned to the issuing authority.

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### **5. Destruction of Badges and Credentials.**

- A. Damaged badges and credentials will be destroyed by total disfigurement.
- B. The individual designated by the issuing authority to destroy the badge or credentials will:
  - (1) complete and sign a Bureau of Reclamation Certificate of Destruction (Reclamation form MS-1400) on which he/she certifies the property was destroyed, identifies the date and method of destruction, and signs the memorandum;
  - (2) ensure a responsible witness to the destruction of the badge signs and dates the Certificate of Destruction;
  - (3) send the Certificate of Destruction to the issuing authority who will reflect the destruction in the local BCICS; and
  - (4) send written notification to the CSO of the destruction.

### **6. Previously Issued or Discontinued Badges and Credentials.**

- A. Accountability for any badges or credentials issued prior to the effective date of this D&S, which do not meet the standards set forth in this D&S, is the responsibility of the LESM over the program which issued the discontinued (“old style”) badges or credentials.
- B. The LESM is to ensure such discontinued badges and credentials are accounted for, collected, and disposed of in a manner which precludes improper, illegal, or any otherwise unauthorized use.
- C. Discontinued badges and credentials are to be entered into the regional/facility BCICS.
- D. A summary of the disposition of the discontinued badges and credentials will be retained by the LESM and made available for inspection and audit by regional accountable property personnel and/or the CSO.
- E. See Appendix E of this D&S for retention of discontinued badges and credentials.

### **7. Storage of Unassigned Badges.**

- A. All badges not assigned to a specific employee must be in the custody of the LESM or CSO in a secure storage container.

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- B. The Director, SSLE will retain a small number of unassigned badges or credentials. Unassigned badges and credentials that have been retained will remain on the BCICS. The Director, SSLE must approve retention of all unassigned badges by a LESM.