

Reclamation Manual

Directives and Standards

- Subject:** Law Enforcement and Security Badges and Credentials
- Purpose:** Law enforcement and security badges and credentials provide a consistent and recognizable means to identify to whom the Bureau of Reclamation has granted a unique law enforcement or security authority and responsibility. The purpose and benefit of this Directive and Standard (D&S) is that it establishes consistent requirements and procedures for the procurement, issuance, usage, control, accountability, return, repair, and proper destruction of official Reclamation badges and credentials for the Law Enforcement and Security Programs.
- Authority:** Reclamation Act of 1902 (June 17, 1902; ch.1093; 32 Stat. 388; 43 U.S.C. § 391 et. seq.), as amended and supplemented; Law Enforcement Authority at Bureau of Reclamation Facilities Act of 2001 (November 12, 2001; Pub. L. 107-69; 115 Stat. 593; 43 U.S.C. §§ 373b and 373c); Homeland Security Act of 2002 (November 25, 2002; Pub. L. 107-296; 116 Stat. 2140, 6 U.S.C. § 101), as amended and supplemented; 43 CFR 422, *Law Enforcement Authority at Bureau of Reclamation Projects*; Departmental Manual (DM) Series 21, Part 446, *Law Enforcement*.
- Approving Official:** Director, Security, Safety, and Law Enforcement (SSLE)
- Contact:** Chief, Information Sharing and Law Enforcement Support, SSLE, (84-42000)
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1. **Introduction.** Reclamation law enforcement and security badges and credentials (badges and credentials) are an outward sign identifying to the public and others those individuals with whom Reclamation has entrusted a unique level of law enforcement and security authority and responsibility. Pursuant to the requirements of the Department of the Interior in 446 DM 1.5E and F, the Director, SSLE has been designated by the Commissioner as the Bureau Director of Law Enforcement (BDLE).
2. **Applicability.**
 - A. The following Reclamation offices, officials, and employees will comply with the requirements and procedures contained in this D&S.
 - (1) Reclamation law enforcement officers, including Reclamation Special Agents (RSAs) and Hoover Dam police officers;
 - (2) security officers who are employees of Reclamation;
 - (3) security guards who are employees of Reclamation;

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- (4) supervisors and managers of Reclamation employees who are law enforcement and security personnel;
- (5) law enforcement personnel of any other Federal agency that has law enforcement authority (with the exception of the Department of Defense) or law enforcement personnel of any state or local government, including an Indian Tribe, and has been authorized pursuant to 43 U.S.C. § 373b(c)(2) to act as law enforcement officers to enforce Federal laws and regulations within a Reclamation project or on Reclamation lands, when acting under such authority; and
- (6) those responsible for initiating or participating in a Board of Review (Reclamation Manual SLE 06-02) or for investigating firearms or other related serious incidents.

B. This D&S does not apply to:

- (1) individuals working under contracts not referenced in Paragraph 2.A.(5) above (e.g., contract security guards or non-Federal law enforcement officers operating under agreements for the enforcement of local or state law where those agreements are not premised on 43 U.S.C. § 373b(2));
- (2) fire fighters;
- (3) park rangers;
- (4) facility access (proxy cards) or identification badges issued by Reclamation; or
- (5) DOI Access cards issued pursuant to Homeland Security Presidential Directive 12 (HSPD-12).

3. Definitions.

- A. **Badge.** Badge, also known as the “duty badge,” for purposes of this D&S, means a metal or cloth emblem of a specific design, approved by the Director, SSLE, which serves as an outward sign and representative symbol of specific law enforcement or security authority or responsibility of the bearer.
- B. **Badge and Credential Inventory and Control System (BCICS).** This system provides methodology for the inventory and accountability of badges and credentials. The primary BCICS is maintained by the Chief Security Officer (CSO) and auxiliary BCICSs are maintained at regional/facility offices.
- C. **Belt Badge.** A Reclamation badge which is intended to be worn on the belt by law enforcement officers when armed and in plain clothes.

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- D. **Credential and Badge Case.** The credential/badge case is a specialized wallet size item used to display and protect a two-part credential, and, if issued, a badge. The case is made of black leather or vinyl.
- E. **Credentials.** Reclamation law enforcement or security credentials are two-part identification cards with a specific design that is approved and signed by the Director, SSLE. They identify the individual by name and position. They include a color photograph of the individual and generally describe the individual's authority, particularly whether the individual is authorized to carry a firearm, make arrests, and carry classified data.
- F. **Honorarium Badge.** A badge that is issued to a Reclamation employee who has responsibility over the Law Enforcement Program, but does not have specific law enforcement authority.
- G. **Law Enforcement or Security Managers (LESM).**
- (1) Positions with direct line authority over the following armed Reclamation employees:
 - (a) Special Agent-in-Charge (SAC);
 - (b) Chief, Hoover Dam Police Department (Chief); and
 - (c) Supervisory Security Specialist, Grand Coulee Security Response Force (Commander).
 - (2) Positions assigned the direct line authority over unarmed security officers at other Reclamation facilities such as those designated as a National Critical Infrastructure (NCI).
 - (3) Positions with supervisory responsibility for any other individual authorized to carry a badge or credential issued pursuant to this D&S.
- H. **Reclamation Law Enforcement Officer (RLEO).** A person who:
- (1) has entered Federal service through established law enforcement selection criteria;
 - (2) has received professional law enforcement training according to published standards;
 - (3) has been commissioned or sworn to perform law enforcement duties;
 - (4) is authorized to carry a firearm;

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- (5) is authorized to make arrests;
- (6) is authorized to search for and seize evidence; and
- (7) has been delegated law enforcement authority from the Secretary or the Commissioner of Reclamation pursuant to either:
 - (a) 43 U.S.C. § 373b(c)(1),
 - (b) 43 U.S.C. § 373b(c)(2), or
 - (c) any other legal mechanism (e.g., Federal Register notice, interagency agreement, memorandum of agreement, etc.) delegating authority from the Secretary to the RLEO.
- I. **RSAs.** Criminal investigators who are law enforcement officers in the GS-1811 job series detailed to SSLE from another Department bureau whose duties involve enforcement of applicable Federal laws to include Reclamation laws and regulations pursuant to 43 U.S. C. § 373b(c)(1). These positions include the Reclamation SAC and Reclamation regional special agents.
- J. **Retirement Credentials.** Retirement credentials consist of those specially designed credentials for retired operational personnel that meet the requirements of the Law Enforcement Officers Safety Act of 2004. The retirement credential does not convey any law enforcement authority or authority to carry a concealed weapon under the provisions of the Law Enforcement Officers Safety Act of 2004.
- K. **Security Guard.** Any Reclamation employee, armed or unarmed, assigned to security duties for the protection of critical infrastructure or key resources. They provide a visible deterrent by controlling access to Reclamation property, as well as assist in ensuring the safety of employees and visitors. They are a member of the facility security force, an element of a security post, and have the training, equipment, and appropriate certifications to perform specific security functions. These positions are normally in the GS-0085 job series. This definition does not include contract security guards.
- L. **Security Officer.** Any Reclamation employee whose principal duties are the administration, supervision, direction, coordination, and control of security risks and programs including the development, installation, and management of a Reclamation security program. These positions are normally in the GS-0080 job series and include the CSO, the Deputy CSO, regional security officers, NCI security officers, and others as may be designated by the CSO. This term does not include information security specialists, personnel security specialists, physical security specialists, industrial security specialists, security specialists, or security guards.

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4. Responsibilities.

A. Director, SSLE. The Director, SSLE will:

- (1) administer the Law Enforcement and Security Programs, which include implementing the provisions of Pub. L. 107-69 (43 U.S.C. §§ 373b and 373c) and performing the duties of the BDLE as specified in 446 DM and in 43 CFR 422.2(d) and 422.5;
- (2) provide programmatic oversight of Reclamation's badge and credential procedures as required by the Department and this D&S;
- (3) ensure regional requirements for procurement, issuance, inventory, use, and disposal of badges and credentials are in compliance with applicable Departmental and Reclamation requirements;
- (4) approve and ensure LESMs use appropriate vendor(s) to obtain law enforcement and security badges;
- (5) approve badge and credential designs, standards, and procurement sources;
- (6) sign and issue all credentials;
- (7) issue all badges or delegate to respective Law Enforcement or Security Manager;
- (8) provide oversight of the BCICS, including ensuring strict accountability of all badges and credentials;
- (9) authorize issuance of Honorarium badge or credentials;
- (10) approve exceptions to this D&S regarding procurement, issuance, and retention of badges and/or credentials in accordance with the requirements in RM D&S, *Request Waiver from a Reclamation Manual (RM) Requirement and Approval or Disapproval of the Request (RCD 03-03)*;
- (11) assign responsibilities identified in this D&S, as appropriate, unless otherwise prohibited; and
- (12) promulgate, implement, and ensure compliance with this D&S.

B. CSO. The CSO will:

- (1) coordinate with Reclamation's Denver Acquisitions Office to identify vendor(s) to supply approved badges and credentials;

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- (2) procure equipment used to produce all Reclamation law enforcement and security credentials;
 - (3) facilitate the issuance of all law enforcement and security credentials, including:
 - (a) review credential applications to ensure all issuance criteria are met;
 - (b) ensure background investigations and required security clearances are current and properly adjudicated; and
 - (c) process and send signed credentials to the appropriate LESM for distribution.
 - (4) advise the Director, SSLE of any lost or stolen badges or credentials;
 - (5) procure and issue Honorarium badges and credentials;
 - (6) develop and manage the Reclamation-wide BCICS, including tracking and overall accountability of all badges and credentials, and following-up on any discrepancies;
 - (7) destroy, or otherwise ensure, any badge or credential that is no longer serviceable or used in an official capacity is no longer usable;
 - (8) ensure security personnel are aware of and comply with policies, procedures, and requirements for safeguarding, carrying, and displaying badges and credentials; and
 - (9) assign responsibilities identified in this D&S, as appropriate, unless otherwise prohibited.
- C. **Chief, Information Sharing and Law Enforcement Support (ISLES).** The Chief, ISLES will ensure ISLES personnel are aware of and comply with policies, procedures, and guidelines for safeguarding, carrying and displaying badges and credentials.
- D. **LESM.** The LESM will:
- (1) ensure employees are aware of and comply with policies, procedures, and requirements for safeguarding, carrying and displaying badges and credentials;
 - (2) initiate and submit requests to the CSO for the issuance of credentials for law enforcement and security personnel;
 - (3) procure and issue approved Reclamation badges to eligible employees;

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- (4) issue credentials received from the CSO and signed by the Director, SSLE, to eligible employees;
- (5) develop, manage, and implement a regional/facility BCICS including specific requirements and procedures for the procurement, issuance, use, inventory, and recovery of badges, ensuring 100 percent accountability at all times, including:
 - (a) certifying to the CSO the accountability and accuracy of the information in BCICS for their area of responsibility; and
 - (b) conducting an annual physical inventory of all badges and credentials procured by and/or assigned to their facility, and submitting the results of this inventory to the CSO by December 31 of each year;
- (6) notify the CSO and RSA of any lost or stolen badges or credentials.

E. Regional Directors and/or Area Managers. Regional directors and area managers will:

- (1) ensure compliance with all applicable provisions of this D&S;
- (2) provide oversight and guidance on the applicable policies, requirements, and procedures related to badges and credentials that further define or restrict provisions of this D&S for their region or area, as necessary; and
- (3) ensure all badges and credentials procured and issued in their area of responsibility are entered into the regional/facility BCICS in a timely manner.

F. Employees. Employees eligible to receive a Reclamation badge or credentials will:

- (1) become familiar and comply with all provisions of this D&S that are applicable to their position, authorities, and duties; and
- (2) immediately notify their supervisor of any loss, stolen or damaged badges or credentials pursuant to the procedures in this D&S.

5. Directive.

- A. Design and Procurement.** The design of Reclamation law enforcement and security badges and credentials, issued pursuant to this D&S, must be approved by the Director, SSLE. Card stock for credentials will be procured only by the Director, SSLE.
- B. Issuance.** Only those employees identified in Appendix A of this D&S will be issued a Reclamation law enforcement or security badge or credentials. Each individual issued a badge and/or credential must sign a Receipt for Property (Reclamation form 7-803)

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and have at least a SECRET National Security Clearance. Only approved badges and credentials are authorized to be issued, carried, and displayed by Reclamation employees.

- C. **Inventory and Return.** Badges and credentials are not transferrable and are subject to periodic inventory and inspection by the CSO and applicable LESM. Upon signing the completed application, the applicant legally acknowledges their individual responsibility to safeguard, utilize, and return issued badges and/or credentials. Reclamation badges and credentials are the property of the U.S. Government and will be returned upon change of position, upon termination of employment, when no longer serviceable, or upon request. The Director, SSLE must approve all requests for retention by the employee beyond when retained for official purposes.
 - D. **Safeguarding.** Badges and credentials must be safeguarded at all times to avoid damage, loss, theft, or unauthorized use.
 - E. **Updating and Renewing Credentials.** Credentials, other than retirement credentials, will expire 5 years from the date of issuance and will be updated upon change to a new position requiring different credentials, or upon change of the Director, SSLE, whichever comes first.
6. **Authorized Personnel and Positions.** Those Reclamation positions authorized to be issued Reclamation badges or credentials are found in Appendix A. Issuance of badges and credentials is based on duties and a justifiable need as determined by the Director, SSLE and appropriate LESM. The Director, SSLE approves, in writing, requests for any personnel or positions to receive badges and/or credentials which are not on the list in Appendix A of this D&S.
7. **Signature Authority.** The Director, SSLE has been delegated authority to issue law enforcement commission cards in the form of law enforcement credentials in Paragraph 6.T.(2)(a)(iv) of Reclamation Manual Delegations of Authority (Release No. 476 dated October 10, 2013, with minor revisions approved November 12, 2013). The Director, SSLE must sign credentials for all positions listed in Appendix A (except for the Director, SSLE). This authority may not be re-delegated. The Commissioner signs the credentials for the Director, SSLE. The Director, SSLE may authorize the CSO to auto-sign credentials, using the Director, SSLE's signature image, when the Director, SSLE is not available to sign credentials within a timely manner.
8. **Specifications of Badges.** Due to the sensitivity and security of badges, the design specifications for badges and credentials are not included in this D&S. They are maintained by the CSO and may be obtained by contacting the CSO (84-45000).
9. **Procurement and Production of Badges and Credentials.** The requirements for the procurement and production of badges and credentials are found in Appendix B of this D&S.

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10. Requesting and Issuing of Badges and Credentials.

- A. All requests for badges and credentials must be made in writing using the Reclamation Badges and/or Credentials Application form (Appendix F). The application must include all appropriate information.
- B. The completed Badges and/or Credentials Application form must be sent, through the chain of command and with appropriate signatures, to the CSO for final approval and processing.
- C. Badges and credentials will be issued to authorized law enforcement and security personnel only upon successful completion of the basic or other training/qualification required for their job series. If necessary, the LESM will issue an interim identification card pending receipt of the official Reclamation credentials. Any interim identification cards must be entered in the regional/local BCICS and destroyed when the official card is issued.
- D. Badges issued for reasons other than successful completion of training, including replacement badges and/or credentials for those that have been lost, stolen, or damaged and belt badges, must be requested in writing with appropriate justification, through the appropriate chain of command, and approved by the Director, SSLE.
- E. The applicant, upon receipt of the badge and/or credentials, will sign and date a Reclamation Receipt for Property (Reclamation form 7-803).
- F. All badges and credentials will be requested and issued pursuant to the requirements found in Appendix C of this D&S.

11. Use of Badges and Credentials.

- A. The issuance of a badge and/or credentials signifies that the bearer performs specific official functions as authorized by law, statute, Reclamation policy or directive, and/or position description. Badges and credentials must be displayed with discretion and are to be used only for official purposes related to assigned duties. Credentials are intended to be carried in the two-part credential and badge case and are to be displayed only for official purposes.
- B. Employees will not use their badge or credentials to exert influence, to obtain directly or indirectly any privilege, favor, preferred treatment, or reward for themselves or others, or to improperly enhance their own prestige.
- C. When the situation requires the Reclamation employee to operate within the scope of his/her employment or detail with Reclamation, they will retain on his or her person the

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Reclamation issued badge or credential (even if issued a badge and/or credentials from another law enforcement agency, e.g., Bureau of Land Management, sheriffs office, U.S. Marshals Service, etc.).

12. **Misconduct and Penalties.** Administrative penalties are outlined in 370 DM 752, Discipline and Adverse Actions. In addition, 18 U.S.C. §§ 499, 506, 701 and 1028 provide criminal penalties for anyone who unlawfully possesses, manufactures, uses, or transfers a Reclamation badge or credentials.
13. **Badge and Credential Management and Inventory Control.** All Reclamation badges and credentials will be entered into the BCICS. Required procedures for inventory control and management of lost, stolen, or retrieved badges and credentials are found in Appendix D of this D&S.
14. **Retention of Badges and Credentials.** All badges and credentials which are out-dated, discontinued, no longer serviceable, or not going to be used for an official purpose will be returned, through the supervisor, to the issuing authority. Badges and credentials will be returned and accounted for as required in Appendix D of this D&S. Required procedures for retention of badges and credentials by employees or other personnel are found in Appendix E of this D&S.
15. **Appendices.**
 - A. Authorized Personnel and Positions.
 - B. Procurement and Production of Badges and Credentials.
 - C. Procedures for Requesting and Issuing Badges and Credentials.
 - D. Inventory Control and Management of Badges and Credentials.
 - E. Retention of Badges and Credentials.
 - F. Bureau of Reclamation Badge and/or Credentials Application form.
 - G. Bureau of Reclamation Badge Luciting Application form.
 - H. Bureau of Reclamation Application for Law Enforcement Retirement Credentials form.
16. **References.**
 - A. 446 DM 1, *General Policy and Responsibilities for Law Enforcement Programs.*
 - B. 446 DM 24, *Retirement Credentials, Honorary Credentials, and Photographic Identification Cards Policy.*

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- C. 18 U.S.C. § 701, *Official badges, identification cards, other insignia.*
- D. 18 U.S.C. § 1028, *Fraud and related activity in connections with identification documents, authentication features, and information.*
- E. Federal Acquisition Regulations (FAR Parts 6, 10, and 11).
- F. Memorandum from Commissioner to the Director, Security, Safety and Law Enforcement entitled, "*Law Enforcement Officer Definition*" (10/13/04).

Reclamation Manual Transmittal Sheet

Effective Date: _____

Release No. _____

Please ensure that all employees who need this information are forwarded a copy of this release.

Reclamation Manual Release Number and Subject

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