

# Reclamation Manual

## Directives and Standards

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### 1. **Actions Required After Use of Force Incidents.**

- A. The Reclamation Law Enforcement Officers (RLEOs), Armed Federal Security Guards (AFSGs), and security officers<sup>1</sup> will make reasonable efforts to obtain medical treatment, when necessary, for any injured parties.
- B. After receiving notification from the officer involved in the incident, the immediate supervisor or other designated individual must:
  - (1) Report to the scene of the incident or to the officer's current location. If the immediate supervisor cannot report in a timely manner, he/she will arrange for another officer or responsible law enforcement official to immediately report to the scene of the officer's location.
  - (2) The supervisor or designee will take custody of all firearms discharged by the officer during the incident. All other evidence, i.e., bullet casing etc., should be left undisturbed at the scene. Scene should be protected by any means possible and turned over to the appropriate investigating agency. These weapons will be treated as evidence and will be retained by the investigating agency until all investigative activity is concluded. The officer will be issued a replacement firearm unless the officer exhibits aberrant behavior or there is probable cause to believe the officer has committed a crime.
- C. Officers will immediately provide information to emergency responders to assist in securing the scene, apprehending suspects, and ensuring public safety.

### 2. **Notification Requirements.**

- A. Officers involved in a use of force incident must verbally notify his/her supervisor as soon as practicable.
- B. Officers involved in a use of force incident will submit a report to the Office of Law Enforcement and Security via the Department of the Interior Operations Center as soon as practicable and in accordance with requirements established in 446 DM 17, *Serious Incident Reporting*.
- C. In accordance with Reclamation Manual Directive and Standard, *Serious Incident Reporting; D&S, Emergency Notification System* (SLE 07-01), Appendix A - *Reportable Incident Criteria*, any use of force by a law enforcement officer which results in serious injury or fatality to another individual on Bureau of Reclamation lands or facilities constitutes a reportable incident with respect to Reclamation's Emergency Notification System. Supervisors or managers who receive notification of

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<sup>1</sup>RLEO, AFSG, and security officers will herein after be referred to as officers for the purposes of this appendix.

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reportable incidents will communicate the incident according to their office's 24/7 notification procedures. Also, the Reclamation duty officer must be notified immediately of reportable incidents as required in SLE 07-01, Paragraph 6.C.

- D. Officers will notify appropriate Federal, state, or local law enforcement authorities of use of force incidents involving serious physical injury or death.
- E. Reporting should be accomplished by the most expedient method practicable to include transmission via telephone, facsimile, or electronic mail.
- F. Where telephone transmission is the means of reporting, a follow-up written report meeting the requirements of Paragraph 2.H. of this appendix will be provided within 48 hours of the incident per requirements established in 446 DM 17.
- G. All reporting, regardless of transmission method, will meet the information requirements outlined in Paragraph 2.H. of this appendix.
- H. All serious incident reports, including use of force incidents will include the following information per requirements established in 446 DM 17:
  - (1) subject (i.e., type of incident);
  - (2) time and date of the incident;
  - (3) location of the incident (e.g., state, county, city);
  - (4) names of persons involved (i.e., victims, witnesses, suspects) as appropriate;
  - (5) brief summary of the incident;
  - (6) status of the incident;
  - (7) other agencies notified of the incident; and
  - (8) point of contact for additional incident information (include phone numbers, e-mail address, etc.).

### 3. Reporting Requirements.

- A. The officer, supervisor, or Law Enforcement or Security Manager will complete the use of force report.
  - (1) The report will provide, in general terms, the circumstances that were believed to justify the level of force used. It is not to be considered a report of investigation of the predicate incident.

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- (2) Each officer involved in the use of force will complete a report and submit it for each incident.
  - (3) This report will be submitted to the officer's immediate supervisor and a copy faxed to the Special Agent-in-Charge (SAC), which will then be forwarded to the Director, Security, Safety, and Law Enforcement (SSLE).
  - (4) This report is not intended to be a complete and comprehensive report of the use of force incident. The detailed report will be authored by the Federal, state, or local law enforcement agency conducting the investigation and submitted to the SAC.
- B. An attorney may be present during any questioning of the officer and may help the officer prepare all oral and written statements.
- C. All initial notifications and statements, either verbal or written, that officers are required to make to their supervisors or the Board of Review are for internal Reclamation administrative purposes only.