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Description of document: National Park Service (NPS) various Park Police General Orders, 1999-2015

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Source of document: Freedom of Information Act Request
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IN REPLY REFER
TO:

United States Department of the Interior

NATIONAL PARK SERVICE UNITED STATES PARK POLICE

Headquarters
1849 C St. N.W.
Washington, D.C. 20240

July 7, 2023

IN REPLY REFER TO:
DOI-NPS-2022-001016

Via Electronic Mail

Subject: Response to Freedom of Information Act (FOIA) Request DOI-NPS-2022-001016

This letter is in response to your Freedom of Information Act (FOIA) request dated December 6, 2021, in which you requested:

A copy of the US Park Police General Orders, 2315, 2004, 2108, 3201, 2301, 32.06, 32.01, 11.00. Please release all segregable releasable portions. Please apply the presumption of openness. Please apply the foreseeable harm standard. Please identify what portions are being withheld of which documents.

Upon review, your request has been granted in full. Attached are 6 USPP General Order's consisting of approximately 34 pages, which are being released to you in their entirety.

General Order 2108 and 2301 are both publicly available and can be accessed in the NPS FOIA Reading room.

Foreseeable Harm Analysis

We have conducted a foreseeable harm analysis under the FOIA Improvement Act of 2016 and, after consulting with a subject matter expert, 1) we do not reasonably foresee that disclosure of this information would harm an interest that the FOIA's exemptions were designed to protect and 2) disclosure would not be prohibited by law. Therefore, we are releasing this information in full. Please be aware that

our decision to release this information does not mean that we have waived our ability to invoke applicable FOIA exemptions for similar or related information in the future.

Also, as part of the 2007 OPEN Government Act FOIA amendments, the Office of Government Information Services (OGIS) was created to offer mediation services to resolve disputes between FOIA requesters and Federal agencies as a nonexclusive alternative to litigation. Using OGIS services does not affect your right to pursue litigation. *See [5 U.S.C. 552\(c\)](#).*

You may contact OGIS in any of the following ways:

Office of Government Information Services
National Archives and Records Administration
Room 2510
8601 Adelphi Road - OGIS
College Park, MD 20740-6001

E-mail: ogis@nara.gov
Telephone: 301-837-1996
Fax: 301-837-0348
Toll-free: 1-877-684-6448

Additionally, because the National Park Service creates and maintains law enforcement records, we are required by the Department of Justice to provide the following information, even though it may or may not apply to your specific request. Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. *See [5 U.S.C. 552\(c\)](#).* (2006 & Supp. IV 2010). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that we are required to give all our requesters and should not be taken as an indication that excluded records do, or do not, exist.

Please do not hesitate to contact me, as the person responsible for processing your request, with any further questions or concerns. I can be reached at opt_foia@nps.gov. Additionally, the Department's FOIA Public Liaison can be reached by emailing doifoiapublicliaison@sol.doi.gov.

Sincerely,

Amber Hagan

On Behalf of
Kimberly Small
Information Branch Officer for the Office of Public Trust (OPT)
National Park Service Visitor and Resource Protection



GENERAL ORDER

- I. POLICY
- II. GENERAL PROVISIONS
- III. MEDIA INFORMATION
- IV. SPONTANEOUS EVENTS
- V. MEDIA RIDE-ALONGS
- VI. FREEDOM OF INFORMATION ACT

I. POLICY

The United States Park Police shall cooperate with the media in their newsgathering activities regarding incidents and investigations that involve the Force provided that:

- Investigations are not jeopardized.
- Police operations are not interfered with.
- The safety of officers and/or the public are not endangered.
- Such activities are in accordance with the provisions of applicable Government regulations.

As a public service organization, the United States Park Police encourages the release of information to the media and the public. Information about Force activities shall be made available to the media according to the provisions of the Freedom of Information Act (FOIA), the Privacy Act, Department of the Interior Public Affairs Office policies and regulations, the Force Guideline Manual entitled "Release of Police Reports and Information," and other applicable information, disclosure policies, and procedures.

II. GENERAL PROVISIONS

- A. The Commander, Planning and Development Unit, the Commander, New York Field Office, and the Commander, San Francisco Field Office, are the Force officials responsible in their respective areas for responding to requests for information under the FOIA and the Privacy Act in a timely, fair, and impartial basis. The Force Public Information Officer, the Commander, New York Field Office, and the Commander, San Francisco Field Office, are responsible in their respective areas for making information available to the media on a timely, fair,

and impartial basis after properly notifying the appropriate Force officials in accordance with General Order 95.02 "Notification of Force Officials."

- B. FOIA requests and media information shall be closely coordinated with the appropriate Force official in accordance with National Park Service policy concerning disclosure of information.
- C. Any information that may identify a detained or arrested juvenile, prejudice any hearing, reveal any information relating to the juvenile proceedings, or reveal any record of those proceedings shall not be released to the public or to the news media. The fact that a juvenile committed a crime is releasable. If a juvenile is taken into custody and is prosecuted as an adult, the juvenile's name and photograph may be released pursuant to guidelines set forth in 18 U.S.C. 5038 and other applicable Force guidelines.
- D. The name of an officer involved in a traumatic incident shall not be released until:
 - 1. The officer's immediate family has been notified of the impending media release.
 - 2. The officer has been notified of the impending media release (if feasible).
 - 3. The incident has been reviewed and the media release had been approved by either the Force Public Information Officer (in the Washington metropolitan area), the officer's respective Field Office Commander, or a designee. Normally this review shall take place no more than 24 hours after the incident.
- E. An officer's opinion regarding an incident shall not be expressed to the public or media except as authorized through the Force Public Information Officer (Washington metropolitan area) or the Field Office Commander.
- F. An official who provides initial information at the time of the incident or provides information at a later time shall complete a Media Information form (USPP Form 84A) and send a copy to the Force Public Information Officer (Washington metropolitan area) or the Field Office Commander before the end of the tour of duty in which the incident occurred or the information is released.
- G. The USPP Form 84A shall be distributed as follows:
 - 1. Field Office Commander (if applicable)
 - 2. Records (Headquarters or Field Office as appropriate) (original)
 - 3. Communications Section

4. Criminal Investigations Branch/Unit (if applicable)
5. Commander, Operations Division/Field Office Division, as appropriate
6. Office of the Chief
7. Commander, Patrol Branch (if applicable)
8. Force Public Information Officer

H. The preliminary reports of the incident shall be forwarded to the Force Public Information Officer (Washington metropolitan area) or the Field Office Commander after completion.

PEN-INTX change I, I
 III. MEDIA INFORMATION

A. First Unit(s) on the Scene

1. An officer who becomes aware of or is involved in an incident that may reasonably be expected to attract media attention shall advise the Communications Section about the nature of the incident and request his/her immediate supervisor and/or the Shift Commander to respond to the scene as soon as possible to determine how any media inquiries shall be handled.
2. If media personnel arrive at the scene of an incident before a ranking official arrives, the officer on the scene may release basic information concerning minor incidents (e.g., motor vehicle accidents, traffic conditions). Under no circumstances may an officer release the names of individuals involved in the incident or specific information about a serious incident. The media shall be advised that inquiries will be addressed by the responding Force official.
3. The officer most familiar with the crime, investigation, or incident shall brief the Shift Commander and others as directed by the Shift Commander about the incident.
4. An officer or official shall assist in the dissemination of information to the media by:
 - a. Providing information approved by the Shift Commander when necessary.
 - b. Ensuring that the appropriate Force officials are properly briefed for interviews and/or news releases.

B. Shift Commander

Subject to the provisions of Section III.C.1, the Shift Commander shall determine whether to respond to a media inquiry or whether the incident is significant enough to be handled by the Force Public Information Officer or Field Office Commander or a designee.

C. Office of the Chief/Public Information Officer/Field Office Commander

1. The Office of the Chief/Public Information Officer/Field Office Commander or a designee shall release or allow the on-scene official to release appropriate information as it becomes available for all confirmed reports of:
 - a. Homicides.
 - b. Kidnapping.
 - c. Bombs or explosions.
 - d. Hostage situations.
 - e. Death, serious injury, or critical incident that involves a police officer, department head of another agency, high local, State or Federal official, foreign national, or other prominent person.

Note: Such releases shall be done in close cooperation with the appropriate Force official and the Criminal Investigations Branch/Unit.

2. If the Force Public Information Officer (Washington metropolitan area) or Field Office Commander is unavailable, such information shall be disseminated, as appropriate, by the Shift Commander.
3. A copy of the media release shall be forwarded to the appropriate Field Office/Division Commander and the Force Public Information Officer by 0800 hours following the time of the incident unless its seriousness dictates an immediate notification.

D. Communications Section Personnel

1. The on-duty Communications Section supervisor or a designee shall ensure that appropriate notifications are made in accordance with General Order 95.02 "Notification of Force Officials" when advised of an incident that may reasonably be expected to attract media attention.

2. When a representative of the media calls the Communications Section for routine matters such as traffic conditions, Communications Section personnel shall ensure that available information is furnished to the caller or that the caller is referred to an appropriate supervisor.
3. Requests for information concerning cases or incidents under investigation shall be referred to the Shift Commander. If the Shift Commander determines not to release information other than general report content, the caller should be informed by the Shift Commander that the call will be returned and the Shift Commander shall attempt to locate the appropriate Force official. If none is available, the Shift Commander shall contact the caller and advise that the request will be deferred until the appropriate Force official can be contacted to arrange a response.

IV. OTHER PROVISIONS

- A. Professionally accredited media representatives may be permitted access through police barricades at the scene of major fires, natural disasters, or other such incidents only with permission of the official in charge. Media representatives who refuse to comply with the police requests and interfere with operations may be excluded from the scene and may be subject to criminal prosecution. Media representatives may be permitted access around the perimeter of a crime scene, but not within the crime scene itself. A crime scene is defined as an area secured by the police to preserve and process evidence of a criminal act. Access may be permitted after all evidence has been processed and collected; however, the police have no right to invite the media onto private property without the consent of the owner or person in charge of the property.
- B. An officer at the scene of an incident should take no action to discourage the news media from photographing or televising persons or scenes except as provided for in Section IV.A. An officer at the scene shall give no physical assistance to the news media in the photographing or televising of persons or crime scenes and shall not direct or encourage victims, witnesses, or prisoners to be photographed or televised by the news media.
- C. Media personnel shall not interview an arrestee unless the arrestee requests an interview in writing or consents to the interview. Such an interview may be conducted if it does not interfere with police operations. Media personnel shall not be allowed to interview arrestees who are juveniles, even if the arrestee requests an interview.
- D. Prisoner escorts are a legitimate, proper, and necessary police function; however, a Force officer shall not stage for the news media an arrestee escort or walk so that the media can photograph or film a prisoner.


V. MEDIA RIDE-ALONGS

With approval of the Chief's Office/Public Information Officer/Field Office Commander, the media shall be permitted to participate in this program. In the event of an emergency, the officer shall explain to the media participant what action should be taken. At the officer's discretion, the participant may be required to exit the cruiser prior to responding to a possible hostile situation. If the participant is required to exit the vehicle, the assigned officer shall ensure that arrangements are made to pick up the participant as soon as possible.

VI. FREEDOM OF INFORMATION ACT

All persons who request disclosure of information under the Freedom of Information Act that pertains to the Force or its employees shall be directed to Commander, Planning and Development Unit, or the appropriate Field Office Commander.

Approved


Benjamin J. Holmes, Jr., Acting Chief of Police



GENERAL ORDER

- I. LEGAL BASIS
- II. SUMMARY PROCEEDING
- III. TRIAL BOARDS
- IV. PUBLICATION OF TRIAL BOARD REGULATIONS

I. LEGAL BASIS

The following rules concerning summary proceedings and Trial Boards for the United States Park Police are established in accordance with the provisions of the Act of October 11, 1962 (PL 87-797-76 Stat. 907).

II. SUMMARY PROCEEDING

- A. Coverage - A summary proceeding may be conducted for violations of the rules and regulations for the government, conduct, and discipline of the United States Park Police for which the maximum penalty would involve suspension without pay for 3 days or less.
- B. Conducting Proceeding - The Chief of Police or his/her designee shall conduct a summary proceeding.
- C. Notice of Accused - Any Force officer ordered to appear as a defendant at a summary proceeding shall be served with a copy of the charge or charges in writing at least 30 days before the summary proceeding. He/she shall be notified in writing of the time and place of the summary proceeding.
- D. Attendance at Summary Proceeding - The accused shall be required to attend the summary proceeding as directed, unless the Chief of Police excuses him/her or the accused is ill. "Title 4" officers who are in the D.C. Policemen and Firemen's Retirement System, once codified in D.C. Code Ann. 4-101 et. seq. (1981), but now recodified in D.C. Code Ann. 5-101 et. seq.(2001), may be excused from attendance on the account of illness only upon presentation of a certificate from the Police and Fire Clinic setting forth the fact that he/she is unable to attend. "Title 5" officers who are in the revised Civil Service Retirement Act, codified in Title 5 of the United States Code, may be excused from attendance on account of illness only upon presentation of a certificate from a private medical provider.

- E. Postponement - If postponement of a proceeding to another date is desired, the accused shall make a written application to the Chief requesting such postponement at least 48 hours before the time set for the proceeding. The Chief of Police may grant such a request at his/her discretion.
- F. Rights of Accused - The accused shall be permitted, but not required, to make written and oral statements in his/her own defense. He/she shall be entitled to be represented by counsel of his/her choice.
- G. Oath - Each person testifying at the proceeding shall respond affirmatively to the following oath administered by the Chief: "Do you solemnly swear (or affirm) that the testimony you are about to give in the case of the U.S. Park Police vs. _____ shall be the truth, the whole truth, and nothing but the truth?"
- H. Dismissal of Summary Proceeding
1. At any time before the Chief notifies the accused of the decision on the charge or charges, the Chief may (a) withdraw the charge(s) and dismiss the summary proceedings or (b) refer the case for Trial Board action or other appropriate action and dismiss the summary proceeding.
 2. If the accused requests a hearing by a Trial Board at any time before being notified of the decision, the request shall be granted
- I. Decisions and Penalties - The Chief of Police shall, within no more than 15 days after the summary proceeding concludes, advise the accused of his/her decision and the penalty, if any. Penalties may be in the form of warnings, reprimands, or suspensions without pay for 3 days or less. Decisions and penalties imposed by the Chief of Police shall be final and conclusive.
- J. Regulations and procedures concerning grievances and appeals do not apply to summary proceedings.

III. TRIAL BOARDS

- A. Establishment and Membership - The Deputy Director, National Park Service, shall create one or more Trial Boards, consisting of 3 persons each, upon the request of the Chief of Police. One and only one member of each Trial Board shall be a member of the United States Park Police. He/she shall, except in the case of a trial of an officer with the rank of Major or higher, have a rank no lower than that of the accused. The other two members shall be employed in the Department of the Interior and hold a grade, the salary of which shall be at least equivalent to that of the accused. The Deputy Director shall designate the chairman of each Trial Board. In each Trial Board action, a member of the Solicitor's Office may serve as legal counsel to the Trial Board. Members will serve at the will and pleasure of the Deputy Director, normally no change will be

made in any Trial Board before which a hearing has commenced. In the case of death, sickness, or other incapacity of a Trial Board member, another Trial Board will initiate a new proceeding.

- B. **Trial Board Oath** - Members of Trial Boards shall take the following oath administered by the official designated in writing by the Deputy Director: "Do you solemnly swear (or affirm) that you will faithfully and truly, without partiality or favor, render judgment and finding upon such evidence as may be submitted to you sitting as a member of this trial Board?"
- C. **Trial Board Responsibility** - The Trial Board shall be responsible for trying cases involving violations of rules and regulations for the government, conduct, and discipline of members of the United States Park Police for which it may impose penalties that do not exceed a fine of \$100, and for suspension without pay for not more than 7 days.
- D. **Initiation of Trial Board Proceeding** - A Trial Board proceeding shall be initiated as promptly as possible by the Chairman of the Trial Board following receipt of written charges from the Chief of Police.
- E. **Charges** - Charges shall be presented in writing in the name of the Chief of Police against any Force officer for violations described in Para. III.C. Each charge shall designate specific violations committed by the accused and shall be drawn in clear, concise language with sufficient detail to inform the accused of the incidents on which the charge is based and to enable him/her to prepare any defense he/she may have. A charge may be altered or amended by the Trial Board at any time before the final action by the Trial Board, provided that the accused shall be granted a period of at least 48 hours to prepare his/her defense before being afforded an opportunity to be heard on any such altered or amended charge.
- F. **Serving of Charge** - A copy of the charge(s), with a notice of the time and place of the Trial Board proceeding and the names of members of the Trial Board, shall be served upon the accused in person by the charging supervisor in the case of field investigations and by a member of the Force Internal Affairs Unit (IAU) in the case of IAU investigated cases at least 30 days before the proceeding. The supervisor serving such charge(s) shall certify by means of his/her signature that service has been made.
- G. **Challenge of Trial Board Members** - If the accused has reason to challenge the qualifications or propriety of any member to serve on a Trial Board, such challenge, with reasons, shall be made in writing to the Deputy Director at least 48 hours prior to the time set for the proceeding to allow an investigation of the challenge and, if granted, to pick an alternate board member. The decision of the Deputy Director will be final.

- H. Postponement - The accused may make application to the Chairman of the Trial Board in writing at least 48 hours prior to the time set for the proceeding for a postponement of the proceeding to another date, if he/she considers it necessary. The Chairman may grant such a request at his discretion.
- I. Witness - A Trial Board is authorized and empowered to summon any person before it to give testimony, under oath or affirmation, and to produce all relevant books, records, papers, or documents. Members of the Force required as witnesses shall be ordered in writing to attend the proceeding. Service of summons or subpoena to Force officers or for civilians shall be served by the charging supervisor in the case or a member of the Internal Affairs Unit in the cases IAU investigates. The supervisor serving such subpoena shall enter the required data on the reverse side of the copy of the subpoena, certifying service has been made.
- J. Attendance of Members of the Force - Any member of the Force ordered to appear before a Trial Board either as a defendant or witness shall be present in person on the date, time, and place set unless he/she has the written consent of the Chairman of the Trial Board excusing him/her from attendance or he/she is ill. "Title 4" officers may be excused from attendance on account of illness only upon presentation of a certification from a member of the Police and Fire Clinic setting forth the fact that he/she is unable to attend. "Title 5" officers may be excused from attendance on account of illness only upon presentation of a certificate from a private medical provider.
- K. Counsel - The accused shall be entitled to representation by counsel of his/her choice provided that when the accused is to be represented by counsel before the Trial Board, he/she shall notify the Chairman of the Board, in writing, at least 24 hours in advance of the time set for the proceeding. The selected counsel and the Trial Board Chairman should have a Pre-Trial meeting to discuss stipulations and other matters of mutual concern that may include but not be limited to a plea agreement. Any plea agreement would have to be submitted to the Commander, Office of Professional Responsibility, for administrative consistency in discipline. Attending counsel shall be governed by the ruling of the Chairman of the Trial Board on all questions at issue in the proceeding including the taking of testimony or submitting of evidence, but may have exceptions noted in the record to rulings of the Chairman.
- L. Postponement Due to Absence of Witness for Accused - Upon application by the accused for a postponement of the proceeding because of absence of a witness in his/her behalf, he/she shall make an affidavit stating that the witness is not absent at the instigation of the accused; the basis for his/her belief that the testimony of the witness is material; and that he had reasonable basis to expect the attendance of the witness.

- M. Dismissal of Proceeding - If at any time the Trial Board deems the evidence, as developed, indicates a more severe or different kind of penalty is warranted than it can lawfully impose, it may suspend its action and so report in writing to the Chief of Police. On the other hand, if the Trial Board deems the evidence as developed indicates that withdrawal of the charge(s) is in order, it may dismiss the proceeding.
- N. Oath of Person Testifying - Each person testifying at the proceeding shall respond affirmatively to the following oath administered by the Trial Board Chairman: "Do you solemnly swear (or affirm) that the testimony you are about to give this Trial Board in the case of the U.S. Park Police vs. _____ shall be the truth, the whole truth, and nothing but the truth?"
- O. Trial Board Procedures
1. No accused member shall be tried at the same time as another accused member except in the case of a violation involving two or more members acting jointly. An officer may request trial severance for just cause. The Trial Board Chairman shall hear any motion for severance as a preliminary matter or it may be adjudicated at a Pre-Trial meeting.
 2. The Trial Board shall be bound by substantial evidence or the preponderance of the evidence in making its decision. Guilt "beyond a reasonable doubt," which is the standard in criminal cases, need not be established. The Trial Board Chairman may exclude from further attendance at the trial, without prejudice to the accused, any person guilty of offensive speech or action.
 3. The Trial Board Chairman shall exclude from the hearing room all persons except those connected with the case. The accused and his/her counsel may remain until the conclusion of the taking of testimony and until both sides have presented their cases. No more than one witness at a time shall be permitted to be present in the hearing room, except for purposes of identification or other specific reasons considered necessary by the Trial Board Chairman.
 4. Any accused officer shall be given the right to move for dismissal of charges for good cause or to move for recess, but such recess shall be granted only for good and bona fide reasons.
 5. At the commencement of any proceeding, the Trial Board Chairman shall read to the accused the charge(s) to which the accused shall plead "guilty" or "not guilty." If there is more than one charge, the accused shall plead separately to each charge.

6. If the accused pleads "guilty," the Trial Board shall hear such testimony as it considers necessary in order to determine the penalties to be imposed.
 7. The Chief of Police or his/her representative and the accused may present evidence and may cross-examine witnesses. Testimony and evidence by or in behalf of the Chief of Police in support of the charge(s) shall be presented first; testimony and other evidence shall be subject to cross-examination.
 8. The Trial Board may depart from the usual order of procedure and permit witnesses to be called or recalled at any stage of the proceedings.
- P. Recording of Testimony - Testimony given before the Trial Board shall be stenographically or mechanically recorded, and such testimony shall be transcribed as soon as possible after each proceeding and submitted to the Trial Board Chairman, who shall refer it to the Chief of Police. A copy of the transcript of the testimony shall be available to the accused.
- Q. Deliberation - When the taking of testimony is concluded, all persons shall be excused from further attendance and the Trial Board shall go into executive session for the purpose of deliberation and discussion upon all the evidence and testimony offered in the case. After such deliberation, the Trial Board Chairman shall record the vote, indicating the conclusion of each member of the Trial Board relative to the guilt or innocence of the accused. The conclusion indicated by a majority of the votes cast shall constitute the verdict of the Trial Board. If the finding is a verdict of "guilty," the Trial Board shall then decide upon the penalty to be imposed against the accused. All deliberation shall remain confidential and shall not be disclosed.
- R. Notification of Decision - The Trial Board Chairman shall notify the Chief of Police and the accused, through the Chief of Police, in writing of the decision of the Trial Board within 15 working days of the decision. The Chief of Police shall have 30 working days to impose the Trial Board's recommended discipline.
- S. Disposition of Records - The verdict of the Trial Board, whether it is "guilty" or "not guilty," shall be set down in writing for each charge. The vote of each Trial Board member shall be recorded. The Trial Board members shall sign such statement. Such records shall remain in the temporary care and custody of the Trial Board Chairman until delivered to the Chief of Police. The statement of decision of the Trial Board, transcript of testimony, together with all evidence, exhibits, papers, and documents relating to each case shall be delivered to the Chief of Police.

T. Appeals

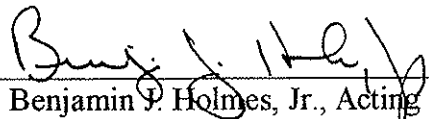
1. Regulations and procedures concerning grievances and appeals do not apply to Trial Board proceedings.
2. The findings and sentence of a Trial Board with respect to fines of \$100 or less and suspensions of 7 days or less shall be final and conclusive unless notice of an appeal is given by the accused in writing within 10 days following receipt of notification of the decision. The accused may appeal to the Deputy Director. When such notice is acknowledged, the accused must present his/her appeal in writing within 10 days from the date the acknowledgement is received. The Deputy Director may grant or request an oral presentation of such appeal and designate the appropriate official to hear the presentation. The official designated to hear the appeal may, but is not required to, receive on behalf of the accused new evidence, oral, written, or documentary. The Deputy Director may confirm or modify the sentence of the Trial Board, dismiss the charge(s), or remand the case to the Trial Board for such further proceedings as deemed appropriate. No modification by the Deputy Director, however, shall increase the severity of the sentence of the Trial Board.



The decision of the Deputy Director regarding fines of \$100 or less or suspensions of 7 days or less shall be final.

IV. PUBLICATION OF TRIAL BOARD REGULATIONS

Each Force officer shall receive a copy of these regulations.

Approved


Benjamin P. Holmes, Jr., Acting Chief of Police

	<p align="center"> U.S. DEPARTMENT OF THE INTERIOR NATIONAL PARK SERVICE UNITED STATES PARK POLICE </p>	<p align="center"> 32.06 </p>
<p align="center">GENERAL ORDER</p>		
<p align="center">INCIDENT REVIEW PANEL</p>		
<p>Notes: This General Order was originally authorized by Chief Robert E. Langston on 07-15-00. It was signed and republished on 10-18-21. It also incorporates Circular 2-2014 which was authorized by Chief Robert D. MacLean on 6-16-14.</p>		
<p>DOI/NPS References:</p>	<p>Related Policy Materials:</p>	
<p>Publication/Effective Date: 07-09-07</p>	<p>Authorized By:</p> <p align="center">  Pamela Smith, Chief of Police </p>	

I. POLICY

The United States Park Police (USPP) shall establish an Incident Review Panel (IRP) to examine all incidents that involve the death or serious injury of a USPP employee in the line of duty, any death or serious injury resulting from the use of force by an officer acting in the performance of official duties, any incident that involves the death or serious injury to a person in custody, any vehicle pursuit involving USPP officers that results in death or serious injury to an individual, the intentional or unintentional discharge of a USPP-issued firearm by an officer either on or off duty, any police canine deployment where a bite occurs, or any incident deemed appropriate by the Chief of Police.

The following exceptions apply to the intentional discharge of a firearm: training where there is no injury involved, and the authorized destruction of animals or other resource management activities where there is no human injury involved. The unintentional discharge of a firearm that occurs at an authorized training facility that does not involve an injury need not be the subject of an IRP if the facility staff conducts a review of the incident.

The IRP shall be established to identify policy, operational, and training implications. The Panel shall analyze all factors relating to the incident and, when possible, provide recommendations to improve procedural handling and/or to prevent a recurrence of similar incidents.

II. MEMBERSHIP

The Chief of Police shall appoint an IRP within 10 days, or other time period as deemed appropriate, after an incident has occurred.

G.O. 32.06	INCIDENT REVIEW PANEL	Page 2
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The Panel shall consist of at least five (5) persons, to include one (1) member from the training staff with instructor certification and background/expertise in the respective subject matter. One member shall be designated to serve as Chairperson. Normally, all members of the Panel should not be from the same operational unit. No member involved in the subject incident shall be appointed to serve on the IRP.

III. SCOPE OF THE PANEL

The Chief shall instruct the Chairperson as to the scope, parameters, and objects of the review. The extent and depth of the review shall be governed by the nature of the incident, as well as any necessary limitations, such as pending grand jury hearing, criminal trial, or civil suit. The panel may review related USPP records and require the appearance of USPP employees who have relevant knowledge of the incident or technical knowledge or experience. An IRP shall convene no later than forty-five (45) days after an incident.

Emphasis shall be placed on obtaining information about the cause of the incident. The panel shall determine:

1. If the policies and procedures of the USPP were followed during the incident;
2. Whether present USPP policies and procedures provide the guidance necessary to carry out the duties and responsibilities of the USPP in a safe, practical; and efficient manner
3. If the USPP is properly training its employees to prevent or reduce factors that may contribute to the cause of such an incident.

If during the course of its review, the Panel discovers evidence that could result in disciplinary action or criminal charges being placed against a USPP employee, the Panel shall cease its review and submit the evidence to the appropriate authority for investigation.

IV. REPORTS

1. The Chairperson shall submit status reports to the Chief of Police and the Commander, Audits and Inspections Unit, within 30 days of the establishment of the IRP. If a final report is completed within the 30-day period, it shall be forwarded to the Chief of Police.¹
2. Additional status reports shall be submitted to the Commander, Audits and Inspections Unit, and the Chief of Police, at least every 30 days until the Panel completes its review.²
3. The final report, including findings and recommendations, shall be submitted by

¹ Circular 2-2014 (6-12-14)

² Circular 2-2014 (6-12-14)

G.O. 32.06	INCIDENT REVIEW PANEL	Page 3
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the Chairperson to the Chief of Police, in the prescribed format, within 15 days after the completion of the review.

4. Final report format.
 - a. Introduction and list of Panel members
 - b. Summary of the incident
 - c. Scope of employment
 - d. Authority and jurisdiction
 - e. Incident analysis (presentation of facts)
 - f. Conclusions (shall include, when applicable, observations regarding safety, policy compliance, and training issues)
 - g. Recommendations and corrective actions when appropriate (shall include prescriptive actions to prevent the recurrence of similar incidents or improve the handling of future incidents, and policy or training implications)

V. FOLLOW-UP RESPONSIBILITIES

1. The Chief of Police shall review the findings and recommendations and forward a copy of the report to the Audits and Inspections Unit indicating the action to be taken on each recommendation.
2. The Audits and Inspections Unit shall provide appropriate sections of the final report to the official who has the responsibility for follow-up action of each approved recommendation.
3. The responsible official shall immediately start to implement the approved recommendation(s). A status report shall be submitted to the Audits and Inspections Unit within 30 days of the receipt of such recommendation(s) and every 30 days thereafter until final resolution of the recommendation(s), at which time a final report shall be submitted that includes whether any continuing action is required.
4. The Commander, Audits and Inspections Unit, shall monitor the progress made on each recommendation and submit a status report to the Chief of Police no later than 60 days after the approved recommendation(s) were sent out for implementation. The Commander, Audits and Inspections Unit, shall submit a status report every 60 days until the recommendation(s) are implemented or the

G.O. 32.06	INCIDENT REVIEW PANEL	Page 4
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Chief of Police determines it should be closed.³

5. A permanent file of all reports and records submitted and generated by the IRP shall be maintained by the Audits and Inspections Unit.
6. The Commander, Audits and Inspections Unit, shall ensure that relevant reports and supporting documentation are copied and forwarded to the Office of the Chief. When appropriate, the Chief shall direct that the copies are forwarded to the Department of the Interior, Office of Law Enforcement and Security, within 30 days of receipt of the final report by the Chairperson of the IRP.

VI. CHANGE LOG

- A. This General Order was republished on 10/18/2021 in order to incorporate its contents into the updated General Order format and to incorporate the contents of Circular 2-2014 (6-12-14). No changes to policy or procedures were made.

³ Circular 2-2014 (6/12/2014)

**SUBJECT: Metropolitan Washington
Airports**

NUMBER: 2004



GENERAL ORDER

- .01 INTRODUCTION
- .02 PROVISIONS
- .03 RESPONSIBILITIES

2004.01 INTRODUCTION

The United States Park Police has a Mutual Aid Agreement with the Metropolitan Washington Airports Authority Police for Ronald Reagan Washington National Airport, Washington Dulles International Airport, and the Dulles Access Road, hereafter referred to as the Metropolitan Washington Airports. At these locations, Public Law 80-59, Public Law 80-447, Public Law 81-762, Public Law 91-383, and D.C. Code 9DCC-704 and 9DCC-808 extend law enforcement authority to the Force; however, the primary law enforcement responsibility rests with the Metropolitan Washington Airports Authority Police.

This General Order summarizes the agreement as it relates to the duties and responsibilities of United States Park Police officers.

2004.02 PROVISIONS

- A. Except for emergency and/or fresh pursuit situations, only the highest-ranking Field Operations Division official (or designee) on duty at the time a request for assistance is received shall have the authority to implement the provisions of this agreement.
- B. According to the provisions of the agreement, the United States Park Police and the Metropolitan Washington Airports Authority Police shall:
 - 1. Provide assistance to each other when such assistance is officially requested, provided that the resources for such assistance are available.

2. Take immediate police action whenever an emergency situation presents itself to officers within the boundaries of the Metropolitan Washington Airports, or to Metropolitan Washington Airports Authority Police officers within the primary jurisdiction of the United States Park Police.
3. Be authorized to maintain fresh pursuit of suspects into the jurisdiction of the other agency.
4. Have the same law enforcement powers as the officers of the other agency, while in the primary jurisdiction of that agency, in the following instances:
 - a. When assistance is requested
 - b. When emergency assistance is provided by the first officer on the scene
 - c. When the officer is engaged in fresh pursuit
5. Allow the on-scene commanding police officer of the agency receiving assistance to be in command of all officers and employees of the assisting agency while in the receiving agency's territorial jurisdiction. The on-scene commander shall exercise command and direction of officers of the assisting agency only through the highest-ranking assisting agency officer present at the scene.
6. Ensure that police reports made by either agency concerning incidents that occurred in the other agency's jurisdiction be made available to the other agency on request.

2004.03

RESPONSIBILITIES

- A. When a request for assistance is made by the Metropolitan Washington Airports Authority Police, it shall be the responsibility of the receiving officer to immediately notify the Shift Commander, who shall:
 1. Determine the nature of the incident and the requested assistance.
 2. Determine the availability of resources.
 3. Based on the above, determine the Force's response to the request.
 4. Submit a detailed report to the Commander, Field Operations Division, regarding the request, decision made, and, if assistance is provided, the course of events.

05/27/11

SUBJECT: Disasters

NUMBER: 2315



GENERAL ORDER

- .01 DEFINITION
- .02 POLICY
- .03 PROCEDURES
- .04 RESPONSIBILITIES

2315.01 DEFINITION

A "disaster" is defined as any natural or manmade event of unusual or severe effect, threatening or causing extensive damage to property and/or loss of life, and requiring extraordinary measures to protect lives and property.

2315.02 POLICY

The policy of the Force is to provide aid and assistance to victims and other persons who are involved in disasters, and to neutralize the casual factors, if possible, so as to prevent further injury, damage, or destruction. The Force shall also provide support, upon request and legal authority, to other government and public service agencies.

2315.03 PROCEDURES

A. An officer who encounters a disaster shall:

1. Immediately notify the Communications Section of the location, extent and conditions of the incident, and the type of assistance needed.
2. Establish order and render first aid to victims.
3. Take initial command until properly relieved. (In areas outside Force primary jurisdiction, the first arriving public safety employee of the affected jurisdiction shall be in command.)
4. Provide information for responding units.
5. Abide by General Order 2317 "Hazardous Materials," if applicable.

B. Responding Personnel

1. An officer shall only respond to a disaster scene when dispatched or with the approval of the supervisor in charge.
2. Unless instructed otherwise, an officer shall report to the officer in charge.
3. A plainclothes officer at a disaster scene shall wear police coveralls/raid jacket or affix the badge so that it is visibly displayed on his/her person.

C. All media inquiries at the disaster scene shall be directed to the officer in charge or the designated public information officer.

D. Off-duty Personnel

1. An officer who is recalled to duty and is unable to reach the assigned duty station shall report to the nearest Force supervisor or facility for instructions.
2. When an off-duty officer is unavailable for recall to duty through normal communications and becomes aware of a disaster, that officer shall notify the Communications Section of how to be reached.

2315.04 RESPONSIBILITIES

A. Officers

An officer's responsibilities at a disaster scene may include the following:

1. Provide aid, comfort, and protection to victims and involved persons, including their evacuation when necessary.
2. Provide protection of damaged or unsecured areas or property and prevent looting.
3. Control traffic flow for public safety and minimize access of unauthorized personnel.
4. Identify the injured and dead and notify the next of kin (only if specifically directed to do so in the absence of sufficient criminal investigators).

B. Communications Personnel

1. When notified of a disaster that may affect the Force, the dispatcher shall immediately notify the Shift Commander and the appropriate operations supervisor.
2. A dispatcher who receives notification of a disaster that involves a mode of transportation shall:
 - a. Attempt to obtain information regarding the size, type, and description of the vehicle/craft and any numbers displayed.
 - b. Ensure the notification of the affected local jurisdictions, the Federal Bureau of Investigation Disaster Team, and the National Transportation Safety Board.
3. Dispatchers shall be familiar with prescribed communication procedures required during mutual aid operations.

C. Command and Supervisory Personnel

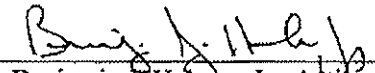
1. When a disaster occurs in an area of Force primary jurisdiction, the official in charge of the Worksite/District or Field Office shall:
 - a. Initiate the notification of Force officials as prescribed in General Order 95.02 "Notification of Force Officials."
 - b. Initiate the notification of appropriate National Park Service officials, according to local procedures, for support and maintenance services.
 - c. Abide by the instructions in General Order 2310 "Crime Scene Investigations" if the scene is limited in geographical area.
 - d. Evaluate the situation and report to the Chief of Police any need for assistance from other jurisdictions and/or implementation of mutual aid agreements.
 - e. Upon authorization by the Chief of Police, implement the Force emergency notification procedures as specified in General Order 95.01 "Emergency Notification of Force Members."

- f. Provide the Communications Section with periodic updates of the situation.
2. When disaster assistance is requested in another jurisdiction, the Shift Commander shall notify the Chief of Police (or designee) of the request and the current capacity to assist.
3. Shift Commanders and operational supervisors shall be familiar with specific requirements and procedures contained in mutual aid agreements for their area of responsibility.
4. Worksite Commanders shall identify essential records within their units and develop a plan to secure them. This plan shall be implemented if a disaster has the potential to affect their area.

Many areas have developed response plans to coordinate emergency services during a disaster. Copies of these plans are available at Worksites/Districts and Field Offices for review. Officers should be familiar with these plans so as to provide the best possible assistance.

Note: Officers in the Washington metropolitan area should become familiar with the Council of Government's disaster plan entitled "The Greater Metropolitan Washington Area Police and Fire/Rescue Services Mutual Aid Operational Plan." A copy of this plan is kept on file in the Planning and Development Unit.

Approved


Benjamin J. Holmes, Jr., Acting Chief of Police

SUBJECT: Incident Reporting

NUMBER: 3201



GENERAL ORDER

- .01 PURPOSE
- .02 POLICY
- .03 RECEIPT OF INCIDENT INFORMATION
- .04 CODE-1 AND CODE-2 INCIDENTS
- .05 INCIDENT RECORD FORMS
- .06 INCIDENT REPORTING REQUIREMENTS
- .07 RESPONSIBILITIES

3201.01 PURPOSE

This General Order establishes policy and procedures to document incidents using the Case Incident Record, Criminal Incident Record, and Offenses and Calls Record.

3201.02 POLICY

Prompt and appropriate action shall be taken on all incidents that are assigned to or come to the attention of an officer. When documentation of the incident is appropriate, it shall be completed in an accurate and timely manner.

3201.03 RECEIPT OF INCIDENT INFORMATION

All incidents that come to the attention of the Force shall be handled as follows:

- A. A Force employee who verbally receives incident information shall immediately ascertain the nature and location of the incident.
- B. Incident information shall then be immediately relayed to the Communications Section.

- C. Communications Section personnel shall record the receipt of the incident on an Offenses and Calls Record (USPP Form 42). All entries on this form shall be completed at the time the report is received. Any additional information shall be written on the reverse side of this form.
- D. USPP Form 42's shall be consecutively numbered (case numbers), starting with number 1 at the beginning of each calendar year.
- E. Communications Section employees shall ensure the immediate assignment of an incident, along with the assigned case number, to the officer or office responsible for the investigation.
- F. The investigating officer shall ensure that the Criminal Investigations Branch or its Field Office counterpart is immediately notified of the following incidents:
 - 1. All deaths that occur within Force jurisdiction
 - 2. All injuries that occur within Force jurisdiction that are likely to result in death
 - 3. Robberies (excluding pickpockets)
 - 4. Child abuse or molestation
 - 5. Sexual assaults
 - 6. Aggravated assaults
 - 7. Burglaries
 - 8. Larcenies of unusual significance
 - 9. Criminal incidents that appear to fit a pattern
 - 10. Major narcotic violations
 - 11. Arsons/fires of a significant nature
 - 12. Kidnapping
 - 13. Bomb threats
 - 14. Hate Crimes
 - 15. Significant ARPA or environmental crimes

- G. Communications Section personnel shall immediately relay to the appropriate agency all reports of incidents that occur outside Force responsibility if the incident requires a police response. When the incident is reported by an officer, a USPP Form 42 shall be completed that reflects the agency notified.
- H. The approving supervisor or official shall review each Case Incident Record (NPS Form 10-343B) for elements of suspected bias/hate crime motivation. Those incidents possibly meeting the requirements of the Hate Crimes Statistics Act of 1990 shall be forwarded to the Criminal Investigations Branch for final determination and classification. The Criminal Investigations Branch shall examine these case incident records for facts that clearly show that the offender's bias/hate was a motivating factor leading to the crime. The Criminal Investigations Branch shall then be responsible for coding suspected bias/hate crimes based on criteria established by the Uniform Crime Reporting Program.

3201.04

CODE-1 AND CODE-2 INCIDENTS

- A. The Offenses and Calls Record (USPP Form 42) may be the only written documentation necessary to report certain incidents, provided a more detailed report is not required because of either the nature of the incident or the instructions of a supervisor.
- B. The investigating officer shall advise the dispatcher of the incident classification.

Code-1: the incident did occur, but no written report will be submitted.

Code-2: the incident did not occur or nothing was found, and no written report will be submitted.

The investigating officer shall also ensure that ~~the designated location code and~~ all other pertinent information (e.g., vehicle tag number) is given to the dispatcher to record on USPP Form 42.

- C. The following noncriminal incidents are the only incidents that may be documented as Code-1 or Code-2:

- 1. Code-1 Assignments

- a. Minor assistance to citizens, assistance to motorists with disabled vehicles, e.g., crane calls, transporting an operator who wishes to make own arrangements

- b. Reports of traffic light malfunctions
- c. Assistance to utility or other service agencies
- d. Minor assistance or notifications to other law enforcement agencies, e.g., disabled vehicles, traffic control, assisting at motor vehicle accidents
- e. Traffic-parking complaints
- f. Occasion Reports that involve no dedicated manhours, regular or overtime
- g. Alarm off indicating no close report.
- h. Property Damage Only motor vehicle accidents in which the vehicles do not have to be towed and the involved operators request that no accident report be taken. An initial investigation (i.e., vehicle and permit check), however, shall be conducted. (Note: Force and NPS accidents may not be handled as Code 1.)
- i. Traffic moving for selective enforcement.
- j. Bicycle violations, unless the bicycle is confiscated.

*See Circular
B-04 (2/28/04)
K.
L.*

2. Code-2 Assignments - Investigation of any incident that either did not occur or in which nothing was found.

- D. An officer's immediate supervisor shall be responsible for ensuring the appropriateness of a Code-1 or Code-2 report and, if necessary, countermanding the officer's requested code. If the supervisor deems it necessary, the officer shall be required to submit a written report of the incident.
- E. When a dispatcher believes that an officer's request to document an incident as Code-1 or Code-2 is inappropriate, the dispatcher shall ensure that the officer's supervisor is aware of the requested code and concurs prior to issuing a case number. If the officer's immediate supervisor is out-of-service, the Shift Commander shall be asked for concurrence.

3201.05 INCIDENT RECORD FORMS

Incidents not authorized for Code-1 or Code-2 shall be recorded on the following forms as appropriate. Supplemental record forms shall be used

when additional space is needed to document the initial investigation and/or to document subsequent investigative information.

A. Criminal Incident Forms

1. Criminal Incident Record (NPS Form 10-343B)
2. Supplemental Criminal Incident Record (NPS Form 10-344A)
3. Supplemental Criminal Incident Record (NPS Form 10-344B)
4. Report of Larceny of Motor Vehicle (USPP Form 43-05)

B. Noncriminal Incident Forms

1. Case Incident Record (NPS Form 10-343)
2. Case Incident Record - Short Form (NPS Form 10-343A)
3. The following forms shall be submitted, if appropriate, to document noncriminal incidents instead of submitting NPS Form 10-343 or NPS Form 10-343A:
 - a. Occasion Report (USPP Form 43-10)
 - b. Escort Order (USPP Form 43-02)
 - c. Evidence/Property Control Receipt (USPP Form 43-11)
 - d. Traffic Accident Report (NPS Form 10-413)
4. Supplementary Case/Incident Record (NPS Form 10-344)

3201.06 INCIDENT REPORTING REQUIREMENTS

- A. Only one case number shall be assigned per incident.
- B. Any incident involving a motor vehicle accident shall be classified as a motor vehicle accident. Arrestee information shall be placed on a Supplemental Criminal Incident Report (NPS Form 10-344A), listing the additional charges on the first line. The first line in the narrative section shall note all criminal charges placed.
- C. An officer shall use the proper Incident/Offense classifications authorized by the Information Management Section. Up to three offenses may be listed per incident. If applicable, all three offenses

shall appear in box 12 (Nature of Incident) of the NPS Form 10-343 B, with the most serious offense listed first.

see
Circ.
D-02

- D. A photocopy of only the criminal incidents listed in Section .03.F and a photocopy of all associated initial Supplemental Criminal Incident Records (NPS Form 10-344A or B) shall be either transmitted via the facsimile transceiver or hand delivered at the end of each shift to the Criminal Investigations Branch or its Field Office counterpart. These reports do not need to be signed by a supervisor before being transmitted.
- E. All criminal incidents, including suspicious persons, vandalism, and dumping, shall be submitted on an NPS Form 10-343B.
- F. Criminal investigators shall submit an NPS Form 10-344A on all assigned criminal cases within 7 days after submission of the NPS Form 10-343B. Cases closed during the initial investigation do not require an NPS Form 10-344A unless circumstances warrant further investigation or reporting.
- G. Criminal investigators shall submit an NPS Form 10-344A that states the progress of the investigation of all assigned Part I offenses over 30 days old that have not been closed. Thereafter, an additional NPS Form 10-344A shall be submitted at the end of each succeeding 30-day period until either the Commander of the Criminal Investigations Branch or the Field Office Commander terminates the investigation.
- H. Whenever a case was initially documented on either an NPS Form 10-343, 10-343B, or 10-413, an officer shall submit an NPS Form 10-344 or 10-344A, as appropriate, to reflect a new trial date, a change of venue, a change in the charges, or any related hearing. If the court date is unknown, an NPS Form 10-344 or 10-344A shall be submitted every 30 days until the court date is established. The final disposition of the case shall be recorded on an NPS Form 10-344, 10-344B, or the original 10-413, as appropriate.
- I. If the submission of reports will necessitate an extension of an officer's tour of duty, a supervisor's prior approval is required. Supervisors are authorized to approve extended hours of duty in the following circumstances:
 - 1. An ongoing investigation of an incident that involves death, serious injury that may result in death, or a serious felony
 - 2. The preparation of reports that must be submitted for court action prior to the officer's next scheduled tour of duty

3. When an incident occurs near the end of an officer's tour of duty and exigent circumstances necessitate the extension of duty hours

Normally, unfinished reports that fail to meet the above criteria must be submitted prior to the end of an officer's next tour of duty. However, an officer must notify an immediate supervisor if the next day is an off-duty day. The supervisor shall then advise when the reports are due.

- J. When a supervisor believes additional reporting beyond preliminary investigative information is needed, the assigned officer may be required to submit a supplemental report. The supplemental report shall be submitted within 7 calendar days unless otherwise directed.
- K. Incident records shall indicate the time the initial and any subsequent investigations were completed. The following notation shall appear at the end of the narrative: Time cleared _____ hours.
- L. Related reports shall bear the same case number as the Offenses and Calls Record (USPP Form 42).
- M. The designated location code shall be entered on the incident record.
- N. All incident records shall be either handwritten legibly in black or blue ink or typewritten (typewriter/computer generated). All reports submitted by criminal investigators shall be typewritten.
- O. The investigating officer's and reviewing supervisor's name shall be printed or typewritten below the required signature.
- P. Incident records shall bear the investigating officer's badge number.
- Q. An officer who responds to an incident at a location that is covered by a Force reimbursable agreement shall complete a Report of Response for Reimbursable Account Covered by Force Agreements (USPP Form 29A). This report and a copy of the case incident report shall be submitted by the end of the officer's next tour of duty to his/her supervisor (see Section .06.I for exceptions).

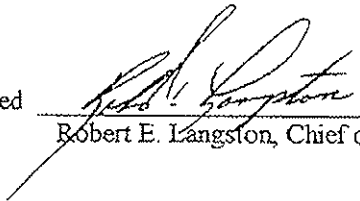
3201.07

RESPONSIBILITIES

- A. Supervisors shall ensure that proper action has been taken to investigate and document an incident, and that each report is accurate, complete, and legible when submitted. If necessary, printed or typewritten reports shall be required.

- B. Division Commanders shall ensure that all complaints assigned to their respective personnel have been properly investigated and recorded.
- C. The Commander, Services Division, shall ensure that a memorandum is prepared by the 15th of each month that identifies Force personnel who have neglected to submit timely reports. This memorandum shall be distributed to appropriate supervisory personnel.
- D. Each Field Office Commander shall perform a similar review and submit a memorandum to the Commander, Field Offices Division.

Approved


Robert E. Langston, Chief of Police



CIRCULAR	NUMBER	SERIES
	B	04
	EFFECTIVE DATE	
	February 5, 2004	
SUBJECT	EXPIRATION DATE	
	None	
General Order 3201 INCIDENT REPORTING		

Add the following to Section 3201.04.C.1:

- k. **Park maintenance needed when the officer takes care of the maintenance issue on the scene and no further action is necessary.**
- l. **Hazardous condition when the officer removes or eliminates the hazard with no further assistance necessary.**

Approved Benjamin J. Holmes, Jr.
Benjamin J. Holmes, Jr., Acting Chief of Police



CIRCULAR

NUMBER	SERIES
D	02
EFFECTIVE DATE	
August 26, 2002	
EXPIRATION DATE	
None	

SUBJECT

General Order 3201
INCIDENT REPORTING

Change Section 3201.06.D to read:

- D. A photocopy of only the criminal incidents listed in Section .03.F and a photocopy of all associated initial Supplemental Criminal Incident Records (NPS Form 10-344A or B) shall be either transmitted via the facsimile transceiver or hand delivered at the end of each shift to the Criminal Investigations Branch or its Field Office counterpart. These reports do not need to be signed by a supervisor before being transmitted. **Additionally, the Criminal Investigations Branch or its Field Office counterpart shall receive, immediately after they are prepared, all original NPS Form 10-344A or B reports for cases listed under Section .03.F. No photocopies of these reports shall be transmitted to the appropriate records section. After the case is officially "closed," the Criminal Investigations Branch shall forward these original reports to the appropriate records section. The original copy of the Criminal Incident Record (NPS Form 10-343B) shall be submitted to the appropriate records section in accordance with current procedures.**

Approved Teresa C. Chambers
Teresa C. Chambers, Chief of Police



GENERAL ORDER

- .01 POLICY
- .02 GENERAL PROVISIONS
- .03 HIGH VOLUME ARREST PROCEDURES FOR
NOTICE, CLOSING THE AREA, AND OPPORTUNITY
TO DISPERSE
- .04 HIGH VOLUME ARREST PROCESS AND
PROCEDURES
- .05 PRISONER PROCESSING PROCEDURES
- .06 RESPONSIBILITIES

2108.01 POLICY

The Force shall make every effort to anticipate situations that may result in high volume civil disobedience and arrests. When these situations arise, whether preplanned or spontaneous, the Force shall take reasonable action to ensure the safety of the public and our officers, the protection of property, and the safe control of arrestees. Force officers shall not independently, or at the request of another police agency, substantially surround or enclose a demonstration group and prevent them from leaving the area unless either (1) warnings and an opportunity to disperse have occurred in the situations detailed in General Order 2108.03.A and B, or (2) under the circumstances detailed in General Order 2108.03.C and D.

2108.02 GENERAL PROVISIONS

- A. In the event of a potential high volume arrest situation, as much advance notice as possible shall be given to (1) any affected police agency or detention facility, (2) the Solicitor's Office, (3) the U.S. Attorney's Office, and (4) any other affected judicial body or public service agency.
- B. When planning and preparing for a high volume arrest situation, the official in charge (OIC) shall endeavor to assign (b) (7)(E) (b) (7)(E) (b) (7)(E) Personnel shall also be assigned to media relations, and the incident shall be videotaped for evidentiary purposes if sufficient personnel are available.

HIGH VOLUME ARREST PROCEDURES FOR NOTICE, CLOSING THE AREA, AND OPPORTUNITY TO DISPERSE

A.

(b) (7)(E)

(b) (7)(E) Once it has been determined that violations have been or are being committed, the area shall be closed down and access will be restricted into the closed area once any warnings are given. All arresting officers should be positioned in the rear of the crowd so they can hear the warnings, which should be issued by a Force Official at the rank of Lieutenant or above. The crowd shall then be advised, using sound amplification equipment as needed, that they (the group) are in violation of a specified law and will be arrested if they do not disperse or cease their illegal activity. The arresting officers positioned in the rear of the crowd should give a verbal and/or physical indication to the official giving the warnings, confirming that they are audible. Reasonable exit avenue(s) will be made available to allow members of the crowd to exit the area and the warnings shall inform the crowd where the exit avenue(s) is located. The warning shall be repeated three times, with approximately 2 minutes between each warning, to give those who choose not to be arrested time to leave the immediate closed area. If recorded over the Force radio, a dispatcher shall be asked to give a time check prior to issuing each warning.

SAMPLE WARNING: Attention. This is [identify announcing officer] of the United States Park Police. Because you are in violation of regulations applicable to this area that prohibit [describe the violation], your permit to demonstrate on [describe area] is revoked. You must leave [describe area] now by using one of the available exits located at [describe available exit area(s)]. All persons remaining will be arrested. (This is your final warning. ADD TO LAST WARNING ONLY.)

The ranking United States Park Police supervisory official in charge is the only one authorized to revoke a permit. This official needs to be identified in reports for court purposes. If Force officers are part of the police line, such officers can convey such exit avenue information to persons of their own initiative who are seeking to leave the area.

B. In the event that the crowd is a demonstration [as more fully defined at 36 CFR 7.96(g)(1)(i)] engaging in unlawful acts, no area shall be closed around them by using a police line to encircle, or substantially encircle them, except when **(b) (7)(E)**

(b) (7)(E)

- C. Subsection B (b) (7)(E) to encircle the crowd for the safety of the demonstrators therein. Subsection B (b) (7)(E) (b) (7)(E) to encircle a crowd if it has collectively committed unlawful acts, such as a riot under D.C. Code § 22-1322, which prohibits "a public disturbance involving an assembly of 5 or more persons which by tumultuous and violent conduct or the threat thereof creates grave danger of damage or injury to property or persons" as well as prohibits those who willfully engage in, incite, or urge others to engage in a riot.
- D. For violent or emergency situations, or for individual criminal acts when arrests should be made as quickly as possible, the above procedures need not be followed.
- E. In situations detailed in Subsection B, in the event that the Force is requested by another police agency to partially enclose or surround a demonstration activity due to unlawful violations, the Force OIC shall work with the other police agency's OIC to ensure that necessary actions are taken that exit avenues are clearly made known to demonstrators, including as necessary the use of amplified warnings. If Force officers are part of the police line, the exit avenues should be conveyed to those officers over Force radio and such officers should convey such exit avenue information to persons of their own initiative who are seeking to leave the area.

2108.04 HIGH VOLUME ARREST PROCESS AND PROCEDURES

- A. At the direction of the OIC, arrest teams shall be used to effect arrests. If buses are utilized, (b) (7)(E) (b) (7)(E) shall initially be designated to make arrests. Each officer shall advise the arrestee that he/she is under arrest. The OIC shall pre-determine who the arresting officer(s) will be and (b) (7)(E) is needed to effect the arrest. As the officers make arrests, their prisoners shall be taken to a predesignated area.
- B. Whenever possible, the violation of law as well as the three warnings given to the group shall be recorded (on video) by a Force Identification Technician (or other designated personnel).
- C. Whenever possible still photographs or video of the group and of each individual shall be taken to record the violation of law as well as to identify the violators.

- D. Each arrestee and the immediate area (within legal constraints) shall be searched for evidence, weapons, or contraband. To secure the arrestee, flexi-cuffs or other Force-approved restraint devices shall be used. The assigned number of each prisoner (01, 02, 03, etc.) shall be recorded on a plastic restraint (flexi-cuff) or other method of identification. Except in exigent circumstances, an officer of the same gender as the arrestee shall search the arrestee. This does not preclude a "pat-down" (Terry-type) frisk being conducted by an officer of the opposite sex, for safety purposes.
- E. The assigned property collection officer shall ensure that any property/evidence is properly safeguarded and transported.
- F. Barring unusual circumstances, one case number shall be assigned to each event.
- G. After adult arrestees have been searched, they shall be transported to the designated prisoner processing facility by the most direct route under existing conditions. (b) (7)(E)
(b) (7)(E) After juveniles have been searched, they shall be transported to the processing facility separate from adult arrestees.

Note: In the District of Columbia, the Anacostia Operations Facility (AOF) shall be the designated processing facility (or an approved facility that is identified within a special event/demonstration operations plan). An officer shall follow the procedures as outlined in the high volume arrest policy contained within the respective Station policy manual.

2108.05

PRISONER PROCESSING PROCEDURES

- A. Once inside the facility, the arresting officer shall report to the designated facility supervisor. A supervisor shall direct the searching and processing of arrested persons at each facility. (b) (7)(E)
(b) (7)(E) If available, there shall also be at least one female officer, one criminal investigator/detective, and one Identification Unit technician at each facility.
- B. Upon arrival at the appropriate processing facility, a second search of each arrestee shall be conducted prior to proceeding to the processing area. The name of any officer (other than the arresting officer) who searches an arrestee and handles property/evidence shall be placed on the appropriate property form, to ensure the proper chain of custody. Any property and/or evidence from the initial search and the secondary search shall be released to the designated property control officer of the

processing facility for safeguarding in accordance with existing procedures (see General Order 3211 "Evidence/Property").

- C. The photographs shall be included in an arrest folder along with the appropriate processing forms. The booking officer shall be responsible for recording the appropriate arrest book entries for each arrestee and placing them into the automated booking system. Once booked, the arrestee shall be turned over to the prisoner processing officers.
- D. During processing, the criminal investigator/detective or, if unavailable, the arresting officer shall prepare all case jackets, to include reports, forms and charging documents applicable for the proper disposition or prosecution of the case.
- E. Each arrestee shall be advised of the available methods of release.
- F. All adult arrestees shall be photographed and fingerprinted according to established procedures. All required reports shall be prepared prior to the end of the detail.
- G. All processed arrestees not released may be detained until enough arrestees have been processed to fill a transport vehicle. Prisoners shall not be detained unreasonably. The arrestees shall then be transported to the appropriate detention facility by the most direct route under existing conditions. Prisoner control officers shall deliver all necessary completed forms to that facility. When necessary, arresting officers shall serve as control officers during the processing procedures and subsequent transport to the detention facility.
- H. After all prisoners have been transported to either a detention facility or court; the booking process shall be completed from information on the prosecution report or the preliminary arrest report.

2108.06

RESPONSIBILITIES

- A. The Commander, Homeland Security Division/Field Operations Division, shall ensure that:
 - 1. Scheduled events are preplanned, (b) (7)(E) civil disobedience.
 - 2. Locations and logistics for high volume arrest processing have been prearranged, including coordinating joint operations with affected jurisdictions.

3.

(b) (7)(E)

4. Personnel are on-scene for investigations, photographs, property control, and prisoner processing.

5. High volume arrest kits are available. These kits shall contain Force-approved restraining devices, latex gloves, markers, cameras, and field arrest, property, and evidence forms. The kits should be maintained in a central location at AOF.

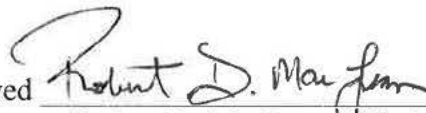
B. The Commander of each prisoner processing facility shall ensure that a high volume arrest plan is developed for the facility.

C. As circumstances permit, the Force Public Information Officer/Field Office Commander shall assign personnel to media relations duties.

D. As circumstances permit, the Criminal Investigations Branch/Field Office Commander shall assign personnel to operate video equipment.

E. In high volume arrest situations, the OIC of prisoner processing shall be responsible for notifying the Shift Commander and the appropriate detention facility when such arrests cannot be processed within the 3-hour time constraint. These notifications shall be made as soon as it becomes apparent that the 3-hour limit will be exceeded. The OIC of prisoner processing is also responsible for ensuring that all reports, case jackets, and citations (if applicable) are completed as required.

Managers and supervisors must consider the potential risk of civil disobedience in their plans for scheduled events. However, should unexpected civil disobedience occur, the OIC must consider all available resources and coordinate to the extent possible any arrest, prisoner processing, or prisoner control situations.

Approved 
Robert D. MacLean, Chief of Police