

## Department of the Interior Departmental Manual

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**Series:** Law Enforcement and Security

**Part 446:** Law Enforcement

**Chapter 17:** Serious Incident Reporting

**Originating Office:** Office of Law Enforcement and Security

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### 446 DM 17

17.1 **Purpose.** This chapter establishes policy for reporting serious incidents to the Department of the Interior (Department/DOI) - Office of Law Enforcement and Security (OLES).

17.2 **Scope.** This policy applies to all bureaus and offices.

17.3 **Definitions.** For the purpose of this chapter, the terms below are defined as follows:

A. **Serious Incident:** A law enforcement incident, emergency condition, unusual event or homeland security concern that could focus public interest on the Department, have a residual effect on the Department, or otherwise result in inquiries to the Secretary of the Interior (Secretary). A listing of serious incidents and homeland security concerns are provided in Appendices 1 and 2.

B. **Departmental Law Enforcement Personnel:** DOI personnel charged with carrying out various law enforcement functions to include sworn DOI law enforcement officers and security, guard, and detention personnel.

17.4 **Policy.** All bureaus and offices will implement a serious incident reporting procedure conforming to the minimum requirements set forth herein to ensure that the OLES is properly notified of all law enforcement incidents, emergency conditions, unusual events, or homeland security concerns that could focus public interest on the Department; have a residual effect on the Department; or result in inquiries to the Secretary. This policy does not relieve employees of their obligation to report information, allegations, or complaints of fraud, waste, abuse or mismanagement in Departmental programs or operations directly to the Office of Inspector General in accordance with 355 DM 2. Employees must also report serious accidents and fatalities to the Office of Occupational Health and Safety following the requirements of 485 DM 7.

### 17.5 Responsibilities.

A. Deputy Assistant Secretary – Law Enforcement, Security, and Emergency Management is responsible for policy development and provided program guidance and oversight of the Department’s law enforcement, security, and emergency management programs.

B. Heads of Bureaus and Offices are responsible for establishing serious incident reporting procedures and promulgating any counterpart policy required to implement those reporting procedures in conformance with this chapter.

C. Bureau/Office Managers, Supervisors and Employees are responsible for complying with this established serious incident reporting policy and procedure.

### 17.6 Requirements - Interior Operations Center (IOC) Reporting.

A. Serious incidents will be reported to the OLES via the IOC as soon as practicable following an incident.

B. Reporting should be accomplished by the most expedient method practicable to include transmission via telephone, facsimile, or electronic mail.

C. All reporting, regardless of transmission method, will meet the information requirements outlined in paragraph 17.6E, below.

D. Where telephone transmission is the means of reporting, a follow-up written report meeting the requirements of paragraph 17.6E will be provided within 48 hours of the incident.

E. All serious incident reports will include the following information:

- (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.
- (8) Point of contact for additional incident information (include phone numbers, e-mail address, etc.).

F. The Director - OLES may request copies of supporting documentation related to a serious incident report. Upon such request, the bureau or office will forward the requested documents to the IOC within 72 hours of the request.

#### **17.7 Requirements - Department of Homeland Security Reporting.**

A. The DOI supports Department of Homeland Security (DHS) efforts to integrate intelligence, threat information and infrastructure vulnerability information to provide targeted and actionable information to national, state, local, and tribal leaders, decision makers, and the owners and operators of critical infrastructure and key resources.

B. DOI bureaus and offices will report relevant information of homeland security concern (see Appendix 2) to the IOC and their local Federal Bureau of Investigation (FBI) Joint Terrorism Task Force (JTTF) <http://www.fbi.gov>. The IOC will further disseminate this information to DHS as required.

## Appendix 1

### Serious Incident Categories

For those Serious Incident Categories where reporting thresholds have not been quantified or otherwise described in detail, bureaus and offices are expected to utilize professional judgment, experience, and common sense in determining the need to report.

1. Death, life-threatening injury, or hospitalization of a DOI employee occurring while in the performance of their official duties.
2. Fatality occurring on property under the jurisdiction of the DOI (excluding fatalities resulting from natural causes).
3. Criminal incidents involving the following as they relate to personnel, property, and/or lands under the jurisdiction or control of the DOI:
  - Terrorist threats or activity (including significant vandalism or hostile acts against property).
  - Threats to employees.
  - Bomb threats.
  - Discharge of a firearm when associated with crimes against persons.
  - Demonstrations involving civil disobedience.
  - Hostage or barricade situations.
  - Detention facility incidents resulting in serious bodily injury or death.
  - Significant border incidents requiring the deployment of law enforcement personnel.
  - Kidnappings.
  - Hate crimes involving violent acts.
  - Vehicle pursuits involving significant property damage, serious bodily injury or death.
  - Suspicious persons or packages where extraordinary action by law enforcement personnel is necessary.
  - Critical missing persons or Amber Alerts.

- Arsons of a significant nature.
- Significant environmental crimes or Archeological Resource Protection Act (ARPA) violations.
- Crimes that might result in significant media or political attention.
- Theft of aircraft from lands under the jurisdiction of the DOI or theft of aircraft owned, operated, or under the operational control of the DOI (irrespective of land ownership).
- Theft of DOI badges, credentials, uniforms, vehicles, license plates or other official DOI insignia.
- Theft of DOI issued firearms.
- Drug seizures meeting or exceeding the following thresholds:
  - Methamphetamine (1 pound)
  - Marijuana plants (1000 plants)
  - Processed marijuana (500 pounds)
  - Cocaine (1 pound)
  - Heroin (1 pound)
  - LSD (100 doses)
  - Psilocybin mushrooms (1 pound)
  - “Club Drugs” (e.g., MDMA, Rohypnol, GHB, Ketamine) (100 doses)

4. Use of force incidents to include the following:

- Use of force by Departmental law enforcement personnel which results in the serious injury or death of a subject.
- Physical application of an electronic control device (e.g., Taser) to a subject.
- Any DOI police canine deployment where a bite occurs.
- Any intentional discharge of a firearm by Departmental law enforcement personnel (excluding non-injury discharges during training, recreational shooting activities, and authorized administrative uses such as the dispatch of wildlife).

- Any unintentional discharge of a firearm by Departmental law enforcement personnel (excluding non-injury discharges during training).
5. Significant law enforcement events involving the dispatch of specially trained teams to augment normal DOI law enforcement and security capabilities.
  6. Significant search-and-rescue incidents occurring on lands under the jurisdiction of the DOI.
  7. Aircraft accidents occurring on lands under the jurisdiction of the DOI or accidents involving aircraft owned, operated, or under the operational control of the DOI (irrespective of land ownership).
  8. Incidents involving political officials of Federal, State, or foreign governments or their immediate families occurring on lands under the jurisdiction of the DOI.
  9. Natural or human-caused disasters occurring on lands under the jurisdiction of the DOI.
  10. Incidents resulting in property damage in excess of \$100,000.
  11. Loss of DOI firearms, badges, or credentials.
  12. Incidents occurring on or adjacent to lands under the jurisdiction of the DOI that could result in significant media or political interest.

## Appendix 2

### DHS Homeland Security Activities and Incidents

The specific information needed to provide national, state, local, tribal leaders, decision-makers, and the owners and operators of critical infrastructure and key resources with targeted and actionable information fluctuates. Consequently, the categories listed below serve as general reporting guidelines. To ensure the information reported is appropriately focused, bureaus and offices should liaise with their local JTTF.

1. Infrastructure Protection: Information regarding vulnerabilities, surveillance, physical targeting, and/or cyber targeting of:
  - Major national monuments and icons.
  - Key resources:
    - major dams;
    - major oil / natural gas production and transmission infrastructure.
  - Major public or private events taking place on Department of the Interior (DOI) lands.
2. Land and Maritime Borders: Information regarding illegal cross-border activity that impacts public lands for which DOI is responsible (particularly, but not exclusively to, the U.S. Southwest border, U.S. Northern border, and U.S. Southeast border).
  - Human smuggling across public land:
    - routes, methods, conveyances, and organizations;
    - evidence of mass migration.
  - Drug smuggling across public land:
    - routes, methods, conveyances, and organizations.
  - Smuggling of weapons or other dangerous articles across public land:
    - routes, methods, conveyances, and organization.
3. Terrorism: Information regarding terrorist(s), activists with terrorist intent, insurgent, or criminal element plans, intentions, activities, capabilities, or threats to attack any DOI critical infrastructure or key resource, DOI facility or personnel, or tribal facility or personnel.
  - Indications of illegal entry into the U.S. by terrorists.

- Suspicious activities that may indicate pre-operational planning or targeting of DOI critical infrastructure or key resources, DOI facilities or personnel, or tribal facilities or personnel.
  - surveillance activities;
  - attempts to solicit information about DOI or tribal resources;
  - efforts to probe security at DOI or tribal infrastructure;
  - attempts to gain access to secure areas under the control of DOI or tribal personnel;
  - attempts to obtain sensitive or protected information related to DOI or tribal infrastructure;
  - suspicious attempts to gain employment at DOI critical infrastructure or key resources;
  - attempts to recruit insiders to support terrorist attack planning or execution.
- Suspicious transportation conveyances operating in proximity to DOI critical infrastructure or key resources.
  - unusual or unauthorized small aircraft, helicopters, or unmanned aerial vehicle/remotely piloted vehicles;
  - unusual or unauthorized large vehicles (e.g., tractor trailer, bus, recreational vehicle.);
  - unusual or unauthorized maritime vessel or swimmer/diver activity near the facility.
- Receipt of threat letters, messages, videos, e-mails, or phone calls that communicate a direct or implied credible threat to DOI critical infrastructure or key resources.
- Information regarding modus operandi and tactics that may be used by domestic or international terrorists to target DOI critical infrastructure or key resources, DOI facilities or personnel, or tribal facilities or personnel.