

ACTIVITY STANDARDS

Financial Management of Law and Order Emergencies

Congress has given the National Park Service the authority to use, with the approval of the Secretary, any of its available funds to maintain law and order in emergency and other unforeseen law enforcement situations in the National Park System.

A "law enforcement" incident is defined as any demonstration, special event, or unusual occurrence not planned as a recurring part of a regular year-to-year program of the area.

This authority will have been exercised satisfactorily when:

1. For an anticipated incident, a written plan of action has been prepared timely by the field area, approved promptly by the Field Director and the Washington Office, (Assistant Director, Park Management) has been advised thereof expeditiously.
2. For an unanticipated incident, the field area experiencing the "law enforcement" incident documents same in writing to the Field Director. The "beginning" of an incident shall be the date of initiating planning to cope with the incident. The "ending" shall be the date on which operations are restored to normal, including repairs of damage to property, cleanup, and return of specially assigned personnel to their regular duties. This report will also be required by an area that submits a report under No. 1 above after the incident is concluded.
3. Each field area experiencing, or providing assistance to another area that is experiencing a "law enforcement" incident, has established a separate financial account to accumulate all costs it incurs related to each incident. In their reports of a given incident, both the regions experiencing the incident and regions providing assistance should use the same title for the incident to facilitate consolidated reporting.
4. All costs directly attributable to the incident are accumulated in the above-mentioned special account. Examples of "Direct Costs" are: Overtime of permanent personnel at the park experiencing the incident; overtime costs of permanent personnel specially assigned from other field installations; overtime costs of seasonal employees assigned to the incident; salaries of personnel when required to replace personnel detailed out to assist other offices of law enforcement emergencies; cleanup of the area; repair of damage to physical facilities, cultural and natural resources; travel and per diem; special communications; additional program activities to lessen tension and provide increased surveillance.

5. Reporting

a. The area experiencing the incident submits to its Regional Accounting Office the overtime of its regular employees, overtime of seasonal employees assigned to the incident, and itemized costs of other direct expenses as authorized in item four above.

b. Any field area of office detailing out personnel or providing services to another area submits to its own Regional Accounting Office, the salaries, travel, per diem and other direct costs of such personnel and services.

c. The Regional Law Enforcement Officer or Chief, U.S. Park Police, reviews and recommends to the Field Director the approval or disapproval of the various costs incurred by areas under their respective jurisdiction regardless of where the incident occurred.

d. Each Field Director which experienced an incident or provided assistance for an incident submits a written report on each specific incident to the Washington Office (Assistant Director, Park Management) within 20 days following the ending date of the incident. Note that when assistance is provided to an area in another region, it is imperative that the region providing assistance send a copy of their WASO report to the region which experienced the incident. Additionally, he submits a summary report quarterly on July 20, January 20, and April 20, of all law enforcement incidents. The following information for each incident will be provided using the attached form:

1. Its location
2. Nature of each incident
3. Its beginning and ending dates
4. The unbudgeted law and order costs as follows:

Unbudgeted costs incurred, broken out by (a) law enforcement and (b) cleanup and restoration of facilities and resources. Also, show breakout of these total costs between personnel services for both permanent employees and seasonal employees including overtime, travel and per diem, communications, assistance by other agencies, and an itemized accounting of supplies and equipment.

5. Brief narrative of activities

The written quarterly summary should merely list the incidents previously reported and the actual cost of each.

6. The Assistant Director, Park Management, has advised the Washington Directorate timely of information received pursuant the above.

7. The Associate Director, Administration, in consultation with the Assistant Director, Park Management, has consolidated such quarterly summaries for Servicewide operations and advises the Department within 30 days after the end of each quarter.

8. The Associate Director, Administration, in consultation with the Department, as needed, arranges to cover the costs of law enforcement incidents as authorized by Congress and allots such authorized funds to each affected field area.

9. The Associate Director, Administration, prepares a special report of "law enforcement" incidents for discussion with the Office of Management and Budget at the fall budget review and the Appropriation Subcommittees of the Congress at the winter buget hearings.

UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

DATE OF REPORT _____

LAW ENFORCEMENT FUNDING REPORT

REGION _____	PARK _____	ACCOUNT NUMBER _____
NATURE OF INCIDENT _____	BEGINNING DATE _____	ENDING DATE _____

SURVEILLANCE AND LAW ENFORCEMENT COSTS:

Park employee's overtime (EXCEPT SEASONALS) \$ _____

Seasonal employees:

Regular..... _____

Overtime..... _____

Temporary duty employees:

Regular..... _____

Overtime..... _____

Personnel Compensation..... \$ _____

Travel and Transportation of persons..... _____

Transportation of things..... _____

*Rent, communications, and utilities..... _____

*Other services..... _____

*Supplies and materials..... _____

*Equipment..... _____

SUBTOTAL..... \$ _____

CLEAN-UP AND REPAIR COSTS:

Park employee's overtime (EXCEPT SEASONALS) \$ _____

Seasonal employees:

Regular..... _____

Overtime..... _____

Temporary duty employees:

Regular..... _____

Overtime..... _____

Personnel Compensation..... \$ _____

Travel and Transportation of persons..... _____

Transportation of things..... _____

*Rent, communication, and utilities..... _____

*Other services..... _____

*Supplies and materials..... _____

*Equipment..... _____

SUBTOTAL..... \$ _____

TOTAL COSTS..... \$ _____

*Explain and itemize on additional page

Brief narrative of incident: _____

SIGNATURE OF SUPERINTENDENT _____

DECISION AND SIGNATURE OF REGIONAL DIRECTOR _____

- Approved
- Disapproved