

**OFFICE OF STATE PARKS  
DEPARTMENT OF CULTURE, RECREATION, and TOURISM**

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INTRAAGENCY CORRESPONDENCE

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**FIELD MEMORANDUM #2014-002**

TO: All Site Managers  
FROM: Dianne Mouton-Allen  
Deputy Assistant Secretary  
RE: Law Enforcement reports procedure update  
DATE: April 9, 2014


To ensure timely processing of law enforcement incident reports, the flow of such reports is to be as follows:

- Law enforcement reports originating from the site level will be forwarded via email to the designated Ranger Specialists for review:
  - District 1 - Clifford Smith, Bogue Chitto (Marshall Pierre, Fairview - backup)
  - District 2 – (Waylon King, Lake Fausse Pt.)
  - District 3 – Jimmy Richardson, Lake Claiborne (Tim Colvin, Poverty Pt. Reservoir – backup)
  - District 4 – Connie Langton, South Toledo Bend

***Note:** Any incident reports involving use of force (i.e. physical arrests, use of intermediate weapons, firearms), fatalities, and search and rescue efforts must be scanned and forwarded to the Regional/District Manager and Deputy Assistant Secretary immediately.*

- If the first-line reviewer is unavailable, the reports will be reviewed by the designated backup. Reviewer will note necessary corrections and submit back to the respective site via email within 24 hrs.
- The report will be corrected and submitted to the site manager (if written by an LE ranger), then mailed to the applicable district manager.
- The district manager will review and send back for more corrections if needed. If no corrections are needed, the district manager will mail the report to the Administrative Office, care of Gary Ramsey, for final review and recording.

Non-enforcement reports will follow the current procedures and will not be reviewed by ranger specialists.

  
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Stuart Johnson, Ph.D.  
Assistant Secretary