

NOTICE OF REVISION/CHANGE

TO

POLICY AND PROCEDURE MEMORANDUM #8

SUBJECT: INCIDENT REPORT SYSTEM

TO: ALL POLICY & PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: JANUARY 23, 1979; REVISED DECEMBER 12, 1979; REVISED
DECEMBER 30, 1987; REVISED JUNE 16, 1988; REVISED
NOVEMBER 15, 1988; REVISED APRIL 24, 1990

REVISION DATE: JUNE 22, 2009

This revision supersedes and replaces all previous information included in PPM #8 originally issued January 23, 1979. The current PPM is to be replaced in its entirety by this revised issue.



ASSISTANT SECRETARY

This is revision No. 6 of this PPM with an original effective date of January 23, 1979.

IMPORTANT:

Insert this revision notice in the PPM file preceding all other information on this subject in order to maintain a current document file.

POLICY AND PROCEDURE MEMORANDUM NO. 8

SUBJECT: INCIDENT REPORTING SYSTEM

TO: ALL POLICY AND PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: JANUARY 23, 1979

POLICY:

In an effort to establish a statewide reporting/documentation policy regarding crime, vandalism, natural occurrence, visitor management, and accident reporting, an incident reporting system has been established. The initial report form shall be used as a means of qualifying data pertinent to law enforcement and non-law enforcement activities in the agency, to provide management at all levels with a consistent and readily available resource of information in an orderly fashion, and to provide a basis for management to assess needs and the effectiveness of law enforcement related programs.

PROCEDURE:

1. GENERAL

- a. The incident report is the communication tool that is used to record any type of incident that happens on a site. The Initial Report should be filled out when any incident occurs that, in the judgment of the Manager, should be reported to the District Manager. Only the parts of the report relating directly to the incident are to be completed along with any necessary supplementary reports (i.e., Vandalism Report, Property Reported Stolen, Damage Report, etc.).
- b. Initial reports **SHALL** be accurate and well written, containing all necessary information, and avoiding the irrelevant. The initial report must be clear in every aspect and include all particulars concerning the incident--what occurred, how it occurred, when it occurred, and who were involved. It is also important to include the type of action that was taken, the results obtained, and any contemplated actions.

To be fully effective, the initial report must not only be accurate and complete, but it must be well organized as a whole. To achieve this organization, the initial report should be structured as follows:

1. How did the employee or officer become involved in the complaint?
2. What was found by the employee or officer upon arrival on the scene?
Identify all involved in the complaint and their actions in the complaint.

3. What action was taken as a result of the complaint?

This method of report structuring is called the "ABC" approach to report writing. It is a very simple, yet effective means of organizing the information. It is advisable that good notes are taken at the scene of the complaint and that all of the subject information is accurate. When possible, this information should be taken from either driver's licenses or picture identification cards. The Initial Report should verbally paint a picture of the incident so that anyone reading the report will have a clear and concise understanding of the incident.

To management, these reports serve a definite purpose. They are an attempt to convey an impression of an occurrence to persons who did not witness it. The picture must be clear; this fact cannot be overemphasized. Some common faults of reports are incoherent organization, too much generality, and various grammatical errors. Do not be overly excessive with details that have no value to the report. Document your actions, the actions of the subjects at the scene, conditions or circumstances that relate to the incident. Identify all employees or officers involved in the investigation or that were present during the investigation. If evidence is secured from the scene, document the location of the evidence, the type of evidence, ownership, and condition and why the evidence was secured and who secured the evidence.

- c. The Initial Report **MUST** be executed by the investigating officer or designated employee **within forty-eight, (48) hours of the incident**. The site manager **MUST notify the District Manager of any incident that involves facility damage, property damage, personal injury or arrest**. The District Manager shall **immediately contact the Chief of Operations upon notification of any criminal arrest, employee injury or damage to a facility that will prevent future rentals**. Only commissioned officers will execute an Enforcement Initial Report. Both reports (Enforcement and Non-Enforcement) are information specific and the individual executing the report shall insure that all information is complete and accurate.
- d. Incidents that are of a criminal nature, and occur on historic sites where no commissioned officers are staffed, shall be handled by a commissioned officer from the nearest location to that facility as per the direction of the District Manager. Incidents that are of a non-criminal nature shall be documented through the Initial Report that governs such situations.
- e. All reports associated with this PPM are to be completed electronically in order to maintain statewide uniformity in the reporting system. A copy of the entire report with all attachments will be kept on file at the park where the incident occurred for a statewide park level incident filing system.
- f. When reporting an incident that deals with a juvenile, the name of the juvenile **CAN NOT** be noted on the page 1 or page 2 of the Initial Report. The juvenile **MUST** be identified in the Follow-Up Report. A juvenile is anyone who is 16 years of age or

younger. When the person reaches their 17th birthday they are treated as adults in the criminal system. The juvenile has to be at least 10 years of age to be held accountable for their actions. If they are under 10 years of age you have to make the parents responsible for the actions of the young person; [E.g., a 9 year old throws a rock and breaks the window of a camper. The juvenile can not be held responsible for throwing the rock, but the parent(s) can].

- g. When reporting property loss to a private vehicle as a result of a tree limb falling onto a camper, boat, etc. you **must** identify whether or not the tree was alive or dead and whether or not the tree limb was alive or dead.
- h. When a state building is involved in the incident, the building ID# **is required**.
- i. Identify all employees or officers involved in the investigation or that were present during the investigation. Employees or officers should be identified by first stating their full name and then their respective job title (E.g., John Smith, Mobile Equipment Operator). Once the employee/officer is properly identified, then you may use last names thereafter.
- j. If evidence is secured from the scene, document the location of the evidence, the type of evidence, ownership, condition and why the evidence was secured along with who secured the evidence.
- k. Photographs –

When applicable, digital color photographs will be taken and downloaded to the “P” drive/Photos/Park Name/Law Enforcement/Initial Report Number.

Digital, color photographs must be taken of the accident scene at the time of the investigation with identification of the damage/property loss, injury, cause, results, tree and limb condition, etc.

- l. The incident numbering system will be comprised of the 3-digit park abbreviation, followed by the last two digits of the calendar year, followed by the 3-digit consecutive numbering starting with 1.

For example:

The fifth incident at Chicot State Park in calendar year 2008 will be Incident #CHI08-005.

- m. If subsequent report information is obtained for the same file number, the reporting agent need only complete the appropriate follow-up report with appropriate attachment(s) making sure the same file number is used. Each site is required to keep a log of numbers used per calendar year.
- n. Reports with errors will be returned for corrections before final processing at the

Administrative Office. If a report is returned for this reason, it will be returned to the site where the incident occurred and the report shall be corrected and submitted within 48 hours of receipt. If delays are encountered, in-line supervisors shall be notified.

- o. All questions concerning the report or the incident will be answered by the Office of State Parks (Lisa Conley), Baton Rouge, Louisiana, 225/342-5927.

2. REPORTING

a. INITIAL REPORT – NON-ENFORCEMENT INCIDENTS (No Criminal Activity)

The STANDARD INITIAL REPORT FORM is to be used to provide basic information regarding the nature of an incident.

FACILITY:	Name of the State Park, Historic Site, or Preservation Area on which the incident occurred.
FILE NUMBER:	The Initial Report File number (assigned by the site).
COMPLAINT:	Identify the nature (visitor injury, employee injury, property damage, etc.) of the complaint.
DATE:	Specify the Day of the Week (Monday, Tuesday, etc.) the Month (January, February, etc.) and the Day (13, 15, etc.) and the Year (2002).
TIME:	The time (in normal format) that the incident occurred. This could be a window of time, i.e. 2:00 pm – 9:00 pm, Monday – Tuesday, etc.
COMPLAINANT	This is the person that has had something happen to them. If it is park property, then YOU will be the complainant. (If the person is a juvenile, put “Juvenile”. DO NOT put the juvenile’s name.)
FIRST NAME:	Print the first name of the victim or complainant. (If the person is a juvenile, put “Juvenile”. DO NOT put the juvenile’s name.)
SECOND INITIAL OR NAME:	Print the second initial or name of the victim or complainant. (If the person is a juvenile, leave this section blank.)

LAST NAME:

Print the last name of the victim or complainant. **(If the person is a juvenile, leave this section blank.)**

RACE, SEX,
DOB (Date
of Birth):

Provide the necessary information. **(If the person is a juvenile, leave this section blank.)**

RESIDENCE AND
CELLULAR PHONE
NUMBER:

Provide the area codes and numbers of the victim or complainant. **(If the person is a juvenile, leave this section blank.)**

STREET NO./
NAME:

Give the numerical and name of the street, i.e. 513 South Avenue. **(If the person is a juvenile, leave this section blank.)**

CITY/STATE/ZIP:

Provide all of the required information for the address. **(If the person is a juvenile, leave this section blank.)**

EMPLOYMENT PHONE
NUMBER:

Provide the area code and the number of the victim or complainant if applicable. **(If the person is a juvenile, put "Juvenile". DO NOT put the juvenile's name.)**

NATURE OF
INCIDENT:

Check the appropriate box for the item that the incident reflects. For instance, if a visitor were involved in a boating incident, boating would be checked on the line in the Visitor Column.

REPORTS
INCLUDED:

Check the appropriate box for any reports that are included as part of the report.

REPORTS
PENDING:

If there are reports outstanding for this incident, check the appropriate box, and forward the report when it becomes available.

INVESTIGATED

BY:

The individual that took the information for the report will sign the report and place their I.D. number after their signature.

The report is then signed and dated by the Person Completing the report, signed and dated by the Park Manager and forwarded to the District Manager for signature and date before it is forwarded to the Chief of Operations.

b. FOLLOW-UP REPORT – NON-ENFORCEMENT INCIDENTS (No Criminal Activity)

The Follow-Up Report Form is where the employee or officer will detail the incident. The officer will date and identify the file number on the Follow-Up Report.

The report should be broken down into three areas. These areas are discussed as follows: A) How the employee or officer became aware of the incident, B) Who the employee or officer contacted at the scene, what was observed, any other facts concerning the report, C) What action was taken by the employee or officer in regards to the incident.

If complainant/victim is a juvenile, this is where you identify the juvenile with their name, address, race, sex, age Phone number, etc. **The juvenile should only be identified once by name, all other references to the juvenile should only refer to them as “the juvenile”.**

The investigating employee/officer(s) will sign the Follow-Up Report. If more space is needed for the report, use an additional Follow-Up Report Form and identify the page number. The investigating employee/officer(s) will sign all of the report forms and shall include his officer identification number. All employees/officers involved with the incident will be identified in the Follow-Up Report.

If the investigation is not conclusive, the base report should be submitted and Follow-Up Reports can be submitted under the same file number as additional information develops.

The completed report with any attachments shall be attached to the corresponding Initial Report and submitted through the normal chain of command to the Chief of Operations.

c. ATTACHMENTS – NON-ENFORCEMENT INCIDENTS (No Criminal Activity)

1. General Liability Claim Reporting Form –

This Office of Risk Management form is used to report incidents affecting members of the general public or others while on State Property which you believe could reasonably result in a claim against the State. **DO NOT USE**

for auto accidents or Workers Compensation claims. The original report shall be submitted to the Administrative Office through the chain of command to the Chief of Operations and would be attached to the Non-Enforcement Initial Report as necessary.

2. Visitor/Client Accident Reporting Form –

This Office of Risk Management form is used to report **ALL accidents involving park visitors**. The original report is kept on file at the park and a copy of the report shall be submitted to the Administrative Office through the chain of command to the Chief of Operations and would be attached to the Non-Enforcement Initial Report as necessary.

3. State Employee Incident/Accident Investigation Form -

This Office of Risk Management Form is used to investigate **ALL accidents/incidents involving state employees**. The original report is kept on file at the park and a copy of the report shall be submitted to the Administrative Office through the chain of command to the Chief of Operations and would be attached to the Non-Enforcement Initial Report as necessary.

4. Employer Report of Injury/Illness –

This Office of Risk Management form is used to report **ALL injuries involving state employees**. The original report shall be submitted to the Administrative Office through the chain of command to the Chief of Operations and would be attached to the Non-Enforcement Initial Report as necessary.

5. Employer's Supplemental Report of Injury –

This Office of Risk Management form is used if Employer's First Report of Injury did not show that the injured had returned to work and the employee has returned to work, death of the employee, the employee has not returned to work as requested or at the end of seven (7) days. The original report shall be submitted to the Administrative Office through the chain of command to the Chief of Operations and would be attached to the Non-Enforcement Initial Report or Follow-Up Report as necessary.

6. Pre-Existing Condition Form –

This Human Resources form is used to document any pre-existing medical condition upon employment and helpful for worker's compensation claims. A copy of the form shall be submitted to the Administrative Office through the chain of command to the Chief of Operations and would be attached to the

Non-Enforcement Initial Report as necessary.

7. LA State Drivers Accident Form –

This Office of Risk Management form is used to report **ANY** incident in which a state vehicle comes in contact with another vehicle, person, object or animal, which results in death, personal injury, or property damage, regardless of who is injured, what is damaged or to what extent, when it occurred or who was responsible. **This report is to be faxed to the Office of Risk Management, 225/342-4470 within 48 hours of the accident** and the original report shall be submitted to the Administrative Office through the chain of command to the Chief of Operations and would be attached to the Non-Enforcement Initial Report as necessary.

8. Vehicle Glass Repair/Replacement Loss Notice –

This Office of Risk Management form is used to report **ANY** (both state and private) vehicle glass loss or damage, to include mirrors. The original report shall be submitted to the Administrative Office through the chain of command to the Chief of Operations and would be attached to the Non-Enforcement Initial Report as necessary.

9. Repair Estimates –

These documents are repair estimates from body repair shops to repair damage to state vehicles. Three (3) estimates will be **REQUIRED** for any damage valued at \$1000.00 and above. One (1) estimate is **REQUIRED** for any damage valued below \$1000.00. The original report shall be submitted to the Administrative Office through the chain of command to the Chief of Operations and would be attached to the Non-Enforcement Initial Report as necessary.

10. Employee's Driver's License –

A copy of the employee's driver's license that was involved in the state vehicle accident is **REQUIRED** for identification purposes. The driver's license copy shall be submitted to the Administrative Office through the chain of command to the Chief of Operations and would be attached to the Non-Enforcement Initial Report as necessary.

11. Private Vehicle Registration, Proof of Insurance and Individual's Driver's License –

A copy of the private vehicle's registration, proof of insurance and individual's driver's license pertaining to the private vehicle that was damaged is **NEEDED** for any possible Office of Risk Management claim.

Copies of the vehicle registration, proof of insurance and diver's license shall be submitted to the Administrative Office through the chain of command to the Chief of Operations and would be attached to the Enforcement Initial Report as necessary. If a copying machine is unavailable the investigating employee/officer(s) **MUST** verify the information and include the Driver's License number and expiration date, Vehicle Registration number and expiration date and Insurance Policy number and expiration/effective dates on the Follow-Up report and shall be submitted to the Administrative Office through the chain of command to the Chief of Operations and would be attached to the Non-Enforcement Initial Report as necessary.

12. Damage Report --

This form is used to document damages incurred to state property as a result of **NO CRIMINAL ACTIVITY** (e.g., hurricanes, tornadoes, thunderstorms, fire, etc.) and shall be submitted to the Administrative Office through the chain of command to the Chief of Operations and would be attached to the Non-Enforcement Initial Report as necessary.

3. REPORTING

a. INITIAL REPORT – ENFORCEMENT INCIDENTS (Criminal Activity)

This form is designed to deal with incidents that are of a criminal nature, in that they deal specifically with any violation of all criminal or traffic codes.

FACILITY:	Name of the State Park, Historic Site, or Preservation Area on which the incident occurred.
FILE NUMBER:	The Initial Report File number (assigned by the site).
TIME OF DISPATCH:	Identify the Month, Day (Day of month), Year and Hour (in normal format, 2:00 pm) that the officer was dispatched to the crime or complaint.
CRIME/COMPLAINT:	Identify the Louisiana Revised Statute and Description (RS14:67 Theft, etc)
TIME OF INCIDENT:	Specify the Day (s) of the Week (Monday, Tuesday, etc.) the Month (s) (January, February, etc.) and the Day (s) (13,15, etc.) and the Year (s) (2002) and the Hour (s) (in normal format) that the incident occurred. This could be a window of time, i.e. 2:00 pm – 9:00 pm, Monday – Tuesday, etc.

COMPLAINANT

This is the person that the crime was committed against. If it is park property, then YOU will be the complainant. **(If the person is a juvenile, put "Juvenile". DO NOT put the juvenile's name.)**

FIRST NAME:

Print the first name of the victim or complainant. **(If the person is a juvenile, put "Juvenile". DO NOT put the juvenile's name.)**

SECOND INITIAL
OR NAME:

Print the second initial or name of the victim or complainant. **(If the person is a juvenile, leave this section blank.)**

LAST NAME:

Print the last name of the victim or complainant. **(If the person is a juvenile, leave this section blank.)**

RACE, SEX,
DOB (Date
of Birth):

Provide the necessary information. **(If the person is a juvenile, leave this section blank.)**

STREET NO./
NAME:

Give the numerical and name of the street, i.e. 513 South Avenue. **(If the person is a juvenile, leave this section blank.)**

CITY/STATE/ZIP:

Provide all of the required information for the address. **(If the person is a juvenile, leave this section blank.)**

HOME PHONE
NUMBER:

Provide the area code and the number of the victim or complainant if applicable. **(If the person is a juvenile, leave this section blank.)**

WORK PHONE
NUMBER:

Provide the area codes and numbers of the victim or complainant. **(If the person is a juvenile, put "Juvenile". DO NOT put the juvenile's name.)**

IF CLEARED
HOW?

Check the appropriate box to indicate if any action

was taken. If no action was taken, then do not check any of these boxes. If an arrest is made, then in this box, indicate the number of arrests by inserting the appropriate number.

VEHICLE(S)
INVOLVED IN
THE CRIME(S) OR
COMPLAINT(S)

If a vehicle was involved in the crime in any way, then it will be identified in this section. The Style identifies the vehicle as a 2D, 4D, P/U, Van, etc. Include the name and address of the registered owner. This is not necessarily the driver. Indicate how the vehicle was involved in the incident.

FACILITY
INVOLVED AND
DATE(S) RENTED

If a building was involved in the crime in any way, then it will be identified in this section. The building ID# will be recorded here as well as other required information.

NARRATIVE
DESCRIPTION
OF OFFENSE(S)
OR
COMPLAINT(S)

A **brief** narrative of the incident will be written here. **Do not include names** of any of the subjects involved in the incident in this area. The key word here is "brief". The Follow-Up Report will contain the detailed information.

For **misdemeanor citations** written, only page 1 and page 2 of the enforcement initial report is to be used. A short narrative of the incident will be recorded in the appropriate location on page 2. If there are extenuating circumstances surrounding the incident then the follow-up report can be used.

PERSON(S)
CHARGED OR
ARRESTED

Provide the information that is required for all the fields. If there are more than two subjects arrested as a result of this investigation, then give that data in the Follow-Up Report. (If the person is a juvenile, put "Juvenile". DO NOT put the

juvenile's name.)

**INVESTIGATING
OFFICER(S)**

Provides for the identification of the investigating officer(s). The "Division" is the name of the site where the incident occurred at.

**INVESTIGATED
BY:**

The individual that took the information for the report will sign the report and place their I.D. number after their signature.

The report is then signed and dated by the Person Completing the report, signed and dated by the Park Manager and forwarded to the District Manager for signature and date before it is forwarded to the Chief of Operations.

b. FOLLOW-UP REPORT – ENFORCEMENT INCIDENTS (Criminal Activity)

A Follow-Up Report will be a part of the Initial Report **if required**. The officer will use the Follow-Up Report Form to detail the incident. The officer will date and identify the file number on the Follow-Up Report.

The report should be broken down into three areas.

These areas are discussed as follows: A) How the officer became aware of the incident, B) Who the officer contacted at the scene, what was observed, any other facts concerning the report, C) What action was taken by the officer regarding the incident.

The investigating officer(s) will sign the Follow-Up Report. If more space is needed for the report, use an additional Follow-Up Report Form and identify the page number. The investigating officer(s) will sign all of the report forms and shall include this officer's identification number. All officers involved with the incident will be identified in the Follow-Up Report.

If complainant/victim is a juvenile, this is where you identify the juvenile with their name, address, race, sex, age Phone number, etc. **The juvenile should only be identified once by name, all other references to the juvenile should only refer to them as "the juvenile".**

If the investigation is not conclusive, the base report should be submitted and Follow-Up Reports can be submitted under the same file number as additional information develops.

The completed report with any attachments shall be attached to the corresponding

Initial Report and further submitted through the normal chain of command to the Chief of Operations.

c. ATTACHMENTS – ENFORCEMENT INCIDENTS (Criminal Activity)

1. Property Reported Stolen –

This form shall be utilized for documenting the theft of any property. The form is also used to record the recovery of stolen items. As with any investigation, if information later develops concerning a theft and additional items are discovered missing by a complainant, then utilize this form along with a Follow-Up Form and document the information.

The form asks that the stolen items be classed according to the legend at the top of the form. If there is an item that does not fall into one of these categories, utilize the category “K”, which is a miscellaneous category.

Give a good description of the stolen item. Identify colors, styles, model numbers or anything that is specific to that item. Some items will have serial numbers, and if they are known, should be recorded in this area. If the item has a serial number but it is unknown, write “unknown” in this blank. If the item does not have a serial number, then write “N/A”.

The complainant shall furnish the officer with a value of the stolen item. It is not the officer’s responsibility to assess value or to debate the value of the stolen item.

If the item is recovered, note it by checking the “R” space on the appropriate line that refers to the recovered item.

Note if there was insurance coverage for the stolen items and if the information is available at the time of the investigation, then record it. Items that have serial numbers, guns, and jewelry should be entered into NCIC. Take the appropriate steps to do this and reference the local number in the provided space.

This report shall be submitted to the Administrative Office through the chain of command to the Chief of Operations and would be attached to the Enforcement Initial Report as necessary.

2. Juvenile Investigation Report –

The arresting officer **MUST** execute a Juvenile Interrogation form **PRIOR TO ARREST**. This form must be completed in the presence of a parent (s) or concerned adult (s). This report shall be submitted to the Administrative Office through the chain of command to the Chief of

Operations and would be attached to the Enforcement Initial Report as necessary.

3. Eviction Notice –

This is the "Notice of Eviction" document that will serve as the notice to the evicted person. If you have a customer who consistently refuses to comply with our rules and regulations, especially where public safety issues are involved, then the manager should make the decision to evict the customer from his site. In the past, this person would come back again, generally to a different site, and the same sort of issues would follow. With this policy, the eviction will be for a 365-day period from the date of the eviction, and it is for all of the properties and facilities owned and operated by the Louisiana Office of State Parks.

The form is to be completed and a copy given to the violator. Once processed, the customer is blocked in our reservation system for the next 365 days. **This form needs to be executed either by a manager or a ranger only.** The form will only be executed by direction of the site manager and where possible, the involvement of the district manager. This report shall be submitted to the Administrative Office through the chain of command to the Chief of Operations and would be attached to the Enforcement Initial Report as necessary.

4. Arrest Report –

The arresting officer shall execute an arrest report each time a **physical arrest** is made. This report shall be submitted to the Administrative Office through the chain of command to the Chief of Operations and would be attached to the Enforcement Initial Report. A copy of this form shall remain on file at the facility where the arrest was initiated.

The arrest details section is a brief synopsis of the events leading to the charge(s) brought against the subject and must be completed. The officer shall sign the form and submit it with the report and/or citation. This report shall be submitted to the Administrative Office through the chain of command to the Chief of Operations and attached to the Enforcement Initial Report as necessary.

5. Use of Force/Chemical Agent Use Report –

Anytime a use of force is used against a subject by an officer acting in his or her capacity, the Use of Force/Chemical Agent Use Form **MUST** be executed whether or not the subject is arrested. **For the purpose of this form, the use of force is defined, as "anytime an officer has to place his/her hands on a subject in the course of their duties".** This

form is to be filled out by the officer that initiated the force.

The Brief Narrative should contain a summary of the incident detail; however the specific details of the report shall be covered in the Follow-Up Report to the Initial Report. This report shall be submitted to the Administrative Office through the chain of command to the Chief of Operations and would be attached to the Enforcement Initial Report as necessary.

6. Booking Sheet –

This document is generated by the booking facility (e.g., Sheriff's Office City Police, etc.) in which the arrestee is interred. This report shall be submitted to the Administrative Office through the chain of command to the Chief of Operations and would be attached to the Enforcement Initial Report as necessary.

7. General Liability Claim Form –

This Office of Risk Management form is used to report incidents affecting members of the general public or others while on State Property which could reasonably result in a claim against the State. Do not use for auto accidents or Workers Compensation claims. This report shall be submitted to the Administrative Office through the chain of command to the Chief of Operations and would be attached to the Enforcement Initial Report as necessary.

8. Visitor Notification Letter –

This letter is sent via USPS to the visitor in order to recoup **MISSING** items. **ONLY** the park manager will send this letter. Upon return of the items, a copy of this letter is retained at the park.

If the item(s) are not returned, a copy of this letter will be submitted for documentation to pursue restitution and/or an insurance claim. This report shall be submitted to the Administrative Office through the chain of command to the Chief of Operations and would be attached to the Enforcement Initial Report as necessary.

Depending on whether or not the claim is handled as restitution or insurance claim, additional documentation may be required/requested.

9. Police Report –

This report is provided by the local law enforcement agency (e.g., Sheriff's Office, City Police, etc.) identifying crime (theft, vandalism, etc.) to state property and identifying property loss. It is needed for restitution and/or insurance loss claims and shall be submitted to the Administrative Office through the chain of command to the Chief of Operations and would be attached to the Enforcement Initial Report as necessary.

10. Invoice/Supplemental Receiving Report/Purchase Order/P-Card Log Copies

Purchasing document copies are needed to verify purchases made to replace missing and/or damaged items for restitution and/or insurance loss claim.

Copies of vendor invoices for supplies purchased after and relating to the incident **MUST** be supplied for loss of Office of State Parks property (theft/vandalism) valued at \$50 or more. The invoices cannot be copies of originally purchased items that are placed in stock and then used at time of incident. These invoices are required in order to solicit restitution.

For Office of State Park's property loss (theft/vandalism) to an ASSET valued \$1000.00 and over you **MUST** supply copies of original purchase invoices and Purchase Order/Supplemental Receiving Report. These invoices and purchasing documents are required in order to replace the asset.

Purchasing documents **MUST** show the expense coding (e.g., 3190, 3310, etc.)

These reports shall be submitted to the Administrative Office through the chain of command to the Chief of Operations and would be attached to the Enforcement Initial Report as necessary.

Depending on whether or not the claim is handled as restitution or insurance claim, additional documentation may be required/requested.

11. Vandalism Report –

Report **MUST** be completed to document damage and needed repairs to park property. This report shall be submitted to the Administrative Office through the chain of command to the Chief of Operations and would be attached to the Enforcement Initial Report as necessary.

12. Uniform Motor Vehicle Traffic Crash Report –

This Department of Public Safety/State Police report is to be completed for **ALL** motor vehicle accidents on park property involving private vehicles. In most cases an outside law enforcement agency will handle the accident investigation and complete this report. The investigating officer from State Parks will need to obtain a copy of this report for inclusion in the initial report packet.

If an outside law enforcement agency does not handle the accident investigation, the parks' law enforcement must handle the investigation and complete the Uniform Motor Vehicle Traffic Crash Report. The original is mailed to the Office of Motor Vehicles at 7979 Independence Blvd. Baton Rouge, LA 70806 and a copy is retained for inclusion in the initial report packet.

13. Driver's License, Proof of Insurance, Certificate of Registration -

Copies of these documents **MUST** be obtained on all drivers involved in a motor vehicle accident on park property. If a copy machine is unavailable, the investigating employee/officer(s) **MUST** verify the information and include the Driver's License number and expiration date, Vehicle Registration number and expiration date and Insurance Policy number and expiration/effective dates on the Follow-Up report and shall be submitted to the Administrative Office through the chain of command to the Chief of Operations and would be attached to the Enforcement Initial Report as necessary.