

**Forest Service Handbook  
National Headquarters - Washington Office  
Washington, DC**

**Forest Service Handbook 5309.11 – Law Enforcement Handbook**

**Chapter 80 – Equipment**

**Amendment:** 5309.11-2022-4

**Effective date:** February 17, 2022

**Duration:** This amendment is effective until superseded or removed.

**Superseded Directive:** 5309.11\_80-2012-1, 02/06/2012

**Approved by:** Angela Coleman, Associate Chief

**Date approved:** February 16, 2022

**Responsible Staff:**

**Explanation of changes:** Following is an explanation of the changes throughout the directive by section.

**Posting Instructions:** Amendments are numbered consecutively by handbook number and calendar year. Post by document; remove the entire document and replace it with this amendment. Retain this transmittal as the first page(s) of this document. The last amendment to this handbook was 5309.11-2022-3 to Chapter 70.

**5309.11\_Chapter 80:** Throughout the chapter, revises cross-references and makes minor editorial and technical changes.

**81.2:** Section 3 adds language “Each officer will be provided with a safe or a locking cabinet to secure duty gear, firearms, Technical Investigative Equipment (TIE) or other sensitive items separate from evidence storage.”

**82.2:** Adds language “every five years or if the credentials become worn or damaged.”

**83.1:** Section “b” adds language “having jurisdiction or Forest Service LEI, where applicable.” Adds direction on what to obtain from the agency with jurisdiction in the event of a loss of firearms/badge/or credential.

**83.11 through 83.13b:** Sections abolished. Removes obsolete direction.

**83.2:** Establishes new section titled “Form AD-112, Report of Unserviceable, Lost, Stolen, Damaged, or Destroyed Property.”

**84:** Section retitled from “Return of Lost Property” to “Return or Recovery of lost Property.” Adds language “In the event the property is recovered, the officer responsible for the property will notify the agency who took the initial report and obtain a copy of the NCIC printout that shows the initial entry was cancelled.”

**86:** Section retitled from “Carrying Firearms, Oleoresin Capsicum (O.C.) On Aircraft or Common Carrier” to “Carrying Firearms, Oleoresin Capsicum (O.C.) and Electronic Control Device (ECD) on Aircraft or Common Carrier.”

**86.3:** Section adds language “An electronic control device (ECD) must be carried as carry on and not in checked luggage. The ECD shall have the battery and cartridge removed from the device to prevent discharge.”

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This chapter provides direction on identifying office space requirements for all law enforcement personnel (sec. 81), reporting lost property (sec. 83), transporting firearms and Oleoresin Capsicum (O.C.) on aircraft (sec. 86), using specialized transportation equipment (sec. 87), and technical investigative equipment (TIE) (sec. 88). See FSM 5380 for further direction on the acquisition, use, and disposition of equipment and property.

#### **80.4 - Responsibility**

It is the responsibility of Supervisory Law Enforcement personnel to ensure that Law Enforcement personnel reporting to them (FSM 5305) meet Forest Service requirements for storage of law enforcement files and the use and operation of all equipment referred to in this chapter.

#### **81 - Office and Storage Spaces**

1. Office space and administrative support.
  - a. Ensure that law enforcement personnel have the appropriate space and office support comparable to that provided to other employees (FSM 5304.3, para. 2c).
  - b. Ensure that offices for law enforcement personnel have locking mechanisms and that law enforcement personnel have secure control over the office.
2. Storage space. Secured storage areas should be provided in addition to the law enforcement office for the security and storage of evidence and equipment.
3. Each officer will be provided with a safe or a locking cabinet to secure duty gear, firearms, Technical Investigative Equipment (TIE) or other sensitive items separate from evidence storage.

#### **82 - Law Enforcement Badges and Credentials**

Sworn Law Enforcement personnel shall be issued numbered badges and pocket credentials (FSM 5384.03).

##### **82.1 - Issuance of Badges and Pocket Credentials**

The Assistant Director for Training, Development, and Standards (LEI AD, Training) shall send badges and pocket credentials by overnight mail or hand carry as appropriate.

## 82.11 - Washington Office, Law Enforcement Personnel

For law enforcement personnel assigned to the Washington Office, follow these procedures for obtaining badges and credentials:

1. The Washington Office, Law Enforcement and Investigations Staff, Assistant Director for Training, Development, and Standards (LEI AD, Training) submits the Credential Information Request Form to the law enforcement officer or special agent.
2. The law enforcement officer or special agent shall:
  - a. Obtain a high quality digital photograph of the employee taken in front of a solid white background. The photograph should be in \*.jpeg format and be taken with at least a five megapixel camera. The employee should be framed in the photograph from the bottom of the chest pockets to approximately 6 inches above the head. Law enforcement officers shall wear the Forest Service LE Class B uniform and tie, and the special agents shall wear appropriate professional business clothing for the photograph. The employee's appearance should reflect that of a professional law enforcement officer or special agent. Photographs not meeting the above quality and standards will be rejected by the National Academy, and another photograph will be requested of the employee.
  - b. Complete all information on the Credential Information Request Form. The employee shall sign the signature block portion of the form with three signatures. The signatures should not touch each other, other words, punctuations, or numbers on the form.
  - c. Email the Credential Information Request Form and the digital credential photograph to the National Academy inbox at [fsleina@fs.fed.us](mailto:fsleina@fs.fed.us).
3. The Washington Office, Director of Law Enforcement and Investigations (Director, LEI), provides an electronic signature to the Assistant Director to be placed on the credential card.
4. The LEI AD, Training ensures the current Washington Office, Director, LEI's signature appears on the credential card.
5. The LEI AD, Training sends the signed security laminated credential card set with the photograph and badge to the Law Enforcement Officer or Special Agent, ensuring that the identification number on the credential card corresponds with the badge number issued to the Law Enforcement Officer or Special Agent.
6. The Law Enforcement Officer or Special Agent signs form AD-107, Report of Transfer or Other Disposition or Construction of Property, to acknowledge receipt and responsibility for the safekeeping of the pocket credential and returns the completed form to the LEI AD, Training.

## 82.12 - Regional Offices, Law Enforcement Personnel

For law enforcement personnel assigned to a region, follow these procedures for obtaining credentials.

1. The Special Agent in Charge requests the Credential Information Request Form from the Washington Office, LEI Staff, LEI AD, Training.
2. The LEI AD, Training transmits the Credential Information Request Form to the Law Enforcement Officer, Reserve Law Enforcement Officer, or Special Agent and notifies the Special Agent in Charge of such.
3. The Law Enforcement Officer, Reserve Law Enforcement Officer, or Special Agent shall:
  - a. Obtain a high quality digital photograph of the employee taken in front of a solid white background. The photograph should be in \*.jpeg format and be taken with at least a five megapixel camera. The employee should be framed in the photograph from the bottom of the chest pockets to approximately 6 inches above the head. Law Enforcement Officers and Reserve Law Enforcement Officers shall wear the Forest Service LE Class B uniform and tie, and special agents shall wear appropriate professional business clothing for the photograph. The employee's appearance should reflect that of a professional Law Enforcement Officer or Special Agent. Photographs not meeting the above quality and standards will be rejected by the National Academy, and another photograph will be requested of the employee.
  - b. Complete all information on the Credential Information Request Form. The employee shall sign the signature block portion of the form with three signatures. The signatures should not touch each other, other words, punctuations, or numbers on the form.
  - c. Send the completed Credential Information Form and digital credential photograph to the Special Agent in Charge.
4. The Special Agent in Charge sends the completed Credential Information Request Form and digital photograph of the employee to the LEI AD, Training at the National Academy inbox at fsleina@fs.fed.us.
5. The Washington Office, Director, LEI, provides an electronic signature to the Assistant Director to be placed on the credential card.
6. The LEI AD, Training ensures the current Washington Office, Director, LEI's signature appears on the credential card.
7. The LEI AD, Training sends the signed security laminated credential card set with the photograph to the Special Agent in Charge, and ensures that the identification number on the credential card corresponds with the badge number issued to the Law Enforcement Officer, Reserve Law Enforcement Officer, or Special Agent.

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8. The Special Agent in Charge sends the signed credential card set and badge to the Law Enforcement Officer, Reserve Law Enforcement Officer, or Special Agent.

9. The Law Enforcement Officer, Reserve Law Enforcement Officer, or Special Agent signs Form AD-107, Report of Transfer or Other Disposition or Construction of Property, to acknowledge receipt and responsibility for the safekeeping of the pocket credential and returns the completed form to the LEI AD, Training, through the Special Agent in Charge.

## **82.2 - Maintenance**

Maintain pocket credentials in a neat, clean, presentable condition. Exchange soiled, worn, or generally objectionable credential card set, badge, or casing for a new one. Update pocket credentials every five years or if the credentials become worn or damaged, to ensure that law enforcement personnel can be identified by the photograph and name shown on their credentials (FSM 5384.04).

## **83 - Loss of Firearms, Badges, and Credentials**

### **83.05 - Definition**

Loss. Situation wherein an item is either missing and/or not in one's possession.

### **83.1 - Reporting Loss of Firearm, Badge, or Credential**

Whenever law enforcement personnel discover firearms, badges, or credentials are missing and have made a reasonable search but are unable to find the missing property, report the loss as soon as possible to both:

1. The Special Agent in Charge (for law enforcement personnel assigned to a region) or the Washington Office, Deputy Director of Law Enforcement and Investigations (for law enforcement personnel assigned to the Washington Office), who in turn shall immediately notify the Washington Office, LEI AD, Training and AD OPR. The notification to AD, Training must be accomplished through official correspondence, with a copy sent to the employees' immediate supervisor. Notification to AD OPR can be done through email or phone.
2. The local law enforcement agency having jurisdiction or Forest Service LEI, where applicable, where the loss or theft occurred.

The Officer/Agent will then:

1. Obtain a copy of the report with report number.
2. Obtain a copy of the NCIC entry.

3. Prepare a formal letter of explanation and send it to the Special Agent in Charge (for law enforcement personnel assigned to a region) or to the Washington Office, Director, LEI (for law enforcement personnel assigned to the Washington Office), through the chain of command, explaining the circumstances and other particulars regarding such loss, including the date and time the firearm, badge, or credential within 24 hours the item is discovered to be missing.
4. Attach a copy of the report and NCIC entry with the letter of explanation.

### **83.2 - Form AD-112, Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property**

Report the loss of a firearm, badge, or credential on form AD-112, Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property. For law enforcement personnel assigned to a region, send the completed form AD-112, a copy of the police report, and a copy of the formal letter of explanation (sec. 83.13a) to the Special Agent in Charge. The Special Agent in Charge shall review the police report, formal letter of explanation, and Section 11-1 of the AD-112 to make a determination as to whether the loss was a result of negligence. The Special Agent in Charge then forwards the package to the Assistant Director for Training. For law enforcement personnel assigned to the Washington Office, the package should be submitted to the Deputy Director. The Deputy Director shall review the police report, formal letter of explanation, and Section 11-1 of the AD-112 to make a determination as to whether the loss was a result of negligence. The Deputy Director then forwards the package to the LEI AD, Training.

### **84 - Return or Recovery of Lost Property**

If the return of lost property is made by a citizen or law enforcement agency, the Washington Office, Deputy Director of Law Enforcement and Investigations (for law enforcement personnel assigned to the Washington Office) or the Special Agent in Charge (for law enforcement personnel assigned to a region) shall acknowledge the return with a letter of appreciation. In the event the property is recovered, the officer responsible for the property will notify the agency who took the initial report and obtain a copy of the NCIC printout that shows the initial entry was cancelled.

### **85 - Reissuance of Lost Property**

The LEI AD, Training shall issue new firearms, badges, and/or credentials to law enforcement personnel who have lost them. When lost firearms, badges, and credentials are recovered after new replacements have been reissued, send the recovered items by overnight mail to the LEI AD, Training located at the National Academy. Law enforcement personnel must account for all issued property.

#### **85.1 - Records Update**

The LEI AD, Training shall ensure the issued accountable property is updated in the system of record.

## **86 - Carrying Firearms, Oleoresin Capsicum (O.C.) and Electronic Control Device (ECD) on Aircraft or Common Carrier**

### **86.1 - Carrying or Transporting Firearms on Aircraft or Common Carrier**

Law enforcement personnel authorized to carry firearms shall carry those firearms aboard commercial aircraft or common carrier pursuant to Transportation Security Administration (TSA) requirements set forth in Title 49, Code of Federal Regulations, section 1544.219.

#### **1. Agency Approved Firearms.**

- a. U.S. Department of Agriculture, Forest Service special agents and law enforcement officers are designated as Federal law enforcement officers.
- b. Special Agents and Law Enforcement Officers are required to carry agency-approved firearms at all times when on official duty status in the United States, its territories, or possessions, except where prohibited or where circumstances make such carrying inappropriate.
- c. When off duty, including leave status, Special Agents and Law Enforcement Officers may be recalled to law enforcement duties at any time on short notice. Accordingly, Special Agents and Law Enforcement Officers are authorized to carry agency-approved firearms at all times when off duty and on leave status. The decision to carry agency-approved firearms off duty is at the discretion of the Agent or Officer.

### **86.11 - Commercial Aircraft or Common Carrier**

#### **1. Primary and Secondary Handguns Aboard Commercial Aircraft or Common Carrier.**

- a. Full-time law enforcement personnel on official law enforcement related travel shall carry agency-approved handguns on their person, or have them immediately available, while traveling on a commercial airline or other common carrier within the United States.
- b. Full-time law enforcement personnel are authorized to carry agency-approved handguns on their person or have them immediately available while off-duty and traveling on a commercial airline or other common carrier within the United States.
- c. Reserve law enforcement officers, while on official law enforcement related travel, shall carry agency-approved handguns on their person, or have them immediately available, while traveling on a commercial airline or other common carrier within the United States only when assigned to perform law enforcement duties as supervised by Law Enforcement and Investigations personnel.
- d. Circumstances that would impede effective performance as a law enforcement officer or special agent, may exempt law enforcement personnel from the requirement

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to carry their agency-approved handguns or have them readily available at all times when traveling on board a commercial airline or common carrier, with prior approval of their immediate supervisor.

2. Long Gun(s) and Other Handguns aboard Commercial Aircraft or Common Carrier.
  - a. Agency-approved long guns must be unloaded and checked in a locked, hard-sided container and the key or combination maintained by the officer. A small, locked, hard-sided container with an unloaded agency-approved secondary handgun may be located on the inside of soft-sided baggage.
  - b. Additional ammunition in checked baggage must be stored in the original ammunition box to prevent contact with the primer of each round.
3. Check-in at Airline or Common Carrier Ticket Counter. Law enforcement personnel shall follow these procedures for check-in at the airline or common carrier ticket counter:
  - a. Upon arrival, proceed to the ticket counter and present your credentials to the airline or common carrier representative.
  - b. Identify yourself as a Federal law enforcement officer and that you are traveling armed.
  - c. A Unique Federal Agency Number (UFAN) will be required at security checkpoints. Each Officer/Agent is responsible for maintaining the current UFAN issued to the Agency for official travel. Follow the airlines or common carrier established procedure.

#### **86.12 - Forest Service Owned, Leased, or Contracted Aircraft**

Law enforcement personnel may carry firearms and defensive equipment except for Oleoresin Capsicum (O.C.) aboard U.S. Department of Agriculture, Forest Service-owned, -leased, or -contracted aircraft pursuant to Transportation Security Administration requirements set forth in Title 49, Code of Federal Regulations, section 1544.219.

#### **86.2 - Carrying or Transporting Oleoresin Capsicum (O.C.) on Aircraft or Common Carrier**

Oleoresin Capsicum (O.C.) must be carried as checked baggage, and containers must not exceed 4 fluid ounces pursuant to Title 49, Code of Federal Regulations, section 175.10(a)(4)(ii) and implementing Transportation Security Administration guidelines.

#### **86.3 - Carrying or Transporting Electronic Control Device (ECD) on Aircraft or Common Carrier**

An electronic control device (ECD) must be carried as carry on and not in checked luggage. The ECD shall have the battery and cartridge removed from the device to prevent discharge.