

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

**Forest Service Manual 5300 – Law Enforcement
Chapter 5340 – Reports**

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Approved by: Abigail R. Kimbell, Chief

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Responsible Staff:

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Posting Instructions: Amendments are numbered consecutively by title 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 title was 5300-2008-8 to FSM 5340.

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

5341: Removes obsolete reference to Notices of Non-Compliance and re-numbers paragraphs 4 through 7 to paragraphs 4 through 6.

5342.2: Removes direction to use Notice of Non-Compliance form.

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5340.2 - Objectives

1. To capture and record information on the location, volume, damages, and type of violations occurring on National Forest System (NFS) lands.
2. To provide a system for retrieval of data on incidents and violations which is responsive to needs at all organizational levels.
3. To provide Agency managers with a means to identify and monitor law enforcement activities and provide a method to record and analyze incidents involving violations or suspected violations on or affecting NFS lands, facilities, or users.

5340.3 - Policy

Forest officers shall report all violations of law and regulations on or affecting National Forest System (NFS) lands, facilities, or users whether or not the violator is known. Follow the specific reporting procedures set forth in the unit's approved law enforcement plan.

Use the Law Enforcement and Investigations Management Attainment Reporting System (LEIMARS) to report and track all violations of law and regulations reported by forest officers and all felony and serious misdemeanor cases.

Use LEIMARS to report all violations of law and regulations and incidents which could result in claims for or against the Government related to the NFS.

5340.4 - Responsibility

5340.41 - Washington Office, Director of Law Enforcement and Investigations

It is the responsibility of the Director, LEI to:

1. Ensure that reporting standards are met for all hotline/whistleblower and internal investigation cases, and that all case initiation, tracking, and closure procedures are followed.
2. Provide instructions needed to operate the Law Enforcement and Investigations Management Attainment Reporting System (LEIMARS).
3. Provide oversight, monitoring, and periodic assessment of LEIMARS data to ensure data is accurate and complete to the Washington Office level.
4. Ensure all case initiation, tracking, and closure procedures, and reporting standards are met.
5. Ensure that Washington Office law enforcement personnel submit timely and accurate reports.

5340.42 - Special Agents in Charge

It is the responsibility of special agents in charge to ensure that:

1. Reporting standards are met for all cases under their control or assigned to them by the Director, Law Enforcement and Investigations.
2. Law enforcement personnel and forest protection officers within the region are making timely and accurate submissions of reports through law enforcement personnel.
3. All incident reports and violation notices are being entered into the Law Enforcement and Investigations Management Attainment Reporting System in a timely and accurate manner.
4. All case initiation, tracking, and closure procedures are being followed.
5. Law Enforcement and Investigations Management Attainment Reporting System data for the region is overseen, monitored, and periodically reviewed to ensure accurate and complete reporting to the Washington Office.

5340.5 - Definitions

Law Enforcement Activity Report. The Forest Service report (form [FS-5300-5](#)) that provides a means to statistically identify State and local law enforcement activity regarding the protection of people and their property on National Forest System (NFS) lands.

Incident. Any activity which is a violation of law, regulation, or policy. Incidents include occurrences which could result in civil processes for or against the U.S. Government and their associated investigations.

Law Enforcement and Investigations Management Attainment Reporting System (LEIMARS). The approved automated system currently in use by the Forest Service for reporting incidents on or affecting NFS lands or users.

Report of Investigation (ROI) ([FS-5300-24a](#)). A report documenting the results and findings of an investigation as follows:

- a. Auxiliary ROI. Used to report investigative activity by a region or unit that is not responsible for preparing the final ROI.
- b. Final ROI. Used to report the results of a completed investigation. Usually this is the last report prepared and submitted.
- c. Preliminary ROI. Used as needed to report investigative findings prior to the completion of the investigation.

- d. Supplemental ROI. Used to report the results of leads or issues developed and investigated after a final ROI has been submitted.

5341 - Procedures

Forest officers shall report all known violations of law or regulations by completing the appropriate forms. After completing the forms, enter the information relating to all incidents (criminal, civil, and administrative) into the LEIMARS. Available forms include:

1. Law Enforcement Violation Notice, form FS-5300-4 (printed form).
2. Law Enforcement Incident Report/Warning Notice, form FS-5300-1, page 1, Warning Notice (printed form).
3. Law Enforcement Incident Report/Warning Notice, form FS-5300-1, page 2, Incident Report (printed form).
4. Report of Investigation, form [FS-5300-24a](#).
5. Supplemental Incident Report, form [FS-5300-22](#) (addendum to the FS-5300-1).
6. Supplemental Incident Report – Controlled Substance Activity, [FS-5300-2a](#) (addendum to the FS-5300-1).

5342 - Statistical Law Enforcement Reports

Statistical law enforcement reports are the foundation for analyzing violation and enforcement problems. The statistical analysis provides information for program planning, program changes, and management decisions that can have a positive result on violation prevention, vandalism, theft, resource damage, and public protection.

5342.1 - Report Forms

Law enforcement statistical reports are based on information reported using various law enforcement forms, including the forms identified in FSM 5341 and form [FS-5300-5](#), Law Enforcement Activity Report.

See FSH 5309.11, Law Enforcement Handbook, for instructions on completing these forms. Instructions for completing the FS-5300-1 and FS-5300-4, Law Enforcement Incident Report/Warning Notice and Law Enforcement Violation Notice forms are available at http://fsweb.wo.fs.fed.us/im/forms/fs_forms/index.htm

5342.2 - Law Enforcement and Investigations Management Attainment Reporting System

The Law Enforcement and Investigations Management Attainment Reporting System (LEIMARS) can provide all data contained on the Incident Record/Warning Notice, form FS-5300-1; Law Enforcement Violation Notice, form FS-5300-4; Supplemental Incident

Report - Controlled Substance Activity, form FS-5300-2a; and Report of Investigation, form FS-5300-24a.

The LEIMARS provides data in almost any combination desired, as shown in the following examples:

1. All law violations reported on National Forest System lands.
2. Value of resource or property damage.
3. Court disposition.
4. Amount of restitution to the Government.
5. Value of property stolen and recovered.
6. The number of violation notices, warning notices, and incident reports issued.
7. Number and status of case investigations, including case update information, individual suspect and defendant status and sentencing.

The system can provide a summary sheet of this information as it relates to a particular geographic location or forest officer number. The system can also summarize activity based on, but not limited to, incident type, incident retrieval code, Federal and/or State offense code, and/or value of controlled substances seized. For additional information see the [LEIMARS User Guide](#).

The LEIMARS contains a case tracking section which provides retrievable data in almost any combination desired for cases involving felony or serious misdemeanor violations.

5343 - Law Enforcement Activity Report

Law enforcement personnel shall request that all law enforcement cooperators receiving reimbursable funding from the Forest Service use the Law Enforcement Activity Report, form FS-5300-5 (FSH 5309.11, 41.5) to report their incident activity.

Measure cooperative law enforcement agreement activity in patrol units; that is, 4 person hours of patrol equal one patrol unit.

5344 - Report of Investigation

5344.03 - Policy

Prepare Reports of Investigation (ROIs) in accordance with the standard format (FSH 5309.11, chapter 40).

5344.04 - Responsibility

1. Washington Office, Director of Law Enforcement and Investigations (LEI).

It is the responsibility of the Director, LEI to ensure that Reports of Investigation are accurately prepared and promptly submitted.

2. Special Agents in Charge.

It is the responsibility of the special agents in charge to ensure that Reports of Investigation are properly prepared and promptly submitted for cases under their control.

5344.1 - Report of Investigation Requirements

The status of all Reports of Investigation (ROIs) must be reported and tracked in the case section of the Law Enforcement and Investigations Management Attainment Reporting System. Prepare an ROI when:

1. The offense constitutes a felony or serious misdemeanor.
2. Criminal activity or civil claims resulting in losses in excess of \$1,000.
3. Washington Office review is required.
4. The investigation involves an internal matter.
5. The report is required by the controlling office for the investigation.

5344.2 - Report of Investigation Submittal Timeframes

Prepare and submit a Report of Investigation (ROI) within the following timeframes:

1. A preliminary ROI must be submitted to the controlling office for the investigation within 30 days of the case opening.
2. Case updates are required every 60 days for cases which are open and ongoing and every 120 days for cases which are pending judicial or administrative action.
3. A final ROI must be submitted to the controlling office for the investigation within 30 days after the conclusion of the investigation
4. A preliminary, auxiliary, or supplemental ROI may be required within shorter timeframes as needed by the controlling office of the investigation.

5344.3 - Report of Investigation Routing

Investigating officers shall submit Reports of Investigation as follows:

1. For cases under the control of the Washington Office, investigating officers shall submit the report of investigation directly to the Washington Office Law Enforcement and Investigations Assistant Director - Investigations.
2. Special agents in charge may establish routing procedures for cases under their control.

5344.4 - Report of Investigation Review and Approval

Reports of Investigation must be reviewed and approved as follows:

1. Cases under the control of the Washington Office must be reviewed by the Law Enforcement and Investigation (LEI) Washington Office Assistant Director - Investigations, and approved by the Director, LEI.
2. Special agents in charge may establish review and approval procedures for cases under their control.

5344.5 - Filing and Release of Investigative or Law Enforcement Records

Administer all investigative and law enforcement records in compliance with the Freedom of Information Act (FSM 6271), the Privacy Act (FSM 6272, 5322.16, 5322.16a; and FSH 6209.13), and law enforcement media relations direction at FSH 5309.11, chapter 58.