

2 19

RAI 30W

LAW ENFORCEMENT PERSONNEL INSTRUCTIONS

The following is general information about the 2009 Annual Gathering of the Rainbow Family of Living Light, which is anticipated to occur in New Mexico. In recent years, the National Gathering has been attended by 5,000 to 20,000 people. The host forest and a Forest Service Law Enforcement & Investigation Team (LEI), in cooperation with other Federal, State, and local agencies and organizations, will be managing this event utilizing a unified command organization. In the past, the Rainbow Family has refused to obtain a permit or notify the Forest Service of possible locations for the event. The Rainbow Family will choose the site at their Spring Council meeting which will occur around the middle of June. We may not know the exact location of the national site until that time. As information is known, i.e.... gathering location, Incident Command Post (ICP) location and contact numbers; they will be immediately transmitted to all incoming personnel.

JOB CODE

The job code for all LEI personnel **overtime and travel** is **NFLE03** with an override code of **1360** for all costs chargeable to the incident. See below for instructions on chargeable costs. Mileage while assigned to this incident will **NOT** be charged to the incident code. The mileage will continue to be charged to the normal regional codes.

ASSIGNMENT DATES

Individual officer assignment dates, including travel are below. All officers should arrive and report immediately to Check-In at the ICP. Currently, the ICP will be at the Sheraton Albuquerque Uptown Hotel, 2600 Louisiana Blvd, N.E., Albuquerque, NM 87110. LEOs flying to the incident are allotted one day to travel to the incident and one day to return to the home unit. LEOs should contact Administrative Officer (AO), [REDACTED], to coordinate exact driving times and arrival. Shift schedules will be given to LEOs at the briefing on June 9th. Hotel room assignments will also be provided at check-in. If you are arriving late, please check with [REDACTED] (cell: [REDACTED]) to finalize lodging arrangements. After check-in, please pick up briefing materials, needed supplies and inquire about radio programming at the ICP. The front desk will have information on the location of the ICP.

LODGING

All lodging for officers traveling **to and from** the incident should be arranged and paid for by the officer using Government Visa - charged to the incident code. Additionally, all lodging on the incident will be arranged and assigned by the AO. Officers will pay for their lodging utilizing their Government Visa.

For this reason, it is imperative that all officers notify AO [REDACTED] of their intended arrival date and time at the ICP as soon as it is known. Any changes to the original plan should immediately be transmitted to AO. **It is critical that all officers check-in upon arrival.**

TRAVEL AND CHECK-IN

LEI personnel were requested and confirmed through their respective SACs.

The exact location and contact information of the gathering incident will probably not be known until after June 10, 2009. Therefore, officers should stay in touch with the AO for this information. A temporary ICP will be set up at the Sheraton, pending the chosen location of the gathering site. All later resources will be advised via email or phone where to travel to in case the location of the annual gathering changes. Please send home unit and cell phone numbers to [REDACTED] at [REDACTED]@fs.fed.us, so that we may contact you for changes.
VERY IMPORTANT!!

Officers who have not been requested to bring a vehicle (who are shown as traveling by commercial airline) will be paired for the incident with a partner with a vehicle. **Therefore, they should travel to the incident by the least expensive means - given the travel guidelines below.** If air travel is the least expensive means, the officer should book a round trip flight on their Government Visa. Please use the Sunport Airport in Albuquerque, New Mexico. Incoming personnel will be transported to the incident by the AO - rental cars are not authorized. **Those flying should fax a copy of their current flight itinerary and cost of flight to AO [REDACTED] (fax: [REDACTED])** so that airport pickup can be arranged.

Meals will be at commercial facilities and paid for by each officer using the allotted government per diem rate for meals and incidentals. Use Job Code NFLE03/1360 for all costs chargeable to the incident and advise AO Cindy Crawford of any expenses charged to this fund code.

All NFS and LEI employees that are authorized to charge to the LE job code, will be paid for travel time to and from the incident.

The following travel requirements are mandatory to ensure personnel safety and that folks are adequately rested when they arrive on the incident:

- **Do not drive more than 10 hours per shift per person. If two or more are riding together, this can be extended to 12 hours. The incident can only pay for authorized travel in accordance with travel regulations.**
- All drivers will have at least 8 hours off duty per day for sleeping while enroute.
- Do not drive between the hours of 0200 and 0600.
- Limit continuous driving, without a rest stop, to no more than two hours.
- Practice defensive driving: use your headlights; drive safely and within safe speeds.

All personnel driving to the incident are required to check in at the beginning and end of each day's travel with AO [REDACTED] at [REDACTED]. At that time personnel will report progress, obtain any changes to incident information and obtain messages. Check-in will occur on departure, at the end of each travel day en-route, and on arrival at the ICP. Personnel will provide their name, status, location with lodging name and telephone number.

INCIDENT ASSIGNMENTS

The Law Enforcement Operations Section Chief and Incident Investigators will work directly for the Incident Commander. Division Supervisors will be assigned to the Operations Section Chief. Patrol Officers will work directly for an assigned Patrol Division Supervisor. Three 12-hour shifts will be used to provide 24 hour coverage in the incident area, day shift, (0800-2000), evening shift (1200-2400), and the night shift, (2400-1200). Shift and team assignments will be made available at the initial officer briefing. All LE operations personnel will report for briefing and shift assignments each day at the start of their assigned shift.

Names in bold denotes officers flying, all other officers will travel be driving LE GOV vehicle.
Assignment dates on incident, including travel are listed below. LEO briefing will be at 0800 hours on June 9, 2009 for all officers.

| NAME | POSITION | ARRIVAL DATE | DEPARTURE DATE |
|------------|------------------------------|--------------|----------------|
| [REDACTED] | Incident Commander | June 6 | July 10 |
| [REDACTED] | Operations | June 6 | |
| [REDACTED] | Administrative Officer | June 6 | July 10 |
| [REDACTED] | Incident Investigator | June 7 | July 10 |
| [REDACTED] | Communications | June 8 | July 8 |
| [REDACTED] | Time/Purchasing/LEIMARS | June 7 | July 8 |
| [REDACTED] | LEO | June 8 | July 8 |
| [REDACTED] | LEO | June 8 | July 8 |
| [REDACTED] | LEO | June 8 | July 8 |
| [REDACTED] | LEO - Mounted | June 8 | July 8 |
| [REDACTED] | Division Supervisor- Mounted | June 8 | July 8 |
| [REDACTED] | LEO - K9 | June 8 | July 8 |
| [REDACTED] | LEO - K9 | June 8 | July 8 |
| [REDACTED] | LEO - K9 | June 8 | July 8 |
| [REDACTED] | Division Supervisor | June 8 | July 8 |
| [REDACTED] | LEO - Mounted | June 8 | July 8 |
| [REDACTED] | LEO | June 8 | July 8 |
| [REDACTED] | LEO | June 8 | July 8 |
| [REDACTED] | LEO | June 8 | July 8 |
| [REDACTED] | LEO | June 8 | July 8 |
| [REDACTED] | LEO | June 8 | July 8 |
| [REDACTED] | Division Supervisor - K9 | June 8 | July 8 |
| [REDACTED] | LEO | June 8 | July 8 |
| [REDACTED] | Division Supervisor | June 8 | July 8 |
| [REDACTED] | LEO - K9 | June 8 | July 8 |
| [REDACTED] | LEO - K9 | June 8 | July 8 |
| [REDACTED] | LEO | June 8 | July 8 |
| [REDACTED] | LEO | June 8 | July 8 |
| [REDACTED] | LEO - K9 | June 8 | July 8 |
| [REDACTED] | LEO - Mounted | June 8 | July 8 |
| [REDACTED] | LEO | June 8 | July 8 |
| [REDACTED] | LEO | June 8 | July 8 |

First assigned day of incident duty, personnel will be briefed on the following: incident objectives; organization; sexual harassment and discrimination; operations and emergency plans; safety issues; communications protocols; applicable state laws/bail schedules/orders; and be provided with patrol materials and maps.

All patrol operations will be conducted by marked vehicle, foot and ATV (when needed). They will be overt, high profile patrols. **The uniform will be the dark green uniform pants and either a short-sleeve or long-sleeve uniform shirt.** For officers conducting patrol duties, full uniform components including body armor and defensive equipment are required (OC spray will be provided for those flying). **Only AUTHORIZED uniform components will be allowed.**

Incident dispatchers will provide 24-hour dispatching services for law enforcement operations. NCIC and access to other agencies will be provided. The Communications Section Chief will manage all incident communication needs; including radio, telephone and paging systems. For LEO's driving vehicles, **please notify AO [REDACTED] of the make and model of your mobile radio** to ensure they have the necessary equipment to reprogram radio units.

The local Patrol Captain will be assigned to the team to assume the duties of Operations Section Chief. If additional incident personnel are requested to stay beyond their assigned dates by the Region, volunteers will be sought with concurrence from the home region and will be funded by the Region.

LAW ENFORCEMENT VEHICLES/VEHICLES

All GOV's brought to the incident must be inspected and serviced **prior** to coming to the incident and be in full operating condition. Fresh air filters, topped off-fluids, oil changes, and tire checks are highly recommended due to normally very rough and dusty incident conditions. Vehicles must contain a programmable Midland or King mobile radio. Efforts will be made by the Communications Section Chief to provide frequencies in advance of travel, and if so, radios should be reprogrammed before arrival on the incident if at all possible. All vehicles brought to the incident must be equipped with a shotgun. Rifles are optional and may also be brought if they can be secured in a locking mount in the vehicle. **Law enforcement vehicles not being utilized may need to be assigned to the incident for the patrol function or for emergencies.**

SEXUAL HARRASSMENT and DISCRIMINATION

All employees have the right to work in an environment that is free from sexual harassment and discriminatory practices. Sexual harassment and discrimination are both illegal and will not be tolerated at the incident. The following information is provided as a reminder to all employees and will be covered at the orientation training.

Sexual harassment covers a wide range of behaviors; from the obvious, such as unwanted touching to those such as making suggestive remarks.

The following list contains some examples of actions that could be sexual harassment if the behavior is unwelcome:

- Demands for sexual favors in exchange for favorable treatment or continued employment
- Sexual innuendoes and remarks about a person's clothing, body, or sexual activities
- Suggestive or insulting sounds
- Unwanted, sexually-oriented jokes, remarks or humor
- Actual kissing or fondling, leering, whistling or ogling
- Making obscene gestures
- Sexual proposition, invitations, or other pressure for sex
- Physical contact of a sexual nature such as patting, pinching, grabbing or other inappropriate touching or feeling
- Brushing against another person's body

Discrimination covers many behaviors. Any harassment, including jokes, on the basis of race, color, religion, sex, national origin, disability or age, could be considered a discriminatory practice.

Division Supervisors and Section Chiefs will take any allegation of sexual harassment or discrimination seriously, and if warranted, appropriate disciplinary action will be taken.

If you feel you have been the victim of sexual harassment or discrimination, please contact your incident supervisor or section chief immediately.

My intention of this letter is to remind everyone of the law and to affirm my commitment to maintaining a healthy and safe work environment for everyone. Please be safe in your travels and remember when you get here.

SAFETY

The potential for exposure to blood borne pathogens and communicable diseases is high at a large group gathering of this type. Head lice, hepatitis, HIV, tuberculosis, shigellosis and syringes have all been present at past National Rainbow Family Gatherings. Direction at FSH 6709, ID 6709.12-97-1 regarding the Blood borne Pathogen Program will be followed on the incident. Personnel should ensure they are familiar with this direction and have followed the procedures outlined prior to their arrival at the incident. Please bring any available blood borne pathogen protective equipment. Replacements will be provided as needed. Officers/staff need to be current with their vaccinations for hepatitis.

Due to high exposure to other dogs, K9 officers should ensure all immunizations are up to date on K9's. Drug anti-dote kits should be brought to the incident. If expenditures are required for these purposes prior to travel, obtain the approval of AO Crawford. Veterinary services needed at the incident should be brought to the attention of AO Crawford. K9 specific expenses charged to the incident job code need to be documented and documentation provided to the AO.

Briefings and informational materials will be provided by the Operations Section Chief or the Safety Officer on other tactical and health hazards during the incident.

PAYROLL

Admin/Finance will be responsible to track and submit time each pay period. The Incident Command Team will provide a Time Unit Leader/Time Recorder. Timekeeping will be kept on Shift Time Reports (similar to a crew time report). Division Supervisors will be responsible for completing the shift time report and turn in daily to the Operations Section Chief. All needed forms for incident time, AUO reporting, and Daily and Biweekly Activity Reporting will be available. Admin/Finance will fax the timesheet to the primary contact at each employee's home unit. A consolidated overtime request will be prepared at the Incident and a copy will be provided to your unit.

Computer terminals at incident locations are always in very short supply. Do not plan on using the computer to input your time. We will have LEI Program Assistants who will complete a draft T&A based on your crew time report and they will fax this info to your home unit. Consequently, you will need to establish at least one contact at your home unit who will be responsible to input your Paycheck information and forward for processing. Please complete the attached **PAYCHECK INFORMATION SHEET** and email to [REDACTED]@fs.fed.us or fax to [REDACTED] at [REDACTED].

For LEI employees; all base time, AUO time, and LEAP time are charged to the **home unit**. Scheduled overtime and holiday time worked are charged to the incident and should be coded to **NFLE03/1360**. All personnel will stay on their regular days off schedule unless designated by the OSC to change. All personnel will switch to a "First 8" tour of duty for the incident, accruing 8 hours base time each regular work day prior to any overtime. All scheduled hours worked on a regular day off will be scheduled overtime, scheduled hours on a holiday – holiday worked. All hours worked beyond scheduled incident shift hours will be AUO or LEAP, and must be approved in advance for patrol officers by the Division Supervisor.

LEO'S and Non-LEI Support Personnel – You will have 4 hours of overtime approved each day worked and 12 hours for non-work days. Shifts on scheduled workdays will include 8 hours of base time (TC01) and 4

**COMPLETE AND FAX TO CINDY CRAWFORD @ 479-964-7508 OR EMAIL @
cg Crawford@fs.fed.us**

**PAYCHECK INFORMATION
FOR 2009 NATIONAL RAINBOW GATHERING**

NAME: _____

BADGE #: _____

SERIES/GRADE: _____ / _____ **EXEMPT** _____ **NON-EXEMPT** _____

HOME UNIT (Region, Forest, SO, District): _____

HOME UNIT ADDRESS: _____

HOME UNIT JOB CODE: _____ **OVERRIDE:** _____

HOME UNIT IDENTIFIER (ie. 0810) _____

SUPERVISOR NAME/PHONE: _____

OFFICE NUMBER: _____

HOME PHONE: _____

CELL PHONE: _____

SCHEDULED DAYS OFF: _____

VEHICLE MAKE/MODEL: _____ **VEHICLE #:** _____

MOBILE RADIO TYPE: _____ **HANDHELD RADIO TYPE** _____

PRIMARY CONTACT FOR PAYCHECK PROCESSING:

NAME **PHONE** **FAX**

NAME **PHONE** **FAX**

EMERGENCY CONTACT INFORMATION/DIRECTION:

REMARKS:

hours of scheduled overtime (TC21). You will be entitled to receive base pay with night differential premium pay (TC11) for base hours worked on your shift that falls within the hours of 1800-0600 on your workdays. Since your overtime is regularly scheduled overtime, you will also be entitled to receive night differential premium pay (TC25) for any hours of overtime that fall within the night period 1800-0600. There is no entitlement to a Sunday differential on a Monday through Friday work schedule. LEOs: any hours of work beyond the 12 scheduled will be charged to AUO (TC41). LEOs will remain on AUO and Special Agents will remain on LEAP pay while on the detail.

Special Agents (1811) - You will receive 2 hours of scheduled overtime and 2 hours LEAP for regularly scheduled workdays, and 12 hours overtime for non-work days. You will be entitled to receive base pay with night differential premium pay for base hours worked on your shift that falls within the hours of 1800-0600 on your workdays (TC11). Since your overtime is regularly scheduled overtime, you will also be entitled to receive night differential premium pay (TC25) for any hours of overtime that fall within the night period 1800-0600.

Mandatory R&R days off will be provided for safety purposes consistent with the national LEI incident R&R policy. Days off will be a minimum of one day per 14 days worked, or two days per 21 days worked. The last full day off for each officer will be recorded at Check-in. Days worked prior to arrival on the incident, and in travel, will be considered. Therefore, officers should make all attempts to be rested and take at least one day off immediately prior to travel to the incident. Required time off is non-compensable when it occurs on the employee's regularly scheduled day(s) off. If incident needs require a day off to be taken on a regularly scheduled workday; 8 hours of administrative leave will be paid.

Exempt/Non-Exempt Status

All LEI personnel assigned to the incident will remain in whatever job status they are in their normal job. For example, Supervisory LEOs and Special Agents are exempt positions and will remain exempt while on detail to the incident. LEOs are non-exempt and will remain non-exempt while on the incident.

SUPPLIES AND EQUIPMENT

Admin/Finance will handle ALL incident procurements; including vehicle repairs, arranging and reserving lodging, and other supplies and facilities. A supply area with expendable incident supplies will be at the ICP. If any purchases are needed prior to arrival on the incident for law enforcement operations, they must be approved by Operations Section Chief [REDACTED] and then coordinated with AO [REDACTED] for acquisition.

All LE personnel need to arrive at the incident with supplies and materials normally needed to perform their duties. Please bring the equipment and supplies listed below if they are normally available to you. All should be in good working condition, batteries fresh or charged, etc. Supplies used on the incident will be replaced as needed. Note: if you bring equipment that needs special batteries other than AA, C or D, please bring enough with you for at least three shifts.

Officers that are flying may use discretion in bringing equipment normally carried in vehicles, as they will be partnered with an officer who has driven to the incident. In addition, should you wish to ship any equipment ahead, contact AO [REDACTED] for ICP address prior to your departure.

Items to bring if available:

- Extra uniforms (laundry facilities or services are expected to be available) However, officers also need to be prepared in the event they are not.
- All leather gear (including search gloves) and defensive equipment (no nylon duty belts)
- Video Camera with components (including TV or VCR hookup cables, batteries and charger)
- GPS Unit
- Digital camera (memory cards can be downloaded daily with the Incident Investigator and reused)
- Programmable handheld radio (encrypted if available) with external mike, ear phone, and ear mike or headset. One clamshell, rechargeable batteries and charger.
- Citation holder with one book each extra of Violation Notices and of Incident/Warning Notices
- NIK test kit or refills- marijuana, LSD, PCP, Cocaine, Meth
- Flex cuffs and flex cuff cutter
- Law enforcement yellow barrier tape
- Blood borne Pathogen kits, individual components incl. CPR mask, dust mask (TB)
- OC spray of any size and quantity available - will be provided on incident for those flying)
- OC decontamination supplies
- Anti-bacterial gel or wipes
- High visibility orange traffic control vest
- Micro cassette recorder with some tapes
- Cell phone GOVERNMENT (with extra batteries and/or rechargeable battery and charger)--**SHOULD ONLY BE USED FOR OFFICIAL BUSSINESS.** Cell phone usage will **NOT** be covered by the Incident.
- Sufficient batteries to power own equipment for 3 shifts, and any available chargers
- Primary and backup flashlight with fresh bulb and batteries.
- Clothing for all possible weather conditions, including rain.
- Body armor
- Sunscreen, bug spray, tick repellent if desired.
- Day or fanny pack or tactical vest for foot patrols (no nylon or tactical duty belts)
- Dog units: bring necessary animal first aid and basic drug antidote kits.
- Coolers, coffeepot, radio, etc to be comfortable in vehicle and motel room.
- Binoculars
- Night vision equipment
- Laundry soap/laundry bag for laundromat.

- Any emergency medical supplies normally carried (one trauma kit will be provided for each shift).
- Breathalyzer (if normally carried, used and certified)
- Dash mount camera (if normally carried and used)
- Radar gun (if normally used and certified)
- In the event the incident occurs in a remote location with no adequate lodging, officers should bring equipment needed to sustain themselves such as a tent, sleeping bag, etc...

KEY PERSONNEL CONTACT INFORMATION

| Name | Office | Cell |
|----------------|--------------------|------------|
| IC [REDACTED] | [REDACTED] | [REDACTED] |
| OSC [REDACTED] | [REDACTED] ext 104 | [REDACTED] |
| AO [REDACTED] | [REDACTED] | [REDACTED] |

BACKGROUND ON THE RAINBOW FAMILY

Officers who are not familiar with the Rainbow Family may want to read some background material from the Rainbow Family perspective. It can be seen at: www.welcomehome.org or www.welcomehere.org

Especially relevant to gathering site management are publications like mini-manuals etc. that describe their vision of how the gathering is supposed to work.

Please be safe in your travels.

[REDACTED]
[REDACTED]

Senior Special Agent
2009 National Rainbow Gathering