

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
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August 6, 2008

EMS Transmission: 08/06/2008
Instruction Memorandum No. ID-2008-059
Expires: 09/30/2009

To: ILT

From: State Director

Subject: Idaho Sheriff Service Contracts

Program Area: Law Enforcement

Purpose: The funding of local law enforcement support from Idaho Sheriff's Offices remains a priority with the Idaho State Director. This Instructional Memorandum (IM) establishes the new process for funding the Idaho Sheriff Service Contracts (ISSC) for local law enforcement support on Idaho BLM lands. This new process is designed to address past inconsistencies in processes, funding, and communications with the Sheriff's Offices.

Policy/Action: All Sheriff's law enforcement patrol service contracts will be funded out of a "statewide" funding pool. The service contracts will be multi-year (3 to 5), and will have performance periods of July 1 through June 30 of each year. Funds not expended in one contract cycle year will not carry over to the next year's performance period and will be contractually deobligated and returned to the funding account.

The State Staff Ranger (SSR) will be responsible for overall program management of the service contracts which includes identifying available funding, identifying which counties to contract with, and determining the funding amounts for the various counties. The SSR will also be responsible for coordination with the Idaho Sheriff's Association, who will assist each year with identifying funding needs with its various members who have service contracts in place. The SSR will rely on continuous input from District Law Enforcement staff to identify district priorities, changes in quality of service, funding shortfalls, etc.

Field Staff Rangers (FSR) and the District Contracting Officer will be the primary point-of-contact for the Sheriff's Offices and are responsible for law enforcement service contracts within their districts. The FSR will be responsible for developing the statement of work, issuing purchase requests, and requesting invoices and patrol logs from the Sheriff's Offices. The FSR is also responsible for communicating to the Sheriff's Offices, the importance of submitting timely invoices and patrol logs on a quarterly basis (September 30, December 31, March 31, June 30). Attached is a procurement approved sample of an invoice and patrol log.

If additional patrols or services are needed due to fire activity or unforeseen events, the service contracts may be utilized to add additional necessary funding. Any additional District funding allocated to increase a service contract must be coordinated through the SSR. If the FSR determines that services are not being provided and all attempts to rectify the problem have been exhausted, the SSR will be notified and funds redistributed for the following year.

If Sheriff's Offices have occasional needs for unique equipment to assist in the patrols of public lands, and the District Offices have available funding, approval must first be obtained from the SSR. The SSR will contact the appropriate state office procurement personnel to determine the appropriate funding instrument to facilitate the purchase of this equipment.

There is also the option for Sheriff's offices to use BLM owned equipment. This option requires a DI-105, Receipt for Property form to document the transfer of property. The Sheriff will also be responsible for performing all maintenance as prescribed by BLM. All routine maintenance shall be documented to BLM standards. These purchases will be limited to those that are unique in nature and have a direct benefit to BLM and public land users. Prior approval of these purchases must also be obtained from the SSR

Timeframe: This IM is effective immediately.

Background: This approach to funding the ISSC's will ensure consistency in funding local law enforcement support for Idaho BLM.

The general purpose of the Service Contracts are for extraordinary LE patrols needed on public lands related to increased recreational use or other workloads associated with public lands that BLM LE cannot adequately address.

Manual/Handbook Sections Affected: This IM serves as guidance to supplement IM-2008-111 (Expenditure of Bureau of Land Management (BLM) Appropriated Funds for State and Local Law Enforcement Entities, and Memorandums of Understanding for Law Enforcement Authority with Federal Land Management Bureaus and State and Local Agencies) and Law Enforcement General Order 23.

Coordination: This guidance was coordinated with the State Director, Associate State Director, Procurement, and Budget.

Contact: For questions regarding this IM, please contact Keith McGrath, State Staff Ranger, at (208) 373-4046 or Loren Good, Special Agent in Charge, at (208) 373-4027.

Boise District with Union: Management is reminded to notify and satisfy any bargaining requirements prior to implementation.

Signed
Thomas H. Dyer

Authenticated
Sylvia V. Graves
Secretary