

LABOR RELATIONS



October 31, 2023

Mr. Ivan Butts
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

RECEIVED
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Dear Ivan:

The Postal Service intends to revise the Inspection Service Manual (ISM).

The purpose of the revision is to include updates as well as incorporate all Interim Policies, Handbook IS-701, *Security Force Operations (2006)*, and Handbook IS-702, *Postal Police Officer's Guide (2002)*.

Enclosed is a copy of the revised provisions that pertain to Postal Police Officers (PPO).

When the provisions of the ISM that do not pertain to PPOs have been revised, a courtesy copy will be provided to NAPS.

Please contact Bruce Nicholson at extension 7773 if there are questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "James Lloyd".

James Lloyd
Director
Contract Administration (NALC)

enclosures

Chapter 1: Mission and Policy Information

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Chief Postal Inspector's Transmittal Letter

By the authority vested in me as Chief Postal Inspector of the U.S. Postal Inspection Service, I hereby prescribe and adopt the following as the Inspection Service Manual. The Inspection Service Manual is the official policy of the U.S. Postal Inspection Service and is the standard by which the actions of all U.S. Postal Inspection Service employees are required to be measured. The Inspection Service Manual will be maintained in an electronic format.

The mission statement, codes, policies, rules, regulations, duties, and forms contained and referenced within the Inspection Service Manual are subject to change as needed by the Chief Postal Inspector. This Inspection Service Manual will replace and supersede: all previous versions of the Inspection Service Manual; Interim Policies; Handbook IS-701, *Security Force Operations (2006)*, Handbook IS-702, *Postal Police Officer's Guide (2002)*; and any other materials inconsistent herewith.

The Inspection Service Manual is available to all U.S. Postal Inspection Service personnel. The Inspection Service Manual is a restricted document and is not available for distribution outside of the Inspection Service without the prior written approval of the Chief Counsel of the U.S. Postal Inspection Service.

Ver. Q2.2024

Gary R. Barksdale
Chief Postal Inspector

1.1 Preface

1.1A - Chief Postal Inspector

The Chief Postal Inspector heads the U.S. Postal Inspection Service (Inspection Service) and is the manager responsible for its operations and performance. The Chief Postal Inspector is appointed by, and reports to, the Postmaster General. The Chief Postal Inspector serves as the Security Control Officer for the U.S. Postal Service and is the official responsible for the issuance of instructions and regulations pertaining to security requirements within the U.S. Postal Service.

1.1B - Operative Compliance Words

Terms indicate designated level of compliance.

1. **Required** specifies a mandatory action and is equivalent to the term "Must." Do not use mandatory, will, or shall.
2. **Must** specifies a mandatory action for an individual and is equivalent to the term "Required." Do not use mandatory, will or shall.
3. **Should** is advisory in intent. An advised action must be followed if permissible and practical. Agency preference is to take this action. Do not use will or shall.
4. **May**
 - a. Is permissive, and the action is at the discretion of the employee without expressed preference of the U.S. Postal Inspection Service or U.S. Postal Service, OR
 - b. Reflects an undetermined outcome of multiple variables regarding the situation presented.

Prohibited specifies that an action is against policy and is not allowed unless an exception is noted. Do not use strictly prohibited, shouldn't, shall not, will not, or won't.

Common meaning: Words or phrases not otherwise defined will have meaning and intent established in common usage.

1.1C - Operative Employee Designation

1. **U.S. Postal Inspection Service Employees** specifies all employees of the U.S. Postal Inspection Service. This designation does not include deputized Task Force Officers, Contractors, or employees of the U.S. Postal Service.
2. **Postal Inspectors** specifies Postal Inspectors only and does not include any other U.S. Postal Inspection Service employees, deputized Task Force Officers, or Contractors.
3. **Postal Police Managers** specifies non-bargaining Executive Administrative Service (EAS) Colonels, Captains, Lieutenants, and Sergeants.
4. **Postal Police Officers** specifies bargaining unit Postal Police Officers.
5. **Postal Police Personnel** specifies all Postal Police Officers to include Non-bargaining Postal Police Managers and bargaining unit Postal Police Officers.
6. **General Analysts** specifies all Executive Administrative Service (EAS) General Analysts.
7. **Professional, Technical, and Administrative Staff** specifies all Executive

- Administrative Service (EAS) staff to include Manager, Inspection Service Administration (MISA), Inspection Service Operations Technicians (ISOT), Administrative Assistants, Program Specialists, and Physical Security Specialists (PSS).
8. **Task Force Officers** specifies all Task Force Officers regardless of U.S. Postal Inspection Service deputization designation.
 9. **Contractors** specifies any individual working with the U.S. Postal Inspection Service in a contract capacity.
 10. **Interns** specifies any individual working with the U.S. Postal Inspection Service in an internship capacity, either paid or unpaid. Use of parenthetical “(unpaid)” or “(paid)” after the designation “Intern” is permissible if discussing one group to the exclusion of the other or to avoid confusion.

1.1D - General Application of Codes, Policies, Rules, Regulations, Duties, and Forms

The mission statement, codes, policies, rules, regulations, duties, and forms contained and/or referenced in this manual are published for the information and guidance of each employee of the U.S. Postal Inspection Service (Inspection Service). The Inspection Service Manual (ISM) is recognized as the official Inspection Service policy and is applied on an agency-wide basis.

U.S. Postal Inspection Service employees are required to familiarize themselves with the contents of the ISM applicable to their respective positions, so they may know and understand their duties and perform them properly. Failure to comply with any of the provisions of the ISM applicable to their respective position may subject an employee to corrective action, additional training, re-assignment, secondary employment restrictions, and other actions at the discretion of the Chief Postal Inspector or designees.

The mission statement, codes, policies, rules, regulations, duties, and forms contained and referenced within the ISM are required to be followed at all times; however, the Chief Postal Inspector, or designee, may excuse or exempt employees from strict adherence based on the relevance and practicality of a specific policy to an employee's assignment, duties, or unique circumstances. Such discretion is to be applied sparingly and with good judgment. Deviations and exemptions from policies are required to be requested and documented in accordance with ISM Section 1.1F, *Policies, Codes, Regulations, or Forms – Deviation or Update Request*.

The mission statement, codes, policies, rules, regulations, duties, and forms contained in this manual are not intended to cover every situation which may arise during the day-to-day employment of an Inspection Service employee. An Inspection Service employee's value to the agency and community will be gauged not only by compliance with the mission statement, codes, policies, rules, regulations, duties, and forms contained in the ISM, but also by a demonstration of good judgment, commitment, and performance under widely varied conditions.

U.S. Postal Inspection Service may issue guidelines and procedures to assist employees in the performance of their duties. Any conflict between issued guidelines or procedures and the ISM is required to be resolved in deference to the ISM. Any conflict between issued guidelines,

procedures or the ISM and the Agreement between United States Postal Service and Postal Police Officers Association (CBA) involving Postal Police Officers is required to be resolved in deference to the CBA.

1.1E - Policies, Codes, Regulations, Duties, or Forms – Approval

New U.S. Postal Inspection Service (Inspection Service) policies, codes, regulations, or duties and updates or changes to existing policies, codes, regulations, or duties require concurrence by Office of Counsel, review by the Executive Committee, when feasible, and approval by the Chief Postal Inspector prior to issuance and publication.

Newly created Inspection Service forms or guidelines require concurrence by Office of Counsel and approval by the appropriate Deputy Chief Inspector prior to issuance and publication.

1.1F - Policies, Codes, Regulations, or Forms – Deviation or Update Request

Requests for policy deviations, exemptions, or updates to U.S. Postal Inspection Service (Inspection Service) policy or forms, are required to be submitted through the *InSite, Office of Counsel* tab for consideration and documentation.

Requests for policy deviations or exemptions based on medical reasons are required to be sent to the National Medical Director along with suitable supporting documentation.

Requests for policy deviations, exemptions, or updates originating outside of the InSite process are required to be documented through the *InSite, Office of Counsel* tab for consideration and documentation regardless of whether previously approved or not.

Conversion or translation of any Inspection Service form to any language other than English requires documented approval from Office of Counsel, in coordination with Communications, Governance, and Strategy.

1.1G - Applicability of Postal Service Policies

Absent Inspection Service Policy addressing a specific subject, Postal Service Policies are controlling.

1.2 Mission, Vision, and Guiding Principles

1.2A - Mission

The mission of the U.S. Postal Inspection Service is to support and protect the U.S. Postal Service and its employees, infrastructure, and customers; enforce the laws that defend the nation's mail system from illegal or dangerous use; and ensure public trust in the mail.

1.2B - Vision

The vision of the U.S. Postal Inspection Service is to provide the highest quality of protective and investigative support to the U.S. Postal Service and its customers.

1.2C - Guiding Principles

The mission and vision of the U.S. Postal Inspection Service depend on adherence to the following guiding principles:

1. **Integrity:** We will preserve the trust given to us by the U.S. Postal Service (USPS), Congress, and USPS customers. We will act with integrity in every encounter and maintain a standard of conduct above reproach.
2. **Accountability:** We will foster accountability in our organization by setting high expectations for performance, customer service, and individual responsibility.
3. **Respect:** We will value diversity and commit to treating everyone with dignity.
4. **Excellence:** We will stand for continuous improvement, positive change, and making breakthroughs in what we do and how we work.

1.3 U.S. Postal Inspection Service – Scope, Authority, and Responsibility

1.3A - Scope of U.S. Postal Inspection Service

The scope of responsibility for the U.S. Postal Inspection Service includes the following:

1. Protecting the U.S. Mail.
2. Enforcing U.S. Postal Service (USPS) laws and regulations.
3. Security of USPS facilities, transportation infrastructure, and personnel.
4. Conducting criminal investigations and presenting evidence to the Department of Justice, or the appropriate state or local office, for prosecution.

1.3B - Enforcement Authority of Postal Inspectors

Pursuant to 18 U.S.C. 3061, *Investigative Powers of Postal Service Personnel*, Postal Inspectors are authorized to:

1. Serve warrants and subpoenas issued under the authority of the United States.
2. Make arrests without a warrant for offenses against the United States committed in their presence.
3. Make arrests without a warrant for felonies cognizable under the laws of the United States, if they have reasonable grounds to believe the person arrested has committed or is committing such a felony.
4. Carry firearms.
5. Make seizures of property as provided by law.

The powers granted Postal Inspectors by 18 U.S.C. 3061 may be exercised only in enforcing laws regarding the use of the mail, property in the custody of the U.S. Postal Service (USPS), property of the USPS, and other postal offenses.

Postal Inspectors are required to accept and perform assignments and duties necessary to support the needs of the U.S. Postal Inspection Service (Inspection Service) as determined by management. Postal Inspectors are subject to call at any time, and service is not limited to a fixed time of the day. Postal Inspectors are required to devote time to their duties in accordance with the needs of the Inspection Service.

1.3C - Enforcement Authority of Postal Police Personnel

Pursuant to 18 U.S.C. 3061(c)(2), Postal Police Personnel are authorized to:

1. Enforce Federal laws and regulations for the protection of persons and property.

2. Carry firearms.
3. Make arrests without a warrant for any offense against the United States committed in the presence of the officer or for any felony cognizable under the laws of the United States if the officer has reasonable grounds to believe that the person to be arrested has committed or is committing a felony.

The powers granted Postal Police Personnel by 18 U.S.C. 3061 may only be exercised on real property owned, occupied, or otherwise controlled by the USPS; or in the immediate areas outside USPS owned real property, e.g., sidewalks, walkways, vehicle approaches and access points, to the extent necessary to protect the property and people on USPS owned or leased real property.

1.3D - Authority to Access Postal Premises

Postal Inspectors and Postal Police Personnel are authorized to enter all places where U.S. Mail is handled or where U.S. Postal Service business is conducted. Postal Inspectors and Postal Police Personnel are required to identify themselves when entering areas where U.S. Mail is handled. Postal Inspectors are exempt from the identification requirement in emergent situations or when conducting covert investigations within USPS facilities and mail handling areas.

Postal Inspectors and Postal Police Personnel should not interfere with:

1. The movement of U.S. Mail, except as authorized by law or regulation.
2. U.S. Postal Service employees or contractors who are performing their duties, except to examine their methods, systems, accounts, or complaints made against them.
3. Criminal investigations being conducted by other Postal Inspectors or Special Agents of the U.S. Postal Service - Office of Inspector General.

1.3E - Authority to Administer Oaths

The Chief Postal Inspector and Inspectors in Charge are authorized to make appointments, administer oaths of office for employment, and take other personnel actions in accordance with 39 C.F.R. 222.2, *Authority to Administer Oaths or Function as Notaries Public*. The Chief Postal Inspector has delegated the authority to administer oaths of office for employment to Postal Inspectors in accordance with 39 C.F.R. 222.3, *Other Delegation*.

Postal Inspectors are authorized to administer oaths in performance of official duties, as provided in 39 U.S.C. 1010, *Administration of Oaths Related to Postal Inspection [Service] Matters*.

1.3F - U.S. Postal Inspection Service – Areas of Responsibility

The U.S. Postal Inspection Service is responsible for the support and protection of the U.S. Postal Service (USPS) and its employees, infrastructure, and customers including, but not limited to the following:

1. Crimes of violence to include, but not limited, to homicides, assaults, and threats by USPS employees or non-employees, and suicides.
2. Robberies of USPS employees or contract employees, drivers, or facilities for U.S. Mail, USPS funds, or USPS property.
3. Bombs or incendiary devices mailed, and/or placed in USPS facilities.

4. Burglaries to include unauthorized entry, or attempted entry, into a USPS office, station, branch, or contract station.
5. Controlled substances to include the use of the U.S. Mail to traffic illicit drugs, paraphernalia, drug proceeds and the laundering of drug money.
6. Theft of U.S. Mail to include theft by non-USPS employees and contractors.
7. Child Exploitation and/or Adult Obscenity to include the use of the U.S. Mail to distribute illegal pornographic material.
8. Miscellaneous crimes to include, but not limited to, the impersonation of USPS employees, unlawful entry to USPS facilities, unlawful possession of weapons, theft of keys, and counterfeit keys.
9. Hazardous and Dangerous Mailings to include the use of U.S. Mail to transport prohibited hazardous materials, as defined in Publication 52, *Hazardous, Restricted, and Perishable Mail*, and/or to commit illegal acts, e.g., extortion.
10. Fraud against consumers, business, and government (non-USPS).
11. Money Orders, Financial Instruments, and USPS Property Crimes to include theft, unlawful possession, counterfeiting, wrong payment, raised money orders, or the structured purchase of USPS financial instruments for money laundering purposes by non-USPS employees.
12. Revenue Investigations to include fraudulent activity by non-USPS employees, relating to mailings, postage, and meters and other revenue streams, or postage payment methods.
13. U.S. Postal Service Security Programs.
14. Vandalism, arson, or other damage to, or theft of, USPS property or mail receptacles.
15. Global Security and International Liaison.
16. Asset Forfeiture Program.
17. Security Consultation on USPS Electronic Products and Services.

1.3G - Respect for Legal Rights

All activities carried out by the U.S. Postal Inspection Service (Inspection Service) are required to have a valid purpose consistent with the mission of the Inspection Service and are required to be carried out in conformity with the Constitution and all applicable statutes, executive orders, regulations, and policies. U.S. Postal Inspection Service employees are prohibited from authorizing the investigation, collection, or maintenance of information on individuals solely for the purpose of monitoring activities protected by the First Amendment or the lawful exercise of other rights secured by the Constitution or laws of the United States of America.

1.4 Professional Conduct

1.4A - Professional Conduct – Generally

U.S. Postal Inspection Service (Inspection Service) employees are required to follow the standards of ethical conduct issued by the U.S. Office of Government Ethics and contained in 5 C.F.R. 2635, *Standards of Ethical Conduct for Employees of the Executive Branch*.

Employees are subject to the ethical supplements issued by the U.S. Postal Service (USPS), which are contained in 5 C.F.R. 7001, *Supplemental Standards for Ethical Conduct for*

Employees of the United States Postal Service, and 39 C.F.R. 447, Rules of Conduct for Postal Employees.

U.S. Postal Inspection Service employees are required to comply with the statutes and regulations cited in ISM Section 1.4, *Professional Conduct et seq.*, violations of which may be cause for corrective action up to and including removal.

1.4B - U.S. Postal Inspection Service – Code of Conduct

U.S. Postal Inspection Service employees are prohibited from acting contrary to the Inspection Service Code of Conduct, and violations may result in corrective action up to and including removal.

1. **Integrity:** Integrity is a U.S. Postal Inspection Service employee's adherence to the principles of honesty and truthfulness.
2. **Conduct and Deportment:** U.S. Postal Inspection Service (Inspection Service) employees are expected to conduct themselves at all times in a way which reflects favorably on themselves and the Inspection Service and does not interfere with the efficient operation of the agency. Employees are expected to comply with all applicable Federal, State, and local laws, whether related to their official employment or not.
3. **Knowledge of Policy:** U.S. Postal Inspection Service (Inspection Service) employees are expected to know and understand all laws, regulations, rules, and policies applicable to them. These include, but are not limited to, those contained in the Inspection Service Manual, Administrative Support Manual, Employee and Labor Relations Manual, as well as all applicable Inspection Service and U.S. Postal Service policy statements, directives, circulars, and instructions.
4. **Notification:** U.S. Postal Inspection Service employees are required to notify their immediate supervisor as soon as practicable, but no later than 48 hours, if they have been:
 - a. Arrested for any offense.
 - b. Held or detained for investigation or questioning.
 - c. Subject to a formal criminal charge or indictment.

Notifications are required to be in writing and adequately document the facts, circumstances, and nature of the incident. Separate written reports are required to be submitted concerning each stage of any proceeding that may occur, including production of a certified copy of the final disposition. Arrests or citations are required to be reported even if charges were dismissed or no collateral forfeited.

U.S. Postal Inspection Service employees authorized to operate an Official Vehicle are required to report traffic citations, except parking violations, or any suspension or revocation of driving privileges incurred while operating any vehicle, as soon as practicable, but no later than 48 hours from the date of incident.

5. **Neglect of Duty:** U.S. Postal Inspection Service employees are expected to be dependable and to perform their official duties in a competent and professional manner. Indicators of unsatisfactory performance include, but not limited to, sleeping while on duty, abuse of leave, habitual tardiness, failure to appear at scheduled meetings, and/or dereliction of duty.
6. **Discrimination:** U.S. Postal Inspection Service employees acting in an official capacity are prohibited from directly or indirectly authorizing, permitting, or participating in discrimination based on race, color, sex (including sexual orientation, gender identity, transgender status, or gender stereotyping), national origin, religion, age, physical or mental disability, pregnancy, childbirth, or medical conditions related to pregnancy or childbirth (including but not limited to discrimination with regard to reasonable accommodations), or genetic information against anyone, whether they are U.S. Postal Service employees or not. The U.S. Postal Inspection Service has zero tolerance for discrimination with regard to any protected class.
7. **Harassment and Personal Behavior:** Workplace harassment or other inappropriate conduct based on race, color, religion, sex (including sexual orientation, gender identity, and transgender status, or gender stereotyping), national origin, age, mental or physical disability, pregnancy, childbirth, or medical conditions related to pregnancy or childbirth, genetic information, uniformed military service (past, present, or future) or in reprisal for an employee or applicant's complaint about or opposition to discrimination or participation in any process or proceeding designed to remedy discrimination or activity protected by the *Uniformed Services Employment and Reemployment Rights Act* will not be tolerated. Reference USPS Poster 159, *Workplace Harassment: Know Your Rights, Take Responsibility!* The U.S. Postal Inspection Service has zero tolerance for harassment including but not limited to harassment based on any protected class.
8. **Personal Responsibility:** U.S. Postal Inspection Service employees are required to satisfy in good faith their obligations as citizens, including all financial obligations and civic duties, such as service on a jury.
9. **Drugs and Controlled Substances:** The possession and/or use of any substance that is illegal under federal law by U.S. Postal Inspection Service (Inspection Service) employees is prohibited. U.S. Postal Inspection Service employees are prohibited from possessing or using controlled substances, except for those prescribed by licensed medical providers, to treat the employee's personal illness or condition.

Employees are required to notify the Office of the National Medical Director whenever they are taking any substance, pharmaceutical or natural, controlled, or uncontrolled, which could impact their ability to carry out their duties safely and effectively, including operating a motor vehicle. Employees are prohibited from selling any controlled substances unless the sales are directly related to an approved undercover operation. Employees are prohibited from operating government-owned, leased, or rented vehicles while intoxicated or under the influence of any controlled substance which could impact their ability to operate the vehicle safely and effectively.

10. **Alcohol:** Possession or consumption of alcoholic beverages on U.S. Postal Inspection Service (Inspection Service) or U.S. Postal Service (USPS) property is prohibited under 39 C.F.R. 232(g), *Alcoholic Beverages, Drugs and Smoking* except in connection with an Officer or Postmaster General Approved Event in accordance with Employee Labor Relations Manual, Section 665.26, *Intoxicating Beverages*.

Intoxicating beverages, other than beer and wine, are prohibited on Inspection Service or USPS property under any circumstance. U.S. Postal Inspection Service employees are prohibited from being intoxicated at an Officer or Postmaster General Approved Event.

U.S. Postal Inspection Service employees are prohibited from reporting for work while they are under the influence of alcohol. Employees are prohibited from operating government-owned, leased, or rented vehicles while intoxicated or under the influence of alcohol which could impact their ability to operate the vehicle safely and effectively.

11. **Misuse of Government Property:** U.S. Postal Inspection Service (Inspection Service) employees have a duty to protect and conserve government property. Employees are prohibited from using Inspection Service or U.S. Postal Service (USPS) property, or allowing its use, for other than purposes authorized by Inspection Service or USPS policy or regulation.

Personal use of Inspection Service or USPS equipment or property is permissible subject to the limitations outlined in Management Instruction EL 660-2009-10, *Limited Personal Use of Government Office Equipment Including Information Technology*.

Official Vehicles are required to be used for official purposes only in accordance with ISM Section 5.1, *Vehicles*. Employees who willfully misuse an Official Vehicle, or willfully authorizes the misuse of an Official Vehicle, are subject to a statutory minimum suspension of 30 days without pay. See, Public Law 99-550 (31 U.S.C. 1344).

The Government Travel Card issued to Inspection Service employees may only to be used for the payment of expenses when conducting official business and not for personal use outside of official travel in accordance with USPS Handbook F-15, *Travel and Relocation*.

12. **Misuse of Official Information:** U.S. Postal Inspection Service (Inspection Service) employees are prohibited from obtaining, using, or disclosing official, non-public information for reasons not authorized by Inspection Service or U.S. Postal Service (USPS) policy or regulation. Official, non-public information includes, but is not limited to, information gathered for official purposes, confidential USPS records and information, criminal offender record information, subscription public records databases, and non-public databases maintained by other organizations.

13. **Misuse of Official Position:** U.S. Postal Inspection Service (Inspection Service) employees are prohibited from using their official position, credential, or other indicia for

personal purposes, illegal purposes or reasons not authorized by Inspection Service or U.S. Postal Service policy or regulation.

14. **Falsification or Misrepresentation:** Deliberate falsification or misrepresentation in official communications, either written or oral, is prohibited. This prohibition includes the willful omission of information in an official communication to misrepresent the facts and circumstances of a situation or to mislead others.
15. **Secondary Employment:** Postal Inspectors are required to obtain formal written approval from their Inspector in Charge, PCES Manager or Deputy Chief Inspector, in consultation with Office of Counsel, prior to engaging in secondary employment outside of the Inspection Service. This approval may be revoked at any time. All Inspection Service employees are prohibited from engaging in outside employment which could interfere or conflict with their ability to perform official duties.
16. **Conflicts of Interest:** U.S. Postal Inspection Service employees are required to avoid situations where their official actions or positions appear to affect their private financial or non-financial interest. Employees who have a potential conflict of interest are required to report the issue to their immediate supervisor and the Office of Counsel.

Employees subject to the Federal financial disclosure requirements are required to complete all annual reports and ethics training.

1.4C - U.S. Postal Inspection Service – Code of Ethics

U.S. Postal Inspection Service (Inspection Service) employees are required to uphold the tradition of the agency in protecting the U.S. Postal Service (USPS) and the public confidence in the U.S. Mail, through their actions and dealings with others. U.S. Postal Inspection Service employees are required to uphold the trust placed in them by the public by acting professionally in all that they do. They are required to treat others with dignity and respect and perform their duties in compliance with the law, agency regulations, and moral principles.

In carrying out the mission of the Inspection Service, all employees will be guided by the following ethical standards:

1. Place the law and ethical principles above personal gain.
2. Don't hold financial interests that conflict with official duties.
3. Don't use government or USPS information for personal gain.
4. Don't ask for or accept gifts from persons who may benefit from your official acts.
5. Give an honest effort when performing official duties.
6. Don't make unauthorized promises or commitments.
7. Don't use the USPS position for personal gain.
8. Act impartially and never give preferential treatment.
9. Protect and conserve government property.
10. Avoid outside social or business activities or employment that conflicts with official duties.

11. Report fraud, waste, abuse, misconduct, and corruption.
12. Satisfy in good faith all personal financial obligations and duties as private citizens.
13. Treat everyone with dignity and respect, upholding the legal and moral principles of equal opportunity.
14. Avoid even the appearance of conflict with, or violation of, ethical standards.

1.4D - Compliance with Management Directives

U.S. Postal Inspection Service employees are required to obey the lawful instructions of their supervisors in accordance with Employee and Labor Relations Manual Section 665.15, *Obedience to Orders*. Employees who have reason to question the propriety of a supervisor's instruction are required to carry out lawful instructions and may file a written protest as soon as practicable to the next level supervisor or PCES Manager.

1.4E - Mandatory Health Reporting

Notwithstanding the *Family Medical Leave Act*, U.S. Postal Inspection Service (Inspection Service) employees are responsible for notifying the Office of the National Medical Director of:

1. Any known or suspected change in health which may impair their ability to fulfill or perform their duties in a safe and effective manner.
2. Any prescribed medication, either short or long term, which may impair their ability to fulfill or perform their duties in a safe and effective manner.
3. Any hospitalizations and serious out-patient health events.

1.4F - Racial or Ethnic Profiling Prohibited

U.S. Postal Inspection Service employees are prohibited from considering an individual's race or ethnicity as the sole reason for the initiation of a criminal investigation in accordance with the Department of Justice's *Policy Guidance to Ban Racial Profiling*, dated June 17, 2003.

1.4G - Duty to Intervene and Report

Postal Inspectors on official duty and Postal Police Personnel on-duty and present on real property owned or controlled by the U.S. Postal Service have a duty to protect individuals from excessive force from other law enforcement personnel or those acting under the color of law. Postal Inspectors and Postal Police Personnel who reasonably believe that an individual is the victim of excessive force, or any other use of force that violates the Constitution, or other federal laws, from other law enforcement personnel are required to take reasonable steps to intervene to stop the application of excessive force.

Postal Inspectors and Postal Police Personnel who witness what is reasonably believed to be excessive force from other law enforcement personnel are required to report it as soon as practicable to their immediate supervisor and Inspector in Charge (INC). Postal Inspectors and Postal Police Personnel may be required to complete an IS Form 686, *Application of Force Report* in accordance with ISM Section 19.21, *Administrative Reporting of Applications of Force*.

1.4H - Duty to Render Aid

Postal Inspectors and Postal Police Personnel have a duty to render aid to individuals who are detained or arrested by the U.S. Postal Inspection Service (Inspection Service) or present within Inspection Service facilities. Whenever an individual in Inspection Service custody indicates they are having a medical emergency or need medical attention, Postal Inspectors and/or Postal Police Personnel are required to take reasonable steps to ensure they are offered emergency medical service.

Individuals in the custody of the Inspection Service are required to be evaluated by medical personnel from a local emergency medical service provider if the individual:

1. Was struck with a baton.
2. Was exposed to defensive spray, e.g., Oleoresin Capsicum spray or similar substance.
3. Was exposed to a conducted electricity weapon.
4. Complains of heart issues, breathing difficulties, or dizziness.
5. Otherwise exhibits visible injuries due to their detention or arrest.

Refusal by the individual to be evaluated or submit to treatment is required to be documented by Postal Inspectors on IS Form 75, *Report of Activity*, and by Postal Police Personnel on IS Form 5309, *Incident Report*.

Individuals who require medical treatment or admission to a hospital should be restrained in a manner which does not interfere with medical treatment. Postal Inspectors are required to escort the individual at all times, unless their presence would interfere with medical treatment.

1.4I - Ethical Conduct Officer

The Chief Postal Inspector is the Associate Ethical Conduct Officer for the U.S. Postal Inspection Service and is responsible for ensuring:

1. Counsel is available to employees on ethical issues.
2. Corrective Action is imposed for violations of policies, regulations, and standards.
3. Confidential financial disclosure statements are collected and reviewed annually.
4. Employees receive the required ethics training on an annual basis.

The Chief Postal Inspector has delegated the responsibilities of Associate Ethical Conduct Officer to Chief Counsel.

Ethical questions and requests should be referred to the Office of Counsel for review, consideration, and determination.

1.4J - Direct Reporting Relationship Restrictions, and Prohibited Actions

The following sets forth the restrictions on reporting relationships and prohibited actions:

Relationship	Direct reporting relationship?	Prohibited Actions
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Relationship	Direct reporting relationship?	Prohibited Actions
Spouse	No (must be at least one layer of supervision at all times)	<ul style="list-style-type: none"> • Take actions that will affect the spouse's financial interests • Directly or indirectly hire, promote, or advance the spouse • Take official actions that benefit the spouse (<i>e.g., overtime, change of domicile requests, detail assignments, promotion, pay for performance reviews, leave requests, and telework</i>)
Relative (See definition below) Other intimate relationship (e.g., Roommate, Significant Other, Fiancé)	Consult with Office of Counsel	<ul style="list-style-type: none"> • Take actions that will affect the other individual's financial interests • Directly or indirectly hire, promote, or advance the relative • Take official actions that benefit the relative (<i>e.g., overtime, change of domicile requests, detail assignments, promotion, pay for performance reviews, leave requests, and telework</i>)

Relative broadly includes the following family members by blood, marriage, or adoption: Aunt, Grandson, Son, Brother, Half-brother, Son-in-law, Brother-in-law, Half-sister, Stepbrother, Daughter, Husband, Stepdaughter, Daughter-in-law, Mother, Stepfather, Father, Mother-in-law, Stepmother, Father-in-law, Nephew, Stepsister, First cousin, Niece, Stepson, Granddaughter, Sister, Uncle, Grandfather, Sister-in-law, Wife, and Grandmother.

When applicable, a relationship is dissolved by death or divorce.

Other situations not explicitly prohibited but that have the potential to be problematic should be brought to the Office of Counsel for determination.

1.4K - Expectation of Privacy

Employees of the U.S. Postal Inspection Service (Inspection Service) have no legal expectation of privacy in the following:

1. Standard-issue mobile devices.
2. Standard-issue computers.
3. Owned or leased office space or facilities controlled or operated by the Inspection Service or U.S. Postal Service.

4. Owned or leased vehicles controlled or operated by the Inspection Service or U.S. Postal Service.

1.4L - Prohibited Conduct within U.S. Postal Inspection Service or U.S. Postal Service, Vehicles and Facilities

U.S. Postal Inspection Service (Inspection Service) employees are prohibited from:

1. Sexual relations within Inspection Service or U.S. Postal Service (USPS) vehicles and real property, to include all Inspection Service owned or leased vehicles and real property or facilities except for approved premises utilized by the employee for official temporary living purposes.
2. Inhabiting or dwelling within Inspection Service or USPS vehicles or real property, to include all Inspection Service owned or leased vehicles and real property or facilities. This policy does not apply to lodging facilities located at the Career Development Unit.
3. The use of all tobacco products or tobacco substitutes including, but not limited to cigarettes, cigars, pipes, personal vaporizers, e-cigarettes, chewing tobacco, or snuff, within an Inspection Service or USPS office, facility, or Official Vehicle whether leased or owned is prohibited unless in an officially designated smoking area. This prohibition includes all Inspection Service and USPS training facilities to include, but not limited to: Career Development Unit, New Castle Range, and any other range or training facility rented, leased, owned, or operated by the Inspection Service or USPS.

1.4M - Limited Personal Use of Information Technology

In accordance with Handbook AS-805, *Information Security*, Chapter 5, *Acceptable Use*; and Management Instruction EL-660-2009-10, *Limited Personal Use of Government Office Equipment and Information Technology*, U.S. Postal Inspection Service (Inspection Service) employees may make limited personal use of U.S. Postal Service (USPS) office equipment, including information technology, provided such use does not:

1. Reduce or otherwise adversely affect the employee's productivity during work hours.
2. Interfere with the mission or operations of the Inspection Service or USPS.
3. Violate prohibitions in accordance with AS-805 *Information Security* Sections 5-3, *Electronic Mail and Messaging*, 5-4, *Internet: Access and Prohibited Activities*, and 5-5, *Prohibited Uses of Information Resources*.
4. Violate 5 C.F.R. 2635, *Standards for Ethical Conduct for Employees of the Executive Branch*.

1.4N - Use of Intelligence Tools and Databases

U.S. Postal Inspection Service (Inspection Service) employees are prohibited from using intelligence tools and databases owned or acquired by the U.S. Postal Service (USPS) for any purpose other than an official investigation or a business reason.

U.S. Postal Inspection Service employees are required to receive approval for access and/or use of any intelligence tools and databases owned or acquired by USPS prior to accessing or utilizing the same.

U.S. Postal Inspection Service employees are prohibited from sharing individual assigned access credentials or logins to any intelligence tools or databases owned or acquired by USPS with any other individual. This prohibition does not apply to:

1. Information Technology personnel performing diagnostics or maintenance to a USPS computer or program.
2. U.S. Postal Inspection Service supervisors or management collecting assigned access credentials or logins during an Inspection Service employee's placement on Administrative Leave or separation from the Inspection Service and/or USPS.

1.4O - Prohibited Disclosure of Restricted Information

U.S. Postal Inspection Service (Inspection Service) employees are prohibited from disclosing, distributing, or otherwise disseminating restricted information to include, but not limited to, employee directories, addresses, phone numbers, email, or other personal information to anyone outside the Inspection Service or U.S. Postal Service unless specifically authorized by the affected employee(s).

1.4P - Prohibited Disclosure of Restricted U.S. Postal Service Information

U.S. Postal Inspection Service (Inspection Service) employees are required to comply with the Handbook AS-353, *Guide to Privacy, the Freedom of Information Act, and Records Management* when disclosing, distributing, or otherwise disseminating restricted U.S. Postal Service information to include, but not limited to, a customer's name and address, payment information, and letter and parcel tracking.

1.4Q - Personal Social Media Accounts

U.S. Postal Inspection Service (Inspection Service) employees are prohibited from using personal social media accounts, computers, or devices to conduct investigations.

Subject to the applicable professional standards, Inspection Service employees may express themselves as private citizens on their personal social media accounts or platforms, to the extent it does not impair the work of the Inspection Service or impede the performance of their official duties. U.S. Postal Inspection Service employees are required to conduct their online activities in a manner which is in accordance with ISM Section 1.4, *Professional Conduct*.

1.4R - Political Activity in the Workplace (Hatch Act)

U.S. Postal Inspection Service (Inspection Service) employees are prohibited from conducting political activity while on Inspection Service or U.S. Postal Service property, while on-duty, or using an Official Vehicle for such purposes, in accordance with the Hatch Act of 1939 (as amended), *An Act to Prevent Pernicious Political Activities*.

1.4S - Official Statements of the U.S. Postal Inspection Service

Only designated Public Information Officers (PIO), may provide statements, comments, or answer questions on behalf of the Inspection Service to the media, without prior authorization from the appropriate Inspector in Charge or PCES Manager. PIOs may review and approve the release of prepared statements from non-PIO employees. For the purposes of this section,

“media” includes, but is not limited to, print, broadcast, social media, blogs, or podcasts. All media inquiries are required to be referred to a designated PIO.

1.4T - Reporting of Lost, Stolen, or Damaged Property

U.S. Postal Inspection Service (Inspection Service) employees are required to notify their immediate supervisor as soon as practicable, but no later than 48 hours, of the loss, theft or damage of Inspection Service or U.S. Postal Service property and/or vehicles. This includes, but is not limited to, designated accountable property in accordance with ISM Section 2.7, *Accountable Property*.

1.4U - Secondary Employment Authorization

Postal Inspectors require authorization from the Inspector in Charge for secondary employment outside of the U.S. Postal Inspection Service using IS Form 208, *Secondary Employment Authorization*.

Chapter 2: Agency Administration

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2.5 Professional Appearance

2.5A - Professional Appearance – Generally

All U.S. Postal Inspection Service employees are required to present a professional appearance when engaged in their official duties.

2.5B - Professional Appearance – Postal Police Personnel

Postal Police Personnel may wear sideburns, mustaches, or beards while in uniform with the following restrictions:

1. Sideburns are required to be neatly trimmed, not more than one inch wide, and not extend below the bottom of the ear.
2. Mustaches are required to be neat, trimmed, and not extend beyond or below the corners of the mouth.
3. Beards are required to be neat, trimmed, and no longer than ½" in length.

2.5C - Dress Code

The official day-to-day dress code of the U.S. Postal Inspection Service will be Business Attire as defined by ISM Section 2.5D, *Dress Code – Definitions*. Field divisions and organizational units may issue local instructions concerning the professional appearance expectations for employees within that work unit.

Regardless of local instructions, all employees, except Postal Police Personnel, who appear in court to offer testimony in any matter are required to wear Business Attire. Postal Police Personnel may offer testimony wearing the Postal Police uniform or wearing Business Attire.

2.5D - Dress Code – Definitions

The following definitions apply to ISM Section 2.5C, *Dress Code*:

1. **Business Attire:** Business suits, shirt with necktie or blouse, and dress shoes.
2. **Business Casual:** Examples include: sport coats or suit jackets with dress slacks or skirts, blouses or button down collared or polo style shirts or sweaters. A necktie is not required. Footwear to include dress shoes, loafers, open-toed shoes, boots, and dress sandals.
3. **Office Casual:** Examples include: sports shirts, or polo style shirts or blouses, chino or khaki pants or skirts and dresses. Footwear to include dress shoes, loafers, open-toed shoes, boots, and dress sandals.
4. **Casual Attire:** Examples include: jeans, culottes, t-shirts, or other clothing worn in casual settings.
5. **Postal Police – Uniform Attire:** Postal Police Officers are required to wear the prescribed uniform as listed in Employee and Labor Relations Manual, Section 933.4, *Type 4 Uniform Items*. Postal Police Officers who are pregnant may request an exemption from the Uniform Attire and allowed to dress as directed by the Inspector in Charge, or designee, in accordance with a designated standard outlined in ISM Section 2.5D, *Dress Code – Definitions*. Postal Police Managers may be permitted to wear civilian clothing at the discretion of their local division management.
6. **Operational:** Examples include: solid color tactical pants and a solid color shirt appropriate for the activity to include instructor shirts, raid shirts, polo style shirts, and other organizational clothing. Footwear is required to be tactical shoes or boots,

sneakers, or other footwear which fully enclose the foot, suitable to the need. Supervisors may issue requirements for footwear.

7. **Athletic:** Clothing designed for engaging in athletic activity or sporting events. This includes but is not limited to tank tops, running shorts, running pants, and sneakers.
8. **U.S. Postal Service Workroom Floor:** Absent an emergent circumstance, U.S. Postal Inspection Service Employees, conducting an extended period of work on a U.S. Postal Service Workroom Floor, are required to comport with the May 18, 2022, letter, *National Postal Service Dress Code Policy for Career Non-Bargaining Employees*. Footwear when entering the workroom floor must be fully enclosed at the heel, toe, and sides, made of leather or substantial synthetic leather-like material with heels no higher than ½”.

2.5E - Morale Clothing

Morale clothing is not intended to be used in an operational setting. Morale clothing may be issued by the Inspection Service or personally purchased by the employee. Morale clothing is not required to meet the standards of ISM Sections 19.18D, *Law Enforcement Clothing* or 19.18E, *Operational Support Clothing* but is subject to the standards, policies, and requirements of the Communications, Governance, and Strategy Group.

2.5F - Medical Exemptions

An employee may request a medical needs-based exemption to policies enumerated under ISM Section 2.5, *Professional Appearance*. Medical exemption requests are required to be sent to the Medical Director and are required to contain a written request supported by suitable documentation.

The Medical Director is required to consult with the Office of Counsel prior to issuing a decision. Decisions of the Medical Director are required to be in writing and state if the authorization is permanent or temporary. Temporary authorizations require an expiration date to review for continued necessity.

Denials of medical exemption requests may be appealed to the Medical Director within 14 calendar days from receipt of the denial. Final decisions regarding exemption appeals are required to be made by the Medical Director in consultation with the Office of Counsel.

2.5G - Non-Medical Exemptions

An employee may request a non-medical exemption to any policies under ISM Section 2.5, *Professional Appearance*. Non-medical exemption requests are required to be routed to the Inspector in Charge or PCES Manager in accordance with ISM Section 1.1D, *Policies, Codes, Regulations, or Forms – Deviation or Update Request*.

The Inspector in Charge or PCES Manager is required to consult with the Office of Counsel prior to issuing an approval or denial. Approvals are required to state an expiration date if applicable.

Appeals from non-medical exemptions decisions are required to be in writing and directed to the appropriate Deputy Chief Inspector for review and final decision. The decision of the Deputy Chief Inspector is not appealable.

2.6 Work Reporting Numbers, Badges, and Credentials

2.6B - Badges and Credentials – Issuance and Accountability

The Security Investigations Service Center (SISC) is the issuing source and repository for Postal Inspector, Postal Police Personnel, and Professional, Technical and Administrative staff badges, credentials, and credential wallets.

All badges and credentials issued by the SISC are required to be recorded in the individual's accountable property records in the Personal Accountable Property System.

U.S. Postal Inspection Service divisions and work units are prohibited from retaining unassigned badges or credentials. Badges and/or credentials no longer utilized and not assigned to an individual's accountable property are required to be returned to the SISC as soon as practicable.

2.6D - Credential Update or Replacement

U.S. Postal Inspection Service employees may request an updated photo credential when warranted by a substantive change, e.g., name change, change of job title, significant and permanent change of appearance. Requests for updated or replacement credentials require justification and documentation supporting the requested change.

2.6E - Badges and Credentials – Theft, Loss, or Damage

Lost, stolen, or damaged badges and/or credentials are required to be reported to the employee's immediate supervisor as soon as practicable. Lost or stolen items require formal written documentation regarding the circumstances of the loss, or theft. Lost or stolen badges or credentials are required to be entered into the National Crime Information Center (NCIC) database.

A replacement badge and/or credential will be issued upon the written request from the Inspector in Charge or PCES Manager. Requests are required to include the NCIC number corresponding to the lost/stolen item.

Lost or stolen badges and credentials are required to be referred to the U.S. Postal Service – Office of Inspector General as appropriate in accordance with ISM Section 8.1B, *Required Notifications of Misconduct*. A lost or stolen badge or credential which is recovered after a reissuance is required to be returned to the Security Investigation Service Center as soon as practicable.

2.6F - Encasement of Postal Inspector or Postal Police Personnel Badges

Retiring Postal Inspectors, Postal Police Officers and Postal Police Managers may request the encasement of their badges. In the event of death, a request for encasement may also be placed by the employee's surviving family member. All permanently assigned badges carried by a Postal Inspector, Postal Police Officer or Postal Police Manager may be encased.

The Postal Inspector, Postal Police Officer, Postal Police Manager or surviving family may select any company to encase badges and in whatever encasement style they choose, provided the badges are encased in a polyurethane or Lucite. Shadowboxes or other similar mounting presentations are prohibited. The employee's division, group or work unit is required to coordinate encasement and presentation.

2.6G - Issuance of "RETIRED" Credentials

Chief Counsel, or designee, may approve requests from Postal Inspectors, Postal Police Officers, Postal Police Managers and Professional, Technical and Administrative staff for U.S. Postal Inspection Service (Inspection Service) credentials with the word "RETIRED" stamped on the identification portion of the credential. Credentials perforated "VOID" may be issued to family representatives of deceased employees.

Chief Counsel, or designee, may approve requests for replacements of lost, stolen, or damaged "RETIRED" or "VOID" credentials.

2.6H - "RETIRED" Badges – Postal Inspectors and Postal Police Personnel

Chief Counsel, or designee, may approve requests for one full-size badge for retired Postal Inspectors, Postal Police Officers, and Postal Police Managers. Full-sized badges are required to bear the banner "RETIRED" and be obtained through an authorized provider of Inspection Service badges.

2.6I - Law Enforcement Officers Safety Act Identification

Retired Postal Inspectors, Postal Police Officers, and Postal Police Managers may be issued a Law Enforcement Officers Safety Act (LEOSA) Identification upon completion of the submission of an application and certification of the applicant's compliance with 18 U.S.C. 926C, *Carrying of Concealed Firearms by Qualified Retired Law Enforcement Officers*.

Identifications issued under this section are required to state on the face "Retired U.S. Postal Inspector" or "Retired Postal Police Officer." Lost, stolen, or damaged LEOSA Identifications are prohibited from being replaced by the Security Investigation Service Center without documented approval from Office of Counsel.

2.7 Accountable Property

2.7A - Accountable Property – Generally

Accountable property is U.S. Postal Inspection Service (Inspection Service) or U.S. Postal Service owned or leased property which is assigned to an individual Inspection Service employee. Property is designated as accountable based upon the following factors:

1. Cost of the property.
2. Risk and/or impact to the Inspection Service associated with the loss or theft of the property.
3. The desire for the return of the property to the Inspection Service.
4. The effectiveness of tracking the property.

2.7B - Accountable Property – Tracking

All property designated as accountable is required to be tracked in the appropriate U.S. Postal Inspection Service (Inspection Service) accountability system to include:

1. Personal Accountable Property System (PAPS).
2. Vehicle Tracking System (VTS).
3. Electronic/Technical Surveillance Tracking System (ETS).
4. Inspection Service Firearms Database.

Descriptions of accountable property are required to be of sufficient detail to identify the item during administrative reviews or in the case of loss or theft. Descriptions should be distinguished with a unique identifier to differentiate between similar items, e.g., serial number.

U.S. Postal Inspection Service employees should request their personal accountable property listings be updated as soon as practicable when receiving new property or when property is relinquished, lost, or stolen. Accountable property is prohibited from being entered into multiple accountability systems.

2.7D - Accountable Property – Designations

Accountable property includes, but is not limited to:

1. Firearms.
2. Badges.
3. Standard issue/agency-sponsored identification cards.
4. Standard issued/agency-sponsored access cards.
5. USAccess Card (Homeland Security Presidential Directive 13).
6. Building access keys.
7. Ballistic armor.
8. Ballistic helmets.
9. Computers.
10. Encrypted hard drives.
11. Mobile Communication Devices, e.g., cellular phones, tablets.
12. Mobile radios.
13. Government travel credit card.
14. SmartPay purchase card.
15. Vehicles (owned or long-term lease).
16. Electronic surveillance equipment.
17. Virtual Private Network (VPN) hard token.
18. Official agency passports.
19. Dangerous Mailing Investigations/Hazwopper equipment.

Accountable property does not include:

20. Standard issue handcuffs.
21. Standard issue batons.
22. Standard issue handcuff cases or holsters.
23. Clothing, e.g., t-shirts, pants, boots, Postal Police Personnel uniforms.

2.7F - Accountable Property – Verification

Postal Inspectors and Postal Police Managers are required to verify accountable property listed in their Employee Brief. This verification must take place during the annual domicile review and is required to address the following as appropriate:

1. Verification that each item is on hand.
2. Assessment of the continued need for the item(s).
3. Confirmation of replacement, as necessary.

Employees must return the record with notations, to their respective property control officers. Postal Police Officers are required to verify accountable property listed on their Employee Brief annually on IS Form 5311, *Equipment Accountability Record*.

2.7G - Accountable Property – Security and Reporting

U.S. Postal Inspection Service employees are required to secure accountable property from loss, theft, or damage. Failure to do so may result in corrective action and/or financial liability for the replacement of the items.

Official Vehicles and their contents are required to be secured in accordance with ISM Section 5.6A, *Vehicle Security and Protection*.

U.S. Postal Inspection Service employees are required to report the loss, theft, or damage of assigned accountable property to their immediate supervisor as soon as practicable. The loss or theft of a computer or mobile device requires the completion of PS Form 1360, *Information Security Incident Report*, and notification to the U.S. Postal Service Computer Incident Response Team.

2.7H - Accountable Property – Administrative Leave, Emergency, or Indefinite Suspension

The Inspector in Charge or PCES Manager, or designee, is required to retrieve and take custody of all assigned U.S. Postal Inspection Service (Inspection Service) or U.S. Postal Service owned accountable property from an Inspection Service employee that has been placed in one of the following statuses:

1. Administrative Leave in accordance with ISM Section 8.7A, *Administrative Leave – Placement*.
2. Emergency Suspension in accordance with ISM Section 8.8A, *Emergency Suspension*.
3. Indefinite Suspension in accordance with ISM Section 8.8C, *Indefinite Non-Pay Suspension*.

The Inspector in Charge or PCES Manager, or designee, is required to utilize IS Form 203, *Administrative Leave Checklist* during the placement of an employee. The collection of accountable property is required to include, but is not limited to, vehicles, firearms, credentials, badge(s), computers, mobile devices, keys, and access control cards.

2.7I - Accountable Property – Employee Transfer

Accountable property records of U.S. Postal Inspection Service employees who transfer from one division/domicile to another are required to be updated as soon as practicable with the originating division/domicile being required to remove any property returned by the employee from their accountable property record. Excess firearms are required to be returned to the work unit vault prior to the reassignment of the employee.

2.7J - Accountable Property – Employee Separation

Separated employees are prohibited from retaining U.S. Postal Inspection Service or U.S. Postal Service property or accountable items. The Inspector in Charge or PCES Manager, or designee, is required to coordinate with a designated Property Control Officer to ensure recovery of all property and accountable items.

Postal Police Personnel are cleared using IS Form 5311, *Equipment Accountability Record*.

2.8 Personnel Files

2.8A - Electronic Official Personnel Folders (eOPF)

Official Personnel Folders (OPF) are created and maintained in accordance with Employee and Labor Relations Manual Section 349, *Official Personnel Folders*. Electronic Official Personnel Folder (eOPF) are created and maintained in accordance with ELM Section 349.3, *Electronic Official Personnel Folder System*, and contain official documents relative to benefits, payroll, and other employment-related functions. An OPF or eOPF may also contain letters of commendation, copies of special achievement letters, or adjudicated corrective actions or agreements.

2.8B - Supervisor Personnel Records

Supervisor Personnel Records (SPR) may contain duplicate copies of employment records and other records for an employee and are maintained at management's discretion. A SPR may include copies of correspondence, personnel action forms, corrective action records, and other related material.

Supervisor Personnel Records are required to be secured in a locked desk or file cabinet and access restricted to those with a need to know. Employee medical information is prohibited from being placed or retained in a SPR.

Employees may request and review the contents of the SPR and are required to be provided access as soon as practicable.

Unless otherwise agreed to, records contained in a SPR are required to be disposed of in accordance with Employee and Labor Relations Manual, Section 651.66, *Retention*, and *Appendix, Section 64, Supervisors' Personnel Records* as follows:

1. Official Discussions are required to be disposed of one year from the date of issuance if there has been no corrective action initiated during that period.
2. Letters of Warning and Letters of Warning in Lieu of Time Off Suspensions are required to be disposed of two years from the date of issuance if there has been no corrective action initiated during that period.
3. All other records are to be disposed of upon termination of the supervisor/employee relationship.

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3.2 Postal Police Officer Recruitment, Selection and Placement

3.2A Postal Police Officer Minimum Applicant Requirements

The minimum requirements for the position of Postal Police officer are as follows:

1. Be in good physical condition.
2. Willing to carry a firearm.
3. Possess a valid driver's license with at least two years of unsupervised driving experience and a safe driving record.
4. Have no felony or domestic violence convictions.
5. Write and speak English clearly.

3.2B – Postal Police Officer Minimum Appointment Requirements

In addition to the requirements listed in ISM 3.2A, Postal Police Officer Minimum Applicant Requirements, the following conditions must be met prior to appointment as a Postal Police Officer Candidate:

1. Be favorably adjudicated at the Background Investigation – High Risk (BI) level.
2. Meet the minimum health requirements as set forth in ISM 3.2C, Minimum Health Requirements – Postal Police Officer.
3. Pass a drug screening examination.

3.2C - Minimum Health Requirements – Postal Police Officer

Applicants who have received a conditional job offer are required to:

1. Complete a U.S. Postal Police medical assessment form, Part A: Medical History PPOBT Form.
2. Undergo a physical examination, inclusive of a psychological examination, to determine their ability to meet the following functional requirements of the position:
 - a. Ability to use firearms
 - b. Moderate lifting, 15 – 44 pounds
 - c. Light lifting, under 15 pounds
 - d. Heavy carrying, 45 – 70 pounds
 - e. Moderate carrying, 14 – 44 pounds
 - f. Light carrying, under 15 pounds
 - g. Straight pulling
 - h. Pulling hand over hand
 - i. Pushing (1 hour)
 - j. Reaching above shoulder
 - k. Use of fingers
 - l. Both hands are required. Prosthesis will be considered on a case-by-case basis.
 - m. Walking (4 – 6 hours)
 - n. Standing (4 – 6 hours)
 - o. Crawling
 - p. Kneeling
 - q. Repeated bending

- r. Climbing, legs only
 - s. Climbing, use of legs and arms
 - t. Both legs required. Prosthesis will be considered on a case-by-case basis.
 - u. Operation of crane, truck, tractor or motor vehicle
 - v. Ability of rapid mental and muscular coordination simultaneously
 - w. Hearing aid may be acceptable
 - y. Far vision un-corrected must be no greater than 20/200 using both eyes.
 - z. Far vision correctable in one eye to 20/20 and no worse than 20/70 in the other eye.
 - aa. Both eyes required
 - bb. Depth perception
 - cc. Ability to distinguish basic colors
 - dd. Ability to distinguish shades of colors
3. An established history or clinical diagnosis of any of the following may not be acceptable:
- a. Any psychological or mental condition which could cause impaired alertness, judgment, or motor ability. A history of clinically significant emotional or behavioral problems requires thorough clinical evaluation which may include, but not necessarily be limited to, psychological testing and psychiatric evaluation.
 - b. Any historical reference identifying incidents of attempted suicide or an expressed threat of suicide.
 - c. Any condition in which an examinee's intake of alcohol is sufficient to damage his or her physical health, job performance, personal functioning, or when alcohol has become a prerequisite to his or her daily functioning.
 - d. Any condition in which an examinee is addicted to or dependent on drugs as evidence by habitual use or a clear sense of need for the drug.
 - e. Any use of prescribed or otherwise legally obtainable medication taken in such a dosage that a temporary delay in taking such medication might result in unacceptable incapacity. Examples of such medication are certain dosages or requirements for steroids, anticoagulants, antiarrhythmics, sedatives and tranquilizers.

The above functional requirements are evaluated considering varied environmental factors. For individuals that fail to meet these criteria additional consideration may be given on a fact-based, individualized basis.

3.2D - Drug Screening

Postal Police Officers are required to be drug free as a condition of application and employment. The U.S. Postal Inspection Service screens new Postal Police Officer applicants through urinalysis drug testing to detect narcotic-based drugs to include the following substances:

AMPHETAMINES:

Amphetamine 500 ng/ml.
Methamphetamine 500 ng/ml.

BENZOYLECGONINE:

(Cocaine Metabolite) 150 ng/ml.

CANNABINOIDS:

(11-nor-delta-9-THC-COOH) 15 ng/ml.

OPIATES:

Codeine 300 ng/ml.
Morphine 300 ng/ml.

PHENCYCLIDINE:

25 ng/ml.

Postal Police Officers are subject to ongoing drug testing in accordance with ISM Section 4.9, *Drug Deterrence Program*.

3.2E Probationary Period

The probationary period for a Postal Police Officer (PPO) begins on the PPO's PS Form 50, Notification of Personnel Actions effective date and continues for one hundred eighty (180) calendar days after the successful completion of the Postal Police Officer Basic Training Course.

The probationary period is required to be extended by one work day for each work day the PPO is absent from work due to illness, injury, or other causes. In accordance with Handbook EL-906, Agreement Between the United States Postal Service and Postal Police Officers Association, the Postal Service has the right to separate a probationary employee at any time during the probationary period and the probationary PPO is not entitled to the grievance procedure to appeal separation.

3.3 Background Investigations

3.3A - Background Investigations – Generally

The Chief Postal Inspector or designee is responsible for the adjudication of all security clearances and suitability background investigations for U.S. Postal Service personnel.

The U.S. Postal Inspection Service (Inspection Service) utilizes background investigations to determine:

1. Suitability for employment with the Inspection Service.
2. Continued retention and employment with the Inspection Service.
3. Suitability for access to classified materials as needed for official purposes.

The Inspection Service utilizes the following publications for guidance on conducting background investigations:

4. Administrative Support Manual, Section 272, *Personnel Security Clearances*.
5. Handbook EL-312, Employment and Placement.
6. Handbook AS-805, Information Security.

3.3B - Background Investigation Requirements

Position qualification standards based on the Position Designation Tool (PDT) and risk assessment reviews are utilized to indicate the appropriate background investigation requirement. Investigation requirements vary with the position and are required to be satisfied prior to the granting of final clearance by the Chief Postal Inspector or designee.

The U.S. Postal Inspection Service is required to clear all contractors, subcontractors, and their employees requiring access to U.S. Postal Service (USPS) facilities or information and resources, including computer systems prior to providing access.

ISM Section 3.3B, *Background Investigation Requirements*, is not applicable to contractors providing services, including repairs and alterations, under local buying authority.

3.3C - U.S. Postal Inspection Service Positions

Positions of employment with the U.S. Postal Inspection Service (Inspection Service) are considered sensitive positions. Sensitive positions include those in which personnel could, in the normal performance of their duties, cause material adverse effect to U.S. Postal Service (USPS) information resources. The sensitive level of clearance within the USPS encompasses both public trust positions and national security positions.

Public trust positions that pose a moderate security risk to the USPS require a Moderate Background Investigation (MBI). All Inspection Service positions, including positions held by Professional, Technical, and Administrative (PTA) personnel, are generally public trust positions and require an MBI or higher.

Public trust positions that pose a high security risk to the USPS require a Background Investigation (BI). Postal Police Officer and Postal Police Manager positions require a BI for all Postal Police Personnel onboarded after November 24, 2014.

National security positions are critical sensitive positions that have the potential to cause damage to the national security of the United States. These positions require access to classified information at the Top-Secret level and have the potential to cause serious, exceptionally grave damage to national security. Postal Inspector and designated PTA positions, as evaluated by the Position Designation Tool, require Top Secret clearances.

Some Inspection Service positions require Top Secret/Sensitive Compartmented Information (TS/SCI) authorizations.

3.3D - Background Investigations – Use of Social Media

U.S. Postal Inspection Service (Inspection Service) employees, or approved contractors, may review an applicant's or employee's social media in connection with a background investigation in accordance with ISM Section 3.2A, *Background Investigations – Generally*.

U.S. Postal Inspection Service employees, or approved contractors, are prohibited from collecting or maintaining information about the political, religious, or social views, associations, or activities of any applicant or employee unless such information directly relates to suitability for Federal employment, suitability for access to classified or otherwise sensitive security information, or criminal conduct. Comments or images indicating unsuitability for Federal employment, unsuitability for access to classified or otherwise sensitive security information, or criminal conduct should be collected and maintained as part of the background investigatory process.

Applicants or employees are required to be notified that a review of social media will be conducted as part of the background investigation process. U.S. Postal Inspection Service employees, or approved contractors, are prohibited from requesting or seeking passwords or access to social media sites maintained or used by an applicant or employee.

3.11 Time and Attendance Collection System

3.11A - Time and Attendance Collection System – Generally

Time and attendance records for U.S. Postal Inspection Service employees are maintained in the Time and Attendance Collection System (TACS) in accordance with the rules and regulations in Handbook F-21, *Time and Attendance*. Each division and headquarters group are required to process time and attendance records for assigned employees.

3.11B - Leave Requests

U.S. Postal Inspection Service (Inspection Service) employees are required to request scheduled leave through the Inspection Service Resource Management System (RMS). Unscheduled leave, which includes all leave requests not requested and approved in advance, is required to be entered in the U.S. Postal Service Enterprise Resource Management System (eRMS).

3.11C - Pay or Leave Adjustments

Pay and leave adjustment requests are required to be reviewed for approval by the employee's immediate supervisor. If approved, pay or leave adjustments require completion of PS Form 2240, *Pay, Leave, or Other Hours Adjustment Request*.

3.13 Benefits

3.13A - Leave Policy Application

Leave policies for U.S. Postal Inspection Service employees are governed by the Employee and Labor Relations Manual, Section 510, *Leave*, Handbook EL-380, *Postal Career Executive Service*, Section 62, *Leave*, and ISM Section 3.14, *Paid Parental Leave*.

The following exceptions apply:

1. Postal Inspectors in the ISLE pay schedule are limited to a maximum annual leave carryover of 240 hours (30 days).
2. Postal Inspectors in the ISLE pay schedule domiciled outside the United States and U.S. territories are limited to a maximum annual leave carryover of 360 hours (45 days).

3.13C - Jury Duty or Court Leave

All jury duty or court leave is required to be approved and documented in accordance with Employee and Labor Relations Manual Section 516, *Absences for Court-Related Service*.

3.13D - Family and Medical Leave Act

The U.S. Postal Inspection Service is required to allow up to 12 weeks of leave to eligible employees for certain medical and family-related conditions in accordance with the Family and Medical Leave Act (FMLA). Reference Publication 71, *Notice for Employees Requesting Leave for Conditions Covered by the Family and Medical Leave Act* for eligibility and implementation.

In addition to other conditions, FMLA requires employees to have worked a minimum of 1,250 hours in the previous 12-month period. Workhours, for eligibility purposes, are calculated in accordance with 29 C.F.R. 825.110(c), *Eligible Employee*, and are based on actual hours worked.

Postal Inspectors requesting FMLA will have their actual hours worked calculated using workhours entered in eDiary. Available Hours Not Worked, claimed in accordance with ISM Section 3.5D, *Available Hours Not Worked – Application*, are not included in the workhours calculation for FMLA eligibility.

3.13E – Physical Fitness Reimbursement

All career U.S. Postal Inspection Service employees may request a physical fitness reimbursement of up to \$200 each fiscal year. Eligible categories for reimbursement are:

1. Activity tracking devices, such as a Fitbit®
2. Individual gym memberships or fitness classes
3. Race entries
4. Meal planning services with a nutritionist
5. Personal trainer expenses
6. Health and wellness coaching costs
7. Weight loss program memberships (does not include cost of food)
8. Exercise equipment and apparel

Physical fitness reimbursement requests should be made through the employee's Division Manager/Supervisor, Inspector Service Administration (MISA/SISA).

3.13G - Public Safety Officer's Benefit Program

Postal Inspectors and Postal Police Personnel are eligible for coverage under the Public Safety Officers' Benefits Program which provides an insurance benefit for a death or disability occurring as a direct and proximate result of a traumatic or catastrophic personal injury sustained

in the line of duty. Information regarding the program and an application for benefits may be found at psob.bja.ojp.gov.

3.16 Relocation

3.16A - Relocation – Generally

Authorized allowances for relocation expenses are required to be in accordance with Handbooks F-15A, *Relocation Policy – Non-Bargaining (EAS) Employees*, F-15B, *Relocation Policy – Postal Career Executive Level I Employees*, and F-15C, *Relocation Policy – Bargaining Employees*. The relocation process is a self-service process, and all aspects are handled by the authorized service provider.

Deviation from the published relocation policies is prohibited in accordance with the *No Deviation* sections published in each of the above referenced handbooks.

3.16B - Storage of Household Goods – Extension

U.S. Postal Inspection Service (Inspection Service) employee requests for extensions of storage of household goods beyond the provided 60-day period are required to be:

1. In advance of the need and include the specific circumstances warranting the extension of storage of household goods.
2. Limited to a 15-day extension.
3. Reviewed and approved by the Inspector in Charge or PCES Manager.

Storage of household goods are limited to a maximum of 75 days in accordance with F-15A; *Relocation Policy*, Section 412.1j, *RMF Services*.

3.16C - Relocation of Threatened U.S. Postal Inspection Service Employees

U.S. Postal Inspection Service employees, and their immediate families, whose lives are placed in jeopardy, evidenced by a credible threat, because of the employee's assigned duties, may be eligible for relocation. Temporary relocation allowances for threatened employees may be provided on a case by-case basis and require prior authorization from the Chief Postal Inspector. The Budget and Finance Manager, Business Operations is required to complete verification and approval of incurred expenses.

The employee may be placed on administrative leave or be given appropriate assignments depending upon the seriousness of the threat received and the distance involved in the relocation. The Inspector in Charge or PCES Manager where the employee is domiciled is required to make the determination regarding the employee's work status.

Employees may be permanently relocated to a new duty station when the specific nature and potential duration of the life-threatening situation exists for a period beyond 90 days or when the costs of a temporary relocation are greater than the costs of a permanent relocation.

3.17 In-Service Staffing

3.17A - Chief Postal Inspector Staffing Responsibilities and Authority

The Chief Postal Inspector is responsible for the operation and performance of the U.S. Postal Inspection Service (Inspection Service) to include the administration of its personnel functions.

The Chief Postal Inspector may, at any time:

1. Direct personnel reassignments and relocations which are deemed to be in the best interests of the Inspection Service, regardless of whether the policy or protocols used for effecting those actions are specifically provided for in this manual.
2. Declare a vacancy at any designated Inspection Service domicile.

The Chief Postal Inspector has designated the Director, Business Operations to oversee and administer the various components of In-Service Transfers in accordance with ISM Section 3.17, *In-Service Transfers*.

3.17B - Vacancies

Postal Inspector, General Analyst, Professional, Technical and Support staff, and Postal Police Personnel vacancies are determined by the authorized staffing allocated for each designated U.S. Postal Inspection Service (Inspection Service) work location.

The Inspector in Charge or PCES Manager may also request a vacancy be declared for a designated Inspection Service work location. Requests are required to be submitted to the Director, Business Operations and should include current and projected staffing levels for the requested location, requested special skills and justification in support of the request.

3.17D - eCareer

Professional, Technical and Administrative staff and Postal Police Personnel vacancies are required to be posted in the U.S. Postal Service eCareer system.

3.20 Promotions

3.20A - Postal Police Officers

Postal Police Officer promotions to the Nonbargaining Executive and Administrative Schedule (EAS) Positions of Supervisor or Manager, Postal Police are conducted in accordance with Handbook EL-312, *Employment and Placement*, Section 74, *EAS Positions*.

3.26 Separations from the U.S. Postal Inspection Service

3.26A - Resignations

Resignations should be in writing and should explain the reasons for resignation as clearly as possible. A PS Form 2574, *Resignation/Transfer from the Postal Service* is required to be completed.

3.26B - Reassignment to U.S. Postal Service or U.S. Postal Service – Office of Inspector General

A separation from the U.S. Postal Inspection Service (Inspection Service) to another position within the U.S. Postal Service (USPS) or the U.S. Postal Service – Office of Inspector General is designated as a reassignment.

3.26C - Outside Transfer to Other Federal Agency

A separation from the U.S. Postal Inspection Service (Inspection Service) to a position with another federal agency is designated as an outside transfer.

A PS Form 2574, *Resignation/Transfer from the Postal Service* and employment letter from the gaining agency is required.

3.26D - Retirement

Postal Inspectors may retire if they meet the following service and age requirements:

1. Age 50 with 20 years of creditable service.
2. Any age with 25 years of creditable service.

All other U.S. Postal Inspection Service employees may retire in accordance with the applicable policies contained in Employee and Labor Relations Manual Section 513.8, *Retirements or Separations*.

3.26G - Removal from U.S. Postal Inspection Service

A separation due to a removal requires the completion of PS Form 6075, *Notice of Removal or Separation for Disability (Not OWCP)* and supporting documentation.

3.27 Exit Survey, Interview, and Clearance Record

3.27A - Exit Surveys or Interviews

The Inspector in Charge, PCES Manager or designee should supply the separated employee with either the opportunity to complete IS Form 695, *Exit Survey* either online or a hardcopy version with a self-addressed stamped-envelope, or attempt an exit interview and documented on IS Form 75, *Report of Activity*.

3.27B - Clearance Records

The following clearance records should be completed as appropriate:

1. All Employees: PS Form 337, *Clearance Record for Separated Employee*.
2. National Headquarters Employees only: PS Form 292, *Headquarters Clearance Checklist*.
3. All Employees: IS Form 109, *USPIS Employee Separation Checklist*.

The clearance record(s), along with the employee's final accountable property report, are required to be attached to the employees' Official Personnel Folder (OPF) by Business Operations.

3.27C - Security Clearance Exit Debriefing

U.S. Postal Inspection Service (Inspection Service) employees with a clearance level of Secret or Top Secret are required to undergo a clearance debrief prior to their separation due to resignation, reassignment, retirement, or removal by contacting Inspection Service National Security at isnationalsecurity-securitycontrolofficers@usps.gov prior to exiting the Inspection Service.

3.31 Recognition, Incentives, and Awards

3.31A - Letters of Commendation

Letters of commendation or acknowledgement are required to be transmitted as follows:

1. Letters of commendation or acknowledgement initiated by the Inspector in Charge or PCES Manager are addressed to the individual.
2. Letters of commendation or acknowledgement initiated by Headquarters are addressed to the individual through the Inspector in Charge or PCES Manager.
3. Letters of commendation or acknowledgement originating outside the U.S. Postal Inspection Service should be acknowledged by the Inspector in Charge or PCES Manager and, if appropriate, an internal letter of commendation should be prepared.

3.31B - Trophies, Plaques, Certificates, Pins

Trophies, plaques, certificates, and/or pins for local awards, incentives, or acknowledgment programs should be purchased with the SmartPay card.

Cash, or cash equivalent, awards may not be incorporated in the purchase.

3.31C - Incentive Awards

The Recognition and Awards Program is intended to recognize employees who have achieved outstanding performance, have superior competence, or have performed some other significant accomplishment. Guidelines for the Incentive Awards are defined in Employee and Labor Relations Manual, Section 490, *Recognition and Awards*.

3.31D - Award Categories

U.S. Postal Inspection Service (Inspection Service) awards are processed through eAwards and include the following:

1. Informal Awards: Gift Card or Inspection Service non-cash tangible award up to \$3,000.
2. U.S. Postal Inspection Service Non-Executive Awards: Cash payments up to \$5,000.
3. Executive Awards, available to PCES level only: Cash payments up to \$10,000.
4. Chief Postal Inspector Individual Awards: Cash payments between \$1 to \$10,000 to recognize and acknowledge exceptional individual contribution and achievement deserving of system-wide recognition.

All cash, cash-equivalent, and non-cash tangible awards are taxable.

3.31E - Award Approvals

Recognition of U.S. Postal Inspection Service employees in accordance with ISM Section 3.31D, *Awards Categories*, require the following levels of approval:

1. Up to \$2,500 requires Inspector in Charge or PCES Manager approval.
2. \$2,501 to \$3,500 requires Deputy Chief Inspector approval.
3. \$3,501 to \$5,000 requires approval from the Chief Postal Inspector.
3. Awards are limited to a maximum of \$5,000 and individuals are prohibited from receiving more than \$5,000 in a Fiscal Year with the exception of the Chief Postal Inspector Award.

3.31F - Employment Anniversary Pins and Certificates

The U.S. Postal Inspection Service (Inspection Service) provides a pin and certificate commemorating 20, 25, and 30 years of employment with the Inspection Service. Calculations are based upon Inspection Service time only and combining service time with U.S. Postal Service or other federal service is prohibited. Certificates awarded under this section are required to be signed by the Chief Postal Inspector.

3.31G - U.S. Postal Service Award Program

The U.S. Postal Service Award Pin is a non-cash recognition award given at 25, 30, 35, 40, 45, or 50 years of creditable service to the government, consists of an emblem pin and a letter of appreciation issued in recognition of government service. All federal and military service is creditable.

The letter of appreciation for an employee with 25, 30, 35, 40, or 45 years of service should be signed by the Inspector in Charge or PCES Manager and presented in a blue leatherette folder.

3.31H - Documentation of Recognition, Incentives, and Awards

Recognition, incentives, or awards provided to an U.S. Postal Inspection Service employee is required to be documented and included in the employee's eOPF. Documentation should include copies of commendation letters or transmittal letters, awards justifications, approvals, or any other suitable documentation which identifies the reason for and the nature of the recognition.

3.32 Law Enforcement Officer Safety Act

The issuance of an Inspection Service issued Law Enforcement Officer Safety Act identification card is subject to the conditions and restrictions as outlined in 18 U.S.C. 926C, *Carrying of Concealed Firearms by Qualified Retired Law Enforcement Officers*. Applications are required to be denied if the applicant:

1. Retired while under investigation or pursuant to an agreement to forego discipline.
2. Retired based on a medical disability for mental instability.
3. Is prohibited by Federal law from possessing a firearm.

In addition to other restrictions, 18 U.S.C. 926C, does not:

4. Convey any law enforcement authority or authority to act on behalf of the U.S. Postal Inspection Service, the U.S. Postal Service, or the United States government.

5. Authorize possession of a firearm in any federal facility or on U.S. Postal Service property for personal protection.
6. Authorize the possession of a firearm in any other location where firearms are prohibited.

Chapter 4: Safety and Wellness

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10.1 Criminal Litigation – Victim and Witness Assistance Program

10.1B - Interactions with Victim and Witness

U.S. Postal Inspection Service (Inspection Service) employees are required to maintain an attitude of professionalism and treat all victims and witnesses fairly and with respect.

Employees are prohibited from engaging in any type of romantic or sexual activity with victims, witnesses or individuals suspected of, or charged with, a crime relative to an Inspection Service investigation or any other investigation in which the Inspection Service has an investigatory role. Employees are prohibited from making statements to a victim or witness that could be construed as an attempt to influence the behavior of the victim or witness.

10.1C - Victim and Witness Personally Identifiable Information

U.S. Postal Inspection Service employees are required to treat the identity of victims and witnesses as sensitive information. Victim and witness identity and contact information is required to be kept secure to prevent unauthorized access. Electronic files containing victim or witness personally identifiable information are required to be sent via encrypted email or delivered on encrypted media.

10.1D - Protecting and Safeguarding Victims and Witnesses

U.S. Postal Inspection Service employees should ensure victims and witnesses of crimes have their rights safeguarded, within the limits of available resources, to ensure they receive the assistance and protections to which they are entitled without infringing on the constitutional rights of defendants.

10.1E - Mandatory Reporting of Suspected Child Abuse Cases

U.S. Postal Inspection Service employees are required to report suspected instances of child abuse, including neglect, to the proper authorities in accordance with 42 U.S.C. 13031, *Child Abuse Reporting*, or applicable state mandatory reporting laws.

10.1F - Mandatory Reporting of Intimidation or Harm of Victim and Witnesses

U.S. Postal Inspection Service employees are required to immediately notify the prosecutor and the Inspector in Charge if they learn a witness has been threatened, harmed, intimidated, paid, or urged to remain silent, to change their testimony or to leave the jurisdiction of a court to avoid testifying.

10.3 Criminal Litigation – Discovery

10.3A - U.S. Postal Inspection Service Employee Responsibilities – Henthorn/Giglio Requests

U.S. Postal Inspection Service (Inspection Service) employees who may be called as witnesses are required to disclose Henthorn/Giglio information, including, but not limited to, the existence of any potential impeachment material or material which would suggest a bias for or against a

defendant to prosecutors. The disclosure requirement applies regardless of whether a formal request has been filed.

U.S. Postal Inspection Service employees are required to notify their immediate supervisor of any Henthorn/Giglio requests received from the U.S. Attorney's Office. Should additional information become available after the initial disclosure, employees are required to bring this additional information to the prosecutor's attention as soon as practicable.

10.3D - Brady Material Requests – Discovery

The U.S. Postal Inspection Service has an affirmative obligation to disclose any evidence favorable to the defendant to include any exculpatory evidence. *Brady v. Maryland*, 373 U.S. 83 (1963).

U.S. Postal Inspection Service (Inspection Service) employees are required to consult with the U.S. Attorney's Office regarding the existence of potential Brady material. This consultation should occur regardless of whether a formal request for Brady material has been issued. Inspection Service employees are required to disclose all material designated as discoverable under Brady.

10.3E - Jencks Material Requests – Discovery

The Jencks Act codified at 18 U.S.C. 3500, *Demands for Production of Statements and Reports of Witnesses*, provides that statements of a government witness are discoverable by a defendant after that witness has testified on direct examination at trial. U.S. Postal Inspection Service employees are required to consult with the U.S. Attorney's Office regarding the existence of potential Jencks material in accordance with the Jencks Act. This consultation should occur regardless of whether a formal request for Jencks material has been issued. U.S. Postal Inspection Service employees are required to disclose all material designated as discoverable under Jencks.

10.7 Administrative Litigation

10.7A - Administrative Litigation Discovery – Law Enforcement Evidentiary Privilege

U.S. Postal Inspection Service employees should consult Office of Counsel prior to releasing information protected by the law enforcement evidentiary privilege or to protect confidential or sensitive investigative information from administrative discovery in settlement conferences, mediations, arbitrations or proceedings before the Equal Employment Opportunity Commission, Merit Systems Protection Board, U.S. Postal Service, and National Labor Relations Board.

10.7B - Administrative Litigation – Employee Cooperation

U.S. Postal Inspection Service employees should consult with Office of Counsel prior to cooperating and/or participating in administrative proceedings or litigation.

10.8 Criminal, Civil, and Administrative Litigation

10.8A - Affidavits, Subpoenas, Summons Received by Inspection Service Employees

U.S. Postal Inspection Service (Inspection Service) employees who receive an affidavit, subpoena, summons, or any other document requesting testimony, an appearance, or the production of documents, which names the individual Inspection Service employee, the Inspection Service, or the U.S. Postal Service as a defendant, are required to inform their supervisor/manager as soon as practicable. The employee and supervisor are required to consult with the Office of Counsel prior to taking any action in furtherance of the request.

10.8B - Third-Party Litigation

U.S. Postal Inspection Service (Inspection Service) employees who receive an affidavit, subpoena, summons, or any other document requesting testimony, an appearance, or the production of documents, in any litigation or administrative matter in which the individual employee, the Inspection Service, the U.S. Postal Service or United States is not a party in interest, also known as Touhy requests (*Touhy v. Ragen*, 340 U.S. 462), are required to inform their supervisor/manager as soon as practicable. The employee and supervisor are required to consult with the Office of Counsel prior to taking any action in furtherance of the request.

10.8C - Litigation Holds

U.S. Postal Inspection Service employees who receive an affidavit, subpoena, summons, or any other document requesting testimony, an appearance, the production of documents, or litigation hold/preservation letter, in any litigation or administrative matter are required to preserve documents, emails, text messages, or information relating to the request. The employee should consult with the Office of Counsel prior to taking any action in furtherance of the request.

U.S. Postal Inspection Service employees are prohibited from destroying evidence or information which is subject to a litigation hold without prior approval from the Office of Counsel, Assistant United States Attorney, local prosecutor, or administrative official.

10.8D - Deposition Testimony of Inspection Service Employees

U.S. Postal Inspection Service (Inspection Service) employees are prohibited from consenting to being deposed concerning their employment and Inspection Service-related matters without first having been served with a legal order to do so and without notification to Office of Counsel. U.S. Postal Inspection Service employees are prohibited from waiving signatures to the transcripts of their depositions. Employees are required to carefully review the transcript and ensure errors are corrected before it is signed.

10.8E - Communication with Individuals Represented by Counsel

U.S. Postal Inspection Service employees are prohibited from contacting or communicating with individuals who are represented by counsel without the prior approval of the individual's attorney.

10.8F - Inspection Service Employee Representation

1. **Representation by Department of Justice:** The Department of Justice may represent current and former U.S. Postal Inspection Service (Inspection Service) employees who are sued or subpoenaed as a result of actions taken within the scope of their Inspection Service employment. Prior to representation authorization, the Department of Justice will determine if:
 - a. The employee's actions, which are the subject of the suit, appear to have been performed within the scope of employment, and
 - b. It is in the interest of the United States to provide the requested representation.
2. **Requesting Department of Justice Representation:** U.S. Postal Inspection Service employees requesting Department of Justice representation are required to submit a written request through the Office of Counsel.
3. **Inspector in Charge's Responsibilities – Department of Justice Representation:** If the Inspector in Charge determines that the employee's actions appear to have been performed within the scope of their employment, the Inspector in Charge is required to prepare an affidavit in support of an Inspection Service employee's request for Department of Justice representation.
4. **Inspector Attorney Responsibilities – Department of Justice Representation:** The responsible Inspector Attorney is required to review each document submitted by the employee and the Inspector in Charge and send the request for representation, the declaration, the affidavit of the Inspector in Charge and a copy of the summons and complaint to the U.S. Postal Service National Tort Center, with a copy to the Deputy Counsel, Headquarters.
5. **Representation by Private Counsel:** U.S. Postal Inspection Service employees who are the subject of a lawsuit filed in federal, state, or local court for actions taken during the performance of their duties may elect to hire private counsel of their choice at their own expense.

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19.1 National Threat Management Program Roles and Responsibilities

19.1A - National Safety Advisory Group

The National Safety Advisory Group (NSAG), in consultation with the National Threat Management Coordinator and National Threat Management Training Coordinator, is responsible for:

1. Identifying and analyzing risks affecting the safety of U.S. Postal Inspection Service (Inspection Service) personnel.
2. Developing and recommending means and methods to manage identified risks through national policies, equipment, tactics, and training. All NSAG recommendations are required to be reviewed by the Executive Committee and submitted to the Chief Postal Inspector for consideration of approval.
3. Identifying, testing, evaluating equipment needs and making recommendations.
4. Procuring equipment after NSAG recommendations have been reviewed by the Executive Committee and approved by the Chief Postal Inspector.

19.1B - Career Development Unit

The Career Development Unit is responsible for overall development and delivery of basic and in-service threat management training programs in coordination with the National Safety Advisory Group. This includes the identification of training needs, the creation of course content and ensuring that all training conducted is done in compliance with established policies and procedures.

19.1C - National Threat Management Coordinator

The National Threat Management Coordinator (NTMC) is a Program Manager assigned to the Career Development Unit. The NTMC is responsible for the overall management of the Threat Management Program. The NTMC assists in the development of national policies and procedures and is responsible for implementing national policy and best practices recommended by the National Safety Advisory Group, reviewed by the Executive Committee, and submitted to the Chief Postal Inspector for consideration of approval.

19.1D - National Threat Management In-Service Training Coordinator

The National Threat Management Training Coordinator (NTMTC) is responsible for the program management and national coordination of in-service training activities of Officer Survival, Control Tactics and Firearms and armorer certifications for standard-issue firearms.

19.2C - Division Firearms Coordinator

The Division Firearms Coordinator, assisted by firearms instructors and line coaches, coordinates and conducts firearms qualifications in compliance with national policy and standards, and is responsible for firearms transactions within their respective division.

Prerequisite: Firearms Instructor.

19.2D - Division Officer Survival Coordinator

The Division Officer Survival Coordinator, assisted by officer survival instructors, coordinates, and conducts officer survival training and exercises in compliance with national policy and standards.

Prerequisite: Officer Survival Instructor.

19.2E - Division Control Tactics Coordinator

The Control Tactics Coordinator, assisted by Control Tactics instructors, coordinates, and conducts Control tactics instruction and training in compliance with national policy and standards.

Prerequisite: Control Tactics Instructor.

19.2F - Firearms Instructor

Firearms Instructors, assisted by other firearms instructors and line coaches, coordinates, and conducts firearms training and qualifications in a safe and effective manner in compliance with national policy and standards.

Prerequisite: Completion of the designated tests comprising the Firearms Battery in accordance with ISM Section 4.10G, *Health Examination Program - Hazardous Substance Examinations* and completion of Firearms Instructor course developed by the Career Development Unit.

19.2G - Firearms Line Coach

Firearms Line Coaches assist Firearms Instructors in conducting training and firearms qualifications in a safe and effective manner in compliance with national policy and standards.

Prerequisite: Completion of the designated tests comprising the Firearms Battery in accordance with ISM Section 4.10G, *Health Examination Program - Hazardous Substance Examinations* and an understanding of the four cardinal rules of safety and firing range etiquette and procedure.

19.2H - Officer Survival Instructor

An Officer Survival Instructor coordinates and conducts officer survival training and exercises in compliance with national policy and standards.

Prerequisite: Successful completion of the Officer Survival Instructor course developed by the Career Development Unit.

19.2I - Control Tactics Instructor

A Control Tactics instructor conducts control tactics instruction and training in compliance with national policy and standards.

Prerequisite: Successful completion of the Control Tactics Instructor course developed by the Career Development Unit.

19.3 Threat Management Training Program – General Policy

19.3A - Threat Management Program Training Requirements and Admonishment

Postal Inspectors (ISLE 10 through 15) and Postal Police Personnel are required to annually complete four days of Threat Management training to include:

- A minimum of 2 days of Firearms Training and Qualifications.
- A minimum of 2 days of Officer Survival and/or Control Tactics.

The National Threat Management Coordinator may adjust the training requirement on an as needed basis to account for national disasters, medical restrictions, lockdowns, staffing, or other issues which would impact the ability to deliver the requisite number of training days safely and effectively. Divisions may tailor training programs to meet local training needs.

Absent an approved exemption, all Postal Inspectors and Postal Police Personnel are required to complete Firearms Training with their standard-issue or agency-authorized firearms and the standard-issue shotgun. Postal Inspectors and Postal Police Personnel who fail or refuse to qualify are prohibited from carrying standard-issue or agency-authorized firearms under the authority of 18 USC 3061, *Investigative Powers of [U.S.] Postal [Inspection] Service Personnel*. Postal Inspectors and Postal Police Personnel are required to wear protective equipment during Threat Management training as directed by the course instructors.

Postal Inspectors and Postal Police Personnel are required to adhere to all training location safety rules and may be dismissed from training at the discretion of the Division Threat Management, Officer Survival, Control Tactics, or Firearms Coordinators or any threat management instructor for a violation of safety rules or demonstration of any unsafe behavior.

The following admonishment should be read prior to all Threat Management training:

Many aspects of threat management training require physical contact between individuals. "Horseplay" and inappropriate role playing by any participant or instructor is prohibited and will be stopped immediately. Jokes, comments, and behavior of a sexual nature are inappropriate and will not be tolerated. Instructors and participants who cannot maintain a professional demeanor will be dismissed from the course by the lead instructor. Violations that result in the removal of an instructor or participant from a training class will be documented and reported to the Inspector in Charge. Instructors or participants who have a concern about the professional demeanor or safety of a training class or the actions of a specific individual should express their concern to the

lead instructor immediately or advise a member of the division management team within 24 hours.

19.3B - Training and Qualification Records

IS Form 681, *Threat Management Training Record*, document employee completion of required training objectives, and are utilized to document deficiencies and/or remediation in training. All qualifications and records of training completion are required to be entered into the Threat Management Training System (TMTS).

All individual training records, lesson plans, equipment requests and approvals, remedial training plans, observations of deficiencies and any other written records, reports, or correspondence, are required to be maintained for a period of five years following the separation of the employee from the U.S. Postal Inspection Service. At the completion of the five-year period, the records should be destroyed unless they are the subject of a litigation hold notice.

19.3C - Required Threat Management Training

Postal Inspectors and Postal Police Personnel are required to receive the following training annually unless otherwise designated:

Policy Review

- Use of Force – Lethal Force Policy Review (semiannual)
- Use of Force – Less than Lethal Force Policy (semiannual)
- Duty to Intervene and Report (semiannual)
- Duty to Render Aid (semiannual)
- Use of Vehicle Emergency Warning Equipment Policy in accordance with ISM Section 5.7A, *Use of Lights and Sirens*.
- Vehicle Pursuit Policy in accordance with ISM Section 5.7C, *Operation of Official Vehicle During Pursuit*.
- Transportation Security Administration Flying Armed
- Blood Borne Pathogen Review

Firearms

- Review of Marksmanship Fundamentals
- Handgun Safety
- Rifle Familiarization and Safety
- Shotgun Familiarization and Safety
- Select-Fire Weapon Familiarization and Safety (Inspectors only).
- Utilization of Cover and Concealment
- Weapon Transitions
- Threat Identification/Judgmental Shooting
- Shooting in and Around Vehicles
- Shooting while Moving
- Alternate Shooting Positions

- Low Light Shooting
- Shooter Communication
- Stress/Fatigue Course
- Shooting from Concealed Holsters
- Close Quarters Shooting
- Shooting with Ballistic Shields
- Shooting with Ballistic Helmets
- One Handed Shooting
- One Handed Weapon Manipulations

Control Tactics and Officer Survival

- De-escalation Tactics and Techniques
- Relative Positioning Principle
- Reactionary Gap Principle
- Two Officer "Contact/Cover" Principle
- Use of Cover vs. Concealment
- Subject Field Search Techniques
- Empty Hand Strikes and Kicks
- Joint Lock Techniques
- Pressure Point Control Techniques
- Handcuffing – Standing, Kneeling, Prone
- Firearms Retention
- Close Quarters Disarming
- Baton Use
- Vehicle Stops
- Building Clearance Techniques
- Tactical/Operational Planning
- Pursuits (Foot and Vehicle)
- Use of Ballistic Shields
- Use of Ballistic Helmets
- Active Shooter Response
- Individual First Aid Kit (IFAK)

19.3D - Optional Threat Management Training

To supplement the training required in ISM Section 19.3C, *Required Threat Management Training*, field divisions may offer additional optional training to Postal Inspectors and Postal Police Personnel in consultation with the National Threat Management Coordinator.

19.3E - Temporary Medical Exemption from Threat Management Training

Postal Inspectors or Postal Police Personnel may request a temporary medical exemption from Threat Management training through the submission of the appropriate medical documentation to the Medical Director in accordance with ISM Section 4.4, *Fitness for Duty*.

The Medical Director, in coordination with the individual's treating physician, is required to determine if the Postal Inspector, Postal Police Officer, or Postal Police Manager can complete any required threat management training or qualification utilizing agency-approved virtual training systems given the individual's current physical condition and limitations.

19.3F - Threat Management Lesson Plans

Prior to each threat management training program, and for each individual discrete location, IS Form 687, *Threat Management Training Lesson Plan* is required to be completed by the Division Threat Management Coordinator or designee and approved by the Inspector in Charge or designee.

1. Required fields or attachments to the IS Form 687, include:
 - a. Risk assessment for individual training locations and training type.
 - b. Identification and contact information for local police, fire, and emergency medical services.
 - c. Location with printed directions to nearest hospital/nearest trauma center.
 - d. Identification of two vehicles with designated drivers for transport of injured personnel.
 - e. Identification of the person(s) who will be responsible for providing medical care during transport.
 - f. Any facility specific emergency procedures for training conducted at non-USPS facility.

Each training location is required to have the following on-site:

- g. AED and personal protective equipment appropriate for administering CPR.
- h. A trauma kit with supplies appropriate for treating significant penetrating trauma, major lacerations, or other significant injuries.
- i. A small medical kit with adequate supplies to treat minor lacerations or burns.

19.4 Firearms – General Administration

19.4A Types of Firearms

1. Standard-Issue Handgun

The standard-issue handgun of the U.S. Postal Inspection Service is the Glock 19M 9mm semiautomatic pistol.

2. Standard-issue shotgun

The standard-issue shotgun of the U.S. Postal Inspection Service (Inspection Service) is the Remington 870P MAX 12-gauge pump action shotgun.

Other Remington 870 12-gauge pump action shotguns previously obtained by the Inspection Service and approved by the National Threat Management Coordinator are authorized for use and are subject to the policy and restrictions within this section and all other applicable sections.

3. Semi-Automatic Rifle

The standard-issue semi-automatic rifle of the U.S. Postal Inspection Service (Inspection Service) is LWRCI M6-IC 5.56x45mm.

Other semi-automatic AR pattern rifles chambered for 5.56x45mm obtained by the Inspection Service and approved by the National Threat Management Coordinator are authorized for use and are subject to the policy and restrictions within this section and all other applicable sections.

4. Select-Fire Weapon

The standard-issue Select-Fire Weapon for the U.S. Postal Inspection Service is the Heckler & Koch MP-5 Navy model chambered in 9mm. Only Postal Inspectors with a current certification are authorized to operate the weapon.

5. **Agency - Authorized Handgun** – in accordance with ISM Section 19.5, *Agency-Authorized Handguns*
6. **Other** – any other firearms authorized by Chief Postal Inspector or designee for deployment or training.

19.4B - Condition of Employment

1. Postal Inspectors

Postal Inspectors are required to safely operate, carry, and qualify with a standard-issue or agency-authorized-handgun and the standard-issue shotgun as a condition of employment.

Postal Inspectors are required to carry a standard-issue or agency-authorized handgun:

- a. In the performance of their official duties.
- b. To and from their residence when reporting for official duty unless written authorization is received in advance from the Inspector in Charge.
- c. Fully loaded with a round in the chamber and a fully loaded magazine inserted into the pistol.
- d. Properly concealed and not unnecessarily displayed. Tactical considerations may alleviate the requirement for the handgun to be concealed. In such circumstances, a raid jacket, ballistic vest, or other outer garment with approved POLICE/POSTAL INSPECTOR markings are required to be worn or the Postal Inspector badge is required to be visible.
- e. During official duty, when not engaged in enforcement operations, Postal Inspectors should carry at least one fully loaded spare magazine. When engaged in planned enforcement operations Postal Inspectors are required to carry a minimum of two fully loaded magazines in a magazine pouch.

2. Postal Police Personnel

- a. Postal Police Personnel are required to safely operate, carry, and qualify with a standard-issue handgun and the standard-issue shotgun as a condition of employment. In performance of official duties.
- b. With a round in the chamber and a full magazine inserted into the handgun.
- c. With two spare magazines, fully loaded to capacity, in an approved magazine pouch.

19.4C - Requirements to Carry a Firearms-- Mental Status

Postal Inspectors and Postal Police Personnel are not authorized to carry a handgun if their mental status is affected by any neurological or psychological conditions or by any substance, legal or otherwise, which would adversely affect their ability to act safely and effectively under normal and emergency conditions.

19.4D - Requirements to Carry a Firearms-- Alcohol

Postal Inspectors and Postal Police Personnel are prohibited from consuming alcoholic beverages or being under the influence of alcohol while on duty except in the following situations:

1. A Postal Inspector is working in an undercover capacity but only, if necessary, to maintain cover.
2. Associated with a recognized religious observance and then in limited, ceremonial quantities.

19.4F - Carriage of Non-Agency-Authorized Handgun While in Off-Duty or Leave Status – Law Enforcement Officers Safety Act

Carriage of a personally owned weapon, which is not authorized for duty use, while in an off-duty or leave status under the authority of the *Law Enforcement Officers Safety Act*, 18 U.S.C. 926B, or state law, is a personal choice of the Postal Inspector, Postal Police Officer, or Postal Police Manager. As such, Postal Inspectors or Postal Police Personnel may be considered outside the scope of official employment for purposes of liability or Department of Justice representation.

19.4G - Required Surrender of Firearms with Potential Evidentiary Value

Postal Inspectors and Postal Police Personnel are required to surrender any standard-issue or agency-authorized firearms, to include handguns, shotguns, semi-automatic rifles, or select-fire weapons the Inspector in Charge, or designated representative, whenever that firearm:

1. Is discharged as per ISM Section 19.22, *Non-Training Discharge of Firearms*, or
2. Is otherwise involved as potential evidence in an investigation.

If appropriate, an Inspector in Charge may, in consultation with Office of Counsel, authorize a Postal Inspector, Postal Police Officer, or Postal Police Manager who has surrendered a firearm under this section to be issued a standard-issue handgun or shotgun or semi-automatic rifle provided the person is otherwise authorized to possess the weapon under agency policy.

19.4H - Required Surrender of Standard-Issue Firearms

Postal Inspectors and Postal Police Personnel are required to surrender all Standard-Issue Firearms, to include handguns, shotguns, semi-automatic rifles, and select-fire weapons to the Inspector in Charge, or designated representative, whenever the employee:

1. Fails to qualify with agency-issued or agency-authorized firearms, see ISM Section 19.7 Failure to Qualify and Remedial Training for Required Firearms.

2. Is the subject of a valid court order, order of protection, or restraining order regarding the threat of physical harm that prohibits the possession of a firearm.
3. Is placed on indefinite suspension.

Or any other situation deemed appropriate by the Inspector in Charge in consultation with Office of Counsel.

19.4J - Return of Firearms after Required Surrender

Standard-issued firearms surrendered in accordance with ISM Sections 19.4C-19.4I, are required to be retained until the conclusion of the investigation, the restoration of the employee's authorization to carry the firearm, or the removal of any medical or legal restrictions on the employee's ability to carry a firearm.

Agency-authorized handgun(s) surrendered under this section are required to be returned to an employee, only if the employee, or their designee, may lawfully possess the firearm as a private citizen. Standard-issue ammunition is required to be retained by the Agency until the Postal Inspector, Postal Police Officer, or Postal Police Manager is returned to full duty.

19.6 Qualifications – Handgun and Shotgun

19.6A - Frequency of Qualification- Handgun and Shotgun

Postal Inspectors and Postal Police Personnel are required to qualify with:

1. A standard-issue handgun and/or any agency authorized firearm(s).
2. Standard issue shotgun.

Qualifications occur two times per calendar year with one session occurring within each of the follow training periods: January 1 through June 30 and July 1 through December 31. Postal Inspectors and Postal Police Personnel may seek a temporary, non-medical, exemption from qualification due to extended travel, trial, detail, or other factors beyond the employee's control. Requests for temporary exemptions require review and approval from the National Threat Management Coordinator and the Inspector in Charge, Career Development Unit.

19.6B - Qualification Requirements - Handgun

Handgun qualification requires a minimum score of 225 out of 300 (75%) on one course of fire. For each standard-issue or agency-authorized handgun(s), a maximum of two qualification courses may be attempted per day, per assigned handgun. Subsequent attempts to qualify may only occur after receiving remedial training in accordance with ISM Sections 19.7C, *Remedial Training for Required Firearms* and 19.7D, *Administration of Remedial Training – Handgun and Shotgun*.

Postal Inspectors are required to wear body armor at least once each calendar year while participating in a stress course or as directed by firearms instructors. Postal Police Personnel are required to wear their issued body armor during firearms training and qualifications.

19.6C - Qualification Requirements – Shotgun

Postal Inspectors and Postal Police Officers are required to pass one approved course of fire with a standard-issue shotgun.

Qualification requires a minimum score of 70 points. Both rifled slug and #00 buckshot hits are totaled to equate a final score. In addition, three of the five rifled slugs are required to be inside the silhouette. A maximum of two qualification courses may be attempted to pass the one required course of fire. Subsequent attempts to qualify are required to occur after receiving remedial training in accordance with ISM Sections 19.7C, *Remedial Training for Required Firearms*, and 19.7D, *Administration of Remedial Training – Handgun and Shotgun*.

19.6D - Use of Virtual Training Systems for Handgun Qualification

A Virtual Training Systems may be utilized to complete the required handgun qualification in accordance with ISM Section 19.6B, *Qualification Requirements – Handgun*. Qualifications under this section require an approved medical exemption in accordance with ISM Section 19.3E, *Temporary Medical Exemption from Threat Management Training*.

Virtual Training Systems are prohibited from being used for more than three consecutive qualification periods.

19.7 Failure to Qualify and Remedial Training

19.7B - Failure to Qualify – Postal Police Officers

Postal Police Officers who fail to qualify with a standard-issue handgun, or the standard-issue shotgun are prohibited from carrying firearms and are required to surrender all standard-issue or agency-authorized firearms in accordance with ISM Section 19.4H, *Required Surrender of Standard-Issue Firearms*.

Postal Police Officers who fail to qualify with a handgun or standard-issue shotgun are required to be placed on administrative leave, a non-duty status with pay pending remedial training, until requalification occurs in accordance with Handbook EL-906, *Agreement between the United States Postal Service and the Postal Police Officers Association*, Section 33.07, *Failure to Qualify with a Firearm*.

19.7C - Remedial Training for Required Firearms

Remedial training is required to be provided prior to a Postal Inspector, Postal Police Officer, or Postal Police Manager attempting requalification with a handgun or standard-issue Shotgun. Remedial training should be scheduled at the earliest opportunity and may be conducted on the same day of the failure to successfully complete a qualification course at the discretion of the firearms training staff with the concurrence of the Inspector in Charge or designee. Remedial training is not to exceed a maximum of 12 hours of instruction per calendar year and may include, dry fire, live fire and use of an agency approved virtual training system.

Unless otherwise directed, all remediation is required to be conducted with a standard-issue handgun and/or standard-issue shotgun. An agency-authorized handgun may be used for remedial training if:

1. An evaluation of firearms proficiency with the standard-issue handgun is conducted and it is the opinion of the Division Threat Management Coordinator and the Division Firearms Coordinator that it is in the best interest of the agency and the employee to use an agency-authorized handgun for remedial training; and
2. The Inspector in Charge authorizes the use of an agency-authorized handgun for remedial training.

Requalification is required to be performed using the handgun used during remedial training.

Postal Inspectors and Postal Police Personnel are required to be restored to full duty and provided with a standard-issue handgun and/or shotgun, or reauthorized to carry their agency-authorized handgun, as needed upon completion of remedial training and successful qualification.

Postal Inspectors and Postal Police Managers who fail to qualify after exhausting the annual remedial training limit(s) are required to be separated from the U.S. Postal Inspection Service through a removal.

Issues concerning Postal Police Officers who fail to qualify after exhausting the annual remedial training limit(s) will be resolved in accordance with Handbook EL-906, *Agreement between the United States Postal Service and the Postal Police Officers Association*, Section 33.07, *Failure to Qualify with a Firearm*.

19.7D - Administration of Remedial Training – Handgun and Shotgun

Postal Inspectors and Postal Police Personnel are required to be provided remedial handgun training until the Postal Inspector, Postal Police Officer, or Postal Police Manager has successfully qualified in accordance with ISM Sections 19.6B, *Qualification Requirements – Handgun* and 19.6C, *Qualification Requirements – Shotgun* or exhausted the annual allotment of remedial training hours and attempted qualifications.

Remedial training for the handgun and subsequent qualification attempts are limited to a maximum of two hours of remedial training and two qualification attempts per day. Remedial training for the shotgun and subsequent qualification attempts are limited to a maximum of six hours of remedial training and four qualification attempts per day.

Division Firearm Coordinators or Firearms Instructors should attempt to identify shooter deficiencies prior to conducting remedial training. Remedial training should begin with handgun marksmanship fundamentals utilizing video to capture the individual's issues. A remedial training plan should be developed based on the individual's unique deficiencies. The plan should account for range time, availability of coaching options and equipment, the limitation of available remedial training hours.

Division Firearms Coordinators are required to document remedial training utilizing an IS Form 681, *Threat Management Training Record*. The following information is required to be documented on, or attached to, the IS Form 681:

1. Date, time, location of remedial training conducted.

2. Location of training.
3. Firearms(s) utilized.
4. Any injuries or other issues that would preclude them from participating / completing training.
5. Remedial training plan.
6. Observations made during remedial training and corrections given to individual.
7. Photos or video of individual issues to capture training issues and provide constructive feedback.
8. Observations made during Practical Pistol Course (PPC) qualification attempt(s)
9. Practical Pistol Course target(s).

19.8 Standard-Issue Semi-Automatic Rifle – Assignment and Administration

19.8A - Semi-Automatic Rifle

The standard-issue semi-automatic rifle of the U.S. Postal Inspection Service (Inspection Service) is the LWRCI M6-IC in 5.56x45mm.

Other semi-automatic AR pattern rifles chambered for 5.56x45mm obtained by the Inspection Service and approved by the National Threat Management Coordinator are authorized for use and are subject to the policy and restrictions within this section and all other applicable sections.

19.9 Semi-Automatic Rifle User Certification and Qualification

19.9A - Semi-Automatic Rifle – User Certification

Semi-Automatic Rifle User (Rifle User) Certification requires:

1. Minimum handgun qualification of 90% average for each calendar year.
2. Successful completion of authorized Rifle User certification course.

Certification maintenance requires:

1. Semiannual qualification with the rifle.
2. Annual participation in low-light and stress or judgmental courses of fire using the rifle.
3. Minimum handgun qualification of 90% average for each calendar year.

19.9B - Semi-Automatic Rifle – Deployment Authorization

The semi-automatic rifle may be deployed at the discretion of the Rifle User during emergency circumstances or situations where use of a semi-automatic rifle would be appropriate. A Team Leader, Task Force Leader, or Postal Police Manager with operational responsibility may direct the deployment of rifles or direct rifles be secured at any time. Semi-automatic rifles are prohibited from being deployed for routine, low-level, contacts of individuals.

19.9C - Semi-Automatic Rifle – Qualifications Frequency and Requirements

Semi-automatic rifle qualifications are conducted on a semiannual basis.

Failure of an Authorized Rifle User (Rifle User) to attend a semiannual qualification requires the suspension of the Rifle User's certification. Rifle Users with suspended certifications are prohibited from utilizing the rifle outside of training. A Rifle User's certification is required to be reinstated if the Rifle User qualifies during the subsequent cycle.

Failure of a Rifle User to attend consecutive qualification cycles requires decertification. Decertified Rifle Users are prohibited from utilizing the rifle outside of training and are required to complete the Rifle User Certification course to regain certification.

19.9D - User Qualification Requirements - Semi-Automatic Rifle

Semi-Automatic Rifle Users are required to demonstrate safe weapons handling and pass one approved course of fire with the assigned rifle with a qualifying score of 85% or higher during each qualification cycle. A maximum of two attempts at the qualification course are allowed.

19.9E - Semi-Automatic Rifle – Failure to Qualify and Remedial Training

Failure of a Semi-Automatic Rifle User (Rifle User) to demonstrate safe weapons handling or achieve a passing qualification score in accordance with ISM Section 19.9C, *Semi-Automatic Rifle – Qualifications Frequency and Requirements*, requires the suspension of the Rifle User's certification. Rifle Users with suspended certifications are prohibited from utilizing the rifle outside of training.

Remedial training for the semi-automatic rifle and subsequent qualification attempts are limited to a maximum of two hours of remedial training and two qualification attempts per day.

Division Firearm Coordinators or Firearms Instructors should attempt to identify shooter deficiencies prior to conducting remedial training. Remedial training should begin with semi-automatic rifle marksmanship fundamentals utilizing video to capture the individual's issues. A remedial training plan should be developed based on the individual's unique deficiencies. The plan should account for range time, availability of coaching options and equipment, the limitation of available remedial training hours.

Division Firearms Coordinators are required to document remedial training utilizing an IS Form 681, *Threat Management Training Record*. The following information is required to be documented on, or attached to, the IS Form 681:

1. Date, time, location of remedial training conducted.
2. Location of training.
3. Firearms(s) utilized.
4. Any injuries or other issues that would preclude them from participating / completing training.
5. Remedial training plan.
6. Observations made during remedial training and corrections given to individual.
7. Photos or video of individual issues to capture training issues and provide constructive feedback.
8. Observations made during Practical Pistol Course (PPC) qualification attempt(s)
9. Practical Pistol Course target(s).

Decertified Rifle Users are required to successfully complete a Rifle User certification course in accordance with ISM Section 19.9A, *Semi-Automatic Rifle – User Certification*, prior to reinstatement of certification.

19.9F - Semi-Automatic Rifle – Instructor Certification

Rifle Instructor certification requires:

1. Active certification as a Firearms Instructor.
2. Successful completion of authorized Rifle User certification course developed by the Career Development Unit.
3. Successful completion of authorized Rifle Instructor certification course developed by the Career Development Unit.
4. Willingness to carry and deploy the semi-automatic rifle.
5. The ability to safely handle firearms, including the semi-automatic rifle.
6. Recertification as instructor every three years.

19.10 Select-Fire Weapon - MP-5

19.10A - Select-Fire Weapon

The standard-issue Select-Fire Weapon for the U.S. Postal Inspection Service is the Heckler & Koch MP-5 Navy model chambered in 9mm. Only Postal Inspectors with a current certification are authorized to operate the weapon.

19.10B - Select-Fire Weapon – Operator Certification

Requirements for Select-Fire Weapon Operator (Operator) Certification:

1. Familiarity with firearms and a pistol qualification score of 90% (270) or higher at most recent qualification.
2. Successful completion of authorized Select-Fire Weapon Operator certification course developed by the Career Development Unit.
3. Willingness to carry and deploy the Select-Fire Weapon.
4. The ability to safely handle firearms, including the Select-Fire Weapon.

Certification maintenance requires:

5. Qualification during each qualification cycle with at least one cycle where the Operator is observed and certified by a Select-Fire Weapon Instructor or by a Firearms Instructor with pre-approval from the National Threat Management Coordinator or the National Threat Management Training Coordinator.
6. Annual participation in low-light and stress or judgmental courses of fire. The virtual training system machine may be used for low-light firing and judgmental courses in those divisions where proper range facilities are not available.

19.10C - Select-Fire Weapon – Instructor Certification

Select-Fire Weapon Instructor certification requires:

1. Active certification as a Firearms Instructor.

2. Successful completion of authorized Select-Fire Weapon Operator certification course developed by the Career Development Unit.
3. Successful completion of the Select-Fire Weapon Instructor Course developed by the Career Development Unit.
4. Demonstration of proficiency with the standards drills as observed by another Select-Fire Weapon Instructor, an Operator or Rifle Instructor, with approval from the National Threat Management Coordinator.
5. Willingness to carry and deploy the Select-Fire Weapon.
6. The ability to safely handle firearms, including the Select-Fire Weapon.
7. Recertification as instructor every three years.

19.10D - Select-Fire Weapon – Deployment Authorization

Select-Fire Weapon deployment requires authorization by the appropriate PCES Manager or designee.

The Select-Fire Weapon is intended for use in potentially high-risk situations, including, but not limited to, active shooter incidents, armed robberies, controlled deliveries, and arrest or search warrant operations involving suspects believed to be armed or other situations which have a reasonable expectation to evolve into dangerous encounters.

19.10E - Select-Fire Weapon Maintenance

Each division is required to maintain a record book for each Select-Fire Weapon documenting the number of rounds fired, cumulative total number of rounds fired, and the operator or instructor name.

After each 7500 rounds fired through a Select-Fire Weapon, the weapon is required to be sent via registered mail or hand-delivered by the Division Threat Management Coordinator to a certified Heckler & Koch armorer for inspection and maintenance.

19.10F - Select-Fire Weapon – Frequency of Qualifications

Qualifications are conducted quarterly. Certifications of Select-Fire Weapon Operators (Operator) who do not attend a quarterly qualification are required to be suspended and the Operator is prohibited from utilizing the Select-Fire Weapon. Certification resumes if the Operator qualifies in the subsequent quarter. Select-Fire Weapon Operators are decertified if they miss two consecutive qualifications. A decertified Operator is required to complete the Operator Certification course to regain certification to use the weapon.

19.10G - Select-Fire Weapon – Qualification Requirements

Each quarter of the calendar year, Select-Fire Weapon Operators (Operator) are required to pass one approved course of fire with the assigned Select-Fire Weapon with a qualifying score of 90% and successfully complete the required Operator standards drills. No more than two qualification courses of fire may be shot to pass the one qualifying course and no more than ten attempts made to successfully complete the Operator standards drills.

Virtual training systems may be used once each calendar year for completion of qualifications and Operator standards drills.

19.10H - Select-Fire Weapon – Failure to Qualify and Remedial Training

Select-Fire Weapon Operators (Operator) who fail to qualify in accordance with ISM Section 19.10G, *Select-Fire Weapon – Qualification Requirements*, require the suspension of their certification and are not authorized to operate the Select-Fire Weapon outside of training. The Operator is required to receive remedial training before any subsequent attempt to qualify.

Remedial Select-Fire Weapon training consists of a maximum of four hours of Select-Fire Weapon instruction per calendar year. Certification is automatically reinstated upon requalification. Remedial training and subsequent qualification attempts are limited to a maximum of one remedial training level and two qualification attempts per day.

Level I: A maximum of two hours of remedial training to identify, isolate and correct deviancies prior to qualification attempt. At minimum, the following drills are required to be conducted with Level I remedial training:

- Shoot stages of the qualification with TQ 20.
- Shoot standards drills to practice trigger manipulations.
- Shoot the stages of the qualification causing the failure issue.
- Shoot steel targets at 25- and 50-yard lines.

A maximum of two qualification attempts are allowed.

Level II: A maximum of hours two of remedial training, or the remaining balance of the annual four-hour allotment, whichever is greater, prior to qualification attempt. At minimum, the following drills are required to be conducted with Level II remedial training:

- Any drills from Level I.
- Any Operator certification course drills.
- Use VirTra or FATS to work on trigger control and sight alignment (if available).

A maximum of two qualification attempts are allowed.

Operators who fail to qualify and have exhausted the four-hour allotment of remedial training hours are required to be decertified. Decertified Operators are required to successfully complete a Select-Fire Weapon Operator Certification course in accordance with ISM Section 19.10B, *Select-Fire Weapon – Operator Certification*, to regain certification.

19.11 Security of Firearms

19.11A - Security of Firearms and Ammunition – Generally

All U.S. Postal Inspection Service standard-issued and agency-authorized firearms should be provided the highest level of security available. Postal Inspectors, Postal Police Officers, and Postal Police Managers must secure all standard-issued and agency-authorized firearms, when not carried on their person, as stated below.

Unless otherwise noted, all firearms are required to be stored unloaded.

19.11B - Securing Standard-Issue and Agency-Authorized Handguns in Domiciles

When not secured in an authorized holster on the person of a Postal Inspector, Postal Police Officer, or Postal Police Manager or in active use for an approved purpose, handguns and associated ammunition are required to be stored in safes, gun lockers, or cabinets protected by a combination or keyed lock. If not available, a lower level of security may be provided to include, but not limited to a locking drawer or cabinet, portable locking case, handcuffing the handgun to an immovable or highly immobile object in a discreet location, and storing handgun and ammunition in separate containers or rooms.

19.11C - Securing Shotguns, Semi-Automatic Rifles and Select-Fire Weapons in Domicile

When not in active use for an approved purpose or otherwise secured as authorized in this section, shotguns, semi-automatic rifles and Select-Fire Weapons and associated ammunition are required to be secured in a locked cage, security cabinet or vault and stored as follows:

1. Shotguns are required to be stored unloaded, with the action open and the safety on.
2. Semi-automatic rifles may be stored with a loaded magazine inserted and an empty chamber if stored in an active “go” security container set-up for easy retrieval in case of an emergency situation.
3. Semi-automatic rifles not stored in the manner described in 19.11C3 are required be stored unloaded, bolt closed with a chamber flag or similar device to indicate an empty weapon.
4. Select-fire weapons are required be stored unloaded, bolt closed.

19.11D - Securing Ammunition in Domicile

When not in active use, bulk ammunition contained in complete cases or boxes is required to be secured in a vault, locked cage, lockable security container, or other secured area. If necessary, a deviation may be requested from the Division Threat Management Coordinator with concurrence from the Inspector in Charge.

19.11E - Securing Handguns in Official Vehicles

If official business requires, and there are no reasonable higher security options available, standard-issue or agency-authorized handguns may be temporarily stored in an Official Vehicle in a vehicle mounted lockable security container. Overnight storage of a standard-issue or agency-authorized handgun in an Official Vehicle is prohibited.

Storage of standard-issue or agency-authorized handguns in the map pocket, glove box, center console, or any other unsecured storage areas located within an Official Vehicle is prohibited.

19.11F - Securing Shotguns in Official Vehicles

Shotguns are required to be secured in a locking shotgun rack or lockable security container when stored in Official Vehicles. All shotgun racks and lockable security containers are required to be mounted to the vehicle and airbag compatible if necessary.

Shotguns secured in shotgun racks or lockable security containers may be Law Enforcement Vehicle (LEV) loaded, magazine tube fully loaded with the action closed with an empty chamber and safety on. Storage of a shotgun with a round in the chamber is prohibited.

Overnight storage of a shotgun in an LEV parked at a domicile is prohibited. Storage of a shotgun within a Postal Police vehicle when the vehicle is not assigned to active use by an on-duty Postal Police Officer is prohibited.

19.11G - Securing Semi-Automatic Rifles and Select-Fire Weapons in Official Vehicles

Semi-Automatic Rifles and Select-Fire Weapons are required to be secured in a locking rack designed to secure the specific weapon being secured or a lockable security container mounted to the vehicle. Locking racks mounted in the passenger compartment of the vehicle are required to be airbag compatible.

Semi-Automatic Rifles and Select-Fire Weapons secured in locking racks or lockable security containers may have a fully loaded magazine inserted, with the safety on and the action closed on an empty chamber. Storage of a semi-automatic rifle or Select-Fire Weapon with a round in the chamber is prohibited.

Overnight storage of a semi-automatic rifle or Select-Fire Weapon rifle in a Law Enforcement Vehicle parked at a domicile is prohibited. Storage of a rifle within a marked or unmarked Postal Police vehicle when the vehicle is not assigned to active use by an on-duty Postal Police Officer or Postal Police Manager is prohibited.

19.11M - Securing Standard-Issue Handguns and Ammunition While in a Travel Status— Postal Police Officers

Postal Police Officers and Postal Police Managers who are required to travel with firearms for official business are required to make prior arrangements to secure their standard-issue handgun upon arrival at their destination as soon as practicable. Handguns are required to be stored unloaded with the ammunition stored separately.

Acceptable methods of securing standard-issued handguns include the following:

1. Storage at a U.S. Postal Inspection Service domicile in accordance with ISM Section 19.11B, *Securing Standard-Issue and Agency-Authorized Handguns in Domiciles*.
2. Storage in a lockable security container within a U.S. Postal Service facility.

3. Storage in Official Vehicle in accordance with ISM Section, 19.11E, *Securing Handguns in Official Vehicles*.
4. Storage at local law enforcement facility.

If storage in accordance with this section is impracticable prior to the end of the Postal Police Officer or Postal Police Manager's workday, then standard-issue handguns and ammunition are required to be stored in room safes.

If a room safe is unavailable, handguns and ammunition are required to be provided the best security available to include but not limited to: locking drawer or cabinet, portable locking case, or handcuffing the firearm to an immovable or highly immobile object in a discreet location but only until the next work day when arrangements are required to be made for one of the acceptable methods to be used to secure the standard-issue firearm and associated ammunition.

Standard-issue handguns are required to be provided security by means of one of the acceptable methods outlined above in 1-4 as soon as reasonably practicable.

19.11N - Securing Handguns and Ammunition while Entering Certain Facilities

Postal Inspectors and Postal Police Personnel who are required to surrender their standard-issue or agency-authorized handgun to undertake activities such as courtroom appearances or to enter certain government buildings should properly secure their handgun in a lockable container.

Absent the availability of a lockable container, the handgun may be left in possession of another Postal Inspector, Postal Police Officer, or Postal Police Manager or secured in an Official Vehicle in accordance with ISM Section 19.11E, *Securing Handguns in Official Vehicles*.

19.11P - Possession of Personal Firearms on Postal Property

Storage or possession of personally owned firearms on U.S. Postal Service (USPS) property is prohibited unless approved, or pending approval, for use under ISM Section 19.5A, *Agency-Authorized Handgun Usage*, or legal mailing pursuant to USPS regulations.

19.12 Carriage of Handguns While Traveling

19.12J - Transportation of Handguns While Traveling on Commercial Aircraft – Postal Police Personnel

When necessary for official business and authorized by the Inspector in Charge, Postal Police Officers and Postal Police Managers may travel via commercial aircraft with their standard-issue handgun secure in checked baggage in accordance with the regulations outlined in 49 CFR 1544.203, *Acceptance and Screening of Checked Baggage*.

Prior to travel in accordance with this section, Postal Police Officers and Postal Police Managers are required to view the Transportation Safety Administration training regarding transportation of firearms in checked baggage.

Postal Police Officers and Postal Police Managers are required to notify the air carrier in advance of intended travel and transport their standard-issue handgun and ammunition in checked

baggage. The handgun is required to be unloaded, secured with a trigger lock, and placed in an approved hard-sided, locked handgun case. The handgun case is required to be placed in a piece of luggage secured by a Transportation Safety Administration approved lock.

The check-in process is required to be accomplished in full compliance with regulations outlined in 49 CFR 1544 et seq. and the specific policies and procedures of the air carrier.

19.13 Holsters

19.13A - Standard Issue Holster

The standard-issue holster for Postal Inspectors and Postal Police Personnel is a belt mounted holster issued by the Career Development Unit, as approved by the National Threat Management Coordinator, manufactured specifically for use with the standard-issue handgun and designed to be worn on the Postal Inspector, Postal Police Officer, or Postal Police Manager's "strong" side.

Postal Inspector standard-issue holsters require:

1. Trigger to be covered.
2. Holster to be designed so that the weapon is removed from the top of the holster during the draw.
3. Loops or other manufacturer designed attachment mechanism to secure holster to the belt.
4. A retention device designed to keep the weapon holstered during strenuous activity.

Postal Police Personnel standard-issue holsters require:

1. Trigger to be covered.
2. Holster to be designed so that the weapon is removed from the top of the holster during the draw.
3. Loops or other manufacturer designed attachment mechanism to secure the holster to the duty belt.
4. The incorporation of a Level II retention device deactivated by the thumb.
5. To be matched to duty gear in both color and material.

19.13B - Agency-Authorized Holster Approval and Qualification Requirements

Agency-authorized holsters are required to incorporate a safety device to secure the handgun in the holster. Agency-authorized holsters may include but are not limited to shoulder holsters, ankle holsters, and belt holsters.

Postal Police Personnel agency-authorized duty holsters are required to match the fit, finish, and color of other issued duty gear.

Approval of an agency-authorized holster requires submission of IS Form 680, *Agency-Authorized Use Request* and the Postal Inspector, Postal Police Officer, or Postal Police Manager is required to demonstrate the ability to safely draw and live-fire a standard-issue or agency-

authorized handgun from the agency-authorized holster. Proficiency demonstration requires the completion of one of the following:

1. Full qualification course.
2. Stress course.
3. Two rounds from the holster, on target, at the 3-yard line, within four seconds, on three separate iterations.

19.14 Handgun Mounted Flashlights and Optics

19.14A - Handgun Mounted Flashlight Requirements and Approval

Approval of an agency-authorized handgun mounted flashlight and holster, which accommodates the handgun mounted flashlight, requires submission of Form 680, *Agency-Authorized Use Request*. The holster is required to be in compliance with ISM Sections 19.13A, *Standard-Issue Holster* and 19.13B, *Agency-Authorized Holster Approval and Qualification Requirements*.

Handgun mounted flashlights are required to:

1. Be designed for use with the specific make and model of the standard-issue or agency-authorized handgun.
2. Attach to the rail system designed by the handgun manufacturer.
3. Be a flashlight only and not incorporate a laser sighting or targeting feature.
4. Be approved by the National Threat Management Coordinator.

The agency-authorized handgun mounted flashlight may only be used in situations where the individual is authorized and justified to draw their handgun. Any employee carrying a handgun with a weapon mounted light is required to have a handheld light readily available for use.

After the initial authorization, the Postal Inspector, Postal Police Officer, or Postal Police Manager is required to demonstrate proficiency while using the handgun mounted flashlight during the scheduled mandatory low light course of fire. Authorization is required to be revoked for failure to perform the required demonstration. A new authorization is required if the Postal Inspector, Postal Police Officer, or Postal Police Manager is reassigned to a new division, there is a permanent change in the Inspector in Charge, or if the approval has been withdrawn.

19.15 General Firearms Administration

19.15A - Ammunition

The list of Agency approved ammunition will be maintained and approved by the National Threat Management Coordinator.

Ammunition not maintained within the list or not approved by the NTMC, is not authorized for duty use in a standard-issue or agency-authorized firearm.

Additional ammunition may be approved by the National Threat Management Coordinator on an as-needed basis to address national or local inventory, supply-chain, or product availability issues.

19.15B - Modifications of Firearms

Modifications to the firing mechanism or disassembly beyond field stripping for cleaning a standard-issue or agency-authorized handgun or shotgun or semi-automatic rifle or select-fire weapon is prohibited. Repairs to U.S. Postal Inspection Service standard-issue firearms and agency-authorized handguns are required to be made by a factory trained or certified armorer consistent with factory specifications.

Installation of nonstandard grips or stocks on a standard-issue handgun or shotgun or semi-automatic rifle or select-fire weapon requires approval of the Division Firearms Coordinator.

19.15D - Annual Firearms Inventory

The Inspector in Charge, or designee, is required to complete a physical inventory of all standard-issue, agency-authorized or non-standard firearms on an annual basis. This inventory is required to include excess firearms located in vaults or security containers, virtual training systems, training firearms, nonstandard handguns, and any firearms obtained by the U.S. Postal Inspection Service for testing or evaluation.

19.15E - Ammunition Inventory

A physical inventory of all bulk-stored, complete case or box, ammunition described in ISM Section 19.15A, *Ammunition* is required. The inventory is required to be completed in the 3rd Quarter of each fiscal year. The results of the inventory are required to be transmitted to the National Threat Management Coordinator.

19.15F - Firearms Certifications

All standard-issue and agency-authorized handguns, shotguns, semi-automatic rifles and select-fire weapons are required to be certified by a factory certified armorer according to the maintenance schedule as determined by the National Threat Management Coordinator. Certifications are required to be retained at the division level for the life of the firearm.

This requirement does not apply to new firearms which have not been issued. Unissued firearms require inspection and armorer certification prior to being issued.

19.16 Intermediate Weapons

19.16A - Baton – Minimum Standards

The standard-issue batons for Postal Inspectors and Postal Police Personnel are batons issued by the Career Development Unit, as approved by the National Threat Management Coordinator. Postal Inspectors and Postal Police Personnel may utilize an agency-authorized baton meeting the standards in this section for use as an agency-authorized baton. Standard-issued and agency-authorized batons are required to meet the following criteria:

- I. Postal Inspector Baton:
 - a. Between 16-26” in length.
 - b. Constructed of steel.
 - c. Collapsible.
 - d. Expand and operate with a locking mechanism.

2. Postal Police Personnel Baton:

- a. Between 21-26” in length
- b. Constructed of steel.
- c. Collapsible.
- d. Expand and operate with a locking mechanism.

Agency-authorized batons require advance approval and authorization from the Inspector in Charge, or designee. Approval requires submission of IS Form 680, *Agency-Authorized Use Request* and include bill of sale or a statement from manufacturer or National Threat Management Coordinator confirming the baton meets the minimum standards outlined in this section. The Agency is not responsible for repair or replacement of non-functioning agency-authorized batons.

Postal Police Personnel are required to carry a standard-issued or agency-authorized baton while on duty unless they are engaged in training.

19.16B - Baton – Usage

Postal Inspectors or Postal Police Personnel may utilize a standard-issued or agency-authorized baton whenever there is a reasonable belief, based on articulable facts, that the use of lesser force would be ineffective to gain control of an individual. Postal Inspectors or Postal Police Personnel are prohibited from striking individuals in the head and neck with a baton unless the Postal Inspector, Postal Police Officer, or Postal Police Manager is justified in using lethal force.

Individuals who are struck with a baton are required to be evaluated as soon as reasonably practicable by a medical service provider in accordance with ISM Section 1.4H, *Duty to Render Aid*. Postal Inspectors and Postal Police Personnel are required to document the individual's declination of medical attention from a medical provider using either an IS Form 75, *Report of Activity*, or IS Form 5309, *Incident Report*.

19.17 Ballistic Protective Armor

19.17A - Standard-Issued Soft Body Armor

Soft body armor is required to be issued to all Postal Inspectors, Postal Police Officers, and Postal Police Managers. Standard-issued soft body armor is required to meet or exceed National Institute of Justice (NIJ) performance standards described in NIJ Standard 11.6, *Ballistic Resistance of Police Body Armor* and be, at minimum, Type IIIA classification and provide full wrap-around upper torso coverage.

19.17B - Agency-Authorized Soft Body Armor

Postal Inspectors and Postal Police Personnel may utilize personally owned fitted body armor as agency-authorized body armor if it meets or exceeds National Institute of Justice (NIJ) performance standards described in NIJ Standard 11.6, *Ballistic Resistance of Police Body Armor* and be, at minimum, Type IIIA classification and provide full wrap-around upper torso coverage.

Agency-authorized body armor requires advance approval and authorization from the Inspector in Charge, or designee. Approval requires submission of IS Form 680, *Agency-Authorized Use Request* and include bill of sale or a statement from manufacturer or National Threat Management Coordinator confirming the body armor meets the criteria listed in ISM Section 19.17A *Standard-Issue Soft Body Armor* and ISM Section 19.18D *Law Enforcement Clothing*.

19.17C - Standard-Issued Rifle Rated Plates and Carrier

Hard rifle plates are required to be issued to all Postal Inspectors, Postal Police Officers, and Postal Police Managers with an additional carrier designed to carry the hard rifle plates. Standard-issue rifle rated body armor is required to meet or exceed National Institute of Justice (NIJ) performance standards described in NIJ Standard 11.6, *Ballistic Resistance of Police Body Armor* and be, at minimum, Type III classification.

19.17E - Body Armor Utilization – Postal Police Personnel

Postal Police Personnel are required to wear standard-issued or agency-authorized body armor while in uniform. Body armor may also be required during any threat management training in accordance with ISM Section 19.3A, *Threat Management Program Training Requirements and Admonishment*.

Exemptions will be considered on a case-by-case basis and may be approved at the discretion of the appropriate Inspector in Charge in conjunction with the Medical Director or as allowed in ISM 19.3E, *Temporary Medical Exemption from Threat Management Training*.

19.17F - Ballistic Shields

Postal Inspectors and Postal Police Personnel who have completed ballistic shield familiarization, may use ballistic shields with equal or higher ballistic protection levels than Level IIIA (National Institute of Justice 108.1).

The use of a ballistic shield is at the discretion of the individual Postal Inspector, Postal Police Officer, or Postal Police Manager unless the use of the ballistic shield is directed by a supervisor.

The use of a ballistic shield may also be required during threat management training in accordance with ISM Section 19.3A, *Threat Management Program Training Requirements and Admonishment*.

19.17G - Ballistic Helmets – Standard-Issued

The standard-issued ballistic helmets for Postal Inspectors and Postal Police Personnel are helmets with equal or higher ballistic protection levels than National Institute of Justice (NIJ) 0106.01, Level II.

The use of a ballistic helmet is at the discretion of the individual Postal Inspector, Postal Police Officer, or Postal Police Manager unless use of the ballistic helmet is directed by a supervisor.

Ballistic helmets may also be required during any threat management training as required in ISM 19.3A, *Threat Management Program Training Requirements and Admonishment*.

19.17H - Ballistic Helmets - Agency-Authorized

Postal Inspectors and Postal Police Personnel are required to obtain approval and authorization from the Inspector in Charge, or designee, to utilize an agency-authorized ballistic helmet. Agency-authorized ballistic helmets are required to meet or exceed the National Institute of Justice (NIJ) performance standards described in NIJ Standard 0106.01, *NIJ Standard for Ballistic Helmets*.

Agency-authorized ballistic helmets require submission of Form 680, *Firearms and Firearms Accessories Request* with bill of sale or a statement from manufacturer, or concurrence from the National Threat Management Coordinator confirming the ballistic helmet meets the criteria listed in ISM Section 19.17G, *Ballistic Helmets – Standard-Issued*.

19.18 Clothing and Equipment

19.18A - Operational Clothing and Equipment – Generally

U.S. Postal Inspection Service operational clothing and equipment standards are designed to provide for a professional appearance, protection from potential hazards and clear identification of the individual as a representative of the Inspection Service in an operational setting.

19.18C - Eye and Ear Protection

Postal Inspectors and Postal Police Personnel participating or observing live fire training and qualification are required to wear the following:

1. Hearing protection with a minimum of 30db of noise reduction.
2. Safety glasses equipped with shatterproof lenses or, in the alternative, prescription glasses with shatterproof lenses.

Employees participating or observing live fire training and qualification should use inner ear protection in conjunction with the required hearing protection.

Eye and ear protection may also be required during any threat management training in accordance with ISM section 19.3A, *Threat Management Program Training Requirements and Admonishment*, or during any law enforcement operation at the direction of the responsible Inspector in Charge, Assistant Inspector in Charge, Team Leader, Postal Police Manager. Absent a directive, eye and ear protection may also be worn at the discretion of the employee when there is a reasonable belief that the protective equipment is needed.

19.18D - Law Enforcement Clothing

Law enforcement clothing is intended to be used by Postal Inspectors, Task Force Officers (TFO), and Postal Police Personnel in law enforcement operations and should clearly identify the wearer as a law enforcement officer and a representative of the U.S. Postal Inspection Service (Inspection Service).

Law enforcement clothing includes, but is not limited to shirts, jackets, ballistic soft body armor carriers and vests, and high-visibility clothing or rain gear. Law enforcement clothing also includes covert clothing which does not identify the wearer as a law enforcement officer until the

concealed panels are displayed. The covert garment may be of any color. Covert identification clothing is required to, at minimum, have the following elements when the concealed panels are displayed. Postal Police Personnel are prohibited from wearing covert clothing.

Law enforcement identification clothing is required to meet the following minimum standards:

1. **Markings (Front):** The word "POLICE" printed in letters at least one inch (1") in all capitals and an embroidered or printed replica of the Postal Inspector or Postal Police Officer badge.
2. **Markings (Rear):** The words "U.S. POSTAL INSPECTOR" or "TASK FORCE OFFICER," as appropriate, a minimum of three-quarters an inch (3/4") tall and "POLICE" a minimum of two inches (2") tall in all capitals with the identification appearing over the word "POLICE" with center justified text. For Postal Police Personnel, the words "POSTAL POLICE OFFICER" a minimum of two inches (2") tall in all capitals with center justified text.
3. **Ink, Embroidery, and Patches:** Words may be rendered in yellow, gold, silver or gray using ink or embroidery. The use of reflective ink, thread, vinyl, or PVC is permitted. Shoulder patches may be printed, sewn, or affixed onto any overt identification shirt or jacket in the appropriate location.
4. **Clothing Types and Colors:** Ballistic vest, rifle plate carriers, or jackets are required to be navy blue, black or ranger green in color. T-shirts, polo, or oxford style shirts are required to be solid shades of blue, black, tan, green, white.
5. **Restrictions and Exceptions:** Clothing designed to be worn under body armor may be devoid of full law enforcement markings.

Law enforcement clothing issued to Task Force Officers remain the property of the Inspection Service and is required to be surrendered when the Task Force Officer's appointment ends.

Pouches, holders, cases, or other accessories should, to the extent possible, match the color of the carrier or clothing but the other colors may be used provided it does not detract from an overall professional appearance.

19.18E - Operational Support Clothing

Operational support clothing is intended to allow non-law enforcement support personnel who are operating in and around a secure area to be readily identifiable as representatives of the U.S. Postal Inspection Service who have an operational need to be present.

Operational support clothing includes, but is not limited to shirts, jackets, and high-visibility clothing or rain gear.

Except as noted, operational support clothing is required to meet the following minimum standards:

1. **Markings (Front):** The role or responsibility of the individual printed on the right chest in letters at least one inch (1") letters. An embroidered or printed replica of the U.S. Postal Inspection Service seal on the left chest.

2. **Markings (Rear):** The back of the clothing may bear the role or responsibility of the individual matching the front of the clothing” a minimum of three-quarters of an inch (3/4”) tall and the word “USPIS” a minimum of two inches (2”) tall in all capitals.
3. **Ink, Embroidery, and Patches:** Words may be rendered in yellow, gold, silver, gray, or black using ink or embroidery. The use of reflective ink or thread is permitted. Shoulder patches may be printed, sewn, or affixed onto shirt or jacket in the appropriate location.
4. **Clothing Types and Colors:** Vests or jackets are required to be navy blue or black in color. T-shirts, polo, or oxford style shirts are required to be solid shades of navy blue, black, or white.
5. **Markings (Rear):** The back of the clothing may identify the role or responsibility of the individual, as displayed on the front of the clothing, in capital letters under “USPIS”. The text shall be centered and justified.

19.18F – Firearms Instructor Clothing

Firearms Instructors should use red shirts, or other clothing as may be available, to allow instructors to be clearly identified during training programs. Clothing worn by instructors may bear full markings in accordance with ISM Section 19.18D, *Law Enforcement Clothing*.

19.18G - Name, Medical, and Identification Patches

Patches approved for use on U.S. Postal Inspection Service law enforcement, operational support, or instructor clothing include division patch, American flag, name, blood type, allergies, or other medical conditions. All other patches are prohibited.

If utilized, replica American flag patches are required to be displayed as follows:

1. **Placement:** Chest area, left sleeve or right sleeve of any clothing item.
2. **Orientation:** Replica flags on the chest and left sleeve will be in the standard orientation which will display the union in the top left corner of the replica flag. Replica flags on the right sleeve will be the “reverse” flag orientation with the union in the top right-hand corner.
3. **Color:** Full color or subdued replicas may be utilized. Multi-colored artistic renderings, camouflage or “thin line” type replica flags are prohibited.

19.19 Individual First Aid Kit

19.19A - Individual First Aid Kits – Generally

The standard-issued Individual First Aid Kit (IFAK) for Postal Inspectors and Postal Police Personnel is required to contain the following:

1. **Tourniquet:** approved by the Committee on Tactical Combat Casualty Care (CoTCCC) or a SWAT-T tourniquet
2. **Wound packing gauze:** may be a hemostatic dressing approved by the CoTCCC or non-impregnated gauze and a compression dressing.

Individual First Aid Kits are prohibited from containing decompression needles, chest darts, or airway adjuncts.

19.19B - Individual First Aid Kits – Carriage and Use

Postal Police Personnel issued a standard-issue Individual First Aid Kit (IFAK) are required to carry it on their person.

Postal Inspectors issued a standard-issue IFAK are required to have it on their person when engaged in any pre-planned overt enforcement operations.

19.21 Administrative Reporting of Applications of Force

19.21A - Application of Force Reporting – Generally

Inspection Service form IS Form 686, *Application of Force Report* is the official method for the administrative reporting of applications of force to allow the cataloging, tracking, analysis, and additional reporting of these incidents.

19.21B - Application of Force – Requiring Reporting

Postal Inspectors and Postal Police Personnel are required to report to their immediate supervisor as soon as practicable the following applications of force:

1. Applications of force to include handcuffing that is accompanied with defensive resistance from the individual. Routine, non-resistive handcuffing not required to be reported.
2. Applications of force to include any strike, kick, or hard empty hand technique.
3. Applications of force utilizing intermediate weapons to include expandable batons, and/or Oleoresin Capsicum (OC) Spray.
4. Applications of conducted energy weapon.
5. Applications of force resulting in any injury or death to an individual, Postal Inspector, Task Force Officer, Postal Police Officer, Postal Police Manager, or other U.S. Postal Inspection Service (Inspection Service) employee.
6. All discharges of standard-issued or agency-authorized firearms, regardless of injuries sustained by individuals or Inspection Service employees. This does not apply to intentional discharges of firearms occurring during training exercises at a training facility or firing range in which the firearm was pointed downrange and did not result in injury to any individual.

19.21C - IS Form 686, Application of Force Report

Applications of force meeting the reporting thresholds in ISM Section 19.21B, *Applications of Force – Required Reporting*, are required to be documented on IS Form 686, *Application of Force Report*.

IS Form 686 is required to be completed:

1. Within three days of the incident with exception for unavoidable delay e.g., medical incapacitation.
2. By the involved Postal Inspector, Task Force Officer, Postal Police Officer, or Postal Police Manager unless the situation involves the discharge of a firearm, the serious injury

2. Treat the incident as a potential criminal investigation and resolve any continued real or potential threat to the public safety, e.g., control of scene, hostage situation, flight of an armed individual.
3. Notify local law enforcement authorities of incidents involving property damage, injury and/or death.
4. Fully cooperate with other investigative agencies. Facilitate non-involved party witness interviews at a time and place that are mutually agreed upon.

19.22D - Statement of U.S. Postal Inspection Service Employee – Discharge of a Firearm

The U.S. Postal Inspection Service will not seek a statement from an employee who discharged their firearm until after the employee has completed two full sleep cycles.

19.22E - Initial General Duties at Location of Discharge

The most senior Inspection Service employee at the scene should oversee the following:

1. Secure the location and ensure that all immediate threats have been neutralized.
2. Establish a perimeter and document the presence of any individual within perimeter at the time of the discharge(s).
3. If possible, obtain reference photographs, to include, but not limited to:
 - a. Overall location.
 - b. Employee(s)' field of view at time discharge(s) occurred.
 - c. Full body photographs of involved employee(s) depicting clothing worn at time of discharge(s).
4. Identify and preserve any physical evidence, including, but not limited to:
 - a. Spent cartridges.
 - b. Weapon(s) used.
 - c. Recovered projectiles
 - d. Fingerprints, clothing, etc.
5. Sketch/diagram the scene showing the exact location of each person (USPIS employees, suspects, other law enforcements officers and witnesses) present at the time of the shooting. The sketch/diagram should be annotated to show post-shooting movements, including final resting positions.
6. Canvassing the area to locate potential witnesses and any possible video footage from security cameras.
7. Direct media inquiries to designated Public Information Officer, Assistant Inspector in Charge, or appropriate Inspector in Charge.

19.22F - Required Investigation of Firearm Discharges

The U.S. Postal Service - Office of Inspector General has primary investigative responsibility concerning all allegations involving U.S. Postal Inspection Service employees. Other federal, state, or local law enforcement agencies may have jurisdiction to investigate the incident.

U.S. Postal Inspection Service employees conducting, participating, or assisting in any investigation concerning the intentional discharge of a firearm are prohibited from having been involved in, witnessed, or been present during the discharge.

19.22G - Disposition of Discharged Firearm and Equipment

The employee's direct supervisor, the first Team Leader, or the senior employee present, if the other parties are not on scene, is required to:

1. Secure the discharged firearm(s) and all other firearms possessed by involved employee(s).
2. Secure and account for all magazines and extra ammunition.
3. Ensure that all mounted flashlights, optics, or other weapon accessories in place at the time of the discharge remain attached to the weapon, and if they had been dislodged during the incident, are located, secured, and accounted for.
4. Secure all firearms support equipment and protective equipment and/or clothing worn by the involved employee when practical.

Establish an evidentiary chain for all secured items to include the assignment of a Property Evidence Acquisition Label (PEAP) in accordance with ISM Section 17.1A, *Property and Evidence Acquisition Program – Tracking and Chain of Custody*.

19.22H - Emergency Interim Representation by Department of Justice

Postal Inspectors, Task Force Officers, or Postal Police Personnel who are the focus of a local or state criminal investigation as the result of a firearm discharge that results in the death or serious injury may request emergency, interim representation from or through the Department of Justice (DOJ).

Employees seeking to be represented by an assigned DOJ attorney require certification from U.S. Postal Inspection Service management that the initial facts indicate the incident occurred while the employee was acting within the scope of employment. Employees seeking representation should contact Office of Counsel.

19.22I - Employee Health and Well-being

U.S. Postal Inspection Service employees directly involved in a firearm discharge involving situations where the employee intentionally discharged their weapon or where an unintended discharge resulted in injury should be removed from the scene as soon as practicable and taken to a trauma center or hospital for a medical examination.

U.S. Postal Inspection Service employees directly involved in a firearm discharge involving situations where the employee intentionally discharged their weapon or where an unintended discharge resulted in injury should have a "support officer" assigned to provide transport, companionship, and security immediately after an intentional firearm discharge incident.

U.S. Postal Inspection Service employees who were directly involved in an intentional firearm discharge, were indirectly involved as a witness within the "zone of danger" or were involved in an unintentional discharge which resulted in injury, either directly or by being present in the zone

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of danger, are required to undergo an Initial Intervention in accordance with ISM Section 4.3E, *Traumatic Incidents – Mandatory Initial Intervention*.

Chapter 20: U.S. Postal Service – Postal Police: Operation and Administration

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20.1 U.S. Postal Service – Postal Police: Organization and Responsibilities

20.1A - Postal Police - Generally

The U.S. Postal Service (USPS) – Postal Police is composed of armed uniformed Postal Police Officers and Postal Police Managers. Postal Police Officers are represented by the Postal Police Officers Association for purposes of negotiating hours, wages, and working conditions through collective bargaining. Reference: 39 U.S.C. 1202, *Bargaining Units* and 1203, *Recognition of Labor Organizations*.

Hours, wages, and working conditions of Postal Police Managers are determined through consultative process between the USPS and National Association of Postal Supervisors. Reference 39 U.S.C. 1004, *Supervisory and Other Managerial Organizations*.

Generally, Postal Police Personnel are assigned to a Postal Police Work Facility within a U.S. Postal Inspection Service field division or at the USPS National Headquarters. A single Postal Police Work Facility may be comprised of multiple individual Postal Police Worksites. Reference: Handbook EL-906, *Agreement Between the United States Postal Service and the Postal Police Officers Association*, Memorandum of Understanding between the United States Postal Service and the Postal Police Officers Association, Re: *Security Force Facilities and Work Sites*.

20.1B - Chief Postal Inspector

The Chief Postal Inspector is the Chief Security Officer of the U.S. Postal Service and exercises executive oversight of the U.S. Postal Service – Postal Police.

20.1C - Security Group, Headquarters

The Security Group, Headquarters is responsible for administering the national Postal Police program including the establishment of contingents of Postal Police Personnel at designated U.S. Postal Service facilities.

20.1D - Security Force Operations, Program Manager

The Security Force Operations, Program Manager manages the national Postal Police program through oversight of the day-to-day operations of the Postal Police Personnel, including monitoring complement, setting and ensuring compliance with national policies and procedures, providing technical guidance, and managing special projects.

20.1E - Inspector in Charge

Inspectors in Charge are responsible for administering their division's Postal Police Personnel by direct supervision of the Manager, Postal Police Division. This supervisory responsibility may be delegated to an Assistant Inspector in Charge.

20.1F - Manager, Postal Police – Division

A Manager, Postal Police – Division (MPPD) is a Nonbargaining Postal Police Officer who manages directly and through subordinate supervisory Postal Police Officers (Nonbargaining), a complement of Postal Police Officers assigned to a field division or to National Headquarters. A MPPD may have administrative responsibility for multiple Postal Police Work Facilities in

different cities or metropolitan areas within the field division. Managers, Postal Police – Division may directly manage a principal Postal Police Work Facility and, through subordinate supervisory Postal Police Managers, exercise oversight of any other Postal Police Work Facilities within the division.

A MPPD administratively reports to the Inspector in Charge, or designee. The size of the authorized complement over which the MPPD has authority determines the MPPD's EAS level:

1. **MPPD (D) EAS-23:** Postal Police Manager responsible for two or more Manager(s), Postal Police Facility (C) EAS-21.
2. **MPPD (C) EAS-21:** Postal Police Manager responsible for an authorized complement of more than 60 Postal Police Personnel.
3. **MPPD (B) EAS-19:** Postal Police Manager responsible for an authorized complement of 36 to 60 Postal Police Officers.
4. **MPPD (A) EAS-18:** Postal Police Manager responsible for an authorized complement of less than 36 Postal Police Officers.

20.1G - Manager, Postal Police – Facility

A Manager, Postal Police – Facility (MPPF) is a Postal Police Officer (Nonbargaining) who has managerial duties analogous to a Manager, Postal Police – Division (MPPD) usually for a separate Postal Police Work Facility within a division and usually at a location removed from the division's principal Postal Police Work Facility. A MPPF administratively reports to the MPPD of the division.

The size of the authorized complement over which the MPPF has authority determines the MPPF's EAS level:

1. **MPPF (C) EAS-21:** Postal Police Manager responsible for an authorized complement of more than 60 Postal Police Personnel.
2. **MPPF (B) EAS-19:** Postal Police Manager responsible for an authorized complement of 36 to 60 Postal Police Officers.
3. **MPPF (A) EAS-18:** Postal Police Manager responsible for an authorized complement of less than 36 Postal Police Officers.

20.1H - Tour Supervisor, Postal Police

A Tour Supervisor, Postal Police (TSPP) is a Postal Police Manager who supervises directly and through subordinate supervisors, Postal Police Officers at a Postal Police Work Facility or Work Site usually on a given tour. The TSPP reports to the Manager, Postal Police Division (or Manager, Postal Police Facility) with immediate management responsibility over the Work Facility or Work Site.

20.1I - Supervisor, Postal Police

A Supervisor, Postal Police (SPP) is a Postal Police Manager responsible for the direct supervision of an assigned tour of Postal Police Officers at a designated Work Facility or Work Site. A Supervisor, Postal Police should provide supervision, guidance, or remedial training, to Postal Police Officers as necessary.

The Supervisor, Postal Police reports directly to a Manager, Postal Police – Division; Manager, Postal Police – Facility; or a Tour Supervisor, Postal Police.

20.1J - Postal Police Officers

Postal Police Officers are responsible for the protection of U.S. Mail, U.S. Postal Service (USPS) real property, USPS assets and individuals on USPS property. These responsibilities may only be exercised on real property owned, occupied, or otherwise controlled by the USPS; or in the immediate areas outside USPS owned real property, e.g., sidewalks, walkways, vehicle approaches and access points, to the extent necessary to protect the property and individuals on USPS owned or leased real property.

20.1K - Rangemaster/Instructor

A Rangemaster/Instructor is a Postal Police Manager responsible for the operation of a Postal Inspection Service firing range. A Rangemaster/Instructor provides basic firearms training, requalification, in-service and remedial training, instructor certification, and recertification. A Rangemaster/Instructor reports to an Inspector in Charge, or designee.

20.1L - Postal Police Officer Basic Training Coordinator

A Postal Police Officer Basic Training Coordinator (PPOBT Coordinator) is a Postal Police Manager responsible for oversight, administration, coordination, and delivery of Postal Police Officer Basic Training. The PPOBT Coordinator serves as an instructor to deliver training and facilitate learning in a variety of settings using various delivery methods. A PPOBT Coordinator reports to the Inspector in Charge, Career Development Unit, or designee.

20.2 Designation of Rank

20.2A - Designation of Ranks – Generally

Postal Police Manager ranks signify relative standing among supervisors and managers of the Postal Police and are generally indicative of reporting relationships within an U.S. Postal Inspection Service field division or Postal Police Work Facility. Ranks have no legal significance under federal personnel regulations.

20.2B - Colonel

The rank of Colonel is authorized for a Manager, Postal Police – Division (D) EAS-23. See: 20.1F(1).

20.2C - Captain

The rank of Captain is sanctioned for a Manager, Postal Police – Division (MPPD) (C) EAS-21 or a Manager, Postal Police – Facility (MPPF) (C) EAS-21 when reporting to a Colonel. The rank of Captain is sanctioned for a MPPD (B) EAS-19. The rank of Captain is sanctioned for a MPPD (A) EAS-18.

The rank of Captain is sanctioned for a Rangemaster/Instructor and a Postal Police Officer Basic Training Coordinator.

20.2D - Lieutenant

The rank of Lieutenant is sanctioned for a Manager, Postal Police – Facility when they are direct reports to a Captain.

The rank of Lieutenant is sanctioned for a Tour Supervisor, Postal Police EAS-18.

20.2E - Sergeant

The rank of Sergeant is sanctioned for a Supervisor, Postal Police EAS-17.

20.3 Postal Police Authority and Functions

20.3A - Enforcement Authority – Generally

The enforcement authority of Postal Police Personnel is derived from 18 U.S.C. 3061(c)(2), *Investigative Powers of [U.S.] Postal Service Personnel* and may be applied in accordance with ISM Section 1.3B, *Enforcement Authority of Postal Inspectors* and 1.3C, *Enforcement Authority of Postal Police Officers*.

20.3B - Postal Police – Condition of Duties

The function of the Postal Police is to provide perimeter and building security services at U.S. Postal Service (USPS) facilities. In execution of that function, the enforcement authority of the Postal Police is restricted to real property owned or controlled by the USPS. This authority may extend off USPS property in limited circumstances such as when action is required in immediate proximity to USPS property as necessary to protect individuals on USPS controlled real property or instances of “hot pursuit” of individuals on foot when the incident precipitating the pursuit originated on USPS property.

Postal Police Personnel are not authorized to perform high-speed vehicular pursuit in accordance with ISM Section 5.7C, *Operation of Official Vehicle During Pursuit*.

20.3C - Postal Police Functions – Emergency Employee Designation

Postal Police Personnel are designated “emergency employees” in that they perform essential agency functions that cannot be interrupted even when U.S. Postal Service (USPS) buildings are closed for hazardous weather or other emergencies. Even when the general employee population is excused for all or part of a workday, Postal Police Personnel are expected to perform their duties and responsibilities during emergency conditions, e.g., natural disasters, civil disorders, blizzards, and floods, and are required to report for work.

Field divisions and functional units which are assigned Postal Police Personnel should establish guidelines regarding the operation of the Postal Police during emergency conditions. An emergency is an unforeseen circumstance or a combination of circumstances which calls for immediate action in a situation which is not expected to be of a recurring nature which may constitute a threat to the safety and health of USPS employees, or to the security of USPS property or the U.S. Mail.

Postal Police Personnel are expected to report for work on time. Inspectors in Charge may make provisions to grant Postal Police Personnel “unscheduled leave” or have a “delayed arrival” policy based on the specific emergency situations. However, because of their primary function of providing security at USPS facilities and real property, “Act of God” administrative leave may

be granted only in the most extreme circumstances. Agency-issued credentials issued to all Postal Police Personnel may be displayed to civil emergency authorities to prove the Postal Police Officer, or Postal Police Manager's status as an emergency employee who needs to travel to USPS duty stations.

20.3D - Postal Police Primary Functions

The primary functions of Postal Police Personnel include:

1. Assuring the security of U.S. Postal Service (USPS) employees, customers, and other persons within USPS facilities and on the curtilage or grounds by:
 - a. Providing access control at entrances and exits of facilities.
 - b. Providing security in parking and staging areas.
 - c. Providing vehicle and foot patrols.
 - d. Intercepting and detaining unauthorized persons found in restricted areas of facilities.
 - e. Responding to emergency situations such as assaults, unruly or disruptive individuals, illnesses, fires, and other conditions requiring immediate attention.
 - f. Rendering first aid in emergency situations.
2. Protecting USPS real property and the property thereon by:
 - a. Monitoring and responding to burglar, holdup, and duress alarm activations.
3. Enforcing rules and regulations as outlined in:
 - a. 39 C.F.R. 232.1 *Conduct on Postal Property*, which are substantially reprinted on Poster 7, *Rules and Regulations Governing Conduct on Postal Property*,
 - b. Poster 158, *Possession of Firearms and Other Dangerous Weapons on Postal Property is Prohibited by Law*.
 - c. And other federal laws consistent with Postal Police authority in accordance with ISM Section 1.3C, *Enforcement Authority of Postal Police Personnel*.

20.3E - Postal Police – Preliminary Assistance

Postal Police Personnel are prohibited from conducting investigations beyond preliminary assistance of gathering biographical information or initial witness statements necessary to complete an IS Form 5309, *Incident Report*.

Postal Inspectors requiring the assistance of Postal Police Personnel should coordinate with the appropriate Postal Police Manager through the Manager, Postal Police (MPP) when practicable. Emergency interactions are required to be reported to the appropriate Postal Police Manager and MPP as soon as practicable. The MPP is required to report all requests for assistance in criminal investigations to the Inspector in Charge or designee but shall not withhold assistance pending such notification. Postal Police Personnel are prohibited from assisting in criminal investigations unless such assistance can be rendered within the scope of their assigned duties.

20.4 Postal Police Operational Duties and Responsibilities

20.4A - Control Centers – Generally

The U.S. Postal Inspection Service operates three authorized Postal Police Control Centers which are located at the following places:

1. U.S. Postal Service National Headquarters, Washington, DC 20260

2. James A. Farley P&DC, New York City, NY 10001
3. San Juan GPO, PR 00936

Additional Postal Police Control Centers, either temporary or permanent, may be established as needed at the discretion of the Chief Postal Inspector.

20.4B - Control Center Operations

Postal Police Personnel and/or Contract Security Officers may staff and operate a local Postal Police control center in conjunction with the National Law Enforcement Control Centers (NLECC). Operation of a local control center requires, but is not restricted to, the monitoring and staffing of base radio communications equipment, alarm, and surveillance systems, maintaining the Postal Police Blotter, coordinating Postal Police Officer relief assignments, answering telephones, and performing various administrative or other duties assigned.

20.4C - Burglar Alarm Responses

Postal Police Personnel may respond to burglar alarms when authorized by the Inspector in Charge, or designee. The following conditions are required to be met prior to a response:

1. A division circular outlining the scope of the response and geographic area or offices which are within the area of response. The applicable local law enforcement agency should be notified immediately.
2. Building searches are required to be conducted in accordance with response duties outlined in the local division circular.

20.4D - Assistance to Outside Law Enforcement Agents

Postal Police Personnel should render full assistance to properly identified law enforcement agents, consistent with facility rules, proper security measures, and good judgment. Properly identified, armed law enforcement agents, e.g., federal, state, or local, should be allowed entry into lobbies and, if they are on official business, to dock areas.

Except for Postal Inspectors and Postal Service OIG Special Agents, other law enforcement officers are prohibited access to U.S. Postal Service (USPS) workrooms or other USPS restricted areas except in emergencies or if access is authorized by appropriate authority, e.g., Inspector in Charge, Assistant Inspector in Charge, Postal Police Manager, etc.

When Postal Police Personnel are advised by law enforcement officers of an intent to serve a warrant or legal process to a person at a Postal Service facility, the employee's supervisor should be notified and the employee should be escorted by Postal Police Personnel to the Postal Police office or other private space, where the warrant or process can be served.

Postal Police Personnel are required to contact their immediate supervisor if law enforcement agents are requesting access to restricted work area or floor to determine an appropriate level of assistance.

20.4E - Bag and Package Inspection

In accordance with ISM 9.13C- *Administrative Inspections – Property*, Postal Police Personnel may administratively inspect packages and other items at employee and visitor entries and exits. Postal Police Personnel conducting bag and package inspections are required to:

1. Enforce U.S. Postal Service regulations prohibiting unauthorized articles on postal premises – weapons, alcohol, controlled substances, as outlined in Poster 7, *Rules and Regulations Governing Conduct on Postal Service Property*, and Poster 158, *Possession of Firearms and Other Dangerous Weapons on Postal Service Property Is Prohibited by Law*.
2. Report violations immediately to their immediate supervisor for referral to a Postal Inspector.

Postal Police Personnel are prohibited from opening or inspecting items brought into U.S. Postal Service mail acceptance and retail areas without legal authority to do so in accordance with ISM Sections 9.2D, *Investigative Detention – Frisk of an Individual* or 9.3D, *Search Incident to Arrest – Individual*.

20.4F - Vehicle Traffic

Postal Police Personnel may restrict unauthorized vehicle access to U.S. Postal Service (USPS) property and enforce rules and regulations regarding vehicle use on USPS property as outlined in Poster 7, *Rules and Regulations Governing Conduct on Postal Service Property – Vehicular and Pedestrian Traffic*.

Postal Police Personnel are prohibited from detaining or searching a vehicle without legal authority to do so in accordance with ISM Sections 9.2E, *Investigative Detention of a Vehicle*, 9.2F, *Investigative Detention – Frisk of a Vehicle* or 9.3E *Search Incident to Arrest – Vehicle*.

20.4G – U.S. Postal Service – Property Passes

U.S. Postal Service (USPS) installation heads may establish local policy regarding passes for property owned by the USPS. If a local property pass policy is in effect, Postal Police Personnel are required to enforce the policy and ensure that USPS property being removed is accompanied by a property pass issued by the installation head or designee.

20.5 Postal Police Reports

20.5A - Postal Police Reports – Generally

Postal Police reports are official statements by the U.S. Postal Service. Reports are required to be impartial and as complete as practicable. Reports are required to reflect the relevant facts, statements, or conditions, including documentary, or physical evidence of an incident. Information contained in reports should be gathered from as many witnesses and sources as is practicable and verified by statements of individuals having actual knowledge of the facts.

Postal Police reports are property of the U.S. Postal Service. Retention and distribution of reports are restricted to official business. Postal Police Personnel are prohibited from retaining copies of reports except for authorized business purposes. Postal Police reports are retained in accordance with ISM Section 20.6, *Postal Police Records Retention*.

20.5B - IS Form 5303, Security Force Blotter

The Postal Police Blotter is used to record incidents and events reported by Postal Police Personnel in chronological order with each blotter entry required to contain a time and date stamp and supported by an IS Form 5309, *Incident Report*. Routine radio communications, e.g.,

personnel reporting, departing, or changing posts, and administrative matters, e.g., unscheduled absences, are prohibited from being reported on the blotter.

20.5C - IS Form 5304, Radio Communications Log

IS Form 5304, *Radio Communications Log* is required to be completed by the Postal Police Manager or designee documenting incoming and outgoing radio messages. IS Form 5304 is utilized to transmit the following official business:

1. Communications with mobile patrols.
2. Communications with foot patrols.
3. Notification of Postal Police Personnel absences from their posts.
4. Requests for emergency assistance.
5. Checks of all posts at the start of each tour of duty and additional checks at least once during each tour.

20.5D - IS Form 5305, Postal Police Supervisor Daily Report

IS Form 5305, *Postal Police Supervisor Daily Report* is completed by the Supervisor, Postal Police or Tour Supervisor, Postal Police daily for each tour. IS Form 5305 is utilized to transmit the following to the Manager, Postal Police:

1. Work hours
2. Equipment accountability
3. Personnel utilization, activity, and leave.

20.5E - IS Form 5309, Incident Report

IS Form 5309, *Incident Report* are utilized to document incidents in detail with all IS Form 5309s being cross-referenced to the IS Form 5303, *Security Force Blotter*. When multiple Postal Police Personnel respond to an incident, each Postal Police Officer, or Postal Police Manager is required to complete an IS 5309. IS Form 5309 requires review and approval from the next level supervisor.

20.5F - IS Form 5309-A, Quarterly Postal Police Activity Report

Managers, Postal Police Division are required to complete IS Form 5309-A, *Quarterly Postal Police Activity Report* each quarter for review by the Inspector in Charge or designee with a copy to the Program Manager, Security Force Operations.

20.5G - PS Form 1767, Report of Hazard, Unsafe Condition, or Practice

Postal Police Personnel are required to utilize PS Form 1767, *Report of Hazard, Unsafe Condition, or Practice* when reporting hazards, unsafe conditions, or practices observed at U.S. Postal Service facilities. Approved PS Form 1767s are required to be forwarded to the installation head of the facility where the hazard, unsafe condition, or practice was observed along with the Inspector in Charge and Program Manager, Security Force Operations.

20.5H - Postal Police Memo Books

Memo books, notepads, or any other facsimile used for written notes transcribed by Postal Police Personnel during official duties are the property of the U.S. Postal Service. Unless authorized, memo books and other facsimile may not be removed from the Work Facility after duty-hours. When not carried by a Postal Police Officer during performance of their duties, each Postal

Police Officer is responsible for securing their memo book or other facsimile in a manner sufficient to protect any sensitive business information or Personally Identifying Information contained within. Memo books and any other facsimile are discoverable in any related criminal, civil, or disciplinary matter and should only be used for official business purposes.

20.5I - U.S. District Court Violation Notice – U.S. Magistrate Program

Postal Police Personnel, if authorized by an Inspector in Charge and the U.S. Attorney for the District in which the Postal Police Work Facility is located, may issue a *U.S. District Court Violation Notice*, for violations of traffic, parking, and misdemeanor offenses on U.S. Postal Service property. Separate citations are required to be issued for each offense charged and distributed as designated.

20.6 Postal Police Records Retention

Postal Police Managers or designees are required to properly distribute, retain, and dispose of Postal Police reports according to established schedules.

Record	Author	Retainer	Freq	Time
IS Form 5303 <i>Security Force Blotter</i>	PPO	MPP	Daily	3 years
IS Form 5304 <i>Radio Communications Log</i>	PPO	MPP	Daily	6 months
IS Form 5305 <i>Postal Police Supervisor Daily Report</i>	SPP	MPP	Each tour	6 months
IS Form 5306 <i>Postal Police Supervisor Inspection Report</i>	SPP	SPP	Weekly	6 months
IS Form 5309 <i>Incident Report</i>	PPO	MPP/INC	As needed	7 years
IS Form 5309–A <i>Quarterly Security Force Activity Report</i>	MPPD	INC	Quarterly	7 years
IS Form 5311 <i>Equipment Accountability Record</i>	PPO	MPP/INC	As needed	1 year after termination
IS Form 5312 <i>Hours of Duty Schedule</i>	MPP	Facility	Monthly	1 month
<i>U.S. District Court Violation Notice</i>	PPO	Facility	As needed	7 years

20.7 Postal Police Personnel Administration

20.7A - Time, Attendance, and Leave - Generally

1. **Duty Schedules:** Postal Police Managers are required to maintain duty schedules to ensure necessary security coverage for each Postal Police Work Facility.
2. **Recording Time:** Postal Police Officers are required to record workhours according to Handbook F-21, *Time and Attendance*, Section 141.1, *Who Must Record Time*. Postal Police Managers are required to record time according to F-21, *Time and Attendance*, Section 141.2, *Employees Who Are Required to Record Daily Clock Rings*. Postal Police Officers are prohibited from recording entries on another Postal Police Officer's assigned timecard except as provided by F-21, *Time and Attendance*, Section 141.21, *When*

Supervisor Records Daily Clock Rings. Falsification of workhours may result in corrective action.

3. **Overtime:** Overtime requires prior approval and is prohibited from being utilized except when operational needs dictate as determined by the Manager, Postal Police, or designee.
4. **Tardiness:** Postal Police Personnel are required to report for duty on time as the safety and security of the U.S. Postal Service requires the continuous coverage of established posts. Tardiness may result in corrective action.
5. **Leave:** The leave program is required to be administered on an equitable basis with regard for the needs of the U.S. Postal Inspection Service and the welfare of individual employees. The leave program is required to be administered in accordance with Handbook EL-906, *Agreement Between the United States Postal Service and the Postal Police Officers Association* and the Employee and Labor Relations Manual, Chapter 5, *Employee Benefits*.

20.7B - Health Examinations

Postal Police Personnel positions require that any incumbent be capable of performing strenuous activities in the execution of their duties. Physical Examinations are required for the following:

1. Fitness-for-Duty in accordance with ISM Section 4.6, *Fitness-for-Duty Examinations – Performance Ability Questioned*.
2. Postal Police Personnel injured on the job.

Failure of a Postal Police Officer, or Postal Police Manager to participate in a directed health examination may result in Corrective Action.

20.7C - Postal Police - Manager Positions

Promotions to Postal Police Manager positions are based on qualifications and capability to perform higher-level nonbargaining unit assignments and are conducted in accordance with ISM Section 3.20A, *Postal Police Officers*.

Postal Police Officers within a designated division or a Headquarters functional work unit are eligible to apply for the supervisory position of Supervisor, Postal Police (EAS-17).

The Inspector in Charge may request the competitive area for a promotional position be expanded to areas outside of the division or outside the U.S. Postal Service National Headquarters (NHQ) Work Facility for Postal Police promotions at NHQ.

20.7D - Voluntary Reassignment – Postal Police Officers

Postal Police Officers may request a voluntary reassignment or a mutual exchange to any Postal Police Work Facility. Relocation expenses associated with an approved transfer or mutual exchange request are the sole responsibility of the employee. Reference: Handbook EL-906, *Agreement Between the United States Postal Service and the Postal Police Officers Association*, Article 33.04, *Voluntary Reassignment*.

Voluntary reassignment or mutual exchange requests are required to be:

1. Submitted in writing to the Postal Police Officer's current Inspector in Charge.
2. Forwarded to the Postal Police Operations Program Manager.
3. Be approved by the current and gaining Inspector in Charge.

The Postal Police Operations Program Manager is required to:

1. Monitor Postal Police vacancies and maintain lists in seniority for all voluntary requests for transfers between Work Facilities.
2. Maintain lists for all requests, returns, and reinstatements to Postal Police Officer.

Voluntary requests are required to be renewed each fiscal year by the Postal Police Officer. The Program Manager is required to be notified when a request has been approved, withdrawn, or denied.

Denial of a voluntary reassignment or mutual exchange request will be in writing and will be provided to the Postal Police Officer, with copy to the Program Manager, with the reason for the denial stated in detail. The U.S. Postal Inspection Service reserves the right to deny a voluntary reassignment or mutual exchange request based on operational needs. A Postal Police Officer denied a voluntary transfer based on operational needs will remain on the Program Manager's list for the fiscal year.

20.7E - Voluntary Reassignment – Postal Police Managers

Voluntary reassignments of Postal Police Managers to a commensurate or lesser position are conducted in accordance with Employee and Labor Relations Manual, Sections 350, *Assignment, Reassignment, and Promotion*, and 360, *Other Personnel Actions*.

20.7F - Directed Reassignment and Temporary Duty

The Chief Postal Inspector has the authority to transfer and/or reassign Postal Police Personnel to any Division or Work Facility based on the needs of the U.S. Postal Inspection Service.

In such cases, Postal Police Officers are governed by Handbook EL-906, *Agreement Between the United States Postal Service and the Postal Police Officers Association*.

Relocation benefits may be authorized with the approval of the Director, Business Operations if the directed transfer meets the criteria as contained in Handbook F-15A, *Relocation Policy Nonbargaining (EAS) Employees*, or Handbook F-15C, *Relocation Policy – Bargaining Employees*.

20.8 Postal Police Officer Uniform and Equipment

20.8A - Mandatory Uniform Attire – Generally

Postal Police Officers are required to wear authorized Type 4 uniforms in accordance with Employee Labor and Relations Manual Sections 932.11d, *Regular Uniforms*, and 933.4, *Type 4 Uniform Items*.

Gold hatbands are restricted to Manager, Postal Police, Division or Facility, Supervisor, Postal Police and Postal Police Officers, U.S. Postal Service Headquarters. Local deviations from the national uniform program require advance approval from the Chief Postal Inspector.

Uniforms are prohibited from being worn by Postal Police Officers while traveling to and from their residence to the Work Facility. Postal Police Officers are required to don and doff the uniform during their normal tour of duty on the clock.

Deviations from the uniform travel policy may be authorized by the Inspector in Charge when the work facilities are without appropriate locker room space or other extenuating conditions exist.

20.8B - Postal Police Badges

Postal Police Personnel are required to wear standard-issue Postal Police shields and badges. All other shields and badges are prohibited.

Badge sets consist of a breast shield, cap shield, and badge within the agency-issued credential wallet.

1. **Type I:** Silver plated. Issued to Postal Police Officers.
2. **Type II:** Gold plated. Issued to Postal Police Managers.

Postal Police Officers are prohibited from removing breast and cap shields from U.S. Postal Service premises except for wear during official duties and the transportation of the shields from location to another to accommodate personnel assigned to report to a duty station other than their designated station.

20.8C - Postal Police Credentials

Postal Police Personnel are issued a photo credential and wallet with badge affixed. Postal Police Personnel are prohibited from displaying the credential off-duty with the following exceptions:

1. U.S. Postal Service (USPS) business.
2. Requested by a law enforcement officer.
3. Displayed to civilian emergency authorities, law enforcement or fire, to validate the employee's identity and status as an emergency employee requiring travel to USPS duty stations.
4. Presented, in conjunction with an authorization letter from the Inspector in Charge, for the purchase of a firearm.

20.8D - Postal Police Personnel – Issued Equipment

Postal Police Personnel are required to be issued the following:

1. Postal Police Officer badge set.
2. U.S. Postal Inspection Service Postal Police photo identification and credential wallet.
3. Standard-issue Glock 19 M 9mm Luger semiautomatic pistol.
4. Three Glock magazines and pouch.
5. Standard-issue ballistic armor with concealed carrier.
6. Standard-issue expandable baton and holder.
7. Standard-issue handcuffs, key, and carrying case.
8. One Sam Browne belt.
9. Flashlight with holder.
10. Disposable gloves and pouch.
11. Nameplate.

20.8E - Body Armor

Postal Police Personnel are required to wear standard-issued body armor in accordance with ISM Section 19.17E, *Body Armor Utilization – Postal Police Officers*.

Postal Police Managers who are in business dress may utilize their standard-issue body armor at their discretion. Inspectors in Charge and Assistant Inspectors in Charge or Team Leaders can direct the usage of standard-issue body armor in any situation.

20.8F - Authorized Accessories

Jewelry such as tie tacks or bars, cuff links, watches, and rings are required to be unobtrusive and reflect no political, fraternal, or ideological affiliations. Undershirts and socks are prohibited from detracting from the appearance of the Postal Police Officer uniform. Medical exemptions require review and approval of medical certification from the Office of the National Medical Director and concurrence with the Inspector in Charge. Exemptions are limited to a maximum of six months and are required to be reviewed if renewal is requested.

20.8G - Service Stripes

Postal Police Personnel may wear one service stripe for every three years of Postal Police service. Service stripes are required to be:

1. Gold-colored thread on black fabric.
2. Measure 1 1/2 inches by 3/8 inch.
3. Sewn on the left sleeve of the jacket, with the first stripe about 5 inches from the lower edge of the sleeve and additional stripes sewn directly above the first.
4. At the expense of the Postal Police Officer, or Postal Police Manager.

20.8H - Pins and Service Awards

Postal Police Personnel may wear Federal Service, U.S. Postal Service, or Postal Police service pins centered above their nameplates.

U.S. Postal Service pins may be worn on the right shirt pocket flap or as a tie tack. The Inspector in Charge may authorize a U.S. Postal Inspection Service division pin or other commemorative pin.

20.8I - Rank Insignia

1. **Postal Police Officers:** Upon the completion of three years of service from the date of graduation from Postal Police Officer Basic Training, Postal Police Officers may wear corporal stripes on both sleeves of shirts and/or a metal corporal chevron pinned to each collar-point of uniform shirts. Eligibility for a Postal Police Officer to wear corporal stripes does not confirm any increase in pay, authority, or rank.
2. **Sergeants:** Postal Police Managers with the rank of Sergeant are required to wear cloth sergeant chevrons on both sleeves of long-sleeve uniform shirts, jackets, and overcoats; and are required to wear metal three-bar chevron pinned to each collar-point on short sleeve uniform shirts (collar pins are optional on long-sleeved shirts).
3. **Lieutenant:** Postal Police Managers with the rank of Lieutenant are required to wear a single gold metal bar attached to each collar-point on both long- and short-sleeved shirts. The wearing of cloth rank insignia on sleeves is prohibited.
4. **Captain:** Postal Police Managers with the rank of Captain are required to wear a pair of connected gold metal bars attached to each collar-point on both long- and short-sleeved shirts. The wearing of cloth rank insignia on sleeves is prohibited.

5. **Colonel:** Postal Police Managers with the ranks of Colonel are required to wear a gold eagle attached to each collar-point on both the long- and short-sleeved shirts. The wearing of cloth rank insignia on sleeves is prohibited.

20.8J - Uniform Allowance

Handbook EL-906, *Agreement Between the United States Postal Service and the Postal Police Officers Association*, Article 26, *Uniforms*, specifies uniform allowances for the following:

1. One-time payment to newly hired Postal Police Officers
2. Annual payment to Postal Police Officers on the anniversary of their graduation from Postal Police Officer Basic Training.

20.8K - Uniform Vendors, Specifications, and Inspection

Postal Police Officers are required to purchase and utilize authorized uniforms and accessories from a licensed USPS vendor. Uniform specifications are filed with the U.S. Postal Service (USPS) Uniform Quality Control Office.

Postal Police Officers are prohibited from using their uniform allowance purchase card to purchase any uniform items not listed in ELM 933.4, *Type 4 Uniform Items*. Uniforms are subject to inspection by the Manager, Postal Police at any time to ensure compliance with USPS regulations.

20.8L - Uniform Purchase and Replacement

Uniform purchases by a Postal Police Officer are required to be made with the uniform allowance purchase card from a licensed Postal Service uniform vendor. A list of licensed uniform vendors is distributed and may be obtained through the Security Group at Headquarters. The Manager, Postal Police (MPP) may require employees to produce uniform items for inspection at any time.

The MPP decides when uniforms and accessories are unserviceable. When additional or replacement items have been approved, the old uniforms may be worn until they are declared unserviceable by national policy or the MPP. All new items are required to be authorized by the Security Group, National Headquarters.

20.8M - Uniform – Manager, Postal Police

Manager, Postal Police is required to maintain and wear a uniform in accordance with ISM Section 20.8A - *Mandatory Uniform Attire – Generally*. The Inspector in Charge may authorize the Manager, Postal Police to wear business attire during official duty in accordance with ISM Section 2.5D, *Dress Code – Definitions*.

Manager, Postal Police is required to wear a standard-issue Postal Inspector holster with business attire and a standard-issue Postal Police holster with the uniform. Holsters are required to follow the requirements of ISM Section 19.13A, *Standard-Issue Holster*.

20.8N - Uniform – Funeral Services

Postal Police Officers may be authorized by the Inspector in Charge to:

1. Attend funeral services.
2. Wear their uniforms while enroute between locations.

3. Participate in an on-duty honor guard to represent the U.S. Postal Inspection Service at ceremonies or funerals.

20.10 Employee Organization Membership

Postal Police Officers may join a recognized labor organization and Postal Police Managers may join a recognized management association in accordance with Employee and Labor Relations Manual (ELM) Section 910, *Participation and Membership in Labor Organizations* or 912, *Participation and Membership in Supervisory and Managerial Organizations*.

Postal Police Officers may request the voluntary withholding of dues by completing SF 1187, *Request for Payroll Deductions for Labor Organization Dues* in accordance with ELM Section 924, *Authorization for Dues Withholding*. Postal Police Officers may cancel the payroll deduction to their respective labor organization or management association in accordance with ELM 925, *Cancellation of Dues Withholding Authorization*.

20.11 Professional and Ethical Conduct

20.11A - Professional and Ethical Conduct – Generally

Postal Police Personnel are required to adhere to the standards of ethical conduct outlined in the following:

1. **U.S. Office of Government Ethics:** 5 C.F.R. 2635, *Standards of Ethical Conduct for Employees of the Executive Branch*.
2. **U.S. Postal Service:** 5 C.F.R. 7001, *Supplemental Standards for Ethical Conduct for Employees of the United States Postal Service* and 39 C.F.R. 447, *Rules of Conduct for Postal Employees*.
3. **U.S. Postal Inspection Service:** ISM Sections 1.4B, *Code of Conduct* and 1.4C, *Code of Ethics*.

20.11B - Prohibited Conduct

Postal Police Officers are required to discharge their assigned duties conscientiously and effectively in accordance with Handbook EL-906, *Agreement Between the United States Postal Service and the Postal Police Officers Association*, Article 6, *Postal Police Officers Rights and Responsibilities* and ISM Section 1.4, *Professional Conduct*.

Postal Police Officers are prohibited from:

1. Disobedience or violation of any Postal Police rule, regulation, or instruction; or refusal or failure to obey the lawful order of a superior officer. When an order conflicts with any previous order or instruction, the officer should advise the person issuing the second order that the order conflicts with a previous order or instruction. Responsibility for countermanding the original order or instruction then rests with the superior officer. This does not lessen the requirement for obedience.
2. Making a false statement in connection with any official matter.
3. Solicitation for or acceptance of any gifts, gratuity, favor, entertainment, loan, or other thing of value from any person by virtue of the officer's official position.
4. Willful mistreatment of, or unnecessary violence or indignity to, a person in custody or to others in any official matter.

5. Inattentiveness, inefficiency, carelessness, incompetence, or negligence in the discharge of assigned duties.
6. Use of indecent, profane, or unnecessarily harsh or loud language while on duty or in uniform.
7. Gambling while on duty or in uniform, as outlined in USPS Poster 7.
8. Eating while on post, except as may be authorized to accommodate medical conditions or unusual working conditions.
9. Smoking or chewing tobacco while on duty, except during authorized break and/or lunch periods is prohibited and in accordance with 1.4M3, *Prohibited Conduct within U.S. Postal Inspection Service or U.S. Postal Service Vehicles and Facilities*.
10. Sleeping, loitering, recreational reading, watching commercial or public television, or any unauthorized activity which lessens full attention required while on duty (lunch periods and authorized rest breaks excepted).
11. Conducting private business while on duty, except during lunch periods and authorized rest breaks.
12. Leaving an assigned post prior to being properly relieved or dismissed, except in an emergency.
13. Negligence in the care or handling of postal property, resulting in its abuse, misuse, waste, destruction, or loss; and personal use of official vehicles, equipment, or supplies.
14. Giving or allowing unauthorized persons access to privileged information or material belonging to the Postal Service.
15. Unauthorized handling, display, or discharge of a firearm; or illegal possession of weapons or dangerous articles on postal property.
16. Failure to observe safety rules and regulations.
17. Any other act or omission which is contrary to good order and efficient operation.

20.12 Corrective Action

20.12A - Corrective Action – Postal Police Officers

Corrective Action for Postal Police Officers is required to be handled in accordance with Handbook EL-906, *Agreement Between the United States Postal Service and the Postal Police Officers Association*, Article 6, *Postal Police Officer Rights and Responsibilities* and Article 16, *Corrective Action*. Corrective Action is usually initiated by the immediate supervisor but may be initiated by the Manager, Postal Police.

20.12B - Corrective Action – Postal Police Managers

Corrective Action for Postal Police Managers is required to be handled in accordance with ISM Chapter 8, *Internal Investigations and Corrective Action*.

20.13 Contract Security

20.13A - Contracting Officer Representative

Postal Police Managers may be appointed by Supply Management as Contracting Officer Representatives (CORs) for contract security guard services at their Work Facilities or at other nearby facilities. Postal Police Officers may be appointed as alternate CORs to serve in the absence of the primary COR. Contracting Officer Representatives and alternate CORs serve on

behalf of Supply Management as intermediaries between the Postal Service and the contract security guard Supplier/Employer. CORs are required to:

1. Complete necessary training and receive an appointment letter from Supply Management.
2. Be familiar with the terms of the security contract, local task order, and statement of work.
3. Liaise with the security contractor's local representative for operational matters, e.g., performance, conduct, and attendance; and to ensure contract compliance on behalf of the Contract Officer, Supply Management.
4. Ensure provided services meet contractual standards.
5. Certify invoices to ensure proper billing and timely payment.
6. Liaise with the Program Manager, Postal Police Operations, National Headquarters on matters that may require the attention of the USPS Contracting Officer.

20.13B - Contract Security - Reporting Relationship

Contract Security Officers (CSOs) are subject to the instructions of the local representative. Contracting Officer Representatives (CORs) are responsible for providing the local representative with written standard operating procedures, post orders, and any special instructions to guide CSOs in the performance of their duties. Generally, the COR, or alternate COR, will communicate instructions to the CSOs through the local representative. CSOs may be required to attend Postal Police Officer daily roll calls or may meet separately at the direction of the COR.

Postal Police Personnel who observe a CSO taking an action or failing to take an action that could reasonably lead to a safety, security, or criminal violation may intervene to avoid such outcome. Any intervention of this type should be documented on IS Form 5309, *Security Force Incident Report*. The COR or alternate COR is required to notify the Security Force Operations, Program Manager as soon as practicable.

Chapter 20: U.S. Postal Service – Postal Police: Operation and Administration

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20.1 U.S. Postal Service – Postal Police: Organization and Responsibilities

20.1A - Postal Police - Generally

The U.S. Postal Service (USPS) – Postal Police is composed of armed uniformed Postal Police Officers and Postal Police Managers. Postal Police Officers are represented by the Postal Police Officers Association for purposes of negotiating hours, wages, and working conditions through collective bargaining. Reference: 39 U.S.C. 1202, *Bargaining Units* and 1203, *Recognition of Labor Organizations*.

Hours, wages, and working conditions of Postal Police Managers are determined through consultative process between the USPS and National Association of Postal Supervisors. Reference 39 U.S.C. 1004, *Supervisory and Other Managerial Organizations*.

Generally, Postal Police Personnel are assigned to a Postal Police Work Facility within a U.S. Postal Inspection Service field division or at the USPS National Headquarters. A single Postal Police Work Facility may be comprised of multiple individual Postal Police Worksites. Reference: Handbook EL-906, *Agreement Between the United States Postal Service and the Postal Police Officers Association*, Memorandum of Understanding between the United States Postal Service and the Postal Police Officers Association, Re: *Security Force Facilities and Work Sites*.

20.1B - Chief Postal Inspector

The Chief Postal Inspector is the Chief Security Officer of the U.S. Postal Service and exercises executive oversight of the U.S. Postal Service – Postal Police.

20.1C - Security Group, Headquarters

The Security Group, Headquarters is responsible for administering the national Postal Police program including the establishment of contingents of Postal Police Personnel at designated U.S. Postal Service facilities.

20.1D - Security Force Operations, Program Manager

The Security Force Operations, Program Manager manages the national Postal Police program through oversight of the day-to-day operations of the Postal Police Personnel, including monitoring complement, setting and ensuring compliance with national policies and procedures, providing technical guidance, and managing special projects.

20.1E - Inspector in Charge

Inspectors in Charge are responsible for administering their division's Postal Police Personnel by direct supervision of the Manager, Postal Police Division. This supervisory responsibility may be delegated to an Assistant Inspector in Charge.

20.1F - Manager, Postal Police – Division

A Manager, Postal Police – Division (MPPD) is a Nonbargaining Postal Police Officer who manages directly and through subordinate supervisory Postal Police Officers (Nonbargaining), a complement of Postal Police Officers assigned to a field division or to National Headquarters. A MPPD may have administrative responsibility for multiple Postal Police Work Facilities in

different cities or metropolitan areas within the field division. Managers, Postal Police – Division may directly manage a principal Postal Police Work Facility and, through subordinate supervisory Postal Police Managers, exercise oversight of any other Postal Police Work Facilities within the division.

A MPPD administratively reports to the Inspector in Charge, or designee. The size of the authorized complement over which the MPPD has authority determines the MPPD's EAS level:

1. **MPPD (D) EAS-23:** Postal Police Manager responsible for two or more Manager(s), Postal Police Facility (C) EAS-21.
2. **MPPD (C) EAS-21:** Postal Police Manager responsible for an authorized complement of more than 60 Postal Police Personnel.
3. **MPPD (B) EAS-19:** Postal Police Manager responsible for an authorized complement of 36 to 60 Postal Police Officers.
4. **MPPD (A) EAS-18:** Postal Police Manager responsible for an authorized complement of less than 36 Postal Police Officers.

20.1G - Manager, Postal Police – Facility

A Manager, Postal Police – Facility (MPPF) is a Postal Police Officer (Nonbargaining) who has managerial duties analogous to a Manager, Postal Police – Division (MPPD) usually for a separate Postal Police Work Facility within a division and usually at a location removed from the division's principal Postal Police Work Facility. A MPPF administratively reports to the MPPD of the division.

The size of the authorized complement over which the MPPF has authority determines the MPPF's EAS level:

1. **MPPF (C) EAS-21:** Postal Police Manager responsible for an authorized complement of more than 60 Postal Police Personnel.
2. **MPPF (B) EAS-19:** Postal Police Manager responsible for an authorized complement of 36 to 60 Postal Police Officers.
3. **MPPF (A) EAS-18:** Postal Police Manager responsible for an authorized complement of less than 36 Postal Police Officers.

20.1H - Tour Supervisor, Postal Police

A Tour Supervisor, Postal Police (TSPP) is a Postal Police Manager who supervises directly and through subordinate supervisors, Postal Police Officers at a Postal Police Work Facility or Work Site usually on a given tour. The TSPP reports to the Manager, Postal Police Division (or Manager, Postal Police Facility) with immediate management responsibility over the Work Facility or Work Site.

20.1I - Supervisor, Postal Police

A Supervisor, Postal Police (SPP) is a Postal Police Manager responsible for the direct supervision of an assigned tour of Postal Police Officers at a designated Work Facility or Work Site. A Supervisor, Postal Police should provide supervision, guidance, or remedial training, to Postal Police Officers as necessary.

The Supervisor, Postal Police reports directly to a Manager, Postal Police – Division; Manager, Postal Police – Facility; or a Tour Supervisor, Postal Police.

20.1J - Postal Police Officers

Postal Police Officers are responsible for the protection of U.S. Mail, U.S. Postal Service (USPS) real property, USPS assets and individuals on USPS property. These responsibilities may only be exercised on real property owned, occupied, or otherwise controlled by the USPS; or in the immediate areas outside USPS owned real property, e.g., sidewalks, walkways, vehicle approaches and access points, to the extent necessary to protect the property and individuals on USPS owned or leased real property.

20.1K - Rangemaster/Instructor

A Rangemaster/Instructor is a Postal Police Manager responsible for the operation of a Postal Inspection Service firing range. A Rangemaster/Instructor provides basic firearms training, requalification, in-service and remedial training, instructor certification, and recertification. A Rangemaster/Instructor reports to an Inspector in Charge, or designee.

20.1L - Postal Police Officer Basic Training Coordinator

A Postal Police Officer Basic Training Coordinator (PPOBT Coordinator) is a Postal Police Manager responsible for oversight, administration, coordination, and delivery of Postal Police Officer Basic Training. The PPOBT Coordinator serves as an instructor to deliver training and facilitate learning in a variety of settings using various delivery methods. A PPOBT Coordinator reports to the Inspector in Charge, Career Development Unit, or designee.

20.2 Designation of Rank

20.2A - Designation of Ranks – Generally

Postal Police Manager ranks signify relative standing among supervisors and managers of the Postal Police and are generally indicative of reporting relationships within an U.S. Postal Inspection Service field division or Postal Police Work Facility. Ranks have no legal significance under federal personnel regulations.

20.2B - Colonel

The rank of Colonel is authorized for a Manager, Postal Police – Division (D) EAS-23. See: 20.1F(1).

20.2C - Captain

The rank of Captain is sanctioned for a Manager, Postal Police – Division (MPPD) (C) EAS-21 or a Manager, Postal Police – Facility (MPPF) (C) EAS-21 when reporting to a Colonel. The rank of Captain is sanctioned for a MPPD (B) EAS-19. The rank of Captain is sanctioned for a MPPD (A) EAS-18.

The rank of Captain is sanctioned for a Rangemaster/Instructor and a Postal Police Officer Basic Training Coordinator.

20.2D - Lieutenant

The rank of Lieutenant is sanctioned for a Manager, Postal Police – Facility when they are direct reports to a Captain.

The rank of Lieutenant is sanctioned for a Tour Supervisor, Postal Police EAS-18.

20.2E - Sergeant

The rank of Sergeant is sanctioned for a Supervisor, Postal Police EAS-17.

20.3 Postal Police Authority and Functions

20.3A - Enforcement Authority – Generally

The enforcement authority of Postal Police Personnel is derived from 18 U.S.C. 3061(c)(2), *Investigative Powers of [U.S.] Postal Service Personnel* and may be applied in accordance with ISM Section 1.3B, *Enforcement Authority of Postal Inspectors* and 1.3C, *Enforcement Authority of Postal Police Officers*.

20.3B - Postal Police – Condition of Duties

The function of the Postal Police is to provide perimeter and building security services at U.S. Postal Service (USPS) facilities. In execution of that function, the enforcement authority of the Postal Police is restricted to real property owned or controlled by the USPS. This authority may extend off USPS property in limited circumstances such as when action is required in immediate proximity to USPS property as necessary to protect individuals on USPS controlled real property or instances of “hot pursuit” of individuals on foot when the incident precipitating the pursuit originated on USPS property.

Postal Police Personnel are not authorized to perform high-speed vehicular pursuit in accordance with ISM Section 5.7C, *Operation of Official Vehicle During Pursuit*.

20.3C - Postal Police Functions – Emergency Employee Designation

Postal Police Personnel are designated “emergency employees” in that they perform essential agency functions that cannot be interrupted even when U.S. Postal Service (USPS) buildings are closed for hazardous weather or other emergencies. Even when the general employee population is excused for all or part of a workday, Postal Police Personnel are expected to perform their duties and responsibilities during emergency conditions, e.g., natural disasters, civil disorders, blizzards, and floods, and are required to report for work.

Field divisions and functional units which are assigned Postal Police Personnel should establish guidelines regarding the operation of the Postal Police during emergency conditions. An emergency is an unforeseen circumstance or a combination of circumstances which calls for immediate action in a situation which is not expected to be of a recurring nature which may constitute a threat to the safety and health of USPS employees, or to the security of USPS property or the U.S. Mail.

Postal Police Personnel are expected to report for work on time. Inspectors in Charge may make provisions to grant Postal Police Personnel “unscheduled leave” or have a “delayed arrival” policy based on the specific emergency situations. However, because of their primary function of providing security at USPS facilities and real property, “Act of God” administrative leave may

be granted only in the most extreme circumstances. Agency-issued credentials issued to all Postal Police Personnel may be displayed to civil emergency authorities to prove the Postal Police Officer, or Postal Police Manager's status as an emergency employee who needs to travel to USPS duty stations.

20.3D - Postal Police Primary Functions

The primary functions of Postal Police Personnel include:

1. Assuring the security of U.S. Postal Service (USPS) employees, customers, and other persons within USPS facilities and on the curtilage or grounds by:
 - a. Providing access control at entrances and exits of facilities.
 - b. Providing security in parking and staging areas.
 - c. Providing vehicle and foot patrols.
 - d. Intercepting and detaining unauthorized persons found in restricted areas of facilities.
 - e. Responding to emergency situations such as assaults, unruly or disruptive individuals, illnesses, fires, and other conditions requiring immediate attention.
 - f. Rendering first aid in emergency situations.
2. Protecting USPS real property and the property thereon by:
 - a. Monitoring and responding to burglar, holdup, and duress alarm activations.
3. Enforcing rules and regulations as outlined in:
 - a. 39 C.F.R. 232.1 *Conduct on Postal Property*, which are substantially reprinted on Poster 7, *Rules and Regulations Governing Conduct on Postal Property*,
 - b. Poster 158, *Possession of Firearms and Other Dangerous Weapons on Postal Property is Prohibited by Law*.
 - c. And other federal laws consistent with Postal Police authority in accordance with ISM Section 1.3C, *Enforcement Authority of Postal Police Personnel*.

20.3E - Postal Police – Preliminary Assistance

Postal Police Personnel are prohibited from conducting investigations beyond preliminary assistance of gathering biographical information or initial witness statements necessary to complete an IS Form 5309, *Incident Report*.

Postal Inspectors requiring the assistance of Postal Police Personnel should coordinate with the appropriate Postal Police Manager through the Manager, Postal Police (MPP) when practicable. Emergency interactions are required to be reported to the appropriate Postal Police Manager and MPP as soon as practicable. The MPP is required to report all requests for assistance in criminal investigations to the Inspector in Charge or designee but shall not withhold assistance pending such notification. Postal Police Personnel are prohibited from assisting in criminal investigations unless such assistance can be rendered within the scope of their assigned duties.

20.4 Postal Police Operational Duties and Responsibilities

20.4A - Control Centers – Generally

The U.S. Postal Inspection Service operates three authorized Postal Police Control Centers which are located at the following places:

1. U.S. Postal Service National Headquarters, Washington, DC 20260

2. James A. Farley P&DC, New York City, NY 10001
3. San Juan GPO, PR 00936

Additional Postal Police Control Centers, either temporary or permanent, may be established as needed at the discretion of the Chief Postal Inspector.

20.4B - Control Center Operations

Postal Police Personnel and/or Contract Security Officers may staff and operate a local Postal Police control center in conjunction with the National Law Enforcement Control Centers (NLECC). Operation of a local control center requires, but is not restricted to, the monitoring and staffing of base radio communications equipment, alarm, and surveillance systems, maintaining the Postal Police Blotter, coordinating Postal Police Officer relief assignments, answering telephones, and performing various administrative or other duties assigned.

20.4C - Burglar Alarm Responses

Postal Police Personnel may respond to burglar alarms when authorized by the Inspector in Charge, or designee. The following conditions are required to be met prior to a response:

1. A division circular outlining the scope of the response and geographic area or offices which are within the area of response. The applicable local law enforcement agency should be notified immediately.
2. Building searches are required to be conducted in accordance with response duties outlined in the local division circular.

20.4D - Assistance to Outside Law Enforcement Agents

Postal Police Personnel should render full assistance to properly identified law enforcement agents, consistent with facility rules, proper security measures, and good judgment. Properly identified, armed law enforcement agents, e.g., federal, state, or local, should be allowed entry into lobbies and, if they are on official business, to dock areas.

Except for Postal Inspectors and Postal Service OIG Special Agents, other law enforcement officers are prohibited access to U.S. Postal Service (USPS) workrooms or other USPS restricted areas except in emergencies or if access is authorized by appropriate authority, e.g., Inspector in Charge, Assistant Inspector in Charge, Postal Police Manager, etc.

When Postal Police Personnel are advised by law enforcement officers of an intent to serve a warrant or legal process to a person at a Postal Service facility, the employee's supervisor should be notified and the employee should be escorted by Postal Police Personnel to the Postal Police office or other private space, where the warrant or process can be served.

Postal Police Personnel are required to contact their immediate supervisor if law enforcement agents are requesting access to restricted work area or floor to determine an appropriate level of assistance.

20.4E - Bag and Package Inspection

In accordance with ISM 9.13C- *Administrative Inspections – Property*, Postal Police Personnel may administratively inspect packages and other items at employee and visitor entries and exits. Postal Police Personnel conducting bag and package inspections are required to:

1. Enforce U.S. Postal Service regulations prohibiting unauthorized articles on postal premises – weapons, alcohol, controlled substances, as outlined in Poster 7, *Rules and Regulations Governing Conduct on Postal Service Property*, and Poster 158, *Possession of Firearms and Other Dangerous Weapons on Postal Service Property Is Prohibited by Law*.
2. Report violations immediately to their immediate supervisor for referral to a Postal Inspector.

Postal Police Personnel are prohibited from opening or inspecting items brought into U.S. Postal Service mail acceptance and retail areas without legal authority to do so in accordance with ISM Sections 9.2D, *Investigative Detention – Frisk of an Individual* or 9.3D, *Search Incident to Arrest – Individual*.

20.4F - Vehicle Traffic

Postal Police Personnel may restrict unauthorized vehicle access to U.S. Postal Service (USPS) property and enforce rules and regulations regarding vehicle use on USPS property as outlined in Poster 7, *Rules and Regulations Governing Conduct on Postal Service Property – Vehicular and Pedestrian Traffic*.

Postal Police Personnel are prohibited from detaining or searching a vehicle without legal authority to do so in accordance with ISM Sections 9.2E, *Investigative Detention of a Vehicle*, 9.2F, *Investigative Detention – Frisk of a Vehicle* or 9.3E *Search Incident to Arrest – Vehicle*.

20.4G – U.S. Postal Service – Property Passes

U.S. Postal Service (USPS) installation heads may establish local policy regarding passes for property owned by the USPS. If a local property pass policy is in effect, Postal Police Personnel are required to enforce the policy and ensure that USPS property being removed is accompanied by a property pass issued by the installation head or designee.

20.5 Postal Police Reports

20.5A - Postal Police Reports – Generally

Postal Police reports are official statements by the U.S. Postal Service. Reports are required to be impartial and as complete as practicable. Reports are required to reflect the relevant facts, statements, or conditions, including documentary, or physical evidence of an incident.

Information contained in reports should be gathered from as many witnesses and sources as is practicable and verified by statements of individuals having actual knowledge of the facts.

Postal Police reports are property of the U.S. Postal Service. Retention and distribution of reports are restricted to official business. Postal Police Personnel are prohibited from retaining copies of reports except for authorized business purposes. Postal Police reports are retained in accordance with ISM Section 20.6, *Postal Police Records Retention*.

20.5B - IS Form 5303, Security Force Blotter

The Postal Police Blotter is used to record incidents and events reported by Postal Police Personnel in chronological order with each blotter entry required to contain a time and date stamp and supported by an IS Form 5309, *Incident Report*. Routine radio communications, e.g.,

personnel reporting, departing, or changing posts, and administrative matters, e.g., unscheduled absences, are prohibited from being reported on the blotter.

20.5C - IS Form 5304, Radio Communications Log

IS Form 5304, *Radio Communications Log* is required to be completed by the Postal Police Manager or designee documenting incoming and outgoing radio messages. IS Form 5304 is utilized to transmit the following official business:

1. Communications with mobile patrols.
2. Communications with foot patrols.
3. Notification of Postal Police Personnel absences from their posts.
4. Requests for emergency assistance.
5. Checks of all posts at the start of each tour of duty and additional checks at least once during each tour.

20.5D - IS Form 5305, Postal Police Supervisor Daily Report

IS Form 5305, *Postal Police Supervisor Daily Report* is completed by the Supervisor, Postal Police or Tour Supervisor, Postal Police daily for each tour. IS Form 5305 is utilized to transmit the following to the Manager, Postal Police:

1. Work hours
2. Equipment accountability
3. Personnel utilization, activity, and leave.

20.5E - IS Form 5309, Incident Report

IS Form 5309, *Incident Report* are utilized to document incidents in detail with all IS Form 5309s being cross-referenced to the IS Form 5303, *Security Force Blotter*. When multiple Postal Police Personnel respond to an incident, each Postal Police Officer, or Postal Police Manager is required to complete an IS 5309. IS Form 5309 requires review and approval from the next level supervisor.

20.5F - IS Form 5309-A, Quarterly Postal Police Activity Report

Managers, Postal Police Division are required to complete IS Form 5309-A, *Quarterly Postal Police Activity Report* each quarter for review by the Inspector in Charge or designee with a copy to the Program Manager, Security Force Operations.

20.5G - PS Form 1767, Report of Hazard, Unsafe Condition, or Practice

Postal Police Personnel are required to utilize PS Form 1767, *Report of Hazard, Unsafe Condition, or Practice* when reporting hazards, unsafe conditions, or practices observed at U.S. Postal Service facilities. Approved PS Form 1767s are required to be forwarded to the installation head of the facility where the hazard, unsafe condition, or practice was observed along with the Inspector in Charge and Program Manager, Security Force Operations.

20.5H - Postal Police Memo Books

Memo books, notepads, or any other facsimile used for written notes transcribed by Postal Police Personnel during official duties are the property of the U.S. Postal Service. Unless authorized, memo books and other facsimile may not be removed from the Work Facility after duty-hours. When not carried by a Postal Police Officer during performance of their duties, each Postal

Police Officer is responsible for securing their memo book or other facsimile in a manner sufficient to protect any sensitive business information or Personally Identifying Information contained within. Memo books and any other facsimile are discoverable in any related criminal, civil, or disciplinary matter and should only be used for official business purposes.

20.5I - U.S. District Court Violation Notice – U.S. Magistrate Program

Postal Police Personnel, if authorized by an Inspector in Charge and the U.S. Attorney for the District in which the Postal Police Work Facility is located, may issue a *U.S. District Court Violation Notice*, for violations of traffic, parking, and misdemeanor offenses on U.S. Postal Service property. Separate citations are required to be issued for each offense charged and distributed as designated.

20.6 Postal Police Records Retention

Postal Police Managers or designees are required to properly distribute, retain, and dispose of Postal Police reports according to established schedules.

Record	Author	Retainer	Freq	Time
IS Form 5303 <i>Security Force Blotter</i>	PPO	MPP	Daily	3 years
IS Form 5304 <i>Radio Communications Log</i>	PPO	MPP	Daily	6 months
IS Form 5305 <i>Postal Police Supervisor Daily Report</i>	SPP	MPP	Each tour	6 months
IS Form 5306 <i>Postal Police Supervisor Inspection Report</i>	SPP	SPP	Weekly	6 months
IS Form 5309 <i>Incident Report</i>	PPO	MPP/INC	As needed	7 years
IS Form 5309-A <i>Quarterly Security Force Activity Report</i>	MPPD	INC	Quarterly	7 years
IS Form 5311 <i>Equipment Accountability Record</i>	PPO	MPP/INC	As needed	1 year after termination
IS Form 5312 <i>Hours of Duty Schedule</i>	MPP	Facility	Monthly	1 month
<i>U.S. District Court Violation Notice</i>	PPO	Facility	As needed	7 years

20.7 Postal Police Personnel Administration

20.7A - Time, Attendance, and Leave - Generally

- Duty Schedules:** Postal Police Managers are required to maintain duty schedules to ensure necessary security coverage for each Postal Police Work Facility.
- Recording Time:** Postal Police Officers are required to record workhours according to Handbook F-21, *Time and Attendance*, Section 141.1, *Who Must Record Time*. Postal Police Managers are required to record time according to F-21, *Time and Attendance*, Section 141.2, *Employees Who Are Required to Record Daily Clock Rings*. Postal Police Officers are prohibited from recording entries on another Postal Police Officer's assigned timecard except as provided by F-21, *Time and Attendance*, Section 141.21, *When*

Supervisor Records Daily Clock Rings. Falsification of workhours may result in corrective action.

3. **Overtime:** Overtime requires prior approval and is prohibited from being utilized except when operational needs dictate as determined by the Manager, Postal Police, or designee.
4. **Tardiness:** Postal Police Personnel are required to report for duty on time as the safety and security of the U.S. Postal Service requires the continuous coverage of established posts. Tardiness may result in corrective action.
5. **Leave:** The leave program is required to be administered on an equitable basis with regard for the needs of the U.S. Postal Inspection Service and the welfare of individual employees. The leave program is required to be administered in accordance with Handbook EL-906, *Agreement Between the United States Postal Service and the Postal Police Officers Association* and the Employee and Labor Relations Manual, Chapter 5, *Employee Benefits*.

20.7B - Health Examinations

Postal Police Personnel positions require that any incumbent be capable of performing strenuous activities in the execution of their duties. Physical Examinations are required for the following:

1. Fitness-for-Duty in accordance with ISM Section 4.6, *Fitness-for-Duty Examinations – Performance Ability Questioned*.
2. Postal Police Personnel injured on the job.

Failure of a Postal Police Officer, or Postal Police Manager to participate in a directed health examination may result in Corrective Action.

20.7C - Postal Police - Manager Positions

Promotions to Postal Police Manager positions are based on qualifications and capability to perform higher-level nonbargaining unit assignments and are conducted in accordance with ISM Section 3.20A, *Postal Police Officers*.

Postal Police Officers within a designated division or a Headquarters functional work unit are eligible to apply for the supervisory position of Supervisor, Postal Police (EAS-17).

The Inspector in Charge may request the competitive area for a promotional position be expanded to areas outside of the division or outside the U.S. Postal Service National Headquarters (NHQ) Work Facility for Postal Police promotions at NHQ.

20.7D - Voluntary Reassignment – Postal Police Officers

Postal Police Officers may request a voluntary reassignment or a mutual exchange to any Postal Police Work Facility. Relocation expenses associated with an approved transfer or mutual exchange request are the sole responsibility of the employee. Reference: Handbook EL-906, *Agreement Between the United States Postal Service and the Postal Police Officers Association*, Article 33.04, *Voluntary Reassignment*.

Voluntary reassignment or mutual exchange requests are required to be:

1. Submitted in writing to the Postal Police Officer's current Inspector in Charge.
2. Forwarded to the Postal Police Operations Program Manager.
3. Be approved by the current and gaining Inspector in Charge.

The Postal Police Operations Program Manager is required to:

1. Monitor Postal Police vacancies and maintain lists in seniority for all voluntary requests for transfers between Work Facilities.
2. Maintain lists for all requests, returns, and reinstatements to Postal Police Officer.

Voluntary requests are required to be renewed each fiscal year by the Postal Police Officer. The Program Manager is required to be notified when a request has been approved, withdrawn, or denied.

Denial of a voluntary reassignment or mutual exchange request will be in writing and will be provided to the Postal Police Officer, with copy to the Program Manager, with the reason for the denial stated in detail. The U.S. Postal Inspection Service reserves the right to deny a voluntary reassignment or mutual exchange request based on operational needs. A Postal Police Officer denied a voluntary transfer based on operational needs will remain on the Program Manager's list for the fiscal year.

20.7E - Voluntary Reassignment – Postal Police Managers

Voluntary reassignments of Postal Police Managers to a commensurate or lesser position are conducted in accordance with Employee and Labor Relations Manual, Sections 350, *Assignment, Reassignment, and Promotion*, and 360, *Other Personnel Actions*.

20.7F - Directed Reassignment and Temporary Duty

The Chief Postal Inspector has the authority to transfer and/or reassign Postal Police Personnel to any Division or Work Facility based on the needs of the U.S. Postal Inspection Service.

In such cases, Postal Police Officers are governed by Handbook EL-906, *Agreement Between the United States Postal Service and the Postal Police Officers Association*.

Relocation benefits may be authorized with the approval of the Director, Business Operations if the directed transfer meets the criteria as contained in Handbook F-15A, *Relocation Policy Nonbargaining (EAS) Employees*, or Handbook F-15C, *Relocation Policy – Bargaining Employees*.

20.8 Postal Police Officer Uniform and Equipment

20.8A - Mandatory Uniform Attire – Generally

Postal Police Officers are required to wear authorized Type 4 uniforms in accordance with Employee Labor and Relations Manual Sections 932.11d, *Regular Uniforms*, and 933.4, *Type 4 Uniform Items*.

Gold hatbands are restricted to Manager, Postal Police, Division or Facility, Supervisor, Postal Police and Postal Police Officers, U.S. Postal Service Headquarters. Local deviations from the national uniform program require advance approval from the Chief Postal Inspector.

Uniforms are prohibited from being worn by Postal Police Officers while traveling to and from their residence to the Work Facility. Postal Police Officers are required to don and doff the uniform during their normal tour of duty on the clock.

Deviations from the uniform travel policy may be authorized by the Inspector in Charge when the work facilities are without appropriate locker room space or other extenuating conditions exist.

20.8B - Postal Police Badges

Postal Police Personnel are required to wear standard-issue Postal Police shields and badges. All other shields and badges are prohibited.

Badge sets consist of a breast shield, cap shield, and badge within the agency-issued credential wallet.

1. **Type I:** Silver plated. Issued to Postal Police Officers.
2. **Type II:** Gold plated. Issued to Postal Police Managers.

Postal Police Officers are prohibited from removing breast and cap shields from U.S. Postal Service premises except for wear during official duties and the transportation of the shields from location to another to accommodate personnel assigned to report to a duty station other than their designated station.

20.8C - Postal Police Credentials

Postal Police Personnel are issued a photo credential and wallet with badge affixed. Postal Police Personnel are prohibited from displaying the credential off-duty with the following exceptions:

1. U.S. Postal Service (USPS) business.
2. Requested by a law enforcement officer.
3. Displayed to civilian emergency authorities, law enforcement or fire, to validate the employee's identity and status as an emergency employee requiring travel to USPS duty stations.
4. Presented, in conjunction with an authorization letter from the Inspector in Charge, for the purchase of a firearm.

20.8D - Postal Police Personnel – Issued Equipment

Postal Police Personnel are required to be issued the following:

1. Postal Police Officer badge set.
2. U.S. Postal Inspection Service Postal Police photo identification and credential wallet.
3. Standard-issue Glock 19 M 9mm Luger semiautomatic pistol.
4. Three Glock magazines and pouch.
5. Standard-issue ballistic armor with concealed carrier.
6. Standard-issue expandable baton and holder.
7. Standard-issue handcuffs, key, and carrying case.
8. One Sam Browne belt.
9. Flashlight with holder.
10. Disposable gloves and pouch.
11. Nameplate.

20.8E - Body Armor

Postal Police Personnel are required to wear standard-issued body armor in accordance with ISM Section 19.17E, *Body Armor Utilization – Postal Police Officers*.

Postal Police Managers who are in business dress may utilize their standard-issue body armor at their discretion. Inspectors in Charge and Assistant Inspectors in Charge or Team Leaders can direct the usage of standard-issue body armor in any situation.

20.8F - Authorized Accessories

Jewelry such as tie tacks or bars, cuff links, watches, and rings are required to be unobtrusive and reflect no political, fraternal, or ideological affiliations. Undershirts and socks are prohibited from detracting from the appearance of the Postal Police Officer uniform. Medical exemptions require review and approval of medical certification from the Office of the National Medical Director and concurrence with the Inspector in Charge. Exemptions are limited to a maximum of six months and are required to be reviewed if renewal is requested.

20.8G - Service Stripes

Postal Police Personnel may wear one service stripe for every three years of Postal Police service. Service stripes are required to be:

1. Gold-colored thread on black fabric.
2. Measure 1 1/2 inches by 3/8 inch.
3. Sewn on the left sleeve of the jacket, with the first stripe about 5 inches from the lower edge of the sleeve and additional stripes sewn directly above the first.
4. At the expense of the Postal Police Officer, or Postal Police Manager.

20.8H - Pins and Service Awards

Postal Police Personnel may wear Federal Service, U.S. Postal Service, or Postal Police service pins centered above their nameplates.

U.S. Postal Service pins may be worn on the right shirt pocket flap or as a tie tack. The Inspector in Charge may authorize a U.S. Postal Inspection Service division pin or other commemorative pin.

20.8I - Rank Insignia

1. **Postal Police Officers:** Upon the completion of three years of service from the date of graduation from Postal Police Officer Basic Training, Postal Police Officers may wear corporal stripes on both sleeves of shirts and/or a metal corporal chevron pinned to each collar-point of uniform shirts. Eligibility for a Postal Police Officer to wear corporal stripes does not confirm any increase in pay, authority, or rank.
2. **Sergeants:** Postal Police Managers with the rank of Sergeant are required to wear cloth sergeant chevrons on both sleeves of long-sleeve uniform shirts, jackets, and overcoats; and are required to wear metal three-bar chevron pinned to each collar-point on short sleeve uniform shirts (collar pins are optional on long-sleeved shirts).
3. **Lieutenant:** Postal Police Managers with the rank of Lieutenant are required to wear a single gold metal bar attached to each collar-point on both long- and short-sleeved shirts. The wearing of cloth rank insignia on sleeves is prohibited.
4. **Captain:** Postal Police Managers with the rank of Captain are required to wear a pair of connected gold metal bars attached to each collar-point on both long- and short-sleeved shirts. The wearing of cloth rank insignia on sleeves is prohibited.

5. **Colonel:** Postal Police Managers with the ranks of Colonel are required to wear a gold eagle attached to each collar-point on both the long- and short-sleeved shirts. The wearing of cloth rank insignia on sleeves is prohibited.

20.8J - Uniform Allowance

Handbook EL-906, *Agreement Between the United States Postal Service and the Postal Police Officers Association*, Article 26, *Uniforms*, specifies uniform allowances for the following:

1. One-time payment to newly hired Postal Police Officers
2. Annual payment to Postal Police Officers on the anniversary of their graduation from Postal Police Officer Basic Training.

20.8K - Uniform Vendors, Specifications, and Inspection

Postal Police Officers are required to purchase and utilize authorized uniforms and accessories from a licensed USPS vendor. Uniform specifications are filed with the U.S. Postal Service (USPS) Uniform Quality Control Office.

Postal Police Officers are prohibited from using their uniform allowance purchase card to purchase any uniform items not listed in ELM 933.4, *Type 4 Uniform Items*. Uniforms are subject to inspection by the Manager, Postal Police at any time to ensure compliance with USPS regulations.

20.8L - Uniform Purchase and Replacement

Uniform purchases by a Postal Police Officer are required to be made with the uniform allowance purchase card from a licensed Postal Service uniform vendor. A list of licensed uniform vendors is distributed and may be obtained through the Security Group at Headquarters. The Manager, Postal Police (MPP) may require employees to produce uniform items for inspection at any time.

The MPP decides when uniforms and accessories are unserviceable. When additional or replacement items have been approved, the old uniforms may be worn until they are declared unserviceable by national policy or the MPP. All new items are required to be authorized by the Security Group, National Headquarters.

20.8M - Uniform – Manager, Postal Police

Manager, Postal Police is required to maintain and wear a uniform in accordance with ISM Section 20.8A - Mandatory Uniform Attire – Generally. The Inspector in Charge may authorize the Manager, Postal Police to wear business attire during official duty in accordance with ISM Section 2.5D, *Dress Code – Definitions*.

Manager, Postal Police is required to wear a standard-issue Postal Inspector holster with business attire and a standard-issue Postal Police holster with the uniform. Holsters are required to follow the requirements of ISM Section 19.13A, *Standard-Issue Holster*.

20.8N - Uniform – Funeral Services

Postal Police Officers may be authorized by the Inspector in Charge to:

1. Attend funeral services.
2. Wear their uniforms while enroute between locations.

3. Participate in an on-duty honor guard to represent the U.S. Postal Inspection Service at ceremonies or funerals.

20.10 Employee Organization Membership

Postal Police Officers may join a recognized labor organization and Postal Police Managers may join a recognized management association in accordance with Employee and Labor Relations Manual (ELM) Section 910, *Participation and Membership in Labor Organizations* or 912, *Participation and Membership in Supervisory and Managerial Organizations*.

Postal Police Officers may request the voluntary withholding of dues by completing SF 1187, *Request for Payroll Deductions for Labor Organization Dues* in accordance with ELM Section 924, *Authorization for Dues Withholding*. Postal Police Officers may cancel the payroll deduction to their respective labor organization or management association in accordance with ELM 925, *Cancellation of Dues Withholding Authorization*.

20.11 Professional and Ethical Conduct

20.11A - Professional and Ethical Conduct – Generally

Postal Police Personnel are required to adhere to the standards of ethical conduct outlined in the following:

1. **U.S. Office of Government Ethics:** 5 C.F.R. 2635, *Standards of Ethical Conduct for Employees of the Executive Branch*.
2. **U.S. Postal Service:** 5 C.F.R. 7001, *Supplemental Standards for Ethical Conduct for Employees of the United States Postal Service* and 39 C.F.R. 447, *Rules of Conduct for Postal Employees*.
3. **U.S. Postal Inspection Service:** ISM Sections 1.4B, *Code of Conduct* and 1.4C, *Code of Ethics*.

20.11B - Prohibited Conduct

Postal Police Officers are required to discharge their assigned duties conscientiously and effectively in accordance with Handbook EL-906, *Agreement Between the United States Postal Service and the Postal Police Officers Association*, Article 6, *Postal Police Officers Rights and Responsibilities* and ISM Section 1.4, *Professional Conduct*.

Postal Police Officers are prohibited from:

1. Disobedience or violation of any Postal Police rule, regulation, or instruction; or refusal or failure to obey the lawful order of a superior officer. When an order conflicts with any previous order or instruction, the officer should advise the person issuing the second order that the order conflicts with a previous order or instruction. Responsibility for countermanding the original order or instruction then rests with the superior officer. This does not lessen the requirement for obedience.
2. Making a false statement in connection with any official matter.
3. Solicitation for or acceptance of any gifts, gratuity, favor, entertainment, loan, or other thing of value from any person by virtue of the officer's official position.
4. Willful mistreatment of, or unnecessary violence or indignity to, a person in custody or to others in any official matter.

5. Inattentiveness, inefficiency, carelessness, incompetence, or negligence in the discharge of assigned duties.
6. Use of indecent, profane, or unnecessarily harsh or loud language while on duty or in uniform.
7. Gambling while on duty or in uniform, as outlined in USPS Poster 7.
8. Eating while on post, except as may be authorized to accommodate medical conditions or unusual working conditions.
9. Smoking or chewing tobacco while on duty, except during authorized break and/or lunch periods is prohibited and in accordance with 1.4M3, *Prohibited Conduct within U.S. Postal Inspection Service or U.S. Postal Service Vehicles and Facilities*.
10. Sleeping, loitering, recreational reading, watching commercial or public television, or any unauthorized activity which lessens full attention required while on duty (lunch periods and authorized rest breaks excepted).
11. Conducting private business while on duty, except during lunch periods and authorized rest breaks.
12. Leaving an assigned post prior to being properly relieved or dismissed, except in an emergency.
13. Negligence in the care or handling of postal property, resulting in its abuse, misuse, waste, destruction, or loss; and personal use of official vehicles, equipment, or supplies.
14. Giving or allowing unauthorized persons access to privileged information or material belonging to the Postal Service.
15. Unauthorized handling, display, or discharge of a firearm; or illegal possession of weapons or dangerous articles on postal property.
16. Failure to observe safety rules and regulations.
17. Any other act or omission which is contrary to good order and efficient operation.

20.12 Corrective Action

20.12A - Corrective Action – Postal Police Officers

Corrective Action for Postal Police Officers is required to be handled in accordance with Handbook EL-906, *Agreement Between the United States Postal Service and the Postal Police Officers Association*, Article 6, *Postal Police Officer Rights and Responsibilities* and Article 16, *Corrective Action*. Corrective Action is usually initiated by the immediate supervisor but may be initiated by the Manager, Postal Police.

20.12B - Corrective Action – Postal Police Managers

Corrective Action for Postal Police Managers is required to be handled in accordance with ISM Chapter 8, *Internal Investigations and Corrective Action*.

20.13 Contract Security

20.13A - Contracting Officer Representative

Postal Police Managers may be appointed by Supply Management as Contracting Officer Representatives (CORs) for contract security guard services at their Work Facilities or at other nearby facilities. Postal Police Officers may be appointed as alternate CORs to serve in the absence of the primary COR. Contracting Officer Representatives and alternate CORs serve on

behalf of Supply Management as intermediaries between the Postal Service and the contract security guard Supplier/Employer. CORs are required to:

1. Complete necessary training and receive an appointment letter from Supply Management.
2. Be familiar with the terms of the security contract, local task order, and statement of work.
3. Liaise with the security contractor's local representative for operational matters, e.g., performance, conduct, and attendance; and to ensure contract compliance on behalf of the Contract Officer, Supply Management.
4. Ensure provided services meet contractual standards.
5. Certify invoices to ensure proper billing and timely payment.
6. Liaise with the Program Manager, Postal Police Operations, National Headquarters on matters that may require the attention of the USPS Contracting Officer.

20.13B - Contract Security - Reporting Relationship

Contract Security Officers (CSOs) are subject to the instructions of the local representative. Contracting Officer Representatives (CORs) are responsible for providing the local representative with written standard operating procedures, post orders, and any special instructions to guide CSOs in the performance of their duties. Generally, the COR, or alternate COR, will communicate instructions to the CSOs through the local representative. CSOs may be required to attend Postal Police Officer daily roll calls or may meet separately at the direction of the COR.

Postal Police Personnel who observe a CSO taking an action or failing to take an action that could reasonably lead to a safety, security, or criminal violation may intervene to avoid such outcome. Any intervention of this type should be documented on IS Form 5309, *Security Force Incident Report*. The COR or alternate COR is required to notify the Security Force Operations, Program Manager as soon as practicable.