| Forest Products TrEspass Field Data |
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| 1. Trespass identification |
| a. Today’s date: Click here to enter a date. | c. Trespass Case Number: Click or tap here to enter text. |
| b. Date of trespass: Click here to enter a date. |
| d. Tribe/Agency:Click or tap here to enter text. |
| 2. General information |
| a. Investigator name, title and contact information:Click or tap here to enter text. | c. Person(s) who discovered or reported trespass and contact information:Click or tap here to enter text. |
| b. Date of detection: Click here to enter a date. |
| d. Circumstances and details of discovery and reporting:Click or tap here to enter text. |
| e. Date and time law enforcement contacted:Click or tap here to enter text. | g. Law enforcement officer name and contact information:Click or tap here to enter text. |
| f. Are witness statements attached? Yes [ ]  No [ ] How many? Click or tap here to enter text. |
| 3. location of trespass |
| a. Legal description:Click or tap here to enter text. | b. Land status:Click or tap here to enter text. |
| c. Ownership type:Click or tap here to enter text. |
| d. Description of area:Click or tap here to enter text. | e. Size of trespass (acres affected): Click or tap here to enter text. |
| f. Are maps and sketches attached? Yes [ ]  No [ ] How many? Click or tap here to enter text. |
| 4. Trespass suspect |
| a. Has a trespass suspect been identified? Yes [ ]  No [ ]  If yes, complete this section. |
| b. Has a cease and desist notice been delivered? Yes [ ]  No [ ]  |
| c. Name, physical address, mailing address, and phone number of trespass suspect:Click or tap here to enter text. |
| d. Trespass suspect’s occupation and employer:Click or tap here to enter text. |
| e. If the trespass suspect believes they had the right to the forest products, what is the basis of their belief?Click or tap here to enter text. |
| 5. forest products removed or damaged (estimates) |
| a. Species | b. Product | c. Net volume(show units) | d. Appraised price per unit | e. Stumpage |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| f. Notes:Click or tap here to enter text. | g. Total stumpage value:Click or tap here to enter text. |
| h. Triple stumpage value:Click or tap here to enter text. |
| i. Method of estimating volume and value:Click or tap here to enter text. |
| j. Status of forest products removed or damaged:Click or tap here to enter text. |
| 6. Seizure of Forest Products |
| a. Have forest products been seized? Yes [ ]  No [ ]  If yes, complete this section. |
| b. Has a seizure of property been posted? Yes [ ]  No [ ]  | c. Has a notice of seizure been sent? Yes [ ]  No [ ]  |
| d. Date of seizure: Click here to enter a date. | e. Name and contact information of person who seized products:Click or tap here to enter text. |
| f. Description of forest products seized (species, product, estimated volume and status of products):Click or tap here to enter text. |
| g. Location of where forest products were seized:Click or tap here to enter text. | h. Current location of seized forest products:Click or tap here to enter text. |
| i. If not all of the known forest products damaged or removed were seized, what is the status of the remainder?Click or tap here to enter text. |
| 7. removed forest products sold |
| a. Did the trespasser sell any of the removed forest products? Yes [ ]  No [ ]  If yes, complete this section. |
| b. Name, address and contact information of purchaser:Click or tap here to enter text. |
| c. Total amount paid to trespasser:Click or tap here to enter text. | d. Evidence of transaction:Click or tap here to enter text.Copy attached? Click or tap here to enter text. | e. Type of purchaser:Click or tap here to enter text. |
| f. Other information important to the sale of the removed forest products:Click or tap here to enter text. |
| 8. timber sale/harvest boundary details |
| a. Did the trespass occur along a timber sale or property boundary? Yes [ ]  No [ ]  If yes, complete this section. |
| b. If along a timber sale or property boundary, who marked the boundaries and how were they located?Click or tap here to enter text. |
| c. What instructions were given to individuals harvesting the timber?Click or tap here to enter text. |
| d. Was a copy of a contract acquired? Yes [ ]  No [ ]  Is it attached? Yes [ ]  No [ ]  | e. Were the boundary lines clearly marked?  Yes [ ]  No [ ]  |
| 9. witnesses |
| a. Were there witnesses? Yes [ ]  No [ ]  If yes, complete this section. |
| b. Witness ID:Click or tap here to enter text. | c. Name, physical address, mailing address, and phone number of witness:Click or tap here to enter text. |
| d. Has the witness been contacted?Yes [ ]  No [ ]  | e. Has a law enforcement officer interviewed the witness?Yes [ ]  No [ ]  | f. Is there a statement from the witness attached to this document?Yes [ ]  No [ ]  |
| b. Witness ID:Click or tap here to enter text. | c. Name, physical address, mailing address, and phone number of witness:Click or tap here to enter text. |
| d. Has the witness been contacted?Yes [ ]  No [ ]  | e. Has a law enforcement officer interviewed the witness?Yes [ ]  No [ ]  | f. Is there a statement from the witness attached to this document?Yes [ ]  No [ ]  |
| b. Witness ID:Click or tap here to enter text. | c. Name, physical address, mailing address, and phone number of witness:Click or tap here to enter text. |
| d. Has the witness been contacted?Yes [ ]  No [ ]  | e. Has a law enforcement officer interviewed the witness?Yes [ ]  No [ ]  | f. Is there a statement from the witness attached to this document?Yes [ ]  No [ ]  |
| 10. other relevant parties |
| a. Are there other people who were involved or may have information regarding the trespass? Yes [ ]  No [ ] If yes, complete this section. |
| b. Person ID: Click or tap here to enter text. | c. Name, physical address, mailing address, and phone number of person:Click or tap here to enter text. |
| d. Has the person been contacted?Yes [ ]  No [ ]  | e. Has a law enforcement officer interviewed the person?Yes [ ]  No [ ]  | f. Is there a statement from the person attached to this document?Yes [ ]  No [ ]  |
| b. Person ID: Click or tap here to enter text. | c. Name, physical address, mailing address, and phone number of person:Click or tap here to enter text. |
| d. Has the person been contacted?Yes [ ]  No [ ]  | e. Has a law enforcement officer interviewed the person?Yes [ ]  No [ ]  | f. Is there a statement from the person attached to this document?Yes [ ]  No [ ]  |
| b. Person ID: Click or tap here to enter text. | c. Name, physical address, mailing address, and phone number of person:Click or tap here to enter text. |
| d. Has the person been contacted?Yes [ ]  No [ ]  | e. Has a law enforcement officer interviewed the person?Yes [ ]  No [ ]  | f. Is there a statement from the person attached to this document?Yes [ ]  No [ ]  |
| 11. investigation personnel activity log |
| a. Date | b. Activities | c. Name and title | d. Contact information |
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| Click here to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 12. comments, suggestions, and recommended follow-up actions  |
| *Click or tap here to enter text.* |
| 13. Additional field notes |
| Click or tap here to enter text. |

| evidence log |
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| Trespass case number: Click or tap here to enter text. |
| Location where evidence was collected:Click or tap here to enter text. |
| Purpose for which evidence was collected:Click or tap here to enter text. |
| Owner: Known [ ]  Unknown [ ] If known, name and contact information:Click or tap here to enter text. |
| evidence description log |
| Evidence Number | Date | Time | Name and Title of Evidence Collector | Evidence Description |
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| chain of evidence and evidence transfer LOG |
| Evidence Number | Date | Time | Relinquished by:(Name and Agency) | Received by:(Name and Agency) | Purpose for Change of Custody |
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Photography log first page

**FOREST PRODUCTS TRESPASS CASE NUMBER:**

Click or tap here to enter text.

**DATE:** Click or tap here to enter text.

**LOCATION:**

Click or tap here to enter text.

**PHOTOGRAPHER:** Click or tap here to enter text.

| Forest Products trespass investigation photography log |
| --- |
| Trespass Case Number: Click or tap here to enter text. | Date: Click here to enter a date. |
| Photographer and contact information:Click or tap here to enter text. | Person who completed form and contact information:Click or tap here to enter text. |
| **Camera Information** | **Media details** |
| Make:Click or tap here to enter text. | (Memory card or film information):Click or tap here to enter text. |
| Model:Click or tap here to enter text. |
| Serial #:Click or tap here to enter text. |
| Digital Camera: Yes [ ]  No [ ]  |
| Photograph log |
| Photograph Number | Time | Direction Photo Taken | Description of Photograph (including location within the trespass, subject and other useful information, be specific) |
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# Instructions for the Forest Trespass Field Data Template

\*Most of sections 1 and 2 should be able to be completed before leaving the office.\*

Header – Please include the trespass case number from box 1.c. and today’s date from box 1.a on every page.

Contact information: People involved in forest trespass cases fall into 3 categories. As much contact information should be collected from each contact, at a minimum collect the information listed below.

If a **professional contact (law enforcement, other investigation assistance, Office of the Solicitor, etc.)**:

* Work addresses – mailing and physical.
* Work phones – office and mobile.
* Work e-mail address.

If a **witness** or **relevant party contact**:

* Home address – mailing and physical.
* Home phone – landline and mobile.

If a **trespass suspect**:

* Home and work addresses.
* Home and work phones.
* Employer and employer’s address.
1. **Trespass Identification**
	1. Enter the date that you are filling out the form.
	2. Enter the date of estimated trespass, as of the date the form is filled out.
	3. Using the method described in the Handbook Section 3.2, give the trespass a unique case number. This can be done in the office, once a trespass is reported.
	4. Enter the name of the Tribe’s whose land the trespass occurred on, as well as the Agency or Regional Office that serves that tribe.
2. **General Information**
	1. Enter the trespass investigator’s name, title and contact information, with as much detail as reasonable. E.g. mailing address, physical work address, work phones, e-mail, etc.
	2. Enter the date that the trespass was detected. This might be a few days before it was reported (possibly today’s date from 1.a.), if they weren’t working days, or if the reporting person did not know who to contact for formal reporting.
	3. If the name of the person is known, please include as much contact information as reasonable.
	4. Enter all of the information that the person who reported or discovered the trespass has to tell about the trespass when they discovered it. This information should also be collected in a signed statement if possible.
	5. Enter the date and time that law enforcement was contacted.
	6. Indicate if there are any witness statements. Attach witness statements if there have been witnesses located, and indicate how many.
	7. Enter the law enforcement officer’s name and their detailed contact information.
3. **Location of trespass**
	1. Enter the legal description of the trespass, be as specific as possible. Also include other known information such as tract number or allotment name.
	2. Enter the land status: Tribal, Allotted, Restricted, or non-Indian
	3. Enter the ownership type: Trust, Restricted, or Fee.
	4. Enter a description of the area: Forest type, topography, access, past forest management, land features, building, other developments and improvements.
	5. Enter the size of trespass, specifically the affected area, not the size of the tract.
	6. Please include a map of the area, as well as any site specific sketches and attach them, while indicating how many are attached.
4. **Trespass Suspect**
	1. If a trespass suspect has been identified check the box and complete part b. through part e.
	2. Indicate if a cease and desist notice (Handbook 2.3.1) has been delivered to the suspect.
	3. Information on the trespass suspect. If more space is needed, which is likely if there is more than one suspect, use additional space, and indicate where the information is. Gather as much information as possible. Law enforcement will gather personally identifiable information that is likely not needed for the trespass investigation at this stage, such as driver’s license numbers.
	4. Enter the trespass suspect’s occupation and employer.
	5. Enter information on why the trespass suspect believes that did not trespass. This should be collected as a statement with law enforcement as well.
5. **Forest Products Removed or Damaged (Estimates)**:

Enter line items for each species/product combination that has been identified in the forest trespass (Handbook 4.4).

* 1. Enter the species, as well as the TAAMS species code if known.
	2. Enter the product type.
	3. Enter the net volume with units.
	4. Enter the appraised price per unit volume.
	5. Multiply box c. by box d. to determine the stumpage estimate.
	6. Enter any field notes needed for the above section.
	7. Enter the summation of all of the box e. values.
	8. Multiply the box g. value by 3 to get the triple stumpage value.
	9. Enter the field method and processing technique (e.g. software, cruise type, volume tables, etc.) used to estimate the volume and value of the forest products removed or damaged.
	10. Indicate what the status of the forest products removed or damaged is. (e.g moved to a mill, hauled off in firewood pieces, left on site, unknown)
1. **Seizure of Forest Products**
	1. If a seizure of forest products has occurred check the box and complete part b. through part i.
	2. Indicate if a seizure of property (Handbook 2.3.2) has been posted.
	3. Indicate if a notice of seizure has been sent to the trespass suspect(s).
	4. Enter the date of seizure of forest products.
	5. Enter the name and contact information of the person who seized products (law enforcement, first forestry employee on scene, etc.)
	6. Enter a description of the forest products seized and how they were marked. Include the species and product combinations along with the estimated volume and the status of those products.
	7. Enter the location of where the forest products were seized from (location of trespass, log truck, mill site, etc.).
	8. Enter the current location of seized forest products.
	9. Enter the status of the remainder of the forest products that were not seized.
2. **Removed Forest Products Sold**
	1. If some of the removed forest products were sold by the trespasser has occurred check the box and complete part b. through part f.
	2. Enter the name of the purchaser of the forest products (e.g. mill, broker, firewood purchaser, etc.)
	3. Enter the amount of money that was paid for the forest products.
	4. Get a copy of the transaction if possible and write down what it is. If securing a copy, consider law enforcement involvement for getting a full statement, and the evidence of the transaction.
	5. What was the type of purchaser (similar to b. above)
	6. List other information that is important to the resolution of the trespass case that should be included about the sale of the forest products.
3. **Timber Sale/Harvest Boundary Details**
	1. If the trespass occurred along a timber sale or property boundary check the box and complete part b. through part e.
	2. Enter who marked the boundaries and how the boundaries were located. Including a witness statement would be appropriate.
	3. Enter instructions given to the individuals harvesting the timber.
	4. Indicate if a copy of the timber harvest contract was acquired, and if it was attached.
	5. Indicate if the boundary lines were clearly marked. Including photos for the photo log is appropriate.
4. **Witnesses**
	1. If there were witnesses check the box and fill in box b. through box f. for each witness. If more space is needed, attach additional sheets.
	2. Create a witness ID for each witness.
	3. Include witness’ name, and contact information.
	4. Indicate if the witness has been contacted.
	5. Indicate if law enforcement has interviewed the witness.
	6. Indicate if the witness statement is attached to this document.
5. **Other Relevant Parties**
	1. If there were other relevant parties who may have been involved or have some additional information about the trespass check the box and fill in box b. through box f. for each witness. If more space is needed, attach additional sheets.
	2. Create a person ID for each person.
	3. Include person(s)’ name, and contact information.
	4. Indicate if the person has been contacted.
	5. Indicate if law enforcement has interviewed the person.
	6. Indicate if the statement is attached to this document.
6. **Investigation Personnel Activity Log**

 If this form is being used for numerous days, please fill in multiple date rows.

* 1. Enter the date the form is being filled out.
	2. Enter the trespass investigation activities completed on the date in box a.
	3. Enter the names and titles of people assisting, other than the investigator listed in Part 2. Box a.`
	4. Enter contact information for people from box c.
1. **Comments, Suggestions, and Recommended Follow-Up Actions**:

List comments, suggestions, and recommended follow-up actions needed for this trespass investigation.

1. **Additional Field Notes**

 Add additional field notes.