

**GUIDELINES FOR SPECIAL OPERATIONS TEAMS
STATE OF NORTH DAKOTA
JUNE 2008**

1. North Dakota Peace Officers Association Working Committee on Special Operations will submit to the Bureau of Criminal Investigation quarterly, a recommended list of special operations teams within the State of North Dakota that have attained organizational structure and proficiency.

Special operations teams to include SWAT tactical units, crisis negotiation teams (CNT), dive and rescue, bomb squads (EOD units), and K-9 units are eligible for reimbursement of the following expenses when called to assist other agencies within North Dakota and while outside the responding agency's primary jurisdiction:

A. Overtime

Special operations teams may submit actual overtime costs incurred by non-exempt personnel. Overtime costs will be calculated by multiplying each employee's specific overtime hourly rate times the number of hours deployed. Hours deployed will include time spent traveling to and from the team's jurisdiction to the site of the incident. The overtime rate will be defined as the rate used to calculate the employee's pay for hours worked when paid at 1 1/2 rate not to include benefits. Special operations teams will not be reimbursed for hours worked by employees as part of their normally scheduled work day nor for hours worked in excess of scheduled hours by FLSA exempt status employees who do receive actual additional pay for those hours worked.

B. Food and Lodging

Special operations teams may submit for food and lodging reimbursement when required to stay outside their primary jurisdiction while assisting another North Dakota agency if the length of deployment requires the team, or a portion thereof, to remain outside of the primary jurisdiction from a minimum of one calendar day to another. Food cost will be reimbursed at the current State of North Dakota per diem rate or actual costs, whichever is less. Lodging reimbursement will be reimbursed only if actual cost is incurred. Lodging reimbursement may not exceed state rates and will be limited to the actual cost of the lodging or the State of North Dakota per day lodging rate, whichever is less. Invoices supporting costs must be included with the reimbursement request.

C. Chemical and Explosive Munitions

Special operations teams may be reimbursed for the replacement costs, to include shipping, of chemical and explosive munitions expended during an operation within North Dakota and outside their primary jurisdictions. Such munitions will include OC, CS, CN, or other irritant gases or munitions, smoke grenades, distraction devices, and explosive components used to render safe explosive devices or used as a means to breach a structure in furtherance of a tactical operation. Not eligible for reimbursement is standard firearm ammunition used during an incident. Reimbursement will be capped at a maximum reimbursement of \$2,000 per incident per team. Invoices supporting costs must be included in the reimbursement request.

D. Mileage

Special operations teams may submit for mileage reimbursement for official vehicles utilized while assisting another North Dakota agency and outside of their primary jurisdiction. Mileage will be reimbursed at the current State of North Dakota per mile rate. Reimbursable mileage will include miles traveled to and from the team's jurisdiction to the site of the incident as well as any mileage incurred while on scene or traveling to and from a staging or base area for purposes of rest or refitting prior to returning to the incident location.

Special operations teams will not be reimbursed for lost or damaged equipment to include loss or damage which is a direct result of the team's involvement in the incident.