



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

MCO 5580.2B
PS

27 AUG 2008

Marine Corps Order 5580.2B

From: Commandant of the Marine Corps
To: Distribution List

Subj: LAW ENFORCEMENT MANUAL

Ref: (a) MCO 5215.1K
(b) SECNAV M-5210.1
(c) 10 U.S.C. 47
(d) Manual for Courts-Martial
(e) Marine Corps Manual
(f) U.S. Navy Regulations
(g) 18 U.S.C. 13
(h) 18 U.S.C. 1382
(i) 18 U.S.C. 1385
(j) 18 U.S.C. 592
(k) 10 U.S.C. 15
(l) SECNAVINST 5820.7C
(m) National Response Plan (DHS), May 25, 2006
(n) DHS Publication, "National Incident Management System," March 1, 2004
(o) 42 U.S.C. 68
(p) MCO 3440.7A
(q) MCO 1200.17
(r) MCO P1000.6G
(s) MCO P6100.12
(t) MCO P1001R.1J
(u) MCO 1000.8
(v) MCO 1630.3D
(w) MCO 3302.1D (NOTAL)
(x) NAVMC 3500.10
(y) DON Civilian Human Resources Manual, January 17, 2003
(z) MCO 1220.5J
(aa) MCRP 6-11B
(ab) MCO P1020.34G
(ac) MCO 5500.6G
(ad) SECNAVINST 5500.29C
(ae) DOD Directive 5210.56, "Use of Deadly Force and the Carrying of Firearms by DOD Personnel Engaged in Law Enforcement and Security Duties," November 11, 2001
(af) MCO 5110.1D

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

- (ag) Reports and Forms Preparation Guide for the Navy Security Force (NOTAL)
- (ah) Public Law 93-415, "Federal Juvenile Justice and Delinquency Prevention Act of 1974," September 7, 1974
- (ai) MCO P5530.14
- (aj) OPNAVINST 5500.11E
- (ak) COMDTINST M16114.5
- (al) SIERRAJUDCIR INSTRUCTION 5810.5D
- (am) DOD 4500.9-R, "Defense Transportation Regulation," Dates Vary Per Part
- (an) MCO 1752.5A
- (ao) MCO P1700.24B
- (ap) 28 CFR 23
- (aq) Memorandum of Understanding (MOU) Between Commandant of the Marine Corps (CMC) and the Director, Naval Criminal Investigative Service (NCIS) (NOTAL)
- (ar) DOD Directive 5210.48, "Polygraph and Credibility Assessment Program," January 25, 2007
- (as) SECNAVINST 5211.5E
- (at) SECNAVINST 5720.42F
- (au) OPM Operating Manual, "The Guide to Processing Personnel Actions," December 23, 2007
- (av) Public Law 103-322, "Violent Crime Control and Law Enforcement Act of 1994," September 13, 1994
- (aw) 27 CFR 478.129(f)
- (ax) DOD 4160.21M, "Defense Materiel Disposition Manual," August 18, 1997
- (ay) DOD Directive 3025.15, "Military Assistance to Civil Authorities," February 18, 1997
- (az) MCO 5100.19E
- (ba) MCO P1610.7F
- (bb) MCO P5510.18A
- (bc) Department of Transportation 2004 Emergency Response Guidebook
- (bd) JAGINST 5800.7
- (be) MCO 3504.2
- (bf) SECNAVINST 1640.9C
- (bg) 18 U.S.C. 922
- (bh) MCBul 8011 (Canc: 31 Oct 08)
- (bi) DOD Instruction 5200.08, "Security of DOD Installations and Resources," December 10, 2005
- (bj) MCO 11210.2D
- (bk) MCO 8023.3A
- (bl) MCO 10570.1A
- (bm) OPNAVINST 5585.2B
- (bn) MCO P8020.10B

- (bo) DOD Directive 5200.31E, "DOD Military Working Dog (MWD) Program," March 29, 2006
- (bp) DOD Instruction 5525.10, "Using Military Working Dog Teams (MWDTs) to Support Law Enforcement Agencies in Counterdrug Missions," September 17, 1990
- (bq) DOD Directive 1350.2, "Department of Defense Military Equal Opportunity (MEO) Program," August 18, 1995
- (br) MCO P11240.106B
- (bs) MCO 11240.66D
- (bt) MCO P4400.150E
- (bu) MCO 3574.2J
- (bv) MCO 5090.4A
- (bw) NAVMC DIR 5210.11E
- (bx) NAVMC DIR 5090.4A
- (by) MCO 11000.25
- (bz) MCO 1001.62
- (ca) DOD 6055.05-M, "Occupational Medical Examinations and Surveillance Manual," May 2, 2007
- (cb) NEHC-TM OM 6260
- (cc) DODD 5525.5, "DOD Cooperation with Civilian Law Enforcement Officials," January 15, 1986
- (cd) SECNAVINST 5820.7C
- (ce) DODI 4000.19, "Interservice and Intragovernmental Support," August 9, 1995
- (cf) MCO 1620.2D
- (cg) DOD 5200.08-R, "Physical Security Program," April 9, 2007
- (ch) UFC 4-020-01, "DOD Security Engineering Facilities Planning Manual," March 3, 2006
- (ci) MCO 1001.59
- (cj) AR 670-1, "Wear and Appearance of Army Uniforms and Insignia," February 3 2005
- (ck) CJCSI 3121.01B (S) (NOTAL), "Standing Rules of Engagement for US Forces," June 13, 2005
- (cl) 29 CFR 1910.1030

Encl: (1) Law Enforcement Manual Procedural Guidance

1. Situation. This Order is a complete revision of the last Marine Corps Law Enforcement Manual (LEM) and should be reviewed in its entirety. It provides updated policy that commanding officers, provost marshals and police chiefs require, and establishes guidelines and procedures for MPs, police officers and security personnel in the performance of their duties per references (a) through (cl).

2. Cancellation. MCO P5580.2A.

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3. Mission. This Order provides policy and procedures for the execution of law enforcement aboard Marine Corps installations. All garrison law enforcement aboard Marine Corps installations shall be in compliance with this Order. Policy and procedural, or "how to" is contained in enclosure (1).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order establishes guidelines and procedures regarding the mission, organization, authority, jurisdiction, and operational functions of police organizations aboard U. S. Marine Corps installations.

(2) Concept of Operations

(a) All Marine Corps installations shall use and comply with enclosure (1).

(b) Local standard operating procedures may be developed to augment enclosure (1) or to address procedures not addressed.

b. Subordinate Element Missions. Commanders will implement the contents of this Order and augment the guidance provided with local directives, as required.

5. Administration and Logistics. Recommendations concerning this manual are invited and will be submitted to the Commandant of the Marine Corps (PS) via the appropriate chain of command.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.



J. F. DUNFORD JR.

Deputy Commandant for
Plans, Policies and Operations

Distribution: PCN 10208614100

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7000106 (3)
7000144/8145001 (1)

RECORD OF CHANGE

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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Chapter 1

Written Policy Directives

Section 1000: Written Policy Directives System

1001. Purpose. This section defines the structure and application of the U.S. Marine Corps Law Enforcement Manual's (LEM) written policy directives system (WPDS) and provides military police/police officers, security personnel and other employees with a better understanding of its importance, use, and applicability.

1002. Policy. A WPDS has been established in accordance with reference (a), Marine Corps Directives Management Program, to inform MPs/police officers and security personnel of what is expected of them in the performance of their duties, to provide guidance to them in performing such duties, to establish the basis for accountability and the means to fairly evaluate military police/police officer, security personnel and unit performance. This section formally documents the structure and component parts of the written directive system in a manner that will increase its utility and application and provide for continuity in its development.

1003. Definitions

1. Police Chief (PC). On installations with a MCPD, the PC serves as the installation commander's senior law enforcement representative and as a special staff officer responsible for the daily operations and functional management of the MCPD.

2. Law Enforcement Executives. Includes Provost Marshals (PM), military police commissioned officers, military police senior staff noncommissioned officers (E8-E9), PC, Deputy Chiefs of Police and supervisory police officers (GS 11-14).

3. Law Enforcement Officer(s). Unless specifically stated to the contrary, the term "law enforcement officer(s)" includes military police and civilian patrol/police officers, all criminal investigators, traffic investigators and other specialized law enforcement officers organically assigned within the garrison law enforcement activity, excluding contract guards. "Law enforcement officers" is intended as a collective term, referring to the installation law enforcement community as a whole.

4. Marine Corps Police Department (MCPD). The organizational structure of the MCPD may vary but it generally consists of Police Administration/Services and Operations with an investigations section. A MCPD is so designated if the senior ranking law enforcement official organic to the structure is a civilian police officer and a majority of the organic work structure consists of civilian personnel.

5. Military Police (MP). Refers specifically to service members of the United States Marine Corps who are assigned to the 58XX occupational field. When a service member is assigned to a non-patrol function within the 58XX occupation field (example: criminal investigators), the distinction between service members of the United States Marine Corps and federally employed civilians performing the same function is signified by the addition of the word "Military" (Example: Military Criminal Investigators vice Criminal Investigators).

6. Patrol Officer(s). The term "patrol officer(s)" includes all categories of personnel permanently employed by the federal government (including civilian police officers within the initial one year probationary period, civilian police officers, MPs), authorized to wear a uniform and Marine Corps issued police badge, carry firearms while acting in an official capacity, and conduct patrol level law enforcement and/or security duties on a permanent Marine Corps installation. Contract guards and personnel not primarily assigned to perform duties of the patrol function are not considered "patrol officers".

7. Police Officer(s). This term refers to civilian federal employees who have completed the Marine Corps Police Academy, are authorized to conduct law enforcement/police work on a Marine Corps installation, and are performing duties on a specific installation under the same authority and jurisdiction as military police.

8. Policies. Policies provide overarching guidance regarding the general goals and procedures on specific matters. Policies are concise position statements based on underlying organizational principles, goals, values, and operational philosophies. They are designed for broad general direction and guidance primarily designed for use by all members of the community, or by more than one Provost Marshal's Office (PMO) or Marine Corps Police Department (MCPD).

9. Provost Marshal (PM). On installations with a PMO, the PM serves as the installation commander's senior law enforcement representative and as a special staff officer responsible for the daily operations and functional management of the PMO.

10. Provost Marshal's Office (PMO). The organizational structure of the PMO may vary but it generally consists of: Police Administration/Services, Operations, and Criminal Investigation Division (CID). A PMO is so designated if the senior ranking law enforcement official organic to the structure is a commissioned officer in the United States Marine Corps, and a majority of the organic work structure consists of uniformed service members of the United States Marine Corps.

11. Procedures. Procedures build on the foundation of policy statements to provide specific guidance on required, desired, or preferred methods of operations or conduct. Procedures are detailed instructions on the means and methods for carrying out the policy directive and generally draw the boundaries of permissible officer discretion in performing specific tasks or duties. Procedures may be included within individual chapter sections.

12. Rules. As opposed to procedure statements that often provide MP/officer flexibility and discretion, rules are characterized by their inflexibility. Rules define situations where no deviation or exceptions to agency-authorized actions are permitted. Rules are, by definition, restrictive, and as such, are avoided within the WPDS unless specifically required by federal law or military department policy. Rules, in daily operations, are normally issued by the cognizant installation commander, or as directed by the local PM/PC, Installation Safety and Security or Public Safety Director (ISS/PS).

13. Security Personnel/Officers. Security personnel and officers are Marines or civilian employees assigned to conduct security duties aboard Marine Corps installations.

14. Terms Limiting Law Enforcement Personnel Discretion. There are three categories of terms used in LEM WPDS. Personnel responsible for the development of such directives and MPs/police officers who carry them out shall be aware of the limitations on officer discretion that these terms convey. These terms are classified as judgmental, discouraging, and prohibitive in nature.

a. Judgmental. The word "may" is used to convey the utmost discretion to officers. "May" indicates that MPs/police officers and security personnel should employ their best judgment in addressing a situation by relying on experience, training, the stated mission and values of the Marine Corps, and the general guidance provided in the Law Enforcement Manual.

b. Directive. The word "should" or "should not" is used to convey the appropriate MP/police officer and security personnel actions in given circumstances. Directives should be followed whenever reasonably possible. However, it is recognized that exceptions to desired actions can be anticipated in these circumstances that could require alternative action. MPs/police officers are therefore authorized whenever reasonable to use limited discretion to deal effectively with the situation or problem.

c. Restrictive or Prohibitive. The terms "shall" or "shall not" or "will" or "will not" impose absolute requirements or prohibitions on officer actions. Considering that the full set of circumstances surrounding many situations confronted by MPs/police officers and security personnel cannot be fully predicted, such terms must be used with care and with the understanding that failure to abide by such restrictions may result in disciplinary action. Where deemed appropriate, however, these terms may appear in policies, procedures, and rules.

15. U.S. Marine Corps Law Enforcement Manual (LEM). The LEM is a position statement by or authorized through the Deputy Commandant of the Marine Corps for Plans, Policies, and Operations (CMC (PP&O)) via Director, Security Division (PS), PP&O, henceforth referred to as CMC (PS), which guide or direct the actions and activities of MPs/police officers and security personnel in the performance of their duties at all Marine Corps activities and installations. Directives encompass all means by which CMC (PS) communicates instructions, orders and duty requirements to the military law enforcement community, to include policies within this manual, procedures, rules, regulations, Marine Administrative Messages (MARADMIN), memoranda, and instructional materials.

1004. Procedures

1. Directive Development and Approval

- a. The CMC (PS) retains authority for approval of all policy within the LEM.
- b. Maintenance of the written directive system is assigned to CMC (PS). In coordination with field activities, CMC (PS) shall be responsible for organization, review, revision, update, and purging of this Order on a continuous basis.
- c. Installation commanders, PMs/CPs, and ISS/PSs (collectively referred to as LE executives), retain the authority to issue directives through memoranda or special orders that have bearing only on the specific functions or operations of their local area(s) of responsibility. Such directives shall be consistent with this Order.
- d. It is the concurrent responsibility of LE executives to ensure that policies, procedures and other directives affecting their areas of responsibility reflect the best practices for accomplishment of organizational activities, duties and responsibilities. To this end, LE executives and their designees are responsible for ensuring that:
 - (1) Required development, updates, and refinements of all CMC (PS) policies and procedures affecting their areas of responsibility are identified and that these requirements are forwarded in a timely manner via their respective chains of command.
 - (2) Written explanation and justification of proposed changes to currently active directives is prepared and kept current. This justification/discussion may include, but is not limited to, the legal basis and requirements for the policy change; reference to and adherence to professional standards or practices, compliance with military department philosophies, directives, standards, and protocols; and related information that supports, explains, and substantiates the recommended change.
- e. Development and refinement of policy and procedures shall be coordinated by CMC (PS). CMC (PS) may forward drafts of such documents for review and comment to a committee of LE executives.
- f. Approved policies, procedures, rules, and MARADMINs shall be distributed to all personnel and other appropriate members who are required to document that they have received, read, and understand the directive. When necessary, roll call

or other training regarding the policy shall be conducted concurrently with policy distribution. Distribution may be accomplished electronically via a PMO/MCPD shared drive, providing that documentation of access for all personnel, and compliance documents are maintained.

g. When issued in hard copy, policy and procedure manuals of individual MPs/police officers are subject to inspection. MPs/police officers and security personnel shall maintain such manuals in an organized, complete, and current manner.

2. LEM Components. The LEM includes the following primary components and is designed to facilitate distribution within three (3) ring binders. The LEM is organized by sequentially numbered chapters with sections for individual policies. General subject matter can be located by consulting the Table of Contents. The LEM made up of chapters and sections, and contains the components referenced below:

a. Record of Change. A formatted listing of all revisions posted to the manual since its issuance.

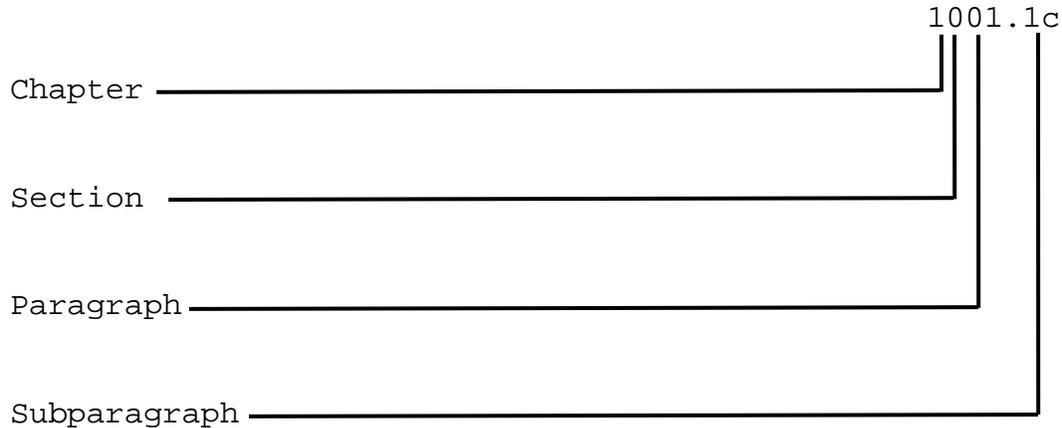
b. Table of Contents. Sequential listing of topics covered in the LEM and their location in the document.

c. Chapters. The LEM is composed of a series of chapters, containing one or more sections, whose subject matter is interrelated. It is indexed using the system below.

d. Sections. Sections are identified with a four or five digit number, depending on whether a chapter has one or two digits, and end in "000". The first section would be "1000".

e. Paragraphs. Major paragraphs are identified by either a four or five digit number, depending on whether the chapter has one or two digits. The first major paragraph of the first section in the first chapter begins with the four-digit number "1001".

f. For proper format, see diagram on the following page:



Note: Each policy section, though inter-related within a chapter, is designed as a "stand alone" directive document. The first digit identifies the chapter number, the second digit the section number, and the third and fourth digits the paragraph number. The numbers following the decimal identify the subparagraph number. This allows for ready cataloguing, referencing, and indexing of individual policy directives, and aids in updating of material.

3. Authorized Forms - See Appendix A for current forms authorized for use by PMOs/MCPDs.

4. Organization of Policy and Procedure Sections

a. Each policy section contains the following information

- (1) Purpose (includes objectives that are optional).
- (2) General (optional).
- (3) Policy.
- (4) Definitions (optional).
- (5) Procedures (includes responsibilities, optional).

b. Pagination. Pages are numbered sequentially throughout each chapter. Page numbers are centered and shall be preceded by notation which identifies the chapter. Example: 1-10.

- (1) "1" denotes the chapter in which the policy appears.
- (2) "10" denotes the page number.

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5. Applicability. Unless otherwise stated, all provisions of the LEM pertaining to service members and civilian employees of the United States Marine Corps and are applicable to the Total Force.

Chapter 2

Mission, Authority, and Military Law

Section 2000 - Mission and Authority of MPs/Police Officers

2001. Purpose. This section outlines and articulates the mission and authority of MPs/police officers aboard Marine Corps installations and activities.

2002. Policy. The mission of the MP/police officer, working under the cognizance of a PMO/MCPD, is to assist the installation commander in the protection of life and property. MPs/police officers provide the commander with continuous support by enforcing the law, preventing and suppressing crime, assessing command physical security posture, investigating offenses, and apprehending offenders. Law enforcement activities also include a range of support services designed to assist the commander in maintaining good order and discipline. MPs/police officers primarily serve the installation commander; however, their services assist all tenant activity and area commanders in maintenance of safety and order within the scope of their authority.

2003. Definitions

1. Custody. The act of taking immediate control over an individual exercised by proper authority.

2. Apprehension. The act of taking a person who is subject to reference (c) into custody (see section 2100 for more information on who is subject to reference (c)). It is accomplished by clearly notifying the person to be taken into custody that they are under apprehension. This notification may be oral or written. In short, it is the military term that is similar in function to an "arrest" in civilian terms.

3. Authority to Apprehend. When taking a person who is subject to reference (c) into custody, authority to apprehend is derived from two major sources: Article 7 of reference (c) and Part II, Rule 302, para (b) of reference (d) authorize the apprehension of persons subject to reference (c). Persons who are authorized to apprehend per this article and chapter include: commissioned officers, warrant officers, noncommissioned officers, and MPs/police officers in the execution of law enforcement duties. Also, other persons designated to perform guard and police duties, including criminal investigators, are authorized to apprehend.

4. Authority to Challenge. MPs/police officers are afforded authority to properly challenge individuals accessing the installation through entry control points/gates, as well as authority to conduct law enforcement operations on the installation. Working as agents of the commanding officer, the U.S. Navy Regulations provide derivative authority to MPs/police officers by stating that security and MPs/police officers, "within the limits stated in his or her orders, has authority over all persons on his or her post (Article 1038)." A post, in this context, does not apply exclusively to a fixed physical location, but also applies to a patrol area, or administrative assignment for individual MPs/police officers when assigned and on official duty as an agent of the installation commander.

5. Authority to Detain. Civilians who are not subject to reference (c) may be detained under several sources of authority. These include:

a. Detentions subsequent to violations of federal or state law: If a civilian violates a federal or state law on a military post or reservation, the MP/police officer should restrain or detain the civilian for violation of law and order on post. The MP/police officer/security personnel under this regulation is acting as the agent of the installation commander to keep the peace. Once this is accomplished, the law enforcement officer should then turn the civilian over to the proper civilian authorities (consult local directives for the proper procedure, or consult the installation Staff Judge Advocate Office, Special Assistant United States Attorney [SAUSA]) through your department chain of command. Detentions made for violations of state law, where no federal statute applies, are authorized by reference (g). See section 2100 for more details.

b. Detentions for unauthorized access to the installation: Reference (h) provides that it is a crime for any person to enter any military reservation for any purpose prohibited by law or lawful regulation. This is basically a trespass statute that carries a maximum punishment of \$500 and/or six months in jail. The MP/police officer in this case acts as the agent for the installation commander, as the commander is responsible for law and order on the post or installation.

6. Detention. The act of temporarily taking persons who are not subject to reference (c) into custody, pursuant to proper authority, for remanding and processing by appropriate civilian law enforcement entities. A "detention" is also a temporary

holding of an individual, military or civilian, while circumstances are developed/investigated to determine if an apprehension or turn over to civilian authorities is required.

7. Probable Cause. In order to apprehend or detain, conduct lawful searches incident to investigation of an alleged crime, and lawfully seize evidence of such crimes, a MP/police officer must have probable cause to justify their actions. Probable cause is determined in a two step process:

a. First, the MP/police officer must have a reason to believe that a crime has been committed. Such belief can be based upon personal observation or a reliable report that an offense has been committed.

b. Second, the MP/police officer must have a reason to believe that the person being apprehended or detained committed that crime. Probable cause requires more than mere suspicion, but does not require evidence beyond a reasonable doubt, which is necessary for conviction of the offense.

c. For more information, see sections 2200 and 2300 (Suspect Rights and Search and Seizure).

2004. Procedures

1. Through the various sources of authority defined above, MPs/police officers are charged with protecting and preserving the military community on their assigned installations. With PMOs/MCPDs, installation commanders are provided with the technical support and expertise necessary to facilitate good order and discipline for military personnel, as well as a safe and secure environment for the community at large.

2. MPs/police officers are charged with enforcing applicable laws within the bounds of their authority. Inherent to the authorities granted to commanders, and delegated to law enforcement personnel, are:

a. Authority to apprehend personnel subject to reference (c) aboard the military installation.

b. Authority to detain personnel not subject to reference (c) for violations of the law aboard the military installation. While there is no statutory authority to apprehend civilians, the authority delineated above is an extension of the installation commander's statutory authority, and provisions within federal law to prevent trespassing on military

reservations, as well as fraudulent access for the purposes of committing crimes. Additionally, civilian family members are detained when they are suspected of committing federal or state crimes. Investigation of state crimes which occur on military installations are authorized by reference (g) which states in part that where no federal statute exists, the state or local statute may be assimilated for charging in the federal system of justice. When authorized, such detentions are of short duration, and only to facilitate processing and remanding to appropriate civilian law enforcement agencies.

c. Authority to conduct searches and seizures incident to apprehension, or with probable cause in a number of circumstances incident to normal duty (including but not limited to vehicle stops at entry control points, and command authorized inspections).

3. The PM/PC serves as the installation commander's senior police/law enforcement representative and as a special staff officer responsible for the daily operations and functional management of the PMO/MCPD. Installations may also have an Installation Safety and Security/Public Safety (ISS/PS) director who provides oversight to all aspects of emergency management aboard the installation, including fire protection services and coordination of all emergency first response activities. In an ISS/PS structure, the PM/PC remains the senior functional area representative for police services.

4. MPs/police officers are vested with the authority to perform law enforcement, investigative, and police services on behalf of the installation commander. All criminal incidents/ complaints are reported to the PMO/MCPD, and the initial investigation of the offense is conducted by law enforcement personnel.

5. The authority of MPs/police officers is restricted by reference (i) which was extended to the Department of the Navy (including the U.S. Marine Corps) by references (l) and (cc). Under these provisions of law, Department of Defense (DOD) policing authority does not extend to civilians outside areas under military jurisdiction or control. MPs/police officers in service with and employed by the military cannot be used to help execute civilian law. Reference (i) provides that whoever, except in cases and under circumstances expressly authorized by the Constitution or by act of Congress, willfully uses any part of the Army and Air Force to execute civil law shall be fined not more than \$10,000 or imprisoned not more than two years or both. This act applies to enforcement of federal, state, county, or local law. A related statute makes it an offense to

have military personnel at a place where elections are being held, except when such force is necessary to repel armed enemies of the U.S. See reference (j).

6. Military forces or DOD police acting in civil disturbances under the provisions of reference (k) are not in violation of reference (i). Nor does this prohibition extend to employing federal military forces to protect federal functions and property or to acting in an emergency. Acts having a primary military purpose and only incidentally enforcing civilian law are not prohibited.

7. Note that reference (i) does not prohibit DOD assistance to protect public safety, as opposed to law enforcement. Thus, it does not prohibit the use of military bomb disposal experts in deactivating and destroying explosives found in civilian communities nor does it prohibit military medical personnel from rendering medical care to persons injured in a natural disaster. The Posse Comitatus Act does not prohibit development and maintenance of effective working relationships between DOD (military and civilian police) and their civilian counterparts nor the loan to civilian authorities of certain types of equipment. But the law does prohibit concerted use, under orders, of units or individuals of the DOD to execute the law. The Posse Comitatus Act does not prohibit investigation of offenses committed by civilians if there is a DOD interest. The Staff Judge Advocate (SJA)/Judge Advocate General (JAG) Office on an installation should be consulted on a case-by-case basis to determine whether or not there is a DOD interest, and the measures to be taken during the investigation.

a. In general terms, MPs/police officers, unless authorized in circumstances outlined above, are prohibited from enforcing the law, or conducting law enforcement activities off of their assigned installation except in the case of CID or the Investigations Branch where logical investigative steps extend outside the installation.

b. As a matter of law, MPs/police officers employed by the Marine Corps are authorized to perform a "citizen's arrest" if they are witness to a crime that occurs off installation, conducted by a person not subject to reference (c). While DOD policy acknowledges the existence of state citizen's arrest laws, the use of these state laws should be discouraged for two reasons. First, the citizen's arrest laws vary from state to state-they are not the same everywhere the MP/police officer may be assigned. Second, even if the MP/police officer follows the correct law, the arrest of a civilian is in a private, not

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official, capacity. Thus, any arrest of a civilian is at the MP's/police officer's own peril. If the MP/police officer blunders, he/she may be open to a false arrest lawsuit or a lawsuit premised upon a violation of the civilian's constitutional or civil rights. The MP/police officer will bear personal liability in such circumstances arising from the exercise of a citizen's arrest.

Section 2100 - Legislative Jurisdiction

2101. Purpose. This section explains the provisions and scope of jurisdiction over offenses, and how law enforcement personnel must consider jurisdiction in their daily conduct of policing duties.

2102. Policy. This section explains the provision of federal law that defines military jurisdiction over offenses, and the jurisdiction of MPs/police officers in areas of an installation. All personnel performing police work on installations operate within their jurisdiction and authority. Jurisdiction and authority are not the same thing. Jurisdiction means the power to hear a case and to render a legally competent decision. Authority is the lawful right of the designated persons or agencies to exercise governmental power and control. MPs/police officers may have the authority to detain a civilian suspect on the installation or apprehend a military suspect off the installation, but the military may not have the jurisdiction to try the suspect.

2103. Definitions

1. Military Jurisdiction. Article 2 of reference (c) states that the code has "extraterritorial application." This means that service members are subject to reference (c) at military reservations in the continental United States (CONUS), overseas (OCONUS), on a ship at sea, on aircraft in the air, on the battlefield, etc. Article 2 is only the general rule of jurisdiction. More specifically, military jurisdiction is of two types, both of which must be considered by MPs/police officers. These two types of jurisdiction are: jurisdiction over the person and jurisdiction over the offense.

a. Jurisdiction over the Person. Article 2 of reference (c) delineates the following people as subject to reference (c), and therefore subject to military jurisdiction over their person:

(1) Members of a regular component of the Armed Forces, including those awaiting discharge after expiration of their terms of enlistment; volunteers from the time of their muster or acceptance into the Armed Forces; inductees from the time of their actual induction into the Armed Forces; and other persons lawfully called or ordered into, or to duty in or for training in the Armed Forces, from the dates when they are required by the terms of the call or order to obey it.

(2) Cadets, aviation cadets, and midshipman.

(3) Members of a reserve component while on inactive-duty training, but in the case of members of the Army National Guard of the United States or the Air National Guard of the United States only when in federal service.

(4) Retired members of a regular component of the Armed Forces who are entitled to pay.

(5) Retired members of a reserve component who are receiving hospitalization from the Armed Forces.

(6) Members of the Fleet Reserve and Fleet Marine Corps Reserve.

(7) Persons in custody of the Armed Forces serving a sentence imposed by a court-martial.

(8) Members of the National Oceanic and Atmospheric Administration, Public Health Service, and other organizations, when assigned to and serving with the Armed Forces.

(9) Prisoners of war in custody of the Armed Forces.

(10) In time of war, persons serving with or accompanying the Armed Forces in the field.

b. Jurisdiction over the Offense. The military retains jurisdiction over a person subject to reference (c), and may try that person for an offense, regardless of the location where the offense occurred, or the "service connection" of the offense. The jurisdiction of a court-martial depends solely upon the accused person's status as a member of the Armed Forces and not on the "service connection" of the offense charged. Dual jurisdiction (state and military) will normally exist for offenses committed off the military reservation by personnel subject to the code. Although jurisdiction will exist for those off-post offenses, the commander normally evaluates each case individually to determine if action under reference (c) is appropriate.

2. Legislative Jurisdiction. On a military installation, proper authorities for a given area are determined by the government entity (state or federal) that is authorized to exercise authority and control, including law enforcement activities. Many of these jurisdictional areas were established when the land for a military installation was ceded to the

federal government for the initial establishment of the installation. Other jurisdictional areas are the result of various legal agreements and memoranda between the federal government and state or local government agencies, and iterative land acquisitions. In each case, a military installation may have one or more of the various types of legislative jurisdiction:

a. Exclusive Jurisdiction. Under exclusive jurisdiction, the federal government assumes sole jurisdiction over the designated area. Many military installations have exclusive federal jurisdiction. On these installations, the federal government exercises executive, legislative, and judicial authority. To facilitate exclusive jurisdiction and to avoid the difficult task of enacting and maintaining a code of criminal laws appropriate for areas under its jurisdiction, Congress passed Title 18, Assimilated Crimes Act, United States Code, Section 13. This statute provides that all acts or omissions occurring in an area under federal jurisdiction, which would constitute crimes if the area were under the state jurisdiction, will constitute similar crimes, similarly punishable, under federal law. This act does not assimilate crimes based on state statutes that are contrary to federal policy and law, such as civil rights legislation, nor does it assimilate state law if there is an existing federal statute or law on the subject. In cases of violations of law by civilians on exclusive jurisdiction, the civilian is detained and turned over to the appropriate non-military, federal authority.

Note: Reference (g) is used to charge civilians not subject to reference (c) with crimes committed aboard military installations, where no federal offense pertains. Additionally, reference (g) is also used in charging military members, and other personnel subject to reference (c), with crimes to which reference (c) does not speak. Examples include, but are not limited to: traffic offenses which are committed aboard the installation, and cited under the appropriate state vehicle code; child abuse cases which are cited under appropriate state law, etc. For military members, reference (g) applies regardless of legislative jurisdiction of the installation, or portion thereof where the offense occurs.

b. Concurrent Jurisdiction. Concurrent jurisdiction exists when the federal government and the state or local government exercise simultaneous authority over an area. Essentially, this type of jurisdiction is dual jurisdiction. Under concurrent jurisdiction, state criminal laws are applicable in the area and can be enforced by the state (state or local law enforcement) as

well as the federal government under reference (g). Normally, military members who commit offenses in concurrent jurisdiction areas will be charged under reference (c), but commanders routinely review the case individually to ensure proper handling of the offense in conjunction with civilian authorities, particularly in the case of felonious crimes.

c. Proprietary Jurisdiction. Proprietary jurisdiction applies in instances where the federal government has ownership to an area but has not retained jurisdiction. In this case, the federal government has the same rights as any other landowner. The state retains jurisdiction over the area and has the authority to enforce laws in the area. Reference (g) does not apply to areas of federal proprietary jurisdiction. In such areas, MPs/police officers exercise authority in compliance with the instructions of the appropriate commander. Close coordination occurs with state/local law enforcement in these areas, per local Memoranda of Understanding and facilitated by the SAUSA, to ensure that appropriate processing and charging of all individuals, both military and civilian, occurs in these jurisdictional areas.

2104. Procedures

1. All personnel engaged in law enforcement activities must be familiar with the legislative jurisdiction areas within their assigned installation. Understanding the concepts of jurisdiction over the person, jurisdiction over the offense, and areas of legislative jurisdiction is required for the MP/police officer to correctly determine the appropriate response to potential violations of the law.

2. The PM/PC or designated representative coordinates with the SJA/SAUSA, and ensures PMO/MCPD understanding of local memoranda of agreement, memoranda of understanding, and other binding legal agreements with local and state law enforcement agencies and emergency services.

3. Aboard installations which have more than exclusive federal jurisdiction areas, the PM/PC or designated representatives shall ensure that maps and other instructional material are developed, kept up to date, and disseminated to all MPs/police officers. This will include appropriate instructions regarding the authority to detain and apprehend suspects within non-exclusive areas, as well as which agencies exercise jurisdiction and should be contacted to remand suspects into custody for further processing.

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4. Local directives and procedures will pertain to the exercise of jurisdiction on Marine Corps installations and should be a part of the annual training plan.

Section 2200 - Suspect Rights

2201. Purpose. This section ensures MP/police officer understanding of the constitutional protections against self incrimination and how these protections apply in various policing scenarios.

2202. Policy. Interrogations of suspects and the statements and confessions that are elicited are vitally important in the preparation of criminal cases. However, to be admissible as evidence, statements and confessions must be given freely and voluntarily and with due consideration for the suspect's right to silence and right to counsel. Therefore, all MPs/police officers must understand and follow this section in order to observe due process rights of suspects and to guard against any charges of law enforcement coercion or intimidation during questioning.

2203. Definitions

1. Article 31 Rights. Warning requirements against self incrimination are applicable to the military. Article 31 of reference (c) provides that MPs/police officers may not interrogate or request any statement from a suspect without first advising an individual of rights against self-incrimination and rights to counsel. In addition, personnel subject to reference (c) who are accused of an offense under military law are entitled to appointment of a lawyer, whether they can afford one or not. Under Article 31, the suspect also has the right to civilian counsel at no expense to the Government.

2. Miranda Rights. The U.S. Supreme Court, in *Miranda v. Arizona*, held that a suspect must be warned that he has the right to remain silent; that anything he says may be used against him in court; that he has a right to a lawyer during the interrogation, and that he may obtain a lawyer, at his own expense, or if the suspect cannot afford a lawyer, a lawyer will be appointed at no expense to him. In the context of this manual, the term "Miranda rights" refers to the rights advisement given to civilian subjects (individuals who are not subject to reference (c); see section 2100 for more information).

2204. Procedures

1. General Provisions of Rights Advisement

a. An Article 31 warning, or a Miranda warning, should be given to a subject only when there is a need to question the individual. If the individual is being taken into custody by a MP/police officer and there is no need for the subject to be questioned at the time of apprehension, then no warning need be given. The appropriate warning can be given at a later time by a criminal investigator, if the matter is investigated further. If, however, a subject in custody initiates a conversation with a MP/police officer concerning the offense, then the appropriate warning should be given by the MP/police officer before asking questions. For example, an individual taken into custody for possession of marijuana might state "I can explain how I got that." Before any questioning of this individual, an appropriate warning must be given.

b. A MP/police officer may question an individual without a warning, up to the point that the MP/police officer determines that a crime may have been committed and the individual may have committed it. For example, an individual found behind a warehouse late at night may be asked "Who are you? Do you work here? What are you doing here?" in the absence of any indication of a crime, since the individual could be an employee with a legitimate purpose. If, however, given the same situation, the MP/police officer observes evidence of forced entry to the warehouse, and the individual is leaving with merchandise, then the individual should be apprehended and not questioned about the matter without an appropriate warning.

c. An individual taken into custody may be asked the following questions without providing a warning: name, social security number, duty station or address, and rank (if military). If a MP/police officer/criminal investigator asks for a person's name and personal identifying information such as social security number, address, phone number, etc., they shall provide the individual a privacy act statement (see figure 2-1 below) or when completing an incident report (IR), OPNAV 5580/1, if a person is asked personal identifying information, the MP/police officer must read the person the privacy act statement at the top of the IR. Any questions beyond these should be preceded by an appropriate rights warning/advisement. Biographical and identification data can normally be obtained from identification cards in an individual's possession.

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for **collection of requested information. Please read it to ensure that you understand the purpose for this information collection.**

AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN); 5 U.S.C. 301, Departmental Regulations; 18 U.S.C. 2510-2520 and 3504; 44 U.S.C. 3101; 47 U.S.C. 605; DOD Regulation 5200.2-R, Personnel Security Program Regulation; DOD Directive 5200.26, Defense Investigative Program; DOD Directive 5210.48, DOD Polygraph Program; Secretary of the Navy Instruction 5520.3B, Criminal and Security Investigations and Related Activities Within the Department of the Navy; Secretary of the Navy Instruction 5520.4B, Department of the Navy Polygraph Program.

PRINCIPAL PURPOSES: The collected information will be used as follows - suitability for access to military installations; use in current law enforcement investigation or program of any type including applicants; use in judicial, administrative actions, or adjudicative proceedings including litigation or in accordance with a court order; to assist federal, state and local agencies that perform law enforcement or quasi-law enforcement functions; to assist federal, state and local agencies that perform victim/witness assistance services, child protection services or family support or Marine services; referral of matters under their cognizance to federal, state or local law enforcement authorities including criminal prosecution, civil court action or regulatory order; suitability for access or continued access to classified information; advising higher authorities and Marine Corps commands of the important developments impacting on security, good order or discipline; reporting of statistical data to Marine Corps commands and higher authority.

RETENTION: The collected information will be maintained in the Department of the Navy's Security Incident Reporting System or the Department of the Navy's NCIS Investigative Records System with restricted, limited access by authorized personnel. Records maintained in the Security Incident Reporting System will be maintained for two years and then destroyed. Records maintained in NCIS Investigative Records System are generally maintained for not more than 25 years at which time they are destroyed.

Some may be determined to be of significant historical value and will be offered/transferred to the National Archives and Records Administration.

ROUTINE USES: None other than the blanket routine uses established by the Department of Defense Privacy Office and posted at <http://www.defenselink.mil/privacy/notices/blanket-uses.html> or published as a routine use in Privacy Act System of Records Notice NM05580-1: SECURITY INCIDENT SYSTEM (posted at <http://www.privacy.navy.mil/privacy/noticenumber/NM05580-1.doc>) or in Privacy Act System of Records Notice N05520-4: NCIS INVESTIGATIVE RECORDS SYSTEM (posted at <http://www.privacy.navy.mil/privacy/noticenumber/N05520-4.asp>).

DISCLOSURE: Providing information on this form is voluntary. However, failure to provide may result in you not being granted access to a Marine Corps installation or program; incomplete information concerning a law enforcement investigation/report; limited ability to receive authorized services; etc. All collected personal data will be safeguarded pursuant to the rulemaking of the Privacy Act of 1974 (5 U.S.C. § 552a) and/or the personal privacy exemptions of the Freedom of Information Act [5 U.S.C. § 552(b)(6) and/or (b)(7)(C)], as applicable.

Figure 2-1.--Privacy Act Statement

2. Article 31 Rights

a. An Article 31 warning must be provided to all personnel subject to reference (c) who are suspected of an offense. Per the provisions of reference (c), the warning may be given by anyone subject to reference (c), but should be given by MPs/police officers who intend to question an individual suspected of an offense. In a field environment, MPs/police officers should read the advisement from a standardized, prepared card, rather than reciting from memory, so as to ensure the validity of the advisement. In a formal interview or interrogation, MPs/police officers will read the statement verbatim, as printed on the OPNAV 5580/3.

b. The point at which an individual is suspected of an offense is determined by the facts of the situation. In general, whenever there are sufficient facts to indicate that a crime has occurred, and that a particular individual may be culpable, then a warning must be given. Anyone apprehended for an offense must be warned before any attempt is made to question them.

c. An Article 31 warning should be given orally to a subject in the following manner:

(1) Identity of interviewer. The interviewer identifies him/herself as a MP/police officer, criminal investigator, etc.

(2) Status of the subject. The interviewer must advise the subject that he is a suspect of an offense, or that he/she has been apprehended for an offense.

(3) Nature of the offense. The offense must be described to the subject in understandable terms and as specifically as possible. Legal terms should be avoided. The following are examples:

(a) "Theft of a typewriter from Supply" (rather than "larceny of Government property")

(b) "Breaking windows at the NCO barracks" (rather than "malicious destruction of government property")

(c) "Striking a blue Ford on South Street and fleeing the scene" (rather than "hit and run")

(4) Advisement. The specific advisement is given as follows:

(a) You have the right to remain silent and make no statement at all.

(b) Any statement you do make can be used against you in a trial by court-martial or other judicial or administrative proceeding.

(c) You have the right to consult with a lawyer prior to any questioning. This lawyer may be a civilian lawyer retained by you at no cost to the United States, a military lawyer appointed to act as your counsel at no cost to you, or both.

(d) You have the right to have a retained civilian lawyer and/or appointed lawyer present during this interview.

(e) You have the right to terminate this interview at any time, for any reason.

(5) Waiver of Rights. Following the advisement, the subject should be asked:

(a) Do you understand your rights?

(b) Are you willing to make a statement?

If the subject acknowledges his rights, states that he does not want to speak with a lawyer, and is willing to make a statement, then the interview may continue. If the subject does not understand his rights, requests a lawyer, or declines to make a statement, then the interview must be immediately terminated.

(6) Written Waiver. OPNAV 5580/3 will be used to document the subject's waiver of rights. This form also provides space at the bottom to begin a written statement. A written statement must always begin on the same page as the waiver of rights. No locally produced forms may be used in place of OPNAV 5580/3.

3. Miranda Rights

a. Civilians not subject to reference (c) who are suspected of an offense should be provided with a Miranda warning if they are in custody or otherwise deprived of freedom of action in any significant way. The determination of when an individual is in custody has been the subject of several Supreme Court decisions, and a specific determination of this matter should be obtained from the local staff judge advocate.

b. The warning must be given by MPs/police officers. The point at which a civilian is suspected of an offense is the same as military personnel, see paragraph 2204.2b. Like Article 31 rights, in a field environment, Miranda rights advisements should be read from a standardized, prepared card, rather than reciting from memory, so as to ensure the validity of the advisement. In a formal interview or interrogation, MPs/police officers will read the statement verbatim, as printed on the OPNAV 5580/4.

c. Miranda warnings should be given to a subject in the following manner:

(1) Identity of the Interviewer. Same as Article 31.

(2) Status of the Subject. The interviewer must advise the subject that he is suspected of an offense, or that he has been detained for an offense.

(3) Nature of the offense: Same as Article 31.

(4) Advisement. The specific advisement should be given as follows:

(a) You have the right to remain silent and make no statement at all.

(b) Any statement that you do make can be used as evidence against you in a court of law or other judicial or administrative proceeding.

(c) You have the right to consult with a lawyer prior to any questioning.

(d) This may be a lawyer retained by you at no cost to the United States, or, if you cannot afford a lawyer, one will be appointed to represent you at no cost to you.

(e) You have the right to have your retained or appointed lawyer present during this interview.

(f) You may terminate this interview at any time, for any reason.

c. Waiver of Rights. Same as Article 31.

d. Written Waiver. OPNAV 5580/4 will be used to document the subject's waiver of the rights. This form also provides

space at the bottom to begin a written statement. A written statement must always begin on the same page as the waiver of rights. No locally produced forms may be used in place of OPNAV 5580/4.

4. Special Considerations

a. Special circumstances surrounding the manner in which a suspect offers information or the personal status of the suspect in general, have an impact on the appropriate actions MPs/police officers should take when administering rights advisements. Some special circumstances MPs/police officers must be prepared to deal with include:

(1) Spontaneous Statements. These statements often occur when an individual volunteers information to MPs/police officers about a crime without having been warned or questioned. MPs/police officers are not required to interrupt a volunteered statement in order to warn an individual; however, the individual may not be questioned further about a criminal matter without benefit of the appropriate Article 31 or Miranda warning. This includes asking follow-up or clarification questions of the individual.

(2) Intoxicated Persons. Persons heavily under the influence of alcohol or drugs should not be questioned about a criminal matter. The voluntariness of any waiver of rights made by such a person will be questionable.

(3) Foreign Nationals. The United States maintains military facilities in foreign countries. Citizens of that country, another foreign country who commit an offense against the property of the United States, or against the person or property of members of the Armed Forces located at the activity are not subject to the laws of the United States. Therefore, if they are interrogated as criminal suspects, they should not be warned in accordance with the Fifth Amendment to the U.S. Constitution. They should be warned or advised in accordance with the procedures that control such advice in the country where the base is located. Such situations are extremely sensitive and specific guidance should always be obtained from the local staff judge advocate.

(4) Immigrant Aliens. Generally speaking, all people within the United States, whether citizens or not, are subject to the laws of this country. Therefore, with the exception of diplomatic personnel, these individuals should be afforded the same treatment as that given to civilian citizens of the United

States. An immigrant alien is any person lawfully admitted into the United States under an immigration visa for permanent residence. Under certain conditions, immigrant aliens may be inducted or enlisted into the Armed Forces. When so inducted, they become subject to reference (c) and should be provided with the Article 31 warning when interrogated as criminal suspects. When no military association exists, a Miranda rights advisement must be made.

(5) Juveniles. A civilian warning must be given to a juvenile in terms which the juvenile can understand. The warning must also be given in the presence of a parent or guardian, if at all possible (see section 9000 for more details).

(6) Witness/Victim. A witness or victim of a crime will not be provided with an Article 31/Miranda warning of rights. If, during an interview, a witness or victim is reasonably suspected of an offense or making false statements, then appropriate warnings should be given at that time.

(7) Prior Admissions/Cleansing Warning. Occasionally a situation will occur in which a suspect has made incriminating statements to a command representative, or to other police personnel, without a proper warning beforehand. When it is suspected that an existing criminal admission was improperly obtained from a suspect, the suspect must be advised that the previous admission cannot be used against him in a trial by court-martial, or a court of law. This advice, known as a "cleansing warning," must be provided to the suspect during a second, proper advisement, as earlier defined, following the statement of the nature of the offense:

(a) I advise you that any prior illegal admissions or other improperly obtained evidence which incriminated you cannot be used against you in a trial by court-martial (for civilian: court of law).

(b) MPs/police officers will then proceed to read the appropriate rights advisement (Article 31 or Miranda/civilian rights advisement).

(8) Security questions. MPs/police officers may ask questions of a suspect, without a warning, for the protection of their personal security. For example, MPs/police officers apprehending a suspect fleeing from a burglary may ask "Is anyone else still in the building?" and "Do they have any weapons?" without first giving a warning. These questions are

asked only for the protection of MPs/police officers. Any follow up questions, such as "Where did they get the guns?" will require a proper warning.

5. Lineups. A lineup is a physical viewing of a subject by victims or witnesses in order to identify or eliminate the individual as a suspect in a crime.

a. An identification is unreliable and thus inadmissible at court-martial if the lineup or other identification process is so suggestive as to create a substantial likelihood of misidentification. Thus, the suspect must be viewed with other individuals of the same gender and race, and with similar physical characteristics and clothing.

b. A service member does not have the right to refuse to participate in a lineup; however, the service member suspect does have the right to consult with legal counsel and to have legal counsel present during a military lineup. Right to counsel at a non-military lineup for all other categories of person subject to reference (c) is to be governed by the Constitution and federal criminal procedure. OPNAV 5580/5 will be used to document the suspects Lineup-Acknowledgement and Waiver of Rights, which should be signed by the suspect who chooses not to consult with a lawyer or have one present at the lineup. This form is not used when the suspect requests the presence of a lawyer.

Section 2300 - Search and Seizure

2301. Purpose. This section provides guidelines and procedures for MPs/police officers when conducting searches and seizures of persons and places aboard Marine Corps installations.

2302. Policy

1. The Fourth Amendment to the U.S. Constitution protects the rights of individuals in matters involving search and seizure. Evidence obtained in violation of the Fourth Amendment as it is applied to the military will be excluded as evidence at court-martial. Therefore, any intrusion by the Government into areas in which an individual has a reasonable expectation of privacy may be a search within the meaning of the Fourth Amendment. Specific questions concerning search and seizure should be referred to the local staff judge advocate.

2. All MPs/police officers must know the legal requirements associated with searches and seizures in order to prevent the suppression of evidence, to support the Constitutional rights of the military community members and to maintain public confidence in our ability to carry out law enforcement functions in an ethical and legal manner.

2303. Definitions

1. Probable Cause. Probable cause to search exists when there is a reasonable belief that a person, property, or evidence connected to a crime is located in the place or on the person to be searched. For a search to be considered legal and the evidence seized as a result of that search to be used as evidence against an individual at court-martial, the search must be based on probable cause.

2. Reasonable Suspicion. Articulable facts that, within the totality of the circumstances, lead an officer to reasonably suspect that criminal activity has been, is being, or is about to be committed. Reasonable suspicion must be more than a hunch or feeling, but need not meet the test for probable cause sufficient to apprehend or detain.

3. Authorization to Search. An express permission, written or oral, issued by competent military authority to search a person or an area for specified property or evidence or for a specific person and to seize such property, evidence or person. In the military community, the commanding officer responsible for the

person or area to be searched is considered "competent military authority" for purposes of issuing search authorizations.

4. Exigent Circumstances. Even though probable cause exists to obtain a search authorization, some circumstances may arise when there is not time to get a search authorization without substantial risk of loss of evidence, escape of individuals, or harm to innocent people. When such circumstances exist, the warrant or command authorization requirement may be excused; however, probable cause must still exist (see above definition of probable cause).

5. Search Warrant. An express permission to search and seize issued by competent civilian (non-military) authority, and may be valid under certain circumstances aboard military installations, both in the United States, and in overseas locations under applicable status of forces agreements.

2304. Procedures

1. Searches Not Requiring Probable Cause

a. There are certain limited times when probable cause to search need not exist and the evidence seized is still admissible at courts-martial. Applicable federal and state statutes will determine the legality of the below searches involving personnel not subject to reference (c). Consult the local staff judge advocate for more information.

b. Searches upon entry to U.S. installations, aircraft, and vessels abroad. This includes vehicle searches which are part of a command authorized inspection or random vehicle inspection program, and all other vehicles and persons attempting to access a military installation, as provided for by the Internal Security Act of 1950.

c. Searches of U.S. Government property. Depending on the nature and use of government property, the government may retain the right to examine the property when it desires to do so. Government property may not be searched if the person to whom the property is issued or assigned has a reasonable expectation of privacy therein at the time of the search.

d. Consent searches. As a general rule, searches may be conducted if any person or property of the person to be searched or the person with control of the place to be searched voluntarily consents to that search. Care should be exercised to ensure that the party who consents has cognizance over the

area to be searched, and that the individual is not asked to identify property or an area to be searched, as such identification might be an unwarned admission, causing evidence discovered to be tainted and therefore inadmissible.

e. Frisks incident to a lawful stop. When a lawful stop is performed, the person stopped may be frisked for weapons when there is reasonable suspicion to believe the stopped person is armed and dangerous. Contraband or evidence located in the process of a lawful frisk may be seized.

f. Searches incident to a lawful apprehension/detention. A search may be conducted for weapons or destructible evidence in the area within the immediate control of a person who has been apprehended. The area within the person's "immediate control" is the area that the individual searching could reasonably believe that the person apprehended could reach with a sudden movement to obtain such property. This exception includes the passenger compartment of an automobile that was driven by an apprehended/ detained subject. This search must be contemporaneous in time and place with the apprehension/ detention.

g. Searches within jails, confinement facilities, or similar facilities. These are always subject to search as no expectation of privacy reasonably exists.

h. Emergency searches to save life or for related purposes. A search may be conducted of persons or property in a good faith effort to render immediate medical aid, to obtain information that will assist in the rendering of such aid, or to prevent immediate or ongoing personal injury.

i. Searches of open fields or woodlands. No expectation of privacy exists, therefore searches are lawful.

j. Fresh (hot) pursuit. MPs/police officers who are pursuing a person that they have probable cause to believe is armed and has just committed a serious crime may, for the purpose of their own safety, the safety of the general public, and the prevention of escape, search the building into which they have pursued the person.

2. Items that May Be Seized. The legality of a seizure is a separate question from the legality of a search. In order for an item seized to be admissible evidence, the person seizing it (assuming that person is a government official) must have a reasonable belief, at the time he seizes the item, that such

item is connected with a crime (i.e., contraband, the fruit of a crime, a weapon, or an item which aids in proof of the crime). The following are the items which may be seized during a lawful search:

a. Fruits of the Crime. These are items obtained during a crime. For example during a search of the premises in a burglary investigation, MPs/police officers may seize any items as evidence which were reported stolen in the burglary.

b. Fruits of a Second Crime. MPs/police officers may also seize items from another crime, even if the second crime was never reported, or its existence is otherwise unknown to them. During searches of suspects connected with the military it is not uncommon to discover items of government property which have never been reported stolen. These items may be seized until a determination of their true ownership can be made.

c. Instruments of a Crime. This category includes items used to commit the crime, such as burglary tools, a gun, a checkbook, etc.

d. Contraband. This category includes any item whose mere possession is unlawful. Narcotics, marijuana, counterfeit money, or a sawed-off shotgun are examples of contraband items when they are in the possession of persons outside of their official duties. Additionally, contraband includes items which are legal to possess, but forbidden by valid military regulations in certain circumstances. Examples may include personal, lawfully registered firearms which are stored in barracks rooms in violation of barracks regulations.

e. Weapons. Any item which is or can be used as a weapon may be seized for the protection of MPs/police officers, even if the item is not connected with the offense for which the search was authorized.

f. Evidence of a Crime. This category includes items which do not fit into any of the above categories, but are evidence of the crime for which the search was authorized. Examples of this category include blood stained clothing, soil samples from shoes, or unique items of clothing or jewelry which were previously described by a witness.

g. The Plain View Doctrine. If a government official is in a permissible location when an item of evidence is seen, and if that official reasonably believed that the item is connected with criminal activity, then the item can be seized. In the

case of illegal drug or alcohol violations, the official's olfactory sense may be applied in the same manner, using a "plain smell" test for lawful seizure.

3. Obtaining a Search Authorization/Conducting an Authorized Search

a. Prior to requesting a command authorized search, MPs/police officers must have probable cause. If time permits, sworn statements should be obtained from witnesses providing information to establish probable cause. The MP/police officer must then complete the Affidavit for Search Authorization, OPNAV 5580/10. This form must be signed under oath. CID criminal investigators may obtain and swear to search warrants for locations outside the installation through NCIS and/or a local police/sheriff agency. See Reports and Forms Preparation Guide for the Navy Security Force for detailed information on completing forms.

b. The affidavit for search must then be presented to the commanding officer who has control over the place where the property or person to be searched is situated or found, or, if that place is not under military control, having control over persons subject to military law.

c. It is the responsibility of MPs/police officers to prepare the Command Authorization for Search and Seizure, OPNAV 5580/9, for the signature of the commanding officer. This form is then presented to the commanding officer with the request. If the authorization is granted, copies of it should be made prior to commencement of the actual search.

d. In conducting the search, the individual(s) having proprietary interest over the premises should be present. A copy of the authorization should be handed to the individual and he/she should be given sufficient time to read it. If the individual is also the suspect of the offense, then no questions should be asked without appropriate self-incrimination warnings (see section 2200). After serving the authorization, it is permissible to ask the individuals present to open locked doors, lockers, etc. providing they are cooperative and not a risk to the safety of MPs/police officers. If individuals are not cooperative, or refuse to open locks, then the locks may be forced open by MPs/police officers in such a manner as to cause the least damage to the property.

e. Occasionally, a search authorization may be served on an unoccupied premise, vehicle, shipping container, etc. In such

situations, a command representative should be present to witness the search. A copy of the authorization should be left with the representative to be delivered to the suspect. Another copy, plus a copy of a receipt for property seized, should be left at the premises. It is the responsibility of MPs/police officers to secure the unoccupied premises after the search to prevent theft and vandalism.

f. If the authorization for search is for a specific item, such as a stereo by serial number, or clothing by description, then the search must be terminated as soon as the property is located. If the search authorization is for a nonspecific class of items, such as narcotics, or financial records, then the search may be continued throughout the premises since there is no way of determining how many of these items are present.

g. Following the search, a receipt for the property seized must be completed and provided to the individual with proprietary interest in the property, along with a copy of the authorization. A signed receipt must then be returned to the commanding officer authorizing the search. The original of the search authorization should be retained since it will be necessary to introduce it in court if any of the seized evidence is entered.

4. Permissive Search

a. A permissive search is conducted with the consent of the person searched. In order for evidence obtained through this type of search to be admissible in court, voluntariness of the consent must be demonstrated. The subject's knowledge of his right to refuse to consent to the search is one factor which will be considered in this determination.

b. A Permissive Authorization for Search and Seizure, OPNAV 5580/16, should be completed and signed by the subject in every situation in which a permissive search is requested. If oral consent authorization is obtained due to exigent circumstances or emergency, it is advisable to have a witness or witnesses present who would be able to testify, if necessary, to the voluntariness of the search.

c. Consent must be an act of free will, unfettered by governmental coercion, pressure or restraint. Should an individual ask what will happen if consent is not given, MPs/police officers may answer that they will seek authorization to search, but must not state or imply that authorization will be granted by competent authority.

d. Although Miranda rights/Article 31 warnings are not legal requirements for obtaining valid consent for a permissive search, the individual must be notified of a right to refuse consent. It is therefore advisable that an individual be advised of his/her right to refuse consent prior to using consent as the basis for a search.

(1) Even when a valid authorization to search has been granted, or a warrant or other basis for the search exists, consent should be requested prior to use of the other basis as it can obviate the need to litigate the validity of such basis under most circumstances. If consent is refused, the other basis still remains as a valid option, and can then be used.

(2) The following oral advisement should be given: "You have the constitutional right to refuse to permit this search. You need not consent if you do not desire to do so."

e. A subject may withdraw consent at any time. If, during the course of a search, a subject states that he does not want the search to continue, then it must be terminated. Any evidence uncovered to that point may be used to substantiate probable cause, and the matter presented to the commanding officer for a search authorization if it is appropriate.

f. At the completion of the search, a receipt must be given to the subject for any property seized. While there is no requirement to provide a copy of the permissive authorization to the subject, there is no objection to doing so if the subject requests it. The original must be kept available for use in court regardless if the evidence seized is entered.

5. Inappropriate Search Principals/Concepts

a. Fruit-of-the-poisonous-tree doctrine is a legal term in the United States used to describe evidence gathered with the aid of information obtained illegally. The logic of the terminology is that if the source of the evidence (the "tree") is tainted, then anything gained from it (the "fruit") would be likewise. Such evidence is not generally admissible in court. The fruit-of-the-poisonous-tree doctrine is intended to deter police from using illegal means to obtain evidence. For example, a MP/police officer arrests a person for selling phony telephone cards after entering his home, finding a map where the cards were hidden and then finding the phone cards. A judge rules that the MP/police officer illegally entered the person's home and improperly seized a map showing the location where the person hid the phone cards. Because the MP/police officer

obtained the map through an illegal search (poisonous tree), the phone cards are the fruit of that unlawful search and are therefore inadmissible into evidence. The doctrine is an extension of the exclusionary rule, which, subject to some exceptions, prevents evidence obtained in violation of the Fourth Amendment from being admitted in a criminal trial. Like the exclusionary rule, the fruit-of-the-poisonous-tree doctrine is intended to deter police from using illegal means to obtain evidence. The doctrine is subject to three main exceptions. The tainted evidence will be admissible if (1) it was discovered in part as a result of an independent, untainted source; (2) it would inevitably have been discovered despite the tainted source; or (3) the chain of causation between the illegal action and the tainted evidence is too attenuated.

b. Another rule to consider is called the elephant in the matchbox. This means if a MP/police officer is looking for an elephant, they can't look for it in a matchbox. A MP/police officer may only look for an item where it will fit. For example, if the Search Authorization says the MPs/police officers are permitted to search a home for anti-assault weapons, they cannot open a ring box in the back of a sock drawer.

6. Special Searches

a. Searches in schools. Well publicized incidents in recent years have indicated a need to maintain safety and security in our schools. Though DOD Dependent Schools are government entities, and operate on government property, evolving case law in many locations limit what MPs/police officers may do in the way of searching and seizing evidence in a school setting, absent exigent circumstances. Consultation with the staff judge advocate, and concerned stake holders (school administrators, principals, and teachers) in the school system must be conducted before planned law enforcement operation in schools. The below procedures represent best practices in supporting searches, and response to crime within schools.

(1) School officials may search a student, a student's locker and/or a student's property, as provided for by applicable law, when the official has reasonable suspicion to believe that the student is involved in either illegal activity or a violation of the school rules.

(2) A MP/police officer may stand by during the search, but may not participate in the search.

(3) Prior to taking legal action based on evidence that was seized by a school official, the responding MP/police officer should verify the following.

(a) That the school official had reasonable suspicion for conducting the search and that the scope and duration of the search were reasonably related to the purpose for the search.

(b) That the search was conducted in the school or on school controlled property.

(c) That the search was not conducted by a MP/police officer or at the request of a MP/police officer.

b. Third party searches/searches by private persons. The U.S. Supreme Court has found that the Fourth Amendment of the U.S. Constitution is not applicable to searches by private parties, even when those searches are clearly illegal. It is possible to receive evidence from a private party search in many ways, some of which are listed below:

(1) A non-government employer searching an employee's work area in a contract area on the installation (including commercial establishments such as banking facilities, fast food restaurants on base, public-private housing venture management offices, etc.)

(2) A family member searching their assigned government quarters

(3) A common carrier, such as UPS, searching a package entrusted to their care

(4) A temporary quarters employee/contracted cleaning staff searching a room

(5) Evidence delivered anonymously to the PMO/MCPD.

(6) In cases where evidence is provided by a third party, it is not always necessary that the private party hand-deliver the evidence to the installation law enforcement entity. When the item of evidentiary value is lawfully within their control, the private party may call the PMO/MCPD to retrieve that item. However, the MP/police officer must have a lawful right to be in the place where he/she retrieves the item, and the officer may not participate in the search conducted by the third party.

c. Medical Records

(1) Records of medical treatment obtained in Department of the Navy facilities are the property of the government, and may be obtained by MPs/police officers for official purposes.

(2) Authority to Release Medical Information and Records, OPNAV 5527/14, must be completed to obtain civilian medical records.

d. Financial Records. Records of banks, credit unions, and other financial institutions are protected by the Right to Financial Privacy Act of 1978. Occasionally it becomes necessary to examine an individual's bank records in connection with an official matter. The most common situation encountered by MPs/police officers will be investigations of worthless checks where the suspect contends that there were sufficient funds in the bank to cover the checks. A Customer Consent and Authorization for Access to Financial Information form, OPNAV 5527/13, should be used to obtain access to the appropriate records. Additional guidance in this area should be obtained from the local staff judge advocate.

7. Searches of the Body. As stated in para 2304.1, MPs/police officers may conduct searches of a suspect's body incident to custody, and conduct frisks incident to field interviews, as allowed by law, without a consent to search authorization. Other, more invasive bodily searches require authorization from competent authority. The following are various types of bodily searches a MP/police officer may conduct, in consideration of a variety of tactical factors and situational elements at the time of response. The key factors to remember are that bodily searches are invasive, and involve close personal contact. Professionalism and tact, in balance with the overriding goal of protecting both the officer and the suspect from harm or injury are the paramount goals in conducting bodily searches.

a. Conducting "frisk" or pat down searches. Performed incident to a stop or field interview, when there is reasonable suspicion of criminal activity, MPs/police officers use external feeling of the outer garments of an individual to identify potential weapons. MPs/police officers are to conduct these frisks or pat down searches only using authorized, accepted techniques instructed in their defensive tactics training (see chapter 6 for more details). When reasonable suspicion justifies a pat-down search, the search should be performed with due caution, restraint, and sensitivity. These searches may

only be performed to protect the safety of MPs/officers and others and may never be used as a pretext for "shaking down" individuals or groups of individuals to obtain evidence or for other purposes. Pat-down searches should be conducted in the following manner.

(1) Whenever possible, pat-down searches should be conducted by at least two MPs/police officers, one who performs the search while the other provides protective cover.

(2) Because pat-down searches are cursory in nature, they should be performed with the suspect in a standing position or with hands placed against a stationary object and feet spread apart. Should a MP/police officer visually observe a weapon, however, a more secure search position may be used, such as the prone position.

(3) In a pat-down search, officers are permitted only to feel the outer clothing of the suspect. MPs/police officers may not place their hands in pockets unless they feel an object that could reasonably be a weapon, such as a firearm, knife, club, or other item.

(4) If the suspect is carrying an object such as a handbag, suitcase, briefcase, sack, or other item that may conceal a weapon, the MP/police officer should not open the item, but instead place it out of the suspect's reach.

(5) If the external feeling of the suspect's clothing fails to disclose evidence of a weapon, no further search may be made. If evidence of a weapon is present, a MP/police officer may retrieve that item only. If the item is a weapon, the possession of which is a crime, the officer may make an apprehension/ detention of the suspect and complete a full-custody search of the suspect.

b. Conducting searches incident to apprehension/detention/handcuffing. Whenever possible, searches incident to custody, and/ or in preparation for applying restrains such as handcuffs, shall be conducted by MPs/police officers of the same gender as that of the person being searched.

(1) As circumstances permit, MPs/police officers of the same gender may be recalled to duty, should there be no duty personnel of the same gender as the subject.

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(2) Should a MP/police officer of the same gender be unavailable, support personnel of the suspect's gender may be called on scene to witness the search.

(3) All searches of suspects will be conducted using methods demonstrated in the approved defensive tactics program only (see section 6200 for more details).

c. Strip Searches. All strip searches that are not incident to confinement in a military prison facility must be coordinated with the staff judge advocate, and authorized by a commanding officer or competent authority to authorize searches. When authorized, such searches shall be conducted only with proper authority and justification, with due recognition and deference for the human dignity of those being searched.

(1) Individuals apprehended or detained for offenses of a nonviolent nature shall not be subject to strip searches unless the arresting officer has articulable, reasonable suspicion to believe that the individual is concealing contraband or weapons. Reasonable suspicion may be based upon, but is not limited to the following.

(a) The nature of the offense charged.

(b) The subject's appearance and demeanor.

(c) The circumstances surrounding the arrest.

(d) The subject's criminal record, particularly past crimes of violence and drug offenses.

(e) The discovery of evidence of a major offense in plain view or in the course of a search incident to the arrest.

(f) Detection of suspicious objects beneath the suspect's clothing during a field search incident to arrest.

(2) Where articulable reasonable suspicion exists to conduct a strip search, the MP/police officer shall ensure that the authorization to search form (Command Authorization for Search and Seizure OPNAV 5580/9) clearly defines the basis for suspicion.

(3) When authorized by the competent authority, strip searches may be conducted only as follows.

(a) By specially trained and designated personnel.

(b) In conformance with approved hygienic procedures and professional practices.

(c) In a room specifically authorized for this purpose.

(d) By the fewest number of personnel necessary and only by those of the same gender.

(e) Under conditions that provide privacy from all but those authorized to conduct the search.

(4) Following a strip search, the MP/police officer performing the search shall submit a written report, as a supplement to the IR that details, at a minimum, the following.

(a) Date and place of the search.

(b) Identity of the officer conducting the search.

(c) Identity of the individual searched.

(d) Those present during the search.

(e) A detailed description of the nature and extent of the search.

(f) Any weapons, evidence or contraband found during the search.

d. Body Cavity Searches. Should visual examination of a suspect during a strip search and/or other information lead a MP/police officer to believe that the suspect is concealing a weapon, evidence or contraband within a body cavity, the following procedures shall be used:

(1) The suspect shall be kept under constant visual surveillance until a body cavity search is conducted or an alternative course of action taken.

(2) The MP/police officer shall consult with his immediate supervisor to determine whether probable cause exists to seek a search authorization for a body cavity search. The decision to seek a search authorization shall recognize that a body cavity search is highly invasive of personal privacy and is reasonable only where the suspected offense is of a serious nature and/or poses a threat to the safety of MPs/police

officers or others and/or the security of the PMO/MCPD detention operations.

(3) If probable cause exists for a body cavity search, a Command Authorization for Search and Seizure Form, OPNAV 5580/9, shall be prepared that clearly defines the nature of the alleged offense and the basis for the MP's/police officer's probable cause.

(4) On the basis of a command authorization, a body cavity search shall be performed only by a military physician or by other medical personnel at the physician's direction.

(5) For safety and security reasons, the search shall be conducted at the PMO/MCPD holding cell/detention space or other authorized facility and in the room designated for this purpose.

(6) Body cavity searches shall be performed with due recognition of privacy and hygienic concerns previously addressed in this section.

(7) The authorized individual conducting the search shall file a report with the requesting law enforcement agency (PMO/MCPD). The witnessing MP/police officer shall co-sign that report and comply with information requirements specified in this section.

Chapter 3

Organizational Structure, Agreements, Assessments, and Validation

Section 3000 - PMOs and MCPDs in Support of the National Incident Management System

3001. Purpose. This section provides an introduction to the National Incident Management System (NIMS) and the Incident Command System (ICS), with emphasis on how PMOs/MCPDs work within the framework of existing command structures to support crisis management and facilitate a common operating picture.

3002. General. The National Response Plan (NRP) establishes a single, comprehensive approach to domestic incident management to prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies. The NRP is an all-hazards plan built on the template of the NIMS. The NIMS provides a consistent doctrinal framework for incident management at all jurisdictional levels regardless of the cause, size, or complexity of the incident. The NRP, using the NIMS, provides the structure and mechanisms for national-level policy and operational direction for domestic incident management. The NRP can be partially or fully implemented in the context of a threat, anticipation of a significant event, or in response to an incident requiring a coordinated federal response. This includes events with potential national or long-term implications such as a public health emergency or a cyber incident. Selective implementation through the activation of one or more of the NRP elements allows maximum flexibility to meet the unique operational and information-sharing requirements of any situation and enables effective interaction among various federal, state, local, tribal, private-sector, and other nongovernmental entities.

1. The NRP forms the basis of how federal departments and agencies will work together and how the federal government will coordinate with state, local, and tribal governments and the private sector during domestic incidents. The Incident Command System (ICS) provides and defines common terminology and a doctrinal framework for organizing response assets under either a single Incident Commander (IC), or in cases of multi-agency jurisdiction and response, a Unified Commander (UC).

2. For coordination of military efforts in response to a domestic incident, the Department of Homeland Security (DHS) functions as the coordinator of all federal response efforts,

and works to assist the Lead Federal Agency (LFA) for the incident by coordinating other federal assets and resources in support of the crisis response.

3. The Department of Defense (DOD) has significant resources that may be available to support the federal response to terrorist attacks, major disasters or other emergencies, and has a historical role in supporting response to domestic incidents of all types, under various circumstances. DOD support of domestic incidents has evolved in response to historical and legal precedents, and is further defined in the NRP as it exists today.

4. The Secretary of Defense authorizes Defense Support of Civil Authorities (DSCA) for domestic incidents as directed by the President or when consistent with military readiness operations and appropriate under the circumstances and the law. The Secretary of Defense retains command of military forces providing civil support. The execution of DSCA operations is accomplished through the United States Northern Command (NORTHCOM), and the joint offices and standing joint task forces therein. For the Marine Corps, support for a domestic DSCA operation, outside of standing joint task force structure, would come from an official tasker originating at Marine Forces North (MARFORNORTH).

3003. Policy. It is imperative that installation law enforcement executives and MPs/police officers understand and operate within the framework of NIMS and the ICS. The Emergency Management Institute of FEMA offers web based training on the NIMS at the following web-site:
<http://training.fema.gov/emiweb/is/>. At a minimum, all MPs/police officers must complete IS-100 Introduction to the Incident Command System. Supervisory personnel (commissioned and staff non-commissioned officers, and civilian police officers with the title of sergeant or above) must complete both IS-100 and IS-700 National Incident Management System; An Introduction.

3004. Definitions. The ICS provides over 120 common definitions of terms, titles, organizations, and resource type classes. These terms were standardized nationally to ensure that all responding agencies have a common understanding when a single term is used, and when requests for assets are coordinated. Included here are terms which, though historically used within the Marine Corps law enforcement field, may have a different definition or implication within the ICS. Local policies should be updated to reflect the appropriate use of

these terms, when the definitions have an impact on the understanding of implied authority, or the operational structure under the ICS. This definition list covers only the most commonly used terms, and should not be used as a single source reference. Law enforcement executives and senior MPs/police officers must instead be familiar with all of the terms used in NIMS, reference (n), and ensure that local SOPs and orders are written in compliance with the structure of the NIMS/ICS. For the purposes of the NIMS, the following terms and definitions apply.

1. Area Command ((AC) Unified Area Command)). An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. AC has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. AC becomes Unified Area Command when incidents are multi-jurisdictional. AC may be established at an emergency operations center facility or at some location other than an incident command post. For the Marine Corps, this would be the installation command or MCI if multiple installations are involved.

2. Assisting Agency. An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management.

3. Common Operating Picture. A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence. A common operating picture facilitates collaborative planning and assists all echelons in achieving situational awareness.

4. Communications Unit. An organizational unit in the Logistics Section responsible for providing communication services at an incident or an Emergency Operations Center (EOC). A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

5. Chief. The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

6. Emergency Operations Centers (EOCs). The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., federal, state, regional, county, city, tribal), or some combination thereof.

7. Emergency Operations Plan. The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

8. Event. A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

9. Function. Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs. Note: Law Enforcement, Fire, and Emergency Services, under the ICS, are not independent functions, nor are these services command entities. Under the common ICS, tactical coordination and maintenance of the common operating picture is the responsibility of the Operations function. Correspondingly, on installations, this responsibility is doctrinally managed by the installation G-3/S-3 or Operations Department.

10. Operations Section. The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

11. General Staff. A group of incident management personnel organized according to function and responsible to the IC. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

12. Command Staff. In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who

are responsible directly to the IC. They may have an assistant or assistants, as needed. Depending on the structure predetermined by the installation, PM/PC, Provost Sergeant or ISS may serve in a special staff position, in an advisory capacity, and work in coordination with the Operations Section Chief to provide tactical law enforcement response to an incident.

13. Incident. An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild-land and urban fires, floods, hazardous material spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

14. Incident Action Plan (IAP). An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

15. Incident Command Post (ICP). The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

16. Incident Command System (ICS). A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

17. Incident Commander (IC). The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources at the incident site. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

18. Incident Management Team (IMT). The IC and appropriate Command and General Staff personnel assigned to an incident.

19. Incident Objectives. Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

20. Initial Action. The actions taken by those responders first to arrive at an incident site.

21. Jurisdiction. Range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, state, or federal boundary lines) or functional (e.g., law enforcement, public health).

22. Multi-jurisdictional Incident. An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under the Unified Command.

23. Mutual-Aid Agreement (MAA). Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner. These agreements, between military installations and local entities, may also be referred to as memoranda of agreement (MOA), or memoranda of understanding (MOU).

24. Response. Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable

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outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

25. Recovery. The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting/notification; and development of initiatives to mitigate the effects of future incidents.

26. Strike Team. A set number of resources of the same kind and type that have an established minimum number of personnel. For the Marine Corps, a strike team is more narrowly defined as a minimum number of trained personnel and a standard cache of equipment organized to respond to certain incidents.

27. Task Force. Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

28. Threat. An indication of possible violence, harm, or danger. This includes the threat of an unwanted (deliberate or accidental) event that may result in harm to an asset. Often, a threat will exploit a known vulnerability or multiple vulnerabilities in an asymmetrical method.

29. Type. A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

30. Unified Command (UC). An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together

through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

3005. Procedures

1. MPs/police officers at all levels must understand the provisions of the ICS, and their meanings, in support of two overarching scenarios.

a. Properly requested and tasked assistance that is provided to agencies in response to an incident that occurs off-installation

b. Management of incidents occurring on the installation.

2. Off Installation Support. References (i), (l), and (cc) preclude the use of active duty military personnel subject to reference (c) and civilian police officers employed by the military in performing direct law enforcement activities, such as the arrest of suspected criminals, search for and seizure of evidence, and the investigation of criminal activities, unless specifically authorized by the Constitution or an act of Congress. However, the military has a long tradition of providing support and assistance to civil authorities during various incidents, including domestic emergencies such as fires, hurricanes, floods and earthquakes. The primary mission authority allowing the DOD to engage in domestic consequence management operations is reference (o).

a. Presidential Declared Disaster Relief. The Stafford Act authorizes the President to provide disaster and emergency assistance to state and local governments upon receipt of a request from a governor. Deployment of a standing JTF, at the direction of the Commander, U.S. Northern Command, and on the authority of the Secretary of Defense, would occur only after a governor requests federal assistance from the President, and after the President issues a presidential disaster declaration. Such assistance will, in almost all cases, be coordinated by request of the lead agency, through the DHS, to the Office of the Secretary of Defense, and on to the cognizant combatant command (in CONUS, NORTHCOM) for further tasking via Headquarters Marine Corps (PP&O), should additional resources outside of a standing JTF be required. Should PMO/MCPD MPs/police officers be tasked to support the response effort for an incident off installation, there are two key and seemingly contradictory points to be considered:

(1) The Secretary of Defense (and by extension, local military authorities) retains operational control of the personnel sent to perform as part of DOD's response as an assisting agency.

(2) The Unified Incident Commander (UIC) retains control and responsibility for all incident activities, including the development of strategies and tactics and the ordering and the release of resources.

b. Unless expressly stated otherwise by an act of Congress or specifically authorized by the Constitution, the UIC will not be a military officer or a member of DOD. In most scenarios, the UIC will be a state or civilian federal official. While retaining control of DOD personnel, military lawyers and other senior members of the DOD will normally serve as liaison officers, or agency representatives in the Unified Command Staff, in order to coordinate the activities that DOD personnel will perform.

c. Immediate Response. Per the provisions of reference (p), prior to a Presidential declaration of disaster, military commanders are authorized to render immediate assistance upon request from local authorities, in order to save human lives, prevent human suffering, or to mitigate great property damage when conditions and time do not permit approval from higher headquarters. Such assistance is rendered in the immediate vicinity of the installation rendering support, and the next higher headquarters must be notified as soon as possible. There are several considerations for military commanders outlined in reference (p), which must be reviewed and understood prior to the commitment of military forces in support of immediate local incident response.

3. Incident Response on Installation. At the local level, emergency operations plans must be developed and refined to reflect the ICS standards. On many installations, this is accomplished through a coordinated staff effort and these plans are approved by an installation commander. Installation level work relationships and individual commanders may determine how authority and span of control are delegated and managed at the local level and may modify the basic ICS structure to satisfy incident based needs. The benefits of the ICS are:

a. ICS is a standardized on-scene incident management concept designed specifically to allow responders to adopt an integrated organizational structure equal to the complexity and

demands of any single incident or multiple incidents without being hindered by jurisdictional boundaries.

b. An ICS enables integrated communication and planning by establishing a manageable span of control. An ICS divides emergency response into five manageable functions essential for emergency response operations: Command, Operations, Planning, Logistics, and Finance and Administration (see figure 3-1 for a typical ICS structure).



Figure 3-1.--Incident Command System Structure

c. The modular organization of the ICS allows responders to scale their efforts and apply parts of the ICS structure that best meet the demands of the incident. There are no hard and fast rules for when or how to expand the ICS organization. Many incidents will never require the activation of Planning, Logistics or Finance/Administrative Sections, while others will require some or all of them to be established. A major advantage of the ICS organization is the ability to fill only those parts of the organization that are required. For some incidents and in some applications, only a few of the organization's functional elements may be required. However, if there is a need to expand the organization, additional positions exist within the ICS framework to meet virtually any need.

d. The modular concept described above is based on the following considerations:

(1) Developing the form of the organization to match the function or task to be performed.

(2) Staffing only the functional elements that are required to perform the task.

(3) Observing recommended span-of-control guidelines.

(4) Performing the function of any non-activated organizational element at the next highest level.

(5) Deactivating organizational elements no longer required.

e. Essential to managing a large, multi-agency incident is the establishment of an emergency operation center (EOC). The EOC is normally operated under the staff cognizance of the installation G-3/S-3/Operations Department. PMO/MCPD usually provides a senior law enforcement representative, the Fire Chief (if the Fire Department operates in an integrated emergency services structure, and is responsible to the PM/PC), and appropriate admin personnel to support the IC and coordinate staff issues.

f. Joint operations with civilian federal and local law enforcement agencies must be coordinated through the Naval Criminal Investigative Service (NCIS). The Special Agent in Charge, or other senior NCIS representative at a satellite office on the affected installation, is charged with the lead coordination effort with civilian agencies supporting a coordinated incident response. Often, this coordination is the result of standing working relationships, or pre-formed joint military-civilian response task forces. On installations and within jurisdictions where this pre-existing arrangement exists, through either an MAA, MOA, or MOU, the senior law enforcement executive should ensure that military-civilian task force procedures conform to the ICS within NIMS.

g. Communication/Common Operating Picture. In addition to the EOC, one or several geographically based ICPs may be established, depending on the scope and characteristics of the incident. In the ICP, a law enforcement supervisor (typically the Watch Commander, or similarly qualified MP/police officer) will direct and manage response procedures directly at the incident site. The law enforcement representative within the EOC maintains situational awareness of the entire incident. The EOC representative maintains continual communication with the ICP and maintains status boards that mirror (with minimal delay) the status boards at the ICP. The EOC provides operational and logistical support to the ICP, communicates incident command guidance (using mission type orders as a basis for operations) and coordinates installation staff requirements. The Mobile Command Post Vehicle (MCPV) can be utilized to achieve the goal

of maintaining constant communication with the EOC and should be considered as a primary option for the location of the ICP.

4. The PM/PC serves as the installation commander's senior law enforcement representative and as a special staff officer responsible for the daily operations and management of the PMO/MCPD. Installations may also have an ISS/PS director, which provides oversight to all aspects of emergency management aboard the installation, including fire protection services and coordination of all emergency first response activities. Typically, in an ISS/PS structure, the PM/PC remains the senior representative for police services. In creating local policies and procedures, PM/PC must ensure that daily operations are conducted in a way that facilitates a seamless transition into an ICS posture. Maintaining positive working relationships and ensuring that all procedures support the implementation of NIMS is a fundamental responsibility of the PM/PC, and all senior law enforcement executives. Among policies that should be considered:

a. Communications Procedures/Use of "10-Codes." Under NIMS, use of "10-Codes" is officially discouraged in daily operations, because it breeds confusion when multi-agency incident response is implemented. Differences in "10-Codes," even in adjacent jurisdictions, are significant enough to dissuade their use as a daily practice.

b. Watch Procedures/Operations Directives. Terminology used commonly within the ICS should be implemented within all local watch procedures and directives.

c. Exercise Planning and Support. Standing EOCs and EOPs should be implemented at the local level, in accordance with NIMS, as well as all applicable DOD, Department of the Navy (DON), and Marine Corps Orders and directives.

5. The designated installation operations officer/chief is responsible for coordinating the tactical response to all incidents and maintaining the COP. MPs/police officers assist this effort through timely notification of all incident developments, use of common terminology, and the application of law enforcement expertise in the formulation and execution of the IAP.

Section 3100 - Provost Marshal's Offices (PMOs)

3101. Purpose. This section provides the organizational structure of a typical Marine Corps garrison PMO.

3102. Policy

1. On installations with a PMO, the PM serves as the installation commander's senior law enforcement representative and as a special staff officer responsible for the daily operations and functional management of the PMO. Installations may also have an ISS/PS that provides oversight to all aspects of emergency management aboard the installation including fire protection services and coordination of all emergency first response activities. See section 2000 for more details on mission and authority.

2. Many installations, as a result of planned billet conversions under various program initiatives, have a purposefully planned mix of military and civilian employees within their organization. Examples are myriad, and include a wide spectrum of local conversion initiatives, including billet conversion of administrative sections from military members to permanent civilian employees, conversion of the Deputy Provost Marshal billet to civilian while maintaining a largely military work force, and conversion to permanent civilian personnel for investigatory support functions such as evidence custodians. In each case, reference (e), this Order, and relevant Office of Personnel Management (OPM) and DON references (including the position description maintained by the local Human Resources Office) govern the daily conduct of duty within the individual billet assignment. MPs/police officers/security personnel/contractor security guards abide by the provisions of references (c), (g), (h), and (i), and all other applicable laws when conducting their daily duty. The actual conduct of duty, and level of support to the installation commander, must be transparent and seamless, regardless of the personnel makeup of the organization.

3. The organizational structure of the PMO normally consists of Police Administration/Services, Operations, and Criminal Investigation Division (CID). A PMO is so designated if the senior ranking law enforcement official organic to the structure is a commissioned officer in the United States Marine Corps, and a majority of the organic work structure consists of uniformed service members of the United States Marine Corps. Personnel may be assigned to designated billets with titles that have been modified to reflect the status of the individual in the job.

Example: a PMO (so designated by the fact that the senior law enforcement member organic to the structure is a commissioned military officer) may have a PM, and a civilian senior police officer or civilian employee as the second ranking person in the organization. That individual may be designated as Deputy Police Chief. Likewise, a MCPD (so designated if the senior ranking law enforcement official organic to the structure is a civilian police officer) may have a PC, and the second ranking person in the department, if a commissioned military officer, may retain the title of Deputy Provost Marshal. In each case, local variations may be prevalent. CID is under the direct control of the PM and the CID Officer (or Chief Investigator if no CID Officer is assigned) is responsible directly to and is supervised by the PM. The Operations Officer and Support Services Officer is responsible directly to either the Deputy PM or PM. Figure 3-2 depicts an ideal PMO organizational structure. Figure 3-3 depicts functional areas of responsibility.

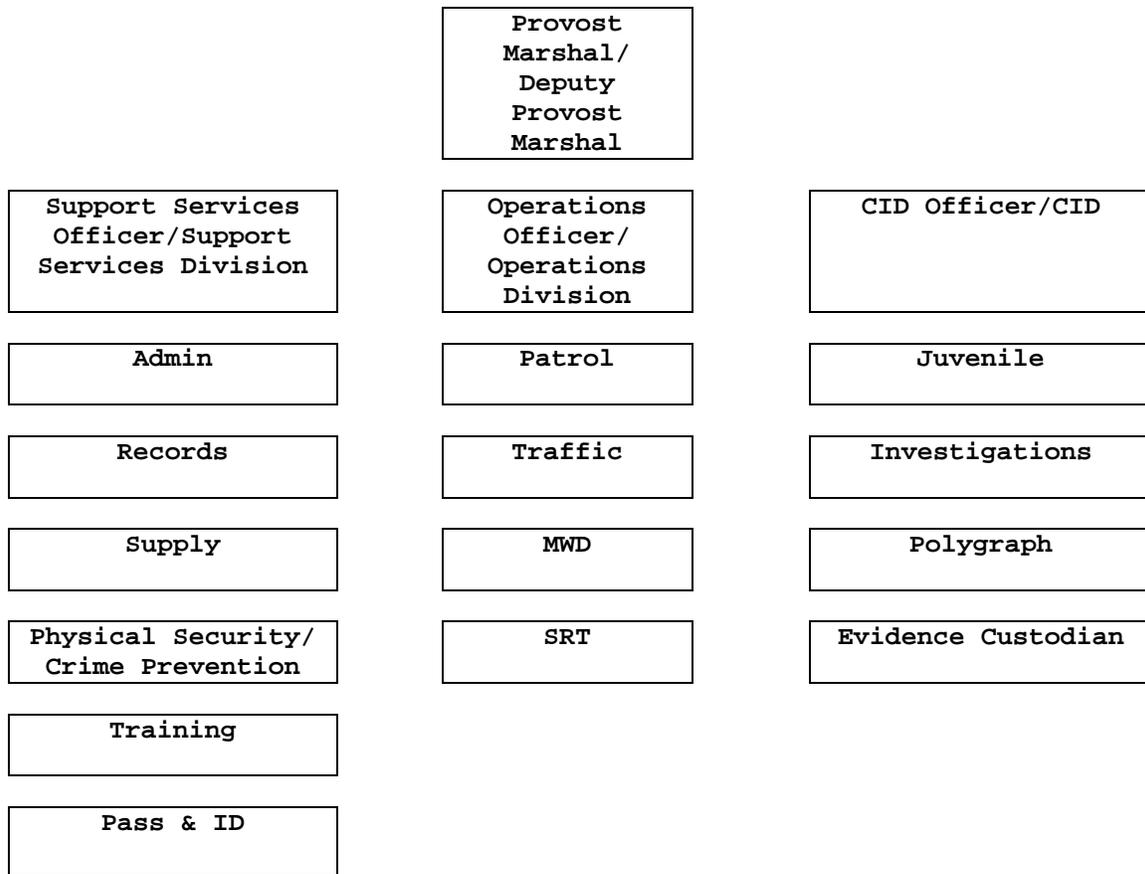


Figure 3-2.--PMO Organization

FUNCTION	OPERATIONS	INVESTIGATIONS	SERVICES
PATROL	X		
TRAFFIC ENFORCEMENT	X		
MILITARY WORKING DOGS (MWD)	X		
CRITICAL INCIDENT RESPONSE	X	X	X
FLIGHTLINE SECURITY	X		
GAME WARDEN	X		
CUSTOMS	X		
INSTALLATION ACCESS CONTROL	X		X
DETENTION CELLS	X		
PROTECTIVE SERVICES		X	
CRIMINAL INVESTIGATIONS		X	
TRAFFIC ACCIDENT INVESTIGATIONS	X	X	
POLYGRAPH		X	
SPECIAL EVENTS	X	X	X
REGISTRATION (VEHICLE, PET, AND WEAPON)	X		X
CRIME PREVENTION	X	X	X
PHYSICAL SECURITY			X
POLICE RECORDS	X	X	X
LOST AND FOUND	X		X
VEHICLE IMPOUND	X		X
ANIMAL CONTROL			X
STATISTICAL REPORTING			X
POLICE/COURT LIAISON			X
SPECIAL REACTION TEAM (SRT)	X		
TRAINING			X

Figure 3-3.--Functional Responsibilities

Section 3200 - Marine Corps Police Departments (MCPDs)

3201. Purpose. This section provides the organizational structure of a typical MCPD.

3202. Policy

1. On installations with a MCPD, the PC serves as the installation commander's senior law enforcement representative and as a special staff officer responsible for the daily operations and functional management of the MCPD. Installations may also have an ISS/PS, which provides oversight to all aspects of emergency management aboard the installation, including fire protection services and coordination of all emergency first response activities. See section 2000 for more details on mission and authority.

2. The organizational structure of the MCPD normally consists of Police Administration/Services and Operations with an Investigations Branch. A MCPD is so designated if the senior ranking law enforcement official organic to the structure is a civilian police officer and a majority of the organic work structure consists of civilian personnel. A MCPD does not have a separate CID, but has an Investigations Branch that is responsible to the Operations Officer and the PC. Figure 3-4 on the following page depicts a MCPD organizational structure. Figure 3-5 on page 3-18, applicable to both PMOs and MCPDs, depicts civilian police pay grades, billet titles, and equivalent ranks. Figure 3-6 on page 3-19 depicts functional areas of responsibility.

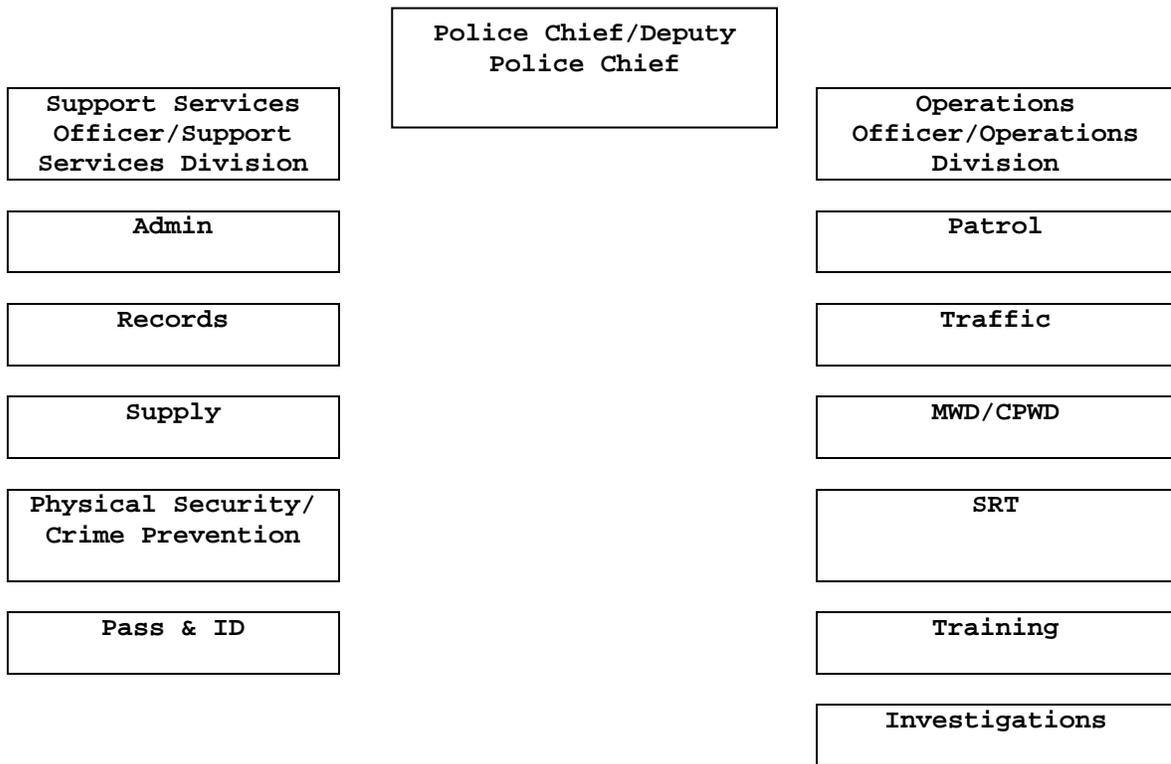


Figure 3-4.--MCPD Organization

PAY GRADE	BILLET	EQUIVALENT RANK
NSPS YA3	Program Manager	Civ attire
GS 14	Public Safety Director (GS-0080)	Civ attire
GS 13/14	Police Chief	LtCol
GS 13	Deputy Police Chief	Maj
GS 12	Deputy Police Chief	Capt
GS 12	Operations Officer	Capt
GS 12	Support Services Officer	Capt
GS 11	Assistant Operations Officer	1stLt
GS 11	Assistant Support Services Officer	1stLt
GS 10	Watch Commander/Shift Supervisor	2ndLt
GS 10	Supervisory Physical Security Specialist	2ndLt
GS 10	Kennel Master	2ndLt
GS 10	Accident Investigation Supervisor	2ndLt
GS 10	SRT Commander	2ndLt
GS 9	Desk Sergeant/Patrol Sergeant	Sgt
GS 8	Field Training Officer	Cpl
GS 7/8	Physical Security Specialist	Patrol Officer/Cpl
GS 7/8	SRT	Patrol Officer/Cpl
GS 7/8	Accident Investigator	Patrol Officer/Cpl
GS 7	Working Dog Handler	Patrol Officer
GS 5/6/7	Police Officer	Patrol Officer
GS 5/7	Emergency Dispatcher	N/A

Note: If pay grade is NSPS, rank will be determined by billet.

Figure 3-5.--Pay Grades, Billets, and Rank Equivalents

FUNCTION	OPERATIONS	INVESTIGATIONS	SERVICES
PATROL	X		
TRAFFIC ENFORCEMENT	X		
MILITARY WORKING DOGS (MWD)	X		
CRITICAL INCIDENT RESPONSE	X	X	X
FLIGHTLINE SECURITY	X		
GAME WARDEN	X		
CUSTOMS	X		
INSTALLATION ACCESS CONTROL	X		X
DETENTION CELLS	X		
PROTECTIVE SERVICES		X	
CRIMINAL INVESTIGATIONS		X	
TRAFFIC ACCIDENT INVESTIGATIONS	X	X	
POLYGRAPH		X	
SPECIAL EVENTS	X	X	X
REGISTRATION (VEHICLE, PET, AND WEAPON)	X		X
CRIME PREVENTION	X	X	X
PHYSICAL SECURITY			X
POLICE RECORDS	X	X	X
LOST AND FOUND	X		X
VEHICLE IMPOUND	X		X
ANIMAL CONTROL			X
STATISTICAL REPORTING			X
POLICE/COURT LIAISON			X
SPECIAL REACTION TEAM (SRT)	X		
TRAINING			X

Figure 3-6.--Functional Responsibilities

Section 3300 - Common Operating Picture (COP)

3301. Purpose. This section explains how PMOs and MCPDs work in concert with other installation command entities in support of the common operating picture (COP).

3302. Policy

1. As discussed in section 3000, law enforcement personnel at all levels must understand the provisions of the NIMS and ICS, and their meanings, in order to efficiently and effectively manage response to incidents, work with other first/emergency responders, make appropriate notifications, and support the installation commander.

2. In an incident support/response scenario, all elements of PMO/MCPD work within their core competencies to respond to the incident and to ensure that the installation commander remains aware of the common operating picture at the incident site. Likewise, all information shall be shared, via the chain of command represented in sections 3100 and 3200, with the command element through the installation Operations Department (S-3, G-3, or Operations and Training), to ensure that the incident response forces at the site have a clear picture of the overall situation (as relevant to their mission oriented needs).

3303. Definitions. Common operating picture (COP) is a broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence. A common operating picture facilitates collaborative planning and assists all echelons in achieving situational awareness.

3304. Procedures

1. Communication and the COP. In addition to the AC or EOC (see section 3000), one or more geographically based ICPs may be established, depending on the scope and characteristics of the incident. In the ICP, a police supervisor (typically the Watch Commander or similarly qualified MP/police officer) will direct and manage response procedures directly at the incident site initially. The police representative within the EOC maintains situational awareness of the entire incident. The EOC representative maintains continual communication with the ICP and maintains status boards that mirror (with minimal delay) the status boards at the ICP. The AC or EOC provides operational and logistical support to the ICP, communicates incident command guidance (using mission type orders as a basis for operations) and coordinates installation staff requirements. The MCPV can

be utilized to achieve the goal of maintaining constant communication with the EOC and should be considered as a primary option for the location of the ICP. The majority of incidents to which MPs/police officers respond will not require the establishment of an ICP, however, any incident that requires the response of two or more first responder organizations will require the designation of an IC.

2. During incidents requiring the establishment of an ICP, the ICS shall be used. The type of incident normally defines what organization is responsible as the IC.

a. For incidents aboard installations, these procedures should be codified in local directives, but typically, for non-criminal, safety related (fire, medical response, water searches) incidents the fire department may be the IC; for hazard material spills, the Environmental Directorate may be the IC; and for criminal incidents, the PMO/MCPD may be the IC. Additionally, as incidents develop, the IC may change. If no decision is made when MPs/police officers arrive on scene or it is unclear as to what organization should be in charge, PMO/MCPD will be the IC until a decision is made to the contrary.

b. PMOs/MCPDs will respond to and manage incidents with other staff elements aboard the installation, and organizations from off the installation, if required. The IC is responsible for notifications to the AC or EOC, however, the senior MP/police officer in the ICP is responsible for notifying the police representative in the AC or EOC.

3. In normal operations, each PMO/MCPD element is responsible to a supervisor (commissioned officer, staff noncommissioned officer, or civilian supervisory MP/police officer) who directs the daily support activities of all personnel assigned to the organization. See sections 3100 and 3200. Each specific functional responsibility will be fully discussed in subsequent chapters of this Order. A typical operations/patrol organization is in figure 3-7 on the following page.

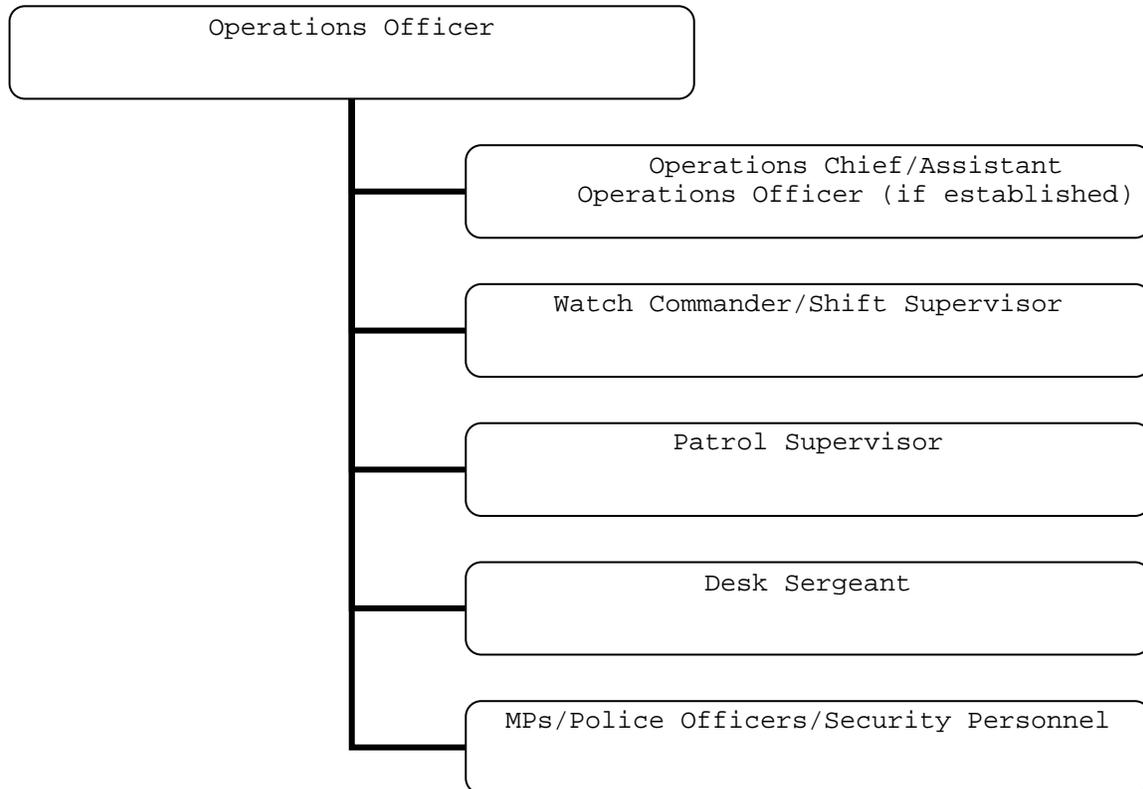


Figure 3-7.--Operations/Patrol Organization

4. For PMOs/MCPDs, the police supervisor (typically the Watch Commander (may also be referred to as Shift Supervisor), or similarly qualified MP/police officer) is responsible for initial activation of the ICS and notification up the chain of command, based on local directives/procedures. The MP/police supervisor is responsible, until properly relieved, for all police activities and as IC when designated, upon establishment of an ICP. Once someone in the police chain of command senior to the watch commander assumes responsibility as the senior MP/police officer or IC, the person assuming responsibility becomes responsible for all site police activities, overall command if designated IC, and notification up the chain of command. The procedures for notifications should be promulgated in local directives.

5. For police response, police supervision or IC will be as follows.

a. First MP/police officer to arrive is responsible for notifying the desk sergeant and performs the role of MP/police supervisor or IC as appropriate.

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b. Upon the arrival of a second or follow on MP(s)/police officer(s), the senior MP/police officer should be the police supervisor or IC as appropriate.

c. Upon arrival of the Watch Commander, Operations Chief, Assistant Operations Officer, Operations Officer, he/she will become the IC or senior MP/police officer unless another organization is designated as IC.

6. Notification. Notification procedures should be designated per section 7200. Typically, initial notification will be made by the desk sergeant per a notification matrix. Upon activation of an ICP, the ICP should assume responsibility for notification. The PMO/MCPD chain of command may make additional notifications as appropriate/required.

Section 3400 - Memorandums of Agreement (MOA)
and Memorandums of Understanding (MOU)

3401. Purpose. This section provides guidelines for the establishment of MOUs and MOAs.

3402. Policy. MOUs/MOAs shall be established with local police and sheriff departments and other municipal organizations as required, and interservice support agreements per reference (ce). These MOUs/MOAs should include, but not be limited to, procedures to be implemented as a result of increased FPCONs, turnover of military offenders, notification of citations issued to military personnel or dependents, response to areas with concurrent or proprietary jurisdiction, installation access, special weapons and tactics (SWAT) support if necessary, process/warrant serving, and alarm monitoring/response.

3403. Definitions

1. Memorandum of Understanding (MOU). Memorandums that define general areas of understanding between two or more parties -- explains what each party plans to do; however, what each party does is not dependent on what the other party does (e.g., does not require reimbursement or other support from receiver).

2. Memorandum of Agreement (MOA). Memorandums that define general areas of conditional agreement between two or more parties -- what one party does depends on what the other party does (e.g., one party agrees to provide support if the other party provides the materials). MOAs that establish responsibilities for providing recurring reimbursable support should be supplemented with support agreements that define the support, basis for reimbursement for each category of support, the billing and payment process, and other terms and conditions of the agreement.

3. Interservice Support Agreement (ISA). An agreement to provide recurring support to another DOD or non-DOD federal activity. Support agreements are recorded on a DD Form 1144, or a similar format (for example, computer generated DD Form 1144). They define the support to be provided by one supplier to one or more receivers, specify the basis for calculating reimbursement charges (if any) for each service, establish the billing and reimbursement process, and specify other terms and conditions of the agreement.

3404. Procedures. PMS/CPs shall:

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1. Work with the installation staff directorate, typically the Comptroller's Office and/or the SJA, responsible to establish ISAs and MOUs/MOAs.

2. Contact, establish, and maintain MOUs/MOAs with local police/sheriff departments, federal and state agencies, and other municipal organizations to address turnover of military offenders, notification to PMO/MCPD of citations issued to and arrests made of military personnel, response to areas with concurrent or proprietary jurisdiction, installation access, special weapons and tactics (SWAT) support if necessary, process/warrant serving, and other issues, as required.

3. Contact, establish, and maintain, in cooperation with the staff directorate responsible (subparagraph 3404.1 above), ISAs/MOUs/MOAs with tenants on the installation to address alarm monitoring/ response, police response, physical security, flight line security, augmentation during increased force protection conditions (FPCONs), security breaches, or other emergencies, police services, etc. as required/necessary.

Section 3500 - Validation Process

3501. Purpose. This section explains the validation process that CMC (PS) uses to determine required structure for PMOs and MCPDs.

3502. Policy

1. The staffing validation process is used to validate the police and security personnel requirements for installations. In 2001 and 2005, CMC (PS) conducted installation staffing validations for PMOs. These validations included the locations where PMOs were converted into MCPDs and an initial validation for Blount Island.

2. Installation police and security requirements change over time. Consequently, re-validation is necessary to address changes.

3. The results of staffing validations should also be addressed with the installation G-1/S-1 and G-4/S-4 to work table of organization (T/O) and table of equipment (T/E) changes when/if possible. CMC (PS) shall maintain copies of all validations until the next validation is conducted.

3503. Procedures. PMs/CPs shall conduct self-assessment staffing validations based on changes in police or security requirements and as directed by higher headquarters. The self-assessment will be conducted using the Total Force Structure Division (TFSD) approved metric previously distributed via separate correspondence. Figure 3-8 beginning on page 3-27 depicts the validation metric. Once completed, submit validations to CMC (PS) through the chain of command.

<u>Part I Minimum staff</u>			You enter the Number
level	0	MPs	Program gives you the number
level	0	MPs	Totals
level	Case specific		Pers rated by Equation
0	Total for Part I		Do Not Touch
<u>Part II Patrol shift workload standards</u>			
0	Average calls for service/ 8 hr shift		
0	Number of required patrols/ 8 hr shift		
<u>Part III Performance based patrol zone standard</u>			
Number of Patrol zones req by:			
0	Other: Please explain if more than 0		
0	Response Time (Based on Geographic Separation and Populated Areas)		
0	Sensitivity/Classification		
0	Total number of Patrol zones		
0	Highest value from Parts I-III		
0.00			
0	Total number of Marines based on Parts I-III		
<u>Part IV Additional Posts</u>			
0	Watch Commander		
0	Desk Sergeant		
0	Patrol Supervisor		
0	Total Additional Posts		
<u>Part VII Investigative case workload assesment</u>			
0	Number of Tier 1 cases/year		
0	Number of Tier 2 cases/year		
0	Number of Tier 3 cases/year		
0	Total number of cases/year		
0	Total number of case points/year		
0	Number of Additional Investigators required		
2	Investigator Minimum		
2	Total number of Investigators		

Part VIII Other posts/positions outside post validation

Headquarters

1	Provost Marshal
0	Deputy Provost Marshal
1	Provost Sergeant
2	

Operations

1	Operations Officer
1	Operations Chief
0	Blotters Clerk
0	
1	Accident Investigations Chief
1	Accident Investigator
0	Number of Tier 1 cases/year
0	Number of Tier 2 cases/year
0	Number of Tier 3 cases/year
0	Total number of cases/year
0	Total number of case points/year
0	Additional AIs
2	Total number of AIs
0	Accident Reconstructionist
7	Special Reaction Team (allow 7, except 15 at Camp Pen, CLNC, OKI)
0	Military Working Dogs/Handlers
1	Training Chief
0	Additional Training personnel
1	Total number of Training Marines
11	Total number of Operations Marines w/o Training

Summary and Final Counts

0	Total of Part I-V
---	-------------------

0	Total of Part VII
2	Total of Part VIII
2	Command Element
11	Total in Operations
15	<u>Total Number of MPs Required</u>

Figure 3-8.--Validation Metric

Section 3600 - Assessments and Inspector General Checklists

3601. Purpose. This section provides guidelines for assessments and the use of IG inspection checklists.

3602. Policy

1. DOD utilizes different types of assessments. Assessments are typically done by a command to address various aspects of the antiterrorism (AT) and security programs. While these assessments are conducted by/for the installation, the PM/PC and PMO/MCPD have critical roles.

a. Criticality assessments are conducted to identify, classify, and prioritize mission-essential assets, resources, and personnel critical to mission success. Criticality assessments shall also be conducted for non-mission essential assets such as high-population facilities, mass gathering activities, and any other facility, equipment, service or resource deemed important by the commander warranting protective measures to ensure continued efficient operation, protection from disruption, degradation, or destruction, and timely restoration. Installations shall conduct criticality assessments annually.

b. Vulnerability assessments (VA) address the consequences of terrorist attacks in terms of the ability of units, installations, commands, or activities to accomplish their assignments successfully, even if terrorists have inflicted casualties or destroyed or damaged DOD assets.

(1) These shall be conducted by installations annually.

(2) Each installation will also receive a higher headquarters (Service component or higher) vulnerability assessment (HHA) once every three years. This requirement will typically be satisfied utilizing geographic combatant command (COCOM) allocated quotas (COCOM-funded) for Joint Staff Integrated Vulnerability Assessments (JSIVA) or Marine Corps Integrated Vulnerability Assessments (MCIVA). The HHA or JSIVA also satisfy the annual installation requirement.

c. Additionally, program assessments are used to assess entire programs. Installations shall conduct these program assessments annually. Installations will undergo an external AT program review at least once every 3 years. The ultimate outcome of triennial AT program reviews is the identification of AT program deficiencies and vulnerabilities that may be

exploited by terrorists. Triennial AT program reviews may be conducted as an HHA or JSIVA.

2. IG Inspection Checklists

a. The Automated Inspection Reporting System (AIRS) contains the inspection checklists that are updated by the HQMC/MCCDC functional area sponsor and maintained by the Inspector General of the Marine Corps (IGMC). These checklists contain those areas, at a minimum, that should be inspected in any one functional area. Although not all encompassing, checklists are intended to provide commands with the basic guidelines necessary to perform day-to-day administration and operation.

b. Inspectors from the IGMC and command inspectors shall use AIRS inspection checklists when conducting inspections. A commanding general (CG) may add items to an inspection checklist, based on applicable Marine Corps directives, if the additional items provide a more complete picture of the status of the inspected unit.

c. A copy of the completed inspection checklist will be provided to the commander of the inspected unit and will form the basis for any required corrective action and/or refinement to successful programs. Inspectors will address findings and discrepancies by providing appropriate comments and suggestions to correct shortcomings. Copies of inspection checklists used by command inspectors for the CGIP will not be forwarded to HQMC but will be maintained on file by the inspector.

d. Current AIRS inspection checklists are available through the Marine Corps home page, IGMC web site and the installation Inspector's Office. The following general instructions apply:

(1) AIRS may be accessed and downloaded via the IGMC website.

(2) Text updates to the checklists are incorporated into the database by the 15th of each month.

(3) The IGMC will announce when a new version (significant program change) of AIRS has been released and placed on the IG website.

e. Recommended additions and/or deletions to the inspection checklists should be staffed and coordinated with CMC (PS) for inclusion in the AIRS database.

f. In order to prepare for both CG and IGMC inspections and to ensure minimum requirements are routinely met, inspection checklists should be obtained and followed. The following functional area inspection checklists pertain to PMOs/MCPDs.

(1) 450: PMO Operations (includes a general category, patrol operations, military working dog operations, CID, administration/ police records, lost and found, flight line security, training, crime prevention/physical security, vehicle registration, military police investigators/evidence, and impound lots).

(2) 470: Physical Security.

(3) 480: Antiterrorism.

(4) 950: Detention Spaces.

3603. Procedures

1. PMs/CPs shall:

a. Work with the installation staff directorate, typically the G-3/S-3, to prepare for and participate in assessments.

b. Ensure IG inspection checklists (subparagraph 3602.2 above) are obtained, actions taken and programs are in place to address requirements in the checklists. One method of validating preparation is to establish binders with supporting documents for each functional area checklist. After inspections, take action to correct any findings or deficiencies and report actions as directed in the inspection.

2. Operations Officer, Support Services Officer, and CID Chief/Officer shall:

a. Prepare for and participate in assessments as directed by the PM/PC.

b. Obtain IG inspection checklists (subparagraph 3602.2 above). Take actions and implement/maintain programs to address requirements in the checklists. One method to assist in preparation is to establish binders with supporting documents for each functional area checklist. After inspections, take action to correct any findings or deficiencies and report actions as directed in the inspection.

Chapter 4

Personnel Matters

Section 4000 - Assignment Eligibility (Military Police)

4001. Purpose. This section identifies the standards for assignment of Marines to the MP military occupational specialty (MOS) and to explain the continuous eligibility program.

4002. Policy

1. Personnel assigned the primary MP MOS (5800, 5811, 5821) must meet the requirements set forth in reference (q). Waivers may be granted by CMC (PS) on a case-by-case basis based on individual circumstances.
2. The PM/PC may determine that individuals assigned to PMO are not capable of satisfactorily executing the responsibilities associated with law enforcement duties based upon the individual's performance and/or conduct. In those instances, and when the individual possesses the capability to effectively serve the Marine Corps in another capacity, the PM/PC will, in accordance with reference (r), make a recommendation to the installation commander for voiding/reclassifying a Marine's primary MOS.
3. Any Marine MP (5800, 5811, 5821) convicted by a court-martial or civilian court, or awarded non-judicial punishment (NJP) for any offense involving domestic assault, moral turpitude, or possession, use or transfer of dangerous drugs or marijuana; or identified on a urinalysis screening test as a drug or marijuana user, will have their PMOS and AMOS voided and CMC (PS) will be notified of the incident. All such actions will be entered into the Marine Corps Total Force System (MCTFS) at HQMC and will appear on the concerned unit's diary feedback report (DFR). See section 4500 for Lautenberg considerations.
4. See sections 4100 and 4300 for information concerning requirements for 5821, and secondary MP MOS 5812, 5813, 5814, 5816, and 5819.

Section 4100 - Assignment Eligibility (Criminal Investigators)

4101. Purpose. This section identifies the standards for assignment to criminal investigations occupational specialties.

4102. Policy

1. Marines assigned criminal investigations occupational specialties must meet the requirements set forth in para 3133.8 of reference (q). Waivers may be granted by CMC (PS) based on individual case circumstances.

2. Military criminal investigators refer to active duty or reserve Marine Corps Officers assigned MOS 5805 and enlisted Marines assigned primary MOS 5821, who have successfully completed a one year probationary period as an apprentice investigator, have completed in residence the U. S. Army Apprentice Special Agent's Course (ASAC), Ft Leonard Wood, MO, and who are issued credentials by the Commandant of the Marine Corps. The investigation of crime is the primary function of criminal investigators assigned to the PMO/MCPD. All criminal investigators (MOS 5805/5821), with the exception of those assigned to the Naval Criminal Investigative Service (NCIS), will be assigned to the installation PMO/MCPD. Operating force commands may recall criminal investigators for limited periods of time for deployments; marksmanship qualification, physical fitness testing, training exercises and other CMC mandated training per reference (x).

3. Marines may be assigned to the CID, PMO/MCPD, for the purpose of determining aptitude, motivation and potential for criminal investigative duties for a one year probationary period prior to assignment to ASAC. During this probationary period, Marines are referred to as "apprentice investigators". Apprentice investigators are normally assigned in an on-the-job training status under the direct supervision of an experienced criminal investigator. Selection of Marines for apprenticeship will be limited to those who have demonstrated motivation toward investigative duties and who meet the criteria set forth in the current edition of para 3133.8 of reference (q).

4103. Procedures

1. Criminal investigators often enjoy a wide degree of latitude in their exercise of initiative, ingenuity, and authority. The selection and screening of personnel for these duties must be performed with extraordinary scrutiny and closely monitored to

ensure only Marines of the highest caliber and ability are assigned.

2. Prior to assignment to the CID as an apprentice investigator, all Marines, per reference (z), must request and be accepted for a lateral move into the 5800 MOS. The applicant must be interviewed and recommended for a lateral move by a screening board comprised of the CID Officer and/or Chief Investigator. A NCIC criminal history, a Defense Clearance and Investigations Index (DCII), a local law enforcement records, family advocacy, SRB, financial records through a credit report, and medical records checks must be conducted. In addition, a CID Agent Applicant Report of Investigation (ROI) will be initiated to ensure proper documentation of the agent applicant screening package, background checks, and criminal history inquiries are conducted regarding each applicant. The screening questionnaire for CID candidates, figure 4-1, shall be used.

3. Marines who have demonstrated motivation toward investigative duties and who meet the following minimum criteria should be considered for assignment as apprentice investigators:

- a. U.S. citizenship (native born or naturalized).
- b. No record of mental or emotional disorders, including pathological personality disorders as diagnosed by a physician.
- c. Suitable character, integrity, maturity, and stability as established by past performance and personnel records.
- d. Minimum age of 21 years.
- e. Minimum grade of sergeant.
- f. At least one of the following: minimum six months as a 58XX Marine; minimum one year law enforcement experience as a civilian police officer; minimum one year law enforcement experience in another Service; extensive experience in accounting, logistics, or computers; or a MOS that can be substituted for criminal investigation experience.
- g. Satisfactory demonstration of all performance objectives prescribed by para 3133.8 of reference (q).
- h. Standard score of 110 or higher in the aptitude area (general technical (GT) or skill technical (ST)).

i. Normal color vision. If color blind, applicant must furnish a medical certificate from a U.S. medical authority certifying that he or she can distinguish between green, red, and amber colors.

4. Apprentice investigators, upon attainment of the following criteria, should be recommended to CMC (PS) for assignment to the ASAC:

a. Successfully completed a one-year probationary period as an apprentice investigator.

b. A positive evaluation by the installation PM/PC regarding the individual's investigative abilities.

c. Meet the requirements for assignment to the ASAC.

d. Must have been the subject of a favorably completed Single Scope Background Investigation (SSBI) and granted a top-secret clearance or have been granted an interim top-secret clearance based on the initiation of the SSBI. Also, the individual must demonstrate suitable character, integrity, reputation, sobriety, discretion, and stability, as established by a completed SSBI and by any other information developed during application processing.

e. No record of unsatisfactory credit.

f. No convictions by a civil court for other than minor traffic violations. More than three moving traffic violations within a 3 year period or a series of parking violations that tend to show a disregard for established laws will not be considered minor (explanation of circumstances is encouraged).

g. No convictions by a general, special, or summary courts-martial.

h. Minimum age of 21 years.

i. The applicant must attain a passing score on the Marine Corps Physical Fitness Test (PFT). Individual must meet the height and weight standards prescribed in (s).

j. Minimum of two years military service, including 12 months of continuous service immediately preceding the date of the application, and not more than 10 years of military service at the time of assignment to the U. S. Army Apprentice Special Agents' Course (ASAC).

k. No record of having received a less than honorable discharge from any military service.

l. No record of lost time under (c).

m. Maximum grade of staff sergeant.

n. At least 36 months of remaining service obligation upon completion of the ASAC. Marines who do not meet the service remaining obligation requirement can qualify by extending their enlistment or by reenlisting prior to attendance to ASAC.

o. Should not be on a current term of enlistment in which an enlistment bonus, a variable reenlistment bonus, or a selective reenlistment bonus has been received. If the applicant has received a bonus, he or she should include a written statement agreeing to the recouping of the unearned portion of the bonus effective on the date of receipt of a primary military occupational specialty (PMOS) 5821. This statement should be attached to the application for acceptance into the CID. Before an applicant who is an enlisted bonus recipient can be accepted, approval by CMC (MMEA) is required.

p. Meet obligated service requirements as set forth in reference (z).

q. Should a significant waiver be required, the decision will be made by the CMC (PS). Requests for waivers will be considered using the whole person concept.

r. Qualified Marine Corps personnel who have successfully completed a one-year probationary period as an apprentice investigator, have been granted a Top Secret clearance and have successfully completed the ASAC will be assigned MOS 5821 by the CMC (MMEA) and are accredited as Marine Corps Criminal Investigators by the CMC (PS). The CMC (PS) will issue credentials identifying the bearer as an accredited criminal investigator and is granted authorization and approval to conduct criminal investigations. The official recognition of the bearer's authority and jurisdiction are the issued credentials, which identify the bearer as an accredited criminal investigator.

s. Only warrant officers who have successfully completed the ASAC in residence may be assigned primary MOS 5805 and issued credentials. Unrestricted officers and limited duty officers who have successfully completed the ASAC in residence may request assignment of additional MOS 5805 from the CMC

(MMOA-3). Officers assigned additional MOS 5805 and selected to perform duties in billet MOS 5805 will be issued credentials by CMC (PS).

5. Termination. No member of the U. S. Marine Corps has an inherent right to be a criminal investigator or to be a member of the CID. At the sole discretion of the CMC (PS), any individual who is considered substandard in performance or conduct, deficient in character, or otherwise unsuited for the CID program will not be accepted or retained. Punishment for misconduct resulting from trial by court-martial or under the provisions of Article 15 of reference (c) and the subsequent use of this fact in support of elimination from the CID Program, does not constitute double jeopardy. Accredited criminal investigators may be eliminated from the CID program for any of the following reasons:

a. Loss of credential, badge, or any part thereof through gross negligence.

b. Purposely or through negligence failing to secure or account for evidence or government funds.

c. Indiscretion, disaffection, breach of discipline, or abuse of privilege that could adversely affect the performance of criminal investigative or other CID program duties.

d. Lack of character or moral integrity necessary for the proper performance of criminal investigative or other CID program duties.

e. Any acts or omissions by the individual that could impair at any time the ability to perform effectively any CID program duties. This prohibition includes commission of any offense under reference (c), federal or state law, or the laws of foreign countries.

f. Criminal investigation supervisors may be eliminated from the CID program for any of the reasons listed.

g. Apprentice investigators have no tenure. They may be eliminated from the CID program, reclassified, or reassigned without CMC (PS) action under the following circumstances:

(1) Failure to complete the prescribed apprentice period successfully and attain accredited status.

(2) Any of the reasons listed above.

6. The acceptance or accreditation of an individual in the CID program is effective until revoked by CMC (PS). CMC (PS) will establish administrative procedures for revocation of accreditation. These procedures will ensure, at a minimum, that the individual concerned is given notice of the basis for the action and an opportunity to respond prior to the final determination. An exception to this applies when an individual has not attended or completed the ASAC. In these cases, action will be taken to revoke acceptance when information is received that warrants revocation. The individual will be notified of the final decision and the reasons for revocation. All academic failures at the ASAC, as determined by the school, will constitute grounds for automatic removal from the CID Program. CMC (PS) is the decision maker on recommendations to withdraw acceptance.

a. PMs/CPs, on receipt of any information regarding occurrences outlined in para 4103.5, will conduct a preliminary inquiry to determine the source and validity of the information. The preliminary inquiry will be completed within three working days and will be conducted as follows:

b. CMC (PS) or PMs/CPs will promptly withdraw credentials when one of the following conditions exists:

- (1) An investigator is permanently assigned to other than law enforcement duties.
- (2) An investigator is convicted of a criminal offense.
- (3) Substantiated allegations of significant misconduct exist.
- (4) When performance of duty is substandard, or for any other circumstance that reduces the individual's effectiveness to the point that it interferes with performance of duties.
- (5) Termination of employment or investigative duty status of a civilian criminal investigator.

7. CMC (PS) will be notified immediately when credentials are withdrawn. Withdrawn credentials shall be maintained per reference (b) SSIC 5512.1a.

8. Polygraph Examiners. Effective 18 May 1999, the overall management of the U.S. Marine Corps Polygraph Program was redirected to the Director, NCIS. Within that MOU, all Marine Corps polygraph assets and personnel were reassigned under the

operational control of the NCIS. Final technical and operational control of assigned examiners is vested in the Chief, Polygraph Division, NCIS (Code 0023CP). Final quality control responsibility and polygraph request approval authority are also vested in the Chief, Polygraph Division, NCIS.

9. Certification and decertification authority of USMC polygraph examiners rests with the Director NCIS. It is the responsibility of the Chief of the Polygraph Division (0023CP) to make recommendations to the Director, regarding the Certification and/or Decertification of an examiner. General certification requirements are as follows:

a. Marine Corps polygraph examiners are of the enlisted grades Sergeant through Master Gunnery Sergeant. These Marines have received specialized training at the Department of Defense Polygraph Institute (DODPI), where the curriculum includes courses in psychology, physiology, instrument mechanics, question formulation, chart interpretation, and advanced interrogation techniques. Upon graduation from the DODPI and after successful completion of a probationary period, polygraph certification is subsequently granted by Code 0023CP, under the advisement of the CMC (PS). The following qualifications apply to become an examiner and may be subject to a waiver in special circumstances.

- (1) Be a U.S. citizen.
- (2) Be at least 25 years of age.
- (3) Hold an earned baccalaureate degree from a regionally accredited college or university.
- (4) Have at least 3 years of investigative experience.
- (5) Successful completion of a background investigation and eligible for TS/SCI clearance.
- (6) Successful completion of a polygraph examination.
- (7) Must be an enlisted Marine with 5821 primary MOS.
- (8) Found suitable to perform duties as a Marine Special Agent (MSA) via a NCIS screening board and completed background investigation by NCIS (Code 10).

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b. In the case of decertification of a polygraph examiner, CMC (PS) will determine the appropriate assignment, based on the circumstances leading to the decertification.

SCREENING QUESTIONNAIRE FOR CID CANDIDATES

NAME: _____
POC #: _____
SSN: _____

PERSONAL INFO:

PEBD: _____	PFT: _____
EAS: _____	GCT: _____
DOR: _____	PME: _____
MARRIED: _____	DOB: _____
MOS (BILLET): _____	DCTB: _____
MOS (PRIMARY): _____	RTD: _____

BACKGROUND:

1. Do you have any prior NJPs, Courts-Martial, or adverse Page 11 entries? _____

2. Do you have any type of civilian police record, or involvement with the police? _____

3. Have you ever been arrested or apprehended for anything? If so, for what and why? _____

4. Have you ever held any type of security clearance? If so, for what and why? _____

5. Did you enlist under any type of drug or other waivers? _____

6. How is your financial situation? Have you ever filed for bankruptcy? _____

7. Do you have any history of mental illness, domestic violence, financial problems or disciplinary problems? _____

FOUO - PRIVACY SENSITIVE

8. CID/NCIS conducts an extensive background investigation on all candidates. Is there anything in your background that may be a factor in your eligibility as an Investigator/MSA? _____

EXPERIENCE/EDUCATION:

1. Have you ever been assigned to or worked for any police agency? _____

2. Do you have any experience or education in the law enforcement field? _____

3. What is your current education level and what are your education goals? _____

4. How do you usually resolve conflicts? _____

5. Do you consider yourself better at being a team player or individual achiever, and why? _____

GOALS:

1. Why do you want to be a Criminal Investigator? _____

2. What abilities or qualifications do you have that would benefit you in your duties as a Criminal Investigator? _____

3. Assuming you are selected for the Criminal Investigative program, where do you see yourself 5 years from now? _____

4. How does your spouse/family feel about your efforts to be a Criminal Investigator? _____

5. What type of administrative skills do you have? _____

6. What do you like best about your current job? _____

7. What is the hardest part of your current job? _____

8. On a scale of 1 - 10, 10 being the highest, rate yourself in the following areas:

- Administrative skills: _____
- Leadership skills: _____
- Inter-personal skills: _____
- Following through: _____
- Knowledge of police work: _____
- Ability to learn: _____
- Attention to detail: _____
- Computer skills: _____
- Listening skills: _____
- Common sense: _____
- Responsibility: _____
- Integrity: _____

9. What are some of your hobbies, interests and off-duty activities? _____

ITEMS TO BE REVIEWED FROM CANDIDATE:

SRB: _____

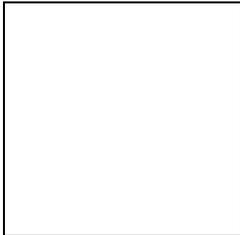
BTR/BIR: _____

EDUCATION

PAGE: _____

NOTES/COMMENTS: _____

UNITED STATES MARINE CORPS
CRIMINAL INVESTIGATION DIVISION
APPLICANT ELIGIBILITY CERTIFICATION



Name (*Last, First, Middle*): _____

Rank: _____

Sex: _____ Race: _____ SSN: _____

DPOB: _____

Color Hair: _____ Color Eyes: _____

R or L handed _____

Height: _____ Weight: _____

Security Clearance: _____ Date: _____

DOR: _____ EAS: _____ GT Score: _____

MOS: _____

Scars/Marks/Tattoos:

Complete Unit Address:

DCTB: _____ Law Enforcement Experience: _____
(Years)

Military Training:

Civilian Education:

ELIGIBILITY CHECKLIST:

[] 1. Applicant has volunteered and been recommended to serve as a Criminal Investigator and for future duty as an NCIS Special Agent. (*Letter Of Recommendation from CO/PM attached*)

[] 2. Applicant meets all prerequisites required for awarding of MOS 5821 as set forth in the current edition of reference (q) with the exception of appearing before a NCIS screening board.

[] 3. A check of DCII files disclosed no adverse or disqualifying information. Date of DCII inquiry: _____
(*Investigative Action: **DCII Inquiry**, attached*)

[] 4. A check of NCIC/III files disclosed no adverse or disqualifying information. Date of NCIC/III inquiry: _____
(*Investigative Action, **NCIC/III Inquiry**, attached*)

[] 5. A local records check of Military Police and Civilian Police files disclosed no adverse or disqualifying information.
(*Investigative Action: **File Check**, attached*)
Date of Records inquiry: _____

[] 6. Applicant has no known financial deficiencies that would preclude them from serving as a Criminal Investigator.
(*Credit Bureau Report attached*)

[] 7. A review of the Applicant's Service Record book disclosed no known moral or character deficiencies or adverse information that would preclude them from serving as a Criminal Investigator. (*Investigative Action: **Service Record Book Check**, attached*)

[] 8. Applicant has no known medical problems and has normal color vision. (*Investigative Action: **Medical Records Check**, attached*)

[] 9. Applicant is eligible for a Top Secret security clearance.

[] 10. A Single Scope Background Investigation (SSBI) has been initiated. (*SF-86 attached*)

[] 11. An internal 2M CID "Agent Applicant" background investigation was initiated. Date: _____ (*Investigative Action, Employment Inquiries, attached*)

[] 12. Applicant was interviewed by a local CID Screening Board and was found suitable for duty as a Marine Corps Criminal Investigator. (*Essay attached*)

I certify that the nominee named hereon has satisfactorily met all of the prerequisites listed above.

Signature of Certifying Official: _____

Date: _____
Name: _____
Title: _____
Rank: _____
Phone: _____

The above nominee appeared before a CID Screening Board on _____ and was determined to be [] acceptable / [] unacceptable for duty as a Criminal Investigator.

Signature of Board Chairperson: _____
Name: _____ Title: _____

**CRIMINAL INVESTIGATION DIVISION
APPLICANT SCREENING/INTERVIEW FORM**

LAST NAME: _____ FIRST NAME: _____
MI: _____

RANK: _____ SSN: _____

MOS: _____

DOB: _____ POB: _____

CITIZENSHIP: _____

Date of Birth: _____ Place of Birth: _____

PRIVACY ACT OF 1974 (ADVISEMENT STATEMENT): The authority for requesting the following information is 10 U.S.C. 3013, and Executive Orders 10450, 11652 and 9397. The requested information will be used in making security determinations, granting access to classified information, and making personnel management decisions. Information from this system may be shared without your consent pursuant to the listing of blanket routine uses published in the Federal Register and located at http://www.defenselink.mil/privacy/dod_blanket_uses.html. COMPLETION OF THIS FORM IS VOLUNTARY. Failure on your part to furnish all or part of the requested information may result in non-selection for assignment to the Criminal Investigation Division, and your suitability to hold a security clearance.

GENERAL INFORMATION CONCERNING THIS FORM: Completion of this questionnaire represents an initial security screening by representatives of CID. If favorably reviewed, additional security screening will follow, including a detailed Single Scope Background Investigation (SSBI) conducted by the Defense Security Service (DSS). This investigation encompasses extensive checks with appropriate law enforcement agencies, credit and financial institutions, school teachers and administrators, friends, neighbors, employers, and other persons who know and are willing to provide information concerning you. Upon completion of all screening and investigation, a determination will be made concerning your eligibility for Criminal Investigator Duties. All questions should be answered honestly and completely, regardless of whether you may have been told that any of your records have been sealed or expunged. Falsification or misrepresentation of any facts on this questionnaire may result in denial of assignment to CID, denial or revocation of a security clearance or access to sensitive information, or possible separation from the military service. ANY ADVICE YOU MAY HAVE RECEIVED CONCERNING THE WITHHOLDING OF REQUESTED OR APPLICABLE INFORMATION SHOULD BE DISREGARDED. It is in your best interest to complete all questions honestly and accurately on the attached pages by circling the appropriate "YES" or "NO" response. **If you answer "YES" to any question, fully explain your answer in the corresponding comments section.**

CERTIFICATION. Line out whichever of the following does not apply: 1) I have read and understand the above two statements and wish to proceed with the interview; **OR** 2) I do not wish to proceed with the interview.

(APPLICANT SIGNATURE & DATE)

(INTERVIEWER SIGNATURE & DATE)

1. **FOREIGN CONNECTIONS.** The questions within this section pertain to you and all members of your immediate family (parents, siblings, spouse, children)

Y	N	
		a. Are you a U.S. citizen?
		b. Have you attained U.S. citizenship other than by birth?
		c. Were you or any members of your immediate family born outside of the U.S.?
		d. Have you ever had relatives living outside of the U.S. on other than official government business?
		e. Have you ever lived with a foreign national?
		f. Have you ever maintained personal relationships, ties of affection, obligation or kinship to anyone individual who is not a U.S. citizen?
		g. Have you ever had any financial interests, holdings or dealings with a foreign owned business or individual?
		h. Have you ever owned property or had a bank account in a foreign country?
		i. Have you ever provided financial support to anyone who is not a U.S. citizen?
		j. Have you ever traveled outside of the U.S. on other than official U.S. government business?
		k. Have you ever performed work for or received compensation from a foreign owned or controlled business or individual?
		l. Have you ever received benefits, financial assistance, gifts, or cash from a citizen of a foreign country or from the government of a foreign country?
		m. Have you ever had contact with a foreign government, its embassies, consulates, or representatives for any reason

3. ALCOHOL ABUSE

Y	N	
		a. Do you drink alcoholic beverages?
		b. Have you ever been drunk?
		c. Have you ever passed-out from too much drinking?
		d. Have you ever experienced memory loss after drinking?
		e. Have you ever been cautioned to cut down on your drinking?
		f. Have you ever arrived at work while still under the influence of alcohol?
		g. Have you ever been investigated, detained, arrested, or convicted for any offense related to your use of alcoholic beverage?
		h. Has your use of alcohol ever resulted in incidents related to fighting, child or spouse abuse, or other confrontations with family, friends, or others?
		i. Have you ever refused medical treatment or counseling which was ordered or recommended by competent authority as a result of your use of alcohol?
		j. Has your use or involvement with alcohol ever resulted in any of the following:
		1) Medical treatment?
		2) Hospitalization?
		3) Employment problems?
		4) Counseling?
		5) Educational problems?
		6) Detainment and/or questioning by any civilian law enforcement agency?

		7) Detainment and/or questioning by any military authority?
		8) A DUI/DWI charge or conviction?
		k. Have you ever illegally manufactured, purchased, used, transported, or sold alcoholic beverages?

COMMENTS:

4. CRIMINAL HISTORY

Y	N	
		a. Have you ever been questioned, detained, held cited, charged, or arrested by any law enforcement or juvenile authority (to include traffic offenses), regardless of whether the citation was dropped, dismissed, or you were found not guilty?
		b. Have you ever been convicted, fined, confined, forfeited bond, or required to appear in court for any reason, regardless of whether the record in your case was sealed, expunged, or otherwise stricken?
		c. Have you ever been awarded parole, probation, suspended sentence or participation in a rehabilitation program or are you currently awaiting action on any charges against you?
		d. Have you ever received disciplinary action under the Uniform Code of Military Justice?
		e. Have you ever engaged in trespassing, vandalism or violence?

		f. Have you ever been charged with income tax evasion or failure to file?
		g. Have you ever had your driver's license suspended or revoked?
		h. Have you declined to list any arrests or convictions because a judge, attorney or any other person told you that your records would be expunged?
		i. Have you ever been expelled or suspended from school for any reason?
		j. Have you ever engaged in black market activities?
		k. Have you ever been investigated by any federal government agency?
		l. Have you ever been the subject of a UCMJ investigative inquiry?
		m. Do you maintain personal relationships or other associations with any persons you know or suspect to be involved in criminal activities?

COMMENTS:

--

5. FINANCIAL RESPONSIBILITY. The following pertains to you; if married, they pertain to both you and your spouse.

Y	N	
		a. Have you ever encountered <u>difficulty</u> managing your finances, or meeting your financial obligations?
		b. Have you ever declared bankruptcy?
		c. Have you ever had a lien placed against your property (excluding mortgages or loans)?
		d. Have you ever incurred indebtedness as a result of drug or alcohol use, or gambling?
		e. Have you ever written checks not covered by sufficient funds?
		f. Have you ever had your check-cashing privileges suspended or revoked?
		g. Have you ever been late on regularly scheduled payments?
		h. Have you ever had any bills that are more than 30 days delinquent?
		i. Have you ever been refused credit?
		j. Have ever had your wages garnished?
		k. Have you ever had any credit account turned over to a collection agency?
		l. Have you ever been sued by a creditor?
		m. Have you ever moved, changed your address, or taken other steps to evade creditors?
		n. Have you ever been ordered by the Court to provide child support or alimony?
		o. Have you ever failed to pay court ordered judgments?
		p. Have you ever defaulted on a loan?

		q. Have you ever engaged in gambling activities involving large sums of money?
		r. Have you ever been evicted from a residence or left a residence owing money for rent, utilities, cleaning, damage, etc.?

COMMENTS:

6. MENTAL AND EMOTIONAL HEALTH

Y	N	
		a. Have you ever experienced any of the following:
		1) Nervous problems?
		2) Mental problems?
		3) Emotional problems?
		4) Behavioral problems?
		5) Personality disorder?
		6) Suicidal tendencies?
		7) Physical abuse?
		8) Mental abuse?
		b. Have you ever been diagnosed as having any of the disorders or illness listed above?

		c. Have you ever consulted with, or been evaluated or treated by a psychiatrist, psychologist, mental health professional, social worker or other such medical authority?
		d. Have you ever refused treatment by a psychiatrist, psychologist, mental health professional, social worker, or other such medical authority when directed by competent authority?
		e. Have you ever refused to furnish medical information to, or allow medical information to be obtained by, competent medical authority?
		f. Have you ever attempted suicide?
		g. Have you ever been hospitalized or received outpatient treatment for emotional exhaustion, breakdown or for any behavior caused by mental or emotional problems?

COMMENTS:

7. MORAL CHARACTER

Y	N	a. Have you ever been involved in or accused of any of the following:
		1) Child molestation?

- 2) Adultery?
- 3) Statutory rape?
- 4) Indecent exposure?
- 5) Child or spouse abuse?
- 6) Prostitution?
- 7) Sexual harassment?
- 8) Sexual abuse?

b. Have you ever engaged in any conduct which could embarrass you or your family, or for which you could be blackmailed, if such conduct were uncovered?

COMMENTS:

8. EMPLOYMENT HISTORY

Y	N

- a. Have you ever left any employment under less than favorable circumstances?
- b. Have you ever been fired or removed from any job?
- c. Have you ever quit a job to avoid being fired?
- d. Have you ever been relieved from a duty position?

		e. Have you ever had any problems with employers or supervisors?
		f. Have you ever had any problems with employees or co-workers?
		g. Have you ever had any job where you would not be eligible for retirement?
		h. Have you ever received disciplinary action (e.g., demotion, transfer, reassignment, etc.) for any job-related misconduct?

Y	N	
		i. Have you ever received a formal written or verbal counseling from supervisors indicating that your work performance or conduct was unsatisfactory?
		j. Have you ever received any unfavorable actions based on an unsatisfactory report?
		k. Have you ever had any previous employers, supervisors, or subordinates who might not recommend you for a position of trust and responsibility with the U.S. government?
		l. Have you ever been denied enlistment in, rejected by, or discharged from any branch of the armed forces for reasons other than expiration of active service?

COMMENTS:

9. MEMBERSHIP AND SUPPORT

Y	N	
		a. Have you ever advocated the use of force or violence to overthrow the U.S. government or alter our constitutional form of government?
		b. Have you ever been a member of any organization or group, which advocates the use of force or violence to

		overthrow the U.S. government or alter our constitutional form of government?
		c. Have you ever advocated the use of force or violence to prevent others from exercising their rights under the Constitution or laws of the U.S. or any state?
		d. Have you ever been a member of any organization or group that advocates the use of force or violence to prevent others from exercising their rights under the Constitution or laws of the U.S. or any state?
		e. Have you ever committed any action that could cause someone to question your loyalty to the U.S. or our constitutional form of government?
		f. Have you ever participated in any unlawful protest, riot, or public demonstration?
		g. Have you ever been a conscientious objector?

COMMENTS:

10. SECURITY BACKGROUND

Y	N	
		a. Have you ever held a security clearance with any branch of the U.S. government or any civilian contractor?
		b. Have you ever been granted access to classified information?
		c. Have you ever been subject to a polygraph examination?
		d. Have you ever been denied or had a security clearance or access revoked or suspended?
		e. Have you ever knowingly or unknowingly disclosed any

		classified information to unauthorized persons?
		f. Have you ever knowingly or unknowingly violated any regulation pertaining to the security of classified information?
		g. Have you ever been investigated or suspected of compromise of classified information?
		h. Have you ever been the subject of any inquiry involving the loss, compromise, or mishandling of classified material which was under your control?
		i. Have you ever been approached by any agents or representatives of a foreign government to provide information for which they are not authorized?
		j. Have you ever engaged in espionage or sabotage activities?
		k. Have you ever been approached by anyone to engage in espionage or sabotage activities?
		l. Have you ever received any advice from any person, whether directly, indirectly, or implicitly, to withhold any information as it pertains to illegal or security related activities?
		m. Have you ever misinformed, deceived, or withheld background information from recruiters, investigators, security personnel, or any other employers?
		n. Have you ever been interviewed by the Defense Investigative Service?
		o. Have you ever provided false, incorrect, or misleading information to any investigator?
		p. Have you ever falsified official or unofficial documents regarding your involvement in illegal or questionable activities?

COMMENTS:

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11. MISCELLANEOUS

Y	N	
		Have you ever participated in any illegal or questionable activity not specifically asked in this questionnaire?
		Do you think that anyone might deliberately make a false or damaging statement about you?
		Have you answered all of the above questions honestly, completely, and to the best of your ability?

COMMENTS:
--

12. REMARKS. Is there anything else that you can think of which might have a bearing on your suitability for assignment to CID? If so, explain in the space provided below.

REMARKS:

**INTERVIEWEE AND INTERVIEWER CERTIFICATION
READ AND SIGN BELOW**

I certify that I have read and understand the Privacy Act of 1974 Advisement Statement on Page 1 of this questionnaire, and that the answers I have provided in this questionnaire are true, complete, and correct to the best of my knowledge, memory and belief. I understand that willfully making false statements or omissions of pertinent information may result in my not receiving a security clearance, access, or approval for Criminal Investigator Duties and that such actions may result in punishment under the Uniform Code of Military Justice and/or separation from military service.

I further understand that I am obligated to inform the interviewer or the appropriate security manager of any substantial change to the information I have provided herein which occurs subsequent to completion of this questionnaire.

Applicant's Full Printed Name **Official Mailing Address**

Applicant's Social Security Number

Official Email address

Applicant's Signature

Work Telephone Number

.....

I certify that I have discussed each aspect of this questionnaire with the above named individual and that I have also informed the applicant of the consequences of providing false, incomplete, misleading, or erroneous information.

Interviewers Full Printed Name

Interviewers Telephone Number

Interviewers Signature

**GUIDE FOR COMPLETING
FINANCIAL STATEMENT**

The purpose of the Financial Statement is to provide an indication of your financial standing. Due to the adverse security ramifications of chronic indebtedness, and the potential for exploitation by a foreign security service, we wish to ascertain your financial status with you and request that you provide a Credit Bureau Report. You may use round numbers rather than specific dollars and cents.

Under assets, savings, and checking are self-explanatory. The equity line refers to the difference between the value of your real estate and the amount still owed on your mortgage. (For example, if your home is worth \$200,000 and the loan is \$150,000, then the equity would be \$50,000.) The same applies to the vehicle line - what it is worth minus what you owe on it. The furniture line is more general and includes both furniture and any other property you own which has value and adds to your total assets.

Under liabilities, the mortgage and vehicle(s) lines are the other half of what you used under assets. These numbers are what you still owe on your home mortgage and on any loans on your vehicles. Charge accounts refer to how much you owe for credit cards or other charge accounts. Other loans/debts cover the rest of it and usually include loans such as for education purposes or other purposes.

On this form, we are seeking total assets and total debts. During this interview, we may ask you what your payments are per month on these debts in order to assure ourselves that you are financially sound and able to pay your debts as required.
Financial Statement

Assets (Balances):

Savings _____
Checking _____
Equity Home/Real Estate Property _____

Vehicle(s) _____
Furniture _____
Other (Investments, Bonds, etc.) _____

Total Assets _____

Liabilities (Balances):

Mortgage(s) _____

Vehicles(s) _____

Charge Accounts _____

Other Loans/Debts _____

Total Liabilities _____

Bankruptcies:

Applicant's Signature

Date

ESSAY QUESTIONS

Choose one of the essay questions listed below and prepare at least a one-page **HANDWRITTEN** paper. You have thirty minutes to prepare your one page paper and you are not allowed to use any reference materials for this paper.

1. What is your view of the prospect of peace in the Middle East and how would you propose achieving it?
2. In the last thirty-five years, the United States has become much more of a service oriented country opposed to the manufacturing leader it once was. Why has this change occurred and what is its impact on the nation?
3. If you had the opportunity, what three countries in the world would you most like to visit and why?

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4. What is your feeling concerning United States citizens who emigrate to another county and later attempt to resign their U.S. Citizenship?

5. With the continuing threat of government furloughs and reduction in force actions attributed to the budget crisis, what course of action would you recommend to resolve the continuing budget crisis?

6. Identify the most demanding and stressful part of your current job. Describe how it has affected your productivity, both positively and negatively. Then, explain what adjustments/changes you would make that will help you to be a more productive employee.

7. If you won the lottery, how would your lifestyle change?

8. In view of the current Department of Defense downsizing philosophy, should we attempt to maintain a strong military?

Figure 4-1.--Screening Questionnaire for CID Candidates

Section 4200 - Human Resource Practices
(Civilian Police Officers, Investigators, Dispatchers and CPWD
Personnel)

4201. Purpose. This section identifies the pre-employment standards, as well as standards for continuing employment of civilian police officers including basic police officers, investigators, dispatchers, and Civilian Police Working Dog (CPWD) handling personnel.

4202. Policy

1. Personnel must meet the following pre-employment standards for hiring consideration as a civilian police officer (including basic police officers, investigators, dispatchers, CPWD handlers) on Marine Corps installations:

a. Must be a U.S. citizen, a minimum of 18 years old, and pass a pre-employment background investigation that includes a National Agency Check, National Crime Information Center (NCIC) check, Department of Motor Vehicles check, local records check, and personal and employment reference checks. All information requested above is required for the NCIC check. Negative information may disqualify the candidate for consideration for employment. Any misdemeanor domestic violence conviction, a felony conviction of any type automatically disqualifies the candidate from consideration for employment.

b. Furnish the "Health Fitness Certification" from a physician, certifying that the candidate is physically fit to participate in the Health Assessment and Physical Training Program.

c. Successfully complete the pre-employment physical agility test (PAT) and meeting height/weight standards as outlined in section 4600.

(1) When an applicant takes the physical agility test (PAT) after receiving a tentative offer of employment and fails the PAT, the applicant can retake the pat to qualify for employment within 30 days following the initial failure. If the applicant passes the pat on subsequent attempts within the 30 day period, he/she is deemed to have met the pat qualification requirement for a final offer of employment. Applicants who do not pass the PAT within the 30 days must reapply.

(2) When an applicant undergoes the Body Mass Index (BMI) determination under a tentative offer of employment and

does not meet the BMI standards, or the body composition standards, the applicant can undergo the BMI/body composition determination to qualify within 30 days following the initial failure. If the applicant meets the BMI/body composition on subsequent determinations within the 30 day period, he/she is deemed to have met the BMI qualification requirement for a final offer of employment. Applicants who do not meet the BMI/body composition determination within the 30 days must reapply.

(3) If an individual does not meet the BMI/body composition standard and the individual has his/her body composition determined using the circumference-based method per reference (s), the body fat determination will be completed by unit personnel. If body fat is 22% or less for males and 30% or less for females, then the individual will be considered in compliance with the body composition standard.

(4) To minimize the number of PAT and BMI/body composition determinations to be administered, tests and determinations need only be scheduled once per week during the 30 days to afford individuals who have not yet qualified the opportunity to do so.

d. Possess valid state driver's license. Lack of a current valid driver's license with full privileges automatically disqualifies the candidate from consideration for employment

e. Successfully complete the Marine Corps Police Academy and meet all certification requirements, including but not limited to weapons, cardiopulmonary resuscitation (CPR), Automated External Defibrillator (AED), Oleoresin Capsicum (OC), and other joint and DOD requirements within nine months of hire as a civilian police/law enforcement officer. In addition, any field training program, orientation/pre-service training course, and/or Marine Corps Civilian Police On-The-Job Training Pre-Service Course must be successfully completed if required. Chapter 17 and appendices C and D provide additional information. Failure to successfully complete any phase of the Marine Corps Police Academy will be grounds for termination of employment.

f. Obtain a passing score during firearms training and with all assigned weapons. Failure to do so will be grounds for termination of employment. Personnel must be able to fire weapons from a standing, kneeling, and prone position.

g. Pass an initial pre-employment urinalysis test. Failure to do so will result in the candidate's name being removed from

consideration for employment as a police officer.

h. After being hired, requirements include passing the semi-annual PAT, qualifying with the required firearms semi-annually/annually, if required, obtaining/maintaining the security clearance, passing random urinalysis tests, and doing the job as outlined in the position description. Failure to do the above will be grounds for termination of employment.

i. A Police Officer Information Sheet that includes an Authorization for Release of Personal Information Form and Health Fitness Certification (see figure 4-2 beginning on the following page) will be requested from each candidate during the hiring process. In addition, the Human Resources Office (HRO) may use a Declaration of Federal Employment, OF Form 306, to capture pre-employment information and initiate/establish a clearance. Candidates are advised that failure/refusal to release personal information may impact the government's ability to perform required background screening, which would potentially result in ineligibility for employment consideration.

Police Officer Information Sheet/
Authorization For Release Of Personal Information

PRINTED NAME: _____

SSN: _____ DATE OF BIRTH: _____ SEX: _____ RACE: _____

DRIVER'S LICENSE #: _____ STATE ISSUED: _____ EXP: _____

The following items are required before your application will be fully processed.

1. Passing a pre-employment background investigation that includes a National Crime Information Center (NCIC) check, DMV records check, 50 state records check/local records check, personal and employment reference checks. All information requested above is required for the NCIC check. Negative information may disqualify you for consideration for employment. Any misdemeanor domestic violence conviction, a felony conviction of any type, or lack of a current valid driver's license with full privileges automatically disqualifies you from consideration for employment.
2. Furnishing the "Health Fitness Certification" from your primary care physician, certifying that you are physically fit to participate in the Health Assessment and Fitness Training Program.
3. Successfully completing the physical agility test (PAT).
4. Successfully completing the Police Academy, including any field training program.
5. Obtaining a passing score during firearms training and with all assigned weapons.
6. Passing a urinalysis test and psychological examination.
7. All required hiring criteria must be passed. Each is a condition of employment and required for continued service.
8. After being hired, requirements include: passing the semi-annual PAT, qualifying with the required firearms semi-annually/annually, if required, obtain/maintain a security clearance, passing random urinalysis tests, and doing the job as outlined in the position description. Failure to do the above will result in termination of employment.

I HAVE READ AND UNDERSTAND FULLY THE TERMS WHICH ARE REQUIRED FOR EMPLOYMENT WITH THE UNITED STATES MARINE CORPS POLICE DEPARTMENT

APPLICANT'S SIGNATURE: _____ DATE: _____

***I have no known pre-existing physical conditions that will prevent me from participating in a physical fitness program, defensive tactics training, or oleoresin capsicum (OC) spray training or other aspects of the job.

APPLICANT'S SIGNATURE: _____ DATE: _____

FOUO - PRIVACY SENSITIVE

I, _____, (APPLICANT'S PRINTED NAME) provide the requested information and do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the Provost Marshal's Office/Marine Corps Police Department (PMO/MCPD) whether the said records are of a public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings) and other financial statements and records wherever filed; medical and psychiatric treatment and/or consultations, including hospital clinics, private practitioners, and the Department of Veterans Affairs; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me and the records and recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest.

Privacy Act Statement. This form contains identifiable personal data provided by you and is to be safeguarded pursuant to the Privacy Act of 1974. The authority for requesting the information is 10 U.S.C. 3013, and Executive Orders 10450, 11652 and 9397. The requested information will be used for the purpose of identification and information, and in making personnel management decisions. Information from this system may be shared without your consent pursuant to the listing of blanket routine uses published in the Federal Register located at http://www.defenselink.mil/privacy/dod_blanket_uses.html. COMPLETION OF THIS FORM IS VOLUNTARY. Failure on your part to furnish all or part of the requested information may result in non-selection.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the PMO/MCPD. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information.

A photocopy of this release form will be valid and original thereof, even though the said photocopy does not contain an original writing of my signature.

Witness Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

Address: _____

Social Security Number: _____ Date of Birth: _____

Home Telephone: _____ Work Telephone: _____

Health Fitness Certification

Medical Authority: The applicant named below has applied for a Police Officer position with the US Marine Corps Police Department. He/she will be required to participate in a Police Academy, which includes a level of health and fitness. The events mirror those of a municipal police officer (Cooper Standard) and the Position Description of the Marine Corps Police Officer will be employed. He/she must be able to successfully complete the events listed below.

The health fitness assessment may not be conducted without the completed form.

Please initial (do not mark with an X or check mark) under either YES or NO for each event, indicating whether the applicant is fit to participate in that particular event, and then sign and date below.

You are not expected to actually administer the test. Score will be pass/fail and based on the completion of each event within the below criteria:

MEDICAL AUTHORITY INITIALS:

YES NO

___	___	300 Meter Run:	71.0 seconds
___	___	Crunches:	25 crunches/1 minute
___	___	Pushups:	20 pushups/2 minute
___	___	1.5 Mile Run:	16:28 minutes
___	___	Dummy Drag:	25 feet distance
___	___	Height _____	Weight _____

I certify that _____ is/is not fit to
(APPLICANT'S PRINTED FULL NAME) (CIRCLE ONE)
participate in the health assessment and fitness training program.

Medical Authority Signature:

Medical Authority Printed Name:

Medical Authority Address (include ZIP code)

Office Phone: _____ Date: _____

****This Health Fitness Certification expires 90 days from the date of the Medical Authority signature.

Figure 4-2.--Police Officer Information Sheet

j. Medical Requirements

(1) This medical guideline provides health professionals and PMs/PCs with guidelines and occupational medical examination references applicable to conduct occupational medical examinations for civilian police officers (including basic police officers, investigators, dispatchers, CPWD handlers), security guards/personnel and physical security specialists. Administering occupational medical examinations based on this guidance will satisfy basic medical requirements.

(2) The health of applicants and employees must be such that the individuals have the capacity to meet demands for performance in the position and for human reliability. Before employment, and periodically during employment, applicants and employees in these positions must undergo a medical examination and be physically and medically capable of performing the essential duties of the position efficiently and without hazard to themselves or others.

(3) General Considerations. Occupational medical examination guidance for civilian police officers, security guards/personnel, and physical security specialists is contained in reference (ca). The manual specifies the basic medical requirements for USMC civilian police officers, security guards and physical security specialists. Reference (cb) is used in conjunction with reference (ca) to provide the baseline examination required before hire. Specialty examinations for the Motor Vehicle Operator (Other than DOT), paragraph 712, and Police/Guard Security, paragraph 714, in reference (cb) are applicable.

(4) Periodic Examination. Employees are required to undergo periodic examinations to determine continued fitness for employment. Reference (cb) provides the frequency of subsequent examinations. Again, specialty examinations for the Motor Vehicle Operator (Other than DOT), paragraph 712, and Police/Guard Security, paragraph 714, in reference (cb) are applicable and provide for frequency of examination based on age. Navy/Marine Corps occupational medicine specialists will administer the schedule.

(5) Additional Testing. Should additional medical testing be required for potential applicant to become medically qualified, the cost of those tests will be born by that individual.

(6) Medication. Individuals shall notify their chain of command all prescription medication taken while on duty.

(7) Speech. Individuals must be free from conditions that interfere with distinct speech.

(8) Additionally, personnel must not have allergies related to pepper or a pre-existing history of allergic reaction when exposed to pepper, as students will receive direct Oleoresin Capsicum (OC) contamination (full Level-1 exposure).

k. Psychological testing (Minnesota Multiphasic Personality Inventory (MMPI-2)) is required and will be administered prior to being hired as a condition of employment, as outlined below:

(1) The MMPI-2 is administered to each police officer candidate. These tests are paper and pencil personality scale tests that are valid, objective, and reliable instruments that determine whether the candidate in the pre-employment process has the psychological and behavioral elements required of a security officer.

(2) The MMPI-2 is a screening tool that reassures the military has taken every possible step to ascertain that police officers are fit for duty. Additionally, it is a legal protection measure against questionable on the job actions that lead to cases of alleged negligence. The MMPI-2 database will ultimately cut costs by enabling demographic data to be used to improve retention, reduce human relations issues and protect against legal exposure.

(3) Background. First developed in the 1940s, the MMPI is an objective test that measures psychiatric disorders and negative character traits. The MMPI validation has been established by over 8,000 published research studies. Although the MMPI remains accurate, the MMPI-2 is the revised version updating out of date, gender or awkward items. Most states require the MMPI-2 for armed positions.

(4) Criteria. Psychological screening is a proven employment screening instrument free of any cultural or gender bias that identifies psychological conditions or patterns of behavior that are critical in that determining occupational suitability. Some of the positive and negative factors identified.

(a) Positive dimensions. Good judgment, social maturity, ability to work in emergency and high stress

situations, reliability and consistency, does not match profiles for criminal behavior, violent or sexual abusive officers.

(b) Negative dimensions. Cruelty, poor judgment, abuse of alcohol or drugs, inability to respond appropriately to crisis or emergency situation, poor professional boundaries profile of violence or sexual abuse, social or cultural prejudice, terrorist.

(5) Administering and Scoring. The PM/PC is responsible for administering the test for the Marine Corps. The data will be evaluated and scored by a qualified psychologist as determined and selected by CMC (PS). Recommendations will be made with a positive or negative score.

(6) The MMPI-2 test results will be provided to the installation POC. Because the test results do not provide a medical diagnosis there aren't any Health Information Privacy Act -1999 (HIPA) requirements for document storage. Test results can be destroyed or stored in secure personnel files.

2. Personnel assigned as police officers, investigators, dispatchers, and CPWD handlers must meet the minimum requirements set forth in reference (au). Additionally, personnel will adhere to the standards set forth by CMC (PS) as outlined in naval messages and other official correspondence.

3. Terminations. The PM/PC may determine that individuals assigned to PMO/MCPD are not capable of satisfactorily executing the responsibilities associated with police duties based upon the individual's performance and/or conduct. Any Marine Corps civilian police officer, investigator, dispatcher, or CPWD handler that is convicted by a civilian court for any offense involving domestic assault, moral turpitude, or possession, use or transfer of dangerous drugs or marijuana; or identified on a urinalysis screening test as a drug or marijuana user, will be subject to termination of employment in accordance with OPM guidelines. In those instances, the PM/PC will, in accordance with the OPM guidelines, make a recommendation to the installation commander for the termination of the individual, in close coordination with the DON Human Resource Office.

Section 4300 - Subspecialty Assignment Eligibility
(Special Reaction Teams, Military Traffic Investigators,
Working Dog Handlers, Bicycle Patrol, and School Officers)

4301. Purpose. This section identifies the standards for subspecialty assignment eligibility. Within this section, as it pertains to service members of the Marine Corps, a subspecialty refers to occupational codes in which there is no competitive grouping for promotion/skill designator MOSs (including accident investigators, military working dog handlers, physical security specialists, and special reaction team members), as well as daily assignments for which special screening and training is appropriate (bicycle patrol, school liaison, and DARE officers). These descriptions apply to civilian police officers as appropriate. See section 4200 for more details regarding requirements for civilian police officers.

4302. Policy

1. Special Reaction Team (SRT)

a. In addition to criteria for MOS 5811 or qualification for employment as a civilian police officer, SRT members must comply with the criteria in reference (q) for MOS 5815 (SRT member) that includes:

(1) At least one year of installation law enforcement experience.

(2) A high level of physical fitness (at least a 1st class PFT, or, if a civilian police officer, ability to take and complete a Marine Corps PFT with a first class score) and agility; capable of performing arduous tasks over sustained periods.

(3) Meeting appropriate height/weight standards (USMC for Marines; section 4600 for civilian police officers).

(4) Qualifying expert with the service rifle and pistol, as well as other assigned SRT weapon(s).

(5) Being mature and disciplined.

(6) Being capable of working with others in a team.

b. Additional suitability considerations. Potential SRT members should be screened by the SRT commander (or the senior entry team leader) for suitability. Nominations are subject to

the approval of the PM/PC. Additional suitability criteria for consideration includes:

(1) Volunteers are preferable, however, assignment will be based on mission requirements and the best qualified personnel will be assigned to ensure a quality SRT capability.

(2) Available 24 hours for recall.

(3) No prior courts-martial, NJP for Marines, or equivalent administrative action/ progressive discipline level for civilian police officers.

(4) Excellent hearing and eyesight, preferably 20-20 correctable vision.

c. Selection

(1) The SRT Commander should be selected by the PM/PC and be an officer, SNCO, or equivalently graded civilian police officer.

(2) SRT entry element team leaders should be selected by the SRT Commander (if appointed), with the concurrence of the PM/PC.

(3) Designated marksmen and observers should be nominated by the entry element team leader(s) and selected by the SRT Commander, with the concurrence of the PM/PC. Each designated marksman and observer shall have demonstrated exceptional accuracy and knowledge in the operation of SRT firearms. Before being designated as a marksman or observer, the nominated MP should attend SRT phase II training at U.S. Army Military Police School (USAMPS), or a federal/state certified marksman course.

(4) Other SRT members should be selected by the SRT Commander or designee, per this manual and other guidance set forth by the PM/PC.

(5) Try outs or indoctrination may be used if needed to screen candidates.

d. Assignment to an SRT should be based upon satisfactory completion of a 6-month probationary period following graduation from the SRT Course, USAMPS, Ft. Leonard Wood, Missouri; or regional FBI Special Weapons and Tactics course; or federal/state certified course; or equivalent.

e. Continuous Eligibility

(1) PM/PC should require SRT member participation in scheduled training, exercises, and employments (unless on leave, hospitalized/SIQ or TAD) to remain eligible as an SRT member.

(2) SRT members must maintain continuous compliance with the screening and eligibility criteria. Any SRT member who fails to meet prescribed criteria shall be prohibited from serving as a regular SRT member on employments; any such SRT member shall be allowed no more than 30 days to achieve compliance before removal from the SRT.

(3) The SRT Commander shall submit a summary of reasons for the dismissal of an SRT member to the PM/PC.

(4) In the case of Marine SRT members, the installation commander may recommend to CMC (MMEA) the removal of the 5815 secondary MOS of any Marine who declines to participate in SRT training.

2. Accident Investigators. Enlisted MPs (Cpl-GySgt) who have completed the U.S. Air Force Traffic Management & Collision Investigation Course, Lackland Air Force Base, Texas, or the Traffic Institute Accident Investigators Course and have been assigned additional MOS 5813 are considered qualified accident investigators. Similarly, civilian police officers of equivalent seniority completing the same courses are considered qualified accident investigators. Accident investigators are normally assigned within the Operations Division of a PMO/MCPD.

3. Military Working Dog (MWD)/Civilian Police Working Dog (CPWD) Handlers. A MWD/CPWD handler is a military policeman/police officer who is additionally trained to properly employ a MWD/CPWD to conduct vehicle searches, searches of open areas, buildings, vehicles, etc., for the detection of explosives or illegal drugs and who also has the ability to search for lost or wanted persons. Requirements/prerequisites are as follows:

a. Must currently hold MOS 5811 or be assigned as a civilian police officer.

b. Possess no fear of dogs.

c. Must be a volunteer.

d. Complete the Military Working Dog Basic Handler Course and the Detector Dog Handler Course, Lackland Air Force Base, Texas. CMC (PS) offers, and funds, limited school seats for CPWD handlers to attend the Military Working Dog Handler School at Lackland Air Force Base, Texas. CPWD handlers are initially hired based on the minimum requirements set forth in reference (au) for civilian police officers, however, CPWD handlers must meet the prerequisites for military candidates, minus those standards specific to general technical scores, or military entrance battery exams and complete or have completed the Military Working Dog Basic Handler Course.

4. Physical Security Specialists. A physical security specialist is typically a military policeman additionally trained to give the installation commander the ability to conduct risk/vulnerability assessments, analyze crime, and recommend appropriate courses of action to eliminate conditions conducive to terrorism, espionage, sabotage, wrongful destruction, malicious damage, theft and pilferage. Civilian police officers of similar grade and rank may be considered for funded training in the physical security field.

Requirements/prerequisites:

- a. Must currently hold MOS 5811, or civilian equivalent.
- b. Must have obtained the grade of corporal or higher, or civilian equivalent.
- c. Must complete the Conventional Physical Security Course at USAMPS.

5. Bicycle Patrol

- a. Candidates must undergo the following screening exams:
 - (1) Physical Activity Readiness Questionnaire (PAR-Q)* as set forth by the Canadian Society for Exercise Physiology. See <http://www.apsu.edu/recreation/patron/parq.pdf>.
 - (2) Three-minute stress test*, administered by a qualified fitness professional.
 - (3) Medical exam.
 - (4) Orthopedic exam with emphasis on back and knees.

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(5) A cycling-specific physical fitness test using recovery heart rate, administered by a qualified fitness professional authorized by this department.

**If the MP/police officer answers "yes" to any questions on the PAR-Q or fails the three-minute stress test, he or she must pass a medically supervised cardiovascular stress test.*

b. Initial Training. Selected MPs/police officers must attend and pass a nationally recognized and standardized basic police cycling course (minimum 32 hours of training).

c. In-Service Training

(1) Documented, periodic training of at least one full day per year, refresher to advanced, as determined by the unit supervisor.

(2) Firearms qualification, in full bicycle patrol uniform, at least once per year.

(3) Bicycle-specific firearms training, in full bicycle patrol uniform, at least once per year.

d. Successful completion of the cycling-specific physical fitness test using recovery heart rate, administered by a qualified fitness professional or successful completion of the three mile bicycle time trial (must be completed in 12:30).

e. Prior to riding a bicycle in an official capacity, candidates selected for duty with the bicycle unit must attend the standard basic course. Reasonable accommodations should be made where possible when dealing with scheduling conflicts; however, all newly selected police cyclists shall attend the class within six months of selection.

f. All MPs/police officers who conduct bicycle patrol attend at least one full-day refresher training class, preferably at the start of the cycling season.

6. School Liaison. In some DOD schools, a school liaison or school resource officer is assigned to fixed-post assignments in the school. These MPs/police officers remain under the direct control of the PMO/MCPD. They shall maintain high visibility to prevent and respond to crimes against school property, students, faculty, and personnel and shall assist the Principals in maintaining a high degree of discipline and a safe atmosphere within the school that is conducive to learning. When school is

not in session, due to breaks or vacation, these MPs/police officers will present themselves to the PMO/MCPD for duty. The PM/PC should take great care to ensure that MPs/police officers assigned within, or in close proximity to schools, meet all of the following criteria:

- a. Must have excellent judgment skills, and refrain from becoming involved in the enforcement of DOD school policy that does not constitute a violation of the law.
- b. Superior knowledge of law enforcement procedures.
- c. Ability to maintain crowd control.
- d. Ability to prepare accurate and concise written reports.
- e. Ability to maintain security of confidential materials.
- f. Ability to judge when to act independently and when to refer situations to supervisors.
- g. Ability to work cooperatively with employees, students, parents, and the public.
- h. Ability to recognize and report hazards, and to apply safe work methods.

7. Drug Abuse Resistance Education (D.A.R.E.). D.A.R.E. instructors must meet the minimum criteria for school liaison officers articulated above. Additionally, D.A.R.E. instructors must be state certified. Certification by the state in which the installation is located is not required; a previously certified instructor who moves to a new PMO/MCPD in a different state may retain the certification for use on base. Overseas installation instructors will be certified stateside or by an approved DOD Mobile Training Team (MTT).

Section 4400 - Screening, Assignment, and Training of Security Augmentation Forces and USMC Reserve Personnel

4401. Purpose. This section identifies the standards for screening, assignment, and training of security augmentation forces (SAF) and USMC Reserve personnel.

4402. Policy

1. Personnel assigned to law enforcement duties within the PMO/MCPD under the auspices of the Fleet Assistance Program (FAP) or local augmentation programs will be interviewed by the PM/PC, or designated representative to determine their suitability for assignment for duty. Personnel desiring to make a lateral move to MOS 5811/21 will submit their request through their career planner.

2. PMOs/MCPDs may also have members of the United States Marine Corps Reserve attached to their organization through the Individual Mobilization Augmentee (IMA) program. These reservists are members of the Selected Marine Corps Reserve (SMCR) and are joined to the PMO/MCPD table of organization in reserve line numbers. IMA Marines are administratively controlled by Mobilization Command and are operationally controlled by the PMO/MCPD with which they drill.

4403. Procedures

1. Local security augmentation forces or crisis management forces are provided for in reference (w) in order to provide the installation commander with a pre-trained, scalable security force, ready to respond to changes in the Force Protection Condition (FPCON). Mutual support agreements should be established between the installation commander and tenant commanders. PMs/CPs must coordinate closely with tenant commanders and utilize existing mutual support agreements to ensure that the SAF is ready to deploy, when required. The SAF, by definition, is comprised of non-5800 MOS personnel, who are in non-mission critical assignments (service members who, in FPCON Charlie or Delta, would not normally present themselves to duty/work). Agreements should stipulate a minimum of six months for SAF assignment and determine the appropriate rank structure. The SAF is often organized in platoons and has a commissioned officer and staff noncommissioned officer assigned as the SAF commander and SAF NCOIC (as collateral duties). Members of the SAF remain in their current billets and organize regularly during scheduled duty days for SAF muster and training. Local requirements will determine how often the SAF meets, but monthly

is ideal. Training of the SAF is managed by the PMO/MCPD Training Branch and should include at a minimum:

- a. Use of force/deadly force and the force continuum.
- b. Weapons familiarization.
- c. Defensive tactics.
- d. Riot control tactics.
- e. Oleoresin capsicum certification/recertification.
- f. Communication procedures.
- g. Gate/entry control procedures.

2. The FAP is governed by reference (u). Generally, non-5800 MOS FAP personnel are assigned on a year-long basis and remain under the administrative control of their parent organization. 5800 MOS personnel, however, may be assigned to the PMO/MCPD when their parent commands are not deployed and are administratively controlled by the battalion or squadron level headquarters under which the PMO/MCPD falls. For further guidance, consult reference (u), installation orders, and local policies.

3. The IMA program is governed by (bz). The following provisions apply to IMA Marines in support of PMOs/MCPDs:

a. Background. The Reserve Component (RC) of the United States Marine Corps provides an immediately available, pre-trained pool of units and individuals for mobilization in the event of an emergency. Integration of RC Marines into the structure of the PMO/MCPD allows for the maximization of training and mobilization readiness. Incorporating RC Marines into the daily operations of a PMO/MCPD facilitates training and working relationships upon which to build should requirements at the operational level dictate official mobilization, recall, or full time employment of the RC.

b. Definitions. The following definitions are provided for the categories and terms most likely to be encountered in the daily integration of RC Marines within a PMO/MCPD. Consult reference (t) for additional categories of RC Marines, policies, and procedures.

(1) Individual Mobilization Augmentee (IMA). Individual Selected Reservists who receive training and are pre-assigned to an Active Component (AC) organization billet that must be filled to meet the requirements of the organization to support mobilization (including pre- and/or post mobilization) requirements, contingency operations, operations other than war or other specialized or technical requirements. The IMA program provides a source of trained and qualified members of the SMCR to fill individual military billets, which augment active component structure of the Marine Corps, DOD or other departments or agencies of the U.S. Government. IMA Marines are subject to the Uniform Code of Justice when on active duty for training status (inclusive of liberty hours during annual training under orders and upon arrival to government provided billeting).

(2) Operational Sponsor (OpSponsor). An OpSponsor is a command-designated single point of contact for all matters concerning the IMA program.

(3) Mobilization Command (MOBCOM). MOBCOM retains administrative control of IMA Marines. All matters pertaining to pay, records maintenance, awards, discipline, and administrative procedures are approved by MOBCOM, with routing and endorsement through the Reserve Support Unit.

(4) Active Duty Special Work (ADSW). ADSW provides full time personnel augmentation to accomplish special projects and to meet operational, administrative and exercise support requirements of relatively short-term duration. ADSW orders are voluntary and vary in duration. RC Marines serving on ADSW orders are subject to all policies and procedures applicable to the AC and are under the administrative control of the AC unit to which assigned (see reference (ci)).

(5) Muster Sheet. A standard sheet used to document an IMA Marine's performance of drills. OpSponsors must be authorized in writing to sign muster sheets.

(6) Anniversary Year. Normally, an anniversary date is an RC Marine's pay entry base date (exceptions may be found in the MCRAAM). The anniversary year is the full calendar year between each anniversary date. In an anniversary year, an RC Marine must accrue a set number of points to get a satisfactory year in order to be eligible for promotion and retirement benefits.

c. Special Procedures. The following procedures apply to the integration of RC Marines within PMO/MCPD.

(1) IMA Marines

(a) RC Marines initiate joining an IMA by contacting a prior service recruiter. The recruiter screens RC Marines to ensure that each meets prescribed standards (health, weight, etc.) for the Marine Corps. The RSU identifies potential candidates for assignment to a reserve line number associated with PMO in concert with the recruiter screening. The RSU actively seeks Marines for affiliation with PMO who meet one of the following criteria:

1. Prior service Marines holding the 58XX MOS (enlisted and officer).

2. Currently engaged in civilian employment in a law enforcement or emergency services field.

3. Grade match (within one grade higher or lower) to the vacant reserve line number, who meets the criteria for MOS initial assignment outlined in reference (q).

(b) Prior to officially joining the RC Marine to a reserve PMO/MCPD line number, the RSU should afford the PMO/MCPD the opportunity to screen the RC Marine. Enlisted Marines are screened by the Provost Sergeant/Operations Officer, or his/her designee. The PM/PC will screen RC officers. Screening interviews may be conducted telephonically, or in person. The purpose of the screening interview is to assess prior training and relevant experience of the RC Marine, in order to make the appropriate determination of employment. Examples: an RC Marine who is not a 58XX by MOS, but is employed by a federal or state certified agency as a criminal investigator may be appropriate for assignment to drill within the CID; an RC Marine who is a civilian police officer with or without the 58XX MOS may be suitable for duty with the watches; an RC Marine who has civilian Special Weapons and Tactics (SWAT) training may be best suited to serve in the SRT during drill days. The PMO/MCPD screening interviewer will consider all experience and qualifications (both civilian and military) of the individual RC Marine and make recommendations for best employment to the PM/PC on a case-by-case basis.

(c) Upon favorable screening and acceptance, the designated PMO/MCPD screener will contact the RSU and request the RC Marine be joined to the IMA line number. After section

assignment is made, the PM/PC or designated representative will make contact with the RC enlisted Marine and provide him/her with a SNCO or civilian police officer in the grade of sergeant to serve as point of contact for scheduling drills. RC officers will coordinate directly with the PM/PC.

(d) IMA Marines are normally assigned to a three year tour beginning on the join date. The "three year tour" is an affiliation status for purposes of drilling, it does not imply three years of continuous active duty. Reassignment to a different line number in the same IMA does not initiate a new tour length. IMA Marines (officer and enlisted) who are not primarily designated as 58XX may be eligible for re-designation in the primary MOS per the MOS manual. The RSU usually coordinates with MOBCOM for orders, funding, and school seats for enlisted IMA Marines to attend the US Army Military Police School (dependent on availability and scheduled directly with the IMA Marine by the RSU). Officers may be awarded the MOS through a period of on-the-job training. On-the-job training and other MOS conversion options are outlined in the MOS Manual. Lack of formal MOS designation does not preclude IMA Marines from drilling once joined to PMO/MCPD affiliated RC billets. IMA Marines originally designated in other MOSs are eligible and encouraged to enroll in grade appropriate MP correspondence courses administered by both the Army Distance Learning Program and the Marine Corps Institute.

(e) Once the RC Marine is joined to the IMA, he/she will contact the designated PMO/MCPD POC to schedule drills. Primary POCs may also contact the IMA Marine should an operational requirement or training opportunity arise. Drills should be scheduled a minimum of two calendar weeks in advance of the desired date. Per reference (t), IMA drill periods (including annual training under official orders) shall be scheduled by mutual agreement between Operational Sponsors and the individual Marine.

(f) Billeting expenses are reimbursable for IMA Marines. IMA Marines must arrange for their own billeting and complete SF 1164 for reimbursement.

(g) Non-MOS qualified IMA Marines and 58XX IMA Marines who have had more than 12 months break in service, will complete pre-service training prior to employment on the watch or in armed duties. At a minimum, all IMA Marines will qualify with their duty weapon (unless Marine Corps qualification occurred within the last 12 months), and complete use of force, Article 31 of reference (c), safe weapons handling/clearing,

authority and jurisdiction, and holding cell training via formal instruction prior to drilling in an armed law enforcement/security capacity. Accredited civilian law enforcement academy training or criminal justice course work may substitute for pre-service academic training covering civilian Miranda warnings, determining if search and seizure is authorized, and basic evidence handling. On a case-by-case basis, IMA Marines with documented, current training in the following subjects may be exempted prior to assuming duties watch/armed duties:

1. Oleoresin Capsicum (must have completed OCAT based training with an initial Level 1 exposure and refresher training as applicable).

2. Monadnock expandable or expandable baton.

3. Handcuffing and restraint techniques (Monadnock Defensive Tactics System, Pressure Point Control Tactics or Controlled F.O.R.C.E. based training are all acceptable per current CMC (PS) policy).

(h) IMA Marines will provide PMO/MCPD Training Branch with certificates of completion or in the case of academic course work, a course description/proof of completion to document prior civilian training and request an exemption. Certificates presented for training in subjects (a) - (c) above must be dated no more than 12 months previous for basic level certification or 24 months for instructor level certification in order for the pre-service requirement to be waived. Where a question exists, the PM/PC, under advisement from the Training Officer/Chief, will ultimately determine acceptability of civilian training. IMA Marines will make every reasonable attempt to schedule drill days as soon as possible after joining, in order to accomplish any pre-service training requirements. IMA Marines unable to schedule pre-service training immediately will be allowed to perform drills in an unarmed, administrative support status.

(i) In addition to pre-service training, IMA Marines will demonstrate proficiency in military police individual training standards on a continuing basis throughout the annual drill cycle. The PMO/MCPD field training program should be utilized to achieve these standards and document completion.

(j) IMA Marines have a minimum drilling requirement of 12 consecutive calendar days per anniversary year for annual training (exclusive of travel). The 12 annual training (AT)

days may not be broken up into smaller drilling increments without approval from MOBCOM and in no case will single drill days be split during AT. IMA Marines receive official orders to active duty for training during that 12 day period. IMA Marines are authorized (but not required) to drill a maximum of 24 additional calendar days per year. These 24 drill days are broken up into two, four-hour drill periods for pay purposes. Completion of one calendar drill day is reported as two drill periods on the Muster Sheet. Muster sheets will be completed in accordance with reference (bz). The mustering official should write a daytime contact phone number next to his/her signature for verification purposes. The IMA Marine will deliver the Muster Sheet and any required travel or billeting paperwork, not later than the next business day after drill is completed, in order to ensure timely payment.

(k) IMA Marines may cancel a scheduled drill and reschedule due to civilian employment conflicts, emergencies, illness or other circumstances by contacting their primary PMO/MCPD POC. IMA Marines should make every reasonable effort to provide as much notice as possible before canceling drills (under normal, non-emergent situations, a minimum of 24 hours prior cancellation notice is expected). Reference (t) outlines policies for Rescheduled Inactive Duty Training.

(l) Unsatisfactory performance (performance which is unlawful or does not adhere to Marine Corps standards) of an IMA Marine during the drill period or while under training orders will be presented to the PM/PC, who in turn will inform the RSU. The RSU will take appropriate action, up to and including administrative actions or judicial proceedings, based on the notification, considering the recommendations of the PMO/MCPD and in a manner serving the best interests of the government.

(m) Superior performance of an IMA Marine should be documented and rewarded. Letters of Appreciation may be given at any time to deserving IMA Marines within the PMO/MCPD and do not require any coordination with the RSU. Recommendations for Certificates of Commendation, impact and/or end of tour award recommendations will be accepted by the RSU for consideration of award.

(n) Proficiency and conduct marks are given by the local RSU to IMA Marines in the rank of Corporal and below. The PMO/MCPD should provide input in the awarding of marks. Counseling folders and other performance documentation should be maintained by the PMO/MCPD POC to justify recommendations. Fitness Reports for IMA Marines ranks Sergeant and above are

prepared by a reporting senior and reviewing officer within the PMO/MCPD reporting chain, utilizing the Automated Performance Evaluation System. The RSU does not prepare fitness reports for IMA Marines. Reporting occasions and the Annual Reserve (AR) reporting schedule are outlined in reference (ba).

(o) IMA Marines, while in a duty status, are expected to meet all of basic standards of the Marine Corps pertaining to weight, physical appearance, customs and courtesies and adherence to lawful orders designated applicable to the Marine Corps Reserve. There are some differences in standards concerning frequency of physical fitness testing (IMA Marines are tested annually, and may be tested by the PMO/MCPD or by the RSU during a required annual Muster drill hosted by the Operational Sponsor) and ability to complete annual training in the same manner as the AC (due to the scheduling of drills, IMA Marines may participate in PMO/MCPD centralized training days if they are able and have available drilling days to do so). Scheduling of IMA Marines to participate in training must be carefully balanced with the operational needs of PMO/MCPD and the needs of the individual IMA Marine. Per reference (t), IMA Marines will not be authorized to drill above their maximum amount of authorized drill days without authorization from MOBCOM. As such, reasonable accommodations will be made for the IMA Marine to complete annual and ITS based training, normally completed on a centralized training day by the AC, on the days he/she is scheduled to drill. In all other respects, while in a duty status, IMA Marines will endeavor to meet or exceed all basic performance standards applicable to the AC.

(2) ADSW Marines

(a) Per reference (ci), administrative control of Marines on ADSW orders authorized for periods of 31 days or more shifts from MOBCOM to the gaining AC command upon the Marine's acceptance of, and reporting on orders of that length. The local RSU screens RC Marines seeking ADSW orders to ensure they meet all applicable USMC standards and are MOS qualified (in most cases, ADSW is not authorized for Marines who are not an MOS match to the billet requested). The RSU affords the opportunity for the PMO/MCPD to interview RC Marines seeking assignment to the PMO/MCPD in the same manner as the IMA screening process described above.

(b) All matters pertaining to records maintenance, awards, performance appraisal (including proficiency and conduct marks), discipline, operational employment and administrative procedures for ADSW Marines authorized for 31 days or more are

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managed by the battalion or squadron level higher headquarters of the PMO/MCPD in the same manner as the permanently assigned AC Marines. PMO/MCPD ADSW Marines are expected to meet all training and performance standards set forth for the Active Component.

Section 4500 - MPs/Police Officers Involved in Domestic Violence
and the Lautenberg Amendment

4501. Purpose. This section establishes procedures for handling acts of domestic violence committed by MPs/police officers and for implementing prevention strategies. This section will provide law enforcement executives and all PMO/MCPD personnel guidance in addressing incidents where one (or more) party to a reported domestic violence incident is an employee, whether MP/police officer, security or support personnel, of any rank in the PMO/MCPD.

4502. Policy

1. This section recognizes that MPs/police officers and security personnel sometimes commit domestic violence against their family members and/or significant others. All law enforcement executives and designated representatives must be familiar with the provisions of this section. This section provides an overview of requirements. The appropriate SJA and/or local HRO must be consulted before initiating administrative, disciplinary, or civilian employment action. By policy extension, this applies to civilian police officers (as provided for by OPM rules).

2. PMO and MCPD maintain weapons and ammunition in their inventory which meet the definitions outlined in the reference (bh). Essentially, all firearms in the table of equipment for PMO/MCPD are subject to the restrictions reference (bg) imposes. Crew served and major weapons systems (examples include missiles and tanks) are excluded per DOD policy.

4503. Procedures

1. Commanders shall not routinely screen Marines or civilian employees for domestic violence convictions. For purposes of installation law enforcement, commanders who suspect or become aware through voluntary disclosure or other means, that a Marine or DON employed civilian has a misdemeanor or felony conviction for domestic violence shall:

a. Consult with the appropriate SJA to determine whether or not there is, in fact, a qualifying conviction.

b. Afford the individual the opportunity to complete the DD Form 2760 Dec 2002, "Qualification To Possess Firearms Or Ammunition."

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c. Immediately retrieve government issued firearms and ammunition from the individual and suspend future access.

d. For service members: immediately secure the individual's access to any privately owned firearms and ammunition kept in the member's government quarters or in the armory aboard base.

e. Advise the individual (military or civilian) to take immediate action to lawfully dispose of any privately owned firearms and ammunition.

f. Refer the individual to the appropriate SJA if there appears to be a qualifying conviction.

2. Domestic violence is incompatible with military and government service and is contrary to Marine Corps core values. It detracts from readiness and will not be tolerated. Protection of adult victims and children is paramount. The Lautenberg amendment furthers this end by denying perpetrators access to weapons following a conviction; however, preventing domestic violence and timely and effective intervention remain command responsibilities, executed with the assistance of the Marine Corps Family Advocacy Program. In addition to the directed actions to comply with the Lautenberg amendment, commanders shall continue to take all appropriate measures, to include restricting access to weapons, whenever they deem it necessary to protect victims from domestic violence.

3. Commanders may afford service members and civilian employees who have qualifying convictions a reasonable time to obtain an expungement or pardon from the qualifying conviction. Access to firearms and ammunition however, shall be suspended during this period. Contact CMC (MMEA-6) for retention options, if the Marine is otherwise eligible and recommended for reenlistment. Guidance for civilian employees is provided in the DON Civilian Human Resources Manual and other pertinent references.

4. Marines with qualifying convictions may also be processed for administrative separation. Separation of members with qualifying convictions shall comply with existing statutory military retirement sanctuaries. A service member in a statutory military retirement sanctuary who has a "qualifying conviction" and would otherwise be separated under current Marine Corps regulations, shall be given meaningful duties that do not entail access to firearms or ammunition, until they are retired upon first attaining eligibility.

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5. A domestic violence conviction is a pre-employment disqualifying condition for civilian police officers. Local Human Resource Service Centers (and satellite Human Resource Offices) will be closely consulted in handling cases of termination of civilian personnel for qualifying convictions of domestic violence.

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Section 4600 - Physical Fitness and Wellness
(Military Police, Civilian Police Officers and Security
Personnel)

4601. Purpose. This section provides guidelines for physical fitness and wellness of all members of the Marine Corps law enforcement and security community.

4602. Policy

1. The functions of MPs/police officers and security personnel frequently require good physical fitness. Good physical fitness and sound general health practices results in healthier department members. This increases efficiency, reduces shortages caused by excessive sick leave, and adds to the member's quality of life. The Marine Corps LE community encourages all its members to maintain a satisfactory level of general health and physical fitness.

2. Marines are required to comply with the physical fitness and body composition standards articulated in reference (s). Additionally, Appendices B and C of reference (s) offer exercises for maintaining flexibility, cardiovascular health and muscular/skeletal strength and should be considered in the baseline formulation of a PMO/MCPD physical fitness program. Marines are required to engage in physical exercise and specifically, cardiovascular training, for a minimum of 30 continuous minutes, three times per week.

3. Civilian police officers and security personnel are encouraged to meet the same physical training standards within reference (s), in recognition of the fact that the Marine Corps community aboard installations is largely comprised of physically fit people and it is within this population that law enforcement activities are performed. Baseline physical fitness requirements for civilian police officers are provided in this section. All civilian police officers and security personnel, at all levels in the organizational hierarchy, are required to pass the PAT semi-annually throughout their employment in the PMO/MCPD per paragraph 4603 below. All civilian police officers and security personnel, at all levels in the organizational hierarchy, are required to meet the height and weight standard prescribed and to maintain the height and weight requirement throughout their employment in the PMO/MCPD per paragraph 4603 below.

4. To aid in building and maintaining physical fitness, Marine Corps Community Services (MCCS) offers gym access aboard

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installations and free or low cost personal training options for all members. PMs/CPs, or their designated physical training coordinators, may contact local MCCS representatives for more details.

5. PMs/CPs are highly encouraged to provide time during the scheduled duty day for individual or team exercise. PMs/CPs are authorized to implement mandatory physical training programs. In an attempt to maintain good general health and physical fitness, all individual members of the law enforcement community should consider the following:

- a. Refrain from using tobacco products.
- b. Abstain from or consume alcoholic beverages in moderation.
- c. Maintain a well balanced diet, low in fats and cholesterol.
- d. Take part in a regular exercise program, including a minimum of 30 continuous minutes of cardiovascular training, at least three times a week.
- e. Allow for a sufficient period of daily sleep (eight hours daily is a good baseline).
- f. Get regular medical check-ups and age/sex/family history appropriate screenings.

4603. Procedures

1. Physical Fitness. It is necessary to define and measure the physical abilities required of police work in a manner that is objective, practical and non-discriminatory. Although it may be infrequent that an individual be physically tasked as such, it is necessary to recognize the need for police officers to maintain a level of physical readiness. Maintaining a minimal level of fitness is basic to the performance of duty in protecting the military installation, producing a healthy productive work force, and to maintain appearance in uniform. Marines are required to complete PFTs in accordance with reference (s). Civilian police officers and security personnel will complete separate PATs, as articulated below (civilian police officers/security personnel who are also members of the Marine Corps Reserves will be required to participate in both physical assessment programs and will not be exempt from the

below testing requirements based upon successful completion of an annual Marine Corps PFT).

a. The PAT events are validated through research conducted at various municipal agencies within the United States and the Cooper Institute. Each event is an absolute standard, measuring the level of fitness essential to complete the job tasks required of the job, regardless of the participant's gender, age, or years of service. In other words, the absolute measurement accounts for the level of physical ability the position demands and for the safety of the officer.

b. All civilian police officers and security personnel, at all levels in the organizational hierarchy, are required pass a PAT as a condition of employment, including a pre-employment PAT and passing the PAT semi-annually throughout their employment in the PMO/MCPD. The test must be taken once between January 1 and June 30 and once between 1 July and 31 December. The PAT will be administered by the installation site supervisor or his/her representative (physical fitness coordinator) and will be maintained in the employee record book. PMS/CPs are authorized to implement mandatory physical training programs. The PAT events are to be completed sequentially on the same day allowing no more than 10 minutes between the end of one event to the start of another. If any event in the PAT is failed, the PAT is considered failed and all events must be performed again when the PAT is re-taken.

c. The events are tested in the order below:

(1) 300 Meter Run. Demonstrates anaerobic capacity used in high intensity baton and defensive tactics training, and is important for performing short, intense bursts of effort such as foot pursuits, rescues, and use of force situations.

(a) Participants must complete the 300 meter run within 71 seconds.

(2) Crunches. Demonstrate balance and core abdominal muscular strength and endurance which are used in self-defense and high intensity arrest-simulation training. Further, these muscles are important for performing tasks involving the use of force. It also helps to maintain good posture and minimize lower back problems.

(a) Conducted on a level surface, participants start with knees bent, heels about 10 inches from buttocks, while

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lying flat on back. Arms are folded across and touching the chest with hands flat on upper chest or shoulders.

(b) Feet are held on the floor by partner.

(c) With hands in contact with the chest or shoulders, participant curls body up until the elbows touch the thighs, and then lowers himself/herself until the lower edge of the shoulder blades touch the floor.

(d) Start signaled by a timer and continues until one minute has elapsed.

(e) Resting may be done in either an up or down position.

(3) Push-ups. Demonstrate upper body muscular strength and endurance of the upper body muscles in the shoulders, chest, and upper arms used in high intensity self-defense and arrest simulation training. This is important for the use of force involving pushing motion, breaking one's fall to the ground, use of the baton, etc.

(a) Participant will start in a "front-leaning rest" position. Both feet and palms are shoulder width apart. Back shall remain straight throughout the event. Feet may not contact a wall or other support surface. Feet and hands will remain in contact with the floor.

(b) While keeping the back straight, participant lowers entire body by bending elbows until back, shoulders, and upper arms are parallel to the floor.

(c) Return to starting position with elbows extended and arms and body straight. Start signaled by a timer and continues until two minutes have elapsed.

(d) Resting may be done in either an up or down position where the body is parallel and not touching the ground.

(4) 1.5 Mile Run. Demonstrate cardio-respiratory endurance (or aerobic capacity) used in extended control and defensive tactics training. This is important for performing tasks involving stamina and endurance (pursuits, searches, prolonged use of force situations, etc.) and for minimizing the risk of cardiovascular health problems.

(a) On a flat surface, run or walk 1.5 miles as quickly as possible. If appropriate and approved, the run can be completed on a treadmill that is able to accurately measure distance traveled in miles. If a treadmill is used, the participant will not be permitted to use their hands to hold onto the treadmill.

(b) At the starting line, participants will start when directed by the individual timing the event (using a stopwatch) and will be timed to the nearest second.

(5) 25 Foot Dummy Drag. Demonstrates core strength and capacity used in defensive tactics training, and is important for rescues and use of force situations.

(a) At the starting line, participants must move the dummy in a controlled manner for 25 feet.

(b) The dummy must be of average proportionate height and weight of an adult and weigh between 140 and 150 pounds.

d. Overall Score. Score will be pass/fail and based on the completion of each event within the below minimum criteria:

300 Meter Run:	71.0 seconds
Crunches:	25 crunches/1 minute
Pushups:	20 pushups/2 minutes
1.5 Mile Run:	16:28 minutes
Dummy Drag:	25 feet distance

2. Height and Weight Standards (Age Neutral)

a. The Marine Corps Police height and weight standards are based on the Center for Disease Control (CDC) BMI standards. This measurement provides a healthy measurement based on a calculation of BMI. Because calculation requires only height and weight, it is inexpensive and easy to use for clinicians and for the general public. The acceptable height and weight standard is 29.99 maximum.

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b. Those who do not meet the BMI will have their body fat determined using the circumference-based method per reference (s). This will be performed by unit personnel. If body fat is 22% or less for males and 30% or less for females, then the individual will be considered in compliance with the BMI standard.

c. All police officers, including GS-0083, and security personnel are required to meet and maintain the height and weight standard throughout their employment as a GS-0083 police officer. Police officers must be within the BMI standards upon hire. Persons not meeting the BMI standard after hire will be placed on a monitored remedial program that will require the individual to meet the standard within six months. Any subsequent failures to meet the BMI standard will be cause for termination.

d. BMI is a number calculated from a person's weight and height. BMI is an indicator of body fatness, not by percentage, but as an index. BMI is considered as an alternative for direct measures of body fat. Additionally, BMI is an inexpensive and easy-to-perform method of screening for weight categories that does not require highly trained personnel to understand, nor does it require expensive and difficult equipment. See the BMI calculator, figure 4-3 on the following page.

Measurement units	Formula and calculation
Kilograms and meters (or centimeters)	<p>Formula: $\text{weight (kg)} / [\text{height (m)}]^2$</p> <p>Calculation: $[\text{weight (kg)} / \text{height (m)} / \text{height m}]$</p> <p>With the metric system, the formula for BMI is weight in kilograms divided by height in meters squared. Since height is commonly measured in centimeters, divide height in centimeters by 100 to obtain height in meters.</p> <p>Example: Height = 165 cm (1.65 m), Weight = 68 kg Calculation: $68 \div (1.65)^2 = 24.98$</p>
Pounds and inches	<p>Formula: $\text{weight (lb)} / [\text{height (in)}]^2 \times 703$</p> <p>Calculation: $[\text{weight (lb)} / \text{height (in)} / \text{height (in)}] \times 703$</p> <p>Calculate BMI by dividing weight in pounds (lbs) by height in inches (in) squared and multiplying by a conversion factor of 703.</p> <p>Example: Weight = 150 lbs, Height = 5'5" (65") Calculation: $[150 \div (65)^2] \times 703 = 24.96$</p>

Figure 4-3.--BMI Calculation: Same for Male/Female Adults

e. The standard weight status categories associated with BMI ranges for adults are shown in Figure 4-4 below:

BMI	Weight Status
Below 18.5	Underweight
18.5 – 24.9	Normal
25.0 – 29.9	Overweight
30.0 and Above	Obese

Figure 4-4.--BMI Ranges for Adults

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f. The correlation between the BMI number and body fatness is fairly strong; however the correlation varies by sex, race and age. At the same BMI, women tend to have more body fat than men, older people, on average, tend to have more body fat than younger adults and athletes may have a high BMI because of increased muscularity rather than increased body fatness.

g. BMI is not always an accurate measure of body fatness. Athletes may have a high BMI due to muscularity rather than increased body fatness. Generally those with significant musculature will have a BMI in the overweight range (from 25.0 to 29.9), but this does not necessarily indicate that specific individual is overweight since the BMI is designed for an "average person". To avoid eliminating police officers who possess exceptional muscle mass, those who are not in compliance with BMI will have their body composition tested per para 4603.2b above.

3. Remediation

a. All civilian police officers and security personnel who fail the PAT, demonstrate poor physical performance in job-related skills, or who fail to meet the above height/weight standards, for reasons other than pregnancy, post-partum recovery, or diagnosis by a licensed medical doctor of a metabolic condition (such as hyperthyroidism) or diagnosis of conditions which require administration of medications that directly result in temporary weight gain, will be assigned to a remedial physical conditioning program and will be afforded six months to meet the prescribed fitness standards and/or height/weight standards. Personnel with the aforementioned medical exemptions will be provided the requisite six months to meet standards, upon normalization of the physical condition.

b. Remedial physical conditioning is a process by which individuals are conditioned in a progressive manner to meet prescribed standards and this program will be managed by the PM/PC through the physical training coordinator. The goal is to provide challenging conditioning sessions, using the spectrum of aerobic conditioning, resistance conditioning and other related exercises that will afford civilian police officers and security personnel an opportunity to rebuild themselves after a weight and body fat increase, injury/illness, pregnancy, or a period that lacked a structured fitness program. The philosophy of remedial conditioning is not punitive in nature, but is intended to encourage improvement in overall fitness or to supplement a weight management program. Appendix C of reference (s) provides a basic template for a physical conditioning program, which may

be tailored for training to meet the PAT standard. Additionally, MCOCS has numerous resources available to assist civilian police officers and security personnel in achieving and maintaining fitness standards.

4. Exemptions

a. Pregnancy. Civilian police officers and security personnel will be exempt from weight and body fat standards and the PAT in their entirety during pregnancy, but will maintain active participation in a team exercise program, unless otherwise prescribed by her physician. Civilian police officers and security personnel in a postpartum status will be required to meet PAT and height/weight standards no later than six months following a physician's authorization to return to full duty. PAT testing and height/weight measurement will not be conducted for official purposes prior to the end of the six month recovery period.

b. Miscarriage/Stillbirth. Civilian police officers and security personnel whose pregnancy terminates prematurely or that results in a stillbirth will meet PAT and height/weight standards within a time period determined by a licensed medical doctor. Due to the varying disposition of this medical situation, it is important that an open dialogue exist between the affected individual and her PM/PC to determine the time needed to recover and conform to body composition standards. The recovery period in this case, however, will not exceed the six months authorized for full-term pregnancies.

5. Injury or Illness During Testing

a. Civilian police officers and security personnel injured during the execution of a semi-annual PAT (for example, pulled muscle during the run) may be given credit for a PPAT score if three of the five events were completed prior to the injury. Or, after clearance from a licensed medical doctor, the individual will be given an opportunity to run the entire PAT (all five events) again. Only the PM/PC and his/her physical training coordinator, after reviewing the facts surrounding the incident, can authorize that credit be given for a PPAT or if an individual is given an opportunity to run the entire PAT at a later time. Individuals completing only two events prior to the injury will receive neither a score nor PPAT credit. If evaluated and assigned a light duty status as a result of the injury, then the individual will be required to retake the PAT 30-90 days after being returned to full duty status.

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Individuals who are evaluated and not assigned a light duty status will retake the entire PAT at the PM's/PC's discretion.

b. Civilian police officers and security personnel encountering a rapid onset illness prior to the semi-annual PAT will obtain a note from a licensed medical practitioner. This documentation must be submitted to the physical training coordinator preferably prior to, but not later than the first duty day after the scheduled PAT (for cases where the illness occurs on the day of the PAT only). The PM/PC will decide when the individual will be required to take the missed PAT.

Section 4700 - Infectious Disease Prevention

4701. Purpose. This section provides guidelines for MPs/police officers and security personnel in limiting or preventing exposure to blood-borne pathogenic diseases such as human immunodeficiency virus (HIV), acquired immunodeficiency syndrome (AIDS), hepatitis B and C, tetanus, and sexually transmitted diseases (STDs) such as syphilis and gonorrhea.

4702. Policy. It is the responsibility of each PMO/MCPD to ensure that its personnel are able to perform their duties in a safe and effective manner. The safe performance of daily operations can be threatened by life-endangering communicable diseases. Each PMO/MCPD will provide personnel with up-to-date training and information that will help minimize potential exposure while increasing employee understanding of the nature, risks, and routes of transmission of the diseases. See reference (c1) for more information.

4703. Definitions

1. AIDS/HIV. The HIV can be contracted by another person's HIV-infected body fluids—blood, semen, or vaginal secretions—entering one's bloodstream. The effect of the virus is to decrease the ability of the body to fight infection. After an individual is infected, they may experience a minor viral infection, the symptoms of which could include fever, runny nose, and generally feeling unwell. It is also possible to have no symptoms at all for years. When the individual begins to develop systematic infections, he or she goes from being HIV-positive to having AIDS. He or she may also be prone to get several varieties of cancers. Infection with the HIV/AIDS virus is ultimately fatal.

2. Body Fluids. Liquid secretions including blood, semen, and vaginal fluid.

3. Exposure. Subjection to an infectious disease.

4. Exposure Incident. A specific eye, mouth, or other mucous membrane, non-intact skin, or piercing through the skin (through events such as needle sticks, human bites, cuts, or abrasions) contact with blood or other potentially infectious materials.

5. Contaminated. Presence or reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

6. Contamination. Any contaminated object that can penetrate the skin.

7. Decontamination. The use of physical or chemical means to remove, inactivate, or destroy blood-borne pathogens on a surface or item to the point that they are no longer capable of transmitting infectious particles.

8. Hepatitis. Hepatitis is an inflammation of the liver. It can be caused by a number of substances and different types of viruses. From an occupational point of view hepatitis B and C are important. Hepatitis B is more infectious and prevalent than AIDS. Its symptoms may include jaundice (yellowing), vomiting, fever, and generally feeling weak. It can result in liver failure, liver damage, and liver cancer. Hepatitis C is contracted in a similar way but is much more insidious. The individual may not know that he or she has hepatitis. It may be discovered as an incidental finding when liver function tests are checked. If Hepatitis is not treated, it may result in long-term severe liver damage.

9. Post Exposure Evaluation. Follows the notification of an exposure incident. Medical evaluation and follow-up treatment (if required) shall be available to the employee, including documentation of the route of exposure, circumstances under which the exposure occurred, and identification of the source individual in accordance with the Ryan White CARE Act.

10. Post Exposure Prophylaxis. When an employee sustains an injury that is determined by DON medical personnel to be an injury that could result in an infectious disease, based upon recommendations of a Navy medical officer or DON contracted infectious disease physician, he or she may prescribe taking certain medicines in order to lower the possible risk of becoming ill as a result of the exposure.

11. Sexually transmitted diseases (STDs). STDs, such as gonorrhea and syphilis, are acquired through direct sexual contact with an infected person or contact with an infected person's blood.

12. Tetanus. The bacteria that causes tetanus is commonly found in the soil. It causes intense muscle spasm and breathing difficulties and has a high mortality rate. A major risk factor for getting tetanus is a contaminated wound.

4704. Procedures

1. Communicable Disease Prevention

a. In order to minimize potential exposure to communicable diseases, MPs/police officers and security personnel shall assume that all persons could be potential carriers.

b. Disposable gloves shall be worn when handling any persons, clothing, or equipment with body fluids on them or any time body fluids are present.

c. Masks, protective eyewear, and coveralls shall be worn where body fluids may be splashed on the MP/police officer and security personnel.

d. Plastic mouthpieces or other authorized barrier resuscitation devices shall be used whenever MPs/police officers and security personnel perform CPR or respiratory resuscitation.

e. All sharp instruments such as knives, scalpels, and needles shall be handled with extraordinary care and should be considered potentially infectious.

(1) Gloves specifically designed to resist needle sticks, cuts, and abrasions shall be worn when searching for or handling sharp instruments (Note: Standard leather gloves should not be worn). If gloves become contaminated with body fluids, they must be disposed of in accordance with all applicable laws pertaining to the disposal of biohazard waste).

(2) MPs/police officers and security personnel shall not place their hands in areas where sharp instruments might be hidden. An initial visual search of the area shall be conducted, using a flashlight where necessary. The suspect shall also be asked to remove such objects from his or her person.

(3) Needles shall not be recapped, bent, broken, removed from a disposable syringe, or otherwise manipulated by hand. Needles shall be placed in a puncture-resistant container when being collected for evidentiary or disposal purposes.

f. MPs/police officers and security personnel shall not smoke, eat, drink, or apply cosmetics near body fluid spills.

g. Evidence contaminated with body fluids shall be dried, double-bagged in plastic bags, and marked to identify potential or known communicable disease contamination.

h. Human bites are very serious. Most importantly, immediately cleanse the wound with soap and water and seek medical attention. Because of the bacteria in the human mouth, there is a high risk of infection. Injuries obtained from teeth on the hand or fist is equivalent to human bites and can be potentially serious.

2. Transport and Custody

a. Where appropriate protective equipment is available, no MP/police officer or security personnel shall refuse to take into custody or otherwise physically handle any person who may have a communicable disease.

b. In conducting an apprehension or detention, MPs/police officers and security personnel shall not put their fingers in or near any person's mouth.

c. Individuals with body fluids on their persons shall be transported in separate vehicles from other individuals after appropriate medical evaluation or treatment by paramedics or other qualified medical personnel. The individual shall be required to wear suitable protective covering if he or she is bleeding or emitting body fluids, where reasonable or possible.

d. MPs/police officers shall notify relevant support personnel during a transfer of custody when the suspect has body fluids present on his or her person.

e. Suspects taken into custody with body fluids on their persons shall be placed directly in the designated holding area for processing and should change into uncontaminated clothing. Where reasonable or possible, the holding area shall be posted with an "Isolated Area-Do Not Enter" sign.

f. MPs/police officers shall document on the IR form when a suspect taken into custody has body fluids on his person.

3. Disinfection (Note: PMS/CPs should consult the installation Environmental Directorate and/or the Safety Office in developing and refining these baseline procedures for local use)

a. Any unprotected skin surfaces that come into contact with body fluids shall be immediately and thoroughly washed with

soap and warm water. Alcohol-based hand cleaning solutions or antiseptic towelettes shall be used where soap and water are unavailable.

(1) Hand lotion shall be applied after disinfection to prevent chapping and to seal cracks and cuts on the skin.

(2) All open cuts and abrasions shall be covered with waterproof bandages before the employee presents themselves for duty.

b. Personnel shall remove clothing that has been contaminated with body fluids as soon as practical. Any skin area that has come into contact with this clothing shall then be cleansed in the prescribed fashion. Contaminated clothing shall be handled carefully and laundered separately (note: lightly contaminated clothing shall not be laundered at home. The PMO/MCPD shall make arrangements with a local Navy health care facility or Fire Department that has laundry machines and procedures in place for the cleaning of contaminated clothing. Grossly contaminated clothing shall be disposed of in accordance with all applicable laws pertaining to the disposal of biohazard waste).

c. Disinfection procedures shall be followed whenever body fluids are spilled, or an individual with body fluids on his or her person is transported in a duty vehicle.

(1) The Watch Commander shall be notified and the vehicle taken to the service center as soon as possible.

(2) Affected vehicles shall be designated by the posting of an Infectious Disease Contamination sign upon arrival at the service center and while awaiting disinfection.

(3) All organic matter shall be removed by servicing personnel with an absorbent cloth before disinfectant is applied to the area.

(4) The affected area should be cleansed with a hospital-grade disinfectant. Personnel shall not hose or flood the affected area.

d. Non-disposable equipment and areas upon which body fluids have been spilled shall be disinfected as follows:

(1) All body fluids shall first be removed with absorbent materials.

(2) The area shall be cleansed with a hospital-grade disinfectant.

e. All disposable equipment, cleaning materials, or evidence contaminated with body fluids shall be bagged and disposed of in compliance with current state or federal provisions for disposal of biologically hazardous waste material.

4. Supplies

a. Supervisors shall maintain the control and the proper storage in a convenient location of adequate infectious disease control and personal protective equipment (PPE) supplies for their units. Protective gloves, disinfecting materials, and other first-aid supplies shall be made readily available at all times.

b. Supervisors are responsible for the dissemination of the infectious disease control and PPE supplies.

c. Where reasonably possible, all duty vehicles shall be continuously stocked with the following communicable-disease control supplies.

(1) Clean coveralls in appropriate sizes.

(2) Disposable gloves and gloves specifically designed to resist needle sticks, cuts, and abrasions.

(3) Puncture-resistant containers and sealable plastic bags.

(4) Barrier resuscitation equipment, goggles, and masks.

(5) Hospital-grade disinfectant.

(6) Disposable towelettes or waterless disinfection solutions (70 percent isopropyl alcohol).

(7) Waterproof bandages.

(8) Absorbent cleaning materials.

(9) "Isolation Area-Do Not Enter" signs.

d. Personnel who use the supplies carried in duty vehicles shall ensure they are replaced.

e. Personnel shall keep disposable gloves and barrier resuscitation equipment in their possession while on motor, foot, or bike patrol.

5. Line-of-Duty Exposure to Communicable Diseases

a. Any Personnel who have been bitten by a person or stuck by a needle or who has had direct physical contact with the potentially infected body fluids of another person, while in the line of duty, shall be considered to have been exposed.

b. The Watch Commander and a Navy medical officer or DON contracted medical practitioner shall be contacted and all appropriate duty injury and medical forms shall be completed by the exposed employee and his or her supervisor. The Watch Commander will also ensure that proper notification procedures are completed, per section 7200.

c. If the incident is deemed an exposure, personnel shall be transported to the appropriate health care facility for clinical and serological testing, as recommended by the appropriate medical responder.

(1) The PMO/MCPD shall provide for the continual monitoring of the exposed MP/police officer or security personnel for evidence of infection and provide psychological counseling as determined necessary by the appropriate health care official.

(2) All information regarding the exposure shall remain confidential, and shall only be disclosed to senior personnel designated to have "need to know," per the provisions of applicable federal law.

d. In accordance with the Ryan White CARE Act, any person (civilians not subject to reference (c)) responsible for potentially exposing the employee to blood-borne pathogens shall be required to undergo testing to determine whether the person has an infectious disease. Personnel subject to reference (c) responsible for potentially exposing the employee to blood-borne pathogens may be ordered to undergo testing by their commanding officer.

e. Civilian police officers, security, and police support personnel who test positive for any blood-borne disease will be assessed to determine eligibility to continue on normal duty, per the provisions of applicable Office of Personnel Management regulations. Military service members are subject to continuing

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duty determination as provided for by applicable DON and USMC regulations. The PM/PC should consult command Personnel Officers in cases involving military service members and the local DON Human Resources Office for civilian personnel.

6. Record Keeping. Written records of all incidents involving employees who have been exposed to any potentially infectious disease while acting in the line of duty shall be maintained as required by federal regulations, in compliance with applicable privacy laws and per reference (b) SSIC 5100.3a and b.

Section 4800 - Off Duty Employment

4801. Purpose. This section sets forth guidelines to govern off duty employment of MPs/police officers.

4802. Policy

1. This section provides guidelines to MPs/police officers regarding off-duty employment and establishes procedures to maintain accountability for the welfare of the law enforcement community. These requirements are essential for the efficient operation of PMO/MCPD, for the protection of individual MPs/police officers, and for the military community.

2. For the purposes of this section, the term "MPs/police officer(s)" includes other personnel temporarily assigned duties within the PMO/MCPD operations structure. Contract security guards are subject to the secondary employment policies of their primary employer, which will be developed and refined within the statement of work or task order of the contract, as applicable.

3. Any MP/police officer who desires to engage in off duty employment must recognize their primary duty, obligation and responsibility is to the PMO/MCPD to which they are assigned. No MP/police officer may engage in other employment, including self-employment during duty hours or outside such hours to the extent that such extra work affects or is likely to affect his/her performance.

4. This section is not applicable to IRR (MTU), IMA, and SMCR members of the Marine Corps Reserves.

4803. Definitions

1. Employment. The provision of a service, whether or not in exchange for a fee or other service. Employment does not include volunteer work for charitable organizations.

4804. Procedures

1. Prior Authorization

a. No member of the Marine Corps law enforcement community may engage in any secondary employment, including self-employment, without prior written approval of the installation commander and PM/PC, as determined by local policies.

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b. Secondary employment shall not relieve MPs/police officers of their obligation to respond when called to duty at any time of the day or night for emergency situations, special assignments or additional duty.

c. MPs/police officers are prohibited from engaging in secondary employment while on medical/convalescent leave, Family Medical Leave Act leave (for civilian police officers), paternity/ maternity leave (for military personnel) or limited/light duty status.

d. MPs/police officers will be prohibited from engaging in secondary employment while attending the Marine Corps Police Academy, pre-service academy, resident occupational schools, or while on first year probationary status (first year within the federal employment system for civilian police officers).

e. MPs/police officers shall not engage in secondary employment that would require special scheduling of the individual's on-duty working hours without prior approval from the PM/PC.

f. Civilian police officers shall not wear or use PMO/MCPD uniforms or equipment in connection with any secondary employment. Military police uniform wear is governed by reference (ab).

g. MPs/police officers shall not devote any portion of their on-duty time to the pursuit of any personal or private business, enterprise or non work related charitable association.

2. Special Provisions and Prohibitions Regarding Secondary Employment. The following are some of the types of employment or employment situations in which MPs/police officers are specifically prohibited from engaging in:

- a. Any employment involving bail bond agencies.
- b. Investigative work for insurance companies, private guard services, collection agencies or attorneys.
- c. Employment as a bouncer or door control person at any establishment which serves alcohol and provides entertainment or social activity as its primary revenue stream.
- d. Employment as a body guard, private protective service detail, or private firearms, security, or MP/police instructor.

e. Employment that is connected with the towing of vehicles.

g. Employment as a process server or bill collector.

h. Employment that aids or assists in the preparation of a case for the defense in any criminal action or proceeding.

i. Employment associated with any event or in any establishment where illegal, immoral, pornographic, or questionable sexually explicit activity is being conducted.

j. Any employment which may require access to law enforcement information, files, records or services as a condition of employment.

k. Employment as a private investigator or background investigator.

l. Any employment that:

(1) Causes, may cause, or gives rise to the perception of a MP/police officer compromising his/her official position.

(2) Could reflect adversely on the MP/police officer or PMO/MCPD or impair the operation or effectiveness of the employee or department.

(3) The MP/police officer knows, or should know, might result in a conflict of interest (including, but not limited to employment with commercial, retail, or contract agencies providing services, and maintaining offices or other physical presence activities on the installation upon which the MP/police officer serves).

3. Approval and Review. MPs/police officers are required to submit approval requests, via their chain of command/chain of authority, using an Administrative Action form, or other locally produced form, under the following circumstances:

a. When initially seeking to accept a valid offer for secondary employment.

b. When beginning duty/work at the PMO/MCPD after reassignment from another organization, which already approved the secondary employment request.

c. When the nature of employment, hours scheduled, or position description of the secondary employment changes, regardless of whether or not the MP/police officer is changing employers.

d. When changing employers.

e. On an annual basis, MPs/police officers must re-submit for review/approval. During the interim review period, MPs/police officers may continue to engage in their previously approved off-duty employment, as determined by local policy.

4. Service as a "reserve or auxiliary police officer" with civilian law enforcement agencies is as follows:

a. Long standing precedent has provided for military police to seek training and certification with local civilian law enforcement agencies in some jurisdictions (usually at the municipal level) to serve as "reserve or auxiliary police officers" on their off-duty time. Given the fact that active duty service members of the United States Marine Corps are considered to be federal forces at all times, Posse Comitatus implications may apply to both military service members, and civilian police officers in the permanent employment of the Marine Corps (who are, by policy extension, considered Title X forces for purposes of reference(i) [see section 2000 for more details]).

b. Law enforcement executives at the local level are strongly encouraged to seek review and concurrence from the installation SJA before approving new requests to engage in secondary employment as a "reserve or auxiliary police officers" and should review all previously approved requests of this nature.

5. Workman's Compensation, Disability, and Liability Coverage

a. Prior to requesting authorization to engage in secondary employment, civilian police officers must consult the local HRO to request information on potential limitations to the aforementioned coverage when an individual sustains an injury, disability, or is held liable for actions incident to their secondary employment.

b. Military police receive medical coverage for injury and other protections while performing official duties. These protections may not extend to liability protection for individual actions in the capacity of private employment.

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Marines are highly encouraged to educate themselves on personal liability issues associated with potential employment.

4900 - Ethics for the MP/Police Officer

4901. Purpose. This section sets forth ethical guidelines for MPs/police officers and security officers/personnel.

4902. Policy. This section builds on the Core Values of the United States Marine Corps. Though written specifically for service members of the Marine Corps, these principles extend to all members of the Marine Corps team and establish the foundation of ethics for all MPs/police officers, security personnel, and support personnel. As guardians of our stations, bases and installations, it is important to understand the fundamentals of the Core Values and to make them a part of the culture for police and security operations. Additionally, provisions of the Core Values that speak to conduct in a combat situation equally apply to situations where deadly force may be authorized and used in a garrison setting. In part, reference (aa) defines Core Values as follows:

1. Honor. The Marine Corps is a unique institution, not just to the military, but to the nation and the world. As the guardians of the standards of excellence for our society, Marines must possess the highest sense of gallantry in serving the United States of America and embody responsibility to duty above self, including, but not limited to:

a. Integrity. Demonstrating the highest standards of consistent adherence to right, legal and ethical conduct.

b. Responsibility. Personally accepting the consequences for decisions and actions. Coaching right decisions of subordinates. A chain is only as strong as the weakest individual link, but a battalion of Marines is more like a cable. Together we are stronger than any individual strand, but one strand may hold us together in a crisis if it's strong enough. One Marine taking responsibility for a situation may save the day.

c. Honesty. Telling the truth. Overt honesty in word and action and clarifying possible misunderstanding or misrepresentation caused by silence or inaction when you should speak up. Respecting other's property and demonstrating fairness in all actions. Marines do not lie, cheat, or steal.

d. Tradition. Demonstrating respect for the customs, courtesies, and traditions developed over many years for good reason, which produce a common Marine Corps history and

identity. Respect for the heritage and traditions of others, especially those we encounter in duty around the world.

2. Courage. Moral, mental, and physical strength to resist opposition, face danger, and endure hardship, including, but not limited to:

a. Self-Discipline. Marines hold themselves responsible for their own actions and others responsible for their actions. Marines are committed to maintaining physical, moral, and mental health, to fitness and exercise, and to life long learning.

b. Patriotism. Devotion to and defense of one's country. The freely chosen, informed willingness to support and defend the Constitution of the United States.

c. Loyalty. Steady reliability to do one's duty in service to the United States of America, the United States Marine Corps, one's command, one's fellow Marines, Sailors, Soldiers, Airmen, citizens, oneself, and to family.

d. Valor. Boldness and determination in facing danger in battle, and the daily commitment to excellence and honesty in actions small and large.

3. Commitment. The promise or pledge to complete a worthy goal by worthy means which requires identification with that goal and demonstrated actions to support that goal, including, but not limited to:

a. Competence. Maintaining, and improving one's skill level to support the team. Commitment to growing toward a standard of excellence that is second to none.

b. Teamwork. Individual effort in support of other team members in accomplishing the team's mission. Marines take care of their own. All worthwhile accomplishments are the result of a team effort.

c. Selflessness. Marines take care of their subordinates, their families, their fellow Marines before themselves. The welfare of our country and our Corps are more important than our individual welfare.

d. Concern for People. The Marine Corps is the custodian of this nation's future, her young people. We exist to defend the nation, but as importantly, we are in the business of creating honorable citizens. Everyone is of value, regardless

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of race, nation of origin, religion, or gender. Concern includes a commitment to improving the level of education, skill, self-esteem, and quality of life for Marines and their families. On the battlefield, a Marine is the fiercest of all warriors and the most benevolent of conquerors.

e. Spiritual Heritage. The U.S. Constitution, the Pledge of Allegiance and the creeds that guide our nation recognize the value of religious and spiritual heritage of individuals and base our understanding of rights and duties on the endowment of all people, by God, with the inalienable rights of life, liberty, and the pursuit of happiness. Marines maintain spiritual health and growth to nurture enduring values and acquire a source of strength required for success in battle and the ability to endure hardship.

4. Discussion. Reference (aa) further discusses why the Core Values are important as the guiding principles for our daily actions. It states:

a. No group functions well unless all members of the group "buy in" to the ideals and goals of the group. Individuals have impact, but a team working together is stronger than the individual members of the team. Members of a team with a common mission function more efficiently and effectively if they all believe in the team, its mission, and have a common set of ideals.

b. A common set of values to which every Marine adheres to the best of his or her ability gives us the common ground to build strong teams. As important, if every Marine works to uphold the Corps' Core Values, their fellow Marines are more willing to place trust and confidence in that Marine's willingness to do the right thing, whether in peacetime or combat. Strong Marines, believing in the same ideals, adhering to the same code of behavior and ethics, working to accomplish the same mission are an unbeatable combination.

c. Every Marine is a representative of their Corps. On duty or on liberty, every action reflects either positively or negatively on what the American people and the world think of the Marine Corps. Strive your hardest to adhere to the values that make a Marine unique, and you will not let the Corps, your fellow Marines, your family, or your Country down.

5. Police Ethics. Building on the foundation of the Core Values, it is important to understand that MPs/police officers and security personnel bear additional responsibilities, and are

held to standards unique to protectors of the military community. Installation commanders place a significant amount of trust in the men and women who conduct police and security operations on their behalf, and there are specific canons of police and security ethics that apply.

6. Canons of Police Ethics

a. Responsibility of MPs/Police Officers and Security Personnel. The primary responsibility of the police and security service, and individual MPs/police officers and security personnel, is the protection of the people of the United States through the upholding of their laws; chief among these is the Constitution of the United States and its amendments.

b. Limitations of Authority. Because MPs/police officers and security personnel represent the legal will of the community, be it local, state, or federal, they must be aware of the limitations which the people, through law, have placed upon them.

c. Duty to be Familiar with the Law and with Responsibilities of Self and Other Public Officials. MPs/police officers and security personnel shall apply themselves to the study of the principles of the law, which they are sworn to uphold. They shall make certain of their responsibilities in the particulars of their enforcement, seeking aid from their superiors in matters of technicality or principle when these are not clear to them.

d. Utilization of Proper Means to Gain Proper Ends. MPs/police officers and security personnel shall be mindful of their responsibility to pay strict heed to the selection of means in discharging the duties of their office. Violations of law or disregard for the public safety and property on the part of MPs/police officers and security personnel are intrinsically wrong; they are self-defeating in that they instill in the public mind a like disposition. The employment of illegal means, no matter how worthy the end, is certain to encourage disrespect for the law and its enforcers. If the law is to be honored, it must first be honored by those who enforce it.

e. Private Conduct. MPs/police officers and security personnel shall be mindful of their special identification by the public at large, and particularly the military community, as upholders of the law. Laxity of conduct or manner in private life, expressing either disrespect for the law or seeking to

gain special privilege, reflects adversely on the MP/police officer and security personnel and the police/security community. The community and the Marine Corps require that the MP/police officer and security personnel lead the life of a decent and honorable person.

f. Conduct Toward the Public. MPs/police officers and security personnel shall deal with individuals of the community in a professional manner to instill respect for its laws and its police service. MPs/police officers and security personnel shall conduct their official life in a manner such as will inspire confidence and trust. MPs/police officers and security personnel shall render due respect in strict accordance with military tradition and will exercise the customs and courtesies appropriate to the rank and grade of the individual, in balance with the proper enforcement of all applicable law. MPs/police officers and security personnel shall give service where they can and require compliance with the law. They will do neither from personal preference or prejudice but rather as duly appointed officers of the law discharging their sworn obligation.

g. Conduct in Apprehending/Detaining and Dealing with Law Violators. MPs/police officers and security personnel shall use the delegated powers of the installation commander to apprehend or detain strictly in accordance with the law and with due regard to the rights of the citizens concerned. Their office gives them no right to prosecute the violator or to mete out punishment for the offense. They shall, at all times, have a clear understanding of their responsibilities and limitations regarding custody of the violator; and shall conduct themselves in such a manner as to minimize the possibility of having to use force.

h. Gifts and Favors. MPs/police officers and security personnel, representing government, bear the heavy responsibility of maintaining the honor and integrity of all government institutions. They must guard against placing themselves in a position in which any person can expect special consideration or in which the public can reasonably assume that special consideration is being given. Thus, they should be firm in refusing gifts, favors, or gratuities, large or small, which can, in the public mind be interpreted as capable of influencing their judgment in the discharge of their duties.

i. Presentation of Evidence. MPs/police officers and security personnel shall be concerned equally in the prosecution of the wrongdoer and the defense of the innocent. They shall

ascertain what constitutes evidence and shall present such evidence impartially and without malice. In so doing they will ignore social, political, and all other distinctions among the persons involved, strengthening the tradition of the reliability and integrity of a MP's/police officer's and security personnel's word. MPs/police officers and security personnel shall take special pains to increase their perception and skill of observation, mindful that in many situations theirs is the sole impartial testimony to the facts of a case.

j. Attitude Toward Profession. MPs/police officers and security personnel shall regard the discharge of their duties as a public trust and recognize their responsibility as servants of the installation commander, and the military community as a whole. By diligent study and sincere attention to self-improvement, they shall strive to make the best possible application of science to the solution of crime and, in the field of human relationships, strive for effective leadership and public influence in matters affecting public safety. They shall appreciate the importance and responsibility of their office; hold police work to be an honorable profession rendering valuable service to their community and their country.

4903. Procedures

1. Law enforcement leaders at all levels are charged with ensuring that the Core Values and ethics of MPs/police officers and security personnel are the foundation of all operations. Through regular training (at a minimum of annually), and personal example of leaders, police/security services will continue to reflect the highest ideals of the military community which is served. In order to assist in the primary indoctrination of these ethics at the local level, the following two credos are provided, which may be used and recited by the recognized individuals at appropriate occasions, including but not limited to local pre-service academy graduations, Marine Corps Police Academy graduations, and at the conclusion of occupationally based resident training.

2. Credo for Police/Security Marines

I am a Marine; I am of the Marines and for the Marines.

I hold allegiance to my country and devotion to duty above all else.

I believe there is no higher calling than to assist, protect and defend my fellow Marines, their families, and

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the basic ideals of our constitution that guarantee our freedom and our American way of life.

I am always ready to help individual Marines retain or regain their dignity.

I assist commanders in performing their missions, safeguarding their commands, and maintaining discipline, law and order.

I am proud of and fully understand the awesome responsibility given to all military police. At the same time, I am humble because I know that I am a servant of my country and the Marine Corps.

To perform my duties properly, my honesty, integrity, and courage must be balanced by competence, alertness, and courtesy. I know I am constantly in the public eye and my behavior sets the standards of excellence for my fellow Marines.

To my unit, my commander, and myself, I promise sustained, just and honorable support. To my country, and to the Marine Corps, I promise the skills of my training, my physical ability, my mental initiative, and my moral courage.

I proudly recognize my obligation to perform my duty with integrity, loyalty and honesty.

I will assist and protect my fellow Marines in a manner that is fair, courteous and impartial.

I will strive to merit the respect of others, seeking no favor because of position, but instead, the satisfaction of a mission accomplished and a job well done.

2. Credo for Civilian Police and Security Professionals

As a member of the Marine Corps police (or security) community, my fundamental duty is to serve the installation commander; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all people to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger,

scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others.

Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I assist commanders in performing their missions, safeguarding their commands, and maintaining discipline, law and order.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless pursuit of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I believe there is no higher calling than to assist, protect and defend all personnel on my installation, their families, and the basic ideals of our constitution that guarantee our freedom and our American way of life.

I am always ready to help individuals retain or regain their dignity.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police (or security) service.

I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession.

Chapter 5

Uniforms and Equipment

Section 5000 - Uniforms and Personal Appearance (Military Police)

5001. Purpose. This section identifies the uniform and personal appearance standards for MPs. The provisions of reference (ab) apply regarding uniform wear, personal appearance and grooming standards for Marines, and should be reviewed in its entirety.

5002. Policy

1. The following equipment will be worn as required by Marines in authorized MP (MOS 58XX) billets performing duty under the cognizance of Marine Corps PMOs/MCPDs, the Security Department Marine Helicopter Squadron One, and MP detachments:

UNIFORM ITEM	UNIT OF ISSUE	DESCRIPTION	COLOR
BADGE	1	USMC, MP	
BELT	1	MP, SMOOTH LEATHER	BLACK
CARRIER	1	KEY OR WHISTLE, SMOOTH LEATHER	BLACK
CARRIER	1	NIGHT STICK, POLICEMAN'S, SMOOTH LEATHER, FOR SIDE-HANDLE BATON (ALTERNATE CARRIERS TO ACCOMMODATE EXPANDABLE BATONS ARE AUTHORIZED)	BLACK, W/CHROME RING
CASE	1	HANDCUFFS, SMOOTH LEATHER	BLACK
GLOVES	1	CLOTH	WHITE
HANDCUFFS	1	CONVENTIONAL OR HINGED	BLUED
HOLDER	1	AMMUNITION MAGAZINE, SMOOTH LEATHER, CAL. 9MM, DOUBLE-POCKET	BLACK
HOLDER	1	FLASHLIGHT, SMOOTH LEATHER	BLACK
HOLSTER	1	PISTOL, 9MM, SMOOTH LEATHER, HIGH-RISE	BLACK
KEEPER	4	BELT, SMOOTH LEATHER, SINGLE WIDTH	BLACK
NAMETAG	1	STANDARD	BLACK WITH WHITE LETTERS
NIGHTSTICK/BATON	1	SIDE-HANDLE OR EXPANDABLE, POLICEMAN'S (ASP), FIBERGLASS/PLASTIC	
RAINCOAT	1		YELLOW

WHISTLE	1	BALL, PLASTIC	GREEN
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2. MPs with operating forces will wear appropriate field equipment; however, they may wear the following additional items as the mission dictates:

UNIFORM ITEM	UNIT OF ISSUE	DESCRIPTION	COLOR
BRASSARD	1	MP STANDARD	GOLD ON SCARLET
BRASSARD	1	MP SUBDUED	BLACK ON OLIVE GREEN
CARRIER	1	KEY OR WHISTLE, NYLON,	OLIVE DRAB
CARRIER	1	SIDE-HANDLED OR EXPANDABLE, POLICEMAN'S, NYLON	OLIVE DRAB, WITH BLACK NYLON RING (ALTERNATE CARRIERS TO ACCOMMODATE EXPANDABLE BATONS ARE AUTHORIZED)
CASE	1	HANDCUFFS, NYLON	OLIVE DRAB
HANDCUFFS	1	CONVENTIONAL OR HINGED	BLUED
NIGHTSTICK/BATON	1	SIDE-HANDLED OR EXPANDABLE, POLICEMAN'S, FIBERGLASS/PLASTIC.	
WHISTLE	1	BALL, PLASTIC	GREEN

3. Marines assigned to security force duty will wear as required the following items:

UNIFORM ITEM	UNIT OF ISSUE	DESCRIPTION	COLOR
BELT	1	MP, COTTON WEBBING, W/WAIST PLATE	WHITE
CARRIER	1	NIGHTSTICK/BATON, WITH SLIDE FOR BELT (ALTERNATE CARRIERS ARE AUTHORIZED TO ACCOMMODATE SIDE-HANDLE BATON IF NECESSARY)	WHITE
GLOVES	1	CLOTH,	WHITE
POCKET	1	AMMUNITION MAGAZINE, WEBBING,	WHITE
CARRIER	1	PISTOL HOLDER, COTTON WEBBING,	WHITE
HOLSTER	1	PISTOL, 9MM, HIP OR SHOULDER, LEATHER	BLACK
NAMETAG	1	STANDARD	BLACK WITH WHITE LETTERS
PROTECTOR	1	HOLSTER	WHITE

NIGHTSTICK/BATON	1	SIDE-HANDLE OR EXPANDABLE, POLICEMAN'S, FIBERGLASS/PLASTIC	
RAINCOAT	1		YELLOW
WHISTLE	1	BALL, PLASTIC	GREEN

4. Any items authorized for wear for MP/security force duties that are not available through the DOD Supply System are authorized for local purchase utilizing the command's operation and maintenance (O&M) funds.

5003. Procedures

1. The standard U.S. Marine Corps MP badge will be issued to Marines performing duties in an authorized MOS 58XX billet under the cognizance of a Marine Corps installation PM/PC, the Security Officer Marine Helicopter Squadron One, or the commanding officer of a Marine Corps correctional facility. FMF and Marine Corps Reserve personnel (excluding IMA reservists who fall under the cognizance of an installation PM/PC during authorized drills and training) are not authorized to wear the badge, but will continue to use the standard military police brassards described above.

a. The badge will be worn only when the individual is in a duty status performing garrison law enforcement functions. Badges will not be worn during FMF combat operations or training. Badges will not be carried or displayed under any circumstances when off duty. When the MP badge is worn, neither marksmanship badges nor JCS or OSD identification badges will be worn. Marines will properly secure badges when not wearing or carrying them. Badges will not be left in vehicles, common areas, unsecured rooms, etc.

b. The badge will be worn by male Marines on the upper-left pocket. The badge will be centered on the pocket between the lower point of the pocket flap and the bottom of the pocket, midway between the two sides.

c. On the women's coat, the badge will be centered 1/8 inch below the top seam of the pocket. On women's khaki shirts, it will be centered 1/8 inch below the bottom line of ribbons. The placement of the badge may be adjusted if necessary to ensure the proper flat appearance.

d. The badge will be worn on outer garments including the sweaters, AWC, tanker jacket and field coat in the same approximate position as on the service coat.

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2. Commanders may prescribe MP equipment with the utility uniform when it is impractical to wear the service uniform due to local climatic conditions.

3. Wearing clear plastic or other types of covers over white belts is not authorized.

4. MPs are authorized to wear government issued cellular phones in duty uniforms.

5. PMs/CPs shall adhere to the uniform regulations set forth above. Any items authorized for wear for military police/security force duties that are not available through the DOD Supply System are authorized for local purchase utilizing the command's Operation and Maintenance (O&M) funds.

Section 5100 - Uniforms and Personal Appearance
(Civilian Police Officers)

5101. Purpose. This section identifies the uniform and personal appearance standards for civilian police officers and security officers.

5102. Policy. This section governs uniform wear, personal appearance and grooming standards for all civilian police and security officers under the employment of the United States Marine Corps. Contract guard organizations promulgate internal instructions concerning uniform composition and care; however, personal grooming and appearance standards apply to each employment category. Statements of work and contract documents will reflect these personal standards for contract employees.

5103. Procedures

1. Uniforms and Equipment. In keeping with the highest of standards, all police officers and security officers shall wear uniforms per this paragraph and maintain impeccable appearance while on duty. Any activity that detracts from the dignified appearance of any police officer and security officer is unacceptable. All employees will maintain uniforms and equipment in a neat and serviceable condition and shall, by their appearance, set a high standard of neatness, pride, professionalism, and strict conformity with these regulations.

a. Uniform Fit and Wear

(1) Uniform wear will be in concert with the Marine Corps seasonal garrison uniform change that will occur worldwide in synchronization with the change to, and from, daylight saving time (DST) in the United States.

(a) Summer season. The silver tan uniform will be worn with the summer season transition following the change to DST.

(b) Winter season. The dark navy uniform will be worn during the winter season following the change from DST.

(c) In recognition of the possibility of temperature extremes within the first few days after changing to/from DST, commanders may direct a deviation as climatic conditions warrant. Such deviations will be temporary and apply uniformly across the command. For commands in geographic areas with extreme seasonal conditions/extended seasons, waivers to the

timing of the seasonal uniform change will be considered on a case-by-case basis by CMC (PS).

(2) Shirt

(a) The short sleeve shirt is worn during hot weather, tucked into the trousers with an open collar, white crew neck t-shirt and shall allow for the wearing of body armor.

(b) The long sleeve shirt is worn during cold weather, tucked into the trousers with a dark navy necktie and clasp and shall allow for the wearing of body armor.

(3) Trousers. The trousers will be worn during all seasons. They will be worn with a waist belt, over the boot/shoe and when armed with police black gear.

(4) Foot wear. Boots will be black leather material with black sole.

(5) Nametags, Patches and Badge

(a) Nametags will be gold with last name engraved only. These name tags shall be worn centered and ¼" above the wearer's right pocket.

(b) The department patch shall be worn 1" below the shoulder seam on the wearer's right and left shoulder.

(c) The badge will be worn centered on the wearer's left breast shirt pocket (or outer jacket) and only when the individual is in a duty status (or when traveling to or from their home) performing garrison security duties. Badges will not be carried or displayed under any circumstances when off duty.

(6) Headgear

(a) The summer headgear will be a black baseball style cap or other approved headgear.

(b) The winter headgear will be a dark navy wool watch cap or other approved headgear.

(c) Headgear is normally removed indoors. Police officers and security personnel in a duty status and wearing side-arms will remain covered indoors except when entering a space where a meal is in progress or religious service are being conducted. Headgear will be worn in government vehicles, and in

privately own vehicles on military bases and installations, except when doing so would present a hazard to safe driving. Headgear will be kept clean and free of frays, and will be worn centered on the head, with the brim of the cap (or bill of cap in summer months) facing forward, in line with the top of the eyebrows. Headgear shall not be canted back onto the head, or otherwise worn in an eccentric or faddish manner. Sizing of female headgear should be conducted to allow for professional wear of the headgear in a manner consistent with these guidelines, irrespective of volume or length of the female hair style.

(7) Outer Wear

(a) Rain jacket will be black/lime green reversible full length.

(b) Cold weather jacket will be a 3-in-1 style outer and inner shell coat for varying temperatures and climate. The department patch will be worn on the shoulders in the same manner as the shirts. This jacket will be waist length to allow for the use of weapons affixed to the police black gear.

(c) Winter gloves will be black leather.

(8) Duty Belt (Police Black Gear). The duty belt will be worn at all times when the police officer is armed and on-duty. The duty belt will consist of the equipment in the following chart:

DUTY BELT EQUIPMENT
DUTY BELT W/BUCKLE
PISTOL AND PISTOL HOLSTER
MAGAZINE POUCH AND MAGAZINES
BATON CARRIER AND EXPANDABLE BATON
FLASHLIGHT CARRIER RING
HANDCUFF CASE W/HANDCUFFS AND KEY
5 OZ. OC SPRAY AND CARRIER
REFLECTIVE LIME GREEN TRAFFIC VEST
PAIR OF SURGICAL GLOVES IN GLOVE CARRIER

(9) Level IIIA Ballistic Vest. All armed personnel will wear a level IIIA vest while on duty.

(10) Police officers and security officers are authorized to wear government issued cellular phones on their duty belt.

(11) Rank Insignia

(a) Lieutenant Colonel through Second Lieutenant will be the gold or silver colored insignia prescribed by reference (ab). Rank insignia for corporal and sergeant will be U.S. Army gold colored chevron insignia; two stripes for corporal and three stripes for sergeant. The width of each chevron and arc is 3/32 inch with a 1/16-inch open space between the chevrons and arcs. See reference (cj) for more information.

(b) Rank insignia for SRT personnel involved in operational missions will be subdued as prescribed by the reference (z) or applicable regulation.

(c) Rank will be worn on the collar per reference (z).

b. Training Uniform. Civilian police officers will be issued and shall maintain a training uniform consisting of a blue polo style shirt with embroidered badge and tan 5.11 tactical trousers.

c. Physical Fitness Uniform. Civilian police officers will be issued a physical fitness uniform consisting of a grey t-shirt, scarlet shorts and grey cotton sweat suit.

d. Care, Maintenance, and Wear of Uniforms and Gear

(1) Each individual is responsible for cleaning and maintaining his/her assigned equipment and uniforms. Ensure nylon equipment is free of frayed edges.

(2) Immediately notify the PM/PC via the chain of command of the damage, loss, or theft so corrective action can be taken.

(3) Employees performing security and law enforcement duties will wear equipment as instructed by the installation's PM/PC. Weather will dictate the appropriate uniform, but all employees on a shift will wear the same uniform as designated by the site supervisor or shift supervisor.

e. Uniform Requirements. The following chart depicts the employee uniform and equipment requirements.

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(1) Police Chiefs and Deputy Police Chiefs will receive dress uniform items as a supplement to the basic issue.

(2) Working Dog Handlers receive a supplemental uniform.

(3) All police officers are issued training and physical fitness uniforms.

(4) All police officers are issued duty equipment from their assigned Provost Marshal's Office or Marine Corps Police Department.

UNIFORM ITEM	UNIT OF ISSUE	DESCRIPTION	COLOR
HEAD GEAR			
WORK HAT	1 EACH	BASEBALL STYLE OR AS APPROVED	DK NAVY W/LOGO TAN W/LOGO
WATCH CAP	1	COLD WEATHER GEAR	DK NAVY
SHIRT			
LONG SLEEVE	3	5.11, "A/B" CLASS /POLY RAYON	DK NAVY
SHORT SLEEVE	3	5.11, "A/B" CLASS /POLY RAYON	SILVER TAN W/LOGO
RANK INSIGNIA	1 PACKAGE	RANK	GOLD/SILVER
NECK TIE	1	CLIP-ON	DK NAVY
NAME TAG	1	LAST NAME ONLY	GOLD
BADGE	1	USMC POLICE OFFICER	GOLD
TROUSERS			
WORK TROUSERS	3 EACH COLOR	5.11, "A" CLASS /POLY RAYON	DK NAVY SILVER TAN W/LOGO
BELT	0	TROUSER BELT	BLACK
COATS			
ALL WEATHER/ALL SEASON	1	5.11 TACTICAL 3-IN-1 JACKET	DK NAVY
RAIN GEAR	1	REVERSABLE JACKET	LIME GREEN/BLACK
FOOTWEAR			
BOOTS	1 EACH	OVER THE ANKLE WORK BOOT	BLACK TAN
MISC GEAR			
T-SHIRT	0	CREW NECK	WHITE
GLOVES	1	COLD WEATHER	BLACK
POLICE GEAR	1	POLICE BLACK GEAR BELT; NYLON OR LEATHER	BLACK
	1	FLASHLIGHT	BLACK
	1	OC SPRAY W/ CASE	BLACK
	1	ASP W/SPEED RING	BLACK
	1	HANDCUFFS W/CASE	BLACK
	1	PISTOL HOLSTER	BLACK
	1	MAGAZINE POUCH	BLACK
	1	LEVEL IIIA BALLISTIC VEST; UNDER GARMENT	NA
	1	ANSI II REFLECTIVE VEST	LIME GREEN

f. Uniform Disposition

(1) Personnel leaving government service shall return all issued uniform items.

(2) Personnel transferring to another installation, but remaining within the Marine Corps Civilian Police Program, will retain issued uniform items and duty equipment and will be issued unique installation Marine Corps patches.

(3) Serialized badges will be returned to the installation of issue and the police officer will obtain a new badge at the gaining installation.

2. Grooming Standards

a. Standards of personal appearance and grooming are as specific as practicable in order to establish the parameters with which civilian LE and security employees must comply. This directive only applies while in an "on duty" status. Standards of grooming do not allow eccentric or faddish styles of hair, jewelry, or eyeglasses. Eccentricities in individual appearance detract from uniformity and team identity. Because it is impossible to provide examples of every appropriate or unacceptable style of "conservative" or "eccentric" grooming and attire, the good judgment of employees at all levels is key to enforcement. If controversy exists, the installation PM/PC will make the final determination on behalf of the government.

b. Articles that are not authorized for wear as a part of the employee regulation uniform will not be worn exposed with the uniform unless otherwise authorized by the PM/PC or higher authority. Examples of such articles include but are not limited to the following: pencils, pens, watch chains, fobs, pins, civilian backpacks/bags, jewelry (except as authorized herein), handkerchiefs, combs, cigarettes, pipes, barrettes, hair ribbons/ornaments, flowers (corsages/boutonnieres, etc.) or other similar items. Except for the authorization by the installation PM/PC, articles such as cellular phones, pagers, etc. are not authorized for wear on a regulation uniform.

c. Articles that may be worn while in uniform include inconspicuous wrist watches and rings. Sunglasses may be worn but only "conservative" frames and lenses will be authorized. The installation PM/PC, or higher, will make final determination if a brand/style is questionable. Chains, bands, or ribbons will not be attached to eyeglasses; however, eyeglass restraints are authorized for safety purposes, but must be of conservative style/design.

d. Subject to temporary revocation due to health, safety, or mission requirements, employees may wear neat and conservative:

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(1) Articles of religious apparel which are not visible or apparent when worn with the uniform.

(2) Visible articles of religious apparel with the uniform which do not interfere with or replace required uniform articles.

e. Grooming Regulations

(1) No eccentricities in the manner of wearing head, facial, or body hair will be permitted. If applied, dyes, tints, bleaches and frostings which result in natural colors are authorized. The hair color must complement the person's complexion tone. Color changes that detract from a professional image are prohibited. Fingernails will be kept clean and neatly trimmed so as not to interfere with performance of duty or present a safety hazard. Nail polish for males is not allowed. Nail polish as it applies to female employees will only be subdued colors and present a professional image.

(2) Men will be well groomed at all times while on duty and will abide by the following:

(a) Hair will be neat and closely trimmed. The hair may be clipped at the edges of the side and back; will be graduated or blocked and will not be over 3 inches in length fully extended on the upper portion of the head; the back and sides of the head below the hairline may be shaved to remove body hair. Sideburns will not extend below the top of the orifice of the ear. Sideburns will not be styled to taper or flare. The length of an individual hair of the sideburn will not exceed 1/8 inch when fully extended.

(b) Head hair will be styled so as not to interfere with the proper wear of uniform headgear. Hair which protrudes from beneath properly worn headgear in an unsightly manner is considered excessive, regardless of length.

(c) It is acceptable for a male employee to have his hair clipped/shaved to the scalp if he so desires.

(d) If worn, wigs/hair pieces will comply with the above grooming regulations.

(e) The face will be clean shaven, except that a mustache may be worn. When worn, the mustache will be neatly trimmed and must be contained within the lines and the margin

area of the upper lip. The individual length of a mustache hair fully extended must not exceed 1/2 inch.

(f) Except for a mustache, eyebrows, and eyelashes; hair may be grown on the face only when a certified licensed physician has determined that shaving is temporarily harmful to the individual's health. In these cases, a certified licensed physician's note/letter/form is necessary prior to posting.

(g) No male employee will be required to have his chest hair clipped except that which is so long as to protrude in an unsightly manner above the collar of the long sleeve shirt.

(3) The requirement for hair regulations is to maintain uniformity within a military population. Women's hairstyles require non-eccentric styles. Female employees will be well groomed at all times and when in uniform will abide by the following:

(a) While on duty, hair may touch the collar, but will not fall below the collar's lower edge. Hair that would fall naturally below the collar's lower edge will be neatly and inconspicuously fastened or pinned.

(b) Hair will be styled so as not to interfere with the proper wear of the uniform headgear. All headgear will fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. Hairstyles that do not allow the headgear to be worn in this manner are prohibited.

(c) Faddish and exaggerated styles to include shaved portions of the scalp other than the neckline, designs cut in the hair, unsecured ponytails and styles which are distinctly unbalanced or lopsided are prohibited. Multiple braiding is authorized. If hair extensions are used in the braiding of the hair, the extensions must have the same general appearance as the individual's natural hair. Braided hairstyles will be conservative and conform to other guidelines listed herein.

(d) Barrettes, combs, rubber bands, etc. are authorized, if concealed by the hair. Inconspicuous hair pins and bobby pins, if required, are authorized. Hair nets will not be worn unless authorized for a specific type of duty. Wigs, if worn in uniform, must look natural and conform to the above regulations.

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(e) Cosmetics, if worn, will be applied conservatively and will complement the individual's complexion tone. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and will not be worn. Fingernails with multiple colors and decorative ornamentation are prohibited. Nail length will be no longer than 1/4 inch from the tip of the finger.

3. PMs/CPs will ensure all personnel are inspected on a regular basis, prior to assuming police duties, in order to ensure compliance with the regulations herein.

Section 5200 - Uniforms and Personal Appearance
(Investigators and Other Subspecialty Personnel)

5201. Purpose. This section identifies the uniform and personal appearance standards for the day to day wear of specialized items of clothing for investigators, Military Working Dog (MWD) and Civilian Police Working Dog (CPWD) handlers, SRT members, and personnel assigned duty within a bicycle patrol unit.

5202. Policy

1. Investigators

a. Military criminal investigators (MOS 5805/5821/5819) are authorized to wear civilian clothing in the performance of their regular duties. Reference (ab) provides guidance on obtaining civilian clothing allowances. Other MP equipment will conform to standards established in reference (ab), and sections 5000 and 5300. Grooming standards for male Marines will comply with reference (ab) regardless of uniform wear. Female investigators who are normally performing duties in civilian clothing may refrain from wearing the hair above the collar on a daily basis, providing that hairstyles are maintained in a neat, conservative, and natural manner, and allow for the conformance with military standards on immediate occasions where the Marine Corps uniform must be worn (including inspections, ceremonial occasions, etc.). During normal working hours and/or while on duty or responding to a crime scene or duty call, CID personnel shall wear their issued weapon, with at least one reload, handcuffs with key, credentials and badge.

b. Civilian criminal investigators will present themselves for duty in civilian clothing that is conservative in style, well fitting, properly cleaned/ cared for, and reflective of the minimum guidance for civilian clothing wear as outlined in reference (ab), and should be reviewed for clarity. As baseline guidance, daily office attire may include items collectively referred to as "business casual": collared shirts or polo or button down style (long or short sleeve), trousers or slacks with a tailored hem (or casual skirts of non-blue denim type for women), conservative shoes and accessories of a non-eccentric nature are among the permissible clothing for the daily work environment. For more official functions, including interviews, interrogations, testimony at courts martial or federal court, and official visits to commanding officers, a suit or coat and tie of conservative cut and color is more appropriate. For all matters pertaining to the propriety of civilian work clothing,

the installation PM/PC will have the final determination, and will represent the government interest.

c. Marine Special Agents (MSA). Criminal investigators assigned as MSAs with Naval Criminal Investigative Service (NCIS) are authorized to wear civilian attire per the Marine Corps/NCIS Memorandum of Understanding and as stipulated by NCIS based on the MSA's assigned duties. MSAs assigned for duty with the NCIS may be authorized to exercise relaxed grooming standards for investigative purposes, providing that said authorization is granted in accordance with the current MOU between the Director, NCIS and Commandant of the Marine Corps.

2. MWD/CPWD Handlers

a. MWD handlers, generally speaking, may wear the MARPAT uniform for most tactical employments and during training of the working dog team. Kennel care and other training activities may be conducted in either the current Marine Corps physical training uniform, or PMS/PCs (or designated representatives) may request the issue of olive-drab coveralls from the local Supply activity for MWD handlers. When not engaged in handling activities, MWD handlers will wear the uniform of the day.

b. CPWD handlers will wear the uniform prescribed in section 5100 for normal tactical employments and training of the CPWD team. Procurement of alternate uniforms, including cargo type jumpsuits or coveralls, is a program decision, and will be coordinated between the installation PM/PC, via the chain of command and CMC (PS).

3. SRT. SRT members are authorized to wear nomex-type, olive drab flight or tanker style suits, in order to allow for ease of movement in certain tactical applications. The normal training and operations uniform for daily wear is the flight or tanker style suits that are available through the Marine Corps Supply System, and should be requested for issue to SRT members by the PM/PC (or designated representative). Open source, commercially available tactical suits (in olive or black) are not currently authorized for wear, and must be authorized by the Permanent Marine Corps Uniform Board.

4. Bicycle Patrol. As a function of community oriented policing, bike patrols have become more prevalent on installations in recent years. The Marine Corps has provided guidelines regarding the use of bicycles by uniformed personnel for commuting and exercise purposes, and prescribes that the camouflage/combat utility uniform may be worn while bicycling,

with an approved ANSI/DOT bicycle helmet, and reflective gear. However, Marine Corps orders do not address police bicycling as a patrol function. For purposes of patrolling, many PMOs/MCPDs have procured open source/commercial bicycle uniforms for their respective bike patrols. Civilian police officers who are assigned duties within a bike patrol may be authorized to wear a similar uniform by the PM/PC. Personnel who perform bike patrol functions also wear personally procured athletic footwear (sneakers/ running shoes), department issued black gear, and a Level II protective vest. Such uniforms include items as follows:

UNIFORM ITEM	UNIT OF ISSUE	DESCRIPTION	COLOR
SHIRT, SHORT SLEEVE	2	POLO STYLE, WITH AN EMBROIDERED MILITARY POLICE BADGE ON THE UPPER LEFT SIDE, AND THE WORDS "MILITARY POLICE" IN CAPITALIZED BLOCK LETTERS	COLOR THAT CONTRASTS WITH WORDING ON THE SHIRT
SHORTS	2	NYLON/SPANDEX, CHAMOIS PADDED, AND SPECIFICALLY DESIGNED FOR BICYCLING	BLACK
HELMET.	1	ANSI/DOT APPROVED BICYCLE	BLACK
GLOVES	1	BICYCLE	BLACK

5. PMs/CPs will ensure all personnel are inspected on a regular basis, prior to assuming police duties, in order to ensure compliance with the regulations herein.

6. All locally proposed uniform items for Marine Corps-wide wear should be approved using the procedures outlined in reference (ab). Local deviations from reference (ab) must be approved by the Permanent Uniform Board, as a matter of Marine Corps policy. PM/PCs are responsible to assist installation commanders with proposals and justifications, should they deem that specific police functions are better performed with uniform items other than those provided for in reference (ab).

Section 5300 - Individually Issued Equipment and Controlled
Items (Organizational Equipment, Badges, and Credentials)

5301. Purpose. This section identifies individually issued equipment and controlled items, and the notification requirements for specific occasions of loss. This section supplements the provisions of sections 5000 and 5100.

5302. Policy

1. Individually Issued Equipment. Sections 5000 and 5100 delineate the full duty issue for MPs, police officers and security personnel. All individually issued equipment will be maintained in a serviceable condition and turned in to the managing supply activity when rendered unserviceable due to normal wear. PMs/CPs will ensure that all missing, lost, or stolen equipment is investigated and notifications/reports are made current administrative procedures. Individual MPs, police officers and security personnel may be held liable for reimbursing the U.S. Government in certain cases, and may face administrative or disciplinary action for loss, missing, stolen, or damaged items.

2. Controlled Items. The following items are categorized as controlled items and will be managed as follows:

a. Protective Security Pins (PSP) are issued to accredited Marine Corps Criminal Investigators for the purpose of providing a unique visual recognition symbol among individuals assigned to a Protective Security Operation/Detail. At no other time is the display of a PSP authorized. Marine Corps Criminal Investigators are assigned a set of four (4) serialized protective service pins. The pins are controlled items (similar to CID badge and credentials) and it is the responsibility of the person to whom they are issued to protect them and properly secure them when not in use. Immediate notification to the PM/PC via the CID Officer in Charge or Chief Investigator will be made upon loss of a pin and a replacement set will be issued by CMC (PS) upon recommendation of the PM/PC and return of the remaining pins. PSPs will be returned to CMC (PS) via registered mail by the cognizant CID office upon the end of active service or retirement of the criminal investigator.

b. Marine Corps MP badges and police officer badges are serialized items, controlled per reference (bt) by the PM/PC. Badge procurement is authorized by CMC (PS) through an approved vendor. A local inquiry/investigation will be initiated upon the notification of a lost or stolen badge. Refurbishing of

damaged or worn badges through a CMC (PS) approved vendor is encouraged.

c. Credentials are a serialized and authenticated two part identification card issued by CMC (PS) identifying the bearer as a criminal investigator. Marine Corps personnel accredited by CMC (PS) to carry out investigations and other mission related responsibilities are issued a serialized, authenticated, two part identification card designating them as "Criminal Investigators" and badges designating them as "CID Agents". No other personnel in the Marine Corps engaged in investigative, security or counterintelligence matters are authorized to use either title. Only those personnel who successfully complete the U.S. Army Apprentice CID Special Agent Course in residence, or are employed as criminal investigators with the appropriate Office of Personnel Management occupational code will be issued criminal investigator credentials. The procurement of additional or "secondary" CID badges without written approval from CMC (PS) (CID HQ) is strictly prohibited. Personnel issued USMC CID Criminal Investigator credentials receive a Top Secret (TS) clearance and may be given access to TS or Sensitive Compartmented Information (SCI) based on a need to know. Prior to access to any classified information, the criminal investigator must be given local access by the organizational security manager or Special Security Officer (SSO).

(1) The credential photograph should be a head and shoulder image, the dimensions of the subject's head should measure approximately 7/8" from top of head to base of chin but no more than 1 1/8". A plain blue background (or white if blue is not available) will serve as a backdrop. Male applicants should be attired in a plain light colored dress shirt, tie and suit coat. Female applicants should be in appropriate business attire. Eyeglasses must be worn if the applicant wears them routinely. Four color prints of appropriate image size are required to accompany each request for permanent credentials. The envelope forwarding the photographs must be annotated with the applicant's name in case they are separated from other documentation. Photographs adjudged not to be of suitable quality will be returned to the requester.

(2) Except for foreign language interpretation of authorized credentials when required by a specific Status of Forces Agreement, no other credentials or identification cards identifying any individual as a criminal investigator are authorized.

(3) Investigator credentials for apprentice investigators will be issued and retrieved locally.

(4) Investigator credentials issued by CMC (PS) will be returned to CMC (PS) upon the individual being assigned permanent criminal investigator credentials or being terminated from the CID program.

d. Carrying of Credentials and Badges. Credentials and badges issued to MPs/police officers and security personnel shall be carried during all periods of duty unless operational circumstances dictate otherwise.

e. Safeguarding of Badges, Credentials and PSPs

(1) Badges and credentials are issued to authorized personnel as a means of identification to conduct official government business. Duplication of these items is unauthorized. Use of these items for purposes not directly related to official business is strictly prohibited and shall be cause for disciplinary action.

(2) Personnel authorized to carry badges and credentials must not allow them to be removed from their control. However, when displayed for official purposes they can be examined as closely as is necessary to verify the identification of the organization and the scope of the bearer's authority. Such examination, however, must take place in the bearer's presence. An administrative assistant will frequently attempt to use credentials as a calling card in announcing the bearer to his/her supervisor. Credentialed personnel should be alert to this and similar possibilities that would effectively remove credentials from the bearer's control. Tactful and courteous firmness will generally prevent potential embarrassment.

(3) The protection of badges and credentials is the sole responsibility of the person to whom they are issued. It is impossible to identify the myriad of situations that might result from the loss of badges and/or credentials. The safeguarding of these items is vital and each holder must be aware of the serious consequences that could result from their loss or compromise. Attentiveness, good judgment, and common sense are the best guidelines to follow.

(4) Generally, it is best to carry the badge and credential case as close to the body as possible so that absence can be easily detected. Carrying credentials in the breast pocket of a suit coat is not recommended as a general practice

since the coat may be removed and be out of the direct control of the credential holder.

(5) As MPs/police officers and security personnel may be recalled for duty at any time, they must have ready access to their badge and credentials after working hours. Personnel are encouraged to routinely carry their badge and credentials, except under exceptional circumstances, e.g. swimming, jogging, etc., as a positive form of identification to other law enforcement personnel. The individual must be especially careful that these items are properly protected and, if carried while in a non-duty status, that his/her conduct is reasonable and prudent, and the integrity and purpose of the badge, credentials, and protective security pins are not compromised.

f. Accountability. CMC (PS) is charged with maintaining an accounting of all permanent credentials, badges and protective security pins within the CMC (PS) inventory. Additionally, CMC (PS) is responsible for maintaining an up-to-date inventory of all permanent credentials, badges and protective security pins issued to law enforcement personnel. CID personnel authorized to carry badges, permanent credentials, and protective security pins shall retain them upon transfer to a new duty station.

g. Inventory. There is no requirement for inventories at specified time intervals; however, badges, credentials, and protective security pins may be checked in the course of inspections and visits to subordinate components. PMOs/MCPDs must maintain a strict accounting for the issuance of local credentials. Numbers on the issued cards should be uniquely identifiable to PMO. The first two digits are the first two letters of the office code (for example, "LE" for PMO Camp Lejeune), followed by a number running in sequence from "01" (for example, PMO Camp Lejeune "LE01"). Numbers assigned to local credentials are not to be reissued and a record of assignment, by number and bearer, must be retained per reference (b) SSIC 5512.1b.

h. Loss of Badges and Credentials

(1) In the event that badges or credentials (permanent or local) are lost, or for any reason cannot be recovered from personnel who have terminated their employment, an immediate notification shall be made to CMC (PS). Further, a CID investigation shall be initiated by the PM/PC in order to determine and document all circumstances surrounding the loss. This investigation shall be opened under the name of the bearer and shall be conducted by supervisory personnel.

(2) Upon receipt of a notification of the loss of a law enforcement badge or credential, CMC (PS) will initiate an NCIC entry to advise other appropriate law enforcement agencies at the national level of the loss. The responsible PMO/MCPD shall make notification to appropriate local, state and federal agencies.

(3) If lost credentials are not recovered within 24 hours, the bearer should be issued local credentials. If permanent credentials are not recovered within 15 days, a request for new credentials shall be submitted. The justification for the request should indicate "loss." The CMC (PS), after a thorough review of the circumstances of the loss, will determine if the issuance of new permanent credentials is justified. If new credentials are issued, they will bear a number different from that of the lost credentials. If the lost credentials are recovered later, they must be forwarded to CMC (PS) for destruction.

(4) In the case of a lost badge, the PM/PC may request a replacement badge from CMC (PS). Notification and investigation requirements shall be the same as for lost credentials and the PM/PC will determine any disciplinary action. If the lost badge is recovered after a replacement badge is issued, the individual may decide which badge to retain and the other badge will be returned to CMC (PS).

(5) Notifications and investigations for the loss of local credentials must be conducted the same manner as permanent credentials. In the case of local credentials, however, the issuing authority must determine if the circumstances of the loss justify the issuance of new local credentials and appropriate disciplinary action, if any.

i. Recovery and Disposition. PMs/CPs and all subordinate supervisors shall exercise particular care to ensure the recovery of credentials and badges from personnel who no longer require them. Permanent credentials and protective security pins shall be returned to CMC (PS) by registered mail. Credentials and badges may not be retained as mementos other than as specified below.

j. Retirement of Badges and Credentials. Any civilian police officer or Marine currently employed by, or assigned to the PMO/MCPD, who has been authorized to carry a badge and/or credentials, may have their credentials retired from future use by the Marine Corps upon retirement or leaving the service. Upon the specific request of the Marine's/ employee's PM/PC, the

credentials may be made available for presentation. To receive these items, the badge must be in a display encasement, such as a shadow box or imbedded in acrylic, and/or the credentials must be stamped "Retired" or "Void". CMC (PS) must be informed two months in advance of the intended action in order to suitably stamp the credentials and list the badge number in the retired log. The MP badge may only be included in retirement presentation displays. The funds for encasement must come from private donation, as no government funds may be used, and payment must be sent with the encasement request. Any exception to this policy must have written approval from CMC (PS).

5303. Definitions

1. Individually Issued Equipment. Property of the U.S. Government which is non-clothing in nature, assigned to the sub-custody of a single MP/police officer or security personnel for use in daily police/security operations. Examples include, but are not limited to:

- a. Police duty belts/"black gear".
- b. Handcuffs.
- c. Batons.
- d. Level II ballistic vests.
- e. Chemical, biological, radiological, nuclear, and explosive protection suits.

2. Controlled Items. Property of the U.S. Government that is serialized and inventoried, with individual assignment records for which notification to CMC (PS) for loss, missing, stolen is required. Examples include:

- a. MP/MCPD badges.
- b. MP/CID credentials.

Section 5400 - Personally Procured Equipment
Authorized and Prohibited on Duty

5401. Purpose. This section identifies personally procured equipment that may be authorized, and that which is prohibited as a policy matter, for use by all MPs/police officers and security personnel while on duty.

5402. Policy. It is the position of CMC (PS) that all equipment necessary for the conduct of police work aboard an installation is issued to the individual by their cognizant PMO/MCPD. As such, there is no tactical need for individuals to buy their own equipment. However, it is recognized that individuals may choose to buy their own equipment for reasons of comfort, personal preference, or utility.

5403. Procedures

1. Prior to MPs/police officers and security personnel utilizing such equipment in a duty status, individuals wishing to use personally owned equipment shall obtain written permission from the PM/PC via the chain of command.

2. Examples of personally procured equipment that may be considered for approval:

a. Level II or III ballistic vests specifically designed for the female anatomy, when comparable vests are not available for local issue (Note: Personally procured vests will conform to current military specifications [MILSPEC], and personnel choosing to buy these items will do so only after verifying MILSPEC requirements, and obtaining approval from the local PM/PC).

b. Mini MAG lights with belt loop, or other similarly powered personal flashlights.

c. Utility knives (folding type), 4 inch or less, with locking blades may be permitted for duty wear with a sheath.

(1) The police utility knife is intended solely for the purpose of carrying out the general duties and designated specialized assignments of police operations; its use as a defensive or offensive weapon is authorized only in exigent circumstances.

(2) Prohibited uses. Authorized users of utility knives shall not:

(a) Display a knife in any offensive or threatening manner without legitimate tactical justification (use of force chapter 6 applies).

(b) Carry a knife in any manner other than clipped in a pocket or waistband, inside the pants or vest, in a department approved sheath, or in another manner approved by authorized command personnel consistent with duty requirements.

(c) Carry a knife while handling prisoners in a custodial facility, engaging in training (including training supervision), or in any other circumstance where the safety of the user, or others may be compromised.

(d) Carry a utility knife while in plainclothes or where the discovery of such an issued utility knife would compromise officer safety. Prior supervisor notification should be made.

d. Holsters for 9mm weapons issued to CID or Investigations Branch. Any holster procured by a criminal investigator for duty use must be approved by the PM/PC or CID Officer or Chief Investigator

3. Prohibited Equipment. The following equipment is expressly prohibited for personal procurement or duty use:

a. Firearms and ammunition. Only government issued firearms and ammunition are authorized for use. Personal "back up" weapons are not authorized.

b. Oleoresin capsicum and other non-lethal sprays. Only government issued OC is authorized for duty use. Other sprays (mace, pepper spray) are prohibited.

c. Handcuffs, batons, flexi-cuffs, and Human Electro-Magnetic Incompacitator (HEMI). Only government issued defensive tactics tools are authorized for duty use by trained, and currently certified personnel.

d. Iron claws, thumb locks, or other "come along" devices.

e. Black jacks, slappers or other saps, including sap gloves.

f. Other weapons including but not limited nun-chucks, Chinese stars, razors, or fixed blade knives.

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4. The PM/PC is responsible for reviewing, and making the determination to approve or disapprove all requests to carry personally procured equipment. Subordinate supervisors will ensure that duty personnel are not carrying equipment, other than PMO/MCPD issue, without express written permission.

Section 5500 - Vehicle Equipment

5501. Purpose. This section provides guidance for required vehicle equipment and its use.

5502. Policy. PMO/MCPD vehicles may be assigned to MPs/police officers and security personnel while on duty in order to meet the goals and objectives of public safety. Vehicle assignments are at the discretion of the PM/PC, and in many cases, is not a duty requirement. Walking patrols may be assigned and are encouraged to meet the needs of community oriented policing, particularly on small installations/within housing areas. PMO/MCPD vehicles are the property of the U.S. Government, and are normally leased by the General Services Administration (GSA), and funded from the installation operating budget. As such, local "take home" vehicle policies are not normally authorized, but the PM/PC may request a waiver from the local issuing agency for CID/Investigations Branch and other "on call" duty personnel who reside within the local area. Said waiver will be subject to approval/disapproval from the local vehicle issuing authority in adherence to DON and DOD policy.

5503. Procedures

1. Most vehicles used in general or routine patrol service will be conspicuously marked and will include:

- a. Exterior roof mounted emergency lights.
- b. Permanently mounted spot light.
- c. "Military Police" or "Marine Corps Police Department" in lettering on each side of the vehicle.
- d. The emergency telephone number (911), and the assigned vehicle number.
- e. Reflective materials and contrasting colors may be used in striping, lettering, or decals.

2. All patrol vehicles, whether marked or unmarked, shall be equipped with the following minimum equipment:

- a. Emergency lights.
- b. Siren.
- c. Mobile radio transceiver.

- d. Public address system.
 - e. Spot light and/or alley lights depending upon assignment.
 - f. First aid supplies.
 - g. Fire extinguisher.
 - h. Flares.
 - i. Blanket.
 - j. CBRNE protective gear.
 - k. Automated External Defibrillator.
 - l. Safety vest.
 - m. Pry bar or other extrication device.
 - n. Reflective cones.
 - o. Other equipment as authorized by the PM/PC.
3. Accident investigators and at-scene investigators should be supplied with the following additional equipment:
- a. 35 mm camera and film (or investigatory grade digital camera).
 - b. Two (2) 100' tape measures.
 - c. Marking crayons/paint.
 - d. One (1) box masonry nails.
 - e. One (1) hammer.
4. The PM/PC will ensure appropriate POM and other budget planning methods are accomplished to ensure vehicle equipment requirements are met.
5. Cameras shall not be installed in police vehicles in such a manner that they film/photograph vehicle interiors. Cameras may be installed in police vehicles that film/photograph police vehicle exteriors or areas outside of police vehicles.

Chapter 6

Use of Force

Section 6000 - Use of Force

6001. Purpose. This section establishes guidelines for the use of force for MPs/police officers and security personnel aboard Marine Corps installations.

6002. Policy

1. The Marine Corps policy on the use of force is set forth in reference (ac).

2. This section is directed at personnel armed with firearms, weapons and/or equipment which, when applied, could cause death or serious bodily harm.

3. Marines and civilian employees of the Marine Corps authorized to carry firearms in the performance of their duties shall use only the minimum amount of force necessary to reach their objective.

4. When a firearm is discharged, it will be fired with the intent of rendering the person at whom it is discharged incapable of continuing the activity or course of behavior prompting the individual to shoot.

5. Warning shots are not authorized.

6003. Procedures

1. Levels of Force. MPs/police officers and security personnel must recognize that confrontational situations are seldom static in nature and that the threat level can quickly escalate or diminish in direct response to what they do or fail to do. PMOs/MCPDs shall train MPs/police officers and security personnel to use the correct level of force to a given threat at any given time. See section 6100 for the force continuum. The following are the five levels of responses that MPs/police officers and security personnel may employ when controlling a potentially dangerous situation:

- a. Verbal commands.
- b. Contact controls (open hand).

c. Compliance techniques (empty-hand blocks/strikes, restraints with and without baton, Oleoresin Capsicum (OC) spray, followed by HEMI devices at the top of compliance techniques).

d. Defensive tactics (empty-hand blocks/strikes, baton blocks/strikes).

e. Deadly force.

2. Use of Force Training. Use of force training for all MPs/police officers and security personnel must include the following:

a. Instructions on legal and regulatory limitations.

b. Training in alternative uses of force.

c. Firearms safety.

d. Situational/judgmental shooting; to include quarterly firing of assigned weapon.

e. Firearms proficiency tests using both fixed and moving targets.

f. Use of force training and testing annually, or more frequently if required by local instructions/standard operating procedures.

3. Deadly Force. References (ac), (ad) and (ae) provide detailed information regarding deadly force.

a. Deadly force is justified only when lesser means have been exhausted, are unavailable, or cannot be reasonably employed. Deadly force is authorized under the following circumstances:

(1) In self-defense and defense of others. When deadly force reasonably appears necessary to protect MPs/police officers and security personnel or others who are reasonably believed to be in imminent danger of death or serious bodily harm.

(2) Assets involving national security. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of assets vital to national security. DOD assets shall be specifically designated as "vital to national security"

and deadly force may only be used when their loss, damage, or compromise would seriously jeopardize the fulfillment of a national defense mission. Examples include nuclear weapons; nuclear command, control, and communications facilities; and designated restricted areas containing strategic operational assets, sensitive codes, or special access programs.

(3) Assets not involving national security but inherently dangerous to others. When deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of resources, such as operable weapons or ammunition, that are inherently dangerous to others; i.e., assets that, in the hands of an unauthorized individual, present a substantial potential danger of death or serious bodily harm to others. Examples include high-risk portable and lethal missiles, rockets, arms, ammunition, explosives, chemical agents, and special nuclear material.

(4) National critical infrastructure. Deadly force is authorized when deadly force reasonably appears necessary to prevent sabotage of national critical infrastructure.

(5) Serious offenses against persons. When deadly force reasonably appears necessary to prevent the commission of a serious crime that involves imminent danger of death or serious bodily harm (for example, setting fire to an inhabited dwelling or sniping), including the defense of other persons, where deadly force is directed against the person threatening to commit the crime. Examples include murder, armed robbery, and aggravated assault.

(6) Arrest or apprehension. When deadly force reasonably appears to be necessary to arrest or apprehend a person who, based on probable cause to believe, has committed one of the serious offenses referred to in subparagraphs 5a(1) through 5a(5) above.

(7) Escape. When deadly force reasonably appears to be necessary to prevent the escape of a prisoner, provided there is probable cause to believe that such person:

(a) Has committed or attempted to commit one of the serious offenses referred to in subparagraphs 5a(1) through 5a(5) above.

(b) Would pose an imminent danger of death or serious bodily harm to law enforcement or security officers/personnel or to any other person.

b. Marines and civilian personnel of the Marine Corps providing security for nuclear weapons will be governed by appropriate U.S. Navy and DOD directives.

c. The killing of an animal is justified for self-defense or to protect others from serious injury. This Order is not intended to restrict the legitimate pest control and euthanasia function of installation animal control personnel.

b. Shots shall not be fired if they are likely to endanger innocent bystanders except when attempts to penetrate a Level Three Restricted Area ("exclusion" area) containing nuclear weapons is threatened or occurs.

c. Under no circumstances will a penetrating force be permitted to remove any material from a Level Three Restricted Area containing nuclear weapons. The following applies:

(1) All necessary actions, including the use of deadly force, shall be taken to preclude the unauthorized access to or seizure of any nuclear weapons storage area, transporting vehicle with nuclear weapons aboard or nuclear weapons.

(2) All necessary actions, including the use of deadly force, shall be taken to ensure the immediate reoccupation and/or securing of any Level Three Restricted Area that may have been penetrated.

(3) The welfare and safety of hostages shall not deter action to stop a penetrating force if the hostages are used as a means of entering or occupying a Level Three Restricted Area, or as cover for the removal of nuclear weapons from such an area.

(4) Whenever possible, there shall be a defined action that must occur or an attempted breach of a specific safeguard or boundary as a precondition to the use of deadly force.

(5) MPs/police officers and security officers/personnel shall be given detailed guidance and training in recognizing the difference between forceful or determined hostile penetration and the assembly of demonstrators, inadvertent trespassing, or comparable encroachments.

d. The killing of an animal is justified for self-defense or to protect others from serious injury. This section is not intended to restrict the legitimate pest control and euthanasia function of installation animal control personnel.

4. Responsibilities

a. The PM/PC shall ensure all personnel are trained on the use of force and comply with this section and reference (ac).

b. The Operations Officer and the Support Services Officer shall ensure all assigned personnel are trained on the use of force and comply with this section and reference (ac).

c. Training Chief shall:

(1) Conduct or arrange for use of force training per this section and reference (ac).

(2) Record all use of force training in individual training records.

Section 6100 - Force Continuum

6101. Purpose. This section establishes PMO/MCPD force continuum guidelines for MPs/police officers and security personnel aboard Marine Corps installations.

6102. Policy

1. The Marine Corps policy on the use of force is set forth in section 6000 and reference (ac).

2. When using the continuum of force, the decision to employ a particular level of force must be predicated on a "reasonable perception" of the threat. Recognizing that confrontations are often tense and fast moving, MPs/police officers and security personnel must nonetheless demonstrate the ability to apply the correct level of force to a given threat at any given time. For defensive tactics, the continuum of force is as follows:

- a. Verbal commands.
- b. Contact controls (open hand).
- c. Compliance techniques (empty-hand blocks/strikes, restraints with and without baton, OC spray, followed by HEMI devices at the top of compliance techniques).
- d. Defensive tactics (empty-hand blocks/strikes and baton blocks/strikes).
- e. Deadly force.

6103. Procedures

1. Force Continuum. MPs/police officers and security personnel must understand that, when confronted with a situation where force may be required, the response they select must be appropriate to the perceived threat. Continuum of force training must emphasize the concept that the decision to employ a particular level of force must be predicated on a "reasonable perception" of the threat. Recognizing that confrontations are often tense and fast moving, MPs/police officers and security personnel must nonetheless demonstrate the ability to apply the correct level of force to a given threat at any given time. Figure 6-1 on the next page is a graphic illustration of the continuum of force concept:

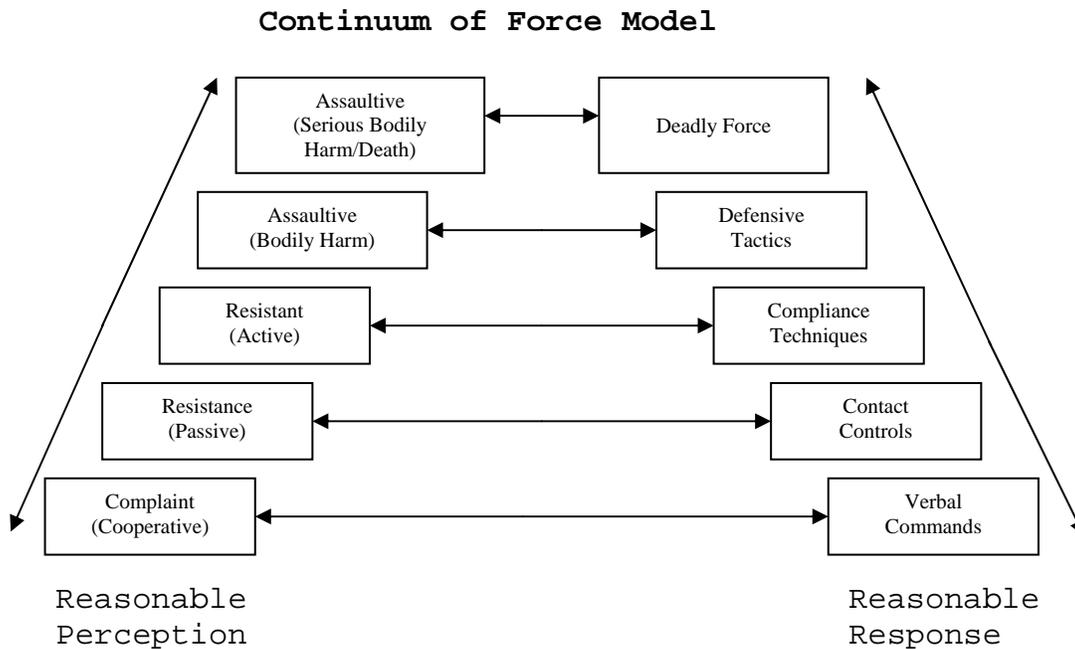


Figure 6-1.--Force Continuum Model

2. Verbal Commands/Persuasion (Lowest Level of Force). Most encounters will fall under into this category. The vast majority of people will cooperate with MPs/police officers and security personnel and will obey instructions given to them. Simple verbal commands used with firmness, courtesy and tact will be sufficient to control the situation with most people.

3. Resistant (Passive)/Contact Controls. At this level, MPs/police officers and security personnel first encounter noncompliance/resistance. Normally, this consists of a simple refusal to obey verbal commands. There is no immediate danger of physical harm to the subject or MPs/police officers and security personnel. Immediate application of physical force at this stage of the continuum is excessive; the appropriate response is to employ contact controls.

a. Contact control techniques are those short of physical force that psychologically intimidate the subject and manipulate him/her into a position of disadvantage in order to eliminate the resistance behavior and establish or reestablish cooperation.

b. Examples may include repeating the verbal commands in an increasing forceful manner, warning the subject of the potential

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consequences of disobedience, assuming a more authoritative posture, requesting assistance, and physical intimidation through body positioning, stance, movement, and open handed physical contact.

4. Resistant (Active)/Compliance Techniques. At this level, MPs/police officers and security personnel first encounter physical resistance on the part of the subject. Resistance at this level is normally manifested in acts such as continued refusal to comply with directions, pulling away, bellicose or threatening behavior, shouting, struggling, locking oneself in a car, or fleeing from the area. The subject remains openly defiant of commands, and is not actively attacking security officers/personnel, but merely resisting them. When verbalization and contact controls prove ineffective, compliance techniques may be necessary.

a. Compliance techniques include those approved tactics designed to physically force the subject to comply. The baton may be employed as a control instrument in conjunction with weaponless, empty-hand control holds, thereby effecting control. A subject resisting attempts at control may be sprayed with a less than one-second burst of OC in the face as a distraction, use of a HEMI device, and alternate means of force.

b. Examples of compliance techniques include empty-hand control holds, restraint with and without baton, OC spray, followed by HEMI devices (see sections 6200 and 6300 for more information).

5. Assaultive (Bodily Harm)/Defensive Tactics. Although no weapon is initially involved, this will be the first point at which MPs/police officers and security personnel are in imminent danger of bodily injury. The subject's behavior is characterized by combative and aggressive actions in which the subject physically attacks MPs/police officers and security personnel to prevent apprehension, facilitate escape, or cause injury. This kind of assault is normally manifested in such acts as striking, kicking, wrestling, and biting. The appropriate response is to employ defensive tactics to neutralize the threat.

a. The baton may be employed in situations where the use of a firearm may not be justified or necessary and MPs/police officers and security personnel reasonably believe that the use of weaponless control methods will be ineffective or will jeopardize the safety of the MP/police officer or security personnel or another person. Defensive tactics are those

authorized techniques MPs/police officers and security personnel use to defeat an assailant's attack, reestablish total control over the subject, and maintain control once compliance is achieved. The baton may be used as a defensive impact instrument when the need for such control is necessary. If in an emergency it becomes necessary to use a flashlight or other object as an impact weapon, it shall be employed in the same manner as a baton.

b. Examples of defensive tactics include such techniques as empty-hand blocks/strikes, enhanced pain compliance procedures, and baton blocks/strikes.

6. Assaultive (Serious Bodily Harm)/Death/Deadly Force. At this level, the attacking subject will either kill or seriously injure someone if not stopped immediately and brought under control. Any attack involving a firearm or a close quarters engagement where an edged weapon has been drawn would fall into this category. While guns/firearms and knives are the most obvious examples, MPs/police officers and security personnel must not underestimate the danger posed by improvised weapons such as pipes, chains, hazardous materials, or any implement or tool capable of being used as either a bludgeon or a cutting instrument. Any physical confrontation in which no weapon is involved but where MPs/police officers and security personnel genuinely fear imminent death or serious bodily injury also applies. For instance, the ferocity of the subject's attack or martial skills displayed could justify the use of deadly force. When confronted with a subject who is attempting to kill or seriously injure them or someone else, MPs/police officers and security personnel are authorized to resort to deadly force. This encounter of behavior represents the least encountered, but by far the most serious threat to the safety of MPs/police officers and security personnel.

7. Less Lethal Considerations

a. MPs/police officers and security personnel are often armed with weapons or equipment other than firearms. Even though their intended purpose is non-lethal, when applied, they could cause death or serious bodily harm.

b. Less lethal methods provide alternatives to firearms and increased options for the use of minimum force.

(1) Handcuffs. A person who poses an immediate threat of bodily injury or death, destruction of evidence or escape should be handcuffed securely but not so tightly as to cause the

individual injury or pain. Handcuffs, when in use, will be double locked behind the subject's back, and checked periodically to ensure they are not causing injuries. Suspects should never be handcuffed to objects, to include vehicles. These precautions are also applicable to the use of leg irons. When transporting a handcuffed subject, use a seat belt.

(2) Batons. Baton blows to the head can cripple or kill. Control instruments should not be used to apply pressure to the head, neck, or throat. MPs/police officers and security officers/personnel must avoid intentionally striking combative suspects in the head or other bony body parts with batons except when circumstances justify the use of deadly force.

(3) OC is a type of chemical spray. See section 6200. Manufacturer's instructions should be followed regarding methods of employment.

(4) HEMIs and stun guns. HEMIs and stun guns are an effective alternative. See section 6300.

(5) Vehicles. High speed pursuits are discouraged. The preferred method to high speed pursuit is roadblocks and tire deflating devices where they can be used safely. See section 10400 for more information.

8. MWDs/CPWDs. Because of the training the MWD/CPWD has received, it must be considered a weapon.

a. When releasing a MWD/CPWD to attack, the handler must:

(1) Be sure that the MWD/CPWD will cease an attack upon command.

(2) Be sure that the MWD/CPWD has identified the same target that the handler is releasing it to attack.

(3) Warn bystanders to cease all movement.

(4) Call the MWD/CPWD off the attack as soon as the suspect stops or indicates surrender.

b. MWDs/CPWDs will not be released:

(1) If no suspect is in sight.

(2) In areas where children are present, except as a last resort short of the use of a firearm.

(3) Into a crowd of people.

Section 6200 - Oleoresin Capsicum

6201. Purpose. This section establishes PMO/MCPD policy and procedures for the use of Oleoresin Capsicum (OC) aboard Marine Corps installations.

6202. Policy

1. Background. OC spray has been in use by civilian law enforcement agencies for several years. The Services have used OC since 1993. OC is manufactured with varying levels of concentration by volume and marketed under several brand names. The Services have employed many of the brand name OC sprays with varying levels of concentration. No life threatening incidents have resulted within the military community as a result of the employment of OC spray. Medical reports do not attribute any death directly caused by exposure to OC spray, at any concentration. There are documented cases in which subjects have died after being sprayed with OC by civilian law enforcement officers. The physiological effects of exposure to OC spray will vary from subject to subject. The majority of subjects may exhibit the following: the eyes may close completely or blink rapidly; the respiratory system may become inflamed causing coughing, gagging, hiccupping or a perceived inability to catch one's breath; and, anxiety and panic due to the above effects.

2. OC may be used as part of the use of force/force continuum per reference (ac) and sections 6000 and 6100.

3. To minimize the risks associated with the use of OC spray, this section standardizes the manner in which the Marine Corps trains, equips, and employs Marines/civilian personnel with OC spray.

4. The Marine Corps will only purchase and use OC sprays that are nonflammable and noncarcinogenic with a capsaicinoid content level between .18% and .22%. OC spray meeting this requirement is available through National Stock Number (NSN) #6850014740794 or General Service Administration (GSA) catalog under contract number GS07f8940D, special item number 4261D under the restraint category. Commands in possession of OC spray not meeting the above specifications will dispose of them in accordance with manufacturer's instructions within 30 days.

5. Contamination Levels. There are three levels of contamination a subject can be exposed to:

a. Level I contamination is defined as direct physical contact with OC. This occurs when a subject is sprayed directly in the face with OC. Certification to carry OC requires exposure to a level i contamination.

b. Level II contamination is defined as indirect or secondary contact with OC.

c. Level III contamination is defined as area contamination with OC.

6. Training. Completion of the Interservice Nonlethal Individual Weapons Instructor Course (INIWIC) qualifies Marines to conduct OC training and certification. The INIWIC OC Program of Instruction (POI) is available via Mobile Training Team. Reserve Marines will be trained by the hosting unit prior to any training or mobilization where OC is required. Only qualified OC instructors are authorized to conduct OC training and certification. Marines must complete INIWIC to be qualified to conduct OC training and certification. Civilian/contractor law enforcement instructors must be qualified through INIWIC or a CMC (PSL) approved OC instructor program such as Oleoresin Capsicum Aerosol Training (OCAT) to conduct OC training and certification. Any individual who cannot be exposed to OC for a medical reason will not be issued OC spray for employment.

7. Peacetime Use of OC Spray

a. OC spray may be used by MPs/police officers and security personnel for the performance of law enforcement/security activities:

(1) On-base.

(2) Off-base, when authorized by exception to reference (i) in the United States and its territories and possessions

(3) On-base overseas.

(4) Off-base overseas in those countries where such use is specifically authorized by the host-nation government.

b. OC spray may be used in training.

c. OC spray may be used off-base (worldwide) for the protection or recovery of nuclear weapons based on the principles contained in reference (ck), or other properly

promulgated and applicable rules of engagement (ROE) or rules on the use of force.

d. The employment of OC spray is coupled with the requirement to provide first aid to the subject sprayed with OC when reasonable.

6203. Definitions. Oleoresin Capsicum (OC) is an organically based, less than lethal, chemical spray, designed to incapacitate aggressors rapidly with no permanent after-effects. If properly applied, it will immobilize an attacking person or animal, regardless of size or strength, for up to 45 minutes. Use of OC allows a subject to be controlled and restrained with minimal physical contact on the part of the user, thereby reducing risk of injury for both the MP/police officer or security personnel and the subject. Because its effects are rapid it can decrease the need for a MP/police officer or security personnel to escalate to a higher level of force.

6204. Procedures

1. After proper training and exposure, on-duty MPs/police officers or security personnel are authorized to carry OC. OC spray will normally be employed at a distance of three to 10 feet. Subjects should be sprayed utilizing a less than one second burst directed toward the face. OC canisters should be shaken for 5-10 seconds daily to ensure proper mixture of the content. The use of OC must conform to the use of force continuum and all lesser means of force or control should be attempted prior to the use of OC per reference (ac), (ad) and (ae), and sections 6000 and 6100. Under normal conditions OC will not be used on a subject who is restrained with handcuffs or who is confined within a detention cell or patrol vehicle. See para 2e below for effects of OC and required medical support.

2. Training. All OC training will include five fight through stations and decontamination procedures.

a. Level I Training. Level I training will consist of spraying an individual from ear to ear, across the brow (eyes closed), with a half second to one second spray from an OC canister, 36 inches from the subjects face. The individual must then open his/her eyes, complete the five fight through stations, and make it to the decontamination point on their own. Initial OC certification training must include a level I exposure for an individual to carry OC spray for employment.

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b. Level II Training. Level II training will consist of spraying a cloth rag or sponge with a half second to one second spray from an OC canister. The cloth will then be wiped once across both eyelids (eyes closed). The individual must then open his/her eyes, complete the five fight through stations, then make it to the decontamination point on their own.

c. Level III Training. Level III training will consist of spraying an enclosed area with a half second to one second spray from an OC canister. The individual will then step fully into the contaminated area. The individual will then step out of the area, complete the five fight through stations, then make it to the decontamination point on their own.

d. Decontamination. For any OC training a decontamination point must be present. A decontamination point must possess the following:

(1) A source of running water (a water hose, portable sink, etc.) Buckets of water can be used, but the water must be replaced after each individual uses it.

(2) An open area, free of obstacles, to allow an individual to move about freely for exposure to fresh air.

(3) Fans, towels, and eye safe soap may also be present at the decontamination point, to better assist the individual with decontamination.

(4) Under no circumstances should chemical decontamination agents (e.g., bio-shield, commercial eye wash, etc.) be used at the decontamination point.

e. Medical Support

(1) All training will be conducted with a corpsman or combat life saver (CLS), trained in basic life support and equipped with appropriate medical equipment (unit one) on scene. Each individual exposed to OC will be paired with another individual who will assist during the recovery period and render first aid as needed. Medical attention will be provided to any individual upon request. Standard treatment is exposure to fresh air and rinsing with cold water. The effects can last ten minutes or longer depending upon individual tolerances.

(2) In-custody death syndrome can occur if a subject is placed in a confined space or on their stomach with their hands cuffed behind their back. The consumption of alcohol and/or narcotics may also contribute to in-custody death syndrome of

subjects sprayed with OC. Subjects in the constricted position could suffer respiratory distress/failure while under the effects of OC. Training regarding the restraint of combative subjects will emphasize placing subjects in a sitting position or on their backs. Instructors will conduct restraint training separate from OC exposure. Instructors will emphasize that all subjects sprayed with OC be kept under constant supervision to ensure their breathing is not impaired.

3. The 46-ounce High Volume Output Projector is authorized for crowd control. It contains 24 to 26 half-second bursts and is effective at distances of 25-30 feet. It will be stored in the PMO/MCPD arms room and may be authorized for check out as needed by the Watch Commander. Prior to employment, favorable conditions (i.e. wind directions, avenue of exit for the crowd, etc.) must exist. If time permits, the Watch Commander must authorize prior to employment of the High Volume Output Projector. The Watch Commander will make the necessary notifications.

4. Notification. All incidents involving the use of OC require immediate notification of the Watch Commander. Other notifications shall be made per section 7200.

5. Issue and Storage. Issuance of OC canisters will be documented on an ECR card by serial number. Training will be confirmed prior to issue. OC canisters will be stored in the PMO/MCPD arms room. All qualified MPs/police officers and security personnel will receive an Ordnance Custody Receipt (NAVMC 10520) card to turn in for receipt of OC. The 10520 card will indicate the manufacturer serial number from the individual's canister of OC. After initial issue, a one-time practice spray (without exposure) will be conducted in the presence of the Watch Commander to ensure the canister is operational. OC canisters will not be left in vehicles (POV or GOV). At no time will government OC be carried/used off-duty. Upon loss or theft of any OC canisters, the Operations Officer will be notified immediately via the chain of command. Once an OC canister is near empty, it will be surveyed for a new one. Expended OC canisters shall be disposed of properly and not used for training aids. Inert OC training canisters are available for training. Issued OC canisters will be weighed after each occasion that the OC is employed and at least quarterly. Results of weigh-ins will be recorded on the ECR card.

6. Responsibilities

- a. PM/PCs shall:

(1) Ensure that use of OC is in compliance with this Order.

(2) Notify U.S. Navy Bureau of Medicine and CMC (PSL) of any OC attributed adverse effect sufficient to require treatment by a medical provider.

b. MPs/police officers or security personnel shall be properly trained before using OC, employ OC per this section and chapter 6, and immediately following an incident where OC is applied, complete a NAVMC 11130 (6-83), Statement of Force/Use of Detention Space (1630) per sections 6000 and 6400, and reference (ac).

c. Operations Officer shall:

(1) Coordinate with the Support Services Officer and Training Chief to ensure all eligible personnel are equipped and trained with OC.

(2) Upon review of IRs documenting the use of OC, ensure all necessary forms are completed properly.

d. Support Services Officer shall:

(1) Order OC dispensers and associated equipment as required per this section.

(2) Coordinate with Operations Officer and Training Supervisor/Chief to ensure all eligible personnel are equipped and trained with OC.

(3) Review quarterly inspection results.

e. Training Chief shall:

(1) Arrange for OC certification training as required.

(2) Record all OC training in individual training records.

(3) Provide an updated list of OC qualified personnel to the Operations Officer as required.

f. Supply Chief/Clerk shall order replacement OC dispensers and associated equipment as directed.

g. PMO/MCPD Arms Room NCOIC/Technician and Arms Room Custodians shall:

(1) Ensure all ready-for-issue OC dispensers are properly stored in the arms room. Thoroughly shake all OC dispensers that are stored in the arms room at least once per month.

(2) Issue OC dispensers to duty personnel presenting their NAVMC 10520 card.

(3) Recover OC dispensers from duty personnel and return their NAVMC 10520 card.

(4) Weigh canisters quarterly and after each occasion that OC is employed. Annotate results on ECR card and notify the Support Services Officer of any discrepancies.

(5) Ensure only personnel on the authorization list are issued their OC dispensers and holsters.

(6) Ensure accountability for all OC issued from the PMO/MCPD arms room.

Section 6300 - Human Electro-Muscular Incapacitator (HEMI)

6301. Purpose. This section establishes PMO/MCPD policy and procedures for the use of HEMI devices aboard Marine Corps installations and training requirements for all Marines/civilian personnel.

6302. Policy

1. Background. HEMI devices are designed to override the central nervous system interrupting voluntary control of skeletal muscles and causing uncontrollable muscle contractions. The current Marine Corps approved HEMI device, the x26e Taser, launches two probes that are connected to the launch platform via thin wires that trail behind the probes in flight. A high voltage low amperage electrical stimulus is delivered down the wires, through the probes to the targeted individual which subdues them. Common effects associated with HEMI exposure include: involuntary muscle contractions and a loss of posture control, groaning, yelling, or screaming, etc.

2. Commanders and PMs/PCs should consult their SJA prior to obtaining/employing HEMI devices for use on installations. HEMI devices may be used as part of the use of force/force continuum per reference (ac) and sections 6000 and 6100. HEMI devices are used between OC and baton strikes.

3. DOD currently uses the X26E Taser. This is the only HEMI device approved for use. The X26E is manufactured by Taser International Inc. The X26E delivers .0021 amperes/50,000 volts to subdue an individual. The X26E is available for purchase via authorized vendors and carries National Stock Number (NSN) 1095-01-543-2189. There are 4 projectile cartridges available for the Marine Corps:

a. 21 foot Simulation Cartridge: Cartridge with non-conductive wire tethers used for training at distances up to 21 feet. Blue cartridge with blue blast doors. NSN 1095-01-528-6893.

b. 21 foot Standard: A conductive cartridge used to incapacitate a subject at distances up to 21 feet. Black cartridge with silver blast doors. NSN 1095-01-528-6894.

c. 25 foot XP: A conductive cartridge used to incapacitate a subject wearing bulky clothing at distances up to 25 feet. Black cartridge with green blast doors. NSN 1095-01-533-1733.

d. 35 foot XP: A conductive cartridge used to incapacitate a subject wearing bulky clothing at distances up to 35 feet. Black cartridge with orange blast doors. NSN 1095-01-545-5742.

4. Training. All instructors and users are required to undergo individual training.

a. Instructors

(1) Training for Marines in the proper employment and certification of the X26E Taser is conducted at the INIWIC. The INIWIC Program Of Instruction (POI) for the X26E Taser is available via mobile training team (MTT).

(2) Marines must complete INIWIC to be qualified to conduct X26E Taser training and certification.

(3) Civilian/contractor law enforcement/security instructors must be certified/recertified through INIWIC or a CMC (PSL) approved X26E Taser instructor program. Recertification will be completed at a minimum of every 2 years.

(4) A sufficient number of instructors must be maintained at installations to ensure that units and individuals equipped with the X26E Taser are properly trained.

(5) There is no requirement for instructors to be exposed.

b. Users. X26E Taser training will include classroom instruction, practical application and volunteer exposure. Individuals volunteering for exposure shall receive a maximum 2-3 second exposure from the X26E.

(1) Classroom Training. Classroom training will be focused to ensure users understand and can identify the intended purpose and function of the X26E Taser, X26E nomenclature, parts and functions, and the X26E air cartridges and their characteristics.

(2) Practical Application. The practical application will consist of function check procedures, cartridge loading and unloading, proper engagement of targets, and the conduct of preventative maintenance checks and services (PMCS). Users should have the ability to fire at least two cartridges at a target to familiarize them with the operation of the X26E Taser.

(3) Exposure. There is no requirement for each individual to be exposed prior to being issued a X26E Taser for employment. Individuals volunteering for exposure shall receive a maximum 2-3 second exposure from the X26E. The exposure may be conducted using the 21 foot alligator clip cartridge, the direct stun method or by firing the X26E Taser at the individual.

(4) Medical Support. All practical application and exposure training will be conducted with a corpsman or combat life saver (CLS) present and equipped with appropriate medical equipment.

(5) User certification is valid for one year. Annual certification consists of firing at least two live cartridges in addition to any locally mandated training.

5. Peacetime Use of HEMI Devices

a. The X26E Taser may be used by MPs/police officers and security personnel in the performance of law enforcement/security activities:

(1) On-base.

(2) Off-base, when authorized by exception to reference (i) in the United States and its territories and possessions

(3) On-base overseas.

(4) Off-base overseas in those countries where such use is specifically authorized by the host-nation government.

b. The X26E Taser may be used in training.

c. The X26E Taser may be used off-base (worldwide) for the protection or recovery of nuclear weapons based on the principles contained in reference (ck), or other properly promulgated and applicable rules of engagement (ROE) or rules on the use of force.

d. The employment of the X26E Taser is coupled with the requirement to provide first aid to the subject when reasonable.

6303. Procedures

1. After proper training and exposure, on-duty MPs/police officers or security personnel are authorized to carry the X26E

Taser. The use of the X26E Taser must conform to the use of force continuum and all lesser means of force or control should be attempted prior to use per reference (ac), (ad) and (ae), and sections 6000 and 6100.

2. Training. All the X26E Taser training will be conducted per paragraph 6302.4 above.

3. Notification. All incidents involving the use of a the X26E Taser require immediate notification of the Watch Commander. Other notifications shall be made per section 7200.

4. Issue and Storage. Issuance of the X26E Taser will be documented on an ECR card by serial number. Training will be confirmed prior to issue. The X26E Taser will be stored in the PMO/MCPD arms room. All qualified MPs/police officers and security personnel will receive an Ordnance Custody Receipt (NAVMC 10520) card to turn in for receipt of the X26E Taser. The 10520 card will indicate the manufacturer serial number from the individual's the X26E Taser. At no time will government X26E Tasers be carried/used off-duty. Upon loss or theft of any X26E Taser, the Operations Officer will be notified immediately via the chain of command.

5. Responsibilities

a. PMs/PCs shall:

(1) Ensure that use of the X26E Taser is in compliance with this Order.

(2) Notify U.S. Navy Bureau of Medicine and CMC (PSL) of any the X26E Taser attributed adverse effect sufficient to require treatment by a medical provider.

b. MPs/police officers or security personnel shall be properly trained before using the X26E Taser, employ the X26E Taser per this section and chapter 6, and immediately following an incident where a X26E Taser is applied, complete a NAVMC 11130 (6-83), Statement of Force/Use of Detention Space (1630) per sections 6000 and 6400, and reference (ac).

c. Operations Officer shall:

(1) Coordinate with the Support Services Officer and Training Chief to ensure all eligible personnel are equipped and trained with the X26E Taser.

(2) Upon review of IRs documenting the use of a X26E Taser, ensure all necessary forms are completed properly.

d. Support Services Officer shall:

(1) Order X26E Tasers and associated equipment as required per this section.

(2) Coordinate with Operations Officer and Training Supervisor/Chief to ensure all eligible personnel are equipped and trained with the X26E Taser.

(3) Review quarterly inspection results.

e. Training Chief shall:

(1) Arrange for X26E Taser certification/recertification training as required.

(2) Record all X26E Taser training in individual training records.

(3) Provide an updated list of X26E Taser qualified personnel to the Operations Officer as required.

f. Supply Chief/Clerk shall order replacement X26E Tasers and associated equipment as directed.

g. PMO/MCPD Arms Room NCOIC/Technician and Arms Room Custodians shall:

(1) Ensure all ready-for-issue X26E Tasers are properly stored in the arms room.

(2) Issue X26E Tasers to authorized duty personnel presenting their NAVMC 10520 card.

(3) Recover X26E Tasers from duty personnel and return their NAVMC 10520 card.

(4) Ensure accountability for all X26E Tasers issued from the PMO/MCPD arms room.

Section 6400 - Reporting Use of Force and
Post Incident Investigatory Considerations

6401. Purpose. This section establishes PMO/MCPD guidelines for reporting and notification of the use of force and post incident considerations.

6402. Policy

1. The Marine Corps policy on the use of force is established in section 6000 and reference (ac). It is imperative that incidents involving the use of force be reported quickly and accurately.

2. Police duties can often expose MPs/police officers, security personnel and support personnel to mentally painful and highly stressful situations that cannot be resolved through normal stress coping mechanisms. Unless adequately treated, these situations can cause disabling emotional and physical problems. It has been found that MP/officer-involved shootings resulting in death or serious bodily injury to a citizen or a fellow MP/police officer or security personnel may precipitate such stress disorders. It is the responsibility of the PM/PC to provide personnel with information on stress disorders and to guide and assist in their deterrence.

6403. Definitions

1. MP/officer-Involved Shooting Incident. A line-of-duty incident where shooting causes death or serious bodily injury to a MP/police officer, security personnel or other person.

2. Post-Traumatic Stress Disorder (PTSD). An anxiety disorder that can result from exposure to short-term severe stress, or the long-term buildup of repetitive and prolonged milder stress.

6404. Procedures

1. Reporting the Use of Force

a. MPs/police officers and security personnel shall make an immediate verbal notification to their supervisors or Watch Commanders following any use of force and complete NAVMC 11130 (6-83), Statement of Force/Use of Detention Space (1630) per this section, section 6000, and reference (ac). This includes any less than lethal use of force and acts preliminary to using deadly force such as withdrawing firearms from holsters and pointing firearms even when firearms are not discharged.

b. MPs/police officers and security personnel who use force in an incident shall submit a separate written NAVMC 11130 (6-83), Statement of Force/Use of Detention Space (1630) per this section, section 6000, and reference (ac). Criminal investigators shall report and document any use of force incident via Investigative Action (IA).

c. MPs/police officers and security personnel who witness the use of force shall advise a supervisor/Watch Commander and shall submit a NAVMC 11130 (6-83), Statement of Force/Use of Detention Space (1630) per this section, section 6000, and reference (ac).

d. All NAVMC 11130 (6-83), Statement of Force/Use of Detention Space (1630) shall specify the actions of the suspect that necessitated the use of force, the reasons why the MP/police officer and security personnel used force, as well as any suspect complaints of injury, medical treatment received, or refusal of medical treatment.

2. Supervisory Responsibilities

a. The immediate supervisor or Watch Commander of a MP/police officer or security officer/personnel shall be summoned and shall respond to any incident of use of force on a priority basis. In any instance of use of force, the supervisor or Watch Commander shall:

(1) Document the MP/police officer, security personnel and suspect statements of actions taken, injuries sustained, and medical treatment needed or desired.

(2) Identify/interview witnesses as appropriate.

(3) Document the scene of the incident as necessary.

(4) Interview any health care provider concerning the injuries sustained and their consistency with uses of force.

b. The immediate supervisor shall notify the Watch Commander in all cases when MPs/ police officers and security personnel use force. In all cases involving injury or complaint of injury, hospitalization or death of a person resulting or allegedly resulting from a MP/police officer or security personnel use of force, the Watch Commander shall immediately notify CID, make notifications per section 7200, and shall coordinate and assist CID in conducting the investigation. The Watch Commander shall prepare and submit to the PM/PC through

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the Operations Officer a complete review of any use of force not investigated by CID. That report shall include, but shall not necessarily be limited to, the following:

- (1) A full explanation of the incident.
- (2) Statements (including tape recordings) of witnesses, suspect(s), and medical personnel.
- (3) Copies of medical reports.
- (4) Any photographs or videotapes of injuries.
- (5) Any other information or material pertinent to a complete understanding of the incident.

c. The Operations Officer shall review the Watch Commander's report, conduct such further investigation of the incident as may be deemed necessary, and submit findings and conclusions to the PM/PC.

3. Post Incident Investigatory Considerations

a. Handling of MPs/police officers and security personnel at the scene of shooting incidents.

(1) A supervisor (Watch Commander if available) shall be dispatched to the scene of the incident and shall assume primary responsibility in caring for involved personnel.

(2) The supervisor shall make appropriate arrangements for all necessary medical treatment.

(3) During any period where the involved MPs/police officers and security personnel are required to remain on the scene, but have no immediate duties to fulfill, the MPs/ police officers and security personnel should be taken to a quiet area away from the scene of the incident. Supportive friends or MPs/police officers or security personnel should remain with the MPs/police officers and security personnel, but should be advised not to discuss details of the incident.

(4) The supervisor should arrange for the MPs/police officers and security personnel directly involved in the incident to leave the scene as soon as possible and be taken to a quiet, secure setting. Where possible, the supervisor shall briefly meet with the involved MPs/police officers and security personnel.

(a) No caffeine or other stimulants or depressants should be given to the MPs/police officers and security personnel unless administered by medical personnel.

(b) Only minimal and preliminary questions should be asked about the incident. MPs/police officers and security personnel should be advised that a more detailed debriefing will be conducted at a later time.

(c) Any standard investigation that will occur concerning the incident should be discussed with the MPs/police officers and security personnel.

(d) MPs/police officers and security personnel should be advised that they may seek legal counsel.

(e) MPs/police officers and security personnel should be advised not to discuss the incident with anyone except a personal or installation SJA attorney or PMO/MCPD investigator until the conclusion of the preliminary investigation.

(5) The supervisor shall determine whether the circumstances of the incident require that the duty weapon of a MP/police officer or security personnel will taken for laboratory analysis. Where the duty weapon is taken, the supervisor shall:

(a) Take custody of the MP/police officer or security personnel weapon in a discrete manner.

(b) Replace it with another weapon or advise the MP/police officer or security personnel that it will be returned or replaced at a later time, as appropriate.

(6) Involved MPs/police officers and security personnel should notify their families about the incident as soon as possible. MPs/police officers and security personnel are only authorized to relay that the incident occurred and type/extent of injuries to themselves. Where MPs/police officers and security personnel are unable to do so, PMO/MCPD leader/supervisor shall personally notify his family, and arrange for their transportation to the hospital.

(7) At all times, when at the scene of the incident, the supervisor should handle the MPs/ police officers and security personnel and all involved personnel in a manner that acknowledges the stress caused by the incident.

b. Post-Incident Procedures

(1) Involved personnel shall be removed from line duties pending evaluation but shall remain available for any necessary administrative investigations.

(2) All MPs/police officers and security personnel directly involved in the shooting incident may be required to contact a designated specialist for counseling and evaluation as soon as practical after the incident. Involved support personnel should also be encouraged to contact such specialists after a shooting incident. After the counseling sessions, the specialist shall advise PMO/MCPD:

(a) Whether it would be in the MP's/police officer's or security personnel's best interest to be placed on leave or light duty and for how long;

(b) Where the MPs/police officers or security personnel were relieved of their duty weapons after an incident, at what point should the MP/police officer or security personnel be allowed to carry a firearm.

(c) What will be the best continued course of counseling.

(3) PMO/MCPD strongly encourages the families of the involved MPs/police officers and security personnel to take advantage of available counseling services.

(4) PMO/MCPD shall conduct any investigation of the incident as soon and as quickly as practical.

(5) The PM/PC or designated person shall brief other PMO/MCPD personnel concerning the incident so that rumors are kept to a minimum. Comments should focus on the type of incident and injuries involved. Details of an incident should not be provided if there is an ongoing investigation. PMO/MCPD personnel are encouraged to show the involved MPs/police officers and security personnel their concern.

(6) All personnel involved in a shooting incident shall not speak with the media about the incident. MPs/police officers and security personnel shall refer inquiries from the media to the installation Public Affairs Office unless otherwise authorized to release a statement pertaining to the incident.

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(7) In order to protect against crank or abusive calls, MPs/police officers and security personnel should consider having phone calls answered by another person for several days if their names are released to the public.

c. Daily Stress Recognition

(1) As post-traumatic stress disorders may not arise immediately or the MPs/police officers and security personnel may attempt to hide the problem, each supervisor is responsible for monitoring the behavior of unit personnel for symptoms of the disorder.

(2) A supervisor may order MPs/police officers or security personnel to seek assistance or counseling from a mental health specialist upon a reasonable belief that stress may be disrupting the officer's job performance.

4. Training. PMO/MCPD shall provide personnel with training pertaining to post-traumatic stress disorders and the uniform procedures contained in this section on a regular basis, at a minimum every 12 months.

Chapter 7

Communications Procedures

Section 7000 - Dispatch Operations

7001. Purpose. This section provides a general overview of typical Dispatch/Communications Center operations.

7002. Policy. The communications component of any law enforcement agency is an essential element in providing emergency services to the community. Dispatch/Communications Centers and Desk/Dispatch Teams exist to provide continuous 24-hour communication among the PMO/MCPD on-duty MPs/police officers, security officers/personnel, and fire personnel, persons requesting police, fire and paramedic services, external/civilian law enforcement and fire/medical services, as well as providing electronic law enforcement data and information services.

7003. Procedures

1. Dispatch/Communications Centers (Desk/Dispatch Teams)

a. Dispatch/Communications Centers (Desk/Dispatch Teams) include all personnel and equipment assigned to monitor and operate emergency systems of telephone, radio, computerized data programs, cameras, and electronic alarm systems.

b. A Support Services supervisor is normally charged with administrative management of the Dispatch/Communications Center.

c. The Desk Sergeant, or in his absence, the senior dispatcher is charged with the duties associated with day-to-day supervision of the Dispatch/Communications Center.

d. In the absence of the Desk Sergeant or senior dispatcher, telecommunications personnel shall notify the on-duty Watch Commander directly.

e. Communications Functions

(1) The Dispatch/Communications Center provides 24-hour continuous emergency services utilizing the following systems:

(a) Radio.

(b) Telephone.

(c) Automated Data Systems: CLEOC, NCIC, DONCJIS.

(d) Cameras.

(e) Alarm Systems: Burglary/Intrusion and Fire.

(2) Primary functions include reception of requests for police, fire and medical service, personnel and equipment deployment, status monitoring of field duty units, recording and dissemination of incident data, transmission, reception and entry of data to and from automated information systems, monitoring of alarm systems terminating within the Section, monitoring prisoner holding cells and other secure areas within the building by the use of closed circuit television cameras.

f. Be prepared to establish Dispatch/Communications Center operations in the MCPV or designate and prepare an alternate Dispatch/Communications Center location for use if the primary location becomes inoperable.

2. Specific responsibilities of the Dispatch/Communications Center include the following:

a. Receiving emergency and non-emergency telephone calls for police service on a 24-hour basis.

b. Establishing procedures for obtaining relevant information for each call for law enforcement service.

c. Promptly handling and appropriately routing misdirected emergency calls.

d. Entering incident information into a computer aided dispatch (CAD) system, or otherwise recording and transmitting to responding MPs/police officers and security personnel the following:

- (1) Date and time of request.
- (2) Name and address of complainant, if possible.
- (3) Type of incident reported.
- (4) Location of incident reported.
- (5) Time of dispatch.

(6) Primary and back-up MPs/police officers or security personnel assigned.

(7) Time of MP/police officer or security officer/personnel arrival.

(8) Time of MP/police officer or security officer/personnel return to service.

(9) Disposition or status of reported incident (i.e., final action code).

e. Dispatching calls for service to the appropriate field units in accordance with PMO/ MCPD and Dispatch/Communications Center policies and procedures.

f. Monitoring the status of all MPs/police officers and security personnel, maintaining status indicators and recording status when out of service.

g. Maintaining 24 hour two-way radio capability providing continuous communications with on-duty MPs/police officers and security personnel.

h. Recording control center telephone and radio conversations and providing immediate playback capability, and retaining audio-recordings as procedures dictate. Tape or digital recordings of all telephone and radio communications constitute a formal record of Dispatch/Communications Center operations. From time to time, material contained in these taped or digital recordings may be required for reference, legal proceedings, or other actions to resolve matters relating to call taking, dispatching, or public safety response. Recordings and tapes shall be maintained per reference (b) SSIC 1630.5. Requests for tape or digital reviews, tape or digital duplications, and tape or digital holds shall be processed in accordance with applicable Department of the Navy directives and procedures for records storage and disposition.

i. FCC requirements. Radio communications are conducted in compliance with Federal Communications Commission (FCC) Rules and Regulations. A current copy of the regulation will be maintained by the Dispatch/Communications Center for reference by all PMO/MCPD personnel.

j. Access to criminal justice information systems. PMOs/MCPDs have access to local, regional, state and national criminal justice information systems by means of the following:

(1) Consolidated Law Enforcement Operations Center (CLEOC) that is to be replaced by the Department of the Navy Criminal Justice Information System (DONCJIS).

(2) National Crime Information Center (NCIC).

(3) DONCJIS. Access to criminal justice information is limited to authorized department personnel for official criminal justice or security purposes only.

k. Monitoring cameras. Some dispatch facilities are equipped with monitoring equipment to monitor cameras on the installation. These cameras may be directed at gates, flight lines, outside the PMO/MCPD or at high value assets on the installation.

3. PMO/MCPD Dispatch/Communications Center Operations

a. Provide 24 hour, toll-free "9-1-1" telephone service for access to emergency police, fire and medical services for all structures and areas within the installation limits.

b. Additionally, a seven digit 24 hour published telephone number shall be utilized for non-emergency services requested of the PMO/MCPD.

c. "9-1-1" is the PMO/MCPD single emergency telephone number and shall be conspicuously displayed on all emergency service vehicles, posted in installation telephone books, on-line directories and other associated materials designed for public information.

4. Dispatch/Communications Center Operations Manuals.

Dispatch/Communications Center personnel will perform radio, telephone and automated data functions as prescribed in the following procedural manuals, all of which should be available to Dispatch/Communications personnel 24 hours a day:

a. Associated Public Safety Communications Officers (APCO) training manual.

b. CLEOC manual.

c. DONCJIS manual.

d. NCIC manual.

e. Local radio policies and procedures.

5. Access to Personnel and Resources. The Dispatch/Communications Center will maintain and have immediate access to the following.

a. A current duty roster of all PMO/MCPD members, specifying duty schedules, regular days off and personal leave (as applicable).

b. A current telephone roster of all senior law enforcement executives.

c. A supervisor in charge of Communications Section operations.

6. Procuring External Services. The following procedure manuals, located in the Dispatch/Communications Center, shall contain directions for obtaining assistance from external agencies and sources.

a. Overviews of MOUs/MOAs, with contact information for adjacent jurisdictional services.

b. Family Advocacy and Child Protection Services contact information and procedures.

c. EOC procedures and contact information.

7. Dispatch/Communications Center Security

a. The Dispatch/Communications Center, its equipment and facilities, must be a physically secured area within the confines of the PMO/MCPD restricting public access by interior and exterior locked access routes and bullet-resistant glass where visual contact is permitted.

b. All equipment located within the Dispatch/Communications Center must be protected, secured from unauthorized intrusion, and accessible only by Dispatch/Communications personnel, staff personnel and such other personnel as designated by the PM/PC.

c. The Dispatch/Communications Center's primary radio, telephonic, data systems and lighting must be connected and supported by the PMO/MCPD generator system for protection of emergency communication operations during losses of primary power supply.

d. Base stations, phone lines and other ancillary equipment not directly located within the confines of the

Dispatch/Communications Center should be secured in a single facility designed for such use. This facility should be accessible only by authorized personnel, and engineers, equipment vendors and Dispatch/Communications Center supervisory personnel as deemed necessary for repair and maintenance of equipment housed within.

8. Telephone Directory - Emergency Service Agencies.

Dispatch/Communications Center personnel shall maintain a telephone directory of emergency service agencies operating outside the jurisdiction of the installation, to provide immediate access in contacting emergency services, not otherwise available via radio and data communications. It shall be the responsibility of the PM/PC to ensure that the directory is updated on an annual basis.

9. Service Area Maps

a. If available, the Dispatch/Communications Center shall utilize the CAD mapping component for immediate visual recognition of locations within the installation limits, accessible at each CAD workstation.

b. In addition, Dispatch/Communications Center personnel should have access to detailed patrol zone maps and response areas for use in deployment of agency personnel responsible for service. USMC Geospatial Information and Services is available at most installation Facilities Departments/Divisions for map and mapping information requirements per reference (by).

10. Separating Emergency/Non-Emergency Calls. The Dispatch/Communications Center telephone equipment must be designed in such a fashion as to accommodate and separate emergency, administrative, in-house and private line communications from interfering with the other's availability and use.

11. Multi-Channel Capabilities. The PMO/MCPD must have multi-channel mobile and portable radio equipment capable of two-way operation on a joint public safety frequency. Examples of multi-channel systems include:

a. Point-to-point are intra-agency base-to-base communications for law enforcement purposes.

b. Statewide mobile-to-mobile and mobile-to-regional base communications for law enforcement purposes.

c. Intra-agency mobile, portable and base communications between agencies and field units for fire department or law enforcement purposes.

d. Public works are local portable, mobile and base communications for public works communications.

Section 7100 - Radio Procedures

7101. Purpose. This section provides a general overview of PMO/MCPD radio procedures.

7102. Policy. MPs/police officers and security personnel must maintain communications in a professional manner, consistent with FCC Rules and Regulations. As resources permit, PMOs/MCPDs should issue one portable radio to each person on duty, and investigatory personnel/supervisory personnel on an as-needed basis. When possible, personnel should be issued a spare battery and a speaker/lapel style microphone.

7103. Procedures

1. All MPs/police officers and security personnel issued a police radio shall ensure that the radio is in proper working condition at all times.
2. MPs/police officers and security personnel will be held responsible for damage to any radio or accessory due to purposeful neglect or abuse.
3. Accessories may be added with prior approval.
4. Only a qualified technician shall conduct repairs of radios or accessories.
5. Police radios are for conducting police business and related operations only.
6. The PMO/MCPD should consider using a minimum of four frequencies for department radio traffic, referred to as F1, F2, F3 and F4:
 - a. F1 may be the primary frequency, which is used for:
 - (1) All dispatched calls for service.
 - (2) MP/police officer and security personnel response.
 - (3) MP/police officer and security personnel pursuits.
 - (4) All traffic stops.
 - (5) Requesting emergency assistance.

(6) Emergency related messages.

(7) Weather warnings.

b. F2 may be the secondary frequency, used for:

(1) Assisting MPs/police officers and security personnel with non-emergency information.

(2) Case information.

(3) Warrant checks.

(4) Driver's license checks.

(5) Vehicle information requests.

(6) Communications among assisting MPs/police officers and security personnel.

c. F3 may be an alternate frequency (car to car only).

d. F4 may be a talk-around frequency (car to car only).

7. Police Frequencies in Non-Police Radios

a. No employee, outside agency, or private citizen shall have any two-way radio programmed with the PMO/MCPD frequencies without first obtaining approval of the PM/PC.

b. Written requests shall include:

(1) The name of the responsible party for the radio(s).

(2) The name of the agency the party is with (if applicable).

(3) The capacity in which police frequencies are to be used.

c. The PM/PC may deny or cancel any applications.

8. Radio Procedures

a. Transmit on the radio in the following manner:

(1) Radio traffic will be conducted in the "from -- to" manner. Begin with who you are followed by who you are calling.

(2) Alert tones shall precede emergency dispatch information.

(3) Transmissions shall be brief and concise.

(4) MPs/police officers and security personnel assigned to patrol shall maintain radio contact.

(5) Use standard military time.

(6) It is prohibited to use foul or derogatory language, make disparaging remarks, or use any language that any person may find offensive, or communicate confidential information, or communicate trivial or humorous information.

(7) Per the provisions of the NRP and NIMS, MPs/police officers and security personnel are strongly encouraged to utilize plain English. Use of "10-Code" is officially discouraged. See section 3000 for more details.

b. Every user of police radios shall take steps to ensure the following:

(1) All transmissions are clear, understandable and brief.

(2) The tone of voice used is professional and does not display unnecessary emotion(s).

(3) Clear and concise radio transmissions reduce the need for repeat transmissions, which tie up the radio frequency.

c. Use of Radio Panic Buttons

(1) Each portable radio should be equipped with a panic button.

(2) MPs/police officers and security personnel may utilize the panic button to summon assistance (note: this signals that MPs/police officers or security personnel are in immediate need of assistance).

(3) As soon as possible, the MP/police officer or security personnel must key the microphone so that those responding can communicate with the person requiring assistance.

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d. Negative contact (no response from MP/police officer or security personnel):

(1) Dispatch/Communications Center shall immediately notify the Watch Commander.

(2) Attempts to contact the unresponsive person shall continue at 1 minute intervals.

(3) Intervals will be adjusted at the direction of the Watch Commander.

(4) The Watch Commander shall investigate all such occurrences of a non-responsive MP/police officer, and determine the appropriate response (i.e. sending back-up unit), based on the available information and local operating procedures.

Section 7200 - Use of Notification Matrices

7201. Purpose. This section provides general guidance for PMOs/MCPDs on the use of notification matrices.

7201. Policy. Dispatch/Communications personnel are a critical link in the chain of events leading to the proper and timely notification of a commander, or designated representatives, in all law enforcement matters, both routine and extraordinary. Timely notification of all events, to personnel through various administrative chains of command and authority, is critical for enabling the emergency management and personnel action processes.

7203. Procedures

1. Each PMO/MCPD shall create, in consultation with the installation and tenant/area commanders, concise and easy to read notification matrices, in order to ensure that dispatch and communications personnel are able to properly disseminate information to the appropriate level of authority.

2. A notifications matrix/notification matrices are usually constructed in one or two pages, using a word processing or spreadsheet table function. See the example notification matrix in figure 7-1 on page 7-14. The matrix must be tailored to the installation in keeping with mutual aid agencies/agreements, MOUs, MOAs, and tenant organizations must be addressed appropriately.

3. Notifications matrices shall be posted in prominent view of Dispatch/Communications personnel, and may also be displayed under protective glass. In cases of NIMS events, these matrices may also be incorporated in EOC status boards (see section 3000) for more details.

4. Notification Procedures. Unless specifically approved, notification must be made to a person. Contact cannot be considered to have occurred simply by leaving an automated message. Positive contact with the individual billet holder or his/her designated representative (excluding family members) must be made for event notification to have occurred.

a. Dispatch/Communications personnel will strictly adhere to the notification matrix when making notifications. The PM/PC, Operations Officer, Operations Chief/Assistant Operations Officer, and CID Officer/Chief are the only authorized personnel to change, modify, or deviate from the matrix. Make

notifications as soon as practical after an incident has occurred. Ensure that the chain of command within the Operations Division is utilized. If a notification sequence order is established, the Dispatch/Communications Center shall make notifications in sequence and if unable to contact an individual, contact the next higher person in the notification chain.

b. Record the rank, name, unit, time, and date of the person notified on the blotter, journal, and IR.

c. The PM/PC will determine if an emergency recall of additional personnel is required for high-risk incidents. If there is a degree of uncertainty in any incident, the next senior MP/police officer shall be notified.

d. The Dispatch/Communications Center may obtain guidance on incidents not covered in the notification matrix from the Watch Commander, senior police officer, Operations Chief/Officer, or Deputy Police Chief for Operations.

e. The Watch Commander or senior MP/police officer on duty is ultimately responsible to ensure that each Desk/Dispatch Team has training and understands his/her duties regarding notifications and this section.

NOTIFICATION MATRIX

INCIDENT	O P C	O P O	A I D	M P I D	M W D	S R T	F D - A L S	B M C	H P D	E O D	E N V	H A Z	W F O	P A O	P H O T O	B S C	A R F F	C H P	F A C	F S C	M A W	M C A F	C D O	E O C	C M D	D P M	P M	P S	1 S T S G T
911 Call/911-Drop Call																									X				
Alarm Activation							X																		X				
Aggravated Assault	X	X		X			X								X								X		X	X	X		
Animal Incidents																									X				
Assault				X			X								X										X				
Assistance Rendered																									X				
Arson	X	X		X			X				X			X	X	X							X		X	X			
Bomb Threat	X	X		X	X		X			X				X					X				X		X	X	X		
Burglary/House breaking	X	X		X											X								X		X				
Child Abuse	X	X		X			X								X					X			X		X				
Communicating a Threat				X																					X				
Damaged Property				X																					X				
Death	X	X		X			X	X						X	X								X		X	X	X		
Demonstration/Riot	X	X		X	X	X	X	X	X					X									X			X	X		
Disorderly Conduct																									X				
Domestic Dispute				X																X					X				
Downed Aircraft	X	X					X	X			X		X	X	X		X				X	X	X		X	X	X		
Driving on Suspension																									X				
Driving W/O a License																									X				
Drowning	X	X		X			X	X					X	X	X	X							X		X	X	X		
DUI/DWI																									X				
Duress Alarm	X	X		X	X																		X						
Family Disturbance																				X					X				
Fire	X	X		X			X	X			X			X	X	X			X				X		X				
Found Ordnance				X						X	X			X		X							X						
Harassing/Obscene Call				X																									
HASP Reports																							X		X				
Hazardous Materials	X	X		X			X	X			X	X		X	X				X				X		X				
Homicide	X	X		X			X	X						X	X	X			X				X		X	X	X		
Hostage Situation	X	X		X	X	X	X	X						X					X	X			X		X	X	X		
In-Flight Emergency							X										X					X							
Loud Noise Complaint																									X				

PHOTO- DUTY PHOTOGRAPHER
BSC- BASE SAFETY CENTER
ARFF- AIRCRAFT RESCUE FIREFIGHTERS
CHP- CHAPLAIN
FAC- FACILITIES DEPARTMENT
FSC- FAMILY SERVICE CENTER
MAW- MARINE AIR WING AVIATION SUPPORT ELEMENT
MCAF- MARINE CORPS AIR FACILITY
CMD- COMMAND UNIT
CDO- COMMAND DUTY OFFICER
EOC- EMERGENCY OPERATION CENTER
DPM- DEPUTY PROVOST MARSHAL
PM- PROVOST MARSHAL
PS- PROVOST SERGEANT
1STSGT-FIRST SERGEANT

Figure 7-1.--Example Notification Matrix

Section 7300 - Dispatchers in Support of Crisis Management/NIMS

7301. Purpose. This section provides supplemental guidance to Dispatch/Communications Centers (Desk/Dispatch Teams) for operating within the NIMS framework.

7302. Policy. Dispatch/Communications Centers have specific responsibilities to execute the communications plan, assign and monitor radio communications frequencies, and maintain communications logs/disseminate timely information to the IC (or Unified Incident Commander) in accordance with established procedures.

7303. Procedures

1. Section 3000 outlines, in great detail, the required training and reference publications for implementation of NIMS at the installation level. Dispatch/Communications Center personnel must be completely familiar with the requirements and procedures therein.

2. The following standard forms are used during communications operations in support of NIMS.

a. ICS-205 Incident Radio Communications Plan- for tracking radio assignments, disposition, and remarks

b. ICS-205a Incident Communications List- a simple communications log

c. ICS-210 Status Change Form- for tracking the status of response units and designated incident personnel

d. ICS- 216 Radio Requirement Worksheet- pre-incident form for identifying responding agency radio requirements. Used in EOC stand up operations.

e. ICS-217 Radio frequency Assignment Worksheet- aids communications personnel in tracking and communicating with multi-agency response teams.

3. Beyond the requirements set forth in the each of the reference documents, the following over-arching principles drive the operations of Dispatch/Communications support of NIMS at the PMO/MCPD level:

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a. Dispatch/Communications Center personnel must be able to calmly, clearly, and concisely convey accurate and timely information to all levels of incident response personnel.

b. Information flow must be sustained both up and down the chain of command. As critical as it is to provide the commander with information, it is equally important to disseminate guidance, direction, and changing incident objectives down to the level of the first responder.

c. Use of the standard forms should happen in real time and concurrent to operations. The forms, if used properly, aid the individual communicator in organizing, tracking, and disseminating a large volume of information to a wide variety of consumers in limited time.

4. PMs/CPs are responsible for ensuring all Dispatch/Communications Center personnel are trained, and operating procedures are in place, well in advance of an incident. Section 3000 contains more guidance on additional responsibilities in support of NIMS.

Chapter 8

Operations Procedures

Section 8000 - Watch Commanders, Successive Authority, and Support of NIMS

8001. Purpose. This section establishes guidelines for watch commanders, successive authority and NIMS.

8002. Policy. Each patrol shift is directed by leaders/supervisors capable of making decisions and acting per PMO/MCPD policies, procedures, practices, functions and objectives. A Watch Commander normally serves this function in a PMO/MCPD. Successive authority passes authority to the next senior MP/police officer when the person in authority is unable or unavailable to exercise his/her authority. All Watch Commanders must be familiar with and be able to execute NIMS.

8003. Definitions

1. Watch Commander. A Watch Commander is the senior military policeman or supervisory police officer assigned to a watch, is responsible for all personnel assigned to the watch, and acts with the authority of the PM/PC.

8004. Procedures. Watch Commanders shall:

1. Keep informed of conditions within the department and maintain lines of communication with superior and subordinate MPs/police officers, keeping them informed on pertinent matters.
2. Supervise and monitor subordinate MPs/police officers to ensure efficient operation of the shift and compliance with all departmental policies, rules, orders and procedures.
3. Promptly correct mistakes by subordinate MPs/police officers assigned to his/her shift.
4. Motivate, train, instruct and counsel MPs/police officers under his/her leadership.
5. Recommend awards for personnel who demonstrate excellence.
6. Ensure that MPs/police officers in his/her shift are familiar and in compliance with, the policies, rules, orders and procedures of the department.

7. Enforce discipline among personnel in his/her shift and take appropriate action when violations are noted. Report disciplinary problems, along with recommendations, to the chain of command.
8. Evaluate the performance of subordinate personnel according to established procedures.
9. Review case reports and other work done by MPs/police officers to ensure duties are completed properly.
10. Assume responsibility for properly preparing, transmitting and filing reports, forms and records pertaining to his/her shift.
11. Make duty assignments for personnel in his/her shift and require that those duty assignments be completed in compliance with established policies, rules, orders and procedures of the department.
12. Assume responsibility for informing the PM/PC, Operations Officer, Operations Chief of the facts and circumstances pertaining to serious crimes or of significant departmental concern, and supervise such matters until relieved by competent authority as specified by department policies and procedures.
13. Be responsible for holding a daily roll call for all personnel assigned to his/her shift. Such roll call shall include the reading of any pertinent information from the daily log (BOLOs, missing persons, stolen vehicles, major incidents, etc.) and the exchange of any other information necessary for the efficient operation of the shift.
14. Ensure that roll call training is presented to MPs/police officers in his/her shift.
15. Assume responsibility for supervising the treatment of juveniles taken into custody by MPs/police officers in his/her shift based on applicable departmental policies and procedures.
16. Inspect the appearance and equipment of MPs/police officers in his/her shift and ensure equipment and uniforms are maintained and worn properly.
17. Ensure that the activities of his/her shift and other pertinent information are entered on the desk journal, or as required.

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18. Participate in the process of setting goals for the shift and monitor the performance of subordinate personnel in attaining those goals.

19. Perform and/or direct such other duties as may be required by applicable regulations and laws, or as directed by the chain of command

20. Assist in the analysis of current crime problems and the development of preventative and special enforcement strategies to combat those problems.

21. Be familiar with and execute NIMS. See sections 3000 and 3300 for more information.

Section 8100 - Access Control and Gate Procedures

8101. Purpose. This section provides guidance for access control and gate procedures for Marine Corps installations.

8102. Policy. Gates facilitate/control the flow of authorized vehicles/pedestrians entering and exiting. Gates will be limited to the number required for efficient operations. Such factors as the centers of activity and personnel, security/safety concerns, and efficient vehicular ingress and egress should be considered in locating and manning gates.

8103. Procedures

1. Access Control - Vehicle Access

a. Privately Owned Vehicles (POVs). All POVs of personnel assigned to installations are required to be registered with a DOD decal within 30 days of assignment or purchasing the vehicle. PMO/MCPD may issue temporary passes as required. All visitor (without an Armed Force Identification or U.S. Uniformed Services (AFID) card or DOD issued Common Access Card (CAC)) POVs must have either a DOD decal, an installation temporary pass, other Service installation temporary pass, or an installation visitor's pass to gain access to and operate a POV on the installation. Subparagraph 8103.1f addresses temporary passes. Failure to consent to a search or inspection of any vehicle, person, or property attempting to access the installation or the inability/unwillingness to produce valid documents is grounds to deny access. PMO/MCPD will only issue a DOD decal when all requirements are met, which includes providing a valid: state vehicle registration, proof of insurance and driver's license. Failure to maintain these requirements will result in the confiscation of any DOD decal and/or installation pass.

b. Government Vehicles. When asked by MPs/police officers or road masters, drivers of the installation and tenant unit government vehicles, including non-appropriated fund vehicles, must present an off installation dispatch to leave the installation with the vehicle. Drivers of government vehicles from off installation commands may be required to present trip tickets for entry and exit.

c. Decal Requirements. To obtain and retain a DOD decal, eligible applicants must possess the following:

(1) Valid state registration certificate. Registration certificates indicating ownership (purchased or leased) of the vehicle will be presented at the PMO/MCPD. PMO/MCPD will issue decals only to registered owners unless family members of active duty personnel or retirees wish to register vehicles in their sponsor's name. People desiring to register vehicles in their sponsor's name must have a United States Uniformed Services Identification and Privilege card with their sponsor's name.

(2) Insurance. Applicants must present a valid insurance card or signed certification form certifying that the vehicle's insurance policy is current and contains the minimum liability coverage. Minimum liability coverage is \$25,000 per person for bodily injury and \$10,000 per accident for property damage, or the minimum requirement for the state the installation is located in, whichever is higher.

(3) Valid driver's license. A valid driver's license must be presented for the type of vehicle to be registered. Idaho, Iowa, Kansas, Mississippi, Oklahoma, and West Virginia do not require special operator endorsements of any type to operate a motorcycle. All other states require special endorsements or typed affidavits. Motorcycle and motor scooter operators from these states and territories must have either a code entered on their license that permits operation of motorcycles or motor scooters, or must possess a state instruction permit, or motorcycle or motor scooter license, to operate such a vehicle in the state and aboard the installation.

(4) Safety inspection. Privately owned vehicles (POVs) must have an inspection sticker if licensed in a state requiring inspection.

d. Decal Removal. DOD decals remain the property of the U.S. Government when applied to POVs. MPs/police officers and security officers/personnel may remove a decal when determined necessary. Some reasons for removal are as follows.

- (1) Vehicle no longer complies with this section.
- (2) Vehicle ownership transferred.
- (3) Vehicle owner's installation driving privileges are revoked or suspended.
- (4) Vehicle was towed off the installation because it was illegally parked.

(5) Vehicle owner/operator refuses to permit a search of the vehicle during an authorized vehicle inspection.

(6) Vehicle was used in the commission of an offense.

(7) Decal appears altered or deteriorated.

(8) Fraudulent, inaccurate or incomplete application information is determined, or failure to provide updated information.

(9) Fraudulent use of a decal/pass to gain access to the installation.

(10) Vehicle contains narcotics, narcotics paraphernalia, or contraband.

(11) Vehicle owner has been identified by urinalysis as positive for illicit drug use.

(12) Abandoned vehicles that have been impounded.

e. Permanent Registration

(1) Categories and Placement. Categories include military, reserve, and civilian decals. PMO/MCPD will issue each qualified vehicle a DD Form 2220 (decal), a color-coded installation tab bearing the name of the installation, and registration expiration tabs. Place decals centered at the top of the windshield or lower driver's side windshield, as not to obstruct the vehicle's Vehicle Identification Number (VIN), for automobiles, and at the left front fork for motorcycles, or where it is clearly visible to the gate sentries. Position the installation tab below and abutting the DD Form 2220. PMO/MCPD will issue red installation tabs to enlisted military personnel, blue to officers, green to civilians, and white or black to contractors. Expiration tabs are gold or white with black numerals.

(a) Military. DOD decals (DD Form 2220) will be issued to active duty military personnel and family members who live or work on the installation. PMO/MCPD will also issue retired military personnel, their family members, also un-remarried widows of active duty and retired military personnel, and reserve personnel decals. PMO/MCPD will not issue decals to divorcees without a United States Uniformed Services Identification and Privilege card. PMO/MCPD may issue enlisted

(E-9) and officers (grade O-6 and higher) a grade designation placard to be placed on the driver's side dashboard while on a military installation. Upon departing the military installation, drivers should remove the placard and secure it in a safe place within the vehicle.

(b) Civilian Employees. PMO/MCPD will issue decals to civilians permanently employed aboard the installation. These decals are for the civilian employee's use only. PMO/MCPD will issue all other workers temporary passes. Permanently employed civilians include civil service personnel and non-appropriated fund personnel. PMO/MCPD will not issue more than two sets of decals to each civilian employee. PMO/MCPD issues decals for various periods of time, depending upon the terms of employment. Use by any other person, or violation of access regulations, may result in the employee's loss of registration privileges. Civilian employees issued decals from other military installations are authorized access only during work hours.

(2) Civilian Contractors. Civilians under contract with an installation agency for a minimum of one year may receive a DOD decal. This decal will have a black installation indicator strip with white lettering and the word "only" under the installation indicator. PMO/MCPD personnel will ensure that the days and hours of employment are properly entered in the PMO/MCPD computer. Other contractors will be issued temporary passes. PMO/MCPD may conduct background checks when appropriate for contractors prior to issuing passes or decals.

(3) Validity. A decal is valid only on the vehicle for which issued up to the expiration date. Motorcycle riders will be required to show proof of having completed a Motorcycle Safety Foundation Riders Safety Course before a DOD decal is issued. Decals become invalid upon separation from employment, PCS, disposal or sale of the vehicle for which issued, or a revocation for cause by competent authority. When a decal becomes invalid, the person issued the decal must return the vehicle to PMO/MCPD for appropriate action. The subsequent owner of a vehicle bearing a decal may not use that decal until the vehicle is properly registered aboard the installation.

(4) Decal Replacement and Renewal. Decals are renewable as long as the vehicle's owner maintains eligibility. The person to whom the decal is issued must present themselves to the installation vehicle registration office for a replacement when a decal becomes damaged or otherwise illegible.

Individuals should renew decals at least five days before the expiration date.

(5) Leased and Company Cars. Register leased and company cars, for the exclusive use of a person entitled to register it aboard the installation, in the same manner as POVs. That person, or a person having joint ownership or a power of attorney, must remove the decal and deregister the vehicle upon its return to the company or the leaser.

(6) Suspended Operator. Upon suspension of an individual's installation driving privileges, PMO/MCPD will replace the yellow month and year expiration tabs as follows:

(a) Male Suspension. PMO/MCPD will replace the month expiration number tab with an international orange number tab and place an international orange "M" tab on the driver's side of the DOD decal in place of the year expiration number tab. The decal will be valid for the duration of the suspension.

(b) Female Suspension. Same as above, except PMO/MCPD will place an international orange "F" tab on the driver's side of the DOD decal in place of the year expiration number tab.

(7) Deregistration. Any registered vehicle owner who sells or is discharged due to end of active service (EAS), not retired, must deregister their vehicle. Military units, agencies, and DOD activities are required to have all personnel assigned to their activity check-in and check-out with the PMO/MCPD.

(a) Sale of Vehicle. A vehicle owner must bring the vehicle to PMO/MCPD to deregister it.

(b) PCS. PMO/MCPD will enter into the CLEOC or DONCJIS new installation/unit information if transferring or a forwarding address if retiring or terminating employment and check to see if the driver has any pending traffic violations.

(c) EAS/Retirement. The only vehicle owners authorized to check out without deregistering their vehicle are those personnel retiring from active duty or DOD service.

(d) Power of Attorney. Personnel who intend to sell their vehicle, but have not sold it prior to departing an

installation, may obtain a power of attorney for a person to sell the vehicle. The person checking out must provide a copy of the power of attorney with full identification of the person authorized to sell the vehicle to PMO/MCPD. The owner must maintain insurance for the vehicle. Additionally, the person must agree to release the vehicle to the government, if not sold within 90 days, if kept on the installation. PMO/MCPD will deregister the vehicle, provide a temporary pass for 30 days, and keep the paperwork on file until the vehicle is sold or released to the government.

f. Temporary Registration

(1) Temporary Passes. When a person entitled to a permanent decal does not have the required documentation, PMO/MCPD may issue up to a 30-day temporary pass for vehicles. To acquire a temporary pass, the applicant must provide proof of insurance, valid vehicle registration, and driver's license. PMO/MCPD may issue a 24-hour temporary pass to individuals who have insurance, but do not have proof to enable them time to obtain proof of insurance. PMO/MCPD will issue a temporary pass, valid for one day, to motorcycle operators who cannot provide proof of completion of a DOD approved Level II Motorcycle Safety Foundation (MSF) Rider Safety Course. This allows them access to installation only to register for the next available MSF course at the installation safety center. At that time, the installation safety center will issue a MSF course letter of registration, which authorizes the issue of a temporary pass valid through the scheduled date of the course. Personnel who fail to appear for a scheduled course may be denied registration.

(2) Visitors

(a) PMO/MCPD issues visitor passes to individuals coming aboard the installation for a special event or to visit someone aboard the installation. Visitors must identify an authorized sponsor, and produce a valid driver's license, registration, proof of safety inspection if required, and insurance. Installations may stop allowing visitors at FPCON Charlie or higher.

(b) Sponsors are not required to be present at the visitor center to sponsor guests ages 18 and older. When Force Protection Condition (FPCON) is B or higher, sponsors may be required to remain with their guests at all times, meet their

guests at the visitor center, and escort them aboard the installation.

(c) Contractors assigned less than a year to an installation agency will be issued a temporary pass for the duration of the contract.

2. Access Control - Personnel Identification

a. Military Personnel and Dependents. Active duty and retired U.S. military personnel and their dependents must possess AFID/CAC or United States Uniformed Services Identification and Privilege cards when entering or exiting the installation and must present these when requested by MPs/police officer and security personnel.

b. Civilians. Civilians employed by the installation or tenant commands must present an identification card issued by a military command in order to access the installation. Such identification permits admission only in conjunction with employment or other bona fide purposes, such as visits to the credit union, clubs, or other functions permitted on installation.

c. Visitors or Guests, Commercial or Private. Other civilians, such as guests, commercial delivery, or tradesmen are classified as visitors. Entry of these persons depends upon satisfactory sponsorship and producing adequate personal identification upon request.

d. Command Guests. The PM/PC may authorize passes for official visitors, such as civilian members of athletic teams and youth groups, prospective Marines who have been recruited, but not called to active duty, and similar groups that may be billeted aboard the installation.

e. Reservists and National Guard Members. Reservists who possess a valid AFID/CAC may receive an appropriate DOD decal. Reservists are not required to show active duty orders. Reservists and National Guard members will be granted a liberal access policy to installation establishments (e.g., billeting, clubs, MCCS facilities, recreation areas, beaches, etc.). PMO/MCPD will allow access to vehicles with DOD decals from other military installations.

3. Access Control - Sponsorship

a. Definition. A sponsor is an active duty military service member, reservist, National Guard member, retired military service member, civilian DOD employee or dependent, 18 years of age and older, who invites persons to come aboard the installation as visitors or as house guests, employees, or who engage in trade and agree in contract with an individual civilian, commercial firm or its agents, business persons, sales persons, or any other persons who come within the scope of this policy or installation regulations.

b. Sponsoring Persons or Agencies. Human Resources Offices will sponsor persons applying for civil service employment. The employing activity will sponsor other civilian employee applicants, such as those of non-appropriated fund activities, concessionaires, banking facilities, or schools. Individual hosts will sponsor house guests. The installation commander may question or deny the sponsorship authority of activities or individuals. Persons not included in any of the above categories shall apply to the installation commander via the PM/PC for sponsorship.

c. Non-U.S. Citizens. Refer all requests for entrance from representatives of a foreign government, foreign military service, or foreign private interest, whether U.S. citizens or not, to the PM/PC. Foreign nationals with valid U.S. AFID/CAC or United States Uniformed Services Identification Privilege cards and foreign military members serving with units assigned aboard the installation do not need special sponsorship.

d. Special Arrangements. Under certain circumstances it is advantageous due to command requests, special events, estimated attendance, or other factors, to permit designated individuals to access the installation without obtaining a pass. The PM/PC may approve such arrangements on a case-by-case basis, may authorize access based on an access roster/list, and may authorize special specific-to-the-event passes to be distributed by the activity coordinating the event and returned to the PM/PC after that event.

e. Delivery Vehicles. While not in a heightened FPCON, MPs/police officers and security officers/personnel may allow access without a pass to clearly marked food delivery, construction, or company vehicles with proper logos and documents for delivery entering the installation for the sole purpose of delivering food or materials ordered by an installation resident, business or activity.

f. Procedures

(1) Sponsors must provide advance notice (any time before arrival of guest/visitor) to PMO/MCPD when expecting visitors/guests. Visitors arriving without prior notice must provide a telephone number to contact the sponsor. Call-in sponsorship will be phoned from an installation phone number. Call-in sponsorship from a cell phone number will not be accepted. Inability to contact the sponsor when the guest/visitor arrives may result in denial of access to the installation.

(2) Sponsors expecting guests will provide their name, telephone number, their guest's name, expected time of arrival, and the guest's destination. Upon the guest's arrival, personnel will verify their identification, issue a temporary pass, log in the vehicle information, and allow them to proceed to their destination after verification with the sponsor. Retired and reserve military and their dependents must sponsor their guests aboard the installation in person. Sponsors must meet guests under 18 in person and register them at the visitor center.

4. Access Control - Visitors

a. General Rules. Restrictions and entry requirements concerning visitors are necessary to maintain a security level commensurate with the FPCON level. All persons are required to enforce these regulations with tact and courtesy. General rules for visitors are as follows.

(1) Visitors will abide by all installation orders and regulations.

(2) Visitor passes are valid only for the visit to the place/person originally authorized when the pass was issued.

(3) Visitors must leave the installation directly after completion of the purpose of the visit or by 2400 that day, whichever is earlier. This restriction does not apply to visitors to clubs and quarters. Unless invited to family quarters, authorized visitors of clubs will leave the installation immediately after the club closes.

(4) Sponsors of visitors are responsible for their guests. However, the sponsor need not accompany the visitor at all times unless otherwise required. If a guest violates

installation orders or regulations, the individual who sponsored the guest may lose sponsorship privileges either temporarily or permanently.

(5) Juveniles under the age of 18 who reside on the installation are prohibited from sponsoring guests without permission from a parent or guardian. Permission may be verified in writing, in person, or telephonically at the visitor center.

(6) Ordinarily, visitors must use the most direct route to and from the point they are visiting.

(7) Visitors must provide a driver's license or other means of positive personal identification when requested by MPs/police officers and security officers/personnel.

b. Official Visitors. An authorized representative of the unit or activity sponsoring official guests must furnish telephonic or written authorization. PMO/MCPD will issue such visitors a visitor's pass and direct them to the authorizing organization or activity. For larger groups, the PM/PC may approve an access roster in advance.

c. Personal Visitors. PMO/MCPD may issue personal guests of housing residents a visitor's pass for their vehicle and direct them to the sponsor's quarters after verifying sponsorship.

d. Single Day Visiting Groups or Organizations. All persons who arrange for, or who receive knowledge of command-sponsored visits to the installation by civilian groups or organizations will inform the Public Affairs Officer, who will inform the PM/PC. This includes civilian dignitaries, government officials, members of the press, schools, churches, scouting groups, and similar organizations. All persons who arrange for, or receive knowledge of organized social and religious activities that are not command sponsored or sanctioned special events will inform the PM/PC. In either case, provide a list that includes the name of the visitor or visitors and/or the name of the group (with the name of the sponsor or the person in charge clearly identified), the purpose of the visit, and the approximate date and time the visit is expected to PMO/MCPD in advance. The Environmental Directorate must approve any requests for visits or tours of any wildlife management area.

e. Taxi Cabs. Taxi cabs hired off installation by military personnel, family members, or U.S. Government employees may take their fares directly to their quarters or work areas and directly exit the installation after discharging their fare paying passenger(s). All passengers in every taxi shall show proper identification. The gate sentry will log in each taxi and all passengers before allowing entry. Taxi drivers will remain with their vehicle at all times while aboard the installation. MPs/police officers and security personnel shall allow taxi cabs aboard the installation in response to calls, but taxi cab drivers may not "cruise" or otherwise solicit fares. Only authorized (approved by the installation and published by separate correspondence) taxi cabs may solicit fares by parking in designated taxi stands.

f. Visitor Passes. All visitor POVs that do not have a decal must have a visitor's pass unless otherwise stated.

5. Gate Procedures. Gate sentries shall:

a. Serve as the first echelon of installation security, conducting appropriate inquiry, inspections and control as directed.

b. Expedite traffic through the gate in a timely and efficient manner.

c. Stop all traffic when necessary, e.g., requested by a patrol unit or required by an alarm activation.

d. Conduct static enforcement of all regulations.

e. Provide information and directions.

f. Check for hitchhikers. Hitchhikers picked up off the installation to come aboard the installation are the responsibility of the vehicle operator. Drivers must identify the hitchhikers to the gate sentry at the gate so they may check the hitchhiker's identification or sponsorship.

g. Ensure drivers without a valid AFID/CAC or United States Uniformed Services Identification and Privilege card with no passengers possessing one of these cards are sponsored aboard the installation. These people must obtain a temporary pass from the visitor center prior to being allowed aboard the installation.

- h. If a Marine, comply with the 11 General Orders.
- i. Review all Military Police Alerts (MPA), special event access rosters, taxi logs, and Distinguished Visitor passes. Return all outdated passes, rosters, and charts to Operations Division at the end of each tour of duty.
- j. Assume a modified parade rest position while on gate duty, using the left hand to wave incoming vehicles. Assume the position of attention, render the appropriate greeting, and salute if a Marine when:
 - (1) Vehicles with a blue officer decal are identified.
 - (2) Military officers in uniform are identified.
 - (3) Military officers not in uniform are identified.
 - (4) Reporting one's post.
 - (5) Distinguished visitors (DVs) are identified. DVs are as follows: identified by pass, have police escort, general/flag officers, senior Government officials, and elected officials.
- k. Although the salute is a simple and dignified time-honored demonstration of courtesy that expresses mutual respect and pride, it is a custom for military members. As such, civilian police officers have no obligation to render salutes but shall demonstrate appropriate deference during times when military members would be required to salute, such as during morning and evening colors, when uncased colors pass by, and when addressing high ranking officers and dignitaries.
- l. Police the gatehouse and surrounding area prior to being relieved.
- m. Not eat, chew/dip tobacco or smoke while on-duty at the gate, unless otherwise indicated in local orders/procedures.
- n. Notify the Dispatch/Communications Center whenever flag officers or dignitaries arrive at the gates, unless otherwise indicated in local orders.
- o. Conduct identification checks as directed.

p. Be alert to all incoming traffic and ensure that vehicles with valid decals are not delayed without cause.

q. Allow vehicles with valid DOD decals and temporary passes to enter the installation. Direct vehicles entering the installation without a DOD decal, or with an improper DOD decal, to the visitor center during normal working hours. After normal working hours, issue a 24 hour vehicle pass if appropriate or direct the vehicle to the visitor center if open. An individual must have in their possession the following for a pass:

(1) Current vehicle registration (any state), valid drivers license, proof of insurance, and Armed Forces Identification card or United States Uniformed Services Identification and Privilege card.

(2) Rental vehicles must provide rental agreement, valid driver's license and Armed Forces Identification card or United States Uniformed Services Identification and Privilege card.

r. Process commercial vehicles during FPCON Alpha as follows. 100% commercial vehicle inspections occur during FPCON Bravo and higher.

(1) During peak hours (0530-0800) MP sentries will verify that all commercial vehicle drivers have a valid driver's license and bill of lading, invoice, or similar document demonstrating a destination and services to be rendered/delivered aboard the installation for the cargo that they are carrying. Once screened, the commercial vehicles will be allowed access and will not be logged into the commercial vehicles access log.

(2) During non-peak hours (0800-0530) commercial vehicles with clearly marked company logos will be processed in the same manner as during peak hours and will be logged into the commercial vehicles access log.

(3) Commercial vehicles without clearly marked company logos will be required to show a valid driver's license and bill of lading, invoice, or similar document demonstrating a destination and services to be rendered/delivered aboard the installation and then be directed to the visitor center to be issued a temporary pass or turned away if the driver does not have the proper documentation.

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6. Command Authorized Inspections. Inspections are an effective tool for the installation commander to deter the theft of government property and the introduction of contraband, and to detect other illegal activity. When authorized, inspections will be conducted in accordance with reference (d), sections 10600 and 10700, and local policies. Inspections may be held anywhere aboard the installation as approved by the installation commander. Inspections must:

a. Be scheduled in advance and approved by the installation commander.

b. Be coordinated with the SJA to ensure strict adherence to a structured random inspection pattern.

7. Watch Commanders

a. Post the required number of sentries at the gates.

b. Ensure gate sentries execute their duties properly.

c. Visit each gate at least twice during the tour of duty.

d. Implement the barrier plan as required or when directed by the chain of command.

Section 8200 - Restricted Area and Flight Line Security

8201. Purpose. This section provides guidance for restricted areas and flight line security (FLS) aboard Marine Corps installations.

8202. Policy

1. Restricted Areas. The installation commander is responsible for designating restricted areas. When such authority is further delegated to tenant commands, those commanders are responsible for ensuring that the PM/PC is apprised of all designated restricted areas. The PM/PC serves as the installation staff officer responsible for coordinating physical security and law enforcement programs. Areas aboard the installation will be identified as restricted areas or non-restricted areas. PMO/MCPD Operations Divisions have a critical role in patrolling and responding to restricted areas. Section 16100 and reference (ai) provide details of the physical security program. The three levels of restricted areas are One through Three:

a. Level One. The least secure type of restricted area, it contains a security interest that if lost, stolen, compromised, or sabotaged would cause damage to the command mission or national security. It may also serve as a buffer zone for Level Three and Level Two restricted areas, thus providing administrative control, safety, and protection against sabotage, disruption, or potentially threatening acts. Uncontrolled movement may or may not permit access to a security interest or asset.

b. Level Two. The second most secure type of restricted area, it may be inside a Level One area, but is never inside a Level Three area. It contains a security interest that if lost, stolen, compromised, or sabotaged would cause serious damage to the command mission or national security. Uncontrolled or unescorted movement could permit access to the security interest. Flight lines, hangars, ramps, parking aprons, and ramps are Level Two restricted areas, unless designated otherwise.

c. Level Three. The most secure type of restricted area, it may be within less secure types of restricted areas. It contains a security interest that if lost, stolen, compromised or sabotaged would cause grave damage to the command mission or national security. Access to the Level Three restricted area

constitutes, or is considered to constitute, actual access to the security interest or asset.

2. The FLS program is designed to enhance the security of the flight line area through a systematic employment of personnel and equipment. Security priorities are assigned based on the vulnerability assessment/threat and assets being protected. The installation PM/PC serves as the primary staff officer for all FLS matters. FLS duties such as control of entry points, patrol, surveillance, and emergency response will normally be performed by MPs/police officers and security personnel under the operational control of the installation PM/PC.

8203. Procedures

1. Restricted Areas. PMO/MCPD Operations Divisions shall conduct law enforcement operations in support of the installation physical security program. This includes patrolling of and response to restricted areas. All MPs/police officers and security personnel should be familiar with designated restricted areas and appropriate response based on level of security designation.

2. Flight Line Security

a. The PM/PC shall:

(1) Direct the FLS program and security of the database which allows flight line access, ensuring that it is integrated into and supports the overall installation physical security plan as required.

(2) Issue restricted area access badges (non-DOD ID).

(3) Publish local policy and procedures for FLS operations to augment this section if required.

(4) Provide for the constant surveillance of restricted areas to include coordination with tenant commands for augmentation forces as required.

(5) Ensure that personnel are properly trained and equipped per reference (ai).

(6) Ensure the Physical Security Branch conducts annual physical security surveys on flight line restricted areas per reference (ai).

b. Operations Officers/Deputy Chiefs of Police for Operations shall:

(1) Promulgate local policy and procedures for FLS operations as directed by the PM/PC.

(2) Properly train and equip personnel assigned FLS duties per reference (ai).

(3) Conduct FLS operations.

c. MPs/police officers and security personnel assigned to patrol or dispatched to the flight line areas shall:

(1) Patrol the area in a random manner ensuring not to "skyline" their presence and maintain visual contact with as much of the patrol zone as possible.

(2) Stay within assigned patrol zone.

(3) Keep conversations with personnel short, concise, and official.

(4) Patrol in a random manner.

(5) Carry a 9mm pistol/30 rounds and as directed, a 12 gauge shotgun/10 rounds.

(6) Radio the Dispatch/Communications Center once every thirty minutes or as designated on the status of the flight line.

(7) Use a simple challenge of personnel (cooperative).

(a) Inform the dispatcher of the situation, location and number of personnel.

(b) Assume a covered/concealed position or go to one knee if none are available.

(c) Issue the command, "HALT! Who goes there?"

(d) Command the individual to remove their ID card and advance to be recognized. When they approach, command the individual to place their ID card on the deck and step backwards.

(e) Verify identity by matching the face with the picture on the ID card and ask the individual a portion of the social security number.

(f) If all the information is correct, ask the individual his business on the flight line. If necessary, have the Dispatch/Communications Center verify information given by the individual.

(g) After determining the individual is authorized, render the appropriate greeting and allow the individual to proceed. Apprehend the individual if they are not authorized to be in the flight line area.

(h) Inform the Dispatch/Communications Center when the challenge is terminated, an apprehension has or has not been made, and that the area is secure.

(i) Use a complex challenge of personnel (uncooperative/heightened FPCONs).

1. Instruct the individual(s) to halt and place their hands in the air.

2. Immediately notify the Dispatch/Communications Center of the situation, location and number of personnel.

3. Instruct the individual to face away from you, drop to his knees, lay flat on his stomach with his arms outstretched, palms up, and legs spread and toes inboard while waiting for backup.

4. Search and handcuff (if appropriate) the individual when backup arrives.

5. Identify the individual and transport to PMO/MPD for processing (if appropriate).

6. Comply with the use of force requirements set forth in sections 6000 and 6400 and reference (ac).

(j) Use a simple vehicle challenge.

1. Notify the Dispatch/Communications Center of any unauthorized vehicles in the restricted area.

2. Use cover/concealment and command the driver to halt. Request backup if necessary.

3. Command the driver to turn off the engine, set the emergency brake, leave the headlights on, and turn on the dome light (lights pertain to night time only) once the vehicle halts.

4. Cautiously approach the vehicle.

5. Once all individuals are identified, radio the Dispatch/Communications Center that the challenge is terminated and allow the vehicle to proceed.

(k) Use a complex vehicle challenge (suspicious/heightened FPCONS).

1. Perform steps (1) and (2) above for a simple vehicle challenge.

2. Request backup.

3. Follow section 10300 for high risk traffic stops.

(l) Report the post. Once MPs/police officers and security personnel determine through challenging that an individual is the command duty officer, staff duty officer, or other superior in the chain of command, the individual will report his post in this manner:

1. Render appropriate greeting.

2. State his name, rank, patrol zone, and the status of the post.

3. Briefly state any special orders that may be in effect.

4. Briefly state limits of his post and general responsibilities.

d. Aircraft Crash/Mishaps

(1) Off-Installation Response

(a) The Dispatch/Communications Center shall obtain

the following information from the caller if the first notification of an aircraft crash/mishap originates from a source other than the flight line:

1. Specific location and time of crash/mishap.
2. Whether the aircraft is burning and if it contains hazardous material/cargo.
3. Whether there are injured military and/or civilians.
4. Description of aircraft to include letter number markings and colors.
5. Quickest route to accident location.
6. Caller's name, present location, phone number, and home address.

(b) The Dispatch/Communications Center shall:

1. Immediately notify the Airfield Operations Officer (working hours) or Airfield Duty Officer (non-working hours).
2. Notify Fire Department of all pertinent information.
3. Contact the civilian law enforcement agency whose jurisdiction contains the crash/mishap site.
4. If directed by Operations Officer/Chief, Assistant Operations Officer, Deputy Provost Marshal, or PM/PC, initiate a recall of the MP personnel.
5. Continue making notifications.

(c) The Senior Officer/SNCO recalled will identify and organize personnel who have responded to the recall and accomplish the following:

1. Ensure that the responding units have the necessary equipment.
2. Execute timely, safe movement of PMO/MCPD liaison to the crash/mishap site using the following guidelines:

- a. Coordinate departure with other responding agencies.
- b. Use most expeditious route.
- c. Obey all posted speed limits.
- d. Keep all vehicles together.
- e. Activate all code devices on equipped vehicles.

(2) On-Air Field Response

(a) The Dispatch/Communications Center will obtain pertinent information and dispatch one available unit to the air control tower with the following instructions:

- 1. Obey all speed limits unless authorized emergency response by the Dispatch/Communications Center (see section 10500).
- 2. Activate all emergency equipment on the vehicle while responding.
- 3. Proceed to the air control tower, being cautious of other emergency vehicles responding to the crash/mishap.
- 4. Make contact with the air control tower for airfield response and specific instructions.
- 5. Report pertinent information and status to the Dispatch/ Communications Center expeditiously.

(b) All other units will be prepared to respond (if the patrol units have not already responded) with appropriate emergency gear for the crash/mishap site dispatched.

(3) On-Installation Response

(a) The Dispatch/Communications Center will obtain pertinent information and dispatch nearest available patrol unit directly to the crash/mishap site, with the following instructions.

- 1. Obey all speed limits unless authorized

emergency response by the Dispatch/Communications Center (see section 10500).

2. Activate all code devices on the vehicle while moving.

3. Upon arrival at crash/mishap site, notify the Dispatch/Communications Center and be prepared to take appropriate action outlined in paragraph 8203.2d(4) below.

4. Based upon the initial estimate, the Dispatch/Communications Center shall dispatch additional units.

(4) Actions Taken at Off-Installation and On-Installation Crash/Mishaps

(a) Upon arriving at an actual crash/mishap site, responding units will be guided by the IC and the following:

1. Take action to preserve life.

2. Establish a security perimeter (normally approximately 500 feet from the crash/mishap area) and an entry control point a sufficient distance from the site to ensure protection in case of explosion and resulting flying debris, vapors and aircraft material fibers.

3. Use caution when placing personnel on the downwind side of the crash/mishap site because of the possible presence of the aircraft caustic fibers or hazardous material cargo.

4. Permit only the following personnel to remain inside the security perimeter, if required.

a. IC (unit representative or MCAF operations personnel).

b. Other emergency personnel to include Aircraft Rescue and Fire Fighting (ARFF)/Crash Fire Rescue, Fire Department, Explosive Ordnance Disposal, medical personnel.

c. Duty photographer.

d. FAA inspectors.

e. Chaplain.

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- involved.
- f. Representatives of group/squadron
 - g. Aviation safety representatives.
 - h. Facilities maintenance personnel.
 - i. Installation Public Affairs Office (PAO) personnel only (no civilian media personnel unless escorted by installation PAO personnel).
5. Attempt to locate witnesses and record their names and addresses.
6. Prevent persons from taking unauthorized photographs.
- (b) MPs/police officers and security personnel shall not release any information to media representatives.

Section 8300 - Patrol Procedures

8301. Purpose. This section establishes guidelines for the general organization, administration and operations of PMO/MCPD Patrol Branches, Operations Divisions.

8302. Policy. PMO/MCPD Operations Divisions conduct patrol operations through Patrol Branches. Patrol Branches are normally organized into platoons or watches to conduct 24 hour patrol operations. Patrol operations are normally conducted by MPs/police officers, but security personnel may also be used to conduct security patrols.

8303. Procedures

1. Patrol Design. PMO/MCPD patrol activities are coordinated by the Operations Officer or the Operations Chief. There are many different ways to patrol. The method or combination of methods is based on statistical analysis conducted by the Physical Security Branch/Crime Prevention Section of the PMO/MCPD. When establishing patrol areas and routes, consideration must be given to the following:

a. Mission of the patrol and directives and policies to be enforced.

b. Billeting, transient, and resident population centers.

c. Hours of operation of theaters, service clubs, and community clubs.

d. General information on any recent criminal or mischievous activity.

e. Traffic patterns and frequent accident sites.

f. Installation size and population density.

g. Total mileage to be covered by the patrol.

h. Location of adjacent military and civil police patrols.

i. Location of nearest medical facility, police station, and fire station.

j. Communications capabilities and limits.

k. Personnel available for patrol.

1. Patrol vehicle availability.

2. Manpower Planning and Shift Design. There are multiple sources for sample manpower and task models available through the internet, and other analysis tools that may assist PMs/CPs and their subordinate staff in managing shift strength, and post manning requirements.

3. Conduct of Patrol. The means of patrolling usually depends on operational needs and environmental conditions. For example, MPs/police officers and security personnel can patrol using automobiles, motorcycles, mopeds, ATVs, snowmobiles, boats, etc. and on foot.

a. Foot patrols provide intensive police presence in potential or high crime and high value areas such as Marine Forces headquarters, Joint Force Combatant Commander headquarters, industrial areas, family quarters, and commercial establishments (see section 8400 for more details).

b. Motor patrols provide highly mobile MPs/police officers and security personnel who can respond to a wide variety of police, security and emergency situations. Motor patrols operating in defined areas provide planned continuity of operations and enhance the more intense coverage provided by foot patrols. Motor patrols are also used for traffic control and enforcement of traffic regulations. Motor patrols must maintain constant communication with the Dispatch/Communication Center for response to emergencies that require immediate action. Knowledge of how to request aero-medical assistance, emergency medical treatment, backup, and procedures on proper defensive tactics until help arrives is important. Unmarked vehicles may be used if needed to provide limited warning of police presence. The most effective use of unmarked vehicles is during surveillance operations.

4. Patrol Operations. Patrolling is the primary police/security function of a PMO/MCPD and includes the following activities:

a. Preventive patrolling places a uniformed patrol in the right place at the right time. The primary emphasis of preventive patrolling is having uniformed patrols work areas where analysis shows many people gather at times when the likelihood of crime is greatest. Emphasis is placed on such establishments as the MCX, commissary, package beverage store,

hospital (during evening shift changes), banks, gas stations, and the numerous recreational facilities.

b. Directed patrolling occurs within an assigned zone or area and may be modified as circumstances dictate by supervisors. Directed patrolling actions encompass:

(1) Activities oriented towards prevention of crime and motor vehicle accidents, maintenance of public order, the discovery of conditions that are hazardous to the public, and identification of delinquency causing conditions or situations.

(2) Crime prevention activities.

(3) Response to citizens' calls for police service.

(4) Investigations of criminal activity, traffic accidents, non-criminal incidents and conditions, and arrests of offenders.

(5) Traffic direction and control.

(6) Coordination and assistance in emergency services.

(7) Community policing activities.

(8) Dissemination of information to appropriate divisions/units within the PMO/MCPD and installation leadership as necessary.

5. Organization and Administration. Patrolling is usually the major function of duty platoons or watches within the PMO/MCPD. In organizational structures where there are dedicated patrol squads and gate squads, the following goals apply uniquely to the patrol squad. In integrated operations structures, the goals and objectives are for all duty watch personnel.

a. Patrol Branch Goals and Objectives

(1) To provide police services and enforcement action 24 hours a day in conjunction with other divisions of the department.

(2) To provide preliminary investigations of reported criminal acts and traffic accidents, including the apprehension of criminals, violators and wanted persons.

(3) To initiate actions directed toward the reduction or elimination of criminal activity and other hazards.

(4) To promote rapport between the police and the community through special programs.

(5) To direct specialized operations towards targeted problems and emergency situations.

(6) To plan for and provide police services during special events.

b. Coordination and Cooperation. MPs/police officers and security personnel assigned to patrol cooperate with other areas of the department and may coordinate the exchange of information related to police business through the following:

(1) Preparation and submission of all required official police reports.

(2) Attendance by a CID representative at patrol shift roll calls/guard mounts to facilitate the exchange of information about current criminal activities and other areas of mutual concern.

(3) Review of all PMO/MCPD directives and memorandums at roll call.

(4) Participation with MPs/police officers from other divisions in problem solving projects, task force operations and other joint efforts.

(5) Personal contact with MPs/police officers of various divisions of the PMO/MCPD or other installation employees for specific information.

6. Availability of Service

a. PMOs/MCPDs operate 24-hours a day in order to provide continuous police services to installation personnel and residents. PMOs/MCPDs provide the same level of patrol service in responding to emergency and all other calls for police service, preventive and directed patrols and criminal and traffic investigation and enforcement.

b. In order to provide and maintain patrol coverage, PMOs/MCPDs utilize a shift system that requires MPs/police

officers and security personnel to remain in their assigned areas to respond to calls for service and criminal activity until the oncoming units have checked in-service at shift change. The patrol shifts are composed of squads or platoons of MPs/police officers and security personnel, each of which has scheduled days of work and scheduled days off from duty. Each patrol squad or platoon is led and managed by a Watch Commander who will have an appropriate number of patrol supervisors directly responsible for the day-to-day supervision of the MPs/police officers and security personnel assigned to the unit. Assignments of MPs/police officers and security personnel to the patrol squads will be made in such a manner to allow for a span of control for each patrol supervisor that will not normally exceed twelve MPs/police officers and security personnel. The Watch Commander and patrol supervisor (s) will have the same duty days and days off as the MPs/police officers assigned to the unit.

7. Personnel Assignments

a. MPs/police officers should be assigned to patrol shifts based on the existing demands for police services and availability of total manpower within the department. Management decisions, MP/police officer choice or seniority, can influence specific assignments. The need for MPs/police officers with special certification or training may also be considered when assigning officers to shifts. Such areas may include radar certification, intoxilyzer certification or other sub-specialist status.

b. MPs/police officers will normally be assigned to the patrol zones by supervisors. The zone assignments are made in a manner that will ensure adequate patrol coverage in all designated areas of zone responsibility. The assigned MP/police officer and security personnel are responsible for the basic patrol coverage of the assigned zone during the person's tour of duty. Patrol supervisors may assign specific MPs/police officers to specific zones according to criteria such as management decisions, MP/police officer choice, seniority, special skills, training or certifications.

c. While shift (unit/platoon) assignments are generally permanent, changes will be made on an individual basis in a manner that will provide for the most effective delivery of police services. The PMO/MCPD Operations Division maintains and posts a schedule of any planned shift rotation or rotation of

scheduled days of work and off-duty days.

8. Basic Roll Call Procedures

a. Patrol personnel present themselves for duty to a designated supervisor. The relief is formed and is presented to the Watch Commander.

b. The Watch Commander gives all personnel their specific duty assignments.

c. Personnel and equipment are inspected.

d. Personnel are briefed by the supervisors. MPs/police officers assigned to traffic control posts, gate duties, and foot and motor patrols are briefed on the information they are required to know to perform their duties. Maps and informational material to enhance information covered in the briefing is extremely helpful.

e. Patrols are dispatched by the Dispatch/Communications Center.

f. The patrol supervisors then take charge of dispatched patrol personnel.

g. When two or more patrol supervisors are directed to operate in unison, the Watch Commander designates a leader, or assumes the lead role for the operation.

h. The Dispatch/Communications Center keeps patrol supervisors advised of adjacent patrol operations and foot patrol areas. This permits reinforcement of any areas if it becomes necessary.

i. Roll call for patrol units are normally conducted each day during the first fifteen minutes of the scheduled work shift. During roll call, the Watch Commander or a patrol supervisor conduct inspections of MPs/police officers and equipment and brief them on any information regarding the following:

(1) Daily patrol activities, particularly any unusual situations.

(2) Changes in the status of wanted persons or stolen vehicles.

(3) Changes in schedule or assignment.

(4) New procedures or changes in current procedures.

(5) Hazardous conditions or events which have been brought to the attention of supervisors. This information may be developed by MPs/police officers, PMO/MCPD leadership, criminal investigators, or outside agencies.

(6) Any changes in major investigations, wanted persons or vehicles of particular interest to CID. A CID roll call representative may also receive information from the MPs/police officers.

(7) Roll call training.

9. Multi-Unit Response. Response to some calls for service and incidents may require several MPs/police officers to deal effectively and safely with the problem. The major factors to be considered in determining the number of officers to be assigned to a call will be the nature of the incident and whether or not the incident is in-progress. The following in-progress calls will require at least more than one MP/police officer:

- a. Homicide.
- b. Serious assault.
- c. Rape and sexual assault.
- d. Robbery.
- e. Burglary.
- f. Arson.
- g. Felony larceny.
- h. Assault in progress involving weapons or violence.
- i. Domestic disturbances.
- j. Auto theft.
- k. Suspect fleeing/leaving the area.
- l. Assault on a MP/police officer.

m. Suspect resisting arrest to the extent that use of physical force is necessary.

Note: Some of the above listed calls will not require more than one MP/police officer if it is no longer in progress and the suspect has left the area.

10. Foot/Bike Patrol and Other Special Activities. PMOs/MCPDs may establish foot patrol and bike patrol zones/areas on the basis of need in a particular area and as manpower levels permit. When engaged in foot patrol activity, the MP/police officer will provide information and assistance, traffic control, parking enforcement, assistance in crime prevention programs aimed at businesses and individuals, and will handle calls for service, particularly those relating to pedestrians, businesses and complaints of undesirable/illegal behavior (section 8400 pertains).

11. MPs/Police Officer Responsibilities in Preliminary Investigations

a. The MPs/police officer may conduct the preliminary investigation of any crime or incident requiring initial response by a PMO/MCPD. The MP/police officer preliminary investigative responsibilities include:

(1) Providing aid to the injured, pending arrival of medical assistance.

(2) Protecting the crime scene to ensure that evidence is not lost or contaminated.

(3) Determining if an offense has actually been committed and if so, the exact nature of the offense and the detailed circumstances of the offense.

(4) Determining the identity of the suspect(s) and affecting the apprehension/detention if it can be accomplished either at the scene or through immediate pursuit.

(5) Providing other field units with descriptions, method and direction of travel and other relevant information concerning wanted persons or vehicles through radio communications.

(6) Gathering information from the victim(s) and witness(s).

(7) Arranging for the collection of evidence and photos of the scene.

(8) Obtaining complete identification of all victims, witnesses and suspects including full name, age, date of birth, physical description, and current address and phone number.

(9) If possible, obtaining written statements from the victim(s), witness(s) and suspect(s).

(10) Accurate and complete recording of all pertinent information on appropriate report forms.

(11) Determining the necessity of follow-up surveillance of the crime scene.

b. As soon as the preliminary investigation is concluded by the MPs/police officer, the initial IR should be completed, including all information obtained at the scene of the offense, if/when a criminal investigator was called, and if investigative authority was accepted or declined. Upon completion of the preliminary investigation, as time permits, the MP/police officer will continue to follow-up on the incident until all reasonable leads are exhausted. In certain serious crimes, CID personnel will be called and will assume responsibility for the completion of the investigation or referral to NCIS. The MP/police officer will also discontinue the follow-up when it exceeds his/her scope of authority, is limited by time, or restricted by distance.

Section 8400 - Bicycle and Foot Patrols

8401. Purpose. This section establishes PMO/MCPD guidelines for bicycle/foot patrols.

8402. Policy

1. PMOs/MCPDs are committed to providing a safe community for installation service members, workers and residents. PMOs/MCPDs may utilize bicycle/foot patrols for patrolling those areas determined by the PM/PC (or subordinate leadership) as being appropriate for community outreach type patrols. The bicycle/foot patrol may be utilized for special details and events that call for increased mobility in confined areas, and as an aid in promoting and improving relations between the PMO/MCPD and the community. The objective is to provide a visible police presence and form a solid cooperative relationship with the community.

2. Using bicycles as their primary vehicle, MPs/police officers establish closer one-on-one contact with the community as a whole. MPs/police officers on bicycle patrols will enforce the law as any other MP/police officer would; if information is discovered that needs in-depth development, a supervisor will notify the appropriate operations or investigative supervisor for follow-up. Only assigned personnel shall be authorized to operate unit bicycles and/or equipment.

3. Bicycle/foot patrols are a community outreach function of the Operations Division.

8403. Procedures

1. Personnel considered for assignment to a bicycle or foot patrol should have a high degree of physical fitness, and a general aptitude for service involving significant community interaction.

2. MPs/police officers assigned to bicycle and foot patrol should be used in areas requiring increased mobility during special assignments or events. Areas and/or events with a high population density are appropriate for foot or bicycle patrols.

3. MPs/police officers on patrol may stop, park their vehicle and conduct neighborhood walking patrols. These types of foot patrols should be used in all areas and are most effective in high density housing areas.

4. MPs/police officers assigned to bicycle patrol should be assigned a bicycle, and given responsibility for routine maintenance and upkeep of the bicycle. If assignments are made from a bicycle pool, MPs/police officers must ensure they follow preventative maintenance checks and services procedures, and utilize an inspection checklist, prior to assuming patrol duties. A PMO/MCPD member designated as a bicycle mechanic (or authorized contract agency) will be responsible for second and third echelon adjustments and repairs. When individually assigned, only the MP/police officer assigned to the specific bicycle is authorized to ride that bicycle, unless otherwise approved by a supervisor.

5. MPs/police officers assigned to bicycle patrol will not be required to ride their bicycles during inclement weather, but will be assigned to a patrol vehicle by a supervisor. When not on bicycle patrol, these MPs/police officers may be assigned to regular patrol duty.

6. MPs/police officers assigned to bicycle patrol should, when possible, ride together in pairs. This is for safety, for visibility, and for the protection of the MPs/police officers and their equipment.

7. Bicycles are authorized for use by MPs/police officers except under the following conditions.

- a. When the temperature is 40 degrees or below.
- b. When there is sustained heavy rain, snow or sleet.
- c. When roadway conditions would make operating a bicycle hazardous.
- d. When the temperature is 95 degrees or above.
- e. As directed by a supervisor.

8. Security personnel may be assigned to walking patrols for high value assets.

Section 8500 - Security Alarm Activations

8501. Purpose. This section establishes guidelines for PMO/MCPD response to security alarm activations.

8502. Policy

1. The Marine Corps Electronic Security System (MCESS) was established to ensure a standardized ESS across the Marine Corps in order to protect critical systems. MCESS has been expanded to include other high value areas, areas storing funds, and business areas. MCESS terminates at the installation PMO/MCPD alarm control center (ACC) typically in the Dispatch/Communications Center. See reference (ai) for more information.

2. The following priorities of response will be established in the event of simultaneous alarm activation unless otherwise designated by the installation commander:

- a. Areas designated as vital to national security.
- b. Life threatening situations.
- c. Arms, Ammunition and Explosives (AA&E) storage areas.
- d. Other areas as designated by the installation commander.

8503. Procedures

1. The PM/PC will develop and execute local drills and response plans as follows:

- a. Response plans for each alarmed facility.
- b. Response drills to test plans will be conducted on each alarmed facility at least semi-annually.
- c. Response drills will be recorded in the Desk Journal (OPNAV 5527/19), which will be maintained for two years.
- d. All alarm activations will be treated as actual until determined otherwise.

2. Security Alarm Activations Involving Classified Material

- a. The Dispatch/Communications Center shall:

(1) Follow the procedures set forth in this section.

(2) Post MPs/police officers and/or security personnel to guard the area until the unit representative arrives.

(3) Contact the CO/XO/Adjutant/Director during working hours or the unit Officer of the Day (OOD), who will: (1) determine who has access to the area and (2) conduct an inventory to ensure all classified material is present.

(4) Initiate the notification procedures.

b. Initial responding MPs/police officers and security personnel shall:

(1) Respond in accordance with procedures set forth in this section

(2) Secure the immediate area until a unit representative arrives to assume control. Allow no one to enter without producing specific authorization. The unit will produce an access roster.

(3) Secure classified material or suspected classified material at the scene.

(4) Leave classified material in place and cover it if possible.

(5) Allow no one to photograph or record classified material.

(6) Notify the on-duty Watch Commander or patrol supervisor and have an authorized unit representative assume control of the material.

c. The on-duty Watch Commander shall:

(1) Respond in accordance with procedures set forth in this section.

(2) Take the necessary steps to prevent further compromise of classified material.

(3) Direct the Dispatch/Communications Center to have a unit representative respond.

(4) Relinquish control of the area to the unit representative once it has been determined there was no unauthorized disclosure of classified material.

d. The duty criminal investigator shall:

(1) Respond if there is suspected compromise of classified material.

(2) Notify NCIS, if warranted.

(3) Ensure a proper investigation is conducted.

3. Actions During Security Alarm Activations

a. The Dispatch/Communications Center shall:

(1) Dispatch at least two patrols to contain the area, and a MWD/CPWD team, if available.

(2) Inform responding patrols of the type of alarm and whether or not the alarm reset.

(3) Immediately contact, via a recorded telephone line, the appropriate person in charge of the building or any duty personnel who may be inside the building. If no duty personnel are in the building, request the appropriate person in charge of the building to respond to the scene.

(4) Keep the person who answered the phone on the line as long as possible to obtain information.

(5) If contact is made with the building custodian/duty personnel inside, obtain information to determine the cause of the alarm.

(6) Obtain a complete description of any suspects. A description of the suspect vehicle will be obtained if MPs/police officers are responding from another location. Provide this information to the responding MPs/police officers and IC.

(7) Instruct the individual to depart the building using the main entrance and notify the IC once the area is contained.

b. Initial responding MPs/police officers and security personnel shall:

(1) Respond as directed. Only units directed will respond. All other units remain on patrol.

(2) Respond without code lights or siren and park within a block of the building and deploy on foot. If the tactical situation does not allow for this response, local SOPs should be developed to detail the appropriate response. Maintain noise and light discipline.

(3) Take a covered and concealed position enabling you to observe two sides of the building in coordination with the desk team or other supervisors.

(4) Notify the Dispatch/Communications Center of:

(a) The location, number, and description of suspects, hostages, and types of weapons.

(b) Potential avenues of escape.

(c) Recommended locations for additional units.

(d) Danger areas and kill zones that should be avoided by other responding units.

(5) Fire weapons per reference (ac) and Chapter 6.

(6) Detain/identify all witnesses for interview.

c. The Watch Commander assumes command unless another call takes precedence or he is properly relieved. He/she shall:

(1) Respond and assume control of all responding personnel. Ensure the area is properly contained and adjust units as needed.

(2) Direct gates to close if the suspect fled the area and his description is known. The use of road fangs/barriers is authorized if the sentry makes a positive identification of the suspect's vehicle.

(3) Conduct a quadrant search of the crime scene area using a MWD/CPWD team, if available, and if it is likely that the suspect fled on foot.

(4) If the person in charge of the building is not on the premises, instruct the desk team to contact the IC and verify his identity.

(5) If the person in charge of the building is inside, instruct the desk team to have him exit and make contact with the IC.

(6) Attempt to obtain information on the cause of the alarm and escort the individual into the building to visually inspect the area.

d. If duty personnel are in the building, IC shall:

(1) Direct a MWD/CPWD team to conduct an exterior search of the building.

(2) Obtain keys to the building from the building custodian and conduct a systematic search of the interior of the building for suspect(s) and cause of alarm.

(3) Escort the individual into the building and conduct an inventory to ensure nothing was taken and reset the alarm.

e. All responding MPs/police officers and security personnel shall:

(1) Field interview people in the surrounding area.

(2) If the alarm is determined to be authentic and there is a possibility of suspects in the building, respond per policy.

(3) Complete an IR for all actual alarm responses if there are signs of forced entry, property damage or stolen property. When completing an IR, if a person is asked personal identifying information, the MP/police officer must read the person the privacy act statement at the top of the IR.

(4) Complete a Desk Journal entry for all non-actual alarms.

f. Malfunctioning/Inoperative Alarms. The Watch Commander shall ensure the on-duty MPs/police officers and security personnel:

(1) Respond as directed above.

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(2) Take compensatory security measures to maintain security until the responsible unit establishes security for the scene.

(3) Notify the Physical Security Branch.

(4) Make an entry in the Desk Journal noting the location and discrepancies.

Section 8600 - Unbiased Law Enforcement

8601. Purpose. This section emphasizes the Marine Corps Law Enforcement community's commitment to unbiased, equitable treatment of all persons in enforcing the law and providing law enforcement services.

8602. Policy. Maintenance of public trust and confidence in PMOs/MCPDs is critical to effective policing, and is achieved largely through fair and equitable treatment of the public and the installation community as a whole. This is a basic requirement of law enforcement and is expected by all persons in our society. All persons having contact with members of PMOs/MCPDs shall be treated in a nonpartisan, fair, equitable, and objective manner, in accordance with the law, and without consideration of their race, color, national origin, or other individual characteristics or distinctions as defined in this section.

8603. Definitions

1. Biased Policing. Discrimination in the performance of law enforcement duties or delivery of police services, based on personal prejudices or partiality of MPs/police officers that interferes with their professional judgment, or training, departmental policy, or adherence to law. Bias-based policing, also referred to in some instances as "profiling", includes but is not limited to prejudicial decisions affecting individuals in classes protected by federal and state law. It also includes, for example, persons with whom MPs/police officers have such "personal involvement" that they cannot act impartially, as defined herein.

2. Equal Treatment. In the present context, equal treatment means that persons, irrespective of race or other distinction, shall be treated in the same basic manner under the same or similar circumstances. This does not mean that all persons in the same or similar circumstances can or must be treated identically in all cases. Reasonable concessions and accommodations may be, and sometimes should be made, when dealing with individuals with physical or mental disabilities, injury, illness, infirmity, or similar conditions, or when information about them necessitates different treatment.

3. Police Service Functions. Sometimes referred to as community caretaking functions, these are actions and activities that may not directly include enforcement of the law but that contribute to the overall well-being and safety of the public.

These include but are not limited to such tasks as vehicle/weapons registration, lost and found, crime prevention, preventative patrol, traffic control, public information, education, assistance, and similar activities.

8604. Procedures

1. Fair and Equal Treatment. Bias-based policing is prohibited in both enforcement of the law and in the delivery of police services. The following provisions apply:

a. MPs/police officers may not use race, color, national origin, ethnic background, gender, gender identity, sexual orientation, religion, appearance, economic status, age, or cultural group as the sole criteria for determining when or how to take enforcement action or provide police services.

b. MPs/police officers must be able to articulate specific facts and inferences drawn from those facts that establish reasonable suspicion or probable cause to take any enforcement action.

c. MPs/police officers shall take equivalent enforcement actions and provide equivalent services to all persons in the same or similar circumstances.

d. MPs/police officers who believe that they cannot make objective judgments, uninfluenced by prejudicial views or attitudes, intolerance to or preference for certain individuals, that are related to the situation at hand shall, as soon as reasonably possible, request that another MP/police officer assume responsibility for the matter.

e. Unless exigent circumstances exist, MPs/police officers shall not engage in law enforcement matters when it involves a family member, friend, or relative such that the MP's/police officer's objectivity may be, or may appear to be, compromised.

f. Nothing in this section prohibits MPs/police officers from identifying traits and characteristics of persons, such as race, ethnicity, or national origin in combination with other facts to assist in establishing reasonable suspicion or probable cause in the same manner that MPs/police officers would use hair color, height, weight, or gender for such purposes.

2. Complaints. MPs/police officers who witness or who are aware of instances of bias-based policing shall notify their

supervisor of the incident. The Marine Corps law enforcement community takes allegations of bias-based policing seriously. All such complaints shall be forwarded to the PM/PC or higher authority for investigation. PMOs/MCPDs, or the installation Inspector's Office, shall maintain data relating specifically to complaints of biased policing. Information shall be provided to the installation commander, or higher authority, in a manner most suitable for administrative review, problem identification, and development of appropriate corrective actions. Section 18400 addresses complaints and investigations of police misconduct.

3. Training. All MPs/police officers will receive basic and in-service training, and where deemed necessary, remedial training as defined by the training authority on subjects related to law enforcement ethics, cultural diversity, police-citizen interaction, standards of conduct, conducting motor vehicle stops, and related topics suitable for preventing incidents of biased policing.

Section 8700 - Selective Enforcement Operations

8701. Purpose. This section establishes PMO/MCPD guidelines for selective enforcement operations.

8702. Policy. A fundamental goal of law enforcement is the preservation of lives/property and the physical safety of the population. Through analysis of trends in criminal activity, traffic accidents and speed infractions, PMOs/MCPDs may focus law enforcement efforts to maximum effect by establishing selective enforcement sites/areas and operations.

8703. Procedures

1. Goals

a. Selective Traffic Enforcement. The first selective enforcement goal is the reduction of traffic accidents through the enforcement of traffic laws in high accident areas. The selective traffic enforcement program shall be based on the following data.

(1) Analysis of reported accidents.

(2) Analysis of traffic enforcement activities.

b. Selective Crime Enforcement. The second selective enforcement goal is the reduction of crime, in high crime areas or where crime trends exist, through increased investigation, patrol, and surveillance. The selective crime enforcement program shall be based on the following data.

(1) Analysis of investigated crime by CID or Investigations Branch.

(2) Analysis of reported crime by the Physical Security Branch/Crime Prevention Section.

(3) Identifiable trends based on frequent calls for service or response to the same general area.

2. Traffic Enforcement

a. Traffic analysis may be conducted by trained accident investigators assigned to an Accident Investigations Unit/Traffic Branch, or within the Operations Division using trained personnel. The analysis will be furnished to the

Operations Officer, and a selective enforcement operation may be conducted based on the results, upon approval of the PM/PC. Based on the above analysis, the PMO/MCPD may do the following.

- (1) Implement selective enforcement techniques.
- (2) Determine the most practical use of equipment.

b. All selective traffic enforcement activities initiated shall be directed toward violations in direct proportion to the frequency with which they occur in accident situations and to respond to traffic-related needs that are brought to the attention of PMO/MCPD through citizen complaints, MP/police officer observations, traffic accident data, and by direction of the installation commander.

c. The Accident Investigations Unit/Traffic Branch, or designated PMO/MCPD Operations Division representative, shall prepare an annual evaluation of the effectiveness of selective traffic law enforcement efforts. Traffic enforcement data shall be maintained for three years for comparative analysis. Based on this analysis, personnel shall be deployed to geographic areas identified as having the greatest number of accidents and requests for traffic-related services.

- (1) An overall evaluation of the results.
- (2) Yearly traffic citation and warning activity totals in comparison to the previous year's totals.
- (3) Areas of concern and proposed plan of action to correct any deficiencies.

d. Personnel Deployment

(1) Actions to be taken at these high incidence areas shall include the following:

- (a) Use of speed measuring devices.
- (b) Visual monitoring of location.
- (c) Citing of violators.

(2) Specific personnel deployment may be accomplished through assignment of on-duty shift personnel, special deployment of the accident investigators or other (non-patrol)

MPS/police officers to provide the necessary manpower to accomplish the task.

3. Crime Enforcement

a. Crime analysis is routinely conducted by CID/Investigations Branch and the Physical Security/Crime Prevention Branch. CID/Investigations Branch will typically base their analysis on investigations conducted and leads followed. Physical Security/Crime Prevention Branch analysis is normally based on types of reported crime. Selective enforcement based on frequent calls for service or a high number of responses to the same area are normally initiated by the PM/PC after identifying these trends based on blotter briefs and review of reports.

b. CID/Investigations Branch or the Physical Security/Crime Prevention Branch or as designated shall prepare an annual evaluation of the effectiveness of selective crime enforcement efforts. Crime enforcement data shall be maintained for three years for comparative analysis. Based on this analysis, personnel shall be deployed to geographic areas identified as having the greatest number of incidents and requests for crime prevention services.

(1) An overall evaluation of the results.

(2) Yearly crime activity totals in comparison to the previous year's totals.

(3) Areas of concern and proposed plan of action to correct any deficiencies.

c. Personnel Deployment. Crime enforcement may be a combination of CID/Investigations Branch, Operations Division, and Services Division personnel. Personnel deployments will be directed as necessary on a case by case basis depending on the situation and the plan.

4. The Operations Officer/Deputy Chief of Operations, Services Officer, CID Officer in Charge/Chief Investigator, or designated representative, shall obtain data for identifying enforcement problem areas, conduct detailed planning for approval of the PM/PC, and coordinate work force deployment to those areas. The PM/PC will make a decision on who has the lead when necessary, based on the type of incidents, required enforcement, and who is best suited to lead the selective enforcement operations.

5. The Watch Commander shall assign MPs/police officers to identified problem areas, as directed.

Section 8800 - Police Notebooks, Desk Journals
and Patrol Records

8801. Purpose. This section provides preparation, retention and distribution guidelines for police notebooks, Desk Journals and patrol records.

8802. Policy. One of the critical functions of the PMO/MCPD is accurate and timely notification of incidents to the installation commander, tenant commanders, and departments aboard the installation. Individual MPs/police officers use police notebooks to record pertinent information in the performance of their duties. This information assists individuals in writing reports to include the IR (OPNAV 5580/1) and complete Desk Journals (OPNAV 5527/19) that contain information to assist commanders and decision makers in the performance of their duties. When completing an IR, if a person is asked personal identifying information, the MP/police officer must read the person the privacy act statement at the top of the IR.

8803. Procedures

1. Individual MPs/police officers shall maintain police notebooks as follows:

- a. Record neatly in the front inside cover of the notebook, the date and time the book was opened and his/her signature.
- b. Record pertinent information from roll call and other briefings.
- c. Record information concerning any incident/complaint he/she responds to or field interview he/she initiates.
- d. Close out the notebook by placing the date, time, and signature on the back inside cover.
- e. Retain notebooks per reference (b) SSIC 1630.5.
- f. Do not tear pages from the notebook.
- g. Only document police related information.
- h. Never leave the notebook unattended or unsecured.

- i. Use black ink when making entries in the notebook.
 - j. Write in a neat and legible manner.
 - k. Line out mistakes with a single line and initial.
 - l. Do not document more than one case on any given page unless more than one case is related. Conclude documentation and resume on a new page.
 - m. Obtain a new notebook from the Watch Commander when fewer than three blank pages are left.
2. The Watch Commander shall:
- a. Issue each MP/police officer a green 3x5 bound government issued notebook as needed.
 - b. Periodically inspect the notebooks during roll call to ensure proper use and maintenance.
 - c. Obtain new notebooks from supply as necessary.
 - d. Ensure MPs/police officers retain completed notebooks per reference (b) SSIC 1630.5.
3. Desk Journals reflect and document the day-to-day operations and responses of the on-duty watch of the Operations Division. Journals document much more than case control number (CCN) reportable items and are expected to provide enough detail for a reader to fully understand the synopsis. Watch Commanders are responsible for its construction and accuracy. The period covered will be commensurate with the blotter; including format.
- a. Desk Journal entries are made in chronological sequence and, unless the automated version used in DONCJIS, will consist of:
 - (1) Opening Statement: "JOURNAL OPENED"
 - (2) Late Entries: Incidents not entered in the Desk Journal on the date and time they were reported to the PMO/MCPD. Late entries will be entered as the next entry on the running journal.

(3) Regular Entries: Incidents or events that occur in the order they were reported to the PMO/MCPD. These entries will include reported crimes and significant incidents.

(4) Restricted entries are recorded with a title line, CCN and reporting MP/police officer. No other reported information will be documented on the Desk Journal.

(5) The following are examples of what constitutes journal entries:

- (a) Medical assists.
- (b) Money escorts.
- (c) Shift changes.
- (d) Alarm activations.
- (e) Morning and evening colors.
- (f) Assistance rendered.
- (g) Beach/perimeter checks.
- (h) Enforcement operations (e.g., RAMs, vehicle inspections, radar operations, etc.).
- (i) Criminal and non-criminal reported incidents.

(6) Action Taken column:

- (a) Place the rank and name of responding MPs/police officers.
- (b) List all notifications, including internal PMO/MCPD notifications.
- (c) List totals for Marine Corps area security checks and vehicle lockouts.

(7) Closing Statement: "JOURNAL CLOSED".

b. Desk Journal Distribution

(1) The Desk Journal will be sent to personnel who, because of their billets, require the information in the

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performance of their duties, such as commanding officers, sergeant majors, legal officers, SJAs, Inspectors, FSC/Family Advocacy Program, etc. The PM/PC will determine who is authorized for distribution of the Desk Journal.

(2) The Desk Journal will be distributed only after review or approval by the PM/PC.

(3) Restricted entries will only be distributed to the affected command(s).

Section 8900 - Courts Martial and Federal Court
Attendance and Verification

8901. Purpose. This section provides guidelines for MP/police officer courts martial and federal court attendance and verification.

8902. Policy. The success of a criminal prosecution is determined not solely by the quality and quantity of evidence, but also by the manner in which it is presented by MPs/police officers in a court of law. A MP's/police officer's appearance, demeanor, attitude, and ability to accurately convey evidence in a fair and professional manner are essential. Therefore, it is Marine Corps policy that MPs/police officers comply with the preparation, appearance, and testimonial guidelines provided herein.

8903. Definitions. Court, for the purposes of this section, applies both to Courts-Martial and federal court.

8904. Procedures

1. Preparation for Trial

a. MPs/police officers shall fully cooperate with requests from the military justice officer/trial counsel/prosecutor in preparation of cases for trial, and may seek pre-trial conferences whenever the seriousness of charges or complexity of cases dictates a need to do so.

b. Prior to court appearance, MPs/police officers shall be familiar with the basic rules of evidence and shall seek clarification of any legal issues that may arise during the trial.

c. Prior to trial, MPs/police officers designated for court appearance shall review case documentation to ensure that they are completely familiar with the facts involved. In addition, MPs/police officers shall provide all reasonable assistance necessary as requested by the military justice officer/prosecution to ensure that:

(1) All evidence will be available at trial.

(2) Witnesses have been notified of the date, time, and place of trial and have adequate means of transportation.

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(3) Witnesses have been adequately informed of what is expected of them during testimony, that they have been advised not to offer personal opinions or conjecture, and to respond to all questions accurately and truthfully.

(4) That any legal questions of witnesses are referred to the military justice officer/trial counsel/prosecutor for clarification.

d. In pretrial conferences with the military justice officer/trial counsel/prosecutor, MPs/police officers are responsible for providing all information relevant to the case, even though it may appear beneficial to the defendant. No detail should be considered too inconsequential to reveal or discuss.

e. There shall be no communication between MPs/police officers and defense attorneys with regard to pending criminal cases, without express approval of the military justice officer/trial counsel/prosecutor.

f. MPs/police officers shall not testify for a defendant in any criminal case without being legally summoned/directed to appear.

2. Appearance in Court

a. Police officers shall receive compensation for appearance in court during off-duty hours per agreements of the PMO/MCPD and the HRO, in accordance with established means of calculation. Compensation shall be paid only when police officers comply with procedures established by the PMO/MCPD/HRO for court appearance to include, but not limited to, supervisory notification/approval and compliance with documentation procedures for overtime pay.

b. MPs/police officers who are late or unable to appear on a court date shall notify the appropriate court authority as soon as possible, providing name, defendant's name, court designation, and reason for absence or tardiness. The reason for absence or tardiness shall be reviewed by the PM/PC and may be referred for disciplinary review.

c. MP's/police officers' physical appearance, personal conduct, and manner shall conform to the highest professional police standards.

d. When testifying, MPs/police officers shall:

(1) Restrict remarks to that which is known or believed to be the truth.

(2) Respond directly but only to questions asked and avoid volunteering information or going beyond the scope of the question.

(3) Speak naturally and calmly in a clearly audible tone of voice.

(4) Use plain, clearly understood language and avoid using police terminology, slang, or technical terms; and display a courteous attitude and maintain self-control and composure.

3. Verification. Upon completion of court attendance, MPs/police officers shall present themselves to the Operations Officer to verify their court attendance. Police officers shall also provide written documentation for their time spent in court.

Chapter 9

Patrol Officer Procedures

Section 9000 - Patrol Officer's Procedures
(Juvenile Offenders)

9001. Purpose. This section provides MPs/police officers with response procedures for juvenile offenders.

9002. Policy

1. Sections 2000 and 2100 set forth the jurisdiction of the installation commander and MPs/police officers on military installations. This jurisdiction is not affected by the age of an offender. However, the procedures for the handling of juvenile offenders are different from adult offenders. These procedures are found in reference (ah) and in applicable state laws.

2. Public Law 93-415. Reference (ah) applies whenever a juvenile is taken into custody for an offense. This law does not define offenses, but rather establishes procedures for the treatment of juveniles, removing them from the normal criminal process.

3. Military Jurisdiction. Active duty military personnel under the age of 18 are subject to reference (c). The provisions of reference (ah) do not apply to active duty personnel.

9003. Definitions

1. Juvenile. The age limits for classifying persons as juveniles vary according to the laws of the particular state, for example, emancipated by marriage, franchised juvenile/adult. Reference (ah) defines juveniles as "any person who has not attained his 18th birthday."

2. Juvenile Delinquency. Less juvenile status offenses (curfew, truancy, etc.), juvenile delinquency is the violation of a law or laws of the United States committed by a person prior to their 18th birthday, that would have been a crime if committed by an adult.

9004. Procedures

1. Whenever a juvenile is taken into custody for an act of

juvenile delinquency, and the juvenile is going to be questioned regarding the act, the juvenile must be provided with appropriate constitutional warning against self-incrimination and the right to legal counsel. This warning must be provided in language that the juvenile understands and must be made in the presence of the juvenile's parent, guardian, or custodian.

2. The parent(s), guardian(s), or custodian(s) must be notified that the juvenile is in custody, the exact nature of the alleged offense, and the juvenile's rights against self-incrimination. This notification must be made immediately after the juvenile is taken into custody and the identification of the responsible adult is obtained. The time of custody, the time of notification and the identity and relationship of the person notified must be included in the IR. This notification is the responsibility of the PMO/MCPD and must be made even if the matter is referred to NCIS.

3. Fingerprints or photographs of juvenile suspects cannot be taken without permission from the legal guardian or the written order of a federal judge or magistrate, or the judge of a state juvenile court. This does not apply if the juvenile is prosecuted as an adult.

4. Reference (ah) requires that a juvenile in custody be "taken before a magistrate forthwith," and shall not be detained for longer than a reasonable period of time before being brought before a magistrate.

5. As a practical matter, juveniles detained by MPs/police officers for minor offenses are normally released to the custody of their parents. In many instances, a minor offense can be disposed of without formal action.

6. Serious offenses, or offenses involving repeat offenders, may require administrative or judicial action.

a. Offenses under the jurisdiction of NCIS should be referred to NCIS at the earliest possible time. Juveniles detained on offenses under NCIS jurisdiction should be turned over to NCIS, providing that there is no unreasonable delay which would violate the provisions of reference (ah).

b. Incidents involving juvenile dependents may be referred to the installation commander for administrative action.

c. Within areas under United States jurisdiction, juvenile

offenders may be referred to local police juvenile authorities. PMs/CPs should establish liaison with local police to develop working agreements for the referral of juveniles.

7. There are no special requirements set forth in federal law concerning the interview of a juvenile as a witness by MPs/police officers. During the "on scene" phase of any incident, juveniles may be interviewed in the same manner as any other witness.

8. The age of an offender has no effect on the need for MPs/police officers to keep detailed and accurate records of any incident or complaint. The IR, OPNAV 5580/1, will be prepared in each situation which fits the criteria for that form. When completing an IR, if a person is asked personal identifying information, the MP/police officer must read the person the privacy act statement at the top of the IR. Any other forms will be used as necessary. As with other reports, one copy of the complete report will be provided to NCIS. No special handling is required for a report on a juvenile provided to NCIS.

9. Juvenile Offenses. The great majority of contacts between MPs/police officers and juvenile offenders involve a limited number of offenses. The following are the more common offenses involving juveniles:

a. Traffic violations such as speeding, drag racing, and reckless driving are common violations by juveniles. Alcohol related violations such as driving under the influence (DUI), driving while intoxicated (DWI), and possession of an open container of liquor are also common. Driver's licenses of juveniles should be carefully checked for signs of alteration of age since these are often used by underage juveniles to illegally purchase alcoholic beverages or tobacco products.

b. Disturbing-the-peace/disorderly conduct. Occasional boisterous activity and fighting can occur among groups of juveniles. This activity may involve drug abuse and/or the illegal possession of alcoholic beverages.

c. Vandalism of public and private property is most often perpetrated by juvenile offenders. Schools, government buildings, and other buildings that represent authority are common targets, as well as housing areas.

d. Larceny and burglary. Housebreaking and petty thefts

are frequent juvenile offenses. Such acts will normally involve the theft of small value items or small amounts of money. Marine Corps exchange facilities and seven day stores are frequent targets for juvenile shoplifters.

e. Curfew violations. Violations of established curfew hours are common juvenile offenses.

f. Gang violations. It is not uncommon for juveniles to be involved in gangs or gang related activity. Gang violations include those listed above as well as many more serious crimes. MPs/police officers must be extremely cautious when approaching and interacting with a gang or potential gang, as they may be armed and/or prone to violence. In many locations, it has become a violation to be a member of a gang.

10. Watch Commanders should be involved in all decisions regarding juveniles. MPs/police officers shall detain and process juveniles for the following offenses:

- a. Disturbing-the-peace/disorderly conduct.
- b. Larceny and burglary.
- c. Curfew violations.
- d. Acts that if committed by an adult would be felonies.
- e. Delinquent acts involving deadly weapons.
- f. Gang-related offenses.
- g. Delinquent acts involving assault.
- h. Delinquent acts while on probation or parole or when they have charges pending against them.
- i. Delinquent acts as repeat offenders.
- j. When it has been determined that parental or other adult supervision is ineffective.
- k. Liquor violations.
- l. Child or sex offense.

11. Enforcement Alternatives. MPs/police officers dealing with juveniles may exercise reasonable discretion as outlined in this section in deciding on appropriate actions except for offenses listed in paragraph 9004.9. Alternatives that may be considered include the following:

- a. Release without further action.
- b. Release after conducting a field interview.
- c. Informal counseling to inform the youth of the consequences of his actions.
- d. Referral to parents, guardians or responsible adult including transporting the youth home or making telephone contact with the parents, guardians or responsible adult.
- e. Informal counseling of parents or responsible adult.
- f. Limited custody and PMO/MCPD station house warning.

12. A MP/police officer may also take a juvenile into custody if the youth is lost, seriously endangered, or is a runaway. In all such cases, these juvenile shall be held in non-secure custody at PMO/MCPD and MPs/police officers shall contact the child's parents or guardian as soon as possible. Where parents or guardians cannot be contacted or refuse to accept custody, the MPs/police officers shall contact local police, sheriff department, or an approved child agency for disposition.

Section 9100 - Patrol Officer's Response Procedures
(Domestic Violence)

9101. Purpose. This section provides MPs/police officers with response procedures for domestic disturbances.

9102. Policy

1. Annually, numerous police officers are killed or injured responding to domestic violence calls. Several major metropolitan police departments have estimated that up to 40 percent of all service connected injuries occur while answering family crisis calls. Proper training for MPs/police officers should reduce injuries, provide assigned personnel specific skills and methods for responding to crisis situations, and increase MPs/police officer's ability to defuse volatile situations and refer individuals to the appropriate social agencies.

2. The role of law enforcement in a personal crisis is a very controversial subject. Many believe that family crisis intervention is a job for social workers, not MPs/police officers. Because of several factors unique to law enforcement agencies, family crisis management will continue to be a law enforcement responsibility. As such, training and policies that enable MPs/police officers to effectively and safely intervene in crisis situations must be enhanced. Factors affecting law enforcement intervention are:

- a. Ability to respond 24 hours a day.
- b. Requirement to respond to disturbance calls.
- c. Capable of immediate response.
- d. Available communication and transportation systems.
- e. Authority to physically intervene in a dispute and apprehend, if necessary.
- f. Position in community that fosters association with agencies that can assist with long term resolutions.

3. For the Marine Corps, PMOs/MCPDs perform the law enforcement function as part of the Coordinated Community Response (CCR) to domestic violence. PMOs/MCPDs work closely with Personal Services Directorate Family Service Center/Family Advocacy

Program (FAP), SJA, Substance Abuse Counseling Center (SACC), Branch Medical Clinics/Naval Hospitals, commands, NCIS, and other agencies to address domestic violence.

9103. Procedures

1. MPs/Police Officer Duty Expectations

a. MPs/police officers shall notify the Dispatch/Communications Center of all domestic violence.

b. The objective of intervention should be to take action that will defuse the crisis and prevent any immediate reoccurrence.

c. MPs/police officers must impartially mediate a solution by addressing the incident that provoked the crisis. MPs/police officers cannot be expected, nor should they attempt, to resolve long-term/deep-rooted problems. The law enforcement responsibility is to direct the parties to a point where they can regain control over their behavior and neutralize any further violence, separate or apprehend, as needed, and refer them to the appropriate organization for a long-term solution. The parent command of the individual involved should be contacted immediately to determine appropriate immediate action if apprehension is not required (place Marine in the barracks, etc.).

2. Dispatch/Communications Centers (Desk/Dispatch Teams). In answering domestic disturbance calls, responding Dispatch/Communications Centers must have all available information on the family and the situation. The Dispatch/Communications Center has the responsibility for obtaining as much information as possible about the situation and the individual making the complaint. In a disturbance call, the following actions should be taken:

a. Obtain data concerning the disturbance - who, what, when, where, and how, and if weapons are involved or available.

b. Obtain a narrative description of the situation. The complainant should be kept on the telephone in case new events change the situation prior to the arrival of the responding MPs/police officers.

- c. Relay all information to the responding MPs/police officers. If the situation is unknown, the MPs/police officers must be informed that the situation is unknown.
- d. Check weapons registration information, if available.
- e. Check local records for related offenses.
- f. Additional patrol units should be dispatched as backup to the assigned unit. If a unit having one MP/police officer is dispatched, a backup unit should be assigned, unless none are available.
- g. Alert or request appropriate medical assistance, if needed.
- h. Contact the duty Family Service Center representative who will notify a victim advocate, if needed.
- i. Notify the duty criminal investigator if injuries are reported.
- j. Make proper notifications per section 7200.

3. MPs/Police Officers Responding General Information/ Guidelines

- a. The attitude of the responding MPs/police officers is important. Reactions of the disputants will often be as a result of attitudes of indifference, aggression or concern seen in the responding MPs/police officers. A sensitive and tactful approach can create a positive environment in which the dispute is more likely to be successfully mediated.
- b. MPs/police officers deal "with people when they are most threatening, most vulnerable, angry, frightened, desperate, drunk or ashamed." In short, the law enforcement role is to interact with people in crisis, and often at their worst. MPs/police officers must realize that such people may be hostile, abusive and uncooperative. Some of this hostility will frequently be directed toward MPs/police officers, who are viewed as intruders in a personal dispute.
- c. The military is composed of personnel and dependents from a large variety of ethnic, racial, and cultural backgrounds. Individual backgrounds affect the way in which people understand and react to crisis situations. The maturity

of the disputants, the number and ages of children involved, the hardship of the event, separations as a result of duty, and the family resources available can all be important factors. MPs/police officers themselves come from numerous cultural backgrounds, entering the Marine Corps with attitudes and biases acquired through previous experiences. MPs/police officers must be aware of the potential effect these attitudes can have on their reactions to unfamiliar situations. These attitudes must be controlled to successfully establish a peaceful/professional atmosphere.

d. When responding to a domestic call, MPs/police officers must remember that each disturbance is different and must be treated individually. The disputants will read into the meanings and attitudes of the MPs/police officers through their words, facial expressions and body positions. Therefore, responding MPs/police officers need to carefully consider their opening remarks and questions. MPs/police officers should convey that they are calm, controlled, and concerned. Avoid sarcastic or critical remarks, an impolite tone of voice and threatening or aggressive body positions. The attitude the MP/police officer assumes in entering the situation can impact the attitude and cooperation returned by the disputants.

4. Arrival at the Scene

a. It is important that arriving MPs/police officers are prepared prior to arrival at the scene. MPs/police officers should discuss their actions to separate the disputants and coordinate their efforts. Information from the Dispatch/Communications Center should be discussed to ensure nothing important has been missed. If possible, contact the person who reported the incident to clarify the situation and possibly get background information. Approach the scene so that the disputants are unaware that MPs/police officers are on the scene until the knock on the door. Circumstances and judgment will dictate the best method of approach.

b. In some instances, the approach of a MP/police officer is the first sign to a disputant that the PMO/MCPD has been called. Once on-scene, MPs/police officers need to ensure that an assault doesn't take place prior to their ability to defuse the incident.

c. MPs/police officers should avoid slamming car doors, having loud vehicle radios or loud talking that could give warning of the arrival of MPs/police officers.

d. During the approach, windows and doors should be visually checked for unusual movements or objects.

e. To avoid giving warning of arriving MPs/police officers, when approaching a dwelling at night, flashlights should not be shined in windows. Additionally, only the MPs/police officers in front should use a flashlight, to avoid silhouetting the other MPs/police officers.

f. When approaching the dwelling, MPs/police officers should scan the area for signs of witnesses, toys in the yard to identify the possible involvement of children, and the fleeing of the disputants.

5. Entry into a Residence

a. Before knocking, MPs/police officers should listen at the door. This could provide information about the disturbance and whether or not it is violent before announcing their presence.

b. Before knocking, screen/storm doors should be checked to see if they are locked. Locked screen/storm doors can create an unexpected barrier between the MPs/police officers and disputants, if immediate action is required.

c. After knocking, allow the occupant to open the door. MPs/police officers should avoid entering quarters when told to "Come in, the door's open". This will prevent walking into an unknown and potentially dangerous situation without having an opportunity to evaluate it.

d. If there is no response at the door and the dwelling appears quiet, the address should be verified with the Dispatch/Communications Center. If correct, the sides and rear of the quarters should be checked for indications of the presence of the occupants. Neighbors may also provide useful information.

e. MPs/police officers should display a calm, positive and helpful manner. Initial impressions will set the tone for the interview.

f. MPs/police officers should introduce themselves and state why they are there.

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g. If not invited into the dwelling, MPs/police officers should request to move the interview inside. This will enable them to:

(1) Observe the disputants' living conditions.

(2) Observe the location and number of disputants and any injuries requiring treatment.

(3) Observe visible weapons and threatening moves.

(4) Observe the physical signs of a dispute and the emotional condition of the disputants.

(5) Remove the dispute from view of the neighbors.

h. Observation of conditions inside the quarters while obtaining background information may give the MPs/police officers ideas of contributing causes to the dispute.

i. The observable behavior of the disputants can provide important information:

(1) Emotional signs of fear, hate, depression, and embarrassment can be detected in facial expressions, eye movements, and body positions.

(2) MPs/police officers should be alert for sudden movements and continual glances at closets or bureaus. Such actions may be the first indication that a weapon is available.

j. The condition of clothing, (for example, cleanliness, holes, fit, etc.) and personal cleanliness may be important.

k. Once inside, MPs/police officers should separate the disputants into different rooms, if practical. MPs/police officers should remain between the disputants, in view of each other but such that the disputants cannot see each other. This will allow MPs/police officers to monitor each others safety and should prevent the sudden renewal of arguments or violence.

l. Assess the Situation

(1) Determine the seriousness of injuries and summon medical assistance, if necessary. Be alert for spouse/child abuse. Physical signs of abuse in a spouse could mean that

child abuse is also a problem. If child abuse/neglect has occurred, follow the procedures in section 9200.

(2) Determine if a crime has been committed.

(3) Make an overall assessment of the quarters/room as appropriate.

(4) Have the victim, suspect, and/or quarters photographed if there are visible injuries/substantial damage.

(5) Collect any physical evidence.

(6) Contact the parent command to assist.

m. After calming the disputants, MPs/police officers should then obtain information on the family structure and background.

n. Questions asked of participants in a domestic disturbance should include:

(1) Names and addresses of all present, their rank, social security number and unit, if military.

(2) The relationship and legal status of the disputants: married, parent-child, boyfriend, girlfriend, etc.

(3) Length of residence in quarters and period assigned to the installation.

(4) Whether children were involved; if so, their ages and parental relationships.

(5) If MPs/police officers have intervened in a domestic dispute before, and if the disputants are receiving professional counseling.

o. Such questions will give them important background data, allow a "cooling off" period and may provide some insight into what the parties expect of the MPs/police officers.

6. Response for Verbal Disputes

a. The difference between violent disputes and verbal disputes is that a physical assault has not occurred. The parties involved may be easier to reason with and a mediated solution to the dispute is more likely.

b. MPs/police officers should remove the disputants to separate rooms if possible, avoiding leaving them alone or in the kitchen. It is desirable for the MPs/police officers to remain within sight of one another at all times, if possible.

c. Separation normally causes a distraction to the disputants. If MPs/police officers use a calm, firm, and assured tone of voice, they may further distract the disputants and better control the situation. Once separated and order is restored, the parties may be interviewed.

7. Response for Violent Disputes/Disturbances

a. When responding to a violent disturbance, immediately intervene to separate the disputants. MPs/police officers should concern themselves with their own safety as well as that of the disputants. In separating the persons involved, make a visual search for objects that could be used as weapons. If the disputants cannot be calmed, apprehension and removal to PMO/MCPD may be necessary. Take into custody one of the parties (or both) if there is physical evidence of assault. Very few instances of domestic violence are mutual. MPs/police officers shall make every effort to identify the primary aggressor in every instance. If injuries are present, notify the Dispatch/Communications Center and render aid, if needed.

b. In disputes, it has been found that participants may view MPs/police officers as protectors. Feeling protected, one or both of the disputants may insult, strike, or otherwise provoke the other.

c. A potential danger exists in persons who are unusually quiet and controlled in highly emotional disputes. Such people may be near the breaking point and may become unexpectedly violent by even an innocent gesture or remark.

d. If the parties can be separated, they should be removed out of sight and hearing of each other. In separating the parties, the disputants should never be allowed to come between MPs/police officers, should never be left alone in another room, and should not be removed to the kitchen because of the availability of potential weapons. It is desirable for MPs/police officers to remain within sight of one another at all times, if possible. Once separated, order is restored, and necessary first aid is given, the parties may be interviewed.

e. MPs/police officers are often attacked by one partner when they use force against the other disputant; therefore, if some physical force is necessary against one person in the dispute, be alert for a possible attack by the other disputant(s).

8. Handling Children

a. In disputes where one disputant is a child or young adult, there may be a feeling of resentment against the authority of older persons. MPs/police officers, as authority figures, may be assumed to automatically side with the parents. Therefore, when answering such a disturbance call, MPs/police officers should show an attitude of concern and understanding of the child's statement. The youth's feelings, problems, and thoughts should be listened to and evaluated as carefully as those of the parents or other disputants.

b. If children are present, but not involved in the dispute, the parents should be asked to remove them from the room.

c. If children are present, at least one parent will be left at the quarters during processing. Removing one violent parent from a domestic incident will usually eliminate the violent behavior from the remaining parent. In cases where the remaining parent continues to be violent after his/her spouse has been removed, or if there is alcohol involved with the remaining parent, protection of the child must be addressed. Nearby family members or close family friends may temporarily care for the children. If a military member is involved, the parent command may assist in this situation. If there are no family members or friends present, the children could be sent to Child Protective Services.

9. Alcohol Involvement

a. Alcohol is involved to some extent in many domestic disturbances. If one of the disputants is drunk, MPs/police officers will have a difficult time obtaining factual information from that person. They will have to rely on the more sober disputant for information.

b. Heavy drinkers often seek sympathy through self-persecution. They often blame themselves for their family problems and express self-hate. Drinkers might also dismiss their drinking problem as their only means to cope with life.

These and other defense mechanisms will likely hinder mediation of the problem.

c. MPs/police officers must be objective and fair in dealing with persons under the influence of alcohol without giving them sympathy. They should be viewed as persons who have lost self-control, and, as such, may not respond to reasoning and a mediated solution. In such cases, take a firm stance, advising that apprehensions could result. There is little law enforcement can do to solve alcohol problems. All incidents involving the irresponsible use of alcohol should be referred to the unit Substance Abuse Control Officer (SACO) or SACC.

d. The individual who is sober or least intoxicated may omit facts and present data that will discredit the other disputant. Be aware of this and carefully evaluate the reliability of all information received. If this person is really concerned about the other disputant's drinking problem, they may supply helpful data.

10. MPs/police officers should not conduct interviews until the disputants have been separated, seated, and have furnished basic background information. During the interview, MPs/police officers may be seated to further relax the disputants. MPs/police officers shall ask the suspect(s) and victim(s) if they desire to speak to a counselor/advocate. If yes, contact the Duty Chaplain or the Family Service Center Victim Advocate. If there has been violence, MPs/police officers shall contact the Family Service Center Victim Advocate.

11. Causes of Family Crisis

a. There can be many causes, real or imagined, for disputes: influence of others outside the family such as in-laws or family friends; family or individual finances; alcohol use; sexual difficulties; extra-marital affairs; property damage; pending divorce or separation; physical or sexual abuse of children; illicit drug use; discipline of children; and many others.

b. MPs/police officers approaching a domestic disturbance should watch and listen intently, and then handle the situation as calmly and professionally as possible.

12. Alternatives. After the disputants have been separated and interviewed, a decision must be made as to which alternative

will work best. MPs/police officers should call a victim advocate.

a. Referral. MPs/police officers should know the social agencies available on the installation and within the local community. In many cases, the parties have problems that can only be solved by professional counseling. If they realize this, they may ask for information regarding a social agency. MPs/police officers should be prepared to answer such requests. A listing of local agencies, addresses, points of contact, telephone numbers, operating hours and services offered will be maintained. The installation Family Service Center can assist MPs/police officers in obtaining and updating this vital information. Often, there are discrepancies between installation policy or guidelines and area civil law or regulation. Personnel should be familiar with these jurisdictional differences and contingency plans must be available.

b. Apprehension. If MPs/police officers cannot restore order, a crime has been committed, violence has occurred or they believe based upon the existing circumstances that violence will occur, an apprehension is required. In lieu of apprehension to prevent violence, the parent command may elect to confine the military member to the barracks or other on-base facility.

c. Separation. Sometimes there is a choice other than apprehension for resolving the issue. Either party could volunteer to temporarily leave the quarters. If either party agrees to leave, the MP/police officer should remain in the quarters until the individual has departed.

13. Final Actions for MPs/Police Officers on Scene

a. Provide victims and witnesses with DD Form 2701, Initial Information for Victims and Witnesses of Crimes. If there is a sexual assault, have the victim complete the Victim Preference Statement (see figure 9-1, page 9-18) if CID, NCIS, or the Investigations Branch has not assumed the investigation.

b. Before departing the residence, MPs/police officers should restate the points of agreement to be sure they are understood by both parties. MPs/police officers should also explain any applicable installation policies and regulations to include that all cases of domestic violence are forwarded to a Case Review Committee (CRC) that has the responsibility to make recommendations on available options to the commanding officer.

When leaving, they should be polite and close the door behind them.

c. In cases resulting in apprehension of the military sponsor, the command may issue a military protection order requiring the military member to stay away from their quarters/family for the safety of the spouse/children.

14. The Watch Commander shall:

a. Respond to all reported family disturbances, unless engaged in a more serious incident.

b. Determine whether an apprehension should be made.

c. Recommend to the military member's unit commander that the military member remains at a barracks for 24 hours or at least overnight, and issuance of a military protection order when appropriate.

d. Ensure notifications per section 7200 are made.

e. Ensure victims and witnesses are provided with DD Form 2701, Initial Information for Victims and Witnesses of Crimes. If there is a sexual assault, ensure the victim completes the Victim Preference Statement (see figure 9-1, page 9-18).

f. Ensure all MPs/police officers in their watch comply with this section.

VICTIM PREFERENCE STATEMENT

I, _____, have been informed of my rights as a crime victim under the Victim and Witness Assistance Program and have been provided a copy of DD Form 2701, Initial Information for Victims and Witnesses of Crime. _____
(initials)

I have had the opportunity to consult with a victim advocate, counselor, or other person(s) of my choosing before making the following decision. _____
(initials)

At this time, I have decided to not report that I am a victim of sexual assault to my command, law enforcement personnel, or other military authorities. I understand that by not reporting this offense, there will be no investigation. _____
(initials)

Further, I have been informed that by not reporting this offense the full range of protections afforded to victims, including the issuance of a military protective order against the offender, may not be made available. _____
(initials)

Finally, I further understand that I may change my mind and report this offense at a later time. If I do report this offense at a later time, I understand that the delay may adversely affect the subsequent investigation and prosecution of the offender. _____
(initials)

Victim's signature and date

Witnessed by:

Title of witness and date

Figure 9-1.--Victim Preference Statement

Section 9200 - Patrol Officer's Response Procedures
(Child Abuse/Neglect)

9201. Purpose. This section provides MPs/police officers with response procedures for child abuse and neglect incidents.

9202. Policy

1. Child abuse and child neglect have traditionally been regarded as the principle responsibility of child protective services and social welfare agencies. However, research has demonstrated that a large percentage of repeat offenses, many of which involve serious injury or death, involve known offenders.

2. Effective response to child maltreatment requires cooperative and coordinated efforts between social welfare and law enforcement agencies. Furthermore, under certain circumstances, arrest/apprehension and criminal prosecution is preferred from a preventive standpoint. Therefore, all reports of child abuse and neglect shall be thoroughly investigated to ensure appropriate action can be taken through references (c) and (d), and federal and state law.

3. To facilitate investigation and prosecution, the law requires instances or suspected instances of child abuse or neglect be reported by public and private officials, such as physicians, dentists, school employees, clergymen and others.

9203. Definitions

1. Child Abuse and/or Neglect. Includes physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities, or any treatment harms or threatens a child's welfare. The term encompasses both acts and omissions on the part of a responsible person. The "child" is a person under 18 years of age for whom a parent, guardian, foster parent, caretaker, employee of a residential facility, or any staff person providing out-of-home care is legally responsible. The term "child" means a natural child, adopted child, stepchild, foster child, or ward. The term also includes an individual of any age who is incapable of self-support because of a mental or physical impairment and for whom treatment in a Medical Treatment Facility (MTF) is authorized.

a. Physical abuse is an injury to a child that is not the result of an accident, e.g. unexplained burns, fractures, abdominal injuries.

b. Physical neglect is the failure to provide the necessities of life for a child, e.g. lack of medical care, inappropriate clothing, or unsanitary living conditions.

c. Sexual abuse is the sexual exploitation of a child for any reason, to include the sexual gratification of an adult, to inflict pain, or to control (for example, rape, incest, fondling).

9204. Procedures

1. Reporting/Initial Complaint Response. MPs/police officers shall record and respond to all reports of child abuse, neglect and abandonment, irrespective of the source or method of reporting.

a. Upon receiving a report of suspected child abuse/neglect, the Dispatch/Communications Center shall:

(1) Obtain an address/location of the victim, dispatch a patrol unit, and if necessary, request an ambulance. If the victim is located at an off-base medical facility or other location and a determination is made that PMO/MCPD has jurisdiction, contact the duty criminal investigator. If the victim is located at a school or any child development center (to include home day care facilities), only a criminal investigator will initially respond.

(2) Obtain the identity of suspect(s) and their location.

(3) Obtain the name and address of the complainant, victim, and parents or other person(s) responsible for the child's care.

(4) Conduct a National Crime Information Center (NCIC)/DONCJIS computer inquiry on the complainant, victim, sponsor, and suspect(s), and relay the information to the responding MP/police officer or criminal investigator.

(5) Dispatch the Watch Commander to all child abuse/neglect incidents.

(6) Immediately notify the duty criminal investigator of all child abuse/neglect incidents.

(7) Notify the duty photographer, when requested by the duty criminal investigator.

(8) Notify the Family Service Center (FSC). Leave a message if answering machine is turned on.

(9) Make appropriate notifications per section 7200.

(10) Upon realizing the initial investigation may require more than two hours, make a preliminary notification giving only known, verified information. Coordinate notification with the CID or Investigations Branch duty criminal investigator.

b. The responding MP/police officer shall:

(1) Contact the victim's parents and, if the alleged suspect is a parent, attempt to identify who is the non-offending parent. Once the victim has been identified, conduct a visual examination. Do not disrobe the victim to conduct the examination. The MP will look for signs of abuse/neglect, such as bruises, unusual marks on face and body, shape or pattern of trauma, burns, abnormally dirty child, and a dirty house.

(2) Determine the date and time the incident occurred.

(3) Determine the child's birth date or age.

(4) Determine the names and ages of individuals who live with the child and their relationship.

(5) Obtain any other information helpful in determining the cause of abuse or neglect and whether or not there is a family member who can protect the victim.

(6) Wait for the duty CID or Investigations Branch criminal investigator and/or NCIS.

c. If CID, NCIS, or Investigations Branch is unavailable, MPs/police officers shall:

(1) Conduct a preliminary interview with the reporting individual, when known, to determine the basis for the report, to include determination of such factors as:

(a) The physical condition of the child.

(b) Description of the abusive or neglectful behavior.

(c) Evidence of parental disabilities such as alcoholism, drug abuse, mental illness or other factors that demonstrate or suggest an inability to care for the child.

(d) Description of suspicious injuries or conditions.

(e) Nature of any statements made by the child concerning abuse or maltreatment.

(f) Any evidence of parental indifference or inattention to the child's physical or emotional needs.

(2) Contact the reported victim and parents.

(a) If there is reason to believe that the victim has been abused or neglected, and the abuse or neglect occurred within the family, child protective services will be notified.

(b) Determine whether or not to transport the victim to a medical facility for further evaluation based on the psychological and physical appearance of the child and the potential for uncovering injuries and/or evidence.

(c) If the child requires further examination, request the non-offending parent to transport the child to the nearest medical facility for a medical evaluation by a physician. The parent will transport the child with a police escort if the victim is ambulatory, the parents are not intoxicated, leaving the child with the parents will not cause more physical or psychological damage, and the parent can be trusted not to dissuade the child from revealing injuries to protect the other parent. MPs/police officers may only transport as a last resort. Removal of a child from his/her parents is only used as a last resort. If this is necessary, follow procedures to remove a child from the custody of his/her parents identified in paragraph IV.C below. If the parents do not consent to a medical examination of the child, and the child is not in imminent danger (i.e. injured or there is a reasonable possibility of injury by the parents or guardian), CID, Investigations Branch, or NCIS will be notified. If the child is in imminent danger, MPs/police officers are authorized to transport the child to a medical facility for an examination. A

medical officer will render an opinion as to whether the child has been a victim of child abuse/neglect.

(d) In cases where injuries are present and in all cases of suspected child sex abuse, NCIS shall be notified.

(e) Once a medical officer renders an opinion that the child has been abused/neglected, the Dispatch/Communications Center will contact the duty photographer. Enclose a copy of the emergency care and treatment form and all photographs and negatives with the report.

(3) Complete an IR and all required documentation.

(4) When the source of the report cannot be identified, MPs/police officers shall follow procedures in paragraph 9204.1(b) above. If the reported abuse appears unfounded, ensure a Desk Journal entry is made and CID or Investigations Branch is notified.

2. The Watch Commander will respond to all reported child abuse/neglect incidents, and closely supervise the investigation until assumed by CID, Investigations Branch, or NCIS.

3. The preferred means of removing a child from the home is by court order. However, in cases of abandonment, severe abuse, or neglect where the child is in imminent danger of death or serious bodily harm and time is of the essence, a MP/police officer shall, in compliance with state and federal law, remove the child from the home for purposes of protective custody. The assistance of child welfare authority officers should be sought, if available in a timely manner. Parental permission should be sought but is not required in order to remove the child under emergency circumstances.

Section 9300 - Patrol Officer's Response Procedures (Rape and Sexual Assault)

9301. Purpose. This section provides MPs/police officers with response procedures for responding to rapes and sexual assaults.

9302. Policy

1. Sexual assault is a serious crime that cannot be tolerated. As defined in reference (an) and for the purpose of this section, sexual assault includes rape, forcible sodomy, indecent assault, and attempts to commit these offenses.

2. The Marine Corps' goal is to eliminate sexual assaults committed by Marines and to ensure those who are assaulted and those affected by assaults receive the assistance they need or a referral to an agency that can provide the required assistance.

3. Historically, sexual assault victims were sometimes considered partially responsible for the assault and were then re-victimized by being made to feel guilty and even being told that they "asked for it". To prevent victims of sexual assault from being re-victimized, it is Marine Corps policy that all personnel shall treat sexual assault victims with dignity and sensitivity. Victims will be protected through fair, conscientious, and unbiased treatment. Leaders must recognize that both genders can be sexual assault victims.

4. Effective response to sexual assault requires cooperative and coordinated efforts by multiple organizations and commands on, and sometimes off, Marine Corps installations. Furthermore, under certain circumstances, arrest/apprehension and criminal prosecution is preferred from a preventive standpoint. Therefore, all reports of sexual assault shall be thoroughly investigated to ensure appropriate action can be taken through references (c) and (d), and federal and state law.

9303. Definitions

1. Forcible Sodomy. The unnatural carnal copulation with another person of the same or opposite sex done by force and without the consent of the other person. Forcible sodomy is proscribed by Article 125 of reference (c).

2. Indecent Assault. Generally, an indecent assault is an assault of another person who is not the spouse of the offender, done with the intent to gratify the lust or sexual desires of

the offender and is prejudice to the good order and discipline of the armed forces or of a nature to bring discredit upon the armed forces. Indecent assault is proscribed by Article 134 of reference (c).

3. Rape. An act of sexual intercourse by force and without consent of the victim. The charge of rape can apply to a victim of any age and against a spouse. Rape is proscribed by Article 120 of reference (c).

4. Sexual Assault. Intentional sexual contact, characterized by the use of force, physical threat or abuse of authority, or when the victim does not or cannot consent. Sexual assault includes rape, nonconsensual sodomy (oral or anal sex), indecent assault (unwanted, inappropriate sexual contact or fondling), or attempts to commit these acts. Sexual assault can occur without regard to gender or spousal relationship or age of victim.

a. "Consent" shall not be deemed or construed to mean the failure by the victim to offer physical resistance. Consent is not given when a person uses force, threat of force, coercion or when the victim is asleep, incapacitated, or unconscious.

b. Other sex-related offenses are defined as all other sexual acts or acts in violation of reference (c) that do not meet the above definition of sexual assault, or the definition of sexual harassment as promulgated in reference (bq).

5. Victim. A person, male or female, who has suffered direct physical or emotional harm as a result of the commission of a sexual assault offense committed in violation of reference (c), or in violation of the law of another jurisdiction if any portion of the investigation is conducted primarily by the DOD components, including military members and their family members; when stationed outside the continental United States, DOD civilian employees and contractors, and their family members. When a victim is under 18 years of age, incompetent, incapacitated, or deceased, the term includes one of the following (in order of precedence): a spouse, legal guardian, parent, child sibling, another family member, or another person designated by the court or the SJA to CMC, or designee. The term "victim" does not include an individual involved in the crime as a perpetrator or accomplice, even though the individual may be one of the representatives described previously.

6. Victim Advocate. The victim advocates in the Personal Services Directorate Family Service Center (FSC) and Family

Advocacy Program (FAP) provide information, guidance and support to victims of domestic violence and sexual assault. Advocates are available 24 hours a day, 365 days a year to provide crisis intervention, safety planning, referrals to, and liaison with civilian resources, and support during medical exams and court proceedings. Victims are not required to use military victim advocates and may use victim advocates from civilian resources.

7. Victim and Witness Assistance Program (VWAP). A multi-disciplinary program to assist victims and witnesses of crime to ensure that the military criminal justice system affords crime victims and witnesses their rights, without infringing on the constitutional rights of an accused, to ensure they receive appropriate assistance. VWAP incorporates police personnel, criminal investigators, service providers, judge advocates, corrections personnel, and unit commanding officers, to assist victims and witnesses of crime through the criminal justice process.

8. Witness. As defined under VWAP, a witness is a person who has information or evidence about a crime, and provides that knowledge to a DOD component about an offense in the investigative jurisdiction of a DOD component. When the witness is a minor, that term includes a family member or legal guardian. The term does not include a defense witness or an individual involved in the crime as a perpetrator or accomplice.

9304. Procedures

1. Due to the trauma of a sexual assault, victim's reactions can be very unpredictable. Behaviors can range from hysteria, crying and rage, to laughter, calmness, and unresponsiveness. There is no one typical reaction, so MPs/police officers must be prepared for a wide range of emotions and should treat all victims with dignity and respect.

2. Dispatch/Communications Center Response

a. When a caller reports a sexual assault, communications personnel shall follow standard emergency response to include evaluating and properly prioritizing the call, securing medical assistance, inquiring about a suspect's current location, and obtaining detailed information to identify the suspect. Information about the relationship with the victim, weapon use, and history of violence shall also be obtained.

b. Dispatch/Communications Center personnel shall:

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(1) Ask whether the victim has bathed, douched, urinated, or made other physical changes, and advise against doing so.

(2) Ask the victim to use a clean jar to collect the urine, should the victim have to urinate.

(3) Let the victim know that other evidence may still be identified and recovered so the crime should still be reported even if the victim has bathed or made other physical changes.

(4) Preserve the communications tape and printout for the investigation.

(5) Explain to the caller that MPs/police officers are en route and that these questions will not delay an MP/police officer response to the caller's location.

(6) Dispatch a patrol unit and the Watch Commander to all sexual assault incidents.

(7) Immediately notify the duty criminal investigator of all sexual assaults.

(8) Notify the duty photographer, when requested by the duty criminal investigator.

(9) Notify the victim advocate and FSC. Leave a message for the FSC if an answering machine picks up the call.

(10) Make appropriate notifications per section 7200.

(11) If the initial investigation may require more than two hours, make a preliminary notification giving only known, verified information. Coordinate notifications with the CID or Investigations Branch duty criminal investigator.

3. Initial MP/Police Officer Response

a. Emergency Response. As part of the emergency response, MPs/police officers shall:

(1) Make contact with the victim as soon as possible to address safety concerns and summon emergency medical assistance, if needed.

(2) Evaluate the scene for people, vehicles, or objects involved, as well as possible threats.

(3) Relay all vital information to responding MPs/police officers and supervisors, including any possible language barriers.

(4) Secure the crime scene to ensure that evidence is not lost, changed, or contaminated.

(5) Begin a search for the suspect, when appropriate.

b. Assisting the Victim. As part of the emergency response, MPs/police officers shall:

(1) Show understanding, patience, and respect for the victim's dignity, and attempt to establish trust and rapport.

(2) Inform the victim that a MP/police officer of the same sex will be provided, if desired and available.

(3) Contact a victim advocate as soon as possible to provide assistance throughout the reporting and investigative process.

(4) Supply victims of sexual assault with the local rape/sexual assault hotline number or the Rape, Abuse, and Incest National Network (RAINN) Hotline, 1-800-656-HOPE. Operators at this hotline connect the caller with the rape crisis center closest to the victim's location.

(5) Clearly explain the criminal investigators role and limit the preliminary interview so that the victim is not asked the same questions by a criminal investigator.

(6) Be aware that a victim of sexual assault may bond with the first responding MP/police officer. It is important to explain the role of the different members of the sexual assault response team and help with transitions through introductions.

(7) Record observations of the crime scene, including the demeanor of the suspect and victim, and document any injuries or disheveled clothing.

c. Sexual assault investigations typically include both a preliminary and subsequent in-depth interview with the victim. Responding MPs/police officers may conduct the initial

preliminary interview and criminal investigators normally conduct in-depth interviews. The preliminary interview is intended to establish whether a crime has occurred. In the initial response, the MP/police officer shall first establish the elements of crimes and identify any and all witnesses, suspects, evidence, and crime scenes. The MP/police officer must understand that the preliminary interview is not intended to be a comprehensive or final interview. Prior to conducting the preliminary interview, MPs/police officers shall obtain approval from the Dispatch/Communications Center or Watch Commander.

d. Victim Interview Protocol

(1) Based on the length of time between the assault and report of the crime and the individual's personal history, the victim may be in crisis and experiencing posttraumatic stress disorder or rape trauma syndrome and exhibiting a range of behaviors that will likely change over time.

(2) The victim's response to the trauma of a sexual assault is extremely unpredictable and shall not be used in any way to measure credibility. When drugs or alcohol are involved, the victim may have limited recollection or may be unable to give a complete account of the crime. Not knowing the details of what happened may exacerbate the trauma experienced by the victim.

(3) Interviews shall be conducted promptly if the victim is coherent and agrees to the interview.

(4) Prior to the initial interview, the MP/police officer shall:

(a) Interview any witnesses who might have seen or spoken with the victim before, during, or after the assault.

(b) Accommodate the victim's request for a rape crisis advocate or support person whenever possible.

(c) Take responsibility for excluding a support person, when appropriate, and offer the victim and support person an explanation.

(d) Secure a private location for the interview that is free from distractions.

(e) Express sympathy to the victim and an interest in the victim's well-being.

(f) Inform the victim of the need and importance of full disclosure of any and all recent drug or alcohol use.

(5) During the initial interview, the MP/police officer shall:

(a) Obtain contact information for the victim, including temporary accommodations.

(b) Explain the nature of the preliminary interview and the need for follow-up contacts.

(c) Ask the victim to explain what they remember and how they felt.

(d) Revisit the possibility of a victim advocate for victims who initially declined the offer.

(e) Explain that other professionals such as forensic examiners, detectives, evidence technicians, and prosecutors may have additional questions.

(6) At the conclusion of the initial interview, the MP/police officer shall:

(a) Give the victim the duty criminal investigator's contact information.

(b) Encourage the victim to contact the investigator with any additional information or evidence.

(c) Remind the victim that visible evidence of injury may appear later, and to contact the investigators for additional photographs or other documentation.

(d) Ensure that requests for victim protection orders are made where indicated.

(e) Provide written referrals for victim service organizations.

(f) Provide transportation when reasonably possible.

(g) Inform the victim about the next steps in the investigation.

e. Upon arrival of the duty criminal investigator, turn over all information and provide assistance as required.

f. Provide victims and witnesses with DD Form 2701, Initial Information for Victims and Witnesses of Crimes if necessary and not completed by the duty criminal investigator. Have the victim complete the Victim Preference Statement (see figure 9-1, page 9-18) if CID, Investigations Branch or NCIS have not assumed the investigation.

g. In cases resulting in apprehension of a military suspect, the command may issue a military protection order requiring the military member to stay away from the victim.

4. The Watch Commander shall:

a. Respond to all reported rapes/sexual assaults unless engaged in a more serious incident.

b. Ensure notifications per section 7200 are made.

c. Ensure victims and witnesses are provided with DD Form 2701, Initial Information for Victims and Witnesses of Crimes. If there is a sexual assault, ensure the victim completes the Victim Preference Statement (see figure 9-1 on page 9-18).

d. Ensure all MPs/police officers in their watch comply with this procedure.

Section 9400 - Patrol Officer's Response Procedures
(Support of Critical Incident Management/NIMS)

9401. Purpose. This section provides MPs/police officers with response procedures for support of critical incident management and NIMS.

9402. Policy

1. The NIMS provides a consistent, flexible, and adjustable national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity. The NIMS integrates existing best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines in an all-hazards context. Standardized organizational structures such as the ICS, multi-agency coordination systems, and public information systems are established, as well as requirements for processes, procedures, and systems designed to improve interoperability among jurisdictions and disciplines in various areas.

2. As discussed in section 3000, police personnel at all levels must understand the provisions of the NIMS and ICS, and their meanings, in order to efficiently and effectively manage response to incidents, work with other first/emergency responders, make appropriate notifications, and support the installation commander.

3. In an incident support/response scenario, MP/police patrol units provide the initial response to contain critical incidents. All elements of PMO/MCPD will work within their core competencies to respond to the incident and to ensure that the installation commander remains aware of the common operating picture at the incident site. Likewise, all information shall be shared, via the chain of command represented in sections 3100 and 3200, with the command element through the installation Operations Directorate (S-3, G-3, or Operations and Training), to ensure that the incident response forces at the site have a clear picture of the overall situation (as relevant to their mission oriented needs). See sections 3000 through 3300 for more details.

9403. Definitions

1. Critical Incidents. Critical incidents refer to those incidents where specialized training, equipment, and handling procedures are required due to the high potential for loss of life, property, or evidence. Examples include, but are not limited to:

- a. Hostage situations.
- b. Barricaded suspects.
- c. Bomb threats.
- d. Terrorist acts.
- e. Volatile domestic incidents.
- f. Armed robberies.

2. Disaster Response

- a. Manmade - uncontrolled violent public demonstrations (for example, riots), aircraft crashes, hazardous material spills, acts of terrorism, etc.
- b. Natural - earthquakes, hurricanes, fires, floods, etc.

9404. Procedures

1. When responding to critical incidents, patrol units may establish one or more geographically based ICPs depending on the scope and characteristics of the incident. In the ICP, a police supervisor (typically the Watch Commander, patrol supervisor, or similarly qualified MP/police officer) will direct and manage police response procedures directly at the incident site. An AC or EOC, if established/activated, provides operational and logistical support to the ICP, communicates incident command guidance (using mission type orders as a basis for operations) and coordinates installation staff requirements. The MCPV can maintain constant communication with the EOC and should be considered as the primary option for the location of the ICP.

2. During incidents requiring the establishment of an ICP, the ICS shall be used. The type of incident normally defines what organization is responsible as the IC. The IC is responsible for keeping the AC or EOC informed.

a. For incidents aboard Marine Corps installations, these procedures should be codified in local directives, but typically, for non-criminal, safety related (fire, medical response, water searches) incidents the Fire Department may be the IC; for hazard material spills, the Environmental Directorate may be the IC; and for criminal incidents, PMOs/MCPDs may be the IC. Additionally, as incidents develop, the IC may change. If no decision is made when MPs/police officers arrive on scene, or it is unclear as to what organization should be in charge, PMO/MCPD will be the IC until a decision is made to the contrary.

b. Patrol units will respond to and manage incidents with other staff elements aboard the installation, and organizations from off the installation, if required, until relieved by someone senior in the PMO/MCPD chain of command per sections 3200 and 3300. The IC is responsible for notifications to the AC or EOC, however, the senior MP/police officer in the ICP is responsible for notifying the police representative in the AC or EOC.

3. For patrol response, police supervision or IC will be as follows:

a. First MP/police officer to arrive is responsible for notifying the Dispatch/Communications Center and performs the role of MP/police supervisor or IC as appropriate.

b. Upon the arrival of a second or follow on MP(s)/police officer(s), the senior MP/police officer should be the police supervisor or IC as appropriate.

c. Upon arrival of the Watch Commander, Operations Chief, Operations Officer, he/she becomes the IC or senior MP/police officer, unless another organization is designated as IC.

4. The senior responding MP/police officer (typically the Watch Commander, patrol supervisor, or similarly qualified MP/police officer) will oversee the actions at the scene until properly relieved by a designated organizational representative who will serve as the IC. The IC is responsible for:

a. Containing the incident by establishing an inner-perimeter.

b. Establishing an ICP and activation of the ICS.

c. Isolating the incident by establishing an outer perimeter.

d. Collecting and disseminating information and intelligence.

e. Initiating basic communications with the suspects and establishing negotiations if required. See section 13900.

f. Directing available forces for the tactical resolution of the incident if required.

g. Maintaining a detailed record of actions at the scene.

h. Serving as the single point of contact for all actions relating to or in support of the incident.

i. Notification up the chain of command, based on local directives/procedures.

j. Until properly relieved, all police activities.

5. Once someone in the PMO/MCPD chain of command senior to the Watch Commander assumes responsibility as the senior MP/police officer or IC, the person assuming responsibility becomes responsible for all site police activities, overall command if designated IC, and notification up the chain of command. The procedures for notifications should be per section 7200 and as promulgated in local directives.

6. Notifications. Notification procedures should be designated per section 7200 with initial notification being made by the Dispatch/Communications Center per a notification matrix. Upon activation of an ICP, the ICP should assume responsibility for notification. The PMO/MCPD chain of command may make additional notifications as appropriate/ required.

7. The responsibility for the incident site will not be relinquished to a non-Marine Corps agency without approval of the PM/PC or installation commander.

8. Once an ICP has been established, the PM/PC, Operations Officer/Deputy Chief for Operations will be the approval authority for disestablishing an ICP when MPs/police officers are designated as IC.

Section 9500 - Patrol Officer's Crime Scene Preservation

9501. Purpose. This section provides MPs/police officers with guidelines for crime scene response, and to document, collect, package, and preserve evidence.

9502. Policy. Documentation, collection, and preservation of evidence are crucial steps in criminal investigation and often provide the basis for effective identification, documentation, prosecution, and conviction of suspects. MPs/police officers, as first responders to crimes, play critical roles in preserving crime scenes pending the arrival of CID, Investigations Branch, or NCIS.

9503. Definitions

1. Crime Scene. The location(s) at which a crime has been committed and/or where evidence of a crime is located or presumed to be located, and the site(s) of accidents and suspicious incidents where foul play or wrongful action could be involved.

2. Testimonial Evidence. Evidence collected through interviews or interrogation.

3. Real or Physical Evidence. Any material in either gross or trace quantities collected at a crime scene for examination and analysis.

9504. Procedures

1. MP/Police Officer Initial Response at a Crime Scene

a. The first responding MP/police officer or senior MP/police officer at the crime scene shall ensure that the following tasks are performed in the following order:

(1) Make a careful and limited walk-around of the crime scene first to secure the location from suspects and any potential contamination.

(2) Identify a path of entry and retrace that path when exiting.

(3) Thoroughly assess the crime scene for hazards, to include blood-borne pathogens, explosives, firearms, gasoline,

natural gas, chemicals, and other toxic substances. Relay any information on dangerous situations to communications.

(4) Take all measures reasonably possible not to disturb potential sources of evidence, such as footprints or tire marks, or cross contaminate potential sources of DNA evidence.

b. Assess the overall extent and severity of the incident; note the location of evidence in plain view and the location of weapons in particular. Assist the injured, call for medical assistance if required, and request other appropriate police backup such as a supervisor, criminal investigator, or evidence technician.

c. Where injured or ill persons are encountered, make a direct approach to the victim, assess their condition, request medical assistance, and provide emergency first aid, if feasible. Where dead bodies are encountered, do not touch or move the body, unless there is risk of losing evidence due to a fire or other situation. Only a medical doctor may declare someone is dead. Request assistance from emergency medical services and notify a criminal investigator. Retrace the path of entrance when exiting the crime scene, and document the original position of the victim(s).

d. Attempt to secure a "dying declaration" if there is a chance a victim may die.

e. Create a log to record the identities of any persons (including emergency medical technicians or other emergency service responders) who enter the crime scene. All persons, irrespective of rank, who enter the crime scene must receive approval of the MP/police officer in charge and log in.

f. Direct emergency service providers into the crime scene, ensuring that they do not contaminate any evidence. Remind medical technicians to preserve items of clothing. Record all activities and the individual's condition and position when found. Instruct medical personnel not to alter the scene beyond what is required for life-saving efforts or to clean it up.

g. If a victim or suspect is transported to a medical facility, send a MP/police officer for security, to document any comments, and to preserve clothing and related evidence.

h. Secure and separate suspects, victims, and witnesses. Take steps to prevent the movement of family, friends, or

bystanders into the crime scene by securing a perimeter, if it hasn't already been done. To secure the perimeter:

(1) Ensure the area is expansive enough to reasonably ensure that evidence of the crime will be contained and protected and identify points of entry and exit.

(2) Protect the crime scene using physical barriers (e.g., crime scene tape, rope, cones, vehicles, and personnel) or existing boundaries (e.g., doors and gates) as appropriate, and ensure that only persons with a need and right to enter the scene are permitted inside.

(3) Take appropriate steps to protect the crime scene from degradation due to weather conditions, such as rain, snow, or wind, or the intrusion of other devices, such as vehicles.

(4) Keep persons other than those directly involved in the investigation and other essential first responders outside the crime scene perimeter. Keep any pets or other animals outside the perimeter as well.

i. If injured or ill persons, firearms, or other items at the scene must be touched for safety or related reasons, put on latex or other nonporous gloves. Ensure that persons do not smoke, chew tobacco, use the telephone or bathroom at the scene, eat, drink, move any items, adjust windows, doors, or thermostats, reposition anything, or discard items.

j. The scope of crime scene processing is dictated by the seriousness of the crime and complexity of the crime scene. For crimes that do not require the assistance of a crime scene technician or criminal investigator, CID, Investigations Branch, or NCIS is not responding, or where exigent circumstances demand that immediate steps be taken to preserve evidence, first responders should be prepared to do the following:

(1) Locate and preserve items of evidence. Photograph, videotape, and/or sketch the crime scene to include measurements, where warranted and possible. Use color photographs where warranted. Diagrams should be accurately drawn, but need not be to scale.

(2) Photograph, collect and preserve evidence in plain view. Transport and submit evidence for storage or for laboratory examination.

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(3) Brief arriving supervisors and/or criminal investigators if summoned to the crime scene and provide the supervisor with any other pertinent information.

(4) Prepare the initial IR unless otherwise directed by a Watch Commander, supervisor, or criminal investigator. Record, at a minimum, information on the time of arrival, appearance and conditions upon arrival, any items at the scene that are known to have been moved, modified, or touched; personal information on witnesses, victims, suspects, and any statements or comments made; and actions taken by yourself or others at the scene.

k. Be aware of persons and vehicles in the vicinity. Record vehicle license plate numbers in close proximity to the crime scene and, where possible and appropriate, videotape or photograph same.

2. Releasing the Crime Scene, if Appropriate. Conduct a debriefing of members of the crime scene team to share information and identify priorities for follow-up investigation if required.

a. Review evidence collected, discuss preliminary findings, and identify potential forensic tests and any actions needed to complete the crime scene investigation. Complete overall measurements and photographs of the crime scene.

b. Conduct a final walk-through of the crime scene to determine if any items of evidentiary value have been overlooked and to double check for equipment or materials that may have been left behind.

c. Determine the time/date when the crime scene can be released.

d. Ensure crime scene remains properly sealed off until it is released.

Section 9600 - Conducting Field Interviews

9601. Purpose. This section establishes procedures for MPs/police officers when conducting field interviews.

9602. Policy. The field interview is an important point of contact for MPs/police officers in preventing and investigating criminal activity. Even when conducted with respect for involved citizens and in strict compliance with regulations and the law, the field interview can be perceived by some as police harassment, intimidation or discrimination. In order to maintain the effectiveness and legitimacy of this practice and to protect the safety of MPs/police officers, field interviews will be conducted in compliance with procedures set forth in this section.

9603. Definitions

1. Field Interview. The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion, for the purposes of determining the individual's identity and resolving the MP's/police officer's suspicions concerning criminal activity.

9604. Procedures

1. Justification for Conducting a Field Interview. MPs/police officers may stop individuals for the purpose of conducting a field interview only where reasonable suspicion is present. Reasonable suspicion must be more than a hunch or feeling, but need not meet the test for probable cause sufficient to make an apprehension/detention. In justifying the stop, the MP/police officer must be able to point to specific facts that, when taken together with rational inferences, reasonably warrant the stop. Such facts include, but are not limited to, the following:

a. The appearance or demeanor of an individual suggests that he or she is part of a criminal enterprise or is engaged in a criminal act.

b. The actions of a person suggest that he or she is engaged in a criminal activity.

c. The hour of day or night is inappropriate for a person's presence in the area.

d. The person's presence in a neighborhood or location is inappropriate.

e. The person is carrying a suspicious object.

f. The suspect's clothing bulges in a manner that suggests he or she is carrying a weapon.

g. The suspect is located in proximate time and place to an alleged crime.

h. The officer has knowledge of the suspect's prior criminal record or involvement in criminal activity.

i. The individual flees at the sight of a MP/police officer.

2. Procedures for Initiating a Field Interview. Based on observance of suspicious circumstances or upon information from an investigation, a MP/police officer may initiate the stop of a person if he has reasonable suspicion to do so. The following guidelines shall be followed when making an authorized stop to conduct a field interview:

a. When approaching a person, the MP/police officer shall clearly identify himself as a MP/police officer, if not in uniform, by announcing his identity and displaying departmental identification.

b. MPs/police officers shall be courteous at all times during the contact but maintain caution and vigilance for furtive movements to retrieve weapons, conceal or discard contraband, or other suspicious actions.

c. Before approaching more than one person, individual MPs/police officers should determine whether the circumstances warrant a request for backup assistance and whether the contact can and should be delayed until such assistance arrives.

d. MPs/police officers shall confine their questions to those concerning the person's identity, place of residence, and other inquiries necessary to resolve the MP's/police officer's suspicions. In no instance shall a MP/police officer detain a person longer than is reasonably necessary to make these limited inquiries to resolve suspicions.

e. MPs/police officers are not required to give suspects Article 31 or Miranda warnings in order to conduct field interviews unless the person is in custody and about to be interrogated. It is important for MPs/police officers to understand that if during the field interview the individual being questioned says or does something that leads the MP/police officer to believe the individual committed a crime, the MP/police officer must provide the Article 31 or Miranda warning before proceeding with questioning.

f. Persons are not required, nor can they be compelled, to answer any questions posed during field interviews. Failure to respond to a MP's/police officer's inquiries is not, in and of itself, sufficient grounds to make an apprehension/detention although it may provide sufficient justification for additional observation and investigation.

g. The MP/police officer will complete and turn in a field interview form (OPNAV 5580/21). To protect MPs/police officers from harassment allegations, it is imperative that the form include detailed information regarding the questions and answers, the location, the amount of time the interview took, and any information that may indicate a complaint is forthcoming.

3. Field Interviews for Juveniles

a. Follow justifications for conducting a field interview in paragraph 9604.1 above.

b. Follow procedures in paragraph 9604.2 above.

c. Parent notification and/or approval are not required.

d. Write the parent or guardian's name, address and phone number on field interview form (OPNAV 5580/21).

Section 9700 - Conducting Formal Interviews, Interrogations,
and Taking Statements for Patrol Officers

9701. Purpose. This section establishes guidelines for MPs/police officers when conducting formal interviews, interrogations, and taking statements when assigned to patrol.

9702. Policy

1. MPs/police officers assigned to patrol are the first responders. MPs/police officers will often conduct initial investigations unless the offense is a felony. MPs/police officers will normally conduct formal interviews, take statements, and conduct interrogations for misdemeanor/minor offenses since felony/major offenses will be referred to the CID, Investigations Branch, and/or NCIS.

2. Custodial interrogations of suspects and the statements and confessions that are elicited are vitally important in the preparation of criminal cases. However, to be admissible as evidence, statements and confessions must be given freely and voluntarily and with due consideration for the suspect's right to silence and right to counsel. Section 2100 covers these rights and provides detailed procedures.

9703. Definitions

1. Custody. A custodial situation exists when a MP/police officer tells a suspect that he is under apprehension or detention. A functionally equivalent situation exists when a "reasonable person" in the suspect's position would feel that his freedom of action has been restricted to the same degree as a formal apprehension/detention.

2. Interrogation. Interrogation includes direct questioning of a suspect about a crime or suspected crime, as well as any words, statements or actions by MPs/police officers that the MPs/police officers should know are reasonably likely to elicit an incriminating response from the suspect.

3. Interview. An interview is used to obtain information from a suspect, witness, or victim. Interviews can be conducted in a formal police station setting, or they can be conducted on the street or at someone's home. An interview turns into an interrogation once someone is taken into custody or there is suspicion that they have committed an offense.

4. Formal Interview. A formal interview is used to obtain information from a suspect, witness, or victim in a formal police station setting. A formal interview turns into an interrogation once someone is taken into custody or there is suspicion that they have committed an offense.

9704. Procedures

1. For serious or felony offenses, MPs/police officers shall secure the scene, render first aid, and wait for CID, Investigations Branch, or NCIS unless instructed to take designated actions by the Watch Commander/patrol supervisor.

2. Taking Statements and Conducting Formal Interviews. For offenses when CID, Investigations Branch, or NCIS do not assume investigative jurisdiction, usually minor or misdemeanor, MPs/police officers will normally take statements, conduct formal interviews and interrogations.

a. At a minimum, major or felony offenses include the following:

(1) Homicide, suicide, suspicious death, or felonies involving firearms.

(2) All sex offenses.

(3) Robbery.

(4) Arson or suspicious fires.

(5) Burglary - residential or commercial (when suspect is in custody). If no suspect is in custody, then it shall be the discretion of the Watch Commander and duty CID or Investigations Branch investigator.

(6) Violent crime, when injuries to victim(s) occur.

(7) Child abuse or neglect.

b. Taking Statements. MPs/police officers will conduct interviews after arriving on scene to determine the facts of the situation, incident, or crime. MPs/police officers must follow the guidance contained in section 2100 when dealing with suspects. During an interview, MPs/police officers should have the interviewee verbally explain what occurred and then give the interviewee appropriate guidance on writing the statement. This

guidance is important because many people do not have experience in writing statements. Simply handing a statement form to someone and asking him/her to complete it is inadequate. However, the MP/police officer must not influence the person providing the statement about the information contained therein; he/she must only ensure that the statement is logical and complete. Upon completion of the statement, the MP/police officer shall review it and ask follow-up questions to obtain a full understanding and to ensure the written statement properly reflects the details of the incident. MPs/police officers shall, at a minimum, give the following guidance on writing statements (OPNAV 5580/2, OPNAV 5580/3 and OPNAV 5580/4).

- (1) Write in chronological order.
- (2) Include who, what, when, where, why.

c. Formal Interviews. In some situations, due to the seriousness of the incident, location of the incident, weather, ages and cooperativeness, etc., MPs/police officers shall transport suspects, witnesses, and/or victims to the PMO/MCPD station to conduct formal interviews. In a formal interview, suspect statements shall be taken in accordance with procedures in section 2100. The same rules for taking statements apply to formal interviews.

3. Interrogations

a. Interrogations shall be conducted at the PMO/MCPD station.

b. In an interrogation, statements (OPNAV 5580/3 and OPNAV 5580/4) shall be taken in accordance with procedures in section 2100. The circumstances surrounding the conduct of interrogations and recording of confessions shall be fully documented. This includes, but is not necessarily limited to, the following:

- (1) Location, date, time of day and duration of interrogation.
- (2) The identities of officers or others present.
- (3) Miranda or Article 31b rights warnings given, suspect responses and waivers provided, if any.

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(4) The nature and duration of breaks in questioning to provide the suspect food, drink, use of lavatories or other purposes.

c. MPs/police officers are encouraged to use video and audio taping, if available, for purposes of recording statements and confessions in an overt or covert manner, consistent with law.

d. The Watch Commander, patrol supervisor, or other authority should decide in which cases audio or video recordings may be appropriate and whether covert or overt procedures should be used.

Section 9800 - Pursuits (Foot)

9801. Purpose. This section establishes a balance between protecting the safety of the public and MPs/police officers during pursuits on foot.

9802. Policy. Foot pursuits are potentially dangerous police actions. MP/police officer and public safety shall be the overriding consideration in determining whether a foot pursuit will be initiated or continued. Foot pursuits occur in a wide variety of circumstances. Therefore, this section provides guidance to MPs/police officers in deciding if such pursuits should be initiated/continued and the procedures for conducting those pursuits.

9803. Definitions

1. Foot Pursuit. An incident where a MP/police officer chases (on foot) a person who is evading detention or apprehension.

9804. Procedures

1. Deciding Whether to Pursue. Although it is a MP/police officer's decision to initiate a stop, it is the suspect or violator who decides to precipitate a foot pursuit by fleeing. A MP/police decision to pursue on foot shall be made with an awareness of and appreciation for the risk to which the individual MP/police officer and others will be exposed. No MP/police officer or supervisor shall be disciplined for a decision not to engage in a foot pursuit if, in the individual MP's/police officer's assessment, the risk exceeded what was reasonably acceptable under the provisions of this and related local policy and training.

a. Where necessary, a MP/police officer may pursue persons who he or she reasonably believes have committed an act that would warrant a stop, investigative detention, or arrest.

b. In deciding whether or not to initiate a pursuit, a MP/police officer shall consider the following alternatives to foot pursuit:

- (1) Containment of the area.
- (2) Canine search.
- (3) Saturation of the area with patrol personnel.

(4) Apprehension at another time and place when the MP/police officer knows the identity of the subject or has information that would allow for later apprehension.

c. In deciding whether to initiate or continue a foot pursuit, MPs/police officers shall consider the following risk factors:

- (1) Availability of backup units and other MPs/police officers to assist in chase.
- (2) Familiarity with the area.
- (3) Hostile environment, such as a known area with a high concentration of crime.
- (4) Suspect is known to be or suspected of being armed.
- (5) Pursuing more than one person.
- (6) Not in adequate physical condition to conduct a foot pursuit.
- (7) Inability to establish or maintain contact with the Dispatch/Communications Center.
- (8) Inclement weather, darkness, or reduced visibility conditions.

2. Initiating MP/Police Officer Responsibilities

a. MPs/police officers initiating foot pursuits maintain tactical responsibility for the foot pursuit unless circumstances dictate otherwise or until relieved by a supervisor. Pursuing MPs/police officers are reminded that voice transmissions while running and in other field tactical situations may be difficult to understand and often have to be repeated.

b. The MP/police officer initiating a foot pursuit shall, as soon as practical, provide the following information to the Dispatch/Communications Center:

- (1) Unit identifier.
- (2) Reason for the foot pursuit.

- (3) Location and direction of pursuit.
- (4) Number of suspects and description.
- (5) Whether or not the suspect(s) is armed.

3. Foot Pursuit Coordination

a. The primary (initiating) MP/police officer shall immediately coordinate, directly or indirectly through the Dispatch/Communications Center, with secondary MPs/police officers to establish a perimeter in the area to contain the suspect(s).

b. Generally, the primary MP/police officer shall not try to overtake the fleeing suspect but shall keep him/her in sight until sufficient manpower is available to take him into custody.

c. Assisting MPs/police officers shall immediately attempt to contain the pursued suspect. MPs/police officers shall not respond to the primary MP's/police officer's location unless the suspect has been stopped and the primary MP/police officer requests assistance to take the suspect into custody.

d. When two or more MPs/police officers are in pursuit, they shall not separate unless they remain in sight of each other and maintain communication. They shall coordinate their efforts such that the lead MP/police officer focuses on the suspect's actions while the second MP/police officer provides backup and maintains communications with the Dispatch/Communications Center and other assisting MPs/police officers.

4. Foot Pursuit Guidelines and Restrictions

a. The pursuing MP/police officer shall terminate a pursuit if so instructed by a supervisor.

b. Unless there are exigent circumstances such as an immediate threat to the safety of other MPs/police officers or civilians, MPs/police officers shall not engage in or continue a foot pursuit under the following conditions:

(1) If the individual MP/police officer believes the danger to pursuing MPs/police officers or the public outweighs the necessity for immediate apprehension.

(2) If the MP/police officer becomes aware of any unanticipated circumstances that substantially increases the risk to public safety inherent in the pursuit.

(3) While acting alone. If exigent circumstances warrant, the lone MP/police officer shall keep the suspect in sight from a safe distance and coordinate containment.

(4) Into buildings, structures, confined spaces, or into wooded or otherwise isolated areas without sufficient backup and containment of the area. The primary MP/police officer shall stand by, radio his or her location, and await the arrival of other MPs/police officers to establish a containment perimeter. At this point, the incident shall be considered a barricaded or otherwise noncompliant suspect, and law enforcement executives/supervisors officers shall consider using specialized units such as SRT, crisis response team, aerial support, or MWD/CPWD.

(5) If the MP/police officer loses possession of his firearm or side handle baton.

(6) If the suspect's identity is established or other information exists that allows for the suspect's probable apprehension at a later time and there is no immediate threat to the public or MPs/police officers.

(7) If the suspect's location is no longer known.

(8) If primary MPs/police officers lose communications with the Dispatch/ Communications Center or backup MPs/police officers is interrupted.

(9) If a MP/police officer or third party is injured during the pursuit and requires medical assistance, and there are no other police or medical personnel able to render assistance.

(10) If the MP/police officer is unsure of his or her own location or direction of travel.

c. When the pursuing MP/police officer terminates the pursuit, he/she shall notify dispatch with his/her location and request any assistance deemed necessary.

5. Watch Commander's Responsibilities. Upon becoming aware of a foot pursuit, the Watch Commander shall decide as soon as possible whether pursuit should continue.

a. The Watch Commander should allow the foot pursuit to continue if the pursuit does not violate provisions of this or related local policy, procedures, or training, and one of the following occurs:

(1) There are at least two MPs/police officers working in tandem and there is a reasonable belief that the suspect has committed an act that would permit the MPs/police officers to detain or apprehend the suspect.

(2) There is a reasonable belief that the suspect poses an immediate threat to the safety of the public or other MPs/police officers.

b. The Watch Commander shall terminate a foot pursuit at any time he or she concludes that the danger to pursuing MPs/police officers or the public outweighs the necessity for immediate apprehension of the suspect.

c. The Watch Commander shall take command and control and coordinate the foot pursuit as soon as possible.

d. As in any tactical incident, the Watch Commander does not have to be physically present to assert control over the situation.

e. Once the foot pursuit has concluded, the Watch Commander shall proceed to the ending location of the pursuit to assess the situation and control it as needed.

6. Dispatch/Communications Center Responsibilities

a. Upon being notified that a foot pursuit is in progress, Dispatch/Communications Center personnel shall immediately notify the Watch Commander or a supervisor and provide all available information.

b. Dispatch/Communications Center personnel shall carry out the following responsibilities during a foot pursuit:

(1) Receive, record, and make notifications of incoming information on the pursuit, the MPs/police officers involved, and the suspect.

(2) Control all radio communications and clear the radio channels of all non-emergency traffic.

(3) Coordinate and dispatch backup assistance and air support units (if available) under the direction of the Watch Commander or supervisor.

7. Pursuit Review. Depending on the outcome of the pursuit, a pursuit review will be conducted in compliance with the processes for administrative investigations outlined in reference (bd). LE executives at each installation are responsible for compliance to the investigative policies, and reporting requirements outlined therein, and in other applicable orders (including, but not limited to Serious Incident Reporting procedures as outlined in reference (be)).

Chapter 10

Operations Traffic, Inspections, and Vehicle Procedures

Section 10000 - Citations and Warnings

10001. Purpose. This section provides guidelines for MPs/police officers when writing and issuing citations and warnings.

10002. Policy

1. The writing of citations and warnings shall be performed professionally and courteously, for the purpose of promoting proper driving procedures and preventing dangerous behavior, while recognizing and taking steps to minimize the dangers for MPs/police officers, motorists and other users of installation roadway, and other thoroughfares within assigned patrol zones, for which MPs/police officers have the authority and jurisdiction to stop motorists. Section 10300 addresses traffic stops.

2. PMOs/MCPDs Use Two Types of Traffic Citations

a. The DD Form 1408 (Armed Forces Traffic Citation), which is adjudicated by the installation Traffic Court.

b. The DD Form 1805, replaced by CVB Form 1805, (United States District Court Violation Notice) is a citation that initiates a petty offense case in U.S. District Court. CVB Form 1805 cannot be issued to minors.

10003. Procedures

1. MPs/police officers shall issue two types of citations using the following procedures:

a. DD Form 1408 is issued for violation of installation and state traffic laws to active duty military personnel, reservists on active duty, military dependents, civilian employees, and military retirees.

b. CVB Form 1805 it is a multi-part ticket designed to provide legal notice to the defendant and to provide the court and the agency (e.g. PMO/MCPD) with necessary information for processing. The notices are printed on carbonized paper and pre-numbered for accountability. Per reference (af), CVB Form

1805 will be used to refer violations of state traffic laws made applicable to the base by reference (g) and other violations of federal law to the U.S. Magistrate.

c. MPs/police officers are afforded significant discretion on whether to issue written citations, written warnings, or verbal warnings. CVB Form 1805 will not be used for warnings.

(1) MPs/police officers may use their discretion to issue a verbal or written warning in lieu of a written citation.

(2) MPs/police officers may annotate multiple violations on DD Form 1408, but must annotate multiple violations on separate citations when using CVB Form 1805.

(3) DD Form 1408 and CVB Form 1805 will identify the state traffic code, United States Code, or Base Regulation violation.

d. Moving Violations and Improper Vehicle Documentation

(1) DD Form 1408 will be issued to active duty military personnel, reservists on active duty, military dependents, civilian employees, and military retirees.

(2) CVB Form 1805 instead of DD Form 1408 may be issued to military reservists and all civilians including military dependents, civilian employees, retired military personnel (only for personnel 18 years old or older) for the following offenses:

- (a) No valid driver's license.
- (b) No no-fault insurance.
- (c) Fraudulent use of driver's license.
- (d) Driving while license suspended or revoked.
- (e) Reckless driving.
- (f) Driving under the influence of intoxicating liquor.
- (g) Driving under the influence of drugs.
- (h) Speeding (15 mph or greater over the speed limit).

(i) Resisting an order to stop a motor vehicle.

e. Parking Violations

(1) DD Form 1408 is used for all parking violations.

(2) DD Form 1408s are used for all handicapped parking violations. Handicapped parking violations require an installation Traffic Court appearance. MPs/police officers will annotate "mandatory court" on the citation. Subsequent violations or failure to appear at the installation Traffic Court may result in a letter of debarment.

(3) Illegal parking in the commanding general or installation commander parking spaces may result in a 30 day driving suspension letter and a traffic citation.

f. Other Violations. DD Form 1408 will not be used for violations other than traffic or parking violations. CVB Form 1805 may be used for the following violations (only if the violator is 18 years old or older):

(1) Under age drinking.

(2) Resisting arrest.

(3) Trespassing.

g. Administrative Procedures

(1) Ensure the traffic court information stamp is neatly stamped on the pink copy of DD Form 1408 and explain the applicable instructions to the violator.

(2) Ensure the Central Violation Bureau's address is neatly stamped on the ivory card stock copy of CVB Form 1805 and explain in detail the applicable instructions for mailing or requesting a court appearance to the violator.

(3) Conduct traffic stops in accordance with section 10300.

(4) Issue DD Form 1408 per the following:

(a) Issue the violator the pink copy.

(b) Submit the white (original) copy to the Traffic Court Clerk or equivalent.

(c) Maintain the yellow copy for your personal records.

(5) Issue CVB Form 1805 per the following.

(a) Issue the fourth (ivory card stock) copy to the violator at the time of issuance or upon arrest, or, if not present, mail to the defendant. The ivory copy, in addition to apprising the defendant of the charges against him/her, is an envelope for mailing the forfeiture of collateral payment to the Central Violation Bureau. The back of this copy should be stamped with the servicing Central Violation Bureau address; the Traffic Court Clerk maintains a stamp for this purpose.

(b) Return the remaining copies to the PMO/MCPD Traffic Court Clerk. The Traffic Court Clerk will mail two copies to the Clerk, U.S. District Court Central Violations Bureau and file the third (pink) copy at the PMO/MCPD as a record of the violation.

2. The PMO/MCPD Traffic Court Clerk shall:

a. Ensure all DD Forms 1408 and 1805 are correct prior to filing or submission to external units.

b. Issue all suspension and letters of debarment for moving and parking violations.

c. Forward a written notice or copy of the ticket through command channels to the service member's commander for all DD Forms 1408 issued.

d. Monitor traffic citation issuance.

3. Voiding Citations

a. Only the PM/PC, Deputy PM, Deputy Chiefs of Police, Installation Traffic Magistrate, and the PMO/MCPD Traffic Court Clerk are authorized to void DD Form 1408s.

b. When extenuating circumstances dictate the need to void a DD Form 1408 once it has been written or partially written, state the precise reason on the back of the citation.

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c. Only the Special Assistant to the U.S. Attorney (SAUSA) is authorized to void CVB Form 1805s.

4. Traffic Safety Monitors. Traffic Safety Monitors may be appointed by the PM/PC for commands to enforce traffic regulations in their assigned areas. The Traffic Court Clerk shall train each individual and issue, upon completion of training, one book of DD Form 1408s. Traffic Safety Monitors, after issuing a DD form 1408, will turn-in the ticket to the Traffic Court Clerk. Traffic Safety Monitors will be issued another book of tickets after completing all the tickets in their book.

Section 10100 - Traffic Direction and Control

10101. Purpose. This section establishes guidelines for MPs/police officers when conducting traffic direction and control.

10102. Policy. Roadway obstructions, malfunctioning traffic control devices, special events, and other occurrences often restrict the normal flow of traffic. In such cases, it may be necessary to institute temporary measures for the safety of emergency personnel, possible victims, and the general public; the expeditious and efficient management of a scene; and the maintenance and/or restoration of an unobstructed flow of traffic. PMOs/MCPDs provide for the orderly flow of traffic by assisting in planning for special events, making recommendations to correct conditions that restrict the flow of traffic, and providing manual traffic direction when circumstances dictate.

10103. Procedures

1. Traffic Direction or Control

a. Traffic direction or control may be required in various situations including, but not limited to the following:

- (1) Traffic crash scenes.
- (2) Fire scenes.
- (3) Adverse weather conditions.
- (4) Damaged or malfunctioning traffic control devices.
- (5) Special events.
- (6) Man-made or natural disasters.

(7) Other events that adversely affect the orderly flow of traffic.

b. Upon the discovery or notification of conditions necessitating manual traffic direction or control, a MP/police officer shall:

- (1) Notify the Dispatch/Communications Center and request assistance, if needed.

(2) Ensure that appropriate agencies, departments or officials are notified.

(3) Ensure appropriate safety precautions are taken before directing/controlling traffic.

(4) Provide traffic direction or control.

(5) Take other action appropriate to restore the normal, orderly flow of traffic.

c. Emergency equipment on patrol cars, traffic cones, fuses, and other temporary traffic control devices may be used in situations requiring the manual direction or control of traffic. The MP/police officer in charge of the scene will direct the placement and removal of such signs or devices. The high visibility traffic vest will be worn at all times when a MP/police officer is directing or controlling traffic on the roadway.

d. Before initiating traffic direction or control, MPs/police officers should consider such variables as traffic volume and speed, the number of pedestrians present, anticipated duration of the congestion period, and the presence or absence of traffic control devices. Manual traffic control should not be used when the use of a traffic control device will alleviate the problem.

e. Bystanders and their vehicles should not be allowed to interfere with emergency operations or the flow of traffic.

f. Emergency services personnel should be encouraged not to interfere with emergency operations or unnecessarily disrupt the flow of traffic with their vehicles or operations. When traffic is adversely affected, MPs/police officers will take reasonable steps to protect the scene. Conflicts with emergency services personnel should be presented to the Watch Commander or a patrol supervisor, who will relay the information to the Operations Officer. If necessary, the Operations Officer or PM/PC will meet and confer with the affected emergency services director to resolve such conflicts.

g. Manual operation of traffic signal lights and similar automated devices will normally be confined to emergency situations, major traffic congestion, special events, or specific sites where PMO/MCPD has responsibility for the operation of those devices.

2. Prevention of Traffic Problems

a. MPs/police officers shall cooperate and assist the installation Facilities Maintenance Department in identifying traffic control device problems and notification of the problem through the Operations Division chain of command.

b. For special events needing traffic direction or control, the MP/police officer in charge will analyze traffic control needs, in conjunction with local authorities, including the following:

- (1) Ingress and egress of vehicles and pedestrians.
- (2) Parking.
- (3) Crowd control.
- (4) Public transportation.
- (5) Assignment of personnel to specific locations.
- (6) Relief of personnel assigned to traffic direction/control duties.
- (7) Temporary traffic control and parking restrictions.
- (8) Emergency vehicle access.
- (9) Communications.

c. Potentially hazardous parking situations that require corrective action by another organization should be provided to the Support Services Officer through the Operations Division chain of command. The Support Services Officer will verify the existence of the hazardous parking situations and ensure the proper organization is notified in a timely manner.

3. Procedures for the Manual Direction of Traffic

a. MPs/police officers shall comply with the following procedures when directing traffic:

- (1) Position themselves and any traffic control devices in a location that is clearly visible.

(2) In the interest of MP/police officer and public safety, MPs/police officers may not routinely park a police vehicle upon a roadway simply to protect a disabled vehicle or other property. However, a MP/police officer may park upon a roadway behind a disabled vehicle for the purpose of placing flares or other warning devices, or to assist drivers or passengers in exiting the vehicle. MPs/police officers may also park on a roadway to protect victims or warn other motorists of roadway obstructions or hazards. Any time a patrol vehicle is parked on a roadway, the emergency lights shall be activated. The patrol vehicle shall be removed as soon as practical from the roadway.

(3) Be attentive to traffic and maintain an alert and balanced stance.

b. MPs/police officers shall use the following uniform signals for traffic direction:

(1) Stopping Traffic Flow

(a) Point and look directly at the driver that is to stop until eye contact is made.

(b) Raise one hand with palm toward the driver until he stops. MPs/police officers may point with his other hand to the exact location the driver is to stop.

(c) When stopping vehicles on open, high speed highways, MPs/police officers should face the traffic to be stopped and extend both hands above their heads.

(2) Starting and Maintaining Traffic Flow

(a) Point at the driver being directed to start and make eye contact.

(b) Rotate the hand up and over the chin bending the arm at the elbow.

(3) Turns

(a) Turns will be allowed when they can be accomplished safely.

(b) Turns will be directed by pointing at the driver until eye contact is made, then pointing in the direction of the turn.

(4) Whistles may be used to supplement hand signals as follows:

(a) One long blast signals motorists to stop.

(b) Two short blasts signal motorists to proceed.

(5) Flashlight signals during darkness or times of reduced visibility are as follows:

(a) When directing traffic during times of reduced visibility, MPs/police officers should be extra cautious. The emergency lights and fuses should be utilized to warn approaching motorists of the MP's/police officer's presence. Also, MPs/police officers should be aware that being back lit by bright lights may reduce the ability of approaching motorists to see them.

(b) The red or clear flashlight baton should be used to enhance signals given with a flashlight.

(c) The beam of the flashlight may be aimed at and across the pavement in front of approaching cars as a signal to stop.

(d) The beam may be rapidly flashed in the direction of the approaching vehicle to get the driver's attention.

(e) The beam should be moved along the roadway in a small come-along arc to indicate the path on which the vehicle should proceed.

(6) Minor variations of the uniform signals used for traffic direction may be made to facilitate the flow of traffic in unusual situations.

4. Traffic Control by Private Citizens

a. In exigent circumstances, MPs/police officers may allow or request private citizens to provide assistance with traffic direction or control to safeguard lives or property.

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b. MPs/police officers who allow or request assistance from private citizens should take necessary reasonable measures to protect the safety of such citizens.

c. If a private citizen does provide traffic direction assistance, MPs/police officers will initially monitor and frequently check up to ensure the private citizen is capable and safe.

Section 10200 - Transporting Subjects

10201. Purpose. This section provides guidelines for transporting persons in the custody of MPs/police officers between points of apprehension/detention and processing at PMO/MCPD.

10202. Policy. Transporting prisoners is potentially dangerous. Therefore, when transporting prisoners take the precautions necessary to protect the lives and safety of MPs/police officers, the public, and the people in custody.

10203. Procedures

1. Vehicle Inspection. At the beginning and end of each tour of duty, all vehicles regularly used for prisoner transport shall be inspected for readiness as follows:

a. The safety screen shall be securely in place and undamaged.

b. All windows shall be intact and outer door latches in proper working order. Rear-seat door handles and window controls shall be deactivated.

c. The interior shall be thoroughly searched to ensure that no weapons or contraband have been left behind or hidden within the vehicle. Prior to placing a prisoner in the vehicle for transport, the transporting MP/police officer shall inspect the interior for weapons or contraband. The vehicle shall be searched again after the prisoner has been delivered to the detention facility or other destination.

2. Handcuffing/Use of Restraints

a. MPs/police officers shall handcuff (double-locked) all prisoners with their hands behind their back and palms facing outward.

b. The MP/police officer may handcuff the prisoner with his/her hands in front, or use other appropriate and approved restraining device(s) when the prisoner is/has one of the following:

(1) An obvious state of pregnancy.

(2) A physical handicap.

(3) Injuries that could be aggravated by standard handcuffing procedures.

c. Females shall be subject to the same handcuffing and restraint policy as males unless in an obvious state of pregnancy or otherwise exempted by this section.

d. MPs/police officers may use discretion in handcuffing young juveniles, but shall use authorized restraints necessary to control unruly or potentially violent juveniles of any age.

e. Prisoners shall not be handcuffed to any part of the vehicle during transport.

f. Additional approved restraint devices may be used to secure a prisoner who violently resists arrest or who manifests mental disorders such that he/she poses a threat to himself, MPs/police officers, or to the public.

g. MPs/police officers are prohibited from transporting prisoners who are restrained in a prone position.

3. Transport

a. Prior to transport, all prisoners shall be thoroughly searched for any weapons or contraband.

(1) A protective search should be conducted by a MP/police officer of the same sex as the prisoner. Where this is not practical, MPs/police officers shall strictly adhere to the policy on searching prisoners of the opposite sex.

(2) The transporting MP/police officer should search the prisoner regardless of searches that may or may not have been conducted by apprehending/detaining MPs/police officers.

b. Unless accompanied by a female MP/police officer, male MPs/police officers should not normally transport females in custody.

c. Females shall not be handcuffed to male arrestees and should normally be separated during transport.

d. Juveniles shall not be transported in the same area of a vehicle with adult prisoners.

e. Special precautions shall be employed when transporting high-risk prisoners. In particular:

(1) Waist chains should be employed in addition to handcuffs.

(2) Rival gang members should not be transported together.

f. Prior to initiating the transport, the MP/police officer shall provide the Dispatch/Communications Center with the following information.

(1) Apprehension/detention location and destination of transport.

(2) Time and mileage readings before and after transport.

g. The MP/police officer should use care when assisting a prisoner into the vehicle for transport.

h. Prisoners shall be transported in a manner that allows for constant visual observation. Seating of MPs/police officers and prisoners should conform to the following:

(1) Where the vehicle has a security screen but only one transporting MP/police officer, the prisoner shall be placed in the back seat on the right-hand side of the vehicle.

(2) When the vehicle is not equipped with a security screen and has only one transporting MP/police officer, the prisoner shall be placed in the right front seat.

(3) When a prisoner is being transported in a two-officer vehicle without a security screen, the prisoner shall be placed in the right rear seat. The second MP/police officer shall sit in the left rear seat behind the driver.

(4) Leg restraints shall be used when a MP/police officer believes the prisoner has a potential for violent behavior.

(5) One transporting MP/police officer should not attempt to transport more than one prisoner in a vehicle without a security barrier, but should request transport assistance.

(6) All prisoners shall be secured in the vehicle by proper use of a seat belt.

i. The physical well-being of prisoners shall be monitored during transit. Particular attention shall be directed to persons reported or suspected of being under the influence of drugs and/or alcohol or who have a history or propensity for violence.

(1) Prisoners who display or inform MPs/police officers/criminal investigators of symptoms of serious illness during transit shall be taken to the nearest emergency room for treatment.

(2) Escorting MPs/police officers/criminal investigators shall remain with the patient at all times unless relieved by other authorized personnel.

j. Potentially violent persons in custody shall be restrained at all times in the treatment facility unless such restraint would interfere with essential treatment.

k. Symptoms or notification of physical or mental illness (such as threats of suicide or psychotic behavior) shall be reported by the MP/police officer making the apprehension/detention. Any wheelchairs, crutches, prosthetic devices, and medication should be transported with, but not in the possession of, the prisoner.

l. Prisoners shall not be left unattended during transport.

m. MPs/police officers shall not engage in enforcement activities while transporting prisoners unless failure to act would risk death or serious bodily injury to another. In non-life-threatening yet serious situations, MPs/police officers should call for back-up assistance and may remain on-hand until such assistance has arrived.

n. Immediate notification of any escape shall be made to the Dispatch/Communications Center with a complete description of the fugitive, mode and direction of travel, crime, and propensity for violence, if known.

o. Transporting MPs/police officers shall complete and turn in a NAVMC 11130 (6-83) Statement of Force/Use of Detention Space (1630).

10300 - Traffic Stops

10301. Purpose. This section establishes guidelines for the safety of MPs/police officers and motorists when stopping and approaching motor vehicles.

10302. Policy. Motor vehicle stops shall be performed professionally and courteously for the purpose of promoting proper driving procedures and preventing dangerous behavior, while recognizing and taking steps to minimize the dangers for MPs/police officers, motorists and other users of installation roadway, and other thoroughfares within assigned patrol zones, for which MPs/police officers have the authority and jurisdiction to stop motorists.

10303. Definitions

1. Reasonable Suspicion. In the present context, the totality of the circumstances in each incident or situation that provides a MP/police officer with a particularized and objective basis for suspecting legal wrongdoing. The process allows MPs/police officers to draw on their own experience and specialized training to make inferences from and deductions about the cumulative information available to them. Reasonable suspicion is more than a hunch or feeling that a MP/police officer might have about an individual or circumstances. It is based on specific facts that, when taken together with rational inferences, reasonably warrant the vehicle stop.

2. Unknown Risk Stops. It is generally recognized that all motor vehicle stops involve risk. There is no such thing as a "routine" or "low risk" traffic stop. Traffic stops which are not known to be high risk stops are identified as unknown risk. These stops are potentially dangerous because MPs/police officers do not know who they are stopping, or circumstances/illegal activities which may have occurred, unbeknownst to the officer, prior to the stop. MPs/police officers must maintain tactical awareness, and apply officer safety measures when conducting unknown risk stops.

3. High Risk Stops. Also referred to as a "felony stop," high risk stops are conducted when MPs/police officers are responding to a report of a felony, and may be the result of a suspect's attempt to flee the scene of a crime. Unknown risk stops may also become high risk stops if a check for wants and warrants conducted by the Dispatch/Communications Center yields results that the suspect is wanted in connection with a felony crime.

10304. Procedures

1. Legal Basis for Stopping Motor Vehicles

a. The Fourth Amendment to the U.S. Constitution provides legal justification to MPs/police officers for stopping a motor vehicle. Without such justification, evidence of illegal activity discovered during the course of a stop may be inadmissible in court.

b. MPs/police officers are prohibited from stopping vehicles under the guise of legal authority when in fact the stop is based solely on the MP's/police officer's prejudice concerning a person's race, ethnicity, gender, or similar distinction

c. A motor vehicle may be stopped only for a period of time that is reasonable to issue a citation or conduct other legitimate police business.

d. MPs/police officers should avoid apprehensions and detentions solely for minor vehicle infractions even if permitted by law when a citation in lieu of custody is a reasonable alternative.

2. Stopping and Approaching Traffic Violators (Unknown Risk Stops). The following procedures are to be followed whenever possible. Varying conditions such as roadway construction, volume of traffic, and the urgency of making vehicle stops may require MPs/police officers to adjust these procedures to particular conditions.

a. Once an initial decision has been made to stop a motorist, the MP/police officer shall select an area that provides reasonable safety, avoiding curves, hills, heavily trafficked and poorly lit areas and roads without shoulders. When possible, the MP/police officer shall also avoid the use of private drives, business locations and areas where a large volume of spectators are likely to gather.

b. When a location has been selected for the stop, the MP/police officer shall notify the Dispatch/Communications Center of its nature-providing unit location and reason for stop, a description of the vehicle, vehicle tag number and the number of occupants prior to approaching the vehicle. At the MP's/police officer's discretion or dispatcher's request, additional information may be exchanged. The acronym "LOCAL"

may be used to assist officers in communicating information to the dispatcher:

- (1) L - State and number of license plate
- (2) O - Number of occupants
- (3) C - Color of vehicle
- (4) A - Automobile type
- (5) L - Location and reason of stop

c. At the desired location, the MP/police officer should signal the operator to stop at the far right side of the roadway or at the safest shoulder by activating the overhead emergency lights and siren as necessary.

(1) On multi-lane roads, the MP/police officer may facilitate movement to the right shoulder by gradually changing lanes behind the violator until the right side of the roadway is reached.

(2) Should the violator stop abruptly in the wrong lane or location, the MP/police officer should instruct him to move by using the appropriate hand signals or by activating the vehicle's public address system.

d. Once properly stopped, the MP/police officer should position the police vehicle about 20-30 feet behind the violator's vehicle and at a slight angle, with the front approximately two feet to the traffic side of the violator's vehicle. Police vehicles may be offset three feet to the left or right, depending on environmental conditions (shoulder width, traffic flow, weather, etc.). Any offset position should offer a buffer or safety zone for the officer from traffic and/or the suspect vehicle. Front wheels should be turned sharply to the left, to facilitate maneuver of the police vehicle into the traffic lane, as needed.

e. At night, the spotlight should not be used to direct the violator but may be used to illuminate the vehicle's interior once stopped. The police vehicle should use its low beams if high beams would blind oncoming motorists.

f. When exiting the police vehicle, the MP/police officer should be particularly alert to suspicious movements or actions

of the vehicle operator or passengers. Care should be taken in exiting the police vehicle due to traffic. Exit the police vehicle, but do not slam the door shut. This may give away the MP's/police officer's position. MPs/police officers should then face the police vehicle in order to reduce the body target area.

g. Approaching from the driver's side, the MP/police officer should be observant of the passenger compartment, check to ensure the trunk of the vehicle is closed, and stop at a point to the rear of the trailing edge of the left front door in order to communicate with the driver.

(1) Where circumstances dictate, particularly where traffic is close enough to create a potential problem, the MP/police officer may choose to approach the violator's vehicle from the right-hand side and stop at the trailing edge of the right front door.

(2) When the violator's vehicle has occupants in the rear seat, the MP/police officer should approach to a point near the leading edge of the left front door, being particularly observant of occupant movements and choosing a path that will not allow the occupants to thrust the door open against the MP/police officer.

(3) In two-patrol officer police vehicles, one of the two MPs/police officers shall be responsible for radio communications, note taking and relaying messages to the Dispatch/Communications Center. He will also act as an observer and cover for his fellow MP/police officer.

(4) A MP/police officer may order passengers out of the vehicle pending completion of the stop.

h. Prior to requesting license, registration, and proof of insurance, MP/police officer should ask where these things are located to prevent the individual from making an unexpected movement (i.e. reaching into the glove box or under the seat).

i. Non-uniformed MPs/police officers operating unmarked police vehicles with concealed emergency lights and siren shall not normally make vehicle stops for traffic violations. In situations where failure to act would create unreasonable risks of injury, death or significant property damage, such personnel shall contact the Dispatch/Communications Center to request a marked police unit to make the stop. Depending upon the urgency

of the situation, a MP/police officer may activate emergency lights and siren to make a traffic stop.

j. Non-uniformed MPs/police officers operating vehicles not equipped with emergency lights or siren shall not make motor vehicle stops unless there is imminent danger of loss of life should they fail to act. In other less urgent cases that demand attention, MPs/police officers shall contact the Dispatch/Communications Center, request that a marked police vehicle perform the stop, and assist in directing the marked unit to the subject vehicle's location.

3. Stopping an Approaching Vehicle. In cases where a motorist must be stopped from oncoming traffic, the following actions may be taken:

a. Drive the police vehicle to the extreme right portion of the roadway and, as the violator approaches, signal him to stop by using hand signals and emergency lights.

b. Because of the potential hazard involved, a MP/police officer shall not leave his vehicle when attempting to stop oncoming motorists.

c. If the subject motorist complies with the instructions, the police vehicle may then be turned around and appropriately positioned to the rear of the violator's vehicle. Should the motorist fail to comply with the MP/police officer's instructions, the MP/police officer should turn the vehicle around and pursue, stop and approach the violator in the prescribed manner.

4. Stopping a Following Vehicle. When stopping a motorist to the rear of the police vehicle, the MP/police officer should drive to the right shoulder of the road, reduce speed, allow the violator to pass and then conduct a stop in accordance with the procedures outlined above.

5. Making High-Risk Vehicle Stops. The following procedures may be employed when a MP/police officer initiating a vehicle stop has reason to believe that the occupants may be armed and dangerous:

a. When planning to stop the suspect vehicle, the MP/police officer shall notify the Dispatch/Communications Center; describe the nature or reason for the stop, provide information

on the vehicle, tag number and number of occupants, and request appropriate assistance to make the stop.

b. A MP/police officer should not individually initiate high-risk vehicle stops unless back-up units will not be available or the urgency of the situation demands immediate action.

c. After selecting an appropriate location and with adequate support units in position, the MP/police officer should signal the suspect to stop.

d. MPs/police officers should position their vehicles approximately 20-30 feet behind the suspect vehicle, in positions that will maximize opportunities for cover, minimize the possibility of cross fire, and in a manner that will illuminate the interior of the vehicle to the occupants' disadvantage.

e. The MP/police officer initiating the stop, or the MP/police officer with the best observation point, should issue verbal commands to vehicle occupants through the vehicle's public address system, if available. Only one MP/police officer shall issue commands.

f. Once the suspect vehicle has stopped, MPs/police officers should exit their vehicles quickly and assume positions of cover.

g. The MP/police officer in charge shall first identify himself and then notify the occupants that they are suspected of being involved in a serious offense, that all occupants of the vehicle are being taken into custody, and that all instructions are to be followed without hesitation or suspicious movements.

h. The operator of the suspect vehicle should be ordered in separate commands to do the following: lower his window, remove the ignition keys with his left hand, drop them on the ground, open the door from the outside, step out of the vehicle, raise his/her hands above the head, turn completely around, face away from the MPs/police officers, walk backward until commanded to stop and lie face down on the ground with hands stretched far to the sides, palms facing upward. Subsequent occupants should be similarly commanded until all are in position to be handcuffed and searched. Other tactical decisions may be more appropriate in controlling the subject(s); the aforementioned is merely an example of one way to tactically control the subject(s), placing

MP/police officer safety at the paramount. The contact MP/police officer should assess the tactical situation, and control the subject keeping the principles of defensive tactics, and the current use of force policy in mind (chapter 6 applies).

i. With appropriate cover, MPs/police officers should then approach the suspect vehicle to inspect the passenger compartment and trunk.

6. Stopping Oversize and Overweight Vehicles. In the event a MP/police officer needs to stop commercial and similar oversize or overweight vehicles, the following procedures should be followed:

a. Select a location for the stop that provides enough room for the vehicle and sufficient stability to support the vehicle's weight, and allow the operator sufficient time and distance to make the stop.

b. Approach the cab from the rear, using the driver's outside mirror to observe the driver and activity in the cab.

c. Never climb onto the vehicle to make contact with the operator. Maintain a position to the rear of the driver's door and ask him to exit the vehicle, if and when necessary.

7. Motorcycles. Motorcycles, riders and passengers can pose additional threats to MPs/police officers. Additional steps should be taken to ensure officer safety.

a. Instruct violator(s) to get off his/her motorcycle on the right side.

b. Have violator(s) and passenger(s) remove and leave helmets near motorcycle(s). Whether or not someone is wearing a helmet, it can be used as a weapon.

c. Maintain a position near the police car (right front area) and have violator(s) walk back to the vehicle.

d. Be observant for hidden weapons:

(1) In handlebars.

(2) In saddle bags.

(3) Under seat(s).

8. Communication During Traffic Stops. Most people form their perceptions of the police based on brief encounters with MPs/police officers during stops for traffic violations. Therefore, MPs/police officers should adopt a customer service and educational approach when dealing with otherwise law-abiding members of the public who have violated traffic laws. This approach includes the following measures:

a. Introduce yourself and the PMO/MCPD that you work for. Request the driver provide his/her driver's license, vehicle registration, proof of insurance, and military ID (if applicable). Once these documents are obtained, specify the reason for making the vehicle stop.

b. Be courteous and respectful.

c. Use command presence as compared to an aggressive or condescending approach, tone of voice, or facial expressions.

d. Provide the violator with any information deemed appropriate to educate rather than lecture them about the infraction.

e. Be positive and friendly but not familiar and avoid the use of language that provokes guilt, hostility, fear, or intimidation.

f. When dealing with motorists who become troublesome, uncooperative, or argumentative, maintain an "information mode" by using a calm, friendly, and assertive voice in which only information is provided.

9. Issuing Citations

a. When issuing citations (DD Forms 1805, or 1408 as applicable; see section 10000 for more details), conducting roadside sobriety tests or conversing with the violator, the MP/police officer and other parties shall be positioned to the side of the road, clear of the motor vehicles. At no time shall the MP/police officer or others stand in front of, between or behind the stopped vehicles.

b. MPs/police officers should not apprehend or detain operators of motor vehicles for traffic violations in which a citation is authorized unless special circumstances exist or there is probable cause to believe that a more serious offense has been or is about to be committed.

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c. During the stop, the violator should remain in his motor vehicle while the MP/police officer writes the citation or conducts other business. Violators should not be permitted to sit in police vehicles while citations are being prepared or other police business is being conducted.

d. When preparing citations, the MP/police officer should position paperwork and related materials in a manner that allow him to maintain watch over actions of the violator and other occupants.

10. Drunk driving, driving under the influence (DUI), driving while impaired/intoxicated (DWI). PMs/CPs shall establish local procedures for drunk drivers, DUI, and DWI incidents per reference (af) and local/state laws. Breath testing devices must be approved by the National Highway Traffic Safety Administration (NHTSA) per reference (af). Per the NHTSA, three standard field sobriety tests (FSTs) are Horizontal gaze nystagmus (HGN), walk and turn, and one-leg stand. Other FSTs may be used if authorized by state law.

Section 10400 - Pursuits (Vehicle)

10401. Purpose. This section establishes PMO/MCPD guidelines for vehicle pursuits.

10402. Policy

1. Pursuits of suspected or known violators of the law can expose innocent citizens, MPs/police officers, and the fleeing violators to the risk of serious injury or death. The primary purpose of this section is to provide MPs/police officers guidance in balancing the safety of the public and themselves against the duty to apprehend or detain violators of the law. Another purpose of this section is to reduce and minimize the potential for pursuit related accidents. Vehicular pursuits require MPs/police officers to exhibit a high degree of common sense and sound judgment. MPs/police officers must not forget that the immediate apprehension or detention of a suspect is generally not more important than the safety of innocent motorists and MPs/police officers.

2. Deciding whether to pursue a motor vehicle is a critical decision that must be made quickly and under difficult and unpredictable circumstances. In recognizing the potential risk to public safety created by vehicular pursuits, no MP/police officer or supervisor shall be disciplined for deciding not to engage in a vehicular pursuit because of the risks involved. This includes circumstances where this section would permit the initiation or continuation of the pursuit. Vehicular pursuit situations are not always predictable and decisions made pursuant to this section will be evaluated according to the totality of the circumstances reasonably available at the time of the pursuit.

3. MPs/police officers must remember that the most important factors to the successful conclusion of a pursuit are proper self-discipline and sound professional judgment. MP/police officer conduct during the course of a pursuit must be objectively reasonable; that is, what a reasonable person would/should do under the circumstances. An overriding desire to apprehend a fleeing suspect at all costs has no place in professional law enforcement.

10403. Definitions

1. Vehicular Pursuit. An active attempt by a MP/police officer in an AEV to apprehend fleeing suspects who are attempting to avoid apprehension through evasive tactics.
2. Authorized Emergency Vehicle (AEV). A vehicle equipped with operable emergency equipment, as designated by applicable directives/laws.
3. Primary Unit. The patrol unit that initiates a pursuit or any unit that assumes control of the pursuit.
4. Secondary Unit. Any authorized patrol vehicle that becomes involved as a backup to the primary unit and follows the primary unit at a safe distance.
5. Failure to Yield. Refers to the actions of a vehicle operator who fails to stop or respond to the emergency light(s) and siren of a police vehicle. Generally, the vehicle operator continues to travel forward at or below the speed limit, observes applicable rules of the road, and does not change the direction of travel in an evasive manner.
6. Minor Traffic Violation. A minor traffic violation defined against the backdrop of the necessity for a pursuit shall include all traffic offenses except driving under the influence and reckless driving.

10404. Procedures

1. Pursuit

a. When a traffic stop is attempted and the subject, through evasive tactics, avoids apprehension, the decision to respond to the subject's tactics must be based on the MP's/police officer's conclusion that the immediate danger to the public created by the pursuit is less than the immediate or potential danger to the public should the suspect remain at large.

b. While making a determination to begin/call off a pursuit, MPs/police officers and Watch Commanders must consider whether the pursuit would be considered reasonable in light of the consequences of property damage, serious injury, or death.

c. MPs/police officers in marked patrol units may become involved in a vehicular pursuit when all of the following criteria are met:

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(1) The suspect exhibits the intention to avoid apprehension/detention by using a vehicle to flee for an alleged crime that would normally require a full custody apprehension or detention.

(2) The suspect, if not pursued, presents an imminent danger to human life or is likely to cause serious injury to others.

(3) When the immediate apprehension/detention of the suspect creates less risk or danger than the risk of danger created by the pursuit.

d. Unmarked patrol vehicles may only become involved in a vehicle pursuit if the pursuing MP/police officer can clearly articulate probable cause that the pursuit is a last resort to prevent the escape of a dangerous felon, who, if not captured would present a serious threat to the lives of others. The unmarked vehicle will terminate involvement in the pursuit when a marked vehicle arrives to take over the pursuit.

e. The pursuing MP/police officer shall consider the following factors in determining whether to initiate pursuit:

(1) The performance capabilities of the pursuit vehicle compared to the suspect vehicle.

(2) The condition of the road surface upon which the pursuit is being conducted.

(3) The amount of vehicular and pedestrian traffic in the area.

(4) Weather conditions.

(5) Personal driving ability and training.

(6) The perceived driving abilities of the pursued subject.

f. A MP/police officer will not become involved in a pursuit if the suspect is known to be a juvenile, unless it is known and can be supported that the juvenile presents a significant danger to human life if allowed to flee.

g. Pursuit to apprehend a subject based solely on the subject's failure to yield pursuant to an attempted traffic stop for a minor traffic violation is prohibited.

2. Pursuit MP/Police Officer Responsibilities

a. A MP/police officer who becomes involved in a pursuit shall immediately inform the Watch Commander of the reasons supporting the decision to become involved in a pursuit.

b. After receiving approval from the Watch Commander to pursue, the pursuing MP/police officer shall immediately notify the Dispatch/Communications Center that a pursuit is underway. The MP/police officer shall provide the Dispatch/Communications Center with the following information:

(1) Unit identification.

(2) Location, speed and direction of travel of the fleeing vehicle.

(3) Type of vehicle being pursued (muscle car, compact, sedan, coupe, motorcycle).

(4) Description and license plate number, if known, of the fleeing vehicle.

(5) Number of occupants in the fleeing vehicle and descriptions, where possible.

(6) The environment in which the chase is taking place (road and weather conditions).

(7) The driving behavior of the pursued subject.

(8) Reasons supporting the decision to pursue.

c. MPs/police officers must rely on what they know, not what they think or sense. Risks during a pursuit can only be justified by what is known.

d. Failure to provide the above information to the Dispatch/Communications Center may result in an immediate decision by the Watch Commander to order termination of the pursuit.

e. The primary pursuit unit shall reduce the level of pursuit to that of support or backup unit when another vehicle has been assigned primary pursuit responsibility.

f. Any primary or backup unit sustaining damage, or the malfunction of essential vehicular equipment during pursuit, shall terminate the pursuit immediately. The unit shall notify the Dispatch/Communications Center so that another unit may be assigned to the pursuit.

g. The primary pursuit MP/police officer will complete a written statement as a supplement to the IR.

3. Secondary Unit's Responsibilities

a. Units will not respond as back-up or secondary units to a pursuit until directed to do so by the Watch Commander or Dispatch/Communications Center. The Watch Commander will make the decision to assign a secondary unit based on the location of the nearest unit to the pursuit.

b. The secondary unit will assume radio communications responsibility, allowing the primary unit to devote full attention to driving.

c. The secondary unit will maintain a safe distance behind the primary unit.

d. If the primary unit becomes disabled, the secondary unit will become the primary unit.

e. Complete a supplement report documenting participation in pursuit.

4. Dispatch/Communications Center Responsibilities

a. Upon notification that a pursuit is in progress, Dispatch/Communications Center personnel shall keep the Watch Commander advised on any additional information received.

b. Dispatch/Communications Center personnel shall carry out the following activities and responsibilities during the pursuit:

(1) Receive and record all incoming information on the pursuit and the pursued vehicle.

(2) Control all radio communications and clear the radio channels of all non-emergency calls.

(3) Obtain criminal records and vehicle checks of the suspects.

(4) Coordinate and dispatch backup assistance under the direction of the Watch Commander.

(5) Notify available medical response units to be prepared to respond in case the pursuit results in an accident involving injuries.

(6) Notify neighboring jurisdictions when the pursuit may extend into their locality.

(7) Immediately preserve the dispatch tape, using proper evidence custody procedures, for after action analysis and administrative review.

5. Watch Commander's Responsibilities. In permitting a pursuit to progress, the Watch Commander shall conclude that the immediate danger to the public created by the pursuit is less than the immediate or potential danger to the public should the suspect being pursued remain at large. Such a decision must be based on information supplied by the pursuing officer, Dispatch/Communications Center, if applicable, and criteria outlined in this section.

a. Upon notification that a vehicular pursuit incident is in progress, the Watch Commander shall assume responsibility for the approval, monitoring and control of the pursuit.

b. The Watch Commander shall continuously review the incoming data to determine whether the pursuit should be continued or terminated.

c. In controlling the pursuit incident, the Watch Commander shall be responsible for coordination of the pursuit as follows:

(1) Directing pursuit vehicles into or out of the pursuit.

(2) Re-designation of primary, support or other backup vehicle responsibilities.

(3) Approval or disapproval and coordination of pursuit tactics.

(4) Approval or disapproval to leave jurisdiction to continue pursuit.

(5) Approval or disapproval of the use of vehicle disabling devices, such as spikes, to bring the pursuant vehicle to a halt.

(6) The Watch Commander shall prepare a comprehensive report of the pursuit and attach it as a supplement to the IR.

d. The Watch Commander may approve and assign additional backup vehicles to assist the primary and backup pursuit vehicle based on an analysis of:

(1) The nature of the offense for which the pursuit was initiated.

(2) The number of suspects and any known propensity for violence.

(3) The number of MPs/police officers in the pursuit vehicles.

(4) Any damage or injuries to the assigned primary and backup vehicle or MPs/police officers.

(5) The number of MPs/police officers necessary to make an apprehension or detention at the conclusion of the pursuit.

(6) Any other clear and articulable facts that would warrant the increased hazards caused by numerous pursuit vehicles.

6. Traffic Regulations During Pursuit

a. Each unit authorized to engage in vehicular pursuit shall be required to activate headlights and all emergency vehicle equipment prior to beginning pursuit.

b. MPs/police officers engaged in pursuit shall, at all times, drive in a manner exercising reasonable care for the safety of themselves and all other persons and property within the pursuit area.

c. MPs/police officers are permitted to suspend conformance with normal traffic regulations during pursuit as long as reasonable care is used, and the maneuver is reasonably necessary to maintain contact or gain control of the suspect.

7. Pursuit Tactics

a. Unless expressly authorized by a Watch Commander, pursuit shall be limited to the assigned primary and one backup vehicle. MPs/police officers are not otherwise permitted to join the pursuit team or follow the pursuit on parallel streets.

b. MPs/police officers may not intentionally use their vehicles to bump or ram the suspect's vehicle off the road or use vehicles as road blocks in order to force a vehicle to stop.

c. All intervention tactics short of deadly force such as spike strips, low speed tactical intervention techniques, and low speed channeling (with appropriate advance warning) should be used when it is possible to do so in safety and when the MPs/police officers utilizing them have received appropriate training in their use.

d. Decisions to discharge firearms at or from a moving vehicle, shall be governed by chapter 6, use of force, and reference (ac). The use of firearms to disable a pursued vehicle is not generally an effective tactic and involves all the dangers associated with discharging firearms. MPs/police officers should not utilize firearms during a pursuit unless the conditions and circumstances dictate that such that deadly force would be authorized under chapter 6, use of force, and reference (ac).

e. Once the pursued vehicle is stopped, MPs/police officers shall utilize appropriate safety tactics and shall be aware of the necessity to utilize only reasonable and necessary force to take suspects into custody.

8. Termination of Pursuit

a. A decision to terminate pursuit may be the most rational means of preserving the lives and property of both the public and the MPs/police officers and suspects engaged in pursuit. Pursuits may be terminated by the pursuing MP/police officer, on order of the Watch Commander, Operations Chief, Operations Officer, Deputy PM/PC, Provost Sergeant or PM/PC.

b. Pursuit shall be immediately terminated in any of the following circumstances:

(1) Weather or traffic conditions substantially increase the danger of pursuit beyond the worth of apprehending the suspect.

(2) The distance between the pursuit and fleeing vehicles is so great that further pursuit is futile.

(3) The danger posed by continued pursuit to the public, MPs/police officers, or the suspect is greater than the value of apprehending the suspect(s).

(4) The pursuing MP/police officer shall relay this information to the Dispatch/ Communications Center along with any further information which may assist in an apprehension or detention at a later date.

9. Loss of Pursued Vehicle. When the pursued vehicle is lost, the primary unit should broadcast pertinent information to assist other units in locating suspects. The primary unit will be responsible for coordinating any further search, in coordination with the Watch Commander, for either the pursued vehicle or suspects fleeing on foot (for more information on foot pursuits, refer to section 9800).

10. Inter-Jurisdictional Pursuits

a. Out of Jurisdiction

(1) When it is apparent that a pursuit is likely to leave the installation, the pursuing MP/police officer must receive permission from the Watch Commander to continue the pursuit. Off installation pursuits will only be authorized in exigent circumstances, and are subject to the rules and restrictions articulated in MOUs/MOAs with local civilian agencies. For more information, see section 2100, and seek guidance from the installation SJA via the chain of command. At the time of the incident, the Watch Commander may contact the installation SAUSA to seek guidance prior to authorizing pursuit off the installation. The Watch Commander will take into consideration distance traveled, unfamiliarity with the area, and other pertinent facts in determining whether to authorize the pursuit off the installation. If approved, the Watch Commander will instruct the Dispatch/Communications Center to

advise jurisdictional entities of the pursuit, the direction of travel, vehicle description, and the reason for the pursuit.

(2) The primary and secondary units originally involved will discontinue the pursuit when advised that another agency has assumed the pursuit and military law enforcement assistance is no longer needed. Upon discontinuing the pursuit, the primary unit may proceed, in a non-law enforcement capacity, upon request of the civilian agency to the termination point to provide a statement to the arresting officer (provisions of reference (i) apply, see sections 2000 and 2100). Such requests for statements will be authorized by the Watch Commander, in consultation with the PMO/MCPD chain of command and installation SAUSA.

b. In to Jurisdiction

(1) Applicable to installations that include public access roads or non-exclusive legislative jurisdiction areas accessible to the general public without entry through access control points, MPs/police officers will not participate as a pursuit vehicle in any pursuit by another agency entering into the installation in these non-exclusive areas, without the approval of the Watch Commander. The Watch Commander, prior to giving approval, must have adequate information to determine that the pursuit is justified based on the criteria as set forth in this section.

(2) Notification of a pursuit in progress should not be construed as a request to join the pursuit. Requests to or from another agency to assume a pursuit should be specific. Whether the Watch Commander authorizes participation in the pursuit or not, the other agency will be allowed to continue their pursuit in an unimpeded manner within concurrent and proprietary areas.

11. Pursuit Review. A pursuit review will be conducted conforming with the processes for administrative investigations outlined in reference (bd). LE executives at each installation are responsible for compliance with the investigative policies, and reporting requirements outlined therein, and in other applicable orders, including, but not limited to, Serious Incident Reporting procedures as outlined in reference (be).

Section 10500 - Use of Emergency Vehicles
and Unmarked Patrol Vehicles

10501. Purpose. This section establishes PMO/MCPD guidelines for the use of emergency vehicles in patrol functions.

10502. Policy.

1. Emergency vehicles shall be distinctly marked per section 5500. Criminal investigations, low profile and administrative vehicles need not be marked. Emergency vehicle response will be authorized only in those situations set forth in this section and only when the safety of everyone involved has been considered.

2. Emergency vehicle response is necessary in two types of situations:

a. When there is a need to have MPs/police officers at the scene of a serious incident faster than they could arrive without emergency procedures.

b. When it is necessary to pursue an individual suspected of violating the law.

10503. Definitions. Emergency response is the rapid movement of police vehicles in reaction to a serious incident. Emergency vehicle response generally involves the following factors:

1. The use of flashing or steady burning warning lights on the authorized emergency vehicle (AEV). Four-way emergency flashers will not be used except as intended by the manufacturer.

2. The use of an audible siren on the AEV.

3. Operation of the AEV in excess of posted speed limits.

4. Violation of certain traffic regulations by the AEV.

10504. Procedures

1. Emergency Situations. The following are considered to be emergency situations during which MPs/police officers may be authorized emergency vehicle response. MPs/police officers shall request permission from the Dispatch/Communications Center unless the exigent circumstances require immediate emergency response.

- a. Incidents of a felonious nature and possibly life-threatening.
- b. "Military police/police officer needs help" calls where MPs/police officers are in immediate danger.
- c. Calls of "shot fired, man with a gun, person screaming," or other trouble calls where there is a reasonable belief that life is in danger.
- d. When responding to the scene of a major crime or incident when it is believed that normal response would substantially jeopardize law enforcement or investigative action.
- e. When responding to a traffic accident where injuries have been reported.
- f. When responding to a traffic accident where the extent of injuries is unknown, but there is a reasonable belief that persons could be injured.
- g. When responding to other accidents; i.e., industrial, aircraft, under conditions similar to subparagraphs e and f above.
- h. When directed to establish roadblocks in connection with emergency aircraft landings and other serious incidents.
- i. When responding to medical emergencies prior to the arrival of medical personnel.
- j. When responding to fires or other emergencies prior to the arrival of Fire Department personnel.
- k. When emergency law enforcement response is requested by Fire Department or medical personnel.
- l. When transporting injured persons in the absence of medical assistance.
- m. When necessary to apprehend person(s) suspected of a felony.
- n. When in pursuit of a vehicle under the conditions detailed in section 10400.

o. During protective service details when it is necessary to transport the protected person rapidly for safety.

p. During other situations when, in the judgment of police supervisors, such response is justified.

2. Use of Emergency Vehicle Equipment. The emergency equipment installed on AEVs may be used in certain non-emergency situations. Examples are:

a. The use of warning lights, blue/red lights and siren to stop a traffic violator and issue a violation notice.

b. The use of the vehicle's warning lights, blue/red lights for traffic control or as a hazard warning for traffic stops, accidents, construction, disabled vehicles, etc.

c. The use of the vehicle's warning lights, blue/red lights for funeral escorts, hazardous material escorts, or for access to aircraft flight lines.

3. Emergency escorts are prohibited. The use of an AEV to lead a non-emergency vehicle on the roadway under emergency conditions is prohibited. This situation often occurs when a motorist is transporting a sick or injured person and seeks assistance. MPs/police officers have the choice of: calling for medical assistance at the scene, transporting the person in the AEV, or providing a non-emergency escort.

4. On duty MPs/police officer may use emergency vehicles for subsistence. Sometimes MPs/police officers in a duty status need to stop at dining facilities, the installation Marine Corps Exchange, 7-day stores, etc. PMs/CPs shall establish in writing those areas where on-duty MPs/police officers may make an expedient stop for this purpose.

5. Persons initiating the emergency movement of any AEV will immediately broadcast that fact, as soon as possible, and indicate the location and direction of travel.

6. The Watch Commander or the Dispatch/Communications Center may alter the emergency response of a patrol unit. Some of the factors which should be considered in making this decision are:

a. Will an emergency response significantly expedite the patrol unit's response time?

b. Will an emergency response alleviate a hazard to victim(s) at the scene of an incident?

c. What is the likelihood that an emergency response will precipitate a hostage situation or other hazardous act(s) by the suspect(s) (e.g., robbery in progress)?

7. Responding patrolman may request the initiation or discontinuance of an emergency response to the Watch Commander or Dispatch/Communications Center if deemed necessary and, if no reply is received from a supervisor, may alter the response, taking into account the factors specified above.

8. Violations of Traffic Laws

a. Personnel operating emergency vehicles must do so at a safe speed. A safe speed is the speed at which the driver of an AEV can bring the vehicle to a stop, avoiding a collision with any vehicle or pedestrian who may fail to heed the emergency warning devices.

b. MPs/police officers may be required to violate traffic regulations while operating an AEV. Proceeding through red lights, stop signs, and uncontrolled intersections must be accomplished with utmost caution. AEV operators may also be required to exceed the posted speed limits, provided that they do not exceed the safe operating speed.

c. Even though there are situations in which MPs/police officers may exceed the posted speed limit, good judgment and operation of vehicles in a manner appropriate for existing conditions is required. MPs/police officers are responsible for any negligent or reckless operation of emergency vehicles.

d. High speed pursuits are addressed in section 10400.

9. Road Block Procedures

a. The use of "moving/rolling" road blocks is prohibited.

b. The use of road blocks at entry and exit points of an installation should only be used when the fleeing vehicle could cause serious harm to the public. Ramming a suspect vehicle by police vehicles is prohibited.

c. Any road blocks, particularly those in congested areas such as gates, should leave an escape route.

d. The use of tire flattening devices is authorized.

Section 10600 - Vehicle Inspections
(Random Vehicle Inspections, Command Authorized Vehicle
Inspections)

10601. Purpose. This section establishes guidelines and limitations concerning vehicle inspections aboard Marine Corps installations.

10602. Policy

1. Command authorized vehicle inspections are an effective tool for the installation commander to deter the theft of government property, the introduction of contraband onto the installation, and to detect illegal activity. When authorized, inspections will be conducted in accordance with reference (d) and local policies. Inspections may be held anywhere aboard the installation as approved by the installation commander.

Inspections must:

a. Be scheduled in advance and approved by the installation commander.

b. Be coordinated with the installation SJA to ensure strict compliance with a structured random inspection pattern.

2. To enhance the overall effectiveness of a given FPCON, installation commanders develop and implement random antiterrorism measures (RAM) programs, including random vehicle inspections, as an integral part of their AT program. RAM programs offer commanders an alternative to full implementation of higher FPCON measures when terrorist threat estimates suggest that lower FPCONs may not be adequate in view of the risk, vulnerability, and criticality of DOD assets at the installation. Advantages of implementing RAMs include, but are not limited to:

a. Variation in security routines makes it more difficult for terrorists to target important assets, build detailed descriptions of significant routines, or predict activities by a specific asset or within a targeted facility or installation.

b. Increased AT awareness for DOD personnel, their dependents, visitors, and neighbors.

c. Increased alertness among law enforcement, security, and base or facility personnel.

d. Reduced adverse operational effects and unplanned economic costs when enhanced AT measures must be maintained for extended periods.

10603. Definitions

1. Random Antiterrorism Measures (RAMs). RAMs are used to randomly implement measures from higher FPCONs, command developed measures, or locally developed site-specific measures to supplement or enhance security measures or FPCONs already in place, in order to alter the installation or facility security signature by introducing uncertainty for planners and organizers of terrorist attacks. For installations, random vehicle inspections are a type of RAM conducted at installation exterior entry/exit gates. Commercial vehicle inspections may also be part of RAM when not required to be implemented by FPCON measure.

2. Command Authorized Vehicle Inspections. Command authorized vehicle inspections are vehicle inspections specifically authorized in writing by the installation commander. These inspections may be conducted at any location on the installation.

10604. Procedures

1. In accordance with the provisions of reference (ai) and (w), the PM/PC shall use vehicle inspections (command authorized and RAM) to enhance the safety and security of the installation. These inspections shall be coordinated with the installation SJA, installation Antiterrorism Officer and approved by the installation commander. These vehicle inspections should include commercial vehicles as well, either as part of other vehicle inspections or separately.

2. Operations Officers/Deputy Chiefs of Police for Operations shall assign personnel and assets to conduct random vehicle inspections at times/dates as directed and per this section.

3. Inspection teams shall:

a. Include MWDs/CPWDs when available. Prior to assignment, MWD/CPWD teams will be trained to inspect all types and sizes of vehicles. Ensure the proper conduct of vehicle inspections and proper completion of any citations, reports or apprehensions/detentions resulting from those inspections.

b. Report to the designated inspection location and prepare for the inspection prior to the designated inspection time.

c. Establish cone patterns depending upon the location of the inspection. Cones should be set up to properly funnel traffic and provide for the safety of the inspection personnel and motorists.

d. When the inspection location is at a gate, mount "Identification Check In Progress" signs on the provided posts. Ensure drivers can see the signs whether inbound or outbound.

e. Upon commencing the inspection, direct enough cars to fill each stall and every stall that becomes available thereafter until the inspection ends or as directed.

f. Greet drivers and notify them of the installation commander's administrative vehicle inspection. Ask drivers to state their name, rank (if applicable), unit (address, if civilian), and destination. Observe driver's speech, movements and actions, noting any indicators of alcohol or other drug impairment.

g. Instruct drivers to turn off engine and produce a valid driver's license, valid state registration, proof of insurance, and safety inspection, if required. Review the paperwork for validity and accuracy. If an owner recently purchased the vehicle from a second party and has not yet registered the vehicle, check the title for proper transfer of ownership. While waiting for the required documents, visually scan the exterior and interior of the vehicle for contraband or safety violations (e.g. failure to wear a safety belt).

h. Instruct drivers and all passengers to exit the vehicle. Have a MWD/CPWD team search the vehicle. If the MWD/CPWD alerts, take appropriate actions. If available, use technology to determine what kind of narcotic has been found, and randomly use the technology on likely locations narcotics may be found.

i. Conduct a physical inspection of the vehicle interior, beginning on the passenger's side and moving clockwise. Inspect all items within the passenger compartment and trunk, including bags, boxes and other containers.

j. After completing the physical inspection, instruct the driver to assist with a safety equipment inspection by demonstrating the operability of the vehicle's headlights,

taillights, brake lights, turn signals, and horn. Document discrepancies on a DD Form 1408 Armed Forces Traffic Ticket for military/military affiliated personnel.

k. The inspection team scribe shall document the time of inspection, vehicle description and registration number, driver's name, social security number, and any noted discrepancies.

l. After completing the safety inspection, permit passengers to re-enter the vehicle and release the driver without further delay. Assist the driver to safely exit the inspection stall.

m. Call the Operations Chief/Assistant Operations Officer and/or Operations Officer as directed for any incidents involving field grade officers and E-8s or above.

n. Ensure the Dispatch/Communications Center has the following information: time, date, MWD/CPWD team, number of vehicles inspected and discrepancies in order to make the appropriate journal entry.

o. If an individual stopped during the course of the inspection is found to be in possession of classified military information (CMI), the following steps should be taken:

(1) Ensure the CMI is double-wrapped when being transported outside the command. A locked briefcase may serve as the outer cover.

(2) Ensure the CMI has not been opened en-route to the final destination and that the courier is taking the most direct route.

(3) Ensure personnel transporting CMI are in possession of a valid Courier Card (DD Form 2501) and hold a security clearance that is equal to or exceeds the classification of the material escorted (although there is no practical method to verify security clearances on-scene, the individual should still be queried as to the level of security clearance they hold).

(4) Personnel not in compliance with the above provisions are in violation of security regulations. Immediately secure the classified material and call the installation security manager. If there is inadvertent disclosure of CMI during the course of inspecting the vehicle or confiscating the material, the individual must present

themselves to the installation Security Manager's Office at the earliest opportunity for debriefing.

4. Watch Commanders or patrol supervisors shall supervise the performance and conduct of vehicle inspection teams during their watch.

5. On-duty gate sentries, when a command authorized inspection occurs at a gate, shall:

a. Require drivers of vehicles not inspected to produce a valid Armed Forces Identification (AFID) or United States Uniform Services Identification and Privilege card, or picture identification if nonmilitary, and state their name, rank (if applicable), social security number, unit (or address, if civilian), and destination. Match the driver's response against the AFID/United States Uniform Services Identification and Privilege card produced. Also observe the driver's speech, movements and actions, noting any indicators of alcohol or drug impairment.

b. Take the following action for suspected driving under the influence of alcohol or drug incidents:

(1) Apprehend and process all military/military-affiliated drivers that appear intoxicated per policy. Detain civilian drivers with no military affiliation and process per policy.

(2) Transport all suspects to PMO/MCPD and process them appropriately.

Section 10700 - Comprehensive Roadside Safety Checkpoints

10701. Purpose. This section provides PMO/MCPD operational guidelines for conducting comprehensive roadside safety checkpoints (CRSC).

10702. Policy

1. It is Marine Corps policy to promote safety for motorists using installation roadways and to provide a deterrent for those who violate federal laws, installation regulations, and state laws. The purpose of a CRSC is the deterrence of certain offenses, such as driving under the influence, and the promotion of certain safety acts, like the wearing of safety belts. The intent of a checkpoint is to increase motorists' perceived risk of detection and apprehension/ detention, to affect a greater public awareness of the problems that are targeted by the checkpoints, and to encourage compliance with regulations.

2. Any procedure used by a PMO/MCPD in conducting comprehensive CRSCs should be measured against the following considerations and priorities:

- a. Enhancement of MP/police officer and motorist safety.
- b. Avoidance of undue inconvenience to the public.
- c. The deterrent effect created by the roadside safety check.

10703. Procedures

1. PMs/CPs shall:

- a. Approve all CRSC plans.
- b. Ensure that installation SJAs, Safety Offices, and installation commanders are consulted regarding the planned operations for conducting CRSCs.

2. Operations Officers/Deputy Chiefs of Police for Operations are responsible for designating a MP/police officer to serve as the checkpoint officer in charge (OIC), ensuring completion of planning and ensuring that the checkpoint is conducted in accordance with this section.

3. The checkpoint OIC shall be responsible for preparing the CRSC plan and conducting the operations of the checkpoint.

4. The Support Services Officer will coordinate with the installation Public Affairs Office for appropriate coverage of the CRSC.

5. Selection of a Location for a CRSC

a. The PM/PC or his/her designee will approve the location and time of the CRSC, and if appropriate, submit to the installation commander for approval. The time of a CRSC shall not normally interfere with commuter rush hour traffic.

b. The location to be used as a CRSC site will meet the following minimum requirements:

(1) The frequency of traffic violations or traffic crashes should be a primary consideration in determining the general location of the checkpoint.

(2) Adequate safety and visibility for oncoming motorists.

(3) Ample room for police and subject vehicles.

(4) Availability of a secondary screening area.

(5) Freedom from business and residential driveways, alleys and intersecting streets or highways that may be impacted by the operation.

(6) Roadway and parking areas should be well-drained.

(7) Freedom from obvious hazards on the roadway.

(8) Adequate advance warning signs and sufficient lighting to ensure motorist and member safety.

6. The CRSC plan shall be completed and submitted to the PM/PC prior to the start of the CRSC.

a. At a minimum, the plan will contain the following:

(1) Purpose.

(2) Objectives.

(3) Operational time-line.

(4) Manpower requirement, including specific assignments and billet descriptions.

(5) Equipment list.

(6) Layout/diagram of site.

b. Each CRSC plan will specify the techniques to be used (e.g., seatbelt inspection, vehicle equipment inspection, sobriety inspection, motorist insurance inspection or a combination thereof). The purpose and procedures of the safety check will be uniformly applied during the operation.

c. MPs/police officers assigned to CRSCs do not have the authority to change the plan after approval by the PM/PC. MP/police officer discretion will not be used in adjusting the plan, with the exception of the OIC, who will document the reason(s) for any adjustments.

7. General CRSC Procedures

a. Close cooperation between CRSC personnel and the Dispatch/Communications Center is necessary to assure rapid reply in those cases where an inquiry is considered necessary.

b. The selection of vehicles to be stopped (for example, every vehicle, a vehicle for each empty space, every fifth, tenth or fifteenth vehicle) will be prescribed and uniformly applied during the operation.

c. At installation gates only, a driver's effort to avoid a checkpoint is not sufficient to justify the stopping of a vehicle, consequently probable cause or reasonable suspicion of criminal activity or other traffic related violations must occur in order to warrant the stopping of a vehicle. For checkpoints inside installations, MPs/police officers may stop a vehicle that is avoiding a checkpoint.

d. The CRSC OIC and all other personnel and equipment will be in the proper place and ready to proceed before the first subject vehicle is stopped.

8. Traffic Direction. At the scene of a CRSC, traffic will be directed by using the following procedures:

a. Barricade and sign placement and any necessary lane closures are to be in accordance with state, federal, local procedures and section 10100.

b. CRSCs will be conducted only when manpower is available to reasonably ensure efficient operation with MP/police officer and motorist safety in mind.

c. MPs/police officers and official vehicles will be in sufficient quantity and visibility to show the presence. The MCPV is ideal for use in CRSCs.

9. The CRSC OIC will be present on the scene to supervise operations. Should it be necessary for the CRSC OIC to leave the scene, he/she should obtain approval first, and if allowed to depart, assign another OIC.

10. It is important for MPs/police officers conducting the CRSC to be extremely courteous to motorists to minimize any inconvenience or displeasure that they may experience from this operation.

11. Inspection Procedures. The inspection procedure will be thorough but with a minimum delay to motorists:

a. Unless the driver's license or AFID/United States Uniform Services Identification and Privilege card check is a designated part of the safety check procedure, MPs/police officers should not request to see them. However, if the driver offers a license or AFID/United States Uniform Services Identification and Privilege card to a MP/police officer it may be reviewed. A driver's license that appears valid on its face will be considered as prima facie proof that the driver is in compliance with the driver licensing laws.

b. If the driver is also the owner or registrant of the vehicle, as shown by a comparison of the vehicle registration certificate with the operator's license, the MP/police officer may require the driver to display proof-of-insurance that shall include a proof-of-insurance card, a valid insurance policy, insurance policy binder or a certificate of insurance (proof-of-self insurance).

c. License plates will be inspected to determine whether they are current.

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d. A check of NCIC and DONCJIS will not be made unless the MP/police officer has reasonable grounds to believe that a violation has been or is being committed.

e. If the MP/police officer has at least reasonable suspicion that a driver is in violation of the law/regulations, the driver will be directed to a secondary screening area and appropriate enforcement action will be taken (unless the person is believed to be driving under the influence of alcohol/drugs when they will be processed without moving the vehicle). Vehicle registration and proof of insurance shall be required.

f. If a MP/police officer detects a violation or acquires probable cause to believe an offense has been committed, or observes contraband in plain sight, appropriate enforcement action will be taken.

g. MPs/police officers will listen for speech difficulties and look for any other signs that might indicate driver impairment, such as bloodshot eyes, the odor of alcoholic beverages or illicit drugs, and lack of coordination.

h. MPs/police officers should observe the vehicle for any equipment violations.

i. Traffic shall not be allowed to accumulate. If traffic congestion occurs and a delay to motorists results, vehicles should be allowed to proceed through without inspection until the congestion is cleared. All traffic congestion that results in allowing vehicles to proceed without checking shall be documented.

Section 10800 - Mobile Command Post Vehicles

10801. Purpose. This section establishes guidelines for the operation of Mobile Command Post Vehicles (MCPV).

10802. Policy. Per the provisions of the NRP and NIMS (see section 3000), installation commanders require a mobile critical incident command and control capability that allows for maximum coordination with other emergency response agencies, both on and off installations, 24 hours a day, seven days a week. MCPVs are assigned to PMOs/MCPDs.

10803. Procedures

1. The primary roles of the MCPV are law enforcement (LE) and/or emergency response coordination. The MCPV provides the installation commander, PM/PC and other designated emergency services or law enforcement personnel operating on the commander's behalf with a mobile command center that offers the following capabilities:

a. On-scene command and control facility with an independent communication center separate from daily emergency radio traffic.

b. Area to facilitate interview and interrogations.

c. Area to provide command briefs to disseminate information.

d. A command post which may be positioned in close proximity to an incident or event.

2. Special Events Coordination. In addition to the above core roles, the MCPV provides the installation commander with a mobile command center for major installation events (such as air shows, rodeos, concerts, Independence Day events, sporting events, etc.) with a centralized and highly visible LE vehicle with an on-board public address system to coordinate recovery of lost children/family members.

3. Additional Uses

a. Impaired driving enforcement and "Safe & Sober" checkpoints. The MCPV is an additional tool that may be used by the PM/PC to reduce alcohol related automobile incidents by providing a visible deterrent and promoting awareness and strict

enforcement of impaired driving regulations. The MCPV provides law enforcement personnel with a National Highway Traffic Safety Administration (NHTSA) approved breath testing device (BTD) for on-scene processing of impaired subjects.

b. Provides limited mobile dispatch capabilities. In the event of catastrophic failure of the primary Dispatch/Communications Center, the MCPV may be used as a mobile and temporary dispatch facility until primary dispatch capabilities are restored.

c. MCPV is an additional asset that can be utilized to support "drill scenarios" in support of Anti-Terrorism/Force Protection (ATFP) or NIMS. This support can provide a capability in integration into Emergency Operations Centers (EOC) and mass casualty drills. Refer to section 3000 for additional information in support of NIMS.

4. Discouraged Uses

a. The MCPV should not be used as a SRT vehicle.

b. The MCPV is designed solely as a command post vehicle and unauthorized application and use for things like storage is discouraged.

5. Registration/Licensing. All operators of the MCPV must meet federal, state, local, and installation registration and operator requirements prior to operating the MCPV on public or installation roadways.

6. Vehicle Characteristics, Capabilities, and Features. In general, the MCPV is equipped with the following:

a. Exterior halogen lighting.

b. 25 foot heavy-duty non-locking interior telescoping pneumatic mast with three cameras (pan, tilt, zoom, outdoor types).

c. Charge Coupled Device or Color-Capture Device (CCD) ultra-high performance color video camera.

d. Narrow beam, 830-nanometer illuminator.

e. Infrared illuminator.

f. One paging amplifier with four roof mounted weatherproof speakers.

g. One NHTSA approved BTB.

h. Three compartments and a driver/passenger cab area. The compartments can be separately configured for command, briefing and driver functions by two fiberglass reinforced pocket doors. Windows are fitted with black-out curtains to facilitate privacy.

i. Considerations for inclement weather storage (hail, flooding, extreme heat/cold) must be made if possible in order to provide optimal operational capability.

j. One class 3 trailer hitch for a possible 5' x 8' single axle trailer.

7. Communications. Coordination with the installation G-6 must be accomplished to meet all federal, state, local, and installation regulations governing the use, licensing, and payment for all of the below listed communication assets and to obtain numbers and frequencies from all required agencies. Additionally, the PM/PC should coordinate to obtain a Land Mobile Radio, once fielded, if applicable. Minimum communications specifications include the following:

a. Two UHF 380 - 470 MHZ radios.

b. Two VHF 138 - 176 MHZ radios.

c. One Truck UHF 800 MHZ radio.

d. One electronic telephone switching system capable of connecting three landlines, one cellular line, and two satellite lines.

e. One fax detection card.

f. Eight twelve - line speakerphone telephones with 16-digit alphanumeric LCD display.

g. One fixed wireless terminal cellular telephone.

h. Two mobile satellite telephones.

8. Computers. Maximum communications capability in an incident

response scenario requires contingency planning for both availability and inoperability of the Navy-Marine Corps Intranet (NMCI) system. Electronic communications must be available for the installation commander, and designated emergency response personnel as follows:

a. One laptop computer. This open purchase computer allows the PM/PC the flexibility to install PMO/MCPD specific software to help accomplish his/her mission.

b. The PM/PC should coordinate through the installation G-6 section to obtain two NMCI computers for the MCP.

c. One multifunction printer-fax-scanner-copier.

d. One two-way Internet satellite system receiver with secure service access.

9. All MCPV operators must be trained and fully familiar with the MCPV operations, technical specifications, and communications procedures. This will maximize its value in an incident or event scenario.

10. Training

a. Initial. The MCPV manufacturer provides service manuals and initial training upon vehicle delivery. During delivery, the manufacturer provides up to eight hours of orientation instruction on MCPV installed systems (i.e. generator start-up and shut down procedures) leveling system operation, mast operation, basic audio/video system operation, basic alarm operation, awning set up, etc.

b. Sustainment. Local operators/users must complete designated sustainment training to preclude damage and or injury during MCPV operations.

c. Driving. All MCPV operators must meet federal, state, and installation driving requirements, and demonstrate proficiency while driving the MCPV in a secure training area/environment prior to employment.

d. Dispatch/Communications Procedures. MCPV operators will maintain a proper logbook to record mileage, destination and use. All personnel operating the MCPV must also have NIMS/ICS forms on-hand, and be trained in their use. Assignment of a formally trained, full time dispatcher from the Dispatch/

Communications Center to the MCPV team is highly encouraged, when available.

11. Modifications

a. Exterior and interior modifications are discouraged and only authorized by the PM/PC to ensure warranties of the MCPV and ancillary equipment are not voided.

b. Additional electrical attachments are discouraged, and should be thoroughly researched prior to operation, as they could overload the maximum electrical output of the MCPV generator.

12. Maintenance

a. MCPV users should follow all manufacturer and installation preventive and corrective maintenance schedules. At a minimum, monthly/quarterly/annual and manufactured preventive maintenance records will be maintained by the PMO/MCPD.

b. Maintenance should be extended beyond the vehicle itself. As a mobile supportive element, PMs/CPs should ensure that internal support items (e.g. evidence collection equipment, communications equipment and administrative supplies (paper, ink cartridges)) are available and fully functional. After use and quarterly inventories are recommended.

c. It is the responsibility of the PM/PC to ensure that damage to the MCPV is repaired in a timely manner in order to ensure the mobility and availability in the event of required emergency deployment. All damages incurred, beyond the expiration of warranties are the responsibility of the PM/PC and installation commander assigned to fund. Proactive safety and training measures will assist in keeping damage to a minimum.

13. Safety. MCPV operators must meet all driving safety regulations and requirements.

a. Develop an installation specific safety SOP for the utilization of the MCPV incorporating hazardous weather/road driving conditions (i.e. high winds, black ice, etc).

b. The MCPV will be operated with a driver and A-driver at all times. The A-driver shall dismount and act as a backing guide every-time the MCPV is backing, placed in reverse, or

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utilized in tight spaces or locations due to its bulk and external assets.

Section 10900 - Other Special Purpose Vehicles

10901. Purpose. This section establishes PMO/MCPD guidelines and limitations concerning the use of other special purpose vehicles.

10902. Policy. It is the policy of the Marine Corps to properly equip and maintain special purpose vehicles, and to ensure such vehicles are operated properly by authorized and qualified personnel.

10903. Definitions

1. Other Special Purpose Vehicles. A vehicle other than an administrative or regular patrol car used for special operations and events, including MWD/CPWD vehicles, motorcycles, tactical response vehicles, all terrain vehicles (ATVs), and utility vehicles.

2. All Terrain Vehicles (ATVs). A small vehicle, typically four wheeled, designed to be operated off road and on which a person sits astride a seat/saddle.

3. MWD/CPWD Vehicle. A patrol vehicle utilized for and specially equipped to transport a MWD/CPWD.

4. Tactical Response Vehicle (TRV). A vehicle normally utilized by SRTs during training and in response to high risk situations.

5. Utility Vehicle. Small vehicles normally designed to be operated off road and not configured to be operated on roadways, such as Kawasaki Mules, Yamaha Rhinos, golf carts, Cushman utility vehicles, John Deere Gators, etc.

10904. Procedures

1. MWD/CPWD Vehicles

a. MWD/CPWD vehicles are used to transport its police MWDs/CPWDs for routine patrol, for training/travel, and to scenes where the use of a MWD/CPWD is needed.

b. MWD/CPWD vehicles are authorized to be used in any situation/manner that patrol vehicles are used, except that prisoners will not be transported in a MWD/CPWD vehicle, unless

properly equipped to transport prisoners and the MWD/CPWD is not present.

c. MWD/CPWD vehicles are not authorized to transport stray animals. This is to prevent the spread of diseases to a MWD/CPWD.

d. MWD/CPWD vehicles may be operated by anyone qualified to operate an emergency vehicle, however, the MWD/CPWD handler must be present if the MWD/CPWD is in the vehicle. Operators must be trained in the operation of the vehicle as well as its care and maintenance.

e. MWD/CPWD vehicles will be equipped with the same items as a patrol vehicle (see section 5500), as well as special equipment to support the MWD/CPWD.

2. Tactical Response Vehicles (TRV)

a. The TRV is equipped to respond to high risk situations occurring aboard installations. Due to the possibility of gunfire or other hazardous conditions, the TRV should be armored and capable of deploying personnel away from hostile fire (for example, Lenco BearCat).

b. The need for deployment of the TRV shall be determined by the SRT Commander, in consultation with the PM/PC, Operations Officer.

(1) The vehicle is equipped to serve as a personnel and equipment carrier for the SRT. It is used in high risk situations when it can provide an area for SRT members to work and transport SRT equipment.

(2) The TRV should be used in most situations to which the SRT is deployed, including training. These events include, but are not limited to the following:

- (a) Terrorist situations.
- (b) Hostage and barricaded subject situations.
- (c) Sniper incidents.
- (d) High risk rescue operations.

c. The TRV should be equipped with the following equipment:

- (1) Emergency lights.
- (2) Siren and PA system.
- (3) Fire extinguisher.
- (4) First aid kit.
- (5) Communications equipment.

d. Optional equipment for the TRV may include the following:

- (1) Video recording equipment.
- (2) Flood light system.
- (3) Equipment racks.
- (4) Weapons racks.

e. The TRV operator will be a MP/police officer, normally part of the SRT, with the following qualifications:

- (1) Safe driving record.
- (2) Qualified to operate the vehicle.
- (3) Free from injury or disability that could prevent physical performance and prevent the member from performing the essential duties of the position.
- (4) Willingness to train each month during the year.
- (5) Trained in all aspects of the operation of the vehicle and its intended uses.

3. Utility Vehicles and ATVs

a. These vehicles are used to support numerous activities by PMOs/MCPDs such as perimeter checks, flight line security, special event support/patrolling, off road/beach patrols, etc.

b. There is no specific paint color required for these vehicles, however, if used as off road emergency response vehicles, they will have:

(1) "MP" or "MPCD" in lettering on each side of the vehicle.

(2) Emergency lights.

(3) Siren.

(4) Mobile radio transceiver.

(5) Public address system.

c. Operators of these vehicles shall be qualified to operate them. Typically, an 8 hour ATV operator course will be completed. PMs/CPs should work with the installation Safety Office to establish training requirements.

d. Operators of ATVs will wear all equipment required to operate motorcycles aboard Marine Corps installations and any additional safety equipment required locally.

4. Motorcycles

a. All motorcycles used for patrol or traffic will have "MP" or "MPCD" in lettering on each side of the motorcycle and be equipped with the following minimum equipment:

(1) Emergency lights.

(2) Siren.

(3) Mobile radio transceiver.

(4) Public address system.

b. All operators of motorcycles shall be qualified to operate motorcycles, with a minimum of a state motorcycle operator's license and completion of the Motorcycle Safety Foundation Rider Safety Course. An additional course should be developed locally to address motorcycle patrol operations.

c. Motorcycle operator equipment will include the standard equipment of MPs/police officers assigned to Operations Division and all equipment required to operate motorcycles aboard Marine Corps installations.

Chapter 11

Operations Specialized Capabilities, Special Response and Other
Procedures

Section 11000 - Special Reaction Team

11001. Purpose. This section provides guidelines for SRT operations.

11002. Policy

1. Installation commanders are authorized to establish SRTs per this Order. The PM/PC shall establish and maintain a SRT and/or enter into an agreement with a local police/sheriff department for the provision of special response forces. Commanders and PMs/CPs should consider that local and federal law enforcement may not be able or willing to tactically respond to incidents aboard military installations, for a variety of reasons.

2. When a SRT is established, it must be capable of performing the following functions:

- a. Isolating the scene.
- b. Tactically responding from an assembly area to the scene.
- c. Affecting an entry.
- d. Employing clearing techniques (e.g., enhanced MOUT skills).

11003. Procedures

1. SRT membership will be determined by the PM/PC. The formation of a SRT of at least 10 members is highly recommended in order to ensure the team possesses all the required capabilities. The SRT should consist of an SRT Commander, not less than five personnel comprising an entry element and ideally a four man cover element that should contain exceptional and/or specially trained marksmen. MPs/police officers regardless of their assignment within PMO/MCPD (traffic control, logistics support, etc.) may be assigned to an SRT. SRT selection is addressed in section 4300.

2. SRT Training Requirements

a. SRT members must receive initial and periodic sustainment training in the specialized skills associated with critical incident resolution. Initial training must come through one of the following:

(1) U.S. Army SRT course, Ft. Leonard Wood, MO. Upon successful completion, MPs will receive secondary MOS 5815.

(2) A federal/state certified (for example, FBI SWAT) or PMO/MCPD approved training course.

b. The SRT should receive a minimum of four hours of sustainment training each week on tactics and/or weapons firing. Entry team personnel should conduct familiarization fires monthly and qualify quarterly with their assigned weapons. The recommended Designated Marksman bi-monthly qualification is engagement of a two inch bull's-eye target from the prone position at a range of 100 meters, hitting five out of five shots without time limit. Designated Marksman should conduct familiarization fires on a monthly basis, with an emphasis on multiple target engagements with a time limit, and synchronized (coordinated with entry team movements) shooting drills. Familiarization shooting drills should be conducted at unknown distances.

3. SRT Capability. The PM/PC will ensure that SRT members meet the individual training standards contained in reference (x). This applies to both MPs and police officers. The process will include a demonstrated ability to perform the following training standards to the installation commander's satisfaction:

a. SRT organization, employment, and mission planning concepts.

b. Resolving hostage/barricaded suspect situations.

c. Team tactics for maneuver, building clearing, and actions "on-scene" to include immediate action drills in response to unplanned surrender and continued resistance.

d. Live fire employment of weapons in training scenarios.

e. Special entry methods to include breaching techniques.

f. Counterterrorism response.

g. Intra-team communications (for example, hand/arm signals).

h. Recognition and identification of weapons, improvised explosive devices (IEDs), etc.

4. SRT Equipment. Only approved Marine Corps fielded weapons and ammunition will be employed by SRT personnel. When dictated by local requirements, the PM/PC, based on approval of the installation commander, may provide the SRT specialized equipment. A list of recommended SRT equipment is contained in paragraph 11003.6 below.

5. SRT Composition

a. SRT Commander. The SRT Commander is responsible to the PM/PC or his designee (for example, Deputy PM/PC, Operations Officer) for administrative supervision, operational coordination, and training management of the SRT. The SRT Commander should not be an operational member of the SRT. The SRT Commander should develop building containment plans for all installation critical facilities, develop SRT standard operating procedures, and acquire individual and team equipment. Additionally, the SRT Commander obtains facility blueprints, as required. During actual incidents, the SRT Commander is responsible to the IC (senior on-duty military police officer/SNCO at the incident scene who is directing and supervising the police response), for the overall planning and execution of an SRT operation, control over multiple entry elements, control and coordination of cover element(s), supporting marksman fire with the movements of the entry element, and coordination of SRT activities with the ICP. However, once the SRT begins an assault, respective team leaders should exercise control over their entry element(s).

b. Entry Element. An entry element shall consist of, at a minimum, a team leader, point man, first defenseman, second defenseman, and rear security/utility defenseman as described in figure 11-1.

c. Cover Element. Each four man cover element is comprised of two teams of a designated marksman and observer (spotter) as described in figure 11-1.

d. All SRT members should cross-train in each of the entry element positions. Team leaders must be completely knowledgeable of each SRT member's duties.

<u>TEAM LEADER</u>	<u>POINTMAN</u>	<u>DEFENSEMAN</u>
<ul style="list-style-type: none"> - Organize and supervise an SRT - Coordinates planning, implementation, and training - Records all training that the team receives, certifying SRT member's duty proficiency - Plans and executes assaults - Controls cover and entry teams - Determines special needs - Ensures team weapons and equipment are accounted for - Prepares after-action reports 	<ul style="list-style-type: none"> - Conducts reconnaissance/recommends primary and alternate routes of approach - Leads entry team during approach/assists defenseman in security role - Carries any special equipment and employs pyrotechnics at the command of the team leader 	<ul style="list-style-type: none"> - Provides security for the point man during movement - Acts as point man when necessary and protects the entry element from ambush during approach and entry into the objective - Covers the entry element during withdrawal - Employs pyrotechnics at the command of the team leader
<u>REAR SECURITY/UTILIY</u>	<u>MARKSMAN</u>	<u>OBSERVER OR RECORDER</u>
<ul style="list-style-type: none"> - Provides rear security for the entry element during movement - Covers the entry element during withdrawal - Serves as assistant team leader - Carries additional equipment as necessary - Assists EOD in placement of prepared explosives and triggering breach 	<ul style="list-style-type: none"> - Maintains surveillance on the subject area from a fixed position - Provides intelligence and information to team leader while in the surveillance role - Neutralizes hostile fire with well-planned shots at the command of, or with the permission of, the team leader - Provides cover for the entry element during initial entry 	<ul style="list-style-type: none"> - Records all events prior to, during, and after the incident for use as evidence and information in the after action report - Provides security for the marksman - Assists marksman in locating hostile personnel - Relieves marksman as necessary - Employs CS at the command of the team leader

Figure 11-1.--Team Composition and Member Responsibilities

6. SRT Ammunition and Equipment

a. Ammunition. Ammunition (to include pyrotechnics and diversionary devices) will be procured per reference (bh); no other ammunition or munitions may be utilized without an appropriate waiver. Allocations of SRT training and operational (security) ammunition are prescribed in reference (bh). Ammunition selection, where discretionary (for example, 12 ga. 00 buckshot vs. slug rounds) should be determined by the team leader per SOP and applicable tactical plans.

b. Team Equipment. SRT team equipment items are fielded by the Marine Corps or purchased by the PMO/MCPD. See section 5200 for SRT uniforms. Figure 11-2 shows SRT weapon options.

<u>TEAM LEADER</u>	<u>POINTMAN</u>	<u>DEFENSEMAN</u>
<ul style="list-style-type: none"> - .45 cal (M1911A1) or 9mm (M9) - Rifle M16-A2 or 12 Gage Shotgun or - CQB entry Weapon, MP-5, or M-4 	<ul style="list-style-type: none"> - .45 cal (M1911A1) or 9mm (M9) or - CQB entry Weapon, MP-5, or M-4 	<ul style="list-style-type: none"> - .45 cal (M1911A1) or 9mm (M9) - Rifle M16-A2 or 12 Gage Shotgun or - CQB entry Weapon, MP-5, or M-4
<u>REAR SECURITY/UTILITY</u>	<u>MARKSMEN</u>	<u>OBSERVER/RECORDER</u>
<ul style="list-style-type: none"> - .45 cal (M1911A1) or 9mm - Rifle M16-A2 or 12 gauge shotgun - CQB Entry Weapon, MP-5, or M-4 	<ul style="list-style-type: none"> - 45 cal (M1911A1) or 9mm - Rifle M16-A2 or Assigned Sniper Weapon (when fielded) 	<ul style="list-style-type: none"> - 45 cal (M1911A1) or 9mm - Rifle M16-A2 or Assigned Sniper Weapon (when fielded) or M203 40mm grenade launcher

Figure 11-2.--Team Member Equipment/Weapons

7. Basic High Risk Incident Management Plan. ICs should utilize the following basic six-step plan for managing a high risk incident and any SRT tactical planning should evolve around the following plan as a foundation.

a. Containment. Initial responding MPs/police officers should first establish an inner perimeter to reduce the suspect(s)' mobility to a minimal area. This action serves to establish the incident as a static problem instead of a mobile situation. Immediately upon arrival at the location of a high

risk incident, the SRT should establish a tactical command post. The SRT Commander normally will determine the situation and issue a warning order. Initial employment of the SRT depends on the situation; however, marksman/observer teams deploy as soon as practicable to well concealed areas offering good firing positions, cover for the entry element's approach and a clear field of observation. Often the position of the marksmen/observers will be located where they can relieve a portion of the inner perimeter, but this is secondary to the accomplishment of their principal missions. The first responding entry element should plan for, rehearse and be prepared to execute an emergency assault on the objective. Unless the PMO/MCPD has an additional entry element(s), the entry element should plan for and conduct detailed rehearsals to execute the tactical option. Deployed SRT personnel should strive to remain well-rested should the incident become protracted. As determined by the SRT Commander, an additional entry element(s) may relieve the primary entry element(s).

b. Isolation. Establish an outer perimeter. MPs/police officers set the outer perimeter (as a "pseudo" safety zone) by posting traffic control points around the incident site and evacuating innocent persons exposed to potential harm.

c. Information/Intelligence Gathering. Gather as many essential elements of information (or confirmed intelligence), as possible, pertaining to:

- (1) Safe access routes to ICP.
- (2) Objective site features, including interior layout and probable location of suspect(s)/hostage(s) in structure.
- (3) Objective site utilities, including intrusion detection system.
- (4) Presence of guard dogs/other animals.
- (5) Avenues of approach to objective.
- (6) Surrounding area features.
- (7) Suspect(s) identifying characteristics.
- (8) Hostage(s) identifying characteristics.
- (9) Suspect(s) criminal, medical, and personal history.

(10) Hostages(s) criminal, medical, and personal history.

(11) Suspect(s) training and capabilities.

(12) Suspect(s) weapons and ammunition.

(13) Suspect(s) activities.

(14) Suspect(s) access to transportation.

(15) Background information on suspect(s) contacts.

d. Negotiation. CID or Investigations Branch (or NCIS if a hostage negotiator is not available in PMO/MCPD) hostage negotiators will attempt to resolve the situation without force, if possible. However, the SRT should expect negotiations to be protracted and must be prepared to conduct an emergency assault without advance notice. Ensure planning is concurrent with and accounts for the negotiation (CID, Investigations Branch, and/or NCIS) effort.

e. Tactical Resolution. Anticipating that negotiations may fail, SRT tactical planning will (at a minimum) formulate courses of action for the employment of CS and/or smoke, engagement by designated marksmen, and/or assault by the entry team. However, an assault should be attempted only as a last resort and after all other methods have failed or are deemed impractical. A SRT should not be committed to a tactical resolution of a high risk incident if it exceeds SRT operational capabilities. Any order by the IC, PM/PC, installation commander or designee directing the SRT to exercise a tactical option should be given through the SRT Commander.

f. Apprehension/Surrender. Once an objective has been seized, SRT should immediately restrain (handcuff or flexi-cuff) and search all occupants, whereupon all injuries will be triaged and treated. All occupants are turned over to the senior investigative personnel at the scene. Known hostage(s) should be removed from the objective and safeguarded until investigative personnel take custody of them and confirm their identity; a hysterical or sympathetic (to the suspect) hostage must be regarded as dangerous to the SRT and themselves until authorities establish positive control over the objective site. After the SRT turns over all occupants to investigators, MPs/police officers should immediately establish security around the objective site enabling investigative personnel to properly

conduct a search of the crime scene. No personnel should be allowed to enter the crime scene without the prior authorization of the supervisory investigator, IC, PM/PC or installation commander.

8. Employment

a. General Precepts. In the event of an actual high risk incident aboard the installation, the initial MP/police precepts are to contain the threat to the smallest area possible, stabilize the situation with the least amount of force, and adhere to strict weapons discipline. The easing of anxieties and tensions, whenever possible, is important to allow the suspect(s) time to evaluate their situation rationally. Proper utilization of time is critical. Rapid planning by the SRT entry and cover elements is essential, even though hostage negotiators normally prolong negotiator-suspect-hostage interaction. Use of force against the suspect(s) should be used as a last resort option. Use force shall be executed per chapter 6 and reference (ac).

b. SRT Response/Incident Resolution (Options)

(1) Upon recall, the SRT Commander and entry team leader(s) should determine the nature of the incident, formulate an estimate of the situation, and determine what team equipment is required. All recalled SRT members should initially present themselves to a pre-designated location to draw their individual weapons, ammunition, and equipment. Once the entry team leader(s) briefs the SRT on the incident, the SRT normally relocates to a covered, concealed assembly area near the location of the incident.

(2) The SRT Commander shall respond to the scene as soon as possible. Depending on the situation and well-being of any hostages, the SRT Commander may accomplish the following actions:

(a) Report to the IC upon arrival.

(b) Determine location of the SRT tactical command post apart from the ICP and notify SRT members at the assembly area to displace.

(c) Account for recalled SRT members and supplementary personnel.

(3) Brief SRT personnel and supplementary personnel on the situation; establish assignments and positions, as required.

(4) Assign an entry element to plan, rehearse and execute an emergency assault on order.

(5) Approve the general location of the marksman/observer team location(s).

(6) Formulate the tactical plan for resolving the incident. Assign SRT members to functions supporting the plan and brief the IC. The tactical plan will consider the following potential courses of action:

(a) Containment.

(b) CS agent employment.

(c) Selective marksman fire.

(d) Assault.

(7) Establish a radio link to the IC and parallel communication to other agencies, as necessary.

(8) Evaluate available resources and request any other specialized equipment or additional supplementary personnel not already available.

c. If negotiations are established, the SRT should use that time to formulate and refine the tactical plan, coordinate with outside tactical agencies if necessary, and rehearse the tactical plan.

d. Until the incident is resolved, the entry team leader(s) should remain in constant contact with the SRT Commander and take no offensive action unless directed by the IC. Assault by the SRT is a last resort. Also, the SRT should not conduct a sophisticated assault (for example, coordinated entry) if ill-prepared. In those situations where the incident is well contained and there are no hostages in danger or time sensitive circumstances requiring rapid resolution of the incident, other means of resolution shall be considered.

9. Medical Response. If any person within the outer perimeter becomes ill or injured, the corpsman supplementing the SRT should:

a. Request the nearest emergency medical support (EMS) unit to present themselves to a designated location on the outer perimeter where the patient will be moved for treatment.

b. Administer emergency first aid until the patient can be moved to the EMS unit.

10. Post Incident Actions

a. Personnel Accountability. The SRT Commander and IC should physically account for and determine the status/well-being of their respective personnel, suspect(s), and others directly involved as participants in resolution of the incident.

b. Weapons/Ammunition Accountability. The SRT Commander will ensure all friendly and adversary weapons and ammunition are accounted for and placed in a safe condition. Ammunition inventories are important so all rounds can be accounted for at the scene.

c. Preservation of Crime Scene. The IC shall position MPs/police officers to preserve the integrity of the crime scene and summon criminal investigators (or NCIS Special Agents, as applicable) to the scene.

d. Report Preparation. The SRT Commander shall prepare a detailed statement to supplement the IR of the incident. Each SRT member's statement should document their activities and observations throughout the duration of the incident response. The designated MPs/police officers assigned to maintain the chronological log of activities may assist SRT members in the accurate preparation of their statements.

e. Debriefing. The SRT Commander should direct that every SRT member involved in the incident assemble at a place determined by the SRT Commander in order to debrief the actions of the SRT as a whole and its individual members.

(1) The SRT Commander shall ensure reports are prepared as soon as practicable after the debriefing.

(2) An installation serious incident stress debriefing team or chaplains should be used when needed and available.

f. Inventory. Both the SRT Commander and IC should provide a detailed account of:

(1) Weapons employed during the incident, by:

(a) Manufacturer.

(b) Model.

(c) Serial number.

(2) Arrival and actions of all involved personnel throughout the incident.

(3) Injuries to personnel, subsequent treatment, and present medical condition (for Accident/Injury Report).

(4) Damage to vehicles, equipment, and personal property.

(5) Information released to media.

Section 11100 - Military Working Dogs and
Civilian Police Working Dog Assets

11101. Purpose. This section provides guidelines for Military Working Dogs (MWD) and Civilian Police Working Dogs (CPWD) assets.

11102. Policy. The MWD/CPWD provides the installation commander and the PMO/MCPD with an extremely versatile tool for performing police duties and protecting military resources. The installation commander must certify MWD/CPWD teams annually, upon change in installation commander, and/or when a handler receives a new MWD/CPWD, per reference (bm). The authority to certify the MWD/CPWD teams may be delegated (and usually is) to the PM/PC, per reference (bm).

11103. Procedures

1. The PM/PC shall ensure MWDs/CPWDs and handlers are trained and certified per this section, references (ac), (bl), (bm), (bk), (bo), and (bp).

2. The Operations Officer is responsible for operating the MWD/CPWD program in PMOs/MCPDs.

3. Operations/Training Procedures

a. The Kennel Master shall:

(1) Prescribe required training for MWD/CPWD teams.

(2) Evaluate monthly training and assign remedial training when necessary.

(3) Provide the Operations Officer and subsequently, the PM/PC with training records for review each quarter to maintain detector dog team certification.

(4) Assign trainers, normally NCOs/senior MWD/CPWD handlers, within the section.

(5) Maintain annual MWD/CPWD certification.

(6) Ensure designated personnel maintain certification in the safe handling, storage and transportation of explosive training aids.

(7) Ensure the daily maintenance and cleanliness of all MWD/CPWD training areas, kennels and office space.

(8) Ensure all MWD/CPWD training areas, kennels and office spaces are secured when unattended.

(9) Know the mission of the command and advise personnel of the best use of MWD/CPWD teams.

(10) Know the threats to and vulnerabilities of resources protected by MWD/CPWD.

(11) Ensure an effective MWD/CPWD training program is developed, implemented, and documented.

(12) Ensure assigned MWD/CPWD teams are skilled in their duties by conducting semi-annual validations.

(13) Ensure that adequate provisions are made for the health, safety, and well-being of MWDs/CPWDs.

(14) Ensure that handlers are knowledgeable of the physical and psychological characteristics and capabilities of their MWDs/CPWDs, basic principles of conditioning, and the ideal employment of each type of MWD/CPWD.

(15) Obtain equipment and supplies for the MWD/CPWD section.

(16) Obtain emergency veterinarian procedures, to include a detailed map, that are provided by the local U.S. Army Veterinarian Corps Officer (VCO) for medical emergencies when the attending VCO is unavailable.

(17) Ensure patrol dog (PD) team validation standards are met prior to assignment to patrol duties. PD team certification is to be accomplished quarterly.

(18) Will conduct PD team validation on a yearly basis.

(19) Ensure that all new or renovation kennel construction plans are reviewed by the attending VCO.

(20) Maintain accountability/serviceability of all equipment.

(21) Assist in preparing unit Standard Operating Procedures (SOP) and Letters of Instruction (LOIs) for team assignments; and ensure handlers compliance with unit SOP and LOI.

(22) Ensure designated personnel maintain the safe handling, storage and transportation of drug training aids.

b. Trainers shall:

(1) Schedule and coordinate the MWD/CPWD training program. Ensure an optimum training plan is developed for each MWD/CPWD team.

(2) Ensure training standards meet the minimum requirements of reference (bm).

(3) Assume the Kennel Master's duties in his absence.

(4) Keep the Kennel Master informed of her/his team's status.

c. Handlers shall:

(1) Maintain proficiency by meeting the optimum training plan, Marine Corps essential subjects, individual training and readiness standards, and MWD/CPWD handling skills.

(2) Feed, train, groom, and employ assigned MWD/CPWD per guidelines set by Kennel Master/Trainer.

(3) Monitor their assigned MWD'S/CPWD's health and notify the Kennel Master of any illness or injury.

(4) Maintain the team's training and utilization record.

4. Drug Training Aids. PMOs/MCPDs must store drug training aids in a GSA approved security container per chapter 4 of reference (bm).

a. Continental United States (CONUS) units must possess a current Controlled Substances Registration Certificate (DEA 223) authorizing possession and use of drug training aids. DEA 223 must be renewed annually. Outside Continental United States (OCONUS) units must receive written approval from the MWD Program Manager authorizing possession and use of drug training aids. OCONUS units must complete a transfer of MWD Team

Training Aid Custodian Form when changing custodians per chapter 4 of reference (bm).

(1) Semi-annual inventory and weight checks by a disinterested person (E-7 or above) appointed by the PM/PC in writing, per chapter 4 of reference (bm).

(2) Training aid custodian and receipt forms per chapter 4 of reference (bm).

(3) Only personnel authorized by the PM/PC in writing may access narcotic training aids. When removing narcotic training aids, authorized personnel shall:

(a) Sign the access log for the narcotics safe upon entry.

(b) Record in the access log the type of aid removed, date and time the aid was removed, the weight of the aid and the aid serial number.

(c) Remove only necessary amounts of each substance required for training.

(d) Secure the safe and record the time secured.

b. The PM/PC:

(1) Shall designate in writing a primary and alternate drug training aid custodian.

(2) May issue written authorization for MWD/CPWD teams to utilize PMO's/MCPD's drug training aids for conducting training while supporting counter-drug missions and deployments per chapter 4 of reference (bm).

c. The Kennel Master shall:

(1) Establish a local drug training SOP and be familiar with all associated references.

(2) Submit appropriate changes/updates for the drug training aid SOP to the PM/PC for approval.

(3) Ensure that the drug training aid SOP is reviewed annually by the PM/PC.

(4) Ensure that only personnel authorized in writing by the PM/PC are allowed to handle or transport.

d. Only personnel authorized by the PM/PC in writing may access the drug training aids safe. When removing and returning drug training aids, authorized personnel shall:

(1) Complete the sign in/sign out log upon issue and turn in of drug training aids.

(2) All personnel authorized to handle drug training aids must be designated in writing by the PM/PC.

(3) The person receiving the drug training aids must be the same person returning the drug training aids

(4) All drug training aids must be returned during the same tour of duty unless authorized by the PM/PC.

(5) Secure the safe and record the time secured.

e. Damaged or leaking drug training aids will be separated immediately from the remaining drug training aids. The drug training aid custodian will contact the MWD program manager for further instructions.

f. Notification to the NCIS Resident Agent will be made immediately when there are any lost drug training aids or drug training aids are suspected of being tampered with.

5. Explosive Training Aids. Personnel authorized to handle or transport MWD/CPWD explosive training aids will adhere to the procedures established per reference (bk), chapter 5 of reference (bm), and chapter 2 of reference (bn).

a. PM/PC shall designate in writing a primary and alternate explosive training aid custodian

b. Kennel Masters shall:

(1) Establish a local explosive training aid SOP and be familiar with reference (bk), chapter 5 of reference (bm), and chapter 2 of reference (bn).

(2) Submit appropriate changes/updates for the explosive training aid SOP to the PM/PC and explosive safety personnel for approval.

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(3) Ensure the explosive training aid SOP is reviewed annually by the PM/PC.

(4) Ensure only personnel authorized in writing by the PM/PC are allowed to handle/ transport explosive training aids.

(5) Document annual explosives safety training per enclosure (2) of reference (bk).

(6) Ensure authorized personnel follow the procedures for safe handling and transportation of explosive training aids per reference (bk), chapter 5 of reference (bm), and chapter 2 of reference (bn).

c. All MWD/CPWD personnel shall:

(1) Contact installation weather before each training session.

(2) Notify the Fire Department, installation Safety Office, and the Dispatch/Communications Center of the training location and amount of explosives to be used.

(3) Post proper fire symbols and warning signs stating "DANGER EXPLOSIVE DOG TRAINING IN PROGRESS KEEP-OUT."

(4) All persons not actively involved will be evacuated to a minimum distance of 100 feet from the explosive(s).

(5) Smoking is prohibited within 100 feet of all explosive training.

(6) Ensure explosive training aids are only left out for the minimum time needed for training, and placed at least 10 feet apart.

(7) The net explosive weight must not exceed 7 pounds in any one training session.

(8) Contact Explosive Ordnance Disposal (EOD) or munitions personnel if there is any doubt about the safe conditions of an explosive training aid.

d. Personnel utilizing the explosive scent kit shall:

(1) Conduct an inventory of all explosive training aids upon arrival at the storage facility.

(2) Sign out all explosive training aids to be removed in the issue/turn in log inside the explosive training aid storage facility.

(3) Inventory explosive training aids at the completion of training to ensure all explosive training aids were removed from the training area.

(4) Visually check all explosive training aids to ensure no damage occurred during training.

(5) Return explosive training aids to storage facility, conduct an inventory, and properly complete the issue/turn in log.

(6) Rotate all dynamite monthly and annotate in the remarks section of the issue/turn in log.

e. Personnel transporting explosive training aids shall:

(1) Strictly comply with the guidelines set forth in reference (bk), chapter 5 of reference (bm), and chapter 2 of reference (bn).

(2) Use only government vehicles authorized to transport explosives.

(3) Ensure all placards and safety devices are in place.

6. Health Care

a. The U.S. Army veterinarians provide complete medical care for MWDs/CPWDs.

b. Attending VCOs normally:

(1) Conduct kennel facility inspections as required.

(2) Designate in writing a local civilian veterinarian for emergency use including name, address, telephone number and detailed map.

(3) Formulate a MWD/CPWD feeding and exercise program.

(4) Assign deployment categories to all MWDs/CPWDs.

7. MWD/CPWD Capabilities. The following provides the capabilities of each type of MWD/CPWD in the DOD inventory:

a. Patrol Dog (PD). PDs are a single purpose MWD/CPWD that provides a psychological deterrent and have the capability to pursue, bite and hold on command. PDs are capable of detecting the presence of unauthorized personnel and intruders by scouting (sight, scent, sound) in open areas and during interior building searches.

b. Drug Detector Dog (DDD). DDDs are a single purpose MWD/CPWD that detects drugs to reduce illegal use/trafficking. DDDs are primarily used on-leash. All DDDs are capable of detecting the drugs they are trained on and certified to detect. Detectable drugs may include marijuana, hashish, cocaine, methamphetamine and MDMA (ecstasy). DDDs can be locally trained to detect methamphetamines and MDMA (ecstasy).

c. Explosive Detector Dog (EDD). EDDs are a single purpose MWD/CPWD that detects IEDs and explosive components. EDDs are utilized to search bomb threat scenes and augment Explosive Ordnance Disposal (EOD) capabilities. EDDs are primarily used on leash. EDDs are capable of detecting the explosives that they are trained on and certified to detect. Refer to applicable references for detectable explosive odors.

d. Patrol/Drug Detector Dog (P/DDD). P/DDDs are a dual purpose MWD/CPWD that incorporates the capabilities of both PDs and DDDs into one dog.

e. Patrol/Explosive Detector dog (P/EDD). P/EDDs are a dual purpose MWD/CPWD that incorporates the capabilities of both PDs and EDDs into one dog.

f. Specialized Search Dog (SSD). SSDs are a single purpose MWD that detect IEDs, explosive components, and weapon caches off-leash up to 400m from the handler. SSDs may be utilized to search on leash, but is not the preferred method. SSDs are capable of searching vehicles, buildings, roadways, and open areas. The SSD handler directs the SSD in its search by using hand/arm signals, voice commands directly from the handler or via radio communications, or a combination of the above. SSDs are primarily used in support of the operating force but may be employed in garrison as an EDD. Refer to applicable references for detectable explosive odors.

g. Combat Tracker Dog (CTD). CTDs are a single purpose MWD. In garrison, CTDs are capable of tracking missing persons, fleeing suspects, and escaped inmates. CTDs are primarily used on leash. When supporting the operating force, the CTD can track enemy combatants, IED planters/layers/makers, or friendly personnel who are missing or have been taken hostage. CTDs are capable of working in both urban and rural environments.

8. Employment. MWD teams may conduct walking or mobile patrols, locate and apprehend suspects, locate lost persons, assist with crowd control, detect narcotics or explosives, and promote positive community relations through demonstration of skills.

a. Each PM/PC will establish local SOPs on employment of MWDs/CPWDs. Subparagraphs 11103.8.c-h below provide sample procedures.

b. These procedures must conform to applicable references and/or host nation requirements.

c. Handlers, when assigned to work with Patrol Branch, shall:

(1) Present themselves for duty in conjunction with their assigned watch for weapons issue, vehicle checkout, roll call training, and Watch Commander's brief.

(2) Respond to calls, complete paperwork, process evidence and prisoners, and conduct other patrol functions as required by the Watch Commander.

(3) Respond to all unsecured buildings, with an additional MP/police officer, and conduct an interior and exterior search.

(4) Inform Watch Commanders of the MWD's/CPWD's capabilities and limitations.

(5) Conduct security checks while on patrol and checks on MWD/CPWD kennels every four hours.

(6) The Kennel Master shall schedule trainers for routine deployment with night watches.

d. During narcotics searches, handlers shall:

- (1) Conduct searches per this section and reference (bm).
- (2) Clear nonessential personnel from the area.
- (3) Allow no one to enter the search area until the on-scene commander declares the area clear.
- (4) Have another handler act as a spotter, if available.
- (5) Have another MWD/CPWD team assist in large searches, if available.
- (6) If the MWD/CPWD alerts, conduct a search of the likely area the MWD/CPWD alerted, and if narcotics or paraphernalia is found, notify CID.

e. During explosive searches, the handler shall:

- (1) Conduct bomb threat responses, if applicable.
- (2) Proceed to the area after clearance from the IC. An additional handler will accompany the primary MWD/CPWD to act as a spotter and carry extra gear.
- (3) An explosive detection device may also be employed to search locations a MWD/CPWD cannot reach, likely sites a substance may be found, or randomly upon the team's discretion.
- (4) Mark an area of alert and collect as much information as possible in order to provide EOD a description/diagram of the area. Then depart as quickly and safely as possible.
- (5) Brief responding EOD personnel on the item location and method of marking.
- (6) Resume the search after EOD declares the device safe. Be aware of and look for secondary explosive devices. Follow on first responders must not be allowed in a search area until the entire area is clear.

f. Traffic Stops. During traffic stops, the MWD/CPWD may accompany the handler, as long as the MWD/CPWD does not pose a problem during these duties. The handler may use the MWD/CPWD for assistance during a felony traffic stop.

g. Searching Suspects. While searching suspects, handlers shall:

(1) Have a second MP/police officer present, if available.

(2) Use the MWD/CPWD as backup if no other units are available.

(3) Advise the suspect that the MWD/CPWD (if patrol dog trained) is trained to attack if he/she makes any sudden movements.

(4) Position the MWD/CPWD in a tactical advantageous position to the suspect(s) that allows the MWD/CPWD an unobstructed view of the search.

(5) Do not transport suspect(s) in MWD/CPWD team vehicles with MWDs/CPWDs present.

9. Use of Force. The MWD/CPWD is considered a weapon; therefore restrictions regarding the escalation of force are applicable when releasing a MWD/CPWD against a suspect, on or off leash, per chapter 6 and reference (ac). The MWD/CPWD is not considered deadly force per reference (ac).

a. Before releasing a MWD/CPWD, the handler shall:

(1) Be sure that the MWD/CPWD will perform a stand-off (cease an attack) upon command.

(2) Be sure that the MWD/CPWD obeys the commands "Out" and "Heel," or guards the suspect without re-biting the suspect.

(3) Be sure that the MWD/CPWD has identified the same target as the handler.

(4) Give a verbal warning order to halt or the handler will release the MWD/CPWD.

(5) Warn bystanders to cease all movement.

b. When releasing a MWD/CPWD to attack, the handler must:

(1) Follow the MWD/CPWD as closely as possible.

(2) Call the MWD/CPWD off the attack immediately if it is attacking someone other than the suspect.

(3) Call the MWD/CPWD off the attack as soon as the suspect stops/indicates surrender.

(4) Regain leash control of the MWD/CPWD as soon as possible.

c. MWDs/CPWDs will not be released:

(1) If no suspect is in sight, except when searching an isolated area/abandoned building for a dangerous suspect.

(2) In the areas where children are present, except as a last resort short of using a firearm. If children involved in minor incidents fail to halt when challenged, the handler should follow them to their quarters instead of releasing the dog.

(3) Into a large crowd of people.

(4) In cases of minor offenses.

d. The on-duty Watch Commander shall:

(1) Ensure anyone injured by a MWD/CPWD receives timely treatment.

(2) Ensure handlers document MWD/CPWD bites on an IR, statement of force form and the Dispatch/Communications Center make proper notifications.

10. Safety

a. Safety must be the primary concern of the MWD/CPWD Section.

b. All handlers will familiarize themselves with the safety precautions and are responsible for the actions of their MWD/CPWD.

c. "Horseplay" with an MWD/CPWD is prohibited.

d. No one will touch or feed a MWD/CPWD other than MWD/CPWD personnel.

e. MWD/CPWD handlers will not relinquish control of their MWD/CPWD to anyone other than another handler or veterinary personnel who are competent to handle the MWD/CPWD.

f. MWD/CPWD handlers will maintain a safe distance between all personnel and MWDs/CPWDs.

11. Transportation

a. The MWD's/CPWD's health and security as well as the safety of all personnel is paramount when transporting MWDs/CPWDs.

b. A passenger type vehicle with a CPWD insert is the preferred method of transporting a MWD/CPWD for patrol duties.

c. MWD/CPWD Vehicles

(1) Vans and pick-ups should only be used in MWD/CPWD support operations. Use of these vehicles severely limit the handlers ability to access a MWD/CPWD quickly and are not recommended for MWD/CPWD patrol duties.

(2) MWDs/CPWDs are prohibited from being transported in privately owned vehicles (POVs) or in the front passenger seat of any vehicle.

(3) Rental vehicles procured for official use are considered government vehicles.

(4) MWDs/CPWDs will not be transported in vehicles used to transport stray animals.

(5) MWD/CPWD vehicles must have clear markings on all sides stating one of the following phrases:

(a) "Caution, Military Working Dog"

(b) "Caution, Working Dog"

(c) "Caution, Police Dog".

(6) No part of the MWD/CPWD will be allowed to protrude outside of a vehicle while the vehicle is in motion.

(7) A MWD/CPWD will not be left unsupervised in a vehicle.

d. Transporting MWDs/CPWDs by Aircraft

(1) All transport crates will be marked with one of the following phrases:

- (a) "Caution, Military Working Dog"
- (b) "Caution, Working Dog"
- (c) "Caution, Police Dog".

(2) Health Certificate

(a) All MWDs/CPWDs must receive a health certificate prior to traveling by air.

(b) A copy of the health certificate must be displayed in a clear bag on the top of the transport kennel.

(3) All MWDs/CPWDs will be muzzled when transported in the aircraft cabin with the handler.

(4) MWDs/CPWDs will be transported as excess baggage when traveling with a handler on commercial aircraft.

(5) When shipping an unaccompanied MWD/CPWD CONUS, the MWD/CPWD will be shipped as cargo.

(6) All MWDs/CPWDs must be accompanied by a qualified handler when transported by military airlift."

12. Evacuation Procedures. Written procedures for the evacuation of MWDs/CPWDs in case of a fire or natural disasters will be included in the MWD/CPWD SOP.

13. Support to Non-operational Missions

a. A MWD team consists of a school trained military handler and MWD that are certified in the detection of drugs or explosives by the search granting authority or designee (preferably the PM/PC).

b. A CPWD team consists of a school trained government service handler and a CPWD that are certified in the detection of drugs or explosives by the search granting authority or designee (preferably the PM/PC).

c. Only certified MWD/CPWD teams are authorized to provide detection support to non-operational missions.

d. The U.S. Air Force has been designated as the DOD MWD Executive Agent (MWDEA) and will provide policy, procedures, and assign responsibilities for the DOD MWD Program. The Marine Corps MWD and CPWD program comprises a part of the overall DOD MWD population and as such is tasked by the DOD MWDEA (HQ, Security Forces Center, DOD Canine Program Management Office, Lackland AFB TX) to provide MWD and CPWD team assets on a fair-share basis. This requirement is tracked and further distributed by CMC (PS) to USMC MWD and CPWD teams aboard bases/stations that maintain MWD and CPWD assets within the Marine Corps according to geographic location.

e. Detailed MWD and CPWD mission notification procedures are as follows:

(1) MWDEA (OPERATIONS CENTER) receives requests from the United States Secret Service (USSS), Department of States (DOS), or other federal agencies for drug/explosive detection support.

(2) MWDEA (OPERATIONS CENTER) validates the request and identifies closest service(s) based on the proximity to mission location in order to minimize cost.

(3) MWDEA (OPERATIONS CENTER) notifies closest service(s) POC (MWD Program Manager) and provides mission details such as the protected, mission and location, mission timeframe (show up and departing time), POC name and contact number, number and type of MWD or CPWD teams required, any special instructions or requirements, and mission number.

(4) The MWD Program Manager then notifies the closest PMO MWD/MCPD CPWD Kennel Master or POC (designated by the PM/PC) by email and/or phone of the requested support. If requested, notification to the appropriate POCs for MARFORCOM, MARFORPAC, MCCDC, MCI-East, MCI-West, etc. will be provided for detection support.

(5) Requests for support are made considering mission location, OPTEMPO, and the number of certified MWD or CPWD teams on the installation.

(6) No PMO/MCPD will be tasked to provide support if the use of a MWD or CPWD team leaves the installation without

adequate drug/explosive detector dog team support to perform installation operational requirements.

(7) Installation requirements. The minimum requirement for each installation is one certified Drug Detector Dog (DDD) or Patrol/Drug Detector Dog (P/DDD) team and one certified Explosive Detector Dog (EDD) or Patrol/Explosive Detector Dog (P/EDD) team.

(8) The installation PMO/MCPD POC must normally notify the Corps MWD Program Manager by email or phone within four (4) hours of initial notification unless otherwise annotated as to whether the installation PMO/MCPD is capable of providing the requested mission support.

(9) If the installation PMO/MCPD is capable of supporting the mission, the installation PMO/MCPD POC will immediately provide the required information (handler rank, last name, first name, middle initial and SSN and the MWD or CPWD name and tattoo number) of the supporting MWD or CPWD team(s) to the MWD Program Manager by email or phone.

(10) If the installation PMO/MCPD is not capable of supporting the mission, the installation PMO/MCPD POC must immediately notify by providing a non-support justification to the MWD Program Manager by email or phone.

(11) The MWD Program Manager then notifies MWDEA OPERATIONS CENTER by email or phone on whether or not the Marine Corps can provide the requested mission support.

(12) If the Marine Corps can provide mission support, the MWD Program Manager provides the MWDEA OPERATIONS CENTER by email or phone the supporting installation PMO MWD or MCPD CPWD team required information.

(13) The supporting installation PMO MWD or MCPD CPWD handler(s) must then contact the supporting mission agency (USSS, DOS, or etc.) POC for further instructions.

(14) MWDEA OPERATIONS CENTER prepares and releases the mission tasking message to the supporting service(s) MWD Program Manager.

(15) Mission tasking message will provide:

(a) Name of person requiring protection.

(b) Mission location.

(c) Reporting time and location for mission brief.

(d) Mission starting time, date and mission releasing time, date.

(e) Mission POC: name and phone number.

(f) Any special instructions or requirements.

(16) The MWD Program Manager will email or fax a copy of the mission tasking message to the supporting installation PMO/MCPD POC and to any other personnel who have been designated by the installation PM/MCPD PC to ensure mission parameters and specifics are received.

(17) Supporting installation PMO/MCPD POCS must ensure the supporting MWD/CPWD handler(s) receives a copy of the mission tasking message because it provides critical information pertaining to the mission.

(18) If the installation PMO/MCPD is unable to perform the mission after accepting or if any MWD/CPWD team experiences significant problems or delays in supporting the mission, the supporting MWD or CPWD handler(s) must contact the MWD Program Manager immediately for further guidance.

(19) If the installation MWD/CPWD POC is unable to contact the MWD Program Manager, the MWDEA OPERATIONS CENTER will be contacted directly at DSN 945-5649, 945-5650, 945-5651, Commercial (210)925-5649, (210)925-5650, (210)925-5651 or Toll Free 1-877-273-3098.

(20) The supporting MWD or CPWD team(s) present themselves at the mission location, perform mission, and return to their installation upon completion.

(21) The supporting MWD or CPWD handler(s) complete and submit travel claim IAW the instructions provided in the tasking message.

f. Funding Procedures, United States Secret Service (USSS)

(1) Funding responsibilities for mission taskings in support of the USSS to the President of the United States (POTUS) and Vice President of the United States (VPOTUS):

(a) "Support provided to the USSS shall be made on a reimbursable basis except when DOD provides temporary assistance directly related to protecting the POTUS, VPOTUS, or other officer immediately in order of succession to the office of the president".

(b) Assignment of "closest available unit" has proven cost effective and will be the primary discriminator service tasking process and that incidental expenses and related costs such as travel, per diem and rental vehicles shall be borne solely by the service providing the required support.

(2) Funding procedures for POTUS/VPOTUS tasking missions:

(a) Since the support of POTUS/VPOTUS tasking missions are a Marine Corps supported function (not a PMO/MCPD supported function), the use of installation operating funds will be used to support these missions.

(b) If the installation Comptroller does not have the necessary operating funds to support the mission, the installation Comptroller contacts the next Comptroller within their chain-of-command until funding is achieved or until the request reaches CMC (P&R) for funding.

(c) Installation comptrollers and PMOs/MCPDs must plan to ensure adequate funding is available to provide MWD/CPWD team support to POTUS and VPOTUS support missions.

g. Support to Dignitaries Other than POTUS AND VPOTUS

(1) Funding responsibilities for mission taskings in support of the USSS to support dignitaries other than POTUS AND VPOTUS will be made on a reimbursable basis to include travel, per diem, and rental vehicle.

(2) Funding procedures for mission taskings in support of the USSS to support dignitaries other than POTUS AND VPOTUS. The mission tasking message released by the MWDEA OPERATIONS CENTER will provide the procedures and a POC for submission of claim for reimbursement.

h. Department of State (DOS)

(1) Funding responsibilities for mission taskings in support of the DOS:

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(a) Mission requests are processed the same as USSS mission support taskings.

(b) Will be made on a reimbursable basis to include travel, per diem, and rental vehicle.

(2) Funding procedures for mission taskings in support of the DOS:

(a) MWDEA OPERATIONS CENTER will provide tasking support message to include TAD orders.

(b) Travel claims will be submitted to MWDEA OPERATIONS CENTER for reimbursement IAW the procedures outlined in the DOS tasking support message.

14. MWD/CPWD handlers will not be assigned duties involving stray animals.

Section 11200 - CBRNE Response

11201. Purpose. This section provides guidelines for MP/police response to CBRNE incidents.

11202. Policy

1. Marine Corps Installation (MCI) commands and installation commanders are required to implement comprehensive MCI and installation CBRNE preparedness programs. As it may be impossible to determine if a CBRNE release was an accident or a deliberate incident, MCI and installation CBRNE preparedness must include an all-hazards approach. The primary end state for MCIs/installations is to protect personnel, maintain critical missions, and restore essential functions.

2. The threat of attacks using CBRNE, especially chemical or biological agents, continues to be a significant concern. MPs/police should respond to all reports of suspicious letters, containers or packages. The safety of all persons involved is the first priority in such incidences. It is the responsibility of the responding MPs/police officers to assess the situation and, after appropriate consultation with supervisory personnel, make a determination whether to evacuate and the need for additional emergency responders to assist.

11203. Definitions

1. Chemical. Terrorists may exploit a myriad of toxic industrial chemicals (TICs) available in all parts of the globe. These substances are not likely to create as many actual casualties as warfare-strength agents, but are still potentially lethal. Chemical agents can be dispersed using mortars, sprayers, and improvised explosive devices. They can last from minutes to weeks at the site of release and create a larger initial hazard area than conventional explosives. Further, chemicals often create a temporary downwind vapor hazard.

2. Biological. Biological hazards pose unique challenges because they are relatively easy to produce and difficult to detect after release. Examples of terrorist biological weapons include small amounts of anthrax or smallpox dispersed using a non-explosive point source or spray tank. The duration of agent virulence and the size of the downwind hazard area are largely dependent on environmental conditions and dissemination efficiency at the time of the attack. The potential psychological impact and relative low cost of biological hazards

make them an attractive alternative to explosives. Offensive biological programs can be easily concealed, and production does not always require specialized equipment. Effective medical intervention is possible for many bacteria, but other pathogens (for example, viruses, fungi, toxins) can be much more difficult to treat.

3. Radiological. Low-level radiological material is available from a large number of industrial sources worldwide. Terrorists able to gain access to this material could exploit it using low-yield explosive devices. Specific examples of terrorist radiological hazards include iridium, cesium, and highly enriched uranium (HEU) as the core of a radiological dispersal device. Although rarely lethal in the near term, except in high doses, the deliberate dissemination of radioactive matter can cause considerable immediate psychological harm and enormous remediation/restoration.

4. Nuclear. Terrorists with sufficient finances will seek out those willing to sell both information and materiel regarding nuclear weapons. Besides the extremely high explosive nature of nuclear weapons, other effects include the generation of a high-altitude electromagnetic pulse (HEMP/EMP) that can degrade unprotected and vulnerable military and civilian electronics.

5. Explosive. Virtually every country, sub-national group, and terrorist organization has access to explosive devices. Traditionally, these have been the weapons of choice for terrorists because they are readily available, cheap, easy to use, and their effects are reasonably predictable. Although there is considerable psychological impact when terrorists use explosive devices, the actual casualties are likely to be significantly less than these other attacks and the casualties will be confined to the immediate vicinity of the blast.

11204. Procedures

1. Suspicious Packages and Containers Response

a. When a report of a suspicious package/container is received, the Dispatch/Communications Center should determine the following from the caller:

- (1) Whether anyone is in need of medical assistance.
- (2) The caller's name, location, and callback number.

(3) The precise location of the suspicious package/container in question.

(4) Why the package/container is considered suspicious.

(5) Whether the package/container has been opened.

(6) If opened, whether anything suspicious was found inside.

b. Once this information is provided, the Dispatch/Communications Center shall:

(1) Advise the caller to leave the package/container where it is until the MPs/police arrive (if the package is still sealed), and to move themselves and all others away from the package/container.

(2) Advise the caller not to move, drop, or shake the package/container.

(3) Advise the caller to take the following additional steps if the package/container was opened and a residue was found:

(a) Close all windows and turn off ventilation, if inside.

(b) Leave the affected room or area, wash hands and exposed skin with soap and water.

(c) Avoid walking about the space and do not leave until MPs/police officers arrive.

(d) Ask all persons who have had contact with the package/container to follow the aforementioned precautions and ensure they remain in the immediate vicinity.

(4) Notify the caller to remain near a phone in a safe area and that emergency response personnel will be dispatched.

(5) Notify the Watch Commander.

(6) Assign patrol units to a specific location at a safe distance from the threatened area.

(7) Telephonically notify the unit commander/senior unit representative of the threatened building.

(8) Notify CID/Investigations Branch.

(9) Dispatch the explosive MWD/CPWD teams to all explosive threats.

(10) Make notifications per section 7200. Notify the EOD (stand by), Notify Fire Department (stand by), Environmental Directorate (stand by), Medical (stand by), Public Affairs Office, and Safety Office.

c. Response/Assessment. Responding MPs/police officers shall:

(1) The initial response will vary, depending on the size and scope of the threat.

(a) Use code lights only if there is confirmation of an actual device. Ensure the code lights are turned off at least one block away from the threatened area so as not to alert any persons in the building or encourage any additional bomb threats.

(b) Leave police radios on in order to continue receiving instructions, but do not transmit within 300 feet of the affected area.

(c) When practical, establish a perimeter at least 300 feet from the building.

(d) MPs/police officers shall not:

1. Move, touch, approach or open the letter or package.

2. Attempt to smell or taste the contents.

3. Allow anyone to clean up the substance, if spilled.

(2) Perform a scene survey that includes a risk assessment of the threat for an IED prior to approaching any suspicious package. If an explosive threat exists, or an explosion has occurred, evaluate the scene, and logical approaches to the scene, for a secondary IED. If an explosive

threat exists, it will take precedence over any biological threat until rendered safe. MPs/police officers must remain alert to the possibility of an IED or secondary devices of any sort. The first arriving MPs/police officers should evaluate the need for personal protective equipment (PPE,) if there is a suspected CBRN release.

(3) Interview the caller regarding the suspicious package to determine:

(a) Who has physically contacted the package/container.

(b) Why the caller believes the package is suspicious.

(c) If there is a return address on the package.

(d) If the package has been opened.

(e) If there are foreign substances inside.

(f) If there has been any correspondence that is either threatening or suspicious.

(g) If there have been any threatening notes or phone calls.

(4) Observe the package from a safe distance or by using binoculars to assess, to the extent possible, the following characteristics that may be indicative of CBRNE:

(a) Package/container has a powdery substance on the outside.

(b) Package/container is from an unexpected or unfamiliar source.

(c) Package/container is addressed to someone no longer working or residing at the address.

(d) Package/container has no return address, or one that cannot be verified as legitimate.

(e) Package/container has obvious misspellings of common words.

(f) Package/container or package is of unusual shape, size, or weight.

(g) Package/container has an unusual amount of tape or string.

(h) Package/container is marked with restrictive endorsements such as "personal" or "confidential".

(i) Package/container has a strange odor or stain.

(j) Package/container shows city and state postmark that does not match the return address.

(k) Package/container has excessive postage.

(l) Package/container is addressed in block print or written or typed poorly.

(m) Package/container has protruding wires or aluminum foil.

(n) Package/container has a sound coming from the inside.

(5) If it can be determined that the package is not a threat, proceed to paragraph 11204.4.

(6) If it cannot be determined whether the package is a threat, notify a supervisor. The supervisor will evaluate the situation and determine whether the package is a possible threat and requires further examination/evaluation by specialized HAZMAT or EOD teams.

d. Containment/Investigation

(1) Should the incident scene/area be contaminated from the suspicious package, MPs/police officers shall perform the following to the extent that it does not unnecessarily risk lives or safety and subsequently render them unable to provide further assistance:

(a) Establish a perimeter to deny entry and to contain potentially exposed persons; direct persons to leave the immediate area of the hazard and proceed to a safe location where they can be sheltered-in-place (do not evacuate the

building unless an immediate threat is evident) and decontaminated if necessary.

(b) To the extent possible, render first aid.

(c) Inform the Dispatch/Communications Center of the nature of visible injuries and number of injured or exposed persons.

(2) The Watch Commander or a patrol supervisor, or in their absence, the senior MP/police officer shall:

(a) Make contact with the unit commander/senior unit representative to:

1. Brief them on the situation.

2. If time is limited, evacuation of the facility must be implemented immediately.

3. Use only military personnel or civilian employees who are familiar with the area to help conduct an evacuation and to accompany the search team(s) when searching the interior/exterior of the building.

4. Obtain keys to all locked areas within the threatened area, and a diagram of the building.

(b) Establish an ICP, institute ICS protocols, and designate an IC.

(c) Coordinate the establishment of a sufficient perimeter to prevent further contamination, unauthorized entry into the area, and the destruction of evidence.

(d) Attempt to have all potentially exposed persons isolated and obtain identification information to permit follow-up contact by medical personnel.

(e) Coordinate appropriate traffic control measures.

(f) Ensure proper notifications are made.

(g) Ensure that CID/Investigations Branch is notified.

(h) Notify the Post Office if the package involved travel through the U.S. Mail.

(i) To avoid possible contamination, before entering the threat area ensure that personnel are equipped with and utilizing proper personal PPE that conforms to NIOSH and OSHA regulations.

(j) Direct patrol units to conduct field interviews of all people within the surrounding area.

(3) Once the area has been isolated, the IC shall:

(a) Ensure notification, and if needed, dispatch of the Fire Department.

(b) Ensure that the installation Environmental Directorate, Safety Office, HAZMAT/NBC and/or EOD team has been notified and respond if needed.

(c) Instruct all personnel who were near or in direct contact with the suspect mail to thoroughly wash their face, hands and any exposed skin with soap and water and seek medical examination/treatment when deemed necessary (decontamination procedures for exposed persons should be in accordance with the Center for Disease Control's (CDC) protocols. Follow up with internal risk management procedures for workplace exposures/injuries).

(d) Consult with the Fire Department, Environmental Directorate, EOD, NBC, Safety Office, and/or Medical to determine the safest means of mitigation and the processing of evidentiary materials, giving special consideration to the safe handling and storage of suspected biological materials.

e. Fire, Environmental, NBC and/or Safety personnel will provide additional guidance once the package and/or substance is assessed. The assessment process may involve physical examination, field substance analysis, or collection for laboratory analysis. Decontamination, collection and further mitigation should be based on the assessment provided by HAZMAT personnel.

2. Evacuation Guidelines. The senior unit representative will determine whether to evacuate a building. Once the order to evacuate is received, evacuate personnel in accordance with the

established fire evacuation plan. Other considerations to be taken are:

a. Evacuate in a calm and quiet manner to a designated location that is at least 300 feet (or as situation dictates) away from the threat. This is only a guideline. For example, if the threat is a potential large explosive device, MPs/police officers might seek to evacuate beyond 1000 feet and attempt to place other buildings between the threat and the evacuation area.

b. Ensure fire alarms or any electrical systems are not activated or deactivated.

c. Leave windows and doors open if an explosive device. Leave closed if CBRN.

d. Turn off gas appliances and close valves.

e. Ensure unit representatives account for their people.

3. Evidence Collection

a. For packages/substances deemed to be of no threat, routine evidence collection or property handling procedures may be utilized. Likewise, hoax items should be collected using standard collection procedures to ensure future prosecution.

b. Packages/substances that cannot be verified as safe on-site must be safely collected and packaged as appropriate by EOD, HAZMAT, etc. At a minimum, items should be double bagged in non-porous bags and completely sealed.

c. Special consideration must be given to the safe transport and storage of suspect packages/substances. These items shall be placed in a container that can be tightly sealed, such as an evidence "paint can", prior to being transported to the evidence storage room/facility.

4. Search Techniques. The senior MP/police officer will determine the direction and location to begin a search, if necessary. Use a two-man search team. Begin a search in the most accessible area. Conduct a search as follows:

a. Outside area: Conduct a sweep of the immediate outside area of the threat site.

b. Inside area: Begin at the entrance from the ground floor working from floor to the ceiling. Check basements, furnace rooms, electrical control areas, and storage areas.

(1) Upon entering a room, go to different corners and stand quietly listening for a clockwork device.

(2) Divide the room into two equal parts. Each person will take half the room.

(3) Conduct the first sweep with both individuals standing back to back. Check all items from floor to waist level.

(4) Conduct the second sweep from waist to head level, checking all objects to the top of their head.

(5) Conduct the third sweep from head to ceiling.

(6) Conduct a fourth sweep all along the ceiling. Look through false or suspended ceilings. Include ventilation ducts and ceiling mounted fixtures.

c. Look for strange packages or devices that can not be identified by unit representatives. If a strange package/device is located, DO NOT TOUCH IT.

d. All personnel must exit and enter the threatened site by way of cleared areas only.

e. If a suspected explosive device is found, as stated above, DO NOT TOUCH IT! Notify EOD.

f. If a detonation time was given, evacuate search team(s) from the building 30 minutes prior. One hour after the reported detonation time, if directed by the senior MP/police officer, the MP/police officer search team(s) will resume the search.

g. When the search is complete, the IC will notify the senior unit representative who will determine if the building will be reoccupied.

5. The senior MP/police officer shall conduct a debriefing of all key personnel following the completion of operations and notify the PM/PC.

Section 11300 - Force Protection Conditions (FPCON)

11301. Purpose. This section establishes PMO/MCPD guidelines for FPCONs.

11302. Policy

1. Combatant Commanders (COCOMs) set the baseline FPCON for their respective area of responsibility per reference (w). The commanders of U.S. Forces Korea and U.S. Forces Japan set the baseline FPCON for their geographic areas. Service components and subordinate commanders will set their FPCON no lower than the baseline set by their higher headquarters, and may implement additional measures or a higher FPCON, as deemed necessary. The installation commander will declare a FPCON level appropriate for his location.

2. To enhance the overall effectiveness of a given FPCON, installation commanders shall develop and implement a random antiterrorism measures (RAM) program, including random vehicle inspections, as an integral part of their antiterrorism (AT) program per reference (w). While each FPCON has specific RAM requirements, commanders have the authority to implement RAMs from higher FPCONs when threat estimates suggest that lower FPCONs may not be adequate in view of the risk, vulnerability, and criticality of the assets at the installation.

3. Installations directing implementation may add measures from higher FPCONs at their discretion. Commanders may implement additional FPCON measures on their own authority, develop and implement additional measures specifically tailored for site-specific security concerns, or declare a higher FPCON for their AOR/installation.

4. PMs/CPs play a critical role in the FPCON process and shall work closely with installation staffs to develop and implement an effective program. Additionally, since MPs/police officers perform many of the RAMs, PMs/CPs must advise the installation commander on the sustainability of RAMs and requirements for augmentation if the PMO/MCPD is not sufficiently staffed to perform all required tasks.

11303. Definitions

1. FPCON levels are selected by assessing the terrorist threat, the capability to penetrate existing physical security systems at an installation, the risk of a terrorist attack taking place,

the ability of units or installations to carry-on with missions if attacked, and the criticality of the installation mission(s) or assets. Assessed threat levels do not dictate the specific FPCON posture that a geographic location assumes.

2. Random Antiterrorism Measures (RAMs). The implementation of multiple security measures in a random fashion. When activated, RAM provides a "different look" at security procedures in effect, to deny the terrorist surveillance team the opportunity to accurately predict security actions. The plan is used throughout all FPCONs and consists of using selected security measures from higher FPCONs as well as other measures not associated with FPCONs. Using a variety of additional security measures in a normal security posture prevents overuse of security forces, as would be the case if a higher FPCON were maintained for an extended period of time. RAMs are implemented in a strictly random manner, never using a set time frame or location for a given measure. For installations, random vehicle inspections and commercial vehicle inspections are a type of RAM conducted at installation exterior entry/exit gates.

11304. Procedures

1. PMs/CPs shall work with installation staffs to:

a. Develop and implement procedures and processes to establish and adjust FPCON measures.

b. Examine the threat, physical security, terrorist attack consequences, and mission vulnerabilities in the context of specific DOD activities and the declared FPCON. When factors are combined and the collective terrorist threat exceeds the ability of the current physical security system (barriers, surveillance and detection systems, MP/police/security forces, and dedicated response forces) to provide the level of protection required, then implementation of a higher FPCONs or additional RAMs from a higher FPCON is appropriate.

c. Develop and implement, in coordination with the installation commander and/or the installation AT officer (ATO), a RAM program as an integral part of the AT program to enhance the overall effectiveness of a given FPCON. The basic concept of randomly implementing measures from higher FPCONs, command developed measures, or locally developed site-specific measures to supplement or enhance security measures or FPCONs already in place, is to alter the installation or facility security signature by introducing uncertainty for planners and organizers

of terrorist attacks. Advantages of implementing RAMs include, but are not limited to:

(1) Variations in security routines make it more difficult for terrorists to target important assets, build detailed descriptions of significant routines, or predict activities by a specific asset or within a targeted facility or installation.

(2) Increased AT awareness for DOD personnel, their dependents, visitors, and neighbors.

(3) Increased alertness among law enforcement, security, and base or facility personnel.

(4) Reduced adverse operational effects and unplanned economic costs when enhanced AT measures must be maintained for extended periods.

d. Develop and implement, in coordination with the installation commander and/or his ATO, local security procedures to defend against terrorism, and support these procedures with adequate planning, exercise, and evaluation.

e. In coordination with the installation commander and/or installation ATO, identify those installation assets likely to become terrorist targets, paying particular attention to mission essential vulnerable areas (MEVA) and identify appropriate defensive/countermeasures to protect those assets.

f. Obtain and review area threat assessments prepared by the NCIS Multi Threat Alert Center (MTAC). This assessment should be considered a working document and be updated, as necessary, based on information received from local law enforcement agencies and any information gathered locally that might indicate terrorist surveillance or probing.

g. Integrate terrorism scenarios into training exercises, whenever practical.

2. Operations Officers shall develop and implement, as directed, FPCON procedures, processes and measures.

Section 11400 - Response to Schools

11401. Purpose. This section provides guidance for MPs/police officers responding to calls for service and dealing with incidents on school property during school hours or during school-sanctioned events.

11402. Policy

1. Responding to calls for service or conducting investigations on school property requires an understanding of the limitations and requirements placed on MPs/police officers by law and the responsibility of school authorities for the supervision of children under their care. As such, investigations and police business conducted on school property will be in compliance with accepted legal practices and in recognition of the authority and responsibility of school officials to manage the school environment.

2. This section pertains to dealings with juveniles on school property during school hours or during school-sanctioned events after normal school hours. It does not pertain to juveniles using school facilities after school hours or juveniles trespassing or committing offenses on school property after school hours.

3. Additionally, this section recognizes that during the last decade, schools have increasingly become a target for discontented students and even total strangers. This section provides guidance to MPs/police officers for responding to schools in an emergency situation, such as an armed student or an armed intruder at the school.

11403. Procedures

1. Emergency response to schools shall be coordinated with school officials unless the delay to notify or such notification would potentially jeopardize the ability of MPs/police officers to safely and effectively respond to the emergency situation.

a. The PM/PC shall develop, in coordination with the school principal, an emergency response plan to the school for incidents involving, at a minimum: armed students, armed intruders, disorderly students, threats involving explosives, and hostage situations. This plan should have the following objectives, in the precedence listed:

(1) Protect the safety and welfare of the students and staff.

(2) Protect the school facilities and property.

(3) Restore the school to normal conditions in the shortest time possible.

b. Response to schools can be an extremely emotional event. Crimes against children often evoke angry emotions, and MPs/police officers may have children enrolled in the school. MPs/police officers must remain calm and think clearly when responding to serious incidents at schools. Law enforcement supervisors will exercise caution when sending MPs/police officers on an emergency response to a school where MPs/police officers have children enrolled. Conducting emergency response drills and exercises to schools can provide a "routine" to the response that can minimize the effect of emotions.

c. Drills and Exercises. The purpose of any drill or exercise is to reveal planning weaknesses; reveal resource needs and shortfalls; improve coordination; clarify roles and responsibilities; and improve overall performance of all players. Exercises with key school personnel, back-ups, and other local emergency responders should occur on a regular basis.

(1) Tabletop exercises provide an opportunity to resolve coordination and responsibility issues through a low-stress discussion of the issues.

(2) Functional exercises simulate a real emergency under high-stress conditions by testing coordination among various functions and response agencies.

(3) Full-scale exercises test an entire community's response capability. This involves using real equipment.

2. Interviewing/Interrogating Students

a. Except in exigent circumstances or in detention situations as outlined in this section, MPs/police officers who wish to detain or question youths on school property shall first contact the school principal or his/her designee. To the degree possible, MPs/police officers shall explain the nature of their business and the need to meet with the youth(s) in question. Parents/guardians should be contacted prior to

interviewing/interrogating juveniles. See section 9000 for information concerning the interview and interrogation of juvenile offenders.

b. Generally, students should not be publicly contacted by MPs/police officers in the school setting for purposes of questioning, unless a detention is anticipated or reasonably possible. Youths should be summoned by school officials to a private interview room or other appropriate area for purposes of questioning.

c. School officials may be present as observers during interviews or questioning of students if requested.

d. MPs/police officers shall not enlist school officials or employees to conduct interviews, inquiries, or similar fact-finding activities regarding students as part of an investigation.

e. School officials who act at the direction of or on behalf of the interests of the MPs/police constructively become police officers, and, in so doing, must abide by the legal provisions pertaining to MPs/police officers.

f. MPs/police officers are not precluded from questioning school officials regarding their knowledge of students and student activities.

3. Detention/Removal of Students from School

a. Students shall not be removed from school property without notifying the school principal or his/her designee. MPs/police officers are also responsible for ensuring that the youth's parent(s), guardian(s), or a responsible adult is notified of the youth's removal, irrespective of school officials making such notification.

b. MPs/police officers should notify the principal or his/her designee before making a detention of a student during school hours on school property unless exigent circumstances exist or such notification would potentially jeopardize the ability of MPs/police officers to safely and effectively make the detention.

c. MPs/police officers should avoid making detentions on school grounds when the detention may be made effectively elsewhere.

d. When possible, MPs/police officers should not detain juveniles on school grounds if the use of force is a reasonable possibility.

e. MPs/police officers should use handcuffs or other restraining devices when making detentions in schools whenever deemed necessary to ensure the security of juvenile detainees and the safety of the MPs/police officers and others.

f. Detaining students on school property should, to the degree possible, be conducted so as to minimize embarrassment to the student and disruption of school activities.

4. Searches in Schools. Well publicized incidents in recent years have indicated a need to maintain safety and security in our schools. Though Department of Defense Dependent Schools are government entities and operate on government property, evolving case law in many locations limit what MPs/police officers may do, absent exigent circumstances, in the way of searching and seizing evidence in a school setting. Also, on some Marine Corps installations, schools are operated by the state or county. Consultation with the staff judge advocate and concerned stake holders (school administrators, principals, and teachers) in the school system must be conducted before planned police operation in schools. The below procedures should be used in supporting searches in schools:

a. Police searches of students and their property (bags, clothing, purses, assigned school lockers, etc.) on school premises are generally subject to the same legal requirements for probable cause and a search warrant/authorization as other searches. Exceptions to the search warrant requirement (for example, consent to search and emergency situations) that apply to non-school searches also apply to school searches.

b. School employees may conduct searches of specific students and their property (bags, clothing, purses, assigned school lockers, etc.) without a warrant/authorization, based on reasonable suspicion. The reasonable suspicion must be by individual and not a group. School employees may also conduct scheduled inspections/searches of assigned school lockers for items such as trash, school property and library books. While students have no expectation of privacy in their assigned school lockers because the lockers belong to the school, they do have such an expectation for their personal possessions stored in the school lockers, such as book bags and jackets. The following guidelines apply to school searches for stolen property:

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(1) When school employees want to find property (property of relatively minor value, at least, such as tennis shoes), it is possible to search more than one student so long as employees have enough suspicion to justify each search.

(2) Employees should ask students for voluntary consent to be searched.

(3) Before forcing any searches, employees should investigate to determine whether individualized suspicion exists for the students who did not consent to a search. For example, employees can ask these students where they were at relevant times, they can ask other students whether they observed the students in question, and they can observe how the non-consenting students react to questioning. Unless school employees have reason to suspect individual students who do not consent to a search, they cannot search those students.

(4) School employees cannot first search the consenting students and then declare, if those consensual searches reveal no stolen property, that they have individualized suspicion of the students who did not consent to a search. A nonconsensual search must be justified at its inception, when school employees first decide to search.

c. MPs/police officers should not accompany school employees who are conducting a search without a search warrant.

11500 - Navy/Marine Corps Courthouse Security Procedures

11501. Purpose. This section establishes PMO/MCPD procedures concerning Navy/Marine Corps courthouse security.

11502. Policy

1. Courthouse security measures should address deterrence, detection, and limitation of risk. Most importantly, courthouse security measures should focus on removing opportunities for violence, especially violence with a weapon. The installation SJA is responsible for courthouse security.

2. PMs/CPs provide support for installation SJAs. PMOs/MCPDs may be requested to provide both emergency response and subject matter expertise for courthouse security, in addition to being familiar with normal procedures when MPs/police officers attend court to testify.

11503. Definitions

1. Courthouse is defined as the combined internal space housing courtrooms; judicial, witness, member and spectator spaces; trial and defense counsel spaces; and the external areas, such as parking lots, that support military justice proceedings.

11504. Procedures

1. PMs/CPs shall work with installation SJAs and judges to establish emergency response procedures for courthouses, provide subject matter expertise/support, and ensure MPs/police officers follow courthouse procedures.

2. Physical Security Branches will assist installation SJAs in establishing/maintaining courthouse security.

3. MPs/police officers shall:

a. Respond to emergency incidents in courthouses based on the nature of the incident and locally established procedures.

b. Follow courthouse procedures when testifying.
Introduction of firearms within the courtroom, other than for evidentiary purposes, is not advisable but shall be subject to the discretion of the presiding military judge or installation SJA consistent with reference (a).

4. The convening authority is responsible for the transport and custody of pretrial confinees and convicted personnel at all times.

5. Comprehensive, annual courthouse threat assessments should be conducted by the installation SJA. PMs/CPs may be requested to provide subject matter expertise.

6. Courthouse Security Measures

a. Surveillance systems should be used to monitor ingress/egress points, and sensitive internal/external areas that are not easily observed by courthouse staff.

b. Parking. Reserved parking spaces for judges and court members should be identified as reserved, but not for a particular billet and/or rank. Parking should be adequately lighted and consideration should be given to surveillance with cameras.

c. Duress alarms should be considered for the ingress/egress points, judges' benches and chambers, and should annunciate at PMO/MCPD and throughout the courthouse facility.

d. Lockable firearm safes shall be available for storage of police weapons if firearms are not allowed in the courtroom, and will be located so as to provide constant supervision when being used.

e. Access control systems should be installed within the courthouse to limit access to sensitive areas such as judicial chambers, trial and defense counsel spaces, and other locations, as appropriate.

f. Drills should be conducted periodically with courthouse personnel and PMO/MCPD to test and evaluate emergency response procedures.

g. During days and evenings of judicial proceedings, all participants and spectators entering a courthouse (except the military judge, counsel, court members, MPs/police officers serving in their official capacity) should enter through a single ingress/egress point and pass through a metal detector, if available.

Section 11600 - Customs

11601. Purpose. This section establishes PMO/MCPD guidelines for conducting military customs programs.

11602. Policy

1. It is DOD policy to assist and cooperate with U.S. and foreign HN border clearance agencies in halting the flow of contraband both into the U.S. and foreign countries. The DOD will enforce this when entry is through military channels and will cooperate with other federal agencies when enforcing U.S. laws and regulations and complying with foreign requirements concerning customs, agriculture, immigration, and other border clearance requirements without unnecessarily delaying the movement of DOD personnel and material. This also applies to the export of goods to and through other countries. The DOD policy is to eliminate the flow of contraband and unacceptable products to other nations. The DOD acknowledges the primacy of the Department of Homeland Security (DHS), U.S. Customs and Border Protection (CBP), and the Bureau of Citizenship and Immigration Services (USCIS) over cargo and personnel moving into the Customs Territory of the U.S. (CTUS) and that their officers or inspectors may delay, impound, or otherwise prohibit the entry or export of military cargo into or from the CTUS, without obstruction by the DOD, the Services, or the Defense Agencies.

2. Pre-Clearance Programs. The border clearance requirements in reference (am) apply to all international movement of DOD cargo and personnel at the time they cross the border. Under certain circumstances (e.g., major unit rotations and redeployments in conjunction with exercises and contingency operations) cargo and personnel returning to the U.S. can be "pre-cleared" (e.g., inspected/certified at the origin instead of at the US border). When deemed to be beneficial to the DOD and/or CBP and the U.S. Department of Agriculture (USDA), pre-clearance programs may be established. These pre-clearance programs will be initiated only when the Theater Command, United States Transportation Command (USTRANSCOM), and the respective U.S. Agency or Agencies explicitly agree to their establishment. Procedures for requesting the establishment of a pre-clearance program are detailed in Chapter 506 of reference (am).

11603. Procedures

1. PMs/CPs shall:

a. Establish and conduct a military customs program as directed and per reference (am).

b. Appoint, provide training for and obtain proper certification for Military Customs Inspectors-Excepted (MCI-E) and Customs Boarder Clearance Agents (CBCAs) per reference (am) and Geographic Combatant Command regulations.

2. Military Customs Inspectors shall:

a. Perform duties per reference (am) and U.S. and/or foreign country border clearance requirements.

b. Inspect or examine baggage, professional equipment and cargo as authorized in established memorandums of understanding and designated on his/her CF 55, Designation, Customs Officer-Excepted. All passengers and crewmembers are subject to inspection. The degree to which accompanied baggage or equipment is inspected or examined is dependent upon the discretion and judgment of the MCI-Es. "Dumping" of baggage contents is against both DOD and CBP policy and is prohibited.

c. Accomplish inspections in a courteous and professional manner.

d. Only inspect active duty military personnel. All civilian personnel will be inspected by a CBP officer.

e. Immediately report contraband discoveries (for example, drugs, firearms and/or explosives) to the closest CBP Port Director and the installation commander.

3. CBCAs shall:

a. Perform duties per reference (am) and U.S. and/or foreign country border clearance requirements.

b. Inspect and certify that DOD-owned materiel, personal property, and passengers are acceptable for entry into the U.S. If contraband is discovered during the inspection process, notify legal authorities.

c. Represent the commander in performance of inspections and ensure that the documentation accompanies all shipments or personnel.

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d. Ensure that customs/border clearance violations are expeditiously reported to the proper legal authority or military agency for disposition.

e. Conduct all inspections and examinations in a professional, expeditious, and courteous manner.

f. Do not, under any circumstances, collect or accept duty payments.

Section 11700 - Maritime and Waterside Security

11701. Purpose. This section provides guidance for maritime and waterside security operations aboard Marine Corps installations.

11702. Policy

1. Maritime and waterside security present unique and challenging tasks to installation commanders. No two Marine Corps installations are the same with respect to ocean and water frontage areas. Maritime and waterside security requirements must be addressed in the installation physical security plan. There are mechanisms available to assist commanders in establishing control of installation waterside/waterfront perimeters thereby limiting personnel, vehicle, and vessel access to areas under their control.

2. Some installations may have naval defensive sea areas (NDSA).

3. Establishing Limited Waterways. The U.S. Coast Guard (USCG) and the U.S. Army Corps of Engineers (USACE) are the implementing authority(s) for establishing control, access to, and movement within certain areas of their jurisdiction, as it pertains to waterways and waterfront property. Access control and movement within certain areas may be restricted in the interest of safety, security, or when other national interests dictate.

a. The USACE local field office is the responsible agency for establishing restricted areas. The Coast Guard Captain of the Port is responsible for establishing all other types of limited waterway areas. Requests for controls and/or designation of a limited waterway require that commanders provide a written application with supporting documents to the responsible agency. Supporting documents include complete justification regarding the type of designation requested and a detail map of the affected area(s). The establishment of any limited waterway requires public notification and hearings in order to identify any affects or concerns with regards to the local populace.

b. Commanders must coordinate designation and protection of the waterways with the respective agency. Operations and/or security plans will fully identify areas of responsibility and jurisdiction. Liaison between PMO/MPCD, security personnel and

the respective agency must be continuous in order to ensure that the conditions for the designation and all procedural requirements remain valid and current.

4. Waterside Assets. The following assets are common at installations with waterside/ waterfront property(s):

- a. Passenger and cargo vessels.
- b. Pleasure craft and pleasure craft piers.
- c. Pier/port complex.
- d. Military support vessels.
- e. Waterfront facilities.
- f. Warships.
- g. Passenger ships and terminals.
- h. Navigational aids.
- i. Distinguished visitors/very important people (DVs/VIPs) aboard ship or at waterfront facilities.
- j. Military piers.
- k. Shore facilities connectors; causeways, tunnels, cables utility towers, and bridges and facilities where unauthorized access may be gained or an approach made from the waterside.

5. The PMO/MCPD maritime and waterside security mission is to provide maritime/waterside security for the installation, enforce applicable laws and regulations and to assist the state Department of Public Safety (DPS), U.S. Fish and Wildlife Enforcement Division, and U.S. Coast Guard personnel, when appropriate, in the enforcement of assimilated state and federal laws.

11703. Procedures

1. PMs/CPs, as the staff officer responsible for installation physical security, shall request establishment of limited waterways when required.

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2. Waterborne Threats. PMS/CPs must consider a number of waterborne threats such as mines, swimmers, small boats with armed personnel, and small boats laden with explosives. Targets include ships, shore facilities, wharfs, and piers.

3. Physical Security Measures. PMS/CPs must address waterside facility and asset security by erecting perimeters and outfitting them to identify attempted or successful penetrations. This includes the full complement of physical security measures, including instructions, barriers, security systems, establishment of enforcement zones, and response capabilities to combat waterborne threats.

a. Enforcement Zones. Enforcement zones must be established to implement and sustain waterside security and serve as an action position for security forces:

(1) A security zone is the area from the average high water mark to a point at the range of anticipated waterborne threats. Security forces notify vessels, crafts, and swimmers that they are entering restricted waters and must alter their course. Security forces may stop and search vessels if necessary, although as a general rule, engagements are not a high priority. Security zones usually extend to the furthest point allowed by USACE and USCG requirements.

(2) A reaction zone is the area from the high water mark to a distance beyond the maximum range of anticipated waterborne threats. Security forces stop and challenge intruders, taking action to stop potential threats.

(3) A keep out zone is the area closest to protected assets and is located from the asset to the maximum range of anticipated threat weapons (hundreds of yards for small arms and rocket propelled grenades to several thousand yards for man portable anti-tank weapons). Security forces must prevent entry of hostile craft or vessels into this zone; local defenses may be engaged if hostile craft or vessels enter this zone.

b. Boundary Markers. Several devices can be used to establish boundaries separating the installation or asset from surrounding or bordering waters. Boundaries can provide areas of operation for waterborne security patrols, Special Reaction Team patrols, and contact and escort (C&E) services. Among the devices that can be used to establish and mark boundaries are:

(1) Buoys or floats.

- (2) Nets.
- (3) Anchored or pile mounted channel markers.
- (4) Signaling devices.
- (5) Log booms.
- (6) Barges.
- (7) Workboats, whalers, and other small boats at anchor.

c. Barriers. Waterside barriers at an installation, facility, or asset afloat perform functions that barriers on land perform; establishing boundaries, isolating activity, discouraging visitors, and impeding passage by boat or swimmer. They can be installed at land/water interfaces or at average high-water marks. Rules of navigation allow for inadvertent and innocent penetration of certain types of barriers, as may occur with small craft engine failure, sail boats, and pleasure craft operators who lack navigational and operational skill.

(1) Several barriers can be used to slow or impede access to facilities by boats or swimmers. Nets are among the best for this purpose, however, well-marked partially submerged objects can also be used; there are legal implications regarding the emplacement of barriers that constitute a hazard to navigation. Prior to placement of these devices, commands should consult with the installation SJA.

(2) Barriers can be used to restrict waterside access to the installation. Use of floating nets, especially those made of wire mesh and anchored to the floor of the body of water, can deny access to swimmer delivery vehicles, small commercial-type submarines, or divers. Barges create a physical barrier of considerable penetration resistance to small craft. Barges should be secured bow to stern with the lead and aft barges being secured to the pier or shore side mooring point. The primary purpose for deploying a barrier of this type is to absorb a large portion of the blast from an explosive laden vessel that managed to elude initial defenses.

d. Patrol boats are the most effective means of isolating an activity and discouraging vessels from approaching identified boundaries. Patrol boats require establishment of a perimeter, surveillance beyond the perimeter to identify potential intrusions, and dispatch of C&E boats to intercept intruders

within the security zone. Vessels should not be allowed within the reaction zone of the protected asset.

e. Security and Response Forces. Waterborne security and response forces are employed to maintain perimeter security and enforce security zone restrictions. Depending on the installation, the nature of facilities and activities, and jurisdiction under which waterside security is conducted, security forces may be provided by PMO/MCPD, U.S. Navy, installation directorates, tenant commands, U.S. Coast Guard, state or local police, or host-government forces.

(1) While patrolling the land-water interface, security forces must be equipped with vehicles, communications equipment, and personal protection equipment. It is essential that waterside and landside security force command, control, and communications systems be integrated.

(2) Patrol forces are deployed to patrol the security zone, provide detection and identification information to a central command post, and to aid other security forces as necessary.

(3) C&E forces are deployed in the outer security zone. C&E forces are responsible for positioning the C&E boats between intruders and protected assets, making initial contact with intruders, and providing navigational assistance and escort services to ensure intruders exit restricted waters.

(4) Tactical response boat (TRB) forces are deployed close to or within the reaction zone and are responsible for engaging intruders and terminating incidents outside of the "keep out" zone.

(5) If boarding becomes necessary it should be conducted by C&E forces, local or state law enforcement officers, or designated boarding teams transported to the scene by a standby vessel. In all cases boarding should take place outside the security zone at a secure location.

f. Patrol Tactics and Techniques. Defensive measures provide a response option for intercepting and neutralizing an identified, incoming hostile threat. The protected asset can be a ship, pier, waterfront facility, or any area or object vital to national security that requires protection from a waterborne threat. Random patrolling is an effective defensive measure in installation waterside security. Water approaches to the asset

need to be divided into sectors with sector boundaries that converge at the asset. In one-boat security zone enforcement, the security boat maintains a position near the zone centerline at the outer boundary. The position allows maximum visibility for observing the security zone and for warning vessel traffic. All turns should be made to the outside so the crew can maintain surveillance of zone boundaries.

4. Serious Incidents (Waterborne). Serious incident response (for example, search and rescue, drowning, environmental) and coordination will often be the responsibility of PMO/MCPD. PMO/MCPD may have cognizance over the operation and a command post should be established to coordinate all efforts. Depending on the situation, the following organizations may be notified and/or included in a waterborne emergency operation:

- a. Installation Fire Department.
- b. Branch Medical Clinic or Hospital.
- c. Water Front Operations, if established aboard the installation.
- d. Marine Corps Air Facility/Station if located aboard the installation and on the water.
- e. Environmental Protection and Compliance Department.
- f. Explosive Ordnance Disposal.
- g. Installation Public Affairs Office.
- h. Installation Staff Judge Advocate.
- i. U.S. Coast Guard
- j. State Department of Natural Resources.
- k. City and/or County Fire Departments.
- l. Unit or command affected.

Section 11800 - Holding Cell/Detention Space Procedures

11801. Purpose. This section establishes procedures concerning the operation of PMO/MCPD holding cells and detention spaces.

11802. Policy

1. Reference (v) provides Marine Corps policy on holding cells and detention spaces.

2. References (v) and (bf) standardize holding cell and detention space procedures and ensure that apprehended/detained personnel are held only when necessary, for a minimum period, under proper supervision, in a humane manner, and in an environment that will not impair health or subject the detainee to unreasonable discomfort or disparaging publicity.

3. Detention spaces and holding cells are used to temporarily detain personnel apprehended by military authorities or turned over to the military by civilian authorities. Persons may be detained only if there are reasonable grounds to believe a criminal offense has been or is being committed and the person to be detained committed or is committing the offense. Under no circumstances may an individual be placed in detention for protective custody or safekeeping. While under escort by cross-country chasers, individuals may be detained for further transport (FFT). Administrative disciplinary measures contained in reference (bf) are not applicable to holding cells and detention spaces.

4. When a person is placed into a detention space, strict compliance with this section and references (v) and (bf) are required. Holding of personnel in PMO/MCPD detention spaces will generally not exceed eight hours. Holding of personnel in PMO/MCPD holding cells will generally not exceed 24 hours except as noted in paragraph 11803 below. The additional holding time may only be granted by the installation commander with the concurrence of the PM/PC or Deputy PM/PC.

5. Use of force to place a detainee into a holding cell or detention space will be limited to the minimum amount required. Physical abuse, use of unnecessary force, and any form of corporal punishment against a detainee are prohibited. Use of restraining devices is not authorized within the holding cell or detention space except to prepare a detainee for transport. In extreme cases, a restraining jacket may be used in a holding

cell or detention space when authorized by the PM/PC and medical officer.

6. All rules and regulations regarding apprehension, arrest, restriction, detention, and confinement shall apply equally to members of both sexes. When a situation dictates the detention of a female in a holding cell or detention space, the following requirements will be met:

a. A female MP/police officer will be utilized to process the subject if available.

b. No male will be confined with a female in the same space at the same time.

11803. Definitions

1. Holding Cell. A holding cell is used for short-term detention, defined to mean no more than 24 hours during the work week, not more than 72 hours over a weekend, and not more than an additional 24 hours over an official holiday weekend. Detention in excess of 24 hours is authorized only with the express approval in each instance of the installation commander on which the holding cell is located, or his or her designated representative. Pre-trial or post-trial personnel may be confined in a holding cell for more than 72 hours under the following conditions:

a. When an individual has been sentenced to confinement by a court-martial, and is pending transfer to a confinement facility.

b. When an individual has been placed in confinement in a confinement facility, and is moved to, and confined in, a detention facility for the purpose of appearing as a witness or as the accused in a court-martial proceeding.

c. When a general Courts-Martial convening authority deems it necessary to retain an accused locally, during progress of a court-martial, in the absence of a brig. After trial, if the sentence as adjudged includes confinement, the member shall be transferred to a confinement facility within 72 hours. The written permission of either the installation commanding officer or the general Courts-Martial authority, as appropriate, must be obtained before an individual can be held for more than 72 hours in pre-trial confinement status in a holding cell or detention space. Time spent detained under these circumstances is

considered and counted as pre-trial or post-trial confinement, as appropriate.

2. Detention Space. A detention space is any cell, room, or other berthing space of the shore establishment used for short-term detention, defined to mean not more than eight hours.

11804. Procedures

1. PMs/CPs shall ensure compliance with references (b), (v) and (bf), and this Order in administering, operating and maintaining holding cells and detentions spaces.

2. Commissioned officers or warrant officers may only be placed in a holding cell or detention space with authorization from the Deputy PM/PC or PM/PC.

3. The Watch Commander, Platoon Commander, Operations Chief, Assistant Operations Officer, Operations Officer, Deputy PM/PC, or PM/PC may order enlisted personnel placed into a holding cell or detention space. Under extreme conditions, an on-duty patrol supervisor or the Desk Sergeant may temporarily hold a combative suspect in the detention cell pending Watch Commander notification and authorization.

4. The on-duty Watch Commander or any higher authority may detain civilians for any crime aboard base pending the notification of state or federal authorities.

5. No person shall enter occupied holding cells or detention spaces or remain in their immediate proximity wearing firearms, batons, or other weapons.

6. If multiple occupancy cells are utilized, segregation must be maintained for pre-trial and post-trial personnel, to include individuals detained for further transport by cross-country chasers.

7. A Privacy Act Statement will be completed on all detainees upon collection of personal information required to complete documentation upon detention. See figure 2-1.

8. Detainees will be thoroughly searched prior to detention. Funds, valuables, and other items in the detainee's possession (other than the clothing being worn, a wedding ring, or religious medallion) will be taken from the detainee. The items taken will be inventoried on an Evidence Property Custody

Document (OPNAV 5580/22) or a Prisoner Inventory and Receipt for Personal Effects (NAVPERS 1640/17), with a copy of the inventory provided to the detainee. When deemed necessary, items which could inflict bodily injury, such as belts, shoelaces, neckties, garters, and suspenders, may also be removed.

9. Administration and Operations

a. Files. All forms related to the detention of an individual will be retained per reference (b) SSIC 1630.3. At a minimum, the following required forms will be on file and properly completed:

(1) Statement of Force/Use of Detention Space (NAVMC 11130).

(2) Inspection Record of Prisoner in Segregation (DD 509).

(3) Prisoner Inventory and Receipt of Valuables and Personal Effects (NAVPERS 1640/17) or Evidence Property Custody Document (OPNAV 5580/22).

(4) Privacy Act Statement. See figure 2-1.

(5) Receipt for Inmate or Detained Person (DD 2708).

b. Logbook. A holding cell/detention space log will be maintained as a bound ledger with consecutively pre-printed numbered pages. Per reference (b) SSIC 1640.1, the log will be retained for two years from the date of the last entry and destroyed. All events of significance will be recorded in the log. At a minimum, the following information will be recorded in the log:

(1) Detention. The reason for, the date and time of detention, and the name and grade of the person ordering the detention.

(2) Release. The date and time of release, and the disposition of the detainee.

(3) Conduct and results of all inspections, fire drills, and lighting and ventilation tests, to include the date and time of the event, as well as the name and grade of the individual performing the action. It is recommended the presence of

maintenance workers be entered, to include a description of work performed.

c. Inspections. Holding cells and detention spaces will be regularly inspected for cleanliness, adequate lighting and ventilation, general repair, security, and safety:

(1) A daily security and sanitation inspection of the holding cell and detention space will be made by a senior member of the PMO/MCPD staff.

(2) The holding cell and detention space will be inspected at least monthly by a member of the medical department to ensure the operation of the facility and the physical plant meet accepted health and environmental standards, and that detained personnel are provided adequate health services.

(3) Per reference (bf), a triennial on-site Functional Adequacy Inspection (FAI) will be conducted by CMC (PS). The conduct of the FAI will be guided by the applicable Inspector General (IG) checklist, and will include analysis of procedures and operations, construction, maintenance, and safety conditions as set forth in reference (bf).

10. Processing. MPs/police officers shall make every effort to explain the reason for the detainee's detention. MPs/police officers will thoroughly search detainees before placing them in a detention cell. Money, valuables, and personal property (other than individual clothing, except as stated below, and wedding rings) will be taken from detainees, inventoried, placed inside a detained personnel storage locker. Items, which could be used to inflict bodily injury such as belts, shoelaces, neckties, garters, pantyhose and suspenders, will also be taken from detainees. Per reference (bf) complete three copies of the evidence/property custody receipt for all items taken from a detainee. Distribution of the original and second copy of the receipt will be offered to the detainee upon or immediately after being placed into the detention cell. If the detainee refuses to accept their copy of the receipt, staple it to the bag containing their property.

11. A person may generally be detained for up to 24 hours before a medical examination is required. However, if an individual appears to be ill, requests medical attention, indicates pregnancy, exhibits suicidal ideations, or exhibits an abnormal loss of control due to use of alcohol or other drugs, he or she shall be examined by medical personnel and certified

as being fit for confinement prior to being placed in detention. If exigent circumstances require detention of these individuals prior to medical evaluation, such examination will be accomplished by the most expedient means available, with the justification for such detention explained in detail on the NAVMC 11130. Even in the absence of these factors, individuals under the influence of alcohol or other drugs may only be placed in detention for brief periods of time (not to exceed four hours) necessary for command representatives or medical personnel to arrive and assume custody. During these periods, constant surveillance must be maintained to monitor the behavior and physical condition of such persons. No person will be detained in excess of 24 hours without a medical examination (to include a pregnancy test for females) as prescribed in reference (bf).

12. Detainees will be closely supervised during the period of detention. A closed circuit television may be utilized for observation of the detention space. While detainees will be kept under continuous observation by PMO/MCPD personnel, periodic physical checks of the detainees are required. The Inspection Record of Prisoner in Segregation (DD 509) or other form with a duplicate format of the DD 509 (for example, on the reverse of the NAVMC 11130) will be utilized to record the frequency of checks. Detainees exhibiting suicidal ideations will be physically checked every five minutes while awaiting diagnosis of being suicidal; other detainees at least once every fifteen minutes. Detainees diagnosed by qualified medical personnel as being suicidal will not be detained, or if detained prior to diagnosis, will not remain detained in a holding cell or detention space.

13. Meals of the same quality and quantity as that served in the installation dining facility will be provided at regular meal hours for personnel detained beyond six hours. In the event of overnight detention, minimum bedding consisting of a mattress, blanket, and pillow (with case) will be provided. PMO/MCPD personnel will ensure the physical needs of the detainees, such as water and head calls, are satisfied.

14. Individuals detained in a cell in excess of 24 hours will be provided one hour of physical exercise daily. Shower access will be provided daily to any detainee held over 24 hours if behavior is satisfactory.

15. Release. Upon release from detention, the detainee or a command representative will receipt for all funds, valuables,

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and other personal property previously taken from the detainee. A DD Form 2708 will be completed for military and civilian detainees being released to the cognizance of another individual; detainees released on their own recognizance will comply with the instructions issued by detention staff upon release.

16. Emergency Procedures. The Desk Sergeant will ensure the safety of a detainee in the event of fire or disorder. Evacuation of detainees will be conducted as shown on the evacuation diagrams adjacent to detention cells.

17. Serious Incidents. For serious incidents, such as death or injury of a detainee, immediate notification will be made to the Command Duty Officer, Operations Chief, and Operations Officer.

Section 11900 - Missing Persons

11901. Purpose. This section establishes PMO/MCPD responsibilities and guidelines for the investigation of missing persons.

11902. Policy. Many missing person reports involve individuals who have voluntarily left home for personal reasons, while other reports are often unfounded or quickly resolved. However, there are instances in which persons disappear for unexplained reasons and under circumstances where they may be considered at risk. The roles of the complaint taker and initial responding MP/police officer are critical in identifying the circumstances surrounding missing persons and in identifying those persons at risk. Therefore, it is the policy that all reports of missing persons be given full consideration and attention by members of PMO/MCPD to include careful recording and investigation of factual circumstances surrounding the disappearance in accordance with this section. Particular care must be exercised in instances involving missing children and those who may be mentally or physical impaired or others who are insufficiently prepared to take care of themselves.

11903. Procedures

1. Reporting/Classification of Missing Persons

a. There is no waiting period for reporting a missing person. Missing person reports shall be taken in-person or by telephone in conformance with the criteria of this section and the criticality of the incident.

b. A person may be declared "missing" when his/her whereabouts is unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the subject's behavior patterns, plans or routines.

c. An individual may be considered "missing-critical" who meets the paragraph 11903.1b above and who, among other possible circumstances:

(1) May be the subject of foul play.

(2) Because of age (young or old), may be unable to properly safeguard or care for himself or herself.

(3) Suffers from diminished mental capacity or medical conditions that are potentially life threatening if left untreated and/or unattended.

(4) Is a patient of a mental institution/hospital and is considered potentially dangerous to himself or others.

(5) Has demonstrated the potential for suicide.

(6) May have been involved in a boating, swimming or other sporting accident or natural disaster.

d. Reports of juveniles who have voluntarily left home (for example, "runaways") should be classified as such only after thorough investigation.

e. Based on the outcome of initial inquiries, a decision may be made concerning the potential danger posed to the missing person and the urgency of police response.

2. Initial Report Taking

a. The initial report taker must gather as much pertinent information as possible in order to properly classify a missing person report and initiate proper response. This includes the following information:

(1) Name, age and physical description of the missing person and relationship of the reporting party to the missing person.

(2) Time and place of last known location and the identity of anyone accompanying the subject.

(3) The extent of any search for the missing person.

(4) Whether the missing person has been missing on prior occasions and the degree to which the absence departs from established behavior patterns, habits or plans.

(5) Whether the missing person has been involved recently in domestic incidents; suffered emotional trauma or life crises; demonstrated unusual, uncharacteristic or bizarre behavior; is dependent on drugs or alcohol or has a history of mental illness.

(6) The current physical condition of the missing person and whether he/she is currently on prescription medication.

b. If the missing person is a child, inquiry should also determine if the child:

(1) Is or may be with any adult who could cause him/her harm.

(2) May have been the subject of a parental abduction;

(3) Has previously run away from home, has threatened to do so or has a history of explainable or unexplainable absences for extended periods of time.

(4) A supervisory MP/police officer shall be notified immediately upon classification of a report as "missing-critical."

3. Preliminary Investigation. The preliminary investigation is intended to gather additional information and to take those steps that will aid in the search for and locating a missing person. This includes gathering the following types of information and materials:

a. Complete description of the subject and a recent photograph.

b. Details of any physical or emotional problems identified in paragraphs 11903.2a(5) and (6).

c. Identity of the last person(s) to have seen the subject as well as friends, relatives, coworkers or associates who were or may have been in contact with the subject prior to disappearance.

d. Plans, habits, routines and personal interests of the subject including places frequented or locations of particular personal significance.

e. Indications of missing personal belongings, particularly money and other valuables.

f. Any suggestions of foul play or accident.

g. In the case of missing children, MPs/police officers shall be particularly cognizant of information that may suggest

the potential for parental abduction or the possibility of stranger abduction, as well as:

(1) The presence of behavioral problems.

(2) Past instances of running away.

(3) Signs of an abusive home environment or dysfunctional family situation and if the child is believed to be with adults who may pose a danger.

(4) The name and location of the school attended by the child and any persons who may be responsible for private transportation to and from the location.

h. When possible, MPs/police officers should gain permission to search a missing child's home and school locker, as appropriate.

i. Upon verification of a missing person, a missing person report shall be completed and appropriate entries made in police databases in accordance with established procedures (DONCJIS, NCIC, and The National Center for Missing and Exploited Children).

j. In the case of persons designated as "missing-critical," a supervisory MP/police officer may direct that:

(1) The dispatcher broadcast to all persons on duty all information necessary to identify the missing person.

(2) Request that the Watch Commander authorize mobilization of resources necessary for an area search.

4. Ongoing Investigation. Ongoing investigations of missing persons may include, but not be limited to the following actions and activities:

a. Request release of dental records and any fingerprints available.

b. Contact hospitals and the coroner's office as appropriate for injured or deceased persons fitting the description of the missing person.

c. Thoroughly check the location at which the missing person was last seen and conduct interviews as appropriate with

persons who were with the individual or who may work in or frequent the area.

d. Conduct interviews with any additional family, friends, work associates, schoolmates and teachers as well as school counselors and social case workers, as appropriate, to explore the potential for foul play, voluntary flight, or, in the case of juveniles, parental kidnapping or running away.

e. Provide identification and related information to all elements of PMO/MCPD, the state police missing persons' authority, neighboring police agencies and, if parental or stranger-to-stranger abduction is suspected, the FBI.

f. Decisions to use local media to help locate missing persons shall be made with the approval of the installation commander, SJA, Public Affairs Officer, and the missing person's family.

g. The lead investigator shall maintain routine on-going contact with the missing person's closest relative concerning progress of the investigation. These and other relevant individuals shall be informed that they must notify the lead investigator as soon as any contact is made with the missing person.

5. Recovery of Missing Persons and Case Closure

a. Competent adults, having left home for personal reasons, cannot be forced to return home. This does not apply to an active duty service member in an unauthorized absence or deserter status whom shall be returned to his/her command. MPs/police officers locating competent adults shall:

(1) Advise them that they are the subject of a missing person investigation.

(2) Ask if they desire the reporting party or next-of-kin to be notified of their whereabouts.

(3) Make provisions to transmit this information to the reporting party or next-of-kin if permitted by the missing person.

b. In all cases, reporting parties shall be informed of the well-being of located missing persons. Unless criminal matters

necessitate other action, desires of missing persons not to reveal their whereabouts shall be honored.

c. Missing persons shall be questioned to establish the circumstances surrounding their disappearance and whether criminal activity was involved.

d. In cases involving juveniles, MPs/police officers shall ensure that:

(1) The juvenile receives medical attention if necessary in a timely manner.

(2) Initial questioning of the youth identifies the circumstances surrounding the child's disappearance, any individuals who may be criminally responsible and/ or whether an abusive or negligent home environment was a contributory factor.

(3) That parents, guardians and/or the person reporting the missing youth are notified in a timely manner.

e. Upon location of a missing person, all agencies and information systems previously contacted for assistance will be notified or updated.

f. Where indicated, follow-up action shall include filing of an abuse and neglect report with the state youth service agency.

g. The case report shall include a complete report on the whereabouts, actions and activities of children while missing.

Chapter 12

Evidence/Property

Section 12000 - Collection and Preservation of Evidence

12001. Purpose. This section provides guidelines for documenting, collecting, packaging, and preserving evidence.

12002. Policy. Documentation, collection, and preservation of evidence are crucial steps in criminal investigations and often provide the basis for effective identification, prosecution, and conviction of criminals. Criminal investigators and NCIS Special Agents (SAs)/technicians are specially trained to process crime scenes, and to collect and preserve evidence. Pending the arrival of CID, NCIS, or Investigations Branch and when the incident is not assumed by investigators, MPs/police officers must protect and/or process crime scenes.

12003. Definitions

1. Crime Scene. The location(s) at which a crime has been committed and/or where evidence of a crime is located or presumed to be located, and the site(s) of accidents and suspicious incidents where foul play could be involved.
2. Testimonial Evidence. Evidence collected through interviews or interrogation.
3. Real or Physical Evidence. Any material in either gross or trace quantities collected at a crime scene for examination and analysis.

12004. Procedures

1. MP/Police Officer Crime Scene Actions

a. If CID, NCIS, or Investigations Branch assume investigative jurisdiction, protect the crime scene until released by a criminal investigator or the Watch Commander. If not assumed by CID, NCIS or Investigations Branch, process the crime scene per this section and section 12100.

b. Document the location and condition of all items of evidence in an evidence log and use photographs, sketches, and, where appropriate, videotape.

c. Make sketches to accurately depict the location of evidence. In addition to any photographs or videotapes made of the crime scene, sketches shall be made as required or directed by the lead investigator. Sketches shall include the following information:

- (1) General layout.
- (2) Offense or case number.
- (3) Title or description of area.
- (4) Date.
- (5) Sketcher's name.
- (6) Scale of measurement (to scale or not to scale).
- (7) Location of items or other significant features.
- (8) Compass direction.
- (9) Names of streets and/or landmarks.
- (10) Person who prepared the final diagram.
- (11) Person(s) who took the measurements.

(12) Photographs and/or videotape of the overall crime scene shall be considered. Where indicated, individual photographs shall be taken of items in the position found prior to collection.

d. Photographs should also be taken of tool marks, footprints, tire marks, blood spatter, serial numbers, latent fingerprints prior to being lifted, and any other related items of potential evidentiary value. Two photographs of sufficient quality to serve as permanent record should be taken in series, the first in its true or natural state and the second to scale. A ruler or other appropriate measuring instrument shall be used for scaled photographs.

e. All personnel handling evidence of any kind shall wear latex or other nonporous gloves. Individual items of evidence shall be examined carefully for trace evidence prior to being moved or packaged.

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f. Some items of evidence may require special handling and packaging and should be examined for trace evidence prior to packaging. When in doubt concerning appropriate collection or packaging procedures, MPs/police officers shall request assistance from a criminal investigator or supervisor.

g. Evidence containers shall be marked when collected. The collecting MP/police officer shall fully describe each item, package each item of evidence separately and place his or her initials, date of discovery, and case or exhibit number on the sealed container and the tape used for closure. Staples should never be used for sealing evidence containers. Large items shall be packaged with butcher paper or other suitable packaging.

h. The collection of firearms and related evidence shall be conducted in a manner that will ensure the safety of all personnel involved and the integrity of evidentiary items. If a firearm must be moved to protect it as evidence or because it cannot be safeguarded, its location and position shall be accurately marked and photographed where found, if possible. The condition of the weapon, the number of cartridges contained, and the position of the safety shall be recorded. If moving the weapon, lift it by grasping gently on the serrated surface of the handle. Never insert a pencil or other object into the barrel to lift or move, as it may destroy evidence inside the barrel. The weapon shall be placed in an appropriate container. Generally, firearms shall be unloaded before being transported for evidence. If a weapon must be transported loaded (because it is damaged, for instance), it shall be conspicuously tagged to indicate this fact and sealed in a rigid container similarly marked. When unloading a revolver, the position of the cylinder shall be recorded, as should the markings on cartridges and conditions of primers. Fired bullets and cartridge cases shall be protected and photographed, and their relative positions from each other and from fixed locations sketched and photographed before being bagged. Bullets shall not be pried from objects or surfaces. Portions of the objects in which they are embedded shall be removed with the bullet intact.

i. Evidence suitable for DNA analysis can be found at many crime scenes and is a powerful investigative tool for linking suspects to crimes, eliminating suspects, and identifying victims. All MPs/police officers shall be aware of common sources of DNA evidence, ways to protect against contamination of samples, and basic collection and packaging guidelines.

(1) Wear a mask to avoid contamination through talking, sneezing, and coughing.

(2) Blood and semen are two common sources of DNA evidence. However, other body tissues and fluids can be used for analysis, even in microscopic quantities.

(3) DNA is extremely sensitive and subject to contamination. Therefore, first responders must be familiar with conditions that will degrade, destroy, or contaminate DNA evidence and shall observe the following precautions:

(a) Change gloves between collections of samples in different areas.

(b) Use disposable instruments or clean them thoroughly with a 10 percent bleach solution before and after handling each sample.

(c) Avoid touching an area where you believe DNA may exist.

(d) Air-dry evidence thoroughly before packaging. If it cannot be air-dried, refrigerate and submit to the laboratory in not more than seven days.

(e) Put evidence into new paper bags or envelopes, not into plastic bags.

(f) Sterile swabs shall be used to collect liquid blood. Vials containing blood samples should be refrigerated as soon as possible, but no longer than seven days.

(g) Bloodstains shall be photographed first, then packaged or wrapped carefully in paper so that the bloodstain is not dislodged or disturbed. Smaller objects can be placed in envelopes or cardboard boxes.

(h) Wet bloodstained materials must be dried prior to submission to a laboratory. MPs/police officers shall not use heaters, free-standing room fans, or intense light to facilitate drying, as this may destroy the evidentiary value of the samples. Low-humidity cold environments that are well ventilated are suitable for this purpose.

(i) If exigent circumstances dictate immediate action to prevent destruction of evidence, wet bloodstained

materials may be rolled or folded in paper or placed in a brown paper bag or box, sealed, and labeled. Folding garments through stains shall be avoided.

(j) Bloodstained articles and blood samples shall be transported as soon as possible and should never be stored in patrol vehicles or otherwise exposed to heat.

(k) Use a cotton Q-tip or swab lightly moistened with saline solution to collect dried bloodstains on fixed objects too large to transport or on porous surfaces. If saline is not available, tap water may be used so long as a control standard of the water is collected for comparison.

(l) As in the case of blood samples, clothing and bedding that may retain semen evidence shall be air-dried if wet and packaged separately in paper containers, and labeled.

j. Microscopic and trace evidence almost always require standards of comparison in order to be of value. Examples include the following:

(1) Pulled pubic hair from a suspect to compare with hair evidence combed from a victim.

(2) Paint chipped from a vehicle near the area of a car from which it is suspected the paint was transferred to another vehicle.

(3) Vegetation, such as weeds, near the scene of a homicide to compare with the seedpods found in the cuffs of a suspect.

k. Maintain evidence at the scene securely and in a manner that will prevent degradation and will preserve the chain of custody.

2. Releasing the Crime Scene. Conduct a debriefing of members of the crime scene team to share information and to identify priorities for follow-up investigation if required.

a. Review evidence collected, discuss preliminary findings, and identify potential forensic tests and any actions needed to complete the crime scene investigation. Complete overall measurements and photographs of the crime scene.

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b. Conduct a final walk-through of the crime scene to determine if any items of evidentiary value have been overlooked and to double check for equipment or materials that may have been left behind.

c. Determine when the crime scene can be released.

3. Transfer of Physical Evidence

a. Whenever possession of physical evidence is transferred from one person to another, a record will be made of the transfer.

b. The transfer will be recorded on evidence custody documents, to include name and function of the receiving party, name and function of the releasing party, and the date and items involved.

c. Evidence will be turned in to the evidence room or temporary evidence locker.

d. See section 12100 for evidence and property control.

Section 12100 - Evidence and Property Control

12101. Purpose. This section provides PMO/MCPD guidelines for documenting and controlling evidence.

12102. Policy

1. Documentation, collection, and preservation of evidence are crucial steps in criminal investigations and often provide the basis for effective identification, documentation, prosecution, and conviction of perpetrators.

2. It is the responsibility of all Marine Corps MPs/police officers, criminal investigators and personnel assigned to PMOs/MCPDs to take every precaution to preserve the integrity of evidence in its original condition. Personnel must enter evidence into the custodial system as soon as possible after its collection, seizure, or surrender and a proper chain of custody must be maintained.

12103. Procedures

1. PMs/CPs shall establish and operate evidence custodial systems in accordance with this Order that consist, at a minimum, of the following components:

- a. Evidence Custodian (designated in writing by the PM/PC).
- b. Alternate Evidence Custodian (designated in writing by the PM/PC).
- c. Evidence storage facilities.
- d. Evidence log.
- e. Active Evidence Custody Record/File.
- f. Final evidence disposition record or file.

2. The Evidence Custodian or, in his absence the Alternate Evidence Custodian, has responsibilities that cannot be further delegated to ensure that:

- a. Evidence is properly inventoried, tagged, packaged, and marked prior to acceptance for storage.

b. Evidence custody documents are properly completed by MPs/police officers and criminal investigators delivering the evidence for safekeeping prior to acceptance for storage.

c. Evidence is properly safeguarded.

d. The evidence log, Active Evidence Custody Record/File, and final evidence disposition files are properly maintained.

e. Inventories of evidence holdings are conducted every quarter.

f. Evidence is disposed of in accordance with this section.

3. Evidence Documents. See reference (ag) for additional information on completing forms.

a. The Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00) is designed to establish the necessary control and maintenance of the chain-of-custody of evidence while under the control of the PMO/MCPD. It is not intended that the chain-of-custody of any command or other agency be reconstructed by utilizing this document on an after-the-fact basis. Such investigative activity shall be accomplished by obtaining appropriate statements and/or copies of other command or agency evidence documents. This does not preclude having personnel delivering evidence from marking the evidence itself or its container as appropriate. If the space provided for listing items of evidence seized is insufficient, the additional item(s) may be listed on a second evidence custody document and the two secured together. The first six blocks shall be completed on the second document, in the same manner as on the first, and on the right side of the case control number (CCN), Block 1, add "page 2". The same practice may be followed if the chain-of-custody section of the first document is insufficient for the number of transfers of custody.

b. The Department of the Navy Evidence Tag, OPNAV 5580/17B (2/00) shall be utilized to identify each item of evidence obtained by investigators and entered into the PMO/MCPD evidence custody system. The entries on the evidence tag will correspond with the applicable entries on the Evidence/Property Custody Receipt.

c. It is recommended that appropriate collection data on all seized or collected items of evidence be entered on the Evidence Tag at the point and time of seizure or collection.

There is sufficient space on the face of the tag to enter a description of the material as well as date, time of seizure and specific location where the item or material was obtained. Examples are: Parker ball point pen - seized from left shirt pocket; \$10.00 note - from right front pants pocket; K-Bar knife - from tool pouch in subject's auto trunk, etc. Utilization of the evidence tag in the above described manner will provide original collection notes which can be used as a basis for completing the Evidence/Property Custody Receipt at a more convenient time and place, and will add to the integrity and authenticity of the evidence.

d. The Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00), and the Evidence Tag, OPNAV 5580/17 (2/00), are stocked in the Navy Supply Systems and should be procured through normal Marine Corps supply channels as necessary.

4. Evidence Records

a. Each evidence storage facility will maintain a bound Evidence Log, OPNAV 5527/24, an Active Evidence Custody Record/File, and a Final Evidence Disposition File. The Evidence Log shall be maintained per reference (b) SSIC 5580.5a. It is presumed that the bound volume will serve for a number of years prior to starting a new volume. The Active Evidence Custody Record/File shall be maintained as long as there is evidence in custody which has not been disposed of. The Final Evidence Disposition File shall be maintained per reference (b) SSIC 5580.5a.

b. The Evidence Custodian shall maintain evidence transactions only in the approved Department of the Navy Evidence Log available through normal supply channels. Each custody document received by the custodian will be reflected on a separate log book line, regardless of how many items of evidence are listed on the document. It shall also contain date entries of all inventories, all changes of Evidence Custodian or Alternate, and all changes of lock combinations. Each entry indicating a receipt of evidence by the custodian shall be assigned an Evidence Log number which shall consist of two groups of numbers separated by a dash (-). The first group of numbers will be a three-digit chronological number of the document for that year, and the second group of numbers will consist of the last two digits of the year; e.g., 001-06 for the first evidence custody document for the calendar year 2006. Such additional information as may be desired for local control purposes may also be entered after the above items. Each entry

will be made in black ink on the next blank line and no empty lines will be permitted. In the event that an error is made in the entry, the line should be ruled out and the custodian's initials placed thereon. Erasures of entries are not authorized.

c. The Active Evidence Custodian Record/File shall consist of copies of each Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00), relating to evidence which has been received by the custodian and which has not been finally disposed of. This record shall be maintained in one or more loose-leaf notebooks, and Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00), shall be filed by Evidence Log Number with new entries being placed on top. This record will then serve as a control device for periodic review of evidence holdings for possible disposal and will represent all evidence for which the Evidence Custodian is responsible.

d. A Final Evidence Disposition File will be maintained of all Evidence/Property Custody Receipts, OPNAV 5580/22 (6-00), relating to evidence that has been finally disposed of. This file will be kept in appropriate file folders with one or more folders for each calendar year in which evidence is permanently disposed of. The original Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00), except when it has been transferred to another investigative agency, or laboratory, shall have the final disposition section completed and then be filed in the Final Evidence Disposition File in log number sequential order. The duplicate copy of the Evidence Custody Document in the Active Evidence Custody Record/File shall be destroyed. In the event the original is forwarded with the evidence during the final disposition action, the copy in the Active Evidence Custody Record/File shall be completed and transferred to the Final Evidence Disposition File.

e. The required evidence custody records shall be stored in the evidence storage facility in a suitable locked file cabinet or other secure container, preferably a fireproof container. Only the Evidence Custodian or Alternate shall have access to these records. Evidence custody information shall be maintained per reference (b) SSIC 5580.5b.

5. Evidence Submission

a. The MP/police officer or criminal investigator first assuming custody of evidence will mark the evidence itself for future identification. If such marking is not possible, the

evidence will be put in a container that can be marked. The marking will consist of time and date of acquisition and the initials of the person who assumed custody of the evidence. When any person submits evidence to the Evidence Custodian, it shall be properly tagged, in appropriate containers if needed, and have the original and two copies of the Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00), securely attached to the evidence or its outer container. The original and copies of the Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00), and interleaving carbon paper will be separated only by the custodian accepting the evidence for entry into the system. The original and all copies of the Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00), shall be signed by the Evidence Custodian in the appropriate block acknowledging receipt of the evidence. The original shall remain physically attached to the evidence or its container. The first copy shall be placed in the Evidence Custodian's Active Evidence Custody Record/File and the second shall be returned to the person turning in the evidence for his information and eventual inclusion in the case file. When evidence is turned into a temporary after-hours depository, the Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00), shall be signed off by the person depositing the item in the "Released by" column, and he shall enter the name or number of the depository in the "Received by" column, e.g., "MCAS CPNC temporary evidence locker #3". When the seizing person is also the Evidence Custodian or the Alternate Evidence Custodian, he will also complete the "released by" column on the Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00), to show release by the seizing person and receipt into the Marine Corps evidence custody system. When any evidence is checked out of the evidence storage facility for whatever purpose, prior to its final disposition, a copy of the Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00), shall be maintained in the evidence storage facility in the Active Evidence Custody Record/File. In the event that the original is lost or destroyed, the copy may be used in its place.

b. All submitted evidence shall be carefully examined, counted and weighed, as appropriate, by the accepting custodian. The submitting individual must ensure that items entered into evidence have actual evidentiary value. Any items that do not have evidentiary value will be promptly returned or disposed of by the submitting individual, in accordance with authorized procedures. The Evidence Custodian will neither accept items that are not evidence nor will he/she accept evidence that is not properly tagged and accompanied by an accurate Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00). No

item of evidence will be accepted by the Evidence Custodian without an available CCN for the corresponding IR that pertains to the evidence seized. This precludes confusion at a later date when researching records for evidence disposal authority, location of property owners, and determining final disposition of evidence.

6. Evidence Storage Facilities

a. All property received as evidence will be physically safeguarded and stored in a separate and distinct "evidence room." The evidence room should be of sufficient size to allow for the handling, storage, and processing of volumes of evidence consistent with the size of the police operation. A closet may be adequate or a larger room may be necessary. When a room has been designated as an evidence room, other equipment and property, personal or official, shall not be stored therein under any circumstances.

b. Any room used for the storage of evidence shall comply with the structural standards set forth within this section. Waivers to these standards may be requested by submitting a written request, to include detailed justification, to CMC (PS).

c. When a closet or room is used for evidence storage, access door(s) may be of either wood or metal construction. When wooden doors are used, they will be of solid core construction and at least 1-3/4 inches thick. The use of hollow core wooden doors is discouraged; however, they may be used if they are reinforced with non-removable sheets of 18 gauge metal on both sides of the door. Access door(s) shall be equipped with a single cylinder deadbolt lock that has a minimum bolt throw of one inch. Additionally, door(s) shall be equipped with a case hardened hasp and staple in order to allow for double locking after normal working hours. The prescribed locking device is a low-security padlock, series 200 or 5200, (Military Specification MIL-P-17802D; NSN 5340-00-158-3805 or NSN 5340-00-158-3807). Care must be taken to ensure that the hasp and staple are mounted in such a manner that the heads of anchoring screws are not exposed. It is recommended that a reinforced strike plate be installed in the frame of the access door(s); however, standard strikes may be used, providing they are affixed to the door frame using mounting screws that are at least 2 inches long. Hinges on the access door(s) shall be placed so that they are on the inside of the evidence room. If this is not feasible, the hinges shall be of such type, or so modified, that the hinge pins cannot be removed without

destroying the hinges or the door. Should the evidence room have windows or openings larger than 96 square inches, they will be covered with expanded steel gratings of 9 gauge thickness and securely attached to the inside portion of the building with anchoring devices which are not removable without permanent destruction. Equivalent materials may be used in lieu of steel gratings. The perimeter walls of evidence rooms shall extend from the true floor to the true ceiling. Non-masonry walls will be reinforced in such a manner that they offer the same level of protection as that afforded by the access door(s). The same principle applies likewise to floors and ceilings. Since evidence is a critical link to a conviction in many cases, procedures shall be established to guard against fire or other threats that can destroy evidence. Use of fireproof safes should be considered, especially for storage of evidence in felony cases.

d. The evidence room will be equipped with shelves, cabinets, storage bins, lockers, or suitable means for storing a volume of evidence in an accessible manner. One or more metal locking containers shall be used to store sensitive and high value evidence. This type of evidence will be individually categorized for storage purposes and kept in separate locations within the container. At a minimum, the following items of evidence will be categorized and stored separately: firearms, illegal drugs and high value evidence such as jewelry and currency. A GSA-approved security cabinet with three tumbler (three number) manipulation resistant lock with at least 100 graduations on the dial is required for weapons storage. Metal containers used for storage of sensitive and high value evidence that do not have combination locks will be equipped with hasps and locks as specified for access door(s). If the container used for storage of sensitive and high value evidence is of such weight that it can be reasonably considered removable (less than 500 pounds empty), it shall be secured to the structure in such a manner that the container or that part of the structure to which it is attached must be destroyed to remove it from the evidence room.

e. Keys for the access door(s) and those of individual evidence containers shall be safeguarded at all times. The operating set of keys should be retained by the evidence room custodian or, in his absence, the Alternate custodian. Duplicate keys shall be maintained in a metal container secured with a numbered seal. The container shall be kept in a secure area other than the evidence room and checked daily to ensure that the seal is not broken or otherwise tampered with. A

record of the seal serial number will be maintained. Keys shall be inventoried at least semiannually. Combinations to evidence containers shall be placed in a sealed envelope and stored with duplicate keys for the evidence room in the manner set forth above. The security of duplicate keys and combinations is the responsibility of the officer-in-charge/chief investigator (if no officer is assigned) of the Investigations Branch. Combinations will be changed and locks rotated whenever the Evidence Custodian or Alternate Evidence Custodian is changed or a breach of security is suspected. Failure to do so will cause the integrity of the chain of custody to become suspect.

f. Unaccompanied access to the evidence room will be strictly limited to the Evidence Custodian and, in his absence, the Alternate Evidence Custodian. An access list will be published in writing, signed by the PM/PC, and shall be retained on file within the CID or Investigations Branch office. Personnel on the access list should be kept to a minimum, such as the PM/PC, officer-in-charge, and noncommissioned officer-in-charge. Personnel who require admission on a limited basis in the execution of a specifically assigned duty, such as quarterly inventory officers and aids, inspectors, auditors, etc., shall be granted admission when escorted by the Evidence Custodian or Alternate Evidence Custodian. The Evidence Custodian or Alternate Evidence Custodian will maintain a record of all visitors to the evidence room that reflects: date, name, rank/grade, organization, purpose of visit, times of admission/departure, and signature of both the visitor and the escorting party. At no time will the Evidence Custodian or his Alternate allow anyone to be left unattended or unobserved in the evidence room. Visitor logbooks shall be maintained per reference (b) SSIC 5580.5b.

g. After-hours receipt of evidence is possible without involving the Evidence Custodian or Alternate custodian. Small clothing/gym lockers or lockers such as those found in airports and bus terminals may be used as temporary evidence receptacles. Temporary evidence lockers shall be configured so that an individual may deposit evidence into a lockable container, but recovery can only be affected by the Evidence Custodian or Alternate custodian. The custodian will subsequently remove the evidence from the secure locker and log it into the evidence room. Only the Evidence Custodian and Alternate shall have access to the combinations or keys to the locks of temporary evidence storage containers. The requirements for key control, lock rotation, and combination changes previously addressed herein also apply to temporary evidence storage containers.

h. The evidence, properly packaged and with complete Evidence/Property Custody Receipt and the Department of the Navy Evidence Tag attached, is placed in the locker and secured. The key shall then be inserted through a slit in the locker door. The Evidence Custodian will subsequently remove the evidence and key from the locker and log the evidence into the evidence room. The key will be returned to the desk sergeant at the end of the workday. Only the Evidence Custodian or Alternate will maintain keys to temporary evidence lockers.

i. Evidence Inventories shall be maintained per reference (b) SSIC 5580.5b.

7. Evidence Storage. All evidence shall be stored in the evidence storage facility. The evidence storage facility will contain a refrigerator to store highly perishable items, such as food and human or animal parts. Evidence too bulky for storage, evidence of a classified nature that requires special handling, items of an unstable chemical or flammable nature, and ammunitions/explosives, may be stored elsewhere with the prior authorization of the PM/PC, taking into consideration that restricted physical access to the evidence must be maintained. All such items, unless of an especially bulky nature, shall be wrapped or placed in containers and sealed so that any unauthorized access to the evidence can be detected. A secured compound or warehouse type building must be made available for storing motor vehicles that have been seized as evidence. Personnel maintaining temporary custody of the above types of property will be briefed on the requirements for secure storage and the probable requirement for them to testify as to their custody. Further, they should be required to properly execute the Evidence/Property Custody Receipt upon receipt and release of the evidence. The original of the Evidence/Property Custody Receipt will be left with the evidence unless the storage conditions might cause its destruction. If the Evidence Custodian deems it appropriate, a copy may be substituted and the original maintained in the evidence storage facility. Evidence stored outside of the evidence storage facility is still the responsibility of the Evidence Custodian, or in his absence, the Alternate Evidence Custodian. To this end, the Evidence Custodian will establish appropriate controls, published in writing, to ensure the integrity of the evidence is maintained. It must include, at a minimum, security procedures for the facility for evidence security, documented weekly checks on evidence, and procedures in case evidence is lost, damaged or altered in any way, or evidence custody is compromised.

8. Evidence Inventory

a. When evidence is first received into custody by MPs/police officers or criminal investigators, whether confiscated during an investigation or received from another agency or command representative, the receiving party must inventory the evidence personally. Subsequently, when evidence is transferred between parties for any reason, the inventory must be verified by the receiving individual unless it has been placed in a sealed container by MPs/police officers and criminal investigators. Money and controlled substances will be verified, even if in a sealed container.

b. The contents of each evidence storage facility shall be inventoried quarterly. An inventory shall also take place on the occasion of a replacement of the Evidence Custodian, an Alternate who has performed duties in excess of 30 calendar days, upon a loss of evidence or when a breach of security has occurred. If the inventory required for the replacement of the Evidence Custodian or Alternate occurs within one month of either regularly scheduled inventory, it may be substituted for that inventory.

c. When an inventory is taken, it shall be accomplished by the Evidence Custodian, and a disinterested officer outside of the CID or Investigations Branch. If available, the disinterested officer should come from outside the PMO/MCPD. An entry shall be entered into the evidence log reflecting the inventory and the participating personnel. If the inventory is necessitated by the relief of the custodian, it shall be conducted by the Evidence Custodian being relieved, the relieving or new Evidence Custodian, and the disinterested officer.

d. Within one month prior to the quarterly inventory of evidence, the Evidence Custodian will review the Active Evidence Custody Record/File in order to identify what evidence may be logically considered for disposal. It shall be the responsibility of the Evidence Custodian to obtain disposal authority.

e. The inventory required by this section shall, at a minimum, consist of a reconciliation of the Evidence Log against the Active Evidence Custody Record/File, and a visual accounting of each item for which there is a log entry without final disposition. The only exception to this sighting requirement shall be evidence that, according to the Active Evidence Custody

Record/File, has been temporarily transferred to another activity. Evidence that is stored outside the command evidence storage facility because of its bulk, classification, or special nature shall be sighted at each inventory, as it is not considered to be temporarily transferred. Currency and controlled substances must be accounted for by specific count at the time of each inventory unless in a sealed container with proper markings and the properly completed chain of custody is present unless the inventory is conducted pursuant to a change of Evidence Custodian, then a specific count inventory must be completed.

f. When an inventory is completed, the date of the inventory, the reasons for the inventory, by whom it was performed, and the results thereof shall be entered in the Evidence Log as the next entry at that point in time, and all parties shall sign the log entry. If the inventory is a relieving inventory, the log shall also reflect that all locks associated with evidence custody were changed. Log number and type of evidence will list any discrepancies. In the event that discrepancies are found to exist, the Evidence Custodian shall immediately notify the PM/PC, who will take appropriate action.

g. The signing of the Evidence Log by both the incoming and outgoing Evidence Custodian attesting to the fact that they have completed a visual sighting of each item or group of items of evidence and have found no discrepancies will complete the transfer of all evidence held at the installation. This negates the need to record the transfer of evidence between Evidence Custodians on each and every Evidence/Property Custody Receipt held within the system.

h. On the occasion of inspections of installations by the commanding general or his designee, or IGMC inspector(s), the inspector(s) will conduct a review of evidence custody procedures and may test the evidence custody system by reviewing selected items of evidence, the associated documentation, and a sample number of final disposal actions. This will not be considered as a substitute for one of the required inventories.

9. Transfer and Shipment of Evidence

a. Physical evidence coming into the possession of the Marine Corps will, from time to time, require transfer and shipment another agency, where the chain-of-custody must be maintained.

b. When it is necessary to transfer evidence to another agency on a temporary basis (normally for laboratory examination purposes) the Forensic Examination Report, OPNAV 5527/15 is used. The original Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00), will accompany the evidence. The Evidence Custodian, prior to the release of the evidence, will sign the original and duplicate Evidence/Property Custody Receipts, OPNAV 5580/22 (6-00). The duplicate will be maintained as indicated, in the Active Evidence Custody Record/File in the evidence room. Those persons handling the evidence prior to its return to the Evidence Custodian will complete the appropriate blocks in the accompanying original Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00). A receipt must be obtained from the receiving agency (normally a crime lab) which provides for proprietary control of the evidence while it is not in the Marine Corps' possession. In those cases where registered mail is not used and the transfer is made by hand, the Evidence Custodian will obtain the signature of the receiving person on both the original and the copy of the custody document. The copy is then returned to the Evidence Custodian to be attached to the evidence document in the Active Evidence Custodian Record. In the event that only part of the evidence is temporarily transferred, the original Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00), will accompany that part with appropriate notations in the item column to the left of the transferring signature. A duplicate of the original Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00), will be reproduced and attached to the balance of the evidence maintained in the evidence room. Upon return of the original Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00), the duplicate may be destroyed.

c. In the event it is necessary to transfer evidence permanently to another agency assuming jurisdiction of the investigation, the original Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00), will accompany the evidence and will be signed out of the evidence locker by the custodian. The duplicate copy in the Active Evidence Custody Record/File will be completed by the Evidence Custodian and the final disposition portion will be completed by the agency representative receiving the evidence. The appropriate disposition entry will also be made in the bound Evidence Log Book. The duplicate copy will then be filed in the Final Evidence Disposition File. In the event the agency receiving permanent custody of evidence does not accept all the evidence listed on the evidence custody form, the original evidence custody form will be retained with the balance of the evidence in the evidence locker. The agency

representative shall receipt for that portion of the evidence taken by an appropriate entry on the form, and he/she shall be provided a copy of the original form. The final disposition of the evidence will not be entered in the bound Evidence Log until all evidence listed in the Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00), has been properly disposed of.

d. Direct transfer of evidence between any two Marine Corps components authorized to maintain an evidence storage facility is permissible. When evidence is transferred to another authorized Marine Corps component, the original Evidence/Property Custody Receipt will be transmitted with the evidence. In the event that only part of the evidence is transferred for use in court, the original will be forwarded and a copy attached to the balance. If it is known prior to transfer that the part of the evidence being transferred will not be used in court and that the remaining evidence will probably be so used, the original Evidence/Property Custody Receipt will be retained and a copy shall be forwarded with the evidence. The Marine Corps component receiving the evidence will continue to use the custody document received from the transferring office. The item(s) of evidence will be logged the same as any others, including the assignment of a new evidence log number. The entry in the evidence log will show the new number followed in parentheses, by the code of the originating component and the number it has assigned to the item; e.g., 085-84 (244-82). The new number will also be placed on the custody document just above the original number. The receiving component will then reproduce a copy of the Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00), and place it in the Active Evidence Custody Record/File. The component which transferred the evidence, if all evidence was in fact transferred, will remove its copy of the Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00), from its active file, appropriately annotate the disposition portion and place the document in the Final Evidence Disposition File.

e. In many instances it will be possible to deliver evidence by courier or messenger. This is the most secure method and should be utilized as often as possible.

f. Evidence mailed to another Marine Corps component or another agency must, in all cases, be registered and a return receipt requested. The registered mail receipt and the return receipt will be stapled to the Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00), in the Active Evidence Custodian Record. If the transfer is permanent, the receipts will become

a permanent part of the system, by inclusion in the final disposition file with the document. If the evidence is returned to the component the two receipts may be destroyed upon final disposition of the evidence. In no event will certified mail or other special handling be utilized. When evidence is prepared for mailing to the laboratory, the following guidelines will be adhered to:

(1) NCIS Laboratory. Double wrap with the inner wrapping marked to indicate the presence of evidence. The package must be specifically addressed to the Evidence Custodian.

(2) U.S. Army Criminal Investigation Laboratory. Double wrap with the chain-of-custody and laboratory request affixed to the outside of the inner wrapping.

g. All Marine Corps components who may receive evidence by mail should instruct their mail or receiving personnel that as soon as the presence of evidence is apparent, the wrapping should not be disturbed, and the package should be promptly delivered to the Evidence Custodian. In no event should mail or receiving personnel other than the Evidence Custodian tamper with the inner wrapping. Additionally, to prevent defense accusations of evidence tampering, the receiving custodian will note that the evidence was received secured and undisturbed. If that is not the case, the custodian will note any discrepancies and notify the PM/PC and transferring custodian of the discrepancies.

10. Disposal of Evidence

a. Authority

(1) Approval for the final disposal of evidence shall be obtained from the appropriate authority, as set forth below, and entered in the final disposal section of the Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00). For evidence seized which correlates with a criminal investigation ROI, a locally generated Case File Retention/Evidence Disposal Sheet will be utilized to monitor judicial/administrative proceedings to help facilitate the disposal of evidence. Upon closure of the investigation, the Case File Retention/Evidence Disposal Sheet will be attached to the outside of the case file and the case file will be placed in a working file. After 60 days, the case file with attached Case File Retention/Evidence Disposal Sheet will be retrieved from the file, at which time the appropriate

individuals are contacted for disposal authority. If authority is granted, the Case File Retention/Evidence Disposal Sheet is used to document the authority and provided to the Evidence Custodian who will attach the completed sheet to the Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00). If authority is not granted due to pending action, the case file with attached Case File Retention/Evidence Disposal Sheet, will be returned to the working file for retrieval at a later date. An appropriate entry will be made on the Case File Retention/Evidence Disposal Sheet indicating the reason for the denial of destruction authority. Use of this form assists in monitoring command's actions relative to judicial/administrative proceedings and provides a tracking system for disposal of evidence on a timely basis.

(2) Obtaining authorization for disposal of evidence which corresponds to IRs and other military police reports will be accomplished by the Evidence Custodian. At a minimum of every 60 calendar days, the Evidence Custodian will make telephonic contact with the commanding officer, or his designated representative, of the command with cognizance over the individuals who are the subject of the police reports, to monitor judicial/administrative action. Once the matter has been disposed of, the Evidence Custodian will obtain evidence disposal authority from the appropriate authority. In the event the matter has been referred for action other than administrative or non-judicial punishment, the proper authority, as set forth below, will be contacted for final disposal authority.

(3) Any evidence that was used in any court action shall not normally be disposed of until the initial trial and subsequent appeals have been completed. Authorization for disposal must be obtained from the appropriate SJA, his representative, or trial counsel representing the U.S. Government at the original trial. If the evidence was used in federal, state, or other civilian court, the authorization must be obtained from the appropriate prosecuting attorney prior to disposal. When authorization for disposal is received, the Evidence Custodian shall complete the final disposition section of the Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00), by recording the name and title of the person authorizing the disposal.

(4) Any evidence which was used in any administrative process shall not be released until all appeals or reviews of the initial action are completed. Prior to disposal of such

evidence, authorization shall be obtained from the appropriate SJA or the commanding officer or his designated representative who has cognizance over the person against whom the action was taken. When authorization is received, the Evidence Custodian shall complete the final disposition section of the Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00), indicating the name and title of the person authorizing the disposal.

(5) Any evidence that is entered into the Evidence Custody System and not utilized in judicial or administrative action may be disposed of upon authorization from the PM/PC or his/her designated representative. In such cases, the Evidence Custodian will complete the final disposition section of the Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00), annotating the PM/PC or his/her designated representative as the disposal authority.

(6) Authority to dispose of evidence entered in the evidence custody system that pertains to individuals assigned to commands at other military installations or units that may be deployed, must be obtained in accordance with the foregoing procedures. This evidence will be retained until final adjudication/administrative action can be verified to avoid inadvertent disposal of evidence needed for presentation at formal hearings. In certain instances, evidence will need to be transferred to other Marine Corps evidence facilities or other law enforcement facilities for use during legal proceedings in other jurisdictions. This will be accomplished by registered mail with return receipt requested and documented accordingly on the Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00). Prior to the transfer of evidence to other Marine Corps facilities or other agencies, coordination with the receiving law enforcement agency is essential. Transfers of evidence to other jurisdictions will be considered the final disposal for the evidence facility that initially received the evidence and will be recorded as such on the Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00).

b. Specific guidelines for evidence disposal are as follows:

(1) Evidence that is obtained during the course of an investigation and is the personal property of an individual shall, whenever possible, be returned to that person, with the exception of items for which the mere possession of is unlawful. Such items would include narcotics, unlawfully obtained drugs,

illegal firearms, explosives, counterfeit U.S. or foreign currency, or counterfeit identification. When personal property is returned to the owner or his authorized representative, the individual receiving the property will be required to sign for it in the disposition section of the original Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00), or, in its absence, the duplicate copy. If the owner or his representative presents a Marine Corps property receipt when making the claim, the receipt will be obtained and maintained per reference (b) SSIC 5580.5b. In the event that the owner refuses to accept all the property seized, this will be noted on the Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00), the owner will be asked to sign that he/she refuses to accept the property, and other appropriate disposal will be made of the property. In the event the owner of personal property cannot be determined, contacted or located, it will be disposed of per section 16400. In the event certain personal property, the possession of which is prohibited by command or base regulations, is entered into the evidence custody system, this property will be returned to the command having control over the individual from whom it was obtained. It will be necessary for that command to receipt for the property and make a determination as to its disposition. All evidence custody information shall be maintained per reference (b) SSIC 5580.5b.

(2) When U.S. Government property has been received as evidence and can be identified as belonging to a command, it will be returned to a command representative and that person will be required to receipt for it in the final disposition section of the Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00).

(3) All U.S. Government property that cannot be identified as belonging to a particular activity or command shall be submitted to the nearest Marine Corps supply activity or Defense Reutilization and Marketing Office (DRMO). This will be accomplished in accordance with current Marine Corps procedures. In addition to any documentation required by the receiving activity, the activity's representative shall receipt for the material in the final disposition section of the Evidence/Property Custody Receipt. In the event that the activity declines to receipt on the Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00), a suitable receipting document shall be obtained and attached to the Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00).

(4) Currency that cannot be returned to the rightful

owner shall be turned in to the U.S. Treasury via a local Marine Corps disbursing office through a cash collection voucher. The same procedure applies to U.S. Government funds held as evidence.

(5) Evidence that, by its nature, cannot be returned to the owner or entered into the Marine Corps supply system for disposal, such as narcotics, illegal firearms or other contraband, shall be destroyed. Such destruction shall be accomplished by or in the presence of the Evidence Custodian and either a staff noncommissioned officer, commissioned officer, or civilian equivalent assigned to PMO/MCPD and a second staff noncommissioned officer, commissioned officer, or equivalent if the Evidence Custodian is a staff noncommissioned officer. All persons involved and witnessing the destruction will sign the final disposition section of the Evidence/Property Custody Receipt, OPNAV 5580/22 (6-00). Such destruction shall be of a nature so as to make the evidence unusable for any lawful or unlawful purpose other than residual scrap.

(6) Under no circumstances will any evidence be converted for use by a Marine Corps component or for the personal use of any individual.

(7) Evidence in the form of controlled substance training aids to MWD/CPWD teams or for the purpose of making a training aid display board is not authorized.

(8) When making final disposition on U.S. Government-owned firearms no longer required as evidence, the Evidence Custodian should be guided by the principle that such weapons should be returned to the command from which they were stolen or seized. If this cannot be accomplished the weapon should be forwarded, not as evidence, to COMMARLOGBASES for disposition.

Section 12200 - Contraband Seizures

12201. Purpose. This section establishes guidelines for seizing, reporting, and processing contraband.

12202. Policy

1. It is the policy of the Marine Corps to ensure that members comply with federal and state constitutional limitations regarding an individual's right to be free from unreasonable searches and seizures.

2. Commanders may authorize inspections of the whole or part of a unit, organization, installation, vessel, aircraft, or vehicle. Inspections are usually quantitative examinations insofar as they do not normally single out specific individuals or small groups of individuals. There is, however, no requirement that the entirety of a unit or organization be inspected. Unless authority to do so has been withheld by competent superior authority, any individual placed in a command or appropriate supervisory position may inspect the personnel and property within his or her control. Inspections may utilize any reasonable natural or technological aid and may be conducted with or without notice to those inspected. Thus, MWDs and CPWDs may be used to detect contraband during an inspection. Unlawful weapons, contraband, or other evidence of a crime located during an inspection may be seized.

12203. Definitions

1. Contraband is defined as material the possession of which is by its very nature unlawful.

12204. Procedures

1. MPs/police officers and criminal investigators shall search for, seize, control and process contraband as evidence per sections 2200, 12000, and 12100.

2. The Evidence Custodian or, in his absence the Alternate Evidence Custodian, shall handle contraband as evidence per sections 2200, 12000, and 12100.

3. Evidence that, by its nature, cannot be returned to the owner or entered into the Marine Corps supply system for disposal, such as narcotics, illegal firearms or other contraband, shall be destroyed. Such destruction shall be

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accomplished by or in the presence of the Evidence Custodian and either a staff noncommissioned officer, commissioned officer or civilian equivalent assigned to PMO/MCPD and a second staff noncommissioned officer, commissioned officer or equivalent. All persons involved and witnessing the destruction will sign the final disposition section of the Evidence/Property Custody Receipt. Such destruction shall be of a nature so as to make the contraband unusable for any lawful or unlawful purpose other than residual scrap. All evidence custody information shall be maintained per reference (b) SSIC 5580.5b.

Chapter 13

Criminal Investigations

Section 13000 - Criminal Investigation Division Standards of Conduct and the Personal Reliability Program

13001. Purpose. This section establishes procedures for Criminal Investigation Division (CID) standards of conduct and the personal reliability program.

13002. Policy. Marine Corps criminal investigators are regarded as extremely mature personnel of high reliability whose duties routinely require contact with personnel of higher rank and whose actions or lack of actions are continually under scrutiny. Marine Corps Criminal Investigators may be Marines or U. S. Government/Marine Corps employees. The personal and professional reputation of Marine Corps Criminal Investigators must be above reproach at all times.

13003. Procedures

1. The nature of the CID Program necessitates that all individuals assigned to the program, regardless of their status, maintain the highest standards of personal conduct and professionalism to:

- a. Preclude the possibility of compromising criminal investigations.
- b. Prevent criticism that assails the credibility of the CID Program.
- c. Avoid embarrassment to the U. S. Marine Corps and the Government.
- d. Avoid exploitation by foreign agents.
- e. No member or employee of the U. S. Marine Corps/U. S. Government has an inherent right to be a CID criminal investigator or to be a member of the CID. At the sole discretion of the Commandant of the Marine Corps (PS), any individual who is considered substandard in performance or conduct, deficient in character, or otherwise unsuited for the CID Program will not be accepted or retained.

f. Punishment received for misconduct as a result of a trial or under the provisions of Article 15 of reference (c) and the subsequent use of this in support of elimination from the CID Program, does not constitute double jeopardy.

2. Accredited CID criminal investigators may be eliminated from the CID Program for any of the following reasons:

a. Loss of credential, badge, or any part thereof through gross negligence.

b. Purposely or through negligence failing to secure or account for evidence or government funds.

c. Indiscretion, disaffection, breach of discipline, or abuse of privilege that could adversely affect the performance of criminal investigative or other CID Program duties.

d. Lack of character or moral integrity necessary for the proper performance of criminal investigative or other CID Program duties.

e. Any acts or omissions by the individual that could impair at any time the ability to perform effectively any CID Program duties. This prohibition includes commission of any offense under reference (c), federal or state law, or the laws of foreign countries.

f. CID supervisors may be eliminated from the CID Program for any of the reasons listed.

3. Apprentice investigators have no tenure and may be eliminated from the CID Program, reclassified, or reassigned without CMC (PS) action under the following circumstances:

a. Failure to complete the prescribed apprentice period successfully and attain accredited status.

b. Any of the reasons listed in para 13003.2 above.

4. The acceptance or accreditation of an individual in the CID Program is effective until revoked by the CMC (PS). CMC (PS) will establish administrative procedures for revocation of accreditation. These procedures will ensure, at a minimum, that the individual concerned is given notice of the basis for the action and an opportunity to respond prior to the final determination. An exception to this applies when an individual has not attended or completed the ASAC. In these cases, action

will be taken to revoke acceptance when information is received that warrants revocation. The individual will be notified of the final decision and the reasons for revocation. All academic failures at the ASAC, as determined by the school, will constitute grounds for automatic removal from the CID Program. The Deputy Director, Security and Law Enforcement Division, Headquarters, U. S. Marine Corps, will be the decision maker on recommendations to withdraw acceptance.

5. PMs/CPs, on receipt of any information regarding occurrences outlined in paragraph B above, will conduct a preliminary inquiry to determine the source and validity of the information. The preliminary inquiry will be completed within 3 working days.

6. CMC (PS) or PMs/CPs will promptly withdraw credentials when one of the following conditions exists:

- a. An investigator is permanently assigned to other than law enforcement duties.
- b. When an investigator is convicted of a criminal offense.
- c. When allegations of substantial misconduct exist.
- d. When performance of duty is substandard, or for any other circumstance that reduces the individual's effectiveness to the point that it interferes with performance of duties.
- e. Termination of employment or investigative duty status of a civilian criminal investigator.

7. CMC (PS) will be notified immediately when credentials are withdrawn. Withdrawn credentials may be retained locally up to 90 days. After 90 days, credentials will be forwarded to CMC (PS) with a statement explaining the circumstances leading to their withdrawal. CMC (PS) shall maintain these records per reference (b) SSIC 5580.2.

Section 13100 - Domestic Violence, Child Abuse,
and Sexual Assault Investigations

13101. Purpose. This section establishes guidelines for domestic violence, child abuse and sexual assault investigations aboard Marine Corps installations.

13102. Policy

1. Domestic violence, child abuse and sexual assault are criminal acts. These criminal acts impede unit morale, effectiveness, efficiency, and negatively impair the ability of the Marine Corps to function smoothly.

2. Historically, victims were sometimes considered partially responsible for crimes against them and were then re-victimized by being made to feel guilty and even being told that they "asked for it". To prevent victims from being re-victimized, it is Marine Corps policy that all personnel shall treat victims with dignity and sensitivity. Victims will be protected through fair, conscientious, and unbiased treatment.

3. Effective response to these criminal acts requires cooperative and coordinated efforts by multiple organizations and commands on, and sometimes off, Marine Corps installations. Furthermore, under certain circumstances, arrest/apprehension and criminal prosecution is preferred from a preventive standpoint. Therefore, all reports of these criminal acts shall be thoroughly investigated to ensure appropriate action can be taken through references (c) and (d), and federal and state law.

13103. Definitions

1. Child Abuse and/or Neglect. Includes physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities or combinations thereof for a child's welfare under circumstances indicating that the child's welfare is harmed or threatened. The term encompasses both acts and omissions on the part of a responsible person. The "child" is a person under 18 years of age for whom a parent, guardian, foster parent, caretaker, employee of a residential facility, or any staff person providing out-of-home care is legally responsible. The term "child" means a natural child, adopted child, stepchild, foster child, or ward. The term also includes an individual of any age who is incapable of self-support because of a mental or physical incapacity and for whom treatment in a Medical Treatment Facility (MTF) is authorized.

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2. Indecent Assault. Generally, an indecent assault is an assault of another person who is not the spouse of the offender, done with the intent to gratify the lust or sexual desires of the offender and is prejudice to the good order and discipline of the armed forces or of a nature to bring discredit upon the armed forces. Indecent assault is proscribed by Article 134 of reference (c).

3. Rape. An act of sexual intercourse by force and without consent of the victim. The charge of rape can apply to a victim of any age and against a spouse. Rape is proscribed by Article 120 of reference (c).

4. Sexual Assault. Intentional sexual contact, characterized by the use of force, physical threat or abuse of authority or when the victim does not or cannot consent. Sexual assault includes rape, nonconsensual sodomy (oral or anal sex), indecent assault (unwanted, inappropriate sexual contact or fondling), or attempts to commit these acts. Sexual assault can occur without regard to gender or spousal relationship or age of victim.

a. "Consent" shall not be deemed or construed to mean the failure by the victim to offer physical resistance. Consent is not given when a person uses force, threat of force, coercion or when the victim is asleep, incapacitated, or unconscious.

b. Other sex-related offenses are defined as all other sexual acts or acts in violation of reference (c) that do not meet the above definition of sexual assault, or the definition of sexual harassment as promulgated in reference (bq).

5. Victim. A person, male or female, who has suffered direct physical or emotional harm as a result of the commission of a sexual assault offense committed in violation of reference (c), or in violation of the law of another jurisdiction if any portion of the investigation is conducted primarily by the DOD components, including military members and their family members; when stationed outside the continental United States, DOD civilian employees and contractors, and their family members. When a victim is under 18 years of age, incompetent, incapacitated, or deceased, the term includes one of the following (in order of precedence): a spouse, legal guardian, parent, child sibling, another family member, or another person designated by the court or the SJA to CMC, or designee. The term "victim" does not include an individual involved in the crime as a perpetrator or accomplice, even though the individual may be one of the representatives described previously.

6. Victim Advocate. The victim advocates in the Marine Corps Family Services, Family Advocacy Program, provide information, guidance and support to victims of domestic violence and sexual assault. Advocates are available 24 hours a day, 365 days a year to provide crisis intervention, safety planning, referrals to, and liaison with civilian resources, and support during medical exams and court proceedings. Victims are not required to use military victim advocates and may use victim advocates from civilian resources.

7. Victim and Witness Assistance Program (VWAP). A multi-disciplinary program to assist victims and witnesses of crime to ensure that the military criminal justice system accords crime victims and witnesses their rights, without infringing on the constitutional rights of an accused, to ensure they receive appropriate assistance. VWAP incorporates police personnel, criminal investigators, service providers, judge advocates, corrections personnel, and unit commanding officers, to assist victims and witnesses of crime through the criminal justice process.

8. Witness. As defined under VWAP, a witness is a person who has information or evidence about a crime, and provides that knowledge to a DOD component about an offense in the investigative jurisdiction of a DOD component. When the witness is a minor, that term includes a family member or legal guardian. The term does not include a defense witness or an individual involved in the crime as a perpetrator or accomplice.

13104. Procedures

1. PMs/CPs, CID Officers and supervisory criminal investigators shall ensure domestic violence, child abuse/neglect, and sexual assault investigations are conducted per this section and references (an) and (ao). If a MP/police officer/criminal investigator asks for a person's name and personal identifying information such as social security number, address, phone number, etc., they shall provide the individual a privacy act statement (see figure 2-1) or when completing an IR, if a person is asked personal identifying information, the MP/police officer/criminal investigator must read the person the privacy act statement at the top of the IR.

2. Domestic Violence Investigations

a. CID/Domestic Violence Unit (DVU)/Investigations Branch shall:

(1) Review all reported incidents of domestic violence.

(2) Assume investigative control of cases of domestic violence wherein an actual assault resulting in visible or serious injury occurred.

(3) Refer cases to Naval Criminal Investigative Service as appropriate and in accordance with local MOUs and/or agreements.

b. When responding to reports of domestic violence, criminal investigators shall, unless circumstances do not permit:

(1) Ensure the victim's safety and privacy by interviewing the victim in an area apart from the alleged suspects, witnesses, and occupants. Be sure to inquire about any history of abuse or existing protective orders. Fully investigate all protective order violations. Encourage the victim to seek a medical examination and arrange transport as needed. Inquire about injuries that are concealed by clothing or otherwise not readily apparent. Advise the victim to contact CID or NCIS and arrange for photographs to be taken of injuries that become apparent in the days following the incident

(2) Collect and preserve physical evidence, including photographs per sections 12000 and 12100.

(3) If no apprehension or detention is made, explain to the victim the reasons why.

(4) Ask the suspect(s) and victim(s) if they desire to speak to a counselor/advocate or desire information concerning local shelter facilities. If yes, contact the Duty Chaplain or the Family Service Center Victim Advocate and/or provide shelter information. Provide victims and witnesses with DD Form 2701, Initial Information for Victims and Witnesses of Crimes. If there is a sexual assault, see paragraph 13104.3 below.

(5) Explain any applicable installation policies and regulations to include that all cases of domestic violence are forwarded to a Case Review Committee (CRC) that has the responsibility to make recommendations on available options to the commanding officer.

(6) In cases resulting in apprehension of the military sponsor, the command may issue a military protective order

requiring the military member to stay away from their quarters/family for the safety of the spouse/children.

(7) If an investigation is initiated, complete a ROI and all required documentation. ROIs shall be maintained per reference (b) SSIC 5580.13a(1) and 13a(2) as appropriate.

3. Child Abuse and Neglect. Criminal investigators shall:

a. Respond to all reported cases of child abuse/neglect. Notify NCIS immediately upon substantiation of evidence of child abuse. Conduct a preliminary interview with the reporting individual, when known, to determine the basis for the report, to include determination of such factors as:

(1) The physical condition of the child.

(2) Description of the abusive or neglectful behavior.

(3) Evidence of parental disabilities such as alcoholism, drug abuse, mental illness or other factors that demonstrate or suggest an inability to care for the child.

(4) Description of suspicious injuries or conditions.

(5) Nature of any statements made by the child concerning parental maltreatment.

(6) Any evidence of parental indifference or inattention to the child's physical or emotional needs.

b. Background Investigation. Investigating complaints of child abuse generally requires contact with several sources of information depending upon the nature of the complaint and the scope of abuse. In all but emergency situations, the following sources of information should normally be contacted prior to interviewing the family and/or the child:

(1) An inquiry should be made to determine whether a court protective order or military protective order is in force with regard to the child or other members of the family. A criminal records check should also be performed on the suspect.

(2) Medical personnel, including family practitioners, emergency room staff and medical examiners, often acquire information that confirms or suggests abuse. Certain types of

injuries are particularly characteristic of physical abuse and are most incriminating when they do not correlate with parental explanations of how they occurred. They include:

(a) "Pattern" injuries that may be linked to specific objects used in an attack such as hot irons, coat hangers, fingertip marks caused by tight gripping; straight, curved or curvilinear or jagged lesions indicating whipping; bite marks; and scald or peculiar burn marks.

(b) Injuries to specific body parts such as the genitals, buttocks or rectum, as well as trauma to the torso, upper arms and thighs in the absence of other common injuries suffered by children in play accidents such as skinned knees, elbows, and forehead.

(c) Signs of old injuries to various parts of the body in different stages of healing, particularly those that are not common to childhood.

(d) Bone fractures of small children and related injuries that are inconsistent with the child's level of maturity and risk of injury, such as spiral fractures (suggesting vigorous shaking), fractures to the rear and upper skull (suggesting blows to the head), subdural hematomas without scalp contusions (suggesting violent shaking with resultant head whiplash), and fractures of long bones and joints that are suggestive of violent pulling, twisting or jerking of the extremities.

(e) History, pattern or extent of injury that does not correlate with the alleged cause of death or means of injury.

(f) Inordinate delay in seeking medical attention, evidence of administration of home remedies for relatively serious injuries, history of prior visits to different emergency rooms, frequent changes of physicians and prior diagnosis of "failure to thrive".

(g) At autopsy, the presence of old injuries or other internal injuries that were not detectable through external examination.

(3) Child Protective Services (CPS)/social welfare officers must be contacted during the early stages of the investigation as they can provide considerable insight into

situations of suspected child abuse since many abusive families have had prior contact with local support agencies. These agencies may provide information on family background, employment, economic and domestic stability and previous contacts with child protective service agencies and should be contacted during the early stages of the investigation.

(4) School teachers may also provide some insight into cases of suspected child abuse through records of the child's attendance, grades, demeanor, socialization, motivation and perceived emotional stability. Several behavioral indicators are suggestive of child abuse, including the following:

(a) Recurrent injuries or complaints of parental physical mistreatment.

(b) Marked changes in the child's behavior or level of achievement.

(c) Strong antagonism toward authority.

(d) Exaggerated reactions to being touched.

(e) Withdrawal from peers, or combative/confrontational behavior.

(f) Delinquent acts, such as running away from home or truancy.

(g) Refusal to dress for physical education or dressing inappropriately.

(5) When interviewing neighbors or any other individuals who may have personal knowledge of the family situation, investigators should ask if any of the previous indicators of child abuse were identified.

c. Family Interview. Based on information generated in the background investigation, reasonable suspicion may exist to conduct an interview with the family and the child.

(1) If there is reason to believe that a case against the parents or others will be prosecuted, interviews should be conducted at the PMO/MCPD and prior contact, when appropriate, should have been made with the installation SJA/military justice officer or prosecutor's office.

(2) If possible, a child protective service officer should be present with the investigator during interviews with children.

(3) The interview should be conducted in a non-accusatory, informal, fact-finding manner, and questions should be presented in an open-ended format to allow parents or others latitude in responding.

(4) In determining whether or not to accept a parent's explanation, criminal investigators should consider the following questions. Findings consistent with those in parentheses may indicate a greater likelihood of abuse.

(a) Is it reasonable to believe that the child's injuries were self inflicted or accidental given the child's maturity, manual dexterity and ability to walk or stand? (No)

(b) Was the parent's story consistent with other evidence? (No)

(c) Do parents claim ignorance of critical details of the incident? (Yes)

(d) Does the home appear to be clean and well maintained? (No)

(e) Does the family live in a socially isolated environment without the support of neighbors, friends or family? (Yes)

(f) Do the parents appear to support one another in a positive home environment? (No)

(g) Does there appear to be frequent or ongoing crises in the family? (Yes)

(h) Does the child in question appear to be regarded by the parent(s) in a negative light? (Yes)

(5) Some parents may explain or excuse the incident as a legitimate attempt to discipline the child. However, in order to be reasonable and acceptable, the discipline should:

(a) Be appropriate to the misbehavior involved but never involve bodily injury.

(b) Be consistent with the child's ability to understand its relevance to the acts in question.

(c) Be administered with prudence and caution rather than recklessly, brutally or without sufficient regard for the child's power of endurance. Note: Statutes governing the use of corporal punishment vary from state to state.

(6) If there is reason to believe that the victim has been abused or neglected, and the abuse or neglect has occurred within the family, Child Protective Services (CPS) must be notified.

(7) Make the determination whether or not to transport the victim to a medical facility for further evaluation based on the psychological and physical appearance of the child.

(8) If the child requires further examination, request the non-offending parent to transport the child to the nearest medical facility for a medical evaluation by a physician. The parent will transport the child with a criminal investigator, MP or police officer escort if the victim is ambulatory, the parents are not intoxicated, leaving the child with the parents will not cause more physical or psychological damage, and the parent can be trusted not to dissuade the child from revealing injuries to protect the other parent. Removal of a child from his/her parents is only used as a last resort. If this is necessary, follow the procedures to remove a child from the custody of his/her parents. If the parents do not consent to a medical examination of the child and the child is not in imminent danger (for example, injured or there is a reasonable possibility of injury by the parents or guardian), follow procedures to take a child into custody. If the child is in imminent danger, PMO/MCPD is authorized to transport to a medical facility. A medical officer will render an opinion as to whether the child has been a victim of child abuse/neglect.

d. Interviewing Children. Criminal investigators conducting interviews with children in suspected child abuse cases should be familiar with and follow procedures for interviewing children. In addition, they should be familiar with the following special issues that arise when conducting these interviews in cases of suspected child abuse:

(1) Children should be interviewed separately from their parents.

(2) Repeated interviews with the child should be avoided whenever possible. Joint interviews with the child protective worker or military justice officer/prosecutor, for example, may help minimize the trauma of these sessions.

(3) Avoid questions that can be answered with a "yes" or "no" response. Use open-ended questions whenever possible.

(4) Anatomically correct dolls should be used whenever available to trained investigators.

(5) Sit with the child rather than across a table. Conduct the interview in a casual and non-threatening manner.

(6) Do not lead the child or suggest answers, probe or pressure the child for answers, or express concern, shock or disbelief in response to answers.

(7) Reassure the child that he/she is not to blame and is not in trouble for what happened or for being asked questions.

e. In cases where injuries are present and in all cases of suspected child sex abuse, notify NCIS.

f. Once a medical officer renders an opinion that the child has been abused/neglected, obtain photographs of injuries through your office procedures or request the Duty Photographer to respond via the Desk/Dispatch Team. Enclose a copy of the emergency care and treatment form and all photographs and negatives with the report.

g. The preferred means of removing a child from the home is by court order. However, in cases of abandonment, severe abuse, or neglect, where the child is in imminent danger of death or serious bodily harm and time is of the essence, a MP/police officer or criminal investigator shall, in compliance with state and federal law, remove the child from the home for purposes of protective custody. The assistance of child welfare authority officers should be sought, if available in a timely manner. Parental permission should also be sought, but is not required in order to remove a child under emergency circumstances.

h. Physical Evidence. Collecting physical evidence to document abuse is very important for prosecuting these cases. In this regard, criminal investigators should be aware of the following:

(1) Color photographs of injuries should be taken and preserved for evidentiary purposes. They may be taken by medical personnel or by a same-sex criminal investigator. All injuries should be described in writing and diagrammed.

(2) X-rays should be taken if appropriate, and any that have been taken should be collected and preserved.

(3) Photographs of home conditions should be taken to indicate possible child maltreatment.

(4) Any instruments that were used in the physical attack should be identified and preserved, as well as any clothing that bears evidence such as blood or semen stains.

(5) Any other items that have bearing on the abuse or neglect, such as guns, knives, drugs, poisons or related items in possession of the suspect, should be identified and collected.

i. Complete a ROI and all required documentation.

4. Sexual Assault Investigations

a. Sexual assault investigations typically include both a preliminary and subsequent in-depth interview with the victim. Responding MPs/police officers or investigators may conduct the initial preliminary interview and criminal investigators normally conduct in-depth interviews. The preliminary interview is intended to establish whether a crime has occurred. In the initial response, MPs/police officers or criminal investigators shall first establish the elements of the crime(s) as prescribed by reference (c), state, local or federal laws, and identify any and all witnesses, suspect(s), evidence, and crime scene(s). The preliminary interview is not intended to be a comprehensive or final interview. Additional interviews will be needed as the investigation develops.

b. Involve a victim advocate. Every effort shall be made by the criminal investigator to contact a victim advocate as soon as possible. If the victim declines assistance from an advocate, the investigator shall provide the victim with written referrals for community resources specifically designed to help victims of sexual assault.

c. Initial Victim Interview Protocol

(1) Based on the length of time between the assault and report of the crime and the individual's personal history, the victim may be in crisis and experiencing posttraumatic stress disorder or rape trauma syndrome and exhibiting a range of behaviors that will likely change over time.

(2) The victim's response to the trauma of a sexual assault is extremely unpredictable and shall not be used in any way to measure credibility. When drugs or alcohol are involved, the victim may have limited recollection or be unable to give a complete account of the crime. Not knowing the details of what happened may exacerbate the trauma experienced by the victim.

(3) Interviews shall be conducted promptly if the victim is coherent and agrees to the interview.

(4) Prior to the initial interview, the MP/police officer or criminal investigator shall whenever possible:

(a) Interview any witnesses who might have seen or spoken with the victim before, during, or after the assault.

(b) Accommodate the victim's request for a rape crisis advocate or support person whenever possible.

(c) Take responsibility for excluding a support person, when appropriate, and offer the victim and support person an explanation

(d) Secure a private location for the interview that is free from distractions

(e) Express sympathy to the victim and an interest in the victim's well-being

(f) Inform the victim of the need and importance of full disclosure of any and all recent drug use.

(5) During the initial interview, the MP/police officer or criminal investigator shall:

(a) Obtain contact information for the victim, including temporary accommodations.

(b) Explain the nature of the preliminary interview and the need for follow-up contacts.

(c) Ask victims to explain what they remember and how they felt.

(d) Revisit the possibility of a victim advocate for victims who initially declined the offer.

(e) Explain that other professionals such as forensic examiners, detectives, evidence technicians, and prosecutors may have additional questions

(6) At the conclusion of the initial interview, the MP/police officer or criminal investigator shall whenever possible:

(a) Give the victim the duty criminal investigator's contact information.

(b) Encourage the victim to contact the investigator with any additional information or evidence.

(c) Remind the victim that visible evidence of injury may appear later, and to contact the investigators for additional photographs or other documentation.

(d) Ensure that requests for victim protective orders are made where indicated.

(e) Provide written referrals for victim service organizations.

(f) Provide transportation when reasonably possible.

(g) Inform the victim about the next steps in the investigation.

d. Provide victims and witnesses with DD Form 2701, Initial Information for Victims and Witnesses of Crimes. Have the victim complete the Victim Preference Statement (see Figure 13-1, page 13-25) if NCIS has not assumed the investigation and the victim chooses not to cooperate with the investigation.

e. Proceeding with or conducting a thorough investigation shall not be contingent upon laboratory findings. Criminal investigators shall:

(1) Remain patient and maintain an open mind while listening to the victim's account.

(2) Remember that victims may struggle with gaps in memory.

(3) Avoid leading questions while conducting the interview.

(4) Use simple terminology appropriate to the victim's age, sophistication, and intelligence.

(5) Avoid using jargon or police, medical, or legal terms.

f. Collect evidence per sections 12000 and 12100. DNA evidence plays a crucial role in sexual assault investigations. In addition to the victim's and suspect's bodies and clothing, there are many other potential sources such as prophylactics, sheets, blankets, pillows, and bottles that may contain biological evidence such as blood, sweat, tissue, saliva, hair, and urine.

(1) To properly collect DNA evidence, criminal investigators shall:

(a) Use sterile gloves and change as needed.

(b) Use sterile swabs, papers, solutions, and tools.

(c) Package evidence in individual envelopes.

(d) Avoid touching the area where potential DNA evidence may exist.

(e) Avoid talking, sneezing, and coughing over evidence.

(f) Air dry evidence before packaging.

(g) Put evidence into new paper bags or envelopes, not plastic.

(2) The sexual assault evidence kit shall be accepted from the medical staff after it has been properly sealed and labeled. Only qualified medical staff can perform sexual assault kit examinations.

(a) The kit will contain whole blood that requires that the kit be placed and logged into an evidence refrigerator

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as soon as possible. The kit may also contain a urine sample for toxicology testing. If it does, the urine sample shall also be refrigerated.

(b) Investigators or supervisors shall have access to the evidence refrigerator after regular business hours, on weekends, and on holidays.

(c) The kit shall not be allowed to freeze or to be exposed to heat such as being near a car's interior heater.

g. Stranger vs. Non-Stranger Assaults. Criminal investigators shall be familiar with common defenses to the charges of sexual assault.

(1) Non-Stranger Assault. The majority of non-stranger sexual assaults result in a consent defense. Thus, evidence of particular importance includes:

(a) Evidence of physical or verbal resistance on the part of the victim.

(b) Evidence of genital or other injuries.

(c) Detailed account of the victim's thoughts and feelings during the assault.

(d) Information regarding the suspect's size and strength in comparison to the victim's.

(e) Information regarding the environment in which the assault took place (such as isolation, soundproofing).

(f) Information regarding the victim's behavior after the assault, including posttraumatic stress.

(g) Information regarding the use of weapons, real or threatened, and threatening statements.

(2) Stranger Assault. Evidence in stranger sexual assaults often center on a question of identification, pending the processing of DNA evidence. Therefore, investigative strategies must remain flexible. An identity defense will typically include latent fingerprints, lineups, DNA, and trace evidence.

h. Forensic Examinations for Victims of Sexual Assault.
Victim-centered care is paramount to the success of the forensic examination of victims of sexual assault. A timely, professional forensic examination increases the likelihood that injuries will be documented and evidence collected to aid in the investigation and prosecution of sex offenders. Evidence may normally be collected up to 92 hours after the assault, but evidence can be gathered and injuries documented beyond that time, especially if the victim is injured, bleeding, or experiencing pain.

(1) Criminal investigator actions are as follows.

(a) Ask the victim whether there is anyone who should be called or notified, and facilitate this contact.

(b) Address any special needs of the victim, such as communication or mobility, and notify the victim advocate of the special need.

(c) Explain the purpose of the forensic examination and its importance to the investigation and provide the victim with information on the procedure.

(d) Inquire whether the victim will consent to a forensic examination.

(e) Inform the victim of the right to decline any or all parts of the examination.

(f) Explain to the victim the potential consequences if any part of the examination is refused.

(g) Notify a victim advocate to offer the victim support when a forensic examination is to be conducted.

(h) Transport the victim to the designated medical facility if a forensic examination is warranted and the victim consents.

(i) Advise the victim that the forensic examiner will collect any clothing that was worn during or immediately after the sexual assault.

(j) Assist in arranging for clothing the victim may need after the examination.

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(k) Seek permission from the victim to collect a urine sample for drug screening.

(l) Obtain a signed release from the victim for access to medical records.

(m) Encourage a victim who is unwilling to undergo a forensic exam to get medical attention, including testing for pregnancy and sexually transmitted diseases.

(2) Presence of a victim advocate. When it is determined that a forensic examination will be conducted, a victim advocate or a support person of the victim's choosing shall be allowed to be present in the room and during the interview, unless it would be harmful to the investigation. The criminal investigator shall take responsibility for excluding a support person, when appropriate, and providing an explanation to the victim and the support person.

i. Drug-Facilitated Sexual Assault Considerations

(1) If a drug-facilitated sexual assault is suspected, it is critical to obtain a urine sample from the victim as soon as possible. If it has been less than 24 hours since the time of the assault, also obtain a blood sample in a grey-top tube.

(2) Protocols for responding to illegal substance abuse by victims (including underage drinking) shall be followed and never used to discredit or discourage the victim from reporting the assault. The department priority is to conduct a thorough investigation of a sexual assault rather than prosecute victims for misdemeanor violations.

(3) Because of the delay in reporting most sexual assaults, laboratories capable of testing urine and blood samples at very low levels for those drugs commonly used to facilitate sexual assault are essential.

j. Follow-up Victim Interviews. Prior to a follow-up interview, criminal investigators should consult with MPs/police officers who responded to the scene (if the criminal investigator did not respond to the scene), retrieve communications tapes and printouts, and review all reports. The criminal investigator should coordinate with relevant agencies, assistance organizations, service providers, or sexual assault response professionals to address the needs of the victim and to discuss the best means for keeping the victim informed.

(1) Investigative Strategy. In preparing for the interview, the investigator shall develop an investigative strategy based on the nature of the assault and the possible defenses available to the suspect (such as denial, mistaken identity, or consent). This strategy shall guide the questions and other evidence collection efforts. Critical evidence collection efforts include evaluating whether a pretext phone call (to elicit an incriminating response) is appropriate and determining the need for re-photographing injuries to document changes in injuries.

(2) Follow-up Interview Protocol

(a) An in-depth follow-up interview shall be conducted after the victim has been medically examined and treated, and personal needs have been met.

(b) In the event that the victim is still under the influence of drugs or alcohol, has been injured, or as a result of the assault has not slept, and barring exigent circumstances requiring an arrest or identification, the interview shall be delayed.

(c) Arrange for equipment to tape record or videotape the interview so the criminal investigator can focus on listening.

(d) The interview shall be conducted in a location that is convenient, accessible, and comfortable for the victim. The investigator shall provide or arrange for transportation for the victim when needed.

(e) At the start of the follow-up interview, the criminal investigator shall:

1. Discuss the purpose and scope of the interview.

2. Review contact information for both the victim and investigator that may need to be updated.

3. Explain the victim's rights, including confidentiality.

4. Explain the need to tape record or videotape the interview.

5. Address arrest decisions including an explanation of the status of the case.

(f) Normally, when conducting the follow-up interview, the criminal investigator shall:

1. First allow the victim to describe what occurred without interruption.

2. Restate what he or she heard for accuracy, identify new information or developments, and ask questions.

3. Clarify any inconsistencies with earlier accounts of the sexual assault in a non-threatening manner.

4. Document the victim's actions in response to the attack, the victim's state of mind during the attack, specific statements made by the suspect, the nature of any relationship with the suspect, and explain the importance of these questions from a prosecutorial standpoint.

5. Inquire about any circumstances that may indicate the use of a drug to facilitate the sexual assault (such as whether the victim experienced any loss of memory, disorientation, severe illness, or hallucinations).

6. Assist the victim in developing a safety plan, in the event safety concerns exist, and encourage the victim to call police if the suspect violates any existing criminal or court orders, or if the suspect contacts the victim in any way.

(g) Normally, once a thorough follow-up investigation has been completed, the criminal investigator shall:

1. Evaluate impounded evidence and determine which items might have probative value based on the statements and other information.

2. Submit a lab service request such as DNA, biology, trace, or toxicology based on the assessment of the evidence.

3. Present the complete case file including forensic results as soon as available to the prosecuting

attorney for review and work with the prosecutor's office to develop the case.

4. Encourage the victim's continued support in the investigation, apprising the victim of future investigative and prosecutorial activities that will or may require involvement.

5. Familiarize the victim, prior to trial, with the types of defense strategies and inquiries that may be made during cross-examination.

k. Contacting and Interviewing the Suspect

(1) The criminal investigator(s) shall, whenever possible, follow these procedures and sections 2100, 2200, 12000, and 12100 on identifying the suspect, conducting the suspect interview, and collecting evidence in a sexual assault investigation.

(2) Involvement of a victim in a pretext phone call to the suspect should take into consideration the victim's emotional and physical state. A victim advocate should be present whenever possible to offer support.

l. Sexual assault forensic examination for the suspect. PMOs/MCPDs will work with other agencies and community organizations to establish protocols regarding the location of the forensic examination of the suspect, who will pay for it, and what steps will be involved. It is essential that the victim and suspect examinations take place in different locations.

(1) Protocol for Suspect Examination

(a) Immediately after the preliminary suspect interview, the criminal investigator shall determine whether a forensic sexual assault examination should be obtained for the suspect.

(b) A search warrant/authorization may be needed to collect any evidence from the body of the suspect or even to collect clothing. If the suspect consents to such evidence collection procedures, documentation of voluntary consent shall be provided in the police report.

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(c) The investigator shall clearly document the suspect's freedom to decline any part of the examination and to leave at any time.

(d) Criminal investigators and supervisors shall be trained to collect cells from inside a suspect's cheek for DNA profiling. Cotton-tipped swabs or other buccal DNA collectors shall be readily available to investigators in the field.

(2) Evidence Collection

(a) The forensic examiner shall document the suspect's medical history, document all injuries that are observed, and collect biological and trace evidence from the suspect's body.

(b) If in custody, the suspect shall be given a Miranda or Article 31b rights warning before being asked medical history questions by the forensic examiner or investigator.

(c) If the suspect invokes his/her right to remain silent, the examiner shall bypass the medical history portion of the examination and continue documenting any visible injury and collecting the appropriate specimens.

(d) Both the examiner and attending criminal investigator shall be prepared to document any spontaneous statements made by the suspect regardless of whether or not the suspect is in custody and whether or not the suspect was provided with a Miranda warning.

m. Complete a ROI and all required documentation. ROIs shall be maintained per reference (b) SSIC 5580.13a(1) and 13a(2) as appropriate.

VICTIM PREFERENCE STATEMENT

I, _____, have been informed of my rights as a crime victim under the Victim and Witness Assistance Program and have been provided a copy of DD Form 2701, Initial Information for Victims and Witnesses of Crime. _____
(initials)

I have had the opportunity to consult with a victim advocate, counselor, or other person(s) of my choosing before making the following decision. _____
(initials)

At this time, I have decided to not report that I am a victim of sexual assault to my command, law enforcement personnel, or other military authorities. I understand that by not reporting this offense, there will be no investigation. _____
(initials)

Further, I have been informed that by not reporting this offense the full range of protections afforded to victims, including the issuance of a military protective order against the offender, may not be made available. _____
(initials)

Finally, I further understand that I may change my mind and report this offense at a later time. If I do report this offense at a later time, I understand that the delay may adversely affect the subsequent investigation and prosecution of the offender. _____
(initials)

Victim's signature and date

Witnessed by:

Title of witness and date

Figure 13-1.--Victim Preference Statement.

Section 13200 - Criminal Intelligence and Crime Analysis

13201. Purpose. This section establishes guidelines and principles for the collection, analysis, and distribution of criminal intelligence information and crime data aboard Marine Corps installations.

13202. Policy

1. Criminal Intelligence

a. Information gathering is a fundamental and essential element for police agencies. Once acquired, the information is used to prevent crime, pursue and apprehend offenders, and obtain evidence necessary for conviction. When there is reasonable suspicion, as defined in Part 23, Section 23.3c of reference (ap), that individuals or organizations may either be planning or are engaging in criminal activity, it is Marine Corps policy to gather information for analysis and potential use in prosecution. This information must be gathered with due respect for the rights of those involved, and can only be disseminated to authorized personnel. While criminal intelligence may be assigned to specific personnel within the PMO/MCPD, all members of the organization are responsible for reporting information that may help identify criminals.

b. It is also Marine Corps policy to adopt the standards of the Commission on Accreditation for Law Enforcement Agencies (CALEA) for intelligence gathering, specifically that: if an agency performs an intelligence function, procedures must be established to ensure the legality and integrity of its operations, to include:

(1) Procedures for ensuring information collected are limited to criminal conduct and relates to activities that present a threat to the community.

(2) Descriptions of the types or quality of information that may be included.

(3) Methods for purging out-of-date or incorrect information.

(4) Procedures for the utilization of intelligence personnel and intelligence gathering techniques.

2. The crime analysis function shall include collecting, organizing, analyzing and interpreting crime and incident data to evaluate past performance and identify criminal activity patterns and trends for operational deployment, tactical intervention, strategic planning and management analysis. Crime analysis is indispensable to PMO/MCPD efficiency, productivity and effectiveness. Therefore, all applicable personnel shall provide complete and consistent reports of crime, incidents and related information to support this function.

13203. Definitions

1. Criminal Intelligence. Information compiled, analyzed and/or disseminated in an effort to anticipate, prevent, monitor, or prosecute criminal activity.

2. Strategic Intelligence. Information concerning existing patterns or emerging trends of criminal activity designed to assist in criminal apprehension and crime control strategies, for both short- and long-term investigative goals.

3. Tactical Intelligence. Information regarding a specific criminal event that can be used immediately by PMO/MCPD units to further a criminal investigation, plan tactical operations, and enhance officer safety.

4. Threshold for Criminal Intelligence. The threshold for collecting information and producing criminal intelligence shall be the "reasonable suspicion" standard in Part 23, Section 23.3c of reference (ap).

13204. Procedures - Criminal Intelligence

1. Mission. The criminal intelligence mission is to gather information from all sources in a manner consistent with the law and to analyze that information in order to provide tactical and/or strategic intelligence on the existence, identities, and capabilities of criminal suspects and enterprises generally and, in particular, to further crime prevention and enforcement objectives/priorities aboard Marine Corps installations, as identified by the PMO/MCPD.

a. Information gathering in support of the intelligence function is the responsibility of each member of the PMO/MCPD, although specific assignments may be made by the CID Officer, Chief Investigator or Supervisory Investigator.

b. Information that implicates, suggests implication or complicity of any senior commissioned officer, staff noncommissioned officer or public official in criminal activity or corruption shall be immediately reported to the PM/PC.

2. Professional Standards. Information-gathering requirements for law enforcement sometimes impede upon the rights of individuals. To this end, members of PMOs/MCPDs shall comply with the following:

a. Information gathering for intelligence purposes shall be premised on circumstances that provide a reasonable suspicion, as defined in Part 23, Section 23.3c of reference (ap), that specific individuals or organizations may be planning or are engaging in criminal activity aboard a Marine Corps installation.

b. Investigative techniques employed shall be lawful and only so intrusive as to gather sufficient information to prevent criminal conduct or the planning of criminal conduct.

c. Every effort will be made to ensure that information added to the criminal intelligence base is relevant to a current or on-going investigation and the product of dependable and trustworthy sources of information. A record shall be kept of the source of all information received and maintained.

d. Information gathered and maintained by PMOs/MCPDs for intelligence purposes may be disseminated only to appropriate persons for legitimate law enforcement purposes in accordance with law and procedures established by DOD and the Marine Corps. A record shall be kept regarding the dissemination of all such information to persons within this or other law enforcement agencies.

3. Compiling Criminal Intelligence

a. Criminal intelligence investigations/files may be opened by the CID/Investigations Branch Officer, Chief Investigator or Supervisory Investigator with sufficient information and justification. This includes, but is not limited to, the following types of information:

(1) Subject, victim(s) and complainant as appropriate; summary of suspected criminal activity.

(2) Anticipated investigative steps to include proposed use of informants, photographic, or electronic surveillance.

(3) Resource requirements, including personnel, equipment, buy/flash monies, travel costs, etc.

(4) Anticipated results.

(5) Problems, restraints or conflicts of interest.

b. MPs/police officers and criminal investigators shall not retain official intelligence documentation for personal reference or other purposes but shall submit such reports and information directly to the intelligence authority.

c. Information gathering using confidential informants, as well as electronic, photographic, and related surveillance devices, shall be performed in a legally accepted manner and in accordance with procedures established for their use by the Marine Corps or PMO/MCPD and through coordination with the local NCIS.

4. Analysis

a. Establish and maintain a process to ensure that information gathered is subjected to review and analysis to derive its meaning and value.

b. The above-described process should be accomplished by professional, trained analysts in CID/Investigations Branch.

c. When meaningful trends, patterns, methods, characteristics or intentions of criminal enterprises or individuals emerge, analytic material (i.e., criminal intelligence) shall be compiled and provided to authorized recipients as soon as possible.

5. Receipt/Evaluation of Information. Upon receipt of information in any form, the CID/Investigations Branch Officer, Chief Investigator or Supervisory Investigator shall ensure that the following steps are taken:

a. Where possible, information shall be evaluated with respect to reliability of source and validity of content. While evaluation may not be precise, this assessment must be made to the degree possible in order to guide others in using the information. A record of the source of all information shall be

kept, when known and maintained in strict confidence available only to those with a need to know. Sources should be classified as Identity Protected Witnesses (IPW) and their information sealed in an envelope marked IPW and assigned an IPW number. Said envelope shall be kept separate from the case file and locked in the CID Officer/Chief Investigator's safe. An IPW logbook must be maintained with IPW names and assigned numbers, date of initiation and termination and safeguarded in the same manner.

b. Reports and other investigative material and information received by PMOs/MCPDs shall remain the property of the originating agency, but may be retained by PMOs/MCPDs. Such reports and other investigative material and information shall be maintained in confidence, and no access shall be given to another agency except with the consent of the originating agency.

c. Information having relevance to active cases or that requires immediate attention shall be forwarded to responsible investigative or other personnel as soon as possible.

d. When meaningful trends, patterns, methods, characteristics or intentions of criminal enterprises or individuals emerge, analytic material (for example, criminal intelligence) shall be compiled and provided to authorized recipients as soon as possible.

6. File Status. Criminal intelligence file status will be classified as either "open" or "closed," in accordance with the following:

a. Open. Criminal intelligence files that are actively being worked will be designated as "Open". In order to remain open, MPs/police officers and criminal investigators working such cases must file intelligence status reports covering case developments at least every 180 days.

b. Closed. "Closed" criminal intelligence files are those in which investigations have been completed, where all logical leads have been exhausted, or where no legitimate law enforcement interest is served. All closed files must include a final case summary report prepared by or with the authorization of the lead investigator.

7. Classification/Security of Criminal Intelligence

a. Criminal intelligence files will be classified in order to protect sources, investigations, and individual's rights to privacy, as well as to provide a structure that will enable PMOs/MCPDs to control access to intelligence. These classifications shall be reevaluated whenever new information is added to an existing intelligence file.

(1) Restricted. "Restricted" criminal intelligence files include those that contain information that could adversely affect an on-going investigation, create safety hazards for MPs, police officers, criminal investigators, informants, or others and/or compromise their identities. Restricted intelligence may only be released by approval of the CID Officer, Chief Investigator, Supervisory Investigator or the PM/PC to authorized law enforcement agencies with a need and a right to know.

(2) Law Enforcement Sensitive. "Law enforcement sensitive" criminal intelligence is less sensitive than restricted criminal intelligence. It may be released to PMO/MCPD personnel when a need and right to know has been established by the CID/Investigations Branch Officer, Chief Investigator, Supervisory Investigator or PM/PC.

(3) Unclassified. "Unclassified" criminal intelligence contains information from the news media, public records, and other sources of a topical nature. Access is limited to MPs, police officers and criminal investigators conducting authorized investigations that necessitate this information.

(4) Any intelligence information that contains information that is classified as confidential or secret maintains the highest classification level of the information contained therein.

b. All restricted and law enforcement sensitive files shall be secured, and access to all criminal intelligence information shall be controlled and recorded by procedures established by the intelligence OIC.

(1) Informant (IPW) files shall be maintained separately from intelligence files and in accordance with reference www and reference (b) SSIC 5580.4d(5).

(2) Criminal intelligence files shall be maintained per reference (b) SSIC 5580.4d(5) and in accordance with state and federal law.

(3) Release of intelligence information in general, and electronic surveillance information and photographic intelligence, in particular, to any authorized law enforcement agency shall be made only with the approval of the CID/Investigations Branch Officer, Chief Investigator, Supervisory Investigator or PM/PC and with the stipulation that such intelligence not be duplicated or otherwise disseminated without the approval of the CID/Investigations Branch Officer, Chief Investigator, Supervisory Investigator or PM/PC.

(4) All files released under Freedom of Information Act (FIOA) provisions or through disclosure shall be carefully reviewed and accomplished through the installation process for FOIA requests.

8. Auditing and Purging Files

a. The CID/Investigations Branch Officer, Chief Investigator or Supervisory Investigator is responsible for ensuring that files are maintained in accordance with references (b) and (bw).

b. When a file has reached the end of it's lifecycle the CID/ Investigations Branch shall apply the correct disposition as stated in reference (b). A record of purged files shall be maintained by CID/Investigations Branch.

13205. Procedures - Crime Analysis

1. The crime analysis process shall be organized on five primary levels: data collection, data collation, analysis, report dissemination and feedback/evaluation.

a. Data Collection. The crime analysis function shall identify all essential information requirements for analytical and reporting responsibilities. The Crime Prevention Section and/or CID/Investigations Branch shall communicate these requirements to the PM/PC and coordinate data recording and reporting procedures with the PM/PC and his designates.

(1) Crime data requirements include but are not necessarily limited to the following:

- (a) Classification of crime.
- (b) Date and time of occurrence.

- (c) Time of police response.
- (d) Location of occurrence and demographics.
- (e) Victim and target characteristics.
- (f) Criminal suspect name/alias.
- (g) Criminal suspect characteristics.
- (h) Suspect vehicle.
- (i) Modus Operandi.
- (j) Physical evidence.
- (k) Stolen property record.
- (l) Responding officer/investigator.
- (m) Arrests/charges.
- (n) Case closures.

(2) Sources for the above data include the following records and reports:

- (a) Dispatch.
- (b) Patrol incident.
- (c) Supplementary.
- (d) Arrest/apprehension/detention.
- (e) Investigative.
- (f) Field interrogation.

b. Data Collation

(1) From the data elements and sources, crime analysis personnel shall compile data into organized formats for subsequent comparison and analysis.

(2) Data shall be arranged so the relationships between data elements may be established.

(3) A system for ready retrieval of stored information shall be established.

c. Analysis. Analysis of crime-related data and information shall be focused in four primary areas: crime pattern detection, crime-suspect correlations, crime forecasts and resource allocation.

(1) Crime pattern detection shall be used to identify similarities among crimes that may be used for improved deployment and related purposes. At a minimum, analyses in relationship to geographic and offense patterns shall be correlated with suspect information, vehicle, modus operandi (MO) and related files to establish investigative leads and tactical recommendations.

(2) Crime suspect correlations shall be performed where indicated to establish specific relationships between suspects and offenses. Suspect identifiers may be drawn from CLEOC/DONCJIS, MO files, suspect vehicle files, field interrogation reports, apprehension/detention records and alias files.

(3) Daily and weekly crime patterns shall be used, in addition to other data, to identify established or developing crime patterns. Where the quantity and consistency of information is available, target areas or locations shall be identified to assist in tactical and patrol deployment.

(4) Crime analysis personnel shall provide data and analyses that support resource allocation, performance evaluation and efficiency assessments. This information shall be sufficient for decision making in the following areas and as otherwise directed by the PM/PC:

(a) Staffing in relationship to service demands and related priorities.

(b) Determining patrol areas.

(c) Allocating personnel.

(d) Mode of patrol and number of officers assigned to specific units.

(e) Assessing workload imbalances.

(f) Evaluating response times.

(g) Determining apprehension probabilities.

(h) Service times.

d. Dissemination. The timeliness and format of crime analysis is vital to the usefulness of information generated. To that end, such analysis shall:

(1) Be tailored to meet the particular requirements of patrol investigative and administrative personnel.

(2) Arrive in a timely manner that allows a reasonable time for MPs/police officers and criminal investigators to develop and implement countermeasures and response strategies for the problem at hand.

(3) Present in a manner that distinguishes conclusions from theories and indicates the degree of reliability of analysis conclusions.

(4) Make recommendations for combating identified problems.

e. Feedback and Evaluation. Feedback from PMO/MCPD divisions/branches in response to crime analysis and studies is essential to evaluate and improve the utility of this function and the effectiveness of various agency strategies, programs and tactics.

(1) Crime analysis shall be accompanied by a request for feedback to track and evaluate the effectiveness of enforcement actions and countermeasures. Feedback will use Marine Corps after action format and include issue/topic, discussion and recommendation.

(2) Operations Division and CID/ Investigations Branch will address the crime or other problem areas identified and utilize data provided to develop and implement enforcement tactics, strategies and long-range plans.

(3) After appropriate action is completed, the feedback will be returned to the Crime Prevention Section or CID/Investigations Branch for impact analysis.

2. Coordination with Other Criminal Justice Agencies

a. The Crime Prevention Section and CID/Investigations Branch shall coordinate its operations with criminal justice organizations/agencies whenever appropriate and necessary to fulfill its mission or to support the common mission of the law enforcement community. This may include, but is not limited to, linkages with other installation military police organizations, the installation SJA, U.S. Attorney, prosecuting attorneys, local, state and regional intelligence systems, and other local and state law enforcement and criminal justice agencies.

b. The Crime Prevention Section and CID/Investigations Branch are responsible for safeguarding the confidentiality and security of documents under their control.

(1) Requests for information from outside agencies shall be forwarded to designated PMO/MCPD personnel for approval. Release of information shall comply with federal law, Marine Corps Orders and DOD instructions/manuals/regulations at all times.

(2) Requests for information from MPs/police officers, criminal investigators or other personnel working in PMO/MCPD shall be made by memorandum or letter to the CID/Investigations Branch Officer, Chief Investigator, Supervisory Investigator, or Physical Security Chief.

Section 13300 - Case Management

13301. Purpose. This section establishes PMO/MCPD procedures for criminal investigation case management.

13302. Policy. Effective case management is important in ensuring that investigations are conducted properly and reported in a timely manner. PMOs/MCPDs shall utilize the seriousness of the offense and consideration of other factors, including trends or gang activity, to determine whether a case will be assigned for continued investigative effort.

13303. Procedures

1. PMs/CPs shall:

a. Ensure that all major criminal offenses and other incidents set are referred to NCIS as delineated reference (aq).

b. Ensure the appropriate investigation of all criminal offenses aboard the installation. Major offenses not assumed by NCIS shall be investigated by CID/Investigations Branch. Ensure all that when MPs/police officers/criminal investigators ask for a person's name and personal identifying information such as social security number, address, phone number, etc., they shall provide the individual a privacy act statement (see figure 2-1) or when completing an IR, if a person is asked personal identifying information, the MP/police officer/criminal investigator must read the person the privacy act statement at the top of the IR.

2. When MPs/police officers determine there is a need to refer investigative responsibility, they will notify the duty criminal investigator of the reported incident. Whether the incident is referred or the duty investigator receives a complaint directly, he/she shall:

a. Conduct a preliminary investigation to determine investigative jurisdiction. When asking for a person's name and personal identifying information such as social security number, address, phone number, etc., they shall provide the individual a privacy act statement (see figure 2-1) or when completing an IR, if a person is asked personal identifying information, read the person the privacy act statement at the top of the IR.

b. Assume investigative jurisdiction per this section, refer the matter to NCIS per the MOU Between CMC and the

Director, NCIS, local agreements, or to other appropriate authorities, or decline jurisdiction.

3. When CID/Investigations Branch assumes investigative responsibility, the duty criminal investigator shall document all pertinent information and prepare a ROI (Open). When it is determined that investigative responsibility rests with NCIS, the duty investigator shall document the referral on a ROI (Referral). The duty investigator shall provide a copy of the Open or Referral to the Dispatch/Communications Center for entry in the Desk Journal. All investigations assumed by CID/Investigations Branch shall be documented and reported on an ROI.

4. Once NCIS assumes investigative responsibility for an incident, MPs/police officers and criminal investigators may continue to provide assistance, as approved by the PM/PC.

5. CID/Investigations Branch Case Screening, Assignment and Review

a. The CID Officer, Chief Investigator or Supervisory Investigator shall assign cases to the person having the knowledge and skills necessary for the investigation. Assistance may be received from others; however, accountability remains with the assigned criminal investigator. The following offenses, including reported major or felony offenses, shall either be referred per Memorandum of Understanding (MOU) Between Commandant of the Marine Corps (CMC) and the Director, Naval Criminal Investigative Service (NCIS) or investigated by CID/Investigation Branch:

(1) Homicide, suicide, suspicious death, or felonies involving firearms.

(2) All sex offenses.

(3) Robbery.

(4) Arson or suspicious fires.

(5) Burglary, residential or commercial, when a suspect is in custody, if someone was home during the burglary, or the value of property taken/damaged is \$1000.00 or more. For burglaries with the value of property taken/damaged is less than \$1000.00, the duty criminal investigator, CID/Investigations

Branch Officer, Chief Investigator or Supervisory Investigator may make a decision based on their discretion.

- (6) Violent crime, when injuries to victim(s) occur.
- (7) Child abuse or neglect.
- (8) Offense involving gang activity.
- (9) Offenses identified as being part of a trend based on crime analysis.
- (10) As directed by the PM/PC.

b. The CID/Investigations Branch Officer, Chief Investigator or Supervisory Investigator shall monitor all assigned cases to ensure they are thoroughly investigated and supplemented, as required by policy.

c. Each criminal investigator shall maintain an "active" case file in which cases are filed by case control number, which will be accessible to supervisors at all times.

- (1) The case file shall contain all investigative reports, notes, pictures, etc.
- (2) This file shall not contain evidence, cleared, or inactive cases.
- (3) Original reports shall not be kept by an investigator.
- (4) Case files shall be accessible to MPs/police officers on a need to know basis.
- (5) Case files shall be maintained per references (bw) and (b).

d. Once a case has been assigned to a criminal investigator for investigation, it will remain open until one of the following occurs:

- (1) The case is cleared.
- (2) 30 days elapse. A ROI (CLOSED) will be submitted at a minimum of 30 days after initiation of an investigation. In the event case activity cannot be completed within 30 days, an

ROI (PENDING) will be submitted and resubmitted every 30 days thereafter, until the investigation is closed. All cases remaining active at the end of 30 days will be reviewed by the assigned criminal investigator and the Chief Investigator or Supervisory Investigator to ensure that all viable leads are being followed or they have been thoroughly exhausted prior to closing. Command notification will be made at a minimum of every 30 days and reflected as a separate paragraph in the case summary of the ROI.

(3) There are no more viable leads available or no further progress can be made on an assigned case. The criminal investigator shall note in the report that the complainant and/or command, as appropriate, was notified and the case was being classified as closed.

(4) A ROI (CLOSED) must be submitted within five working days after completion of the last substantive lead in the investigation.

Section 13400 - Protective Security Details

13401. Purpose. This section establishes procedures for PMO/MCPD protective security details (PSDs).

13402. Policy

1. Criminal investigators and MP investigators (MPI) are directed to conduct full-time protective security missions to personnel designated as Level 1 high risk by CMC per references (ad) and (ae), or as requested by the commander exercising geographical responsibility for the area being visited.

2. The mission of PSD is to protect the principal from assassination, kidnapping, injury, and embarrassment. Protective security (PS) personnel must be able to react instantly to an attack by protecting and evacuating the principal.

3. The two types of security while working protective services are personal security and physical security. Personal security is the protection of the principal, while physical security is the property related to the protective mission.

4. Personnel required for a PS operation are: the Agent in Charge (AIC), Protective Security Officer (PSO), the Advance Team, the Protective Team, the Residence Watch Team, and the Baggage Team.

a. The SAC is responsible for all aspects of the mission and is commonly referred to as the Detail Leader.

b. The PSO is responsible for the close-in protection of the principal and remains with the principal at all times when the principal is away from the residence.

c. The Protective Team is the closest team to the principal. These members may change frequently, but they will provide protection for the principal, allowing only authorized personnel to approach the principal.

d. The Advance Team's main mission is to precede the principal and conduct site surveys. The Advance Team establishes the residence watch, but does not man the command post.

e. The Residence Watch Team is in place at the residence and places abroad. The residence watch is set up when a visit is 24 hours or longer. They will establish a visitor control system and keep a daily journal.

f. The Baggage Team will maintain total accountability for baggage and equipment and will supervise baggage handling at all times.

5. The four essential fundamentals of protective services are: planning; assignment of responsibilities, availability of resources, and control of information.

6. Three Protective Cordons

a. The inner cordon is the protective detail and the closest to the principal.

b. The middle cordon can be the plain-clothes personnel in a counter-surveillance mode.

c. The outer cordon can be the uniformed police used as a deterrent.

7. Five Levels of Alertness

a. White. Relaxed and probably asleep.

b. Yellow. A relaxed awareness state.

c. Orange. Completely alert.

d. Red. Suspect danger (probably in a chokepoint)

e. Black. Countermeasures are in motion.

13403. Procedures

1. Installation PMs/CPs are responsible for:

a. Supporting PS operations and/or providing protective security operations for individuals designated by the DOD and CMC (PS) when directed. This includes the planning and execution of close-in protection for the principal, and coordinating every phase of the mission, to include the middle and outer cordons of security.

b. Provide technical advice and assistance to commanders on protective security operations. This includes the conduct of personal security vulnerability assessments, as requested by commanders.

c. Screening of MPs/police officers for augmentation in support of protective security operations.

d. Providing administrative, logistical, and personnel support, as required for protective security operations, and directing the outer cordons of security in support of the protective security mission.

e. Coordinating with installation commanders in the designation of Level 2 high risk personnel.

f. Ensuring training and equipment necessary for PS operations are provided and maintained on the installation.

2. Protocol

a. Protective security members should always dress to provide a professional appearance. The dress attire should be conservative with an attempt to blend in as much as possible. Suits for men and women should be dark in color. Shirts should fit properly and be a light color, not too flashy. Shoes should be comfortable; the best soles are rubber, which decrease sound and improve traction. Women should stay away from wearing dresses/skirts while working PS because it does not look professional and could cause embarrassment during evacuations. Earrings should not be flashy; specifically avoid wearing hoop style earrings. The important thing to remember when dressing for a PSD is: comfort, fit, and style of the clothing. See section 5300 for guidance on PSD pins.

b. During advance work PSDs deal with many people. Make appointments according to the POC's schedule. PS personnel should be punctual, early if possible, but not earlier than 30 minutes. If PS personnel are going to be late, call to let the POC know. Always wear a suit (coat and tie) when meeting with someone to discuss the mission. This shows professionalism and is a direct reflection of the principal. When meeting the POC, establish rapport and do not be demanding. PS personnel must know what they want, so as not to be wasting the POC's time. PS personnel shall always leave their phone number with the POC in case of changes, but contact/call the POC prior to the mission execution to ensure everything is as planned.

c. As a member of the protective detail, make introductions from the highest ranking to the lowest. Meaning - if the principal is the lowest ranking, they will go over to the higher ranking and be introduced. Therefore, it is important to know who the senior person is at any function.

d. During official functions, ceremonial reviews, and receiving lines the PSO should not walk with the principal, but should remain close enough to respond during an incident. When dismounting from the vehicle, the principal should not open his/her own door. Keep the car protected until it is clear for the principal to dismount.

e. While dining, the principal should not be placed with their back towards an open area or high traffic area.

f. PS personnel do not sit with the principal during dinner or any other formal occasion unless directed or asked by the principal. PS personnel should sit close enough to maintain security, but not so close as to invade the privacy of the principal.

g. The senior person in the vehicle almost always rides in the left rear seat. This is usually the principal, but if a senior officer or dignitary also rides in the vehicle, this seat is the proper "power" seat. If there are specific threats, PS personnel should consider re-arranging normal seating patterns to make targeting the principal more difficult. This is especially true when transiting on a route with choke points or in a high risk area.

h. When traveling with the principal, PS personnel should only answer questions that are directed at them. Give succinct answers and make sure everything that is heard in the car stays in the car. Do not listen to private conversations. Be prepared to use a cellular telephone, when needed. Keep a checklist of all phone numbers to use if needed.

i. Everyone in the vehicle should wear seatbelts. Do not insist that the principal wear one, but suggest it.

j. The principal's briefcase should always be placed in the back with the principal, unless otherwise stated.

k. If PS personnel are involved in a formal (parade) motorcade, the vehicles will normally be ordered by rank. If the principal is the only one with protection, PS personnel may

be able to dictate the appropriate order of vehicles for security reasons.

1. On occasion, the principal may offer gifts to members of the PSD. Gifts of this nature should be declined if such action would not embarrass the principal. If a detail member feels the declination would embarrass the principal, the gift should be accepted and the PSO and SAC should be notified within a timely manner.

3. Command and Security Post Considerations

a. A command post, commonly referred to as the residence watch, should be set up when a visit is 24 hours or longer. It is set up and selected by the Advance Team, but is manned by the Residence Watch Team. The Residence Watch Team members should be provided by the PMO/MCPD Operations Division. Normally, these individuals are either from the SRT or MPs/police officers. The command post should be set up close to the principal and his/her communications, and be manned around the clock.

b. Three Types of Security Posts

(1) Checkpoints. Maintain access rosters to secure areas and control access to those areas.

(2) Surveillance. Conduct site surveillance/counter-surveillance to identify possible threats to the principal or security personnel.

(3) Special. Any post not specifically covered by checkpoints or surveillance. Examples of special posts would be supernumeraries, uniformed security, and MWD/CPWD patrols.

c. Security pins should be used to point out/separate/identify security members for the mission.

d. There are several types of equipment and supplies that are recommended for the command post:

(1) Closed circuit television.

(2) Communications such as radios and telephones.

(3) Computer equipment or typewriter.

- (4) General office supplies.
- (5) Journals.
- (6) Radio/telephone logs.
- (7) Comprehensive maps.

4. Special Weapons and Equipment

a. Investigators will be armed with their issued military weapons as provided by the PM/PC or CMC (PS). In combat zones/high risk areas, the weapons may need to be upgraded, including machine guns for vehicles and aircraft, and other combat weapons systems, as appropriate. The host government, the U.S. Embassy, and the U.S. military representative must approve all weapons.

b. Special equipment that can be used includes: Mag lights, metal detectors, ASP batons, chemical products, cameras, etc. The firearm garment (FAG) bag is also a good product that can be used in a low threat area and in a more "casual attire" environment. Additionally, the shoulder holster provides quick access to the weapon and is comfortable for most people. Ballistic apparel or vests are recommended for the protective team members with a spare ballistic vest accessible for the principal, if needed.

c. Effective communications are vital to protective security operations. Hand-held and portable base station frequency modulated (FM) radios equipped with surveillance packages will be available. All hand-held radios should have hands-free operation capability and all networks should be capable of secured communications. In addition to radios, cellular telephone(s) should be obtained with an adequate number to provide each team leader with an additional form of communication.

5. Personal security vulnerability assessment (PSVA). The NCIS Resident Agency (NCISRA) is responsible for conducting a PSVA and can provide this to the SAC or PSO of the mission. The PSVA consists of five phases: in-brief, research, covert, overt and exit brief.

a. The in-brief phase should be provided to all those concerned with the execution of the mission. The in-brief should provide your actions and your intentions for the mission.

b. In the research phase, PS personnel are looking at past documentation and problems. Evaluate the previous PSVAs along with the physical survey and the installation vulnerability determination, looking for recurring deficiencies.

c. During the covert phase, determine how the principal breaks up their activities. The following questions should be answered. Are they taking different routes to work? What will they do at work? How do they return/travel from work? What do they do off duty? Remember, during the covert phase, your presence should not be known.

d. The overt phase may take longer and be more time consuming. This phase depends on the principal. PS personnel must inspect facilities, interview the personnel staff, check the duress system(s), inspect the residence and the vehicles that are used, and interview family members. Obtaining a photograph of the principal and family members is recommended. Obtain a local area threat assessment (NCISRA can provide).

e. Once PS personnel have compiled all required information, they need to plan an exit brief to provide to the appropriate personnel involved in the execution of the mission.

f. Remember, the most predictable movement is during the A.M. During P.M. hours, the principal is less predictable, due to variations in times to depart the work environment. As a protective team member or PSO, keep the principal from being time and place predictable.

6. Formations

a. The five types of formations used in a PS mission are: diamond, wedge, circle, cave-in and fence line. The protective team member assigned to the right flank is normally the individual responsible for the movement of the formation, but anyone else in the formation may assume this duty.

(1) The diamond consists of the PSO and four security team members. The diamond formation can/should be used in a situation where the principal is moving through a crowd or congested area.

(2) The wedge consists of the PSO and three security team members. The wedge formation can/should be used where a low or negligible threat exists, or less tightly knit formation is deemed appropriate.

(3) The circle consists of the security team members interlocking their arms, facing outward from the principal, thus forming a protective circle around the principal.

(4) The cave-in consists of the security team members covering up the principal with their bodies when an attack is made on the principal.

(5) The fence line is a modified diamond. This formation is used normally when the principal is physically greeting a crowd by shaking hands, etc.

b. The Arms Reach Principle is used for the protective security team members when assessing a situation or reacting to potential danger. The Arms Reach Principle is implemented if the threat is perceived to be within 0 to 7 feet from the principal or detail. The protective team member identifying the threat will "attack the attacker." The Arms Reach Principle has four main parts.

(1) Evaluate the threat. There are four threat categories.

(a) Any handheld projectile firing device is considered a gun; therefore, the command "Gun" is yelled.

(b) Any handheld non-firing projectile device is considered a weapon; therefore, the command "Weapon" is yelled.

(c) Any item airborne coming into your formation is considered an object; therefore, the command "Object" is yelled.

(d) Any explosive device on the ground is considered a grenade; therefore, the command "Grenade" is yelled.

(2) Sound off with the threat and direction. The threat direction is determined by which way the principal is facing at the time the threat is noticed.

(a) Gun front; gun right; gun left; gun rear, etc.

(b) Cover.

(c) Evacuate.

7. Mounted and Dismounted Formations

a. Mounted and dismounted formations are the basic concept of how the investigators provide security in the vehicles and upon departure from the vehicles. The first basic concept to consider is the duration and extent of exposure of the principal. There are four "categories" or types of motorcades; formal, informal three-car, informal two-car, and extended.

(1) A formal motorcade is usually four or more vehicles. This can be either a parade or ceremonial motorcade. If the option of motorcycles is available, during a low threat, they should be positioned near the front fenders of the principal's vehicle and throughout the formation. During a high threat, they should be positioned by the principal's doors.

(2) The basic informal three-car, as the name indicates, contains three vehicles. The cars maintain a specific offset and interval usually determined during the route survey. The first car, or front car is called the "lead" with the principal's vehicle next and the last car, or "chase" vehicle located in the rear.

(3) The informal two-car with extended advance is the most commonly used. The advance car (or lead) can be one/two minutes ahead of the motorcade or any distance that the SAC deems necessary to the mission. This formation has the principal's vehicle in front with the "chase" vehicle following.

(4) The extended motorcade is not recommended for use, but offers an extremely low profile. The vehicles seemingly function separately, but terrorists must take an even closer look to positively identify the principal and the follow/chase vehicle is in a better position to identify any surveillance. PS personnel may be forced to use this motorcade when the principal does not like security.

b. The recommended offset for the motorcade vehicle is $\frac{1}{2}$ car length from each other and $\frac{1}{2}$ car width left or right. The threat level in the area and the speed the motorcade is traveling determines the exact offset.

c. Location/seating of the protective security members within the vehicles of an informal three-car motorcade is as follows:

(1) The "lead" vehicle has the point man of a diamond formation sitting in the front passenger's seat.

(2) The PSO is seated in the principal's vehicle in the front passenger's seat.

(3) The "shift leader," or the member who will assume the right flank position in a diamond formation, is seated in the front passenger's seat of the "chase" vehicle. The "shift leader" is in charge of the shift of personnel. The PSO has responsibility of the mission at hand, but the "shift leader" conducts and handles all business for the PSO.

(4) The member who is assigned to the rear of the diamond formation is seated in the left rear passenger's seat.

(5) The member who is assigned to the left flank of the diamond formation is seated in the right rear passenger's seat.

8. Motorcade Operations

a. When motorcades turn at intersections, it is important for the "chase" car to shield or screen the principal's vehicle. The chase vehicle should not over-compensate, but always be at the ready to shield to the side or the rear. When a motorcade makes a right turn, the chase car shields to the left side of the principal's vehicle.

b. In a normal motorcade movement, the principal's vehicle stays to the right of the lane and the chase car stays to the left of the lane.

c. During lane changes in a three-car motorcade, the "lead man" in the lead vehicle requests a lane change by stating (for example) "One left". In a two-car motorcade, the PSO requests the lane change. The "shift leader" is responsible for granting the request. Once the lane is available, the execution command of "clear" is given. If the lane is not clear, the command "stand-by" is given.

d. During a three-point turn, the PSO would normally request and the shift leader would give the command of execution.

e. The six evasive emergency drills are: Police Interception Technique (PIT), ram, drive through, push out, reverse out, and cover and evacuate.

(1) The use of the PIT is considered deadly force. The "chase" car executes the PIT.

(2) During a ram situation, if the attacking vehicle moves in and blocks the vehicle's path, the point of impact should be to the opposite direction of travel (Remember - ramming is most effective in the rear of a vehicle since it is much lighter than the front). The "lead," or if one is not used, the principal vehicle would normally be the one to execute the ram.

(3) During a drive through "right" situation, the principal car moves to the left and the chase car moves to the right, screening the principal from the threat.

(4) During a push-out situation, or when the principal's vehicle has ceased to operate, the PSO calls the command "Push-out". The "shift leader" gives the commands of "Prepare for a left turn" and the command of "now". The PSO goes over the top of the seat and covers the principal. The "chase" vehicle bumps the principle's vehicle to execute the turn, and then pulls along side the vehicle and the principal is evacuated into the "chase" vehicle.

(5) A reverse out, or "J" turn is initiated by the PSO giving the command of "Reverse out". Upon giving the command, all vehicles will threshold brake; shift into reverse; half - full throttle; count to three; off the gas; violently whip the steering wheel; slam the gearshift into drive; and apply gas.

(6) A cover and evacuate situation is executed when the main and alternate escape routes are blocked. The principal is removed from the vehicle, the team covers the principal and evacuates on foot to the nearest safe haven.

f. During route analysis, the routes to be used should be driven as close to the actual time as possible. Additionally, safe havens, checkpoints, and chokepoints should be annotated during the analysis.

g. Whenever possible, the principal's driver should be an investigator from the protective team who possesses the appropriate driver's training in protective measures.

9. Advances and Site Surveys

a. When preparing for a protective security mission, the following are some general considerations:

(1) Who is the principal (do they want/like security)?

- (2) What is their opinion of security?
- (3) Who will be with the principal?
- (4) Will staff or official party members be traveling with the principal?
- (5) What location is being visited by the principal?
- (6) What is the threat level?
- (7) The duration and extent of the mission may dictate the number of advance days needed to work the mission. The rule of thumb is one day of advance for each day of the mission. However, missions longer than three days will not need to follow this rule.
- (8) Advanced coordination of airlines, rental vehicles, cellular telephones and any other specialty items required by the principal or security staff.
- (9) Obtaining copies of the principal's itinerary.
- (10) Who is the point of contact for each location?
- (11) What is the exact arrival area of the motorcade at each location?
- (12) Where will the cars be parked after the arrival?
- (13) Who will meet the motorcade?
- (14) Who will specifically escort the principal during the visit to the site?
- (15) What is the exact route upon entering the site?
- (16) How many persons will the event site hold?
- (17) Where is the nearest rest room for the principal and party members to use?
- (18) Where is the nearest room for the principal to have a private conversation?
- (19) Where are the nearest fire extinguishers?

(20) Have emergency numbers available, police, fire, hospital, etc.

(21) What are the primary and alternate evacuation routes while at the site?

(22) What are the emergency signals? Has the principal been briefed on these signals?

(23) Where is the nearest hospital?

(24) Where are potential landing sites for medical evacuations?

b. Considerations for Airport Site Surveys

(1) Is there access to the tarmac?

(2) How will the principal be getting on and off the aircraft?

(3) Has customs and immigration been taken care of or needed?

(4) Is there a VIP lounge for the principal to use?

(5) Has press and crowd control been established?

(6) Is secure parking for the aircraft available?

10. Actual Mission Day

a. Arrive at each destination at least one hour prior to the principal's scheduled arrival time.

b. Implement all security measures previously established and have changes confirmed and/or prepared at least one hour prior to the principal's initial arrival at the location or site.

c. Obtain any changes to the itinerary as they come about and brief all concerned parties.

d. "Shift leader" should contact the control room and provide verbal progress and situation reports at established checkpoints and sites.

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- e. "Shift leader" should communicate with advance upon approach. Advance should be standing by outside prior to the arrival of the principal (possible introductions).
- f. Advance should lead the principal to designated locations as appropriate.
- g. Advance should brief PSO as soon as possible.
- h. Advance and protective team assume any previously arranged security posts as appropriate.
- i. Stay on site until the "drop dead" time. This is usually half the time it takes for the principal to travel to his/her next location.

Section 13500 - Criminal Investigators in Support of
the Naval Criminal Investigative Service

13501. Purpose. This section establishes guidelines for Marine Corps Criminal Investigators assigned to duty with NCIS, utilization of Marine Special Agents (MSAs), interaction with NCIS for deployments, and support for deployed investigative operations.

13502. Policy. Marine Corps Criminal Investigators will be assigned in support of NCIS per reference (aq) and this section. The MOU Between CMC and the Director, NCIS provides guidelines for the screening, selection, assignment, training and utilization of Marine investigative personnel in support of NCIS activities. Marine Corps Criminal Investigators assigned to NCIS will be referred to as MSAs and issued NCIS credentials and badges.

13503. Procedures

1. Marine Corps personnel assigned to NCIS will be guided in the performance of their daily duties by the investigative policy established for NCIS Special Agents (SA) and as set forth in NCIS internal directives. The conduct of investigations will be in strict compliance with NCIS investigative protocol.

2. Carrying of Firearms, Use of Force, Oleoresin Capsicum and Ammunition

a. SAs are authorized under federal statute to carry a concealed weapon in the performance of their duties. Carrying of firearms, use of force, oleoresin capsicum and ammunition will be in strict compliance with NCIS policy. Upon assignment, NCIS will issue Marine Corps personnel a standard U.S. Government-owned firearm for use in the performance of investigative duties.

b. At least annually, Marine Corps personnel will be provided instruction on the use of force. Such instruction will address the use of force, the force continuum, and provisions regarding the appropriate use of force as set forth in applicable DOD, DON, and NCIS policy directives.

c. Jurisdictional limitations for MSAs. As a matter of law extended to DON reference (ay), reference (i) generally prohibits the use of military personnel to enforce civilian laws. Reference (i) does not, however, prohibit the use of

military personnel to conduct law enforcement activities that are primarily for a military purpose, but which provide a secondary benefit to civilian law enforcement. Thus, for example, it is permissible for NCIS SAs, both Marine and Civilian, to investigate violations of reference (c) by military members, even when the investigation reveals violations of civil laws by persons who are not subject to reference (c). Accordingly, MSAs are empowered with the same scope of enforcement jurisdiction held by civilian SAs, and may be employed in support of NCIS operations, both on and off the installation, when the foundation of the investigation is based upon a legitimate and primary military purpose. MSAs do not have statutory arrest authority and as such may not arrest civilian suspects, but may temporarily detain such persons, pending arrest by personnel with statutory arrest authority.

4. Utilization of MSAs

a. Operational Control. Marine Corps personnel assigned to NCIS as MSAs shall be considered under the operational control of NCIS. As used herein, operational control is defined as the assignment of a MSA under the oversight of a NCIS SAC/SSA, the latter of whom is responsible for the daily investigative activities of the MSA, to include assignment of investigative tasks, evaluation of daily performance, investigative and military related training, firearms re-qualification, physical fitness, quality control of investigative products, formal performance appraisals and professional development.

b. Administrative Control. The Marine Corps retains administrative control over Marine Corps personnel assigned to NCIS for routine administrative and military matters such as pay, transfer, formal disciplinary action, maintenance of Service Record Books/Officer Qualification Records and professional military education.

c. In essence, operational control provides the SAC/SSA with the ability to direct the day-to-day efforts of assigned investigative assets to best meet the needs of the supported command without impacting upon the Marine Corps' overall responsibility for accountability of its personnel.

d. Periodically, Marine Corps commanders may deem it necessary to recall Marine Corps personnel from duty with NCIS in order to support contingencies and/or combat operations. As an integral part of the NCIS investigative team, MSAs play a significant role in the investigation and prosecution of

offenders. Accordingly, diligence must be exercised by Marine leaders to ensure that these MSAs are recalled only when a legitimate requirement exists and is such that a trained investigative asset is essential to the accomplishment of the mission. In the event that a MSA is required by his/her parent command to support military operations, the following recall procedures shall apply:

(1) MSAs will not be recalled for routine scheduled unit events such as command post exercises, field training exercises, unit block training and operations below the Marine Air Ground Task Force/Major Subordinate Command (MAGTF/MSA) level without prior coordination with the SAC/SSA. Unit commanders or their representatives are encouraged to meet at least annually with the SAC/SSA and senior Marine of the local NCIS in order to identify potential support requirements.

(2) Contingency Operations. Upon receipt of a warning order or other notification that indicates the potential for employment of military forces, the MEF PM and MAGTF/MSA Operations Officers will assess the need for criminal investigative support for the operation. If a determination is made that criminal investigative support will be required, the MEF PM or MAGTF/MSA Operations Officer will immediately notify the SAC/SSA of the local NCIS activity of the pending contingency and the need for investigative support. The SAC/SSA will review the requirement and identify personnel to be detailed to support the operation. The SAC/SSA will recommend inclusion of civilian NCIS assets, as appropriate, to provide the deployed Marine criminal investigative unit with necessary technical, forensic and/or infrastructure support that may enhance the accomplishment of the deployed investigative mission. The SAC/SSA, upon notification, will ensure the SAs are available, equipped and prepared for deployment.

(3) Combat Operations. MSAs may be recalled with little or no advance notice for actual combat operations. Coordination should be accomplished with as much notice as possible. If combat operations appear imminent, the SAC/SSA will take action to ensure the MSAs are fully prepared and on standby to execute the deployment as required.

5. Support for Deployed Investigative Operations. The deployment of an integrated investigative team comprised of Marine and civilian SAs and NCIS technical support personnel should be considered in meeting all Marine Corps operational requirements. This approach ensures that SAs maintain the

ability to support the warfighting effort while simultaneously providing the Marine commander with additional investigative capabilities not organic to a PMO/MCPD, such as forensic consultants, criminal laboratory analysis, etc. It is mutually incumbent upon both the Marine command and SAC/SSA to ensure that NCIS SAs and support personnel are properly trained and equipped to support battlefield operations. The following policy shall apply to the deployment of an integrated investigative team:

a. Criminal investigations within the MARFOR area of responsibility (AOR) shall be conducted per NCIS policy.

b. Reporting requirements for criminal investigations will be in compliance with NCIS policy. Completed final ROIs will be provided to the commander and submitted to NCISHQ (Code 23).

c. MSAs will deploy with their NCIS credentials and be assigned to the CID and be responsible to the MEF PM (or MP Bn Commander if appropriate) in the MARFOR AOR. The deployed civilian and Marine SAs will also be under the administrative, and in some cases, the tactical control of the MEF PM (or MP Bn Commander if appropriate). Civilian and Marine SAs will deploy with their assigned weapons. Once retrograde and/or peacekeeping operations begin, the responsibility for conducting, directing and supporting criminal investigations by MSAs and civilian SAs will shift from the MEF PM to the SAC of that geographic area.

d. Pre-Deployment Responsibilities

(1) Training. Both the SAC/SSA and senior Marine SA assigned share equal responsibility for ensuring that all personnel identified for deployed investigative support are fully trained and prepared for deployment.

(2) Equipment. The Marine Corps is responsible for providing the necessary tactical equipment available through normal supply systems to support both deployed Marine and civilian NCIS personnel. NCIS provides the necessary investigative forms, documents and equipment for the proper and professional production of a completed ROI. The Marine Corps is responsible for providing all necessary tactical equipment to support both deployed Marine and civilian NCIS personnel, and specialized clothing or equipment required for the mission.

e. Post Deployment Responsibilities. Following any exercise or training evolution that exceeds 60 days or after any deployment in support of a real world contingency or actual combat operations, both parties are responsible for completing an after-action report for submission to their respective headquarters. Such after action reports will identify lessons learned during the operation and will include specific comments relative to proper utilization of investigative assets, types of investigative missions performed, adequacy of command support; equipment and training deficiencies, and a recapitulation of cases opened, closed and referred during the deployment.

f. NCIS/CID MOU. The relationship between CID and NCIS and the responsibilities of both agencies are outlined in a MOU. This MOU is updated no less than every three years and will provide information on: investigative thresholds, numbers of MSA assigned to NCIS, special support provided by NCIS to the Marine Corps, and any other requirements/responsibilities levied by one agency on another.

Section 13600 - Polygraph Examinations

13601. Purpose. This section establishes procedures for Marine Corps polygraph examinations.

13602. Policy

1. Psycho physiological detection of deception (Polygraph). The polygraph technique was developed in its modern form in the 1920s and has been used by the US Marine Corps since 1948. The polygraph process can best be described as the science of Forensic Psycho physiological Detection of Deception (PDD). Psychophysiology is the subjective interpretation of an applied stimulus (a question) and its related effect on the activity levels of selected physiological functions (respiratory, cardiovascular, electro-dermal) within the examinee. These physiological changes give the examiner insight into the question of whether the individual being tested is truthful or, attempting to be deceptive. What we know about PDD is increasingly being redefined as scientific research in this area continues to evolve. The PDD process itself does not have the propensity for evoking confessions; this ability is based upon the skill of the examiner. While the Marine Corps recognizes the PDD is an invaluable investigative aid, its use should never be considered as a substitute for conventional investigative techniques. Reference (ar) sets forth DOD policy concerning polygraph use, authorizing criteria, reporting procedures and examiner training.

2. The Director, NCIS manages the U.S. Marine Corps Polygraph Program. Per reference (aq), Marine Corps polygraph assets and personnel are assigned under the operational control of the NCIS. Certification and decertification authority of USMC polygraph examiners rests with the Director, NCIS, who receives recommendations regarding the certification decertification of an examiner from the Chief of the Polygraph Division, NCIS. Technical and operational control, quality control, and polygraph request approval authority are also vested in the Chief, Polygraph Division, NCIS.

3. All requests for polygraph examinations shall be submitted by ROI and coordinated by CID with the local NCIS Field Office or Regional Polygraph Site for approval by NCIS. The request can be transmitted via email or facsimile device.

13603. Procedures

1. Requirements for Initial Polygraph Training

a. Marine Corps polygraph examiners are from the enlisted grades of Sergeant through Master Gunnery Sergeant. These Marines receive specialized training at the Department of Defense Polygraph Institute (DODPI), where the curriculum includes courses in psychology, physiology, instrument mechanics, question formulation, chart interpretation, and advanced interrogation techniques. Upon graduation from the DODPI and after successful completion of a probationary period, these Marines receive their polygraph certification. The following are the required qualifications to become an examiner and may be subject to a waiver in special circumstances:

- (1) Be a U.S. citizen.
- (2) Be at least twenty-five (25) years of age.
- (3) Hold an earned baccalaureate degree from a regionally accredited college or university.
- (4) Have at least two (2) years of investigative experience.
- (5) Successful completion of a background investigation and eligible for TS/SCI clearance.
- (6) Successful completion of a polygraph examination.
- (7) Must be an enlisted Marine with 5821 primary MOS.

b. Responsibilities

(1) A polygraph examiner is responsible for conducting the full range of polygraph examinations in support of criminal and counterintelligence investigations, operations, and in some instances, Counterintelligence Scope Polygraph (CSP) examinations. Primary duties include providing polygraph service in an expeditious and objective manner with timely follow-up reporting.

(2) Polygraph examiners make recommendations on: the appropriateness of offering a suspect, victim, or witness a polygraph examination, the medical/psychological suitability of potential examinees, and other administrative matters related to

a polygraph. Although examiners can make recommendations, they should not make determinations on who should or should not be offered a polygraph examination.

(3) Under normal circumstances, polygraph examiners are restricted from participating in interrogations or active participation in on-going investigations. Such restrictions preclude examiners from developing any pre-examination bias regarding the examinee(s). Conversely, as caseload permits, the examiner may assist in protective security operations, administrative matters, surveillance, training, and lectures. Except in critical situations, no polygraph examiner may be assigned duties outside the polygraph specialty without concurrence of the Senior Marine Examiner or, Head, Investigations Section, CMC (PS).

2. Requirements for Polygraph Authorization

a. Criminal Investigations. In a criminal investigation, no polygraph examination shall be authorized unless the following criteria are met:

(1) The investigation has been as thorough as circumstances permit, the suspect has been interrogated and consistent with the circumstances of the case, additional information through a polygraph examination is extremely beneficial for the investigation.

(2) The alleged crime is an offense punishable under the United States Code or reference (c) by death or confinement of one year or more.

(3) There is a reasonable cause to believe that the person to be examined has knowledge of, or was involved in, the matter under investigation.

b. Exculpatory Examinations

(1) Exculpatory polygraph requests will be authorized providing the alleged offense meets the minimum punishment criteria. An exculpatory polygraph examination is a request for a polygraph examination by an individual, whether or not he/she is represented by counsel. In the case of specific phase polygraph requests, the case agent will forward the written exculpatory polygraph request, with command endorsement, to NCIS as an exhibit to the Action/Lead Sheet (ALS) polygraph request.

(2) If an individual requests an exculpatory polygraph examination after terminating or refusing to consent to interrogation, he/she must first agree to submit to a mild interrogation in an effort to ascertain what he/she is denying; if the matter is amenable to resolution by polygraph (intent cannot be determined by polygraph); and if the individual is a suitable examinee (good physical and mental condition) before polygraph authority can be granted. If he/she denied the allegation during the investigation of the case, no re-interrogation is needed prior to the administering of the polygraph examination.

(3) Exculpatory polygraph requests emanating from military defense counsel or appellate defense counsel must be in writing and contain the endorsement of one of the following authorities: court-martial convening authority, SJA, senior trial counsel, or appellate government counsel. Even though an endorsing authority may provide a negative endorsement, the request must be forwarded and considered the same as any other request for polygraph examination. The results of the examination will be provided to the defense counsel, the appropriate endorsing authority, and/or command.

(4) Post-trial exculpatory requests will be given due consideration providing the following criteria are met:

(a) The Marine Corps is provided with a copy of the investigative report and/or a copy of the trial transcript.

(b) The individual seeking the polygraph either denied the offense during interrogation or during courtroom testimony. If not, the individual must agree to submit to a mild interrogation in an effort to ascertain what is being denied to determine if the matter is amenable to resolution by polygraph and to provide the examiner with sufficient information to properly formulate questions.

c. Victims and Witnesses

(1) Polygraphs of victims and witnesses will be authorized when there is sufficient information to question their veracity, not because of lesser rank or grade. All victims and witnesses must have been interviewed with an appropriate legal warning (i.e., false complaint/false official statement/false swearing regarding the alleged offense) prior to the initiation of the polygraph request.

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(2) During an investigation involving a victim - suspect confrontation, the suspect will normally be administered a polygraph examination prior to the victim. If the investigation shows there is substantial reason to question the victim's veracity, a polygraph examination of the victim can be conducted prior to examination of the suspect. This practice should only be considered only under special circumstances when the preponderance of the evidence does not support the victim's statement(s). Polygraph examination of rape victims is highly discouraged and will only be considered on a limited basis.

(3) Polygraph examination of witnesses will be authorized only when there is reason to question their veracity. As such, authority will not be granted on the grounds that prosecution desires to bolster the testimony of a witness.

(4) Reference (ar) directs the Marine Corps to sustain a cadre of polygraph examiners for overseas combat related counterintelligence examinations. The law enforcement community maintains the only trained and certified polygraph examiners within the Marine Corps. As such, any intelligence related examinations will be coordinated with the counterintelligence community and NCIS.

3. Polygraph Request Procedures

a. Pending Investigations

(1) Authority to offer a suspect a polygraph examination is vested within each CID Officer/Chief Investigator concerned. CID must ensure the criteria set forth in this section are met. CIDs will have the responsibility of ensuring that the investigation has been as thorough as circumstances permit; that the examinee is mentally and physically competent to undergo a polygraph examination; that the request cannot be categorized as screening or "witch hunting"; that the individual has not terminated the interrogation or requested a lawyer with no subsequent contact having been made; and that the request is not to establish the intent of the suspect. Investigation Branches shall coordinate with the local NCIS office before offering a suspect to take a polygraph examination.

(2) Once a polygraph examination has been authorized, a criminal investigator, during interrogation/re-interrogation, shall offer the suspect the opportunity to undergo a polygraph examination. The criminal investigator should not attempt to explain polygraph procedures, the nature of the questions, or

admissibility in court. The polygraph technique should be explained by the examiner.

(3) Once the individual agrees to undergo a polygraph examination, an ALS requesting authority to administer the examination is submitted to NCIS. Telephonic requests and approvals are authorized in emergency situations, but they must be subsequently documented and followed by an ALS. Expeditious requests may be forwarded via facsimile or electronic mail.

(4) Form of request - The identity (Subject, Co-Subject, suspect, etc.) of persons to be examined shall be contained in the ALS. A detailed ALS containing the identity of the persons to be tested and a substantial synopsis of the investigation, to include all relevant statements or results of interviews, should be submitted unless the submitting component has previously provided an ROI with necessary exhibits to NCIS. If an ROI has been provided, only a brief ALS is required.

(5) When an investigation develops a limited number of suspects, the prime suspect should be administered the polygraph examination first. If there is no prime suspect, examinations will be administered in a logical sequence based on the case information available, provided the examinations do not become "screening" examinations.

(6) No polygraph examination will be administered immediately following a strong or lengthy confrontation with the suspect. A polygraph examination immediately following suspect confrontation may adversely affect the validity of the results. Reference (ar) clearly states that a person being considered for polygraph examination shall be given timely notification of the date, time, and place of the examination.

b. Closed investigations - When a polygraph examination is deemed appropriate, the investigation should be re-opened via an ALS (ROPEN), which will set forth full details of the request to administer the examination.

c. Non-USMC investigations - All requests for polygraph examinations in connection with Non-USMC investigations emanating from Naval Commands, DOD components, or other law enforcement agencies will be opened under the appropriate case category as a specific phase or a reciprocal investigation. All polygraph requests resulting from non-USMC investigations must include the complete investigative report of the investigating agency.

d. General

(1) It shall be the responsibility of the case investigator, or another investigator equally familiar with the investigation, to make certain the examinee is present for a scheduled examination. As such, the case investigator (or representative) should be present and available to the examiner for consultation prior to and during the examination.

(2) Deputy Assistant Secretary of Defense Memo of 21 October 92 stipulates only polygraph examinations conducted by federal agencies shall be used in official DOD proceedings. Accordingly, when a non-USMC or non-federal polygraph examiner has administered a polygraph examination, the USMC will administer a separate examination before making any statement regarding the examinee's veracity. This section precludes examiners from having to review a non-federally trained examiner's charts and render an opinion, unless requested to do so by the JAG/SJA or a military judge.

4. Polygraph Reporting Procedures. Upon completion of an examination, the examiner will prepare an Investigative Action (IA) titled "Results of Polygraph Examination" to be incorporated into the case file. The IA will include the relevant questions asked during the polygraph, the examinee's responses and the opinion of the examiner. Originals of any written statement, waivers, and any investigative actions (results of interrogations) will also be provided as exhibits or enclosures. Appropriate photocopies and original polygraph charts will be retained with the polygraph package in the polygraph examination report that will be separately forwarded to NCIS.

5. Declination of Polygraph Examination

a. If an individual has already agreed and subsequently declines to undergo a polygraph examination, an ALS containing the name of the prospective examinee shall be submitted in a timely manner, canceling the authority to administer the polygraph examination. This ALS will only be forwarded to NCIS with a "Z" lead to cancel the polygraph authority. This ALS will reference both the original document that requests the authority and the ALS that granted the authority. This procedure shall also apply in instances where authority is no longer desired because of resolution by other means which preclude the administering of a polygraph examination.

b. Reference (ar) states, in part, "A refusal to consent to a polygraph examination shall not be recorded in the person's personnel file or any investigative file, nor shall a person's supervisor, and in the case of a contractor employee, the person's employer, be informed of the refusal..."; this means no mention of such refusal shall be included in the ROI. An appropriate method of documenting the situation is to report that the examinee declined further interrogation vice the examinee declined to submit to a polygraph examination. However, deceptive polygraph results may be reported in the ROI.

6. Denials of polygraph requests. When a polygraph request is denied, it is usually for one of the following reasons:

a. The crime does not meet the minimum punishment requirement.

b. A suspect has terminated an interrogation in order to obtain counsel, exercised his/her right to silence, or terminated in such a manner to preclude further contact. If an investigator determines a termination was not final in nature, he/she may re-interrogate the suspect and offer the suspect a polygraph examination, providing the other criteria of this section are met. The circumstances of a terminated/suspended interrogation should be documented to facilitate an accurate evaluation of the situation prior to authority being granted for a polygraph examination.

c. A suspect requested a lawyer and no subsequent contact has been made.

d. A polygraph request states command or "third party" requested a polygraph on a CID controlled case.

e. The investigation has not been as thorough as circumstances permit, such as failure to pursue logical leads that might resolve the investigation.

f. The request can be categorized as screening or "witch hunting" - administering examinations to individuals just because they were present or in the area.

g. The investigator is attempting to identify intent, rather than culpability. Use of a polygraph to determine intent is not reliable and should not be pursued.

h. When it is known that the potential examinee recently received or has a serious injury, illness or disability, details must be specified in the requesting ALS. Such conditions include, but are not limited to, recent surgery, heart conditions, extremely high blood pressure, pregnancy, head injuries, and other severe/traumatic injuries.

i. When a person has undergone psychiatric care or evaluation, an explanation or appropriate documentation should be obtained if possible, and must be included as an exhibit to the request. Expert consultants who are familiar with the polygraph technique can be made available when making decisions regarding a potential examinee's suitability for polygraph examination.

j. Whenever a person's actions are of such a magnitude to indicate severe psychiatric problems, he/she should be seen by psychiatric personnel prior to being offered a polygraph examination.

k. Persons diagnosed as psychotic by qualified psychiatric personnel shall not be administered a polygraph examination.

7. Miscellaneous

a. Pending USMC Investigations - Juvenile Suspects

(1) Parental or legal guardian written consent must be obtained prior to offering a polygraph examination to a juvenile. The written consent will be provided to the case investigator and a copy forwarded in the completed polygraph package to NCIS.

(2) If the parents of a juvenile are considered suspects in an investigation as a result of allegations by the juvenile, it may be impractical to obtain parental consent prior to a polygraph examination of the affected juvenile. This matter should be referred to the prosecuting authority and NCIS for guidance.

b. Polygraph examiners may testify at legal and administrative hearings; however, CID will not provide funding for testimony at any administrative hearing or procedure. This does not preclude the requesting command from providing such funding.

c. Examiner case load permitting, polygraph examinations may be conducted for any law enforcement agency requesting reciprocal assistance. The request must be submitted in writing with sufficient details furnished to ensure compliance with DOD authorizing criteria. Any request for polygraph assistance to support a law enforcement agency outside DOD must receive prior approval from the Assistant Secretary of Defense for Command, Control, Communications, and Intelligence (C3I) or his designee, or the Director for Counterintelligence and Security Programs. Prior approval is not required when DOD personnel are examined in connection with a criminal investigation conducted by a non-DOD law enforcement entity or when non-DOD personnel are subject to reference (c).

d. In certain areas of the world, NCIS, Air Force OSI, and Army CID have instituted a cross-servicing polygraph program. Due to the varying authorizing procedures among the three services, policy and guidelines concerning cross-servicing are addressed by separate correspondence.

Section 13700 - Conducting Formal Interviews, Interrogations,
and Taking Statements for Investigators

13701. Purpose. This section establishes guidelines for criminal investigators when conducting formal interviews, interrogations and taking statements.

13702. Policy. Formal interviews, custodial interrogations of suspects and the statements and confessions elicited are vitally important in the preparation of criminal cases. However, to be admissible as evidence, statements and confessions must be given freely and voluntarily and with due consideration for the suspect's right to silence and right to counsel. Section 2200 covers these rights and provides detailed procedures.

13703. Definitions

1. Custody. A custodial situation exists when a criminal investigator tells a suspect that he is under apprehension or detention. A functionally equivalent situation exists when a "reasonable person" in the suspect's position would feel that his/her freedom of action has been restricted to the same degree as a formal apprehension/detention.

2. Interrogation. Interrogation includes direct questioning of a suspect about a crime or suspected crime, as well as any words, statements or actions by criminal investigators that the criminal investigators should know are reasonably likely to elicit an incriminating response from the suspect.

3. Interview. An interview is used to obtain information from a suspect, witness, or victim. Interviews can be conducted in a formal police station setting, they can be conducted on the street, or at someone's home. An interview turns into an interrogation once someone is taken into custody or there is suspicion that he/she committed an offense.

4. Formal Interview. A formal interview is used to obtain information from a suspect, witness, or victim in a formal police station setting. A formal interview turns into an interrogation once someone is taken into custody or there is suspicion that he/she committed an offense.

13704. Procedures

1. Formal Interviews. In some situations, criminal investigators will conduct formal interviews at

CID/Investigations Branch or PMO/MCPD instead of on-scene due to the seriousness of the incident, location of the incident, weather, ages, cooperativeness, etc. The same rules for taking statements apply to formal interviews.

2. Interrogations

a. Interrogations should be conducted at CID/Investigations Branch or NCIS.

b. In an interrogation, statements (OPNAV 5580/3 and OPNAV 5580/4) shall be taken in accordance with procedures in section 2200. When asking for a person's name and personal identifying information such as social security number, address, phone number, etc., criminal investigators shall provide the individual a privacy act statement (see figure 2-1) or when completing an IR, if a person is asked personal identifying information, the criminal investigator must read the person the privacy act statement at the top of the IR. The circumstances surrounding the conduct of interrogations and recording of confessions shall be fully documented. This includes but is not necessarily limited to the following:

(1) Location, date, time of day and duration of interrogation.

(2) The identities of criminal investigators, MPs/police officers or others present.

(3) Miranda or Article 31b rights warning given, suspect responses and waivers provided, if any.

(4) The nature and duration of breaks in questioning, such as providing the suspect food, drink, use of the lavatories or other purposes.

(5) Interrogation records shall be maintained per reference (b) SSIC 5580.13a(1) and 13a(2) as appropriate.

d. Criminal investigators are encouraged to use video and audio taping capabilities, if available, for recording statements and confessions in an overt or covert manner consistent with law.

e. The lead investigator may decide in which cases audio or video tape recordings may be appropriate and whether covert or overt procedures may be used. Tape recordings shall be

maintained per section 13800 and reference (b) SSIC 5580.13a(1) and 13a(2) as appropriate.

f. Investigative Action (IA). In the event a statement can not be obtained from personnel interviewed who have no "first hand" knowledge of the incident, such interview can be recorded via IA. Although not a sworn statement, IA's contain all pertinent information as do statements and are considered to be a form of official communication between the interviewee and interviewer.

3. Statements

a. Criminal investigators will conduct interviews after arriving on-scene to determine the facts of the situation, incident, or crime. Criminal investigators must follow the guidance contained in section 2200 when dealing with suspects. Criminal investigators should first have the person being interviewed explain what occurred, ask questions, and then give guidance prior to the individual writing the statement. After the statement is written, criminal investigators will review and ask follow up questions to obtain a full understanding and get all pertinent information. Criminal investigators will, at a minimum, provide information about the incident and the offense and give the following guidance to people writing statements (OPNAV 5580/2, OPNAV 5580/3 and OPNAV 5580/4):

(1) Write in chronological order and do not change the words provided.

(2) Include who, what, when, where, why and how.

(3) Documenting statements and confessions. The circumstances surrounding the conduct of interviews, interrogations, taking statements and recording of confessions shall be fully documented based on the seriousness of the offense. This includes but is not necessarily limited to:

(a) Location, date, time of day and duration of interrogation.

(b) The identities of officers or others present.

(c) Article 31b and Miranda rights warning given, suspect responses and waivers provided, if any.

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(d) The nature and duration of breaks in questioning - provided the suspect food, drink, use of lavatories or other purposes.

b. Statements shall be maintained per reference (b) SSIC 5580.1a and 5580.1b as appropriate.

c. Investigative Action (IA). In the event a statement can not be obtained from personnel interviewed who have no "first hand" knowledge of the incident, such interview can be recorded via IA. Although not a sworn statement, IA's contain all pertinent information as do statements and are considered to be a form of official communication between the interviewee and interviewer.

Section 13800 - Use of Recording Equipment
in Interviews and Interrogations

13801. Purpose. This section establishes PMO/MCPD guidelines and procedures for the electronic recording of interviews and interrogations.

13802. Policy. Custodial interrogations and confessions for serious offenses should be electronically recorded in order to provide an evidentiary record of statements made by suspects. The recording of interviews is not required, but should be done when possible. Such electronic recordings can help protect both the suspect(s) and the interviewing criminal investigators against assertions of police coercion or interrogation misconduct, and may increase the likelihood of successful prosecution.

13803. Definitions

1. Serious Offenses. Homicide, sexual assault, armed robbery, sexual assault, child abuse, and other Part I crimes as defined in the Federal Bureau of Investigation (FBI) Uniform Crime Reports (UCRs), as well as other crimes defined by the PMO/MCPD, whether committed by adults or by juveniles who could be charged as adults for such offenses.

2. Place of Detention. PMO/MCPD station, detention cell, jail, or similar holding facility in which suspects may be detained in connection with criminal charges. A police vehicle used to transport arrestees may be deemed a custodial environment, but is not a place of detention as defined in this section. Nevertheless, during transportation of suspects who meet the requirements for electronic recording, transporting criminal investigators shall observe applicable procedures defined in this section.

3. Electronic Recording. An audio or video recording, whether using magnetic tape, digital means, or other recording media.

13804. Procedures

1. General Requirements

a. Criminal investigators should electronically record, when such devices are available, custodial interrogations conducted in a place of detention involving serious offenses (or felonies).

b. Criminal investigators are not required to record non-custodial interviews with suspects, witnesses, or victims during the initial interview phase of an investigation but should do so if possible, in accordance with law and PMO/MCPD policy.

c. Electronic recording of juveniles may be conducted if the situation is such that the juvenile suspect can be charged as an adult, or otherwise with parental consent

d. If electronic recordings cannot be conducted due to equipment failure, lack of suspect cooperation, or for other reasons deemed pertinent to successful interrogation by the case investigator, the interrogation may continue without the recording, but the basis for such occurrences shall be documented. This includes, but is not limited to, spontaneous declarations or other statements not elicited by police questioning.

e. While transporting suspects, criminal investigators need not refrain from questioning a suspect who has indicated a willingness to talk, either at the scene or en route to the place of detention, as long as the suspect has been advised of his/her Article 31/Miranda rights and has acknowledged those rights. During transportation, criminal investigators should not purposefully engage in custodial interrogations involving major crimes, as defined by this section.

2. Recording Protocol

a. Suspects do not have to be informed that they are being recorded, unless required by state law. A posted sign or recording device in plain view will suffice for a reasonable person to believe the interview/interrogation is or may be recorded.

b. The installation military justice officer/trial counsel, office of the prosecutor, the case investigator or other authorized PMO/MCPD official may direct that specific interrogations be recorded even if the offense does not meet the criteria of a serious offense, as defined by PMO/MCPD policy.

c. The primary interrogator shall, where possible, obtain a signed Miranda or Article 31b rights warning waiver from the suspect before beginning interrogation. If the suspect elects not to be recorded or refuses to engage in the interrogation, the suspect's rejection shall be recorded when reasonably possible.

d. Interrogations and confessions shall be recorded in their entirety, starting with the interrogator's entrance into the interview room and concluding upon departure of the interrogator and suspect.

e. When commencing the recording, the primary interrogator shall ensure that voice identification is made of criminal investigators, suspect, and any others present, and that the date, time and location of the interrogation is verbally recorded. When beginning a new recording, the interviewer should announce the date and time that the interrogation is being resumed.

f. An authorized member of the PMO/MCPD shall be assigned to monitor the recording time to ensure the recording does not run out. Each recording should include the following:

(1) Declaration of the time the recording began.

(2) Declaration of the start of the interrogation.

(3) Concurrence by the suspect that the interrogation has begun.

(4) Administration of Article 31/Miranda warnings, even if the recording is a follow up to a prior interview or the suspect has been previously given Article 31/Miranda warnings.

(5) Declaration of the time the interrogation ends.

g. Any lapse in the recording for comfort breaks or other reasons shall be accounted for on the recording. As an alternative, during a short recess, the recording may continue without interruption.

h. Recording attorney-client conversations is prohibited.

i. At the conclusion of the interrogation, the interrogator shall state that the interrogation is concluded and note the date and time of termination. The recording shall continue until all parties have left the interrogation room.

j. Recordings of interviews are considered evidence and shall be handled as such. In addition, the following shall apply:

(1) Unused recording media shall always be used for interrogations.

(2) Both the original and copies of all recording media shall be protected from re-recording.

(3) Only one interrogation shall be recorded on each recording media.

(4) Before submitting the original recording to a secure evidence storage area, a copy of the recording shall be made. Copies shall be maintained in the investigative unit.

(5) The identifying information items supplied on the recording label shall be completed and the recording marked either as an original or a copy.

(6) The reporting criminal investigator's follow-up report shall note if and how the interview was recorded.

(7) A transcript of the voice recording should be made whenever possible and included in the case file.

k. All recordings shall be governed by policy and procedures for the handling and preservation of evidence per section 12000 and 12100 and in accordance with reference (b) SSIC 5580.13a(1) and 13a(2) as appropriate.

l. Recordings shall be retained by the CID/Investigations Branch in secure storage for a period of time as defined by reference (b).

Section 13900 - Hostage Negotiations

13901. Purpose. This section establishes PMO/MCPD guidelines and procedures for hostage negotiations.

13902. Policy

1. The main goal of crisis management planning is preservation of human life and the security of personnel and property. The preservation of human life includes the safety of the hostages, law enforcement personnel, the general public, and the captor(s). The initial precepts should be containment of the barricaded captors/hostages in the smallest area; the stabilization of the situation with the least amount of force; and the strict control of weapons. See sections 3000, 3300, 8000, and 9400 for more information on crisis response and management, and NIMS.

2. Barricaded captors/hostage situations are complex and require a coordinated team response to ensure success. The total response to the situation is beyond the jurisdiction and capabilities of PMO/MCPD and must be under the command and control of the respective commander and under the tactical control of the PM/PC. PMO/MCPD has trained hostage negotiators and prior coordination is mandatory to determine what actions will be completed by CID or the Investigations Branch and what actions will be completed by the command.

13903. Procedures

1. The PM/PC is responsible for ensuring he has trained hostage negotiators in the event of a barricaded captor/hostage situation. The Hostage Negotiations Team responsibilities for barricaded captors/hostage situations will include the following general areas:

- a. Advisor to PM/PC.
- b. Intelligence gathering.
- c. Hostage negotiations.
- d. Investigations.
- e. Liaisons.

2. Negotiations

a. Communications with the hostage taker should be established or assumed by the negotiator as quickly as possible. Keep in mind that the first responder may have already established communications with the hostage taker and a transfer must be established. Negotiation logs are a must in any crisis situation. This provides the negotiator with accurate and immediate information.

b. The required Hostage Negotiation Logs are listed below:

- (1) Hostage takers (1 per person).
- (2) Hostages (1 per person).
- (3) Demands.
- (4) Deadlines.
- (5) Weapons.
- (6) Chronological sequence of events.
- (7) Lies/promises.

c. During the course of a hostage confrontation, and when negotiations have begun, it is conceivable that for whatever reason the captor may kill one of the hostages. In this event, it must be presumed that if the captor killed once, they may kill again. At this point, consideration of going from a containment mode into an assault mode must be actively contemplated in order to preserve as many lives as possible. If a death cannot be confirmed, assumptions cannot drive the next course of action. Example: A recent event occurred in London in which a hostage was killed by a hostage taker. The local police did not assault the hostage taker because their intelligence (a hidden microphone in the room where the hostage taker was holding the hostage) led them to believe the slain hostage was so antagonistic towards the hostage taker that the beneficial bonding between them (the Stockholm Syndrome) could not take place. The police believed, correctly, that the slain hostage has a "Martyr Syndrome" and acted in such a way that the hostage taker was forced to kill him. They also believed, correctly, that the other hostages were acting as expected and were not in danger from the hostage taker. Thus, if you can determine through good intelligence that a hostage was killed because they had the "Martyr Syndrome" an immediate assault may not be the best option. If the hostage taker executes a

hostage, in your view, because a deadline has not been met, then an immediate assault should be considered.

d. Hostage Negotiation Logs shall be maintained per reference (b) SSIC 5580.13a(1) and 13a(2) as appropriate.

3. Intelligence Gathering. The key to unlocking the barricaded captor/hostage situation is communication and the ingredient that tempers communication is information. For negotiations to be successful, accurate information must be obtained. Intelligence gathering starts at the scene and continues throughout the command response, winding down only after the hostages are released and the offenders are taken into custody. Several avenues of intelligence gathering must usually be pursued simultaneously. Information is funneled into the command post, where it is evaluated, summarized and coordinated. Anything pertinent to dealing with the hostage taker or to protecting the hostages is then passed along to the negotiation team.

4. Negotiations Process

a. The success rate of law enforcement personnel in defusing highly stressful and dangerous situations is phenomenal. Most crisis situations occur quickly and require instantaneous response. The reactive nature of most law enforcement operations combined with the skills and experience of security personnel usually lead to a successful resolution. The negotiator must have a plan of action, keep minute records of the situation, deal with the suspect and generally know the position and status of all operational units involved.

b. From the onset, the negotiator's aim must be to establish a rapport with the suspect by coming across as a middleman. Once communication is established the negotiator's creativity will be working overtime to find ways to keep the dialogue alive, to keep the hostages safe, and to motivate the hostage taker to do what the negotiator wants.

5. Face to Face. Any hostage situation may require the negotiator and the hostage taker to meet and talk face to face. Getting physically close to the suspect brings the negotiations down to a personal level and may be the final step in winning his full confidence and effecting surrender. Such close contact; however, increases the risk that the negotiator will be injured, killed or taken hostage. It is PMO/MCPD policy to consider going face to face only in the most exceptional

circumstances and upon approval of the on scene commander. Where this approach is allowed, several ground rules must be kept in mind:

- a. Avoid being face to face with more than one suspect.
- b. Always have an access to an escape route.
- c. Never turn your back on the suspect.

6. Surrender and Detention Apprehension Tactics. The release and detention/apprehension of the hostage taker is usually the high point of a hostage-taking incident. Hostages should be searched and considered suspects until it is confirmed that they were the hostages. During the detention/apprehension, the suspect will be told to leave all weapons inside and exit with his hands up. While taking him into custody the arrest team should be cautious and remember that additional suspects may be hiding inside. The perimeter team will remain in their positions until the suspect is apprehended and the building is searched and secured. Once the suspect is apprehended, he will immediately be removed from the scene. The hostages will be provided medical attention and access to mental health personnel as soon as possible

7. Investigation. Once the hostage situation has been resolved by the command, NCIS may assume investigative jurisdiction. If NCIS assumes, NCIS personnel will assume the crime scene and all investigative aspects.

Chapter 14

Traffic Investigations

Section 14000 - Limited Traffic Accident Investigations

14001. Purpose. This section establishes procedures for conducting limited traffic accident investigations aboard Marine Corps installations.

14002. Policy

1. The PM/PC is responsible for ensuring that investigation of motor vehicle traffic accidents is consistent with reference (af), the procedures set forth herein and section 14100.
2. Traffic accident investigations undertaken by PMO/MCPD do not negate the requirement for commanders to conduct JAGMAN investigations.

14003. Procedures

1. Limited traffic accident investigations will consist of a completed IR with appropriate statements (OPNAV 5580/2, OPNAV 5580/3 and OPNAV 5580/4). When completing an IR, if a person is asked personal identifying information, the MP/police officer must read the person the privacy act statement at the top of the IR. Limited traffic accident investigations shall be conducted on motor vehicle accidents that meet the following thresholds:

- a. Non-injury accidents involving U.S. Government (GOV) vehicles or property with property damage less than \$500.00.
- b. Non-injury personally owned vehicle (POV) accidents on the installation with POV property damage less than \$1000.00.
- c. Non-injury POV/fixed object or GOV/fixed object accidents that will not result in a claim for or against the government with POV/GOV property damage less than \$1000.00/\$500.00 respectively.

2. Reporting of Accidents

a. Drivers/owners of POVs/GOVs are required to report all traffic accidents involving injury, fatality, or property damage in excess of paragraph 14003.1 above to PMO/MCPD immediately. These accidents are addressed in section 14100.

b. Drivers of GOVs shall report any accident to their command.

c. Drivers/owners of POVs are required to submit a written report to PMO/MCPD within 72 hours of an accident in the following cases (must include all three):

(1) The accident occurs on the installation.

(2) The accident involves no personal injury.

(3) The accident involves only minor damage to the POV and the vehicle can be safely and normally driven from the scene.

d. Information in the written report for accidents reported per paragraph 14003.2c above cannot be used in criminal proceedings against the person submitting it.

e. Reports required in paragraphs 14003.1 and 14003.2c above will include the following about the accident:

(1) Location, date, and time.

(2) Identification of all drivers, pedestrians, and passengers involved.

(3) Identification of vehicles involved.

(4) Speed and direction of travel of each vehicle involved as appropriate, including a sketch of the collision and roadway with street names and north arrow.

(5) Property damage involved.

(6) Environmental conditions at the time of the incident (weather, visibility, road surface condition, and other factors).

(7) A narrative description of the events and circumstances concerning the accident.

3. The PM/PC shall ensure that the conduct of motor vehicle traffic accident investigations consistent with reference (af) and the guidelines set forth herein and in section 14100.

4. The Chief Accident Investigator shall review all limited traffic accident investigations, submit completed cases to the Operations Officer for review, and ensure case folders are completed for limited traffic accident investigations.

a. Attached to the left side and beginning from the top:

- (1) Cover sheet.
- (2) Case activity notes.
- (3) Any items obtained through investigation.

b. Attached to the right side of the folder beginning from the top:

- (1) Cover letter (when appropriate).
- (2) IR, including statements, photos, photo data sheet, and sketches.

c. Maintain all original paperwork on the right side of the folder, and keep it in the accident investigation files. Do not release paperwork from the left side of the folder without a court order or through the installation SJA after a FOIA request.

5. MPs/police officers shall complete a limited traffic accident investigation upon receiving a report of a traffic accident per paragraphs 14003.1, 14003.2b and 14003.2c above.

6. MPs/police officers, traffic accident investigators and others who conduct limited traffic accident investigations shall indicate whether or not seat restraint devices were being used at the time of the accident.

7. Limited traffic accident investigations shall be maintained per reference (b) SSIC 5580.13a(1) and 13a(2) as appropriate.

Section 14100 - Detailed Traffic Accident Investigations

14101. Purpose. This section establishes procedures for conducting detailed traffic accident investigations aboard Marine Corps installations.

14102. Policy

1. The PM/PC is responsible for ensuring that investigation of motor vehicle traffic accidents is consistent with reference (af), the procedures set forth herein and section 14000.

2. Traffic accident investigations undertaken by PMO/MCPD do not negate the requirement for commanders to conduct JAGMAN investigations.

14103. Procedures

1. A detailed traffic accident investigation will be conducted on all motor vehicle accidents that meet one of the following thresholds:

- a. All accidents that involve an injury/fatality to any person.
- b. All accidents that involve a GOV and a POV.
- c. Any vehicle accident where the potential for litigation against the U.S. Government or other significant U.S. Government interest exists.

2. Detailed traffic accident investigations shall be conducted by a trained accident investigator (MPs possessing MOS 5813 or civilian police officer having completed the Traffic Institute Accident Investigators Course). Accident Investigation/Traffic Branch will use OPNAV 5580/1A for detailed traffic accident investigations and the cases will be compiled as indicated in paragraph 14103.3 below. Additionally, the following will be included in all detailed traffic accident investigations:

- a. Case activity notes.
- b. Statements per the guidance in paragraph 14103.4 below.
- c. Field sketch while at the scene of the accident. Field sketches will contain legible measurements that indicate the results of the traffic accident. Additionally, at a minimum,

the sketch will indicate final rest positions; location of debris; the width of individual lanes; the width of the roadway; skid marks or tire evidence; identity of reference points used; accident location; date and time of accident; and the investigators name.

d. Photographs of accidents involving injury, fatality, claims for or against the U.S. Government, and hit and run cases with recordable evidence, and accidents involving U.S. Government owned vehicles.

e. Insurance company and policy number of those involved in the accident.

3. Case Folders

a. Accident Investigations/Traffic Branch will maintain separate folders on limited and detailed traffic accident investigations. Reports of accidents investigated by PMO/MCPD will be placed in the appropriate case folder with the case log number typed on the outside of the folder.

b. Detailed traffic accident case folders will be prepared and maintained as follows:

(1) Attached to the left side of the folder and beginning from the top:

(a) Cover sheet.

(b) Case activity notes.

(c) OPNAV 5580/1A rough copy.

(d) Field sketch with measurements.

(e) Summary of traffic accident investigation (Desk Journal).

(f) Envelope with photo negatives or disk with digital photos.

(g) Any other rough draft paperwork (for example, CLEOC, DONCJIS, or NCIC printouts, medical reports, etc.).

(2) Attached to the right side of the folder and beginning from the top:

- (a) Cover letter (when appropriate).
- (b) IR (when appropriate).
- (c) Typed OPNAV 5580/1A (when appropriate).
- (d) Diagram of accident scene.
- (e) Photographs of the accident (when appropriate).
- (f) Statements in the order of Veh#1 and passengers, Veh#2 and passengers, witnesses.

(3) Maintain all original paperwork on the right side of the folder and keep it in the accident investigation files. Do not release paperwork from the left side of the folder without a court order or through the installation SJA after a FOIA request.

4. Interview and Statement Procedures

a. Although there is no specific requirement for any person to make a statement, accident investigators will make every effort to obtain a written statement from any subject, passenger, and/or witness who may have information regarding an accident under investigation. See policy section 9700 for information on conducting interviews. These statements should be recorded on appropriate statement forms (OPNAV 5580/2, OPNAV 5580/3 and OPNAV 5580/4) and, at a minimum, contain the following:

- (1) Vehicle description and condition before and after the collision.
- (2) Identity of the drivers, passengers and witnesses.
- (3) Traffic and road conditions, to include weather.
- (4) Pre-collision direction of travel and approximate speed for all vehicles, distance danger noticed, and any evasive action taken on the part of either driver involved.
- (5) Any signs or complaints of injury.
- (6) Any contributing factors believed to be involved.
- (7) Location, date and time.

(8) Narrative description of the events and circumstances concerning the accident.

b. In some cases, an investigator's statement may be necessary to capture facts and or extenuating circumstances surrounding the accident and causal factors.

c. Handwritten statements will be sufficient except for the following types of accidents that require the completion of statement forms (OPNAV 5580/2, OPNAV 5580/3 and OPNAV 5580/4). See section 9700 for information on conducting interviews.

(1) Accidents involving major damage to U.S. Government property.

(2) Accidents involving a serious injury or fatality.

(3) Accidents involving major property damage.

(4) Accidents that are potentially controversial.

(5) Accidents that involve complex reconstruction issues.

d. Investigators will ensure all statements are legible, contain required information, and are explicit in detail.

5. The PM/PC shall ensure that the conduct of motor vehicle traffic accident investigations is consistent with reference (af), the guidelines set forth herein and section 14000.

6. Chief Accident Investigator shall:

a. Review all detailed traffic accident investigations and submit completed cases to the Operations Officer for review.

b. Maintain liaison with off-installation police and traffic related agencies in regard to accidents and statistics.

c. Coordinate with Police/Sheriff Traffic Divisions and Departments of Transportation.

d. Schedule and supervise accident investigators.

e. Monitor performance of accident investigators assigned to special event support.

f. Plan events and special operations that affect parking and traffic flow aboard the base.

g. Monitor MOS training, traffic surveys, parking studies, maintenance of the Intoxilyzer machine, and upkeep and calibration of radar units.

h. Schedule, plan and review traffic surveys and forward recommendations to the installation Facilities Department through the Operations Officer.

i. Ensure appropriate MOS training is conducted for traffic investigators per reference (x).

7. Traffic investigators shall:

a. Conduct traffic surveys and forward recommendations to the installation Facilities Department through the Chief Accident Investigator and Operations Officer.

b. Enforce all traffic laws, regulations and orders per reference (af), local base regulations and state traffic codes, and issue traffic citations.

c. Investigate traffic accidents that occur aboard the installation to determine cause and identify suspects per paragraph 14103.2 above. Complete case folders per paragraph 14103.3 and take statements using the procedures in paragraph 14103.4 above.

d. Inform the Dispatch/Communications Center at the beginning and end of each shift.

e. Assist any MP/police officer investigating a bicycle or other minor accident (limited traffic accident investigation), if requested and reasonably available.

f. Notify the Chief Accident Investigator immediately of any off-installation accidents involving potentially controversial or complex circumstances.

g. When conducting accident investigations, indicate whether or not seat restraint devices were being used at the time of the accident.

Section 14200 - Traffic Management and Analysis

14201. Purpose. This section establishes guidelines for traffic management and analysis aboard Marine Corps installations.

14202. Policy

1. The PM/PC, in coordination with the installation Safety Office and Facilities Department (Traffic Engineering), is responsible for the overall traffic circulation plan and traffic management for the installation. Traffic surveys and analysis are used to support this plan. The PM/PC will exercise overall responsibility for directing, regulating and controlling traffic, and enforcing laws pertaining to traffic control aboard Marine Corps installations.

2. Safe and efficient movement of traffic on an installation requires traffic supervision. A traffic supervision program includes traffic circulation planning, supervision, and control of motor vehicle traffic; publication and enforcement of traffic laws and regulations; and investigation of motor vehicle accidents.

14203. Procedures

1. Traffic Planning/Management

a. Circulation planning should be a major part of all long-range master planning at installations. Highway engineering representatives from adjacent civil communities must be consulted to ensure the installation plan is compatible with the current and future circulation plan of the community. The plan should include the following:

(1) Normal and peak load routing based on traffic control studies.

(2) Effective control of traffic using planned direction, including measures for special events and adverse road or weather conditions.

(3) Point control at congested locations by MPs/police officers or designated traffic directors or wardens, including trained school-crossing guards.

(4) Use of traffic control signs and devices such as cones.

(5) Efficient use of available parking facilities.

(6) Efficient use of mass transportation.

b. The Military Traffic Management Command Transportation Engineering Agency (MTMCTEA) will help installation commanders solve complex highway traffic engineering problems per reference (bj). MTMCTEA traffic engineering services include:

(1) Traffic studies of limited areas and situations.

(2) Complete studies of traffic operations of entire installations. This can include long-range planning for future development of installation roads, public highways, and related facilities.

(3) Assistance in complying with established traffic engineering standards.

2. Traffic Analysis

a. Traffic control studies provide factual data on existing roads, traffic density and flow patterns, and points of congestion. Accurate data will help determine major and minor routes, location of traffic control devices, and conditions requiring engineering or enforcement services.

b. Data derived from traffic accident investigation reports will be analyzed to determine probable causes of accidents. When frequent accidents occur at the same location, the conditions at the location and the types of accidents should be examined.

c. Data will be shared with the installation commander, SJA, Facilities Department, Safety Office, and Transportation Department/Motor Pool. The data will be used to inform and educate drivers and to conduct traffic engineering studies.

3. PMs/CPs shall:

a. Ensure the conduct of coordinated traffic control studies with the installation Facilities Department (Traffic Engineering) and Safety Office to obtain the data.

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b. Approve both temporary and permanent changes to the installation traffic management/circulation plan to support special events, road closures and new construction, and the placement of all temporary and permanent traffic control signs and devices aboard the installation. Ensure the conduct of a traffic survey at a minimum every five years.

c. Develop traffic circulation plans, in coordination with the installation Facilities Department (Traffic Engineering) and Safety Office to provide for the safest and most efficient use of primary and secondary roads.

d. Submit requests for traffic engineering services, in coordination with the installation Facilities Department, per reference (bj).

4. Chief Accident Investigator shall:

a. Maintain liaison with off-installation police and traffic related agencies in regard to accidents and statistics.

b. Coordinate with police/sheriff traffic divisions and departments of transportation.

c. Provide advice and participate in planning on events that impact parking and traffic flow aboard the base.

d. Schedule, plan and review traffic surveys and forward recommendations to the installation Facilities Department through the Operations Officer.

5. Traffic investigators shall conduct traffic surveys and forward recommendations to the installation Facilities Department through the Chief Accident Investigator and Operations Officer.

Section 14300 - Hazardous Material Response

14301. Purpose. This section establishes guidelines for hazardous material (HAZMAT) response aboard Marine Corps installations.

14302. Policy. Large quantities of HAZMAT are located on Marine Corps installations. The potential for a HAZMAT spill or release is a contingency for which the PMO/MCPD and other emergency responders must be prepared. PMO/MCPD response is critical in order to secure the area surrounding spills/releases until the appropriate emergency responders can properly sanitize the area.

14303. Procedures

1. The PM/PC shall:

a. Coordinate and exercise response with other installation departments to include the Environmental Directorate, Safety Office, G-4, G-3 and Fire Department.

b. Ensure all MPs/police officers are trained and prepared to respond to HAZMAT incidents.

c. Ensure "all hands" participate annually in response procedure testing that includes identification of hazardous waste and HAZMAT spills, and appropriate evacuation and establishment of a secure perimeter. Remediate any "no go" on tests through training.

d. Establish procedures, in coordination with the Fire Department, Environmental Directorate, and other trained HAZMAT agencies, for HAZMAT response that include consideration for mass casualties and specific concerns related to various hazardous materials.

e. Coordinate with the Fire Department for specific hazards and appropriate procedures particular to their installation and locality.

2. Operations Officers shall:

a. Train and prepare all MPs/police officers to respond to HAZMAT incidents.

b. Ensure "all hands" participate annually in response procedure testing that includes identification of hazardous waste and HAZMAT spills, and appropriate evacuation and establishment of a secure perimeter. Remediate any "no go" on tests through training.

c. Ensure MPs/police officers have copies of reference (bc).

d. Exercise procedures, in coordination with the Fire Department, Environmental Directorate, and other trained HAZMAT agencies, for HAZMAT response that include consideration for mass casualties and specific concerns related to various hazardous materials.

3. The Watch Commander and patrol supervisors shall:

a. Report to the ICP (establish one if not already established) for coordination and instructions to include an authorized entry list and the necessity of medical surveillance for exposed personnel.

b. Coordinate/supervise MP/police officer response.

c. Contain the incident and only allow authorized persons to enter.

d. Make notifications per section 7200.

4. The Dispatch/Communications Center shall maintain a current copy of the ERG. Upon notification of a spill or chemical hazard, the applicable Dispatch/Communications Center shall:

a. Determine the minimum safe distance from spill per the ERG.

b. Immediately dispatch MPs/police officers to secure the scene.

c. Dispatch an accident investigator to any incidents involving a vehicle mishap.

d. Notify the duty criminal investigator.

e. Make appropriate notifications per section 7200. This will include notification to the medical facility, and depending

on the hazardous material(s), a request to prepare for mass casualties.

5. Upon arriving on the scene of the mishap, responding MPs/police officers shall:

a. Immediately set up a perimeter around the spill area. See reference (bc) to determine appropriate distance from the scene and coordinate with the Dispatch/Communications Center.

b. Establish an entry control point and control/coordinate access of responders.

c. Assist in evacuation of casualties, as needed.

d. Conduct traffic control as necessary.

6. The duty criminal investigator will respond to all incidents to determine criminal intent or negligence. All persons must receive clearance from the IC prior to entry into a contaminated area.

Chapter 15

Reporting and Recording Systems

Section 15000 - Military Law Enforcement Reporting Fundamentals
(Non-System Specific)

15001. Purpose. This section establishes guidelines for military law enforcement/police reporting fundamentals (non-system specific) aboard Marine Corps installations.

15002. Policy. One of the critical functions of PMOs/MCPDs is accurate and timely reporting of incidents to the installation commanders, tenant commanders, and departments aboard Marine Corps installations. MPs/police officers and criminal investigators use reports as a means of collecting information, compiling it systematically, and articulating the facts and circumstances of criminal and significant incidents. MPs/police officers and criminal investigators must report facts with direct bearing on the incident in question excluding personal opinions, biases, and vague statements. In addition, PMOs/MCPDs use surveys, reviews, reports and records to provide other information to commands and departments aboard Marine Corps installations.

15003. Procedures

1. PMs/CPs shall ensure accurate preparation, completion, reporting, and distribution of all PMO/MCPD reports, reviews, records and surveys.

2. Operations Officer shall:

a. Receive, review and approve reports and records completed by MPs/police officers no later than 10 days after the submission of the report.

b. Implement appropriate controls to account for the status of the various reports that MPs/police officers submit and ensure that the report copies are stored in appropriate locations to ensure quick recall and protect against inappropriate disclosure of information. All follow-up reports are to be prepared per procedures in a timely manner.

3. Support Services Officer shall:

a. Receive, review and approve reports, reviews, surveys and records completed by Support Services Division personnel no later than ten days after the submission of the report.

b. Implement appropriate controls to account for the status of all PMO/MCPD reports and documents, and ensure that the documents/reports are stored in appropriate locations, to ensure quick recall and protect against inappropriate disclosure of information.

c. Ensure reports and records are properly distributed within 10 days of completion and approval.

4. MPs/police officers shall:

a. Accurately complete the appropriate report forms in accordance with procedures for timely submission through appropriate channels.

b. Submit all reports as required. Reports shall be truthful and complete, and no reports shall knowingly contain any inaccurate, false, or improper information.

c. Not falsify, destroy, alter, or remove any report or record of the PMO/MCPD. Anyone having knowledge of such behavior shall notify his/her supervisor. Corrections are to be made by means of a supplemental report, or at the direction of the Police Records Branch or an appropriate supervisor.

d. Not release any criminal history record information or official report for any reason except in a manner consistent with state and federal law. Criminal history record information is exempt from disclosure under the public records laws.

e. Follow procedures for use of the NCIC, CLEOC and DONCJIS, and strictly follow procedures for obtaining and disseminating such information. Personnel who request or obtain any information through the NCIC, CLEOC and DONCJIS shall not release such information outside the agency except for law enforcement use. Personnel will be disciplined for any unlawful dissemination of such information.

Section 15100 - Records and Information System Management

15101. Purpose. This section establishes guidelines for PMO/MCPD records and information system management aboard Marine Corps installations.

15102. Policy

1. One of the critical functions of the PMO/MCPD is accurate and timely notification of incidents to the installation commander, CGs, tenant commanders, and departments aboard Marine Corps installations. MPs/police officers use the IR as a means of collecting information, compiling it systematically, and articulating the facts and circumstances of criminal and significant incidents. When completing an IR, if a person is asked personal identifying information, the MP/police officer/criminal investigator must read the person the privacy act statement at the top of the IR. MPs/police officers and criminal investigators must report facts with direct bearing on the incident in question excluding personal opinions, biases, and vague statements. This form helps eliminate the sometimes ambiguous nature of the who, what, where, why, when, and how approach to preliminary/initial investigations.

2. Law enforcement agencies nationwide have periodically reviewed uniformed crime reporting resulting in the Uniform Crime Reporting Act of 1988 and the development of the National Incident-Based Reporting System (NIBRS). The revised incident complaint report, now the IR, represents the Navy and Marine Corps collection platform for NIBRS data. The Department of Justice receives statistical data based on NIBRS guidelines, compiles the data, and publishes a "National Crime Report." Law enforcement agencies with a legitimate interest use the National Crime Report for planning and policy purposes.

15103. Procedures

1. Record Systems. The PM/PC is responsible for establishing and maintaining a police records system which ensures proper preparation, distribution, reporting, and retention of all reports generated by the PMO/MCPD. At a minimum, this will include provisions for the administrative handling of the following:

- a. Desk Journals.
- b. IRs.

- c. Criminal investigations.
- d. Traffic accident investigations.
- e. Registrations (vehicles, weapons).
- f. Crime prevention surveys.
- g. Physical security surveys.
- h. Criminal history databases.
- i. Impoundment/storage actions.
- j. Evidence.
- k. Lost and Found.
- l. Juvenile records.

2. MP/Police Reports/Forms Preparation. MP/police reports/forms will be prepared in accordance with the Reports and Forms Preparation Guide for the Navy Security Force. Forms contained in the Law Enforcement Manual are available in the Marine Corps Electronic Forms System (MCEFS). When completing an IR, if a person is asked personal identifying information, the MP/police officer/criminal investigator must read the person the privacy act statement at the top of the IR. Required reports/forms that are not described in reference (ag) will be prepared in accordance with appropriate regulations or local policy.

3. Records Retention. PMO/MCPD administrative records will be retained and disposed of in accordance with the provisions of reference (b).

4. Release of Records

a. Due to the sensitive nature of many of the police reports, and the legal limitations of reference (as), all records maintained by PMO/MCPD will be regarded as "For Official Use Only." Accordingly, the release of information to others outside PMO/MCPD should be based upon a "need to know." This does not preclude the release of records to other DOD or civilian law enforcement agencies when those officials are acting within the scope of their duties.

b. Requests for the release of records may be approved by the PM/PC in one of the following instances:

(1) The concerned individuals have provided properly signed Privacy Act release forms.

(2) Records have been requested under, and in compliance with, the procedures set forth in references (at) and (aw), and the release has been approved by the installation FOIA Coordinator. Release of records will be through the installation FOIA Coordinator.

(3) Records have been properly subpoenaed by a legally constituted court or judicial body.

(4) The records are an essential element in an on-going investigation being conducted by military or civilian law enforcement officials.

5. Special Case Records. Due to the extremely sensitive nature of certain criminal records, the PM/PC will limit distribution of certain police reports. To this end, the PM/PC will exclude detailed information from the Desk Journal concerning sex crimes and incidents involving juveniles to protect victim/suspect(s) from unwarranted embarrassment/ harassment. When information is excluded from the Desk Journal, the incident will be listed as a "RESTRICTED ENTRY-NOTAL," and the information will be disseminated based upon local policies established by the PM/PC and the installation commander.

6. Distribution of Police Reports/Records

a. The PM/PC shall, based upon guidance from the installation commander, establish local distribution procedures for all police reports.

b. Distribution of police reports/records will be minimized to the extent possible due to the sensitive nature of their contents and the legal implications of the Privacy Act.

7. Administrative Forms, Tags, Logs, etc. PMO/MCPD personnel will prepare all forms, logs, tags, etc in accordance with reference (ag). Computer generated facsimiles of the documents listed may be utilized provided that they contain the same basic information.

8. Information Systems. The PM/PC shall appoint an Information

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Systems Officer (ISO) to oversee the functioning of police records database and information systems management. The ISO may be an additional duty of an officer, SNCO or civilian equivalent assigned to the PMO/MCPD.

Section 15200 - System Specific Procedures - Department of the
Navy Criminal Justice Information System (DONCJIS)

15201. Purpose. This section establishes guidelines for the Department of the Navy Criminal Justice Information System (DONCJIS).

15202. Policy

1. DONCJIS is an evolutionary next step in the modernization of CLEOC and will serve as the DON's cradle-to-grave law enforcement information system by incorporating data on criminal investigations and their associated legal proceedings and correctional records. The primary objective for DONCJIS is to provide a web-based interface for data entry of criminal incident and case data; incorporate business processes and workflow requirements from the law enforcement, investigative, judicial, and corrections user community; enhance the existing systems for U.S. Navy and Marine Corps law enforcement, SJA/JAG, and Corrections users; provide full data processing and case tracking capabilities from incident to corrections; include in-depth reporting capabilities, data extracts, and statistical analysis of criminal data; and solve limited network bandwidth problems for users who connect to the system via dial-up connections.

2. DONCJIS serves as the common interface between the functional areas that jointly manage the DON's military/criminal justice management information system (MIS) by allowing a web-enabled data collection platform for military/criminal justice incidents, investigations, associated legal and administrative proceedings, corrections records, appellate leave process, and final case disposition. DONCJIS will ensure that law enforcement data stemming from various functional areas is based on consistent data definitions and data collection requirements. Through a joint effort, the Navy and Marine Corps will work together in implementing DONCJIS to meet the Department of Defense's current and future statutory reporting requirements. The five primary functional communities of DONCJIS include:

a. Law Enforcement. General police operations, such as those conducted by the Service military/civilian police, and similar operations, as well as the Defense Protective Service.

b. Criminal Investigations. Investigations conducted by the Defense Criminal Investigative Organizations (DCIO),

including the Air Force Office of Special Investigations, the Naval Criminal Investigative Service, the Army Criminal Investigation Command, Marine Corps Criminal Investigation Division, and the Defense Criminal Investigative Service.

c. Command Action. Case dispositions resulting from command authority or referral for judicial action.

d. Judicial Functions. Proceedings conducted through military legal offices and courts responsible for prosecuting cases under the jurisdiction of reference (c).

e. Corrections. Case management actions conducted at naval confinement facilities and by activities responsible for DOD pretrial and post-trial prisoner management.

3. DONCJIS provides full case tracking capabilities from initial incident to final case disposition and in-depth reporting capabilities, data extracts and statistical analysis.

15203. Procedures

1. Operations Division shall use DONCJIS to report and record all MP/police activity during duty periods. This includes: communication logs, dispatch logs, blotters, IRs, Desk Journals, accident investigation reports, CID reports, etc.

2. Support Services Division shall use DONCJIS to register vehicles, weapons, pets, etc.

3. CID shall use DONCJIS for reporting.

4. DONCJIS shall be used for lost and found and evidence/property (seizure/stolen) accountability.

5. NCIS is the controlling agency for DONCJIS. The PM/PC will designate an administrator who will coordinate administrative applications for selected individuals at each PMO/MCPD for accounts and permissions.

6. Blotters, Desk Journals, IRs, accident investigations, CID reports, and NCIS reports shall be generated from DONCJIS. However, the program was designed to be a "paperless" reporting system. Distribution of reports should be done electronically with DONCJIS. If necessary, hard copies may be printed for distribution.

7. PMs/CPs shall:

- a. Implement and administer DONCJIS Standard Operating Procedures (SOPs).
- b. Establish and implement system administration and end-user training.
- c. Ensure transition from CLEOC.
- d. Ensure reporting of crimes in DONCJIS.

8. The Operations Officer shall oversee and ensure proper use of and reporting in DONCJIS within Operations Division.

9. Support Services Officer shall:

- a. Implement and administer DONCJIS SOPs.
- b. Establish and implement system administration and end-user training.
- c. Report crimes in DONCJIS.

10. The DONCJIS administrator shall:

- a. Train new operators.
- b. Conduct quarterly training for current operators as required.
- c. Ensure that all operators are tested and certified every two years.
- d. Maintain the DONCJIS operating manuals and desk top procedures.

Section 15300 - System Specific Procedures -
National Crime Information Center (NCIC)/National Law
Enforcement Telecommunications System (NLETS)

15301. Purpose. This section establishes guidelines for operation of the National Crime Information Center (NCIC)/National Law Enforcement Telecommunication System (NLETS).

15302. Policy

1. The Federal Bureau of Investigations (FBI) has authorized PMOs/MCPDs to use NCIC/NLETS terminals. The PM/PC is responsible for the proper training, use, and security of their NCIC/NLETS terminal.

2. PMOs/MCPDs are inquiry agencies only. This means that PMOs/MCPDs may only inquire into NCIC/NLETS files and not alter or enter records of any sort. NCIS will make NCIC entries for the Marine Corps. PMOs/MCPDs shall work through CID to make NCIC entries.

3. NCIC/NLETS are for law enforcement and security purposes only. The system cannot be used for any other purpose, to include safety or command monitoring.

15303. Definitions

1. NCIC. NCIC is a nationwide, computerized information system that is operated and maintained by the FBI, to serve all criminal justice agencies on a local, state, and federal level. Control of NCIC is delegated by the FBI to state or territorial Control Terminal Agencies (CTAs). Services available to users include the ability to check persons in locator-type files to include; Wanted/Missing Persons, Bureau of Alcohol, Tobacco and Firearms Violent Offender, Unidentified Body & Body Parts, Canadian Warrants, International Fugitive Status, Stolen Vehicle/License Plate, Stolen/Recovered Gun, Stolen Article, Stolen Boat, Stolen Securities, and the Interstate Identification Index (The Interstate Identification Index may only be used for firearm permits, firearms registration, or to check if an individual in possession of a firearm is a convicted felon).

2. NLETS. Provides the vehicle for nationwide exchange of criminal justice information through databases or stations not contained within NCIC. NLETS is controlled by state law

enforcement agencies. Services available to users include the ability to access and extract a state's information on State Operator's License & History, State Motor Vehicle Registration, State Criminal History Information, State Boat Registration, and the ability to send Administrative Messages and Hit Confirmation/Requests directly to a criminal justice agency.

3. Control Terminal Agency (CTA). A state or territorial criminal justice agency on the NCIC system providing statewide (or equivalent) service to its criminal justice users with respect to NCIC data. There is no more than one CTA per state or territory.

4. Control Terminal Officer (CTO). The CTO is designated by the CTA head to oversee the NCIC system for the state or region. The CTO is responsible for the auditing and test certification for all criminal justice agencies in the state or territory.

5. Terminal Agency. This is each individual criminal justice agency (PMO/MCPD) user at the end of the NCIC/NLETS system.

6. Installation Control Terminal Officer (ICTO)/Agency Terminal Coordinator (ATC). The PM/PC will designate, in writing, an NCIC ICTO/ATC to oversee the NCIC/NLETS system for the PMO/MCPD. A copy of the appointment order will be provided to the CMC (HQMC).

7. Security Liaison. Appointed in writing by the ATC to run day-to-day operations of the NCIC/NLETS system for the PMO/MCPD. The Security Liaison is not appointed by billet, but by suitability.

8. Terminal Operator. Individuals granted access to operate the NCIC/NLETS systems. These personnel are screened by the ATC; trained by the security liaison or ATC; and have a background check, with fingerprints, completed by the CTA before access to the NCIC/NLETS system is approved. Terminal operators will have their own access or ID (ACID) and password.

9. Originating Agency Identifier (ORI). This is a nine character identifier assigned by the NCIC to a terminal agency which has met the established qualifying criteria for ORI assignment. The ORI identifies the agency in transactions on the NCIC/NLETS system; the ORI to an agency is not a guarantee of access to the NCIC/NLETS system. The ultimate decision regarding who may access the NCIC/NLETS lies with the CTA.

15304. Procedures

1. The PM/PC is ultimately responsible for overseeing the NCIC/NLETS. This includes planning for the necessary equipment, funding, and ensuring that all terminal operators are trained and screened by the ATC. The PM/PC need not be certified in the use of the NCIC/NLETS system, but it is recommended. The PM/PC is responsible for taking administrative actions against personnel who have violated NCIC/NLETS policies and procedures. Every two years the PM/PC, as the senior police officer, must review the NCIC tape #1 and submit a letter to the CTO stating he has reviewed the tape and on which he did so. The PM/PC has the ultimate decision as to who receives access to the NCIC/NLETS system. The PM/PC shall appoint an ICTO/ATC.

2. ICTO/ATC. The ICTO/ATC is to administer the daily use of the NCIC/NLETS terminal and ensure compliance with the CTA, NCIC/NLETS policies, and regulations as set forth in the NCIC Operating Manual. Additionally, the ICTO/ATC will update the PM/PC monthly, when ordered, or when deemed necessary about any significant problems. The ICTO/ATC will appoint a security liaison to run day-to-day operations of the NCIC/NLETS system and will screen all potential terminal operators for suitability. The ICTO/ATC and security liaison positions may be held by one person, but there must be a designated assistant. The ICTO/ATC is responsible for reporting any information or system discrepancies to the CTO and CTA.

3. Security Liaison. The Security Liaison is responsible for:

a. Liaison between PMO/MCPD and the local police or sheriff department concerning NCIC/NLETS information when the ICTO/ATC is not available.

b. Training new terminal operators.

c. Conducting quarterly training for current terminal operators.

d. Ensuring that all terminal operators are tested and certified every two years.

e. Maintaining NCIC/NLETS manuals and desk top procedures.

f. Requesting additions/deletions of terminal operators through the CTA.

g. Providing the CTA with necessary materials to conduct the required background check.

h. Monitoring terminal operator's access to maintain system security.

i. Providing a list of current terminal operators to the PM/PC, DPM and Provost Sergeant.

4. Watch Commanders shall ensure personnel scheduled for the Dispatch/Communications Center have NCIC/NLETS access. Inform the security liaison of access suspensions for any reason within 24 hours.

5. Dispatch/Communications Center shall limit access to the terminal area to those personnel necessary for the functioning of police/security duties. Ultimately it is the Dispatch/Communications Center's responsibility for the safeguarding of the NCIC/NLETS terminal area.

6. Terminal Operator responsibilities include, but are not limited to, the following:

a. Maintain terminal security. This includes not allowing other personnel access to NCIC/NLETS utilizing the operators ACID/password.

b. Maintain information security. Information obtained from the NCIC/NLETS will not be released to anyone outside the criminal justice community unless routed through the Security Liaison, ICTO/ATC, PM/PC or DPM.

c. Inform the Watch Commander immediately if access is suspended.

7. Firearms registration personnel are responsible for ensuring all weapons are checked in NCIC/NLETS before registering with PMO/MCPD. The Dispatch/Communications Center may be used to conduct the check if registration personnel don't have access to NCIC/NLETS. People registering firearms must also be checked through the NCIC Interstate Identification Index to ensure that they are not convicted felons.

Chapter 16

Community Services

Section 16000 - Crime Prevention

16001. Purpose. This section establishes procedures for crime prevention aboard Marine Corps installations.

16002. Policy

1. A successful installation crime prevention plan must be tailored around the specific needs of each military community. For example, installations with high concentrations of military personnel may have a higher ratio of minor property and personal crime, while logistics bases may suffer from a higher incidence of fraud and larceny against the U.S. Government.

2. The installation crime prevention plan will encompass three major elements: prevention, enforcement, and education.

a. Prevention focuses on the reduction of conditions conducive to crime against the government, persons and property. The focus of prevention is on reducing or removing the opportunity and desire to commit a crime.

b. Enforcement ensures timely detection and investigation of criminal activity, and the apprehension and prosecution of offenders. Effective enforcement increases the chances for recovery of stolen goods.

c. Education of all members of the military community through comprehensive, ongoing crime prevention awareness training, news media, and crime prevention seminars raises the overall awareness of security within the military community.

3. The installation physical security council (PSC), as defined in reference (ai), will focus on locally designated areas of concern, identify conditions conducive to the commission of crimes, and recommend appropriate crime prevention measures.

4. Under no circumstances will crime prevention precautions compromise the safety of Marines, their dependents, or civilian employees. Conversely, properly designed fire and safety regulations need not compromise installation crime prevention efforts or physical security requirements.

5. Missing, Lost, Stolen, Recovered (MLSR) reporting is a command responsibility per reference (ai). PMOs/MCPDs will receive and review all MLSRs and determine if additional investigative or reporting action is required.

16003. Procedures

1. The PM/PC shall:

a. Develop and maintain one single installation-wide crime prevention plan per reference (ai).

b. Form and administer an installation PSC to provide a ready means for planning and evaluating the effectiveness of crime prevention and physical security measures per reference (ai).

c. Establish specific crime prevention goals for each area of concern and outline the procedures necessary to attain these goals.

d. Review all plans for new construction or major modification of MWR retail and service activities, disbursing offices, commissaries, warehouses storing pilferable and high value items, armories, and ammunition storage areas.

e. Establish standard operating procedures for the control of personal weapons and ammunition stored or transported aboard the installation.

f. Ensure crime prevention and physical security measures and plans are coordinated with the installation fire and safety representatives to ensure compatibility with fire and safety regulations.

g. Ensure the conduct of physical security and crime prevention surveys for base organizations and activities, as directed by the installation commander and per reference (ai).

h. Maintain continuous liaison with adjacent police agencies to ensure a coordinated crime prevention effort.

i. Participate in the local Armed Forces Disciplinary Control Board (AFDCB) per reference (cf).

2. The Support Services Officer shall be the primary PMO/MCPD staff officer responsible for the execution of the crime prevention program to include:

a. Develop and maintain one single installation-wide crime prevention plan per reference (ai).

b. Form and administer an installation PSC to provide a ready means for planning and evaluating the effectiveness of crime prevention and physical security measures per reference (ai).

c. Establish specific crime prevention goals for each area of concern and outline the procedures necessary to attain these goals.

d. Review all plans for new construction or major modification of MWR retail and service activities, disbursing offices, commissaries, warehouses storing pilferable and high value items, armories, and ammunition storage areas.

e. Establish standard operating procedures for the control of personal weapons and ammunition stored or transported aboard the installation.

f. Coordinate crime prevention and physical security measures with the installation fire and safety representatives to ensure compatibility with fire and safety regulations.

g. Conduct physical security and crime prevention surveys for base organizations and activities, as directed by the installation commander and per reference (ai).

h. Maintain continuous liaison with adjacent police agencies to ensure a coordinated crime prevention effort.

i. Conduct crime analysis per sections 8700 and 13200, and reference (ai).

j. Receive and review all MLSRs and determine if additional investigative or reporting action is required.

3. The Crime Prevention Section shall:

a. Conduct the following crime prevention duties:

(1) In coordination with the Physical Security Branch, submit reports per reference (ai).

(2) Coordinate specific crime prevention goals for each area of concern and outline the procedures necessary to attain these goals with the Support Services Officer.

(3) Review all plans for new construction or major modification of MWR retail and service activities, disbursing offices, commissaries, warehouses storing pilferable and high value items, armories, and ammunition storage areas.

(4) Identify trends and high-incident areas and make recommendations to the PSC.

(5) Provide support to commanding officers and others by conducting crime prevention surveys and education classes on crime prevention programs by personnel trained in crime prevention.

(6) Conduct crime prevention inspections, surveys (NAVMC 11121) and related activities, using the guidance contained in reference (ai). Copies of the enclosures will be given to the inspected command.

(7) Provide personnel to administer crime prevention programs such as those listed below in paragraph 16003.3b.

(8) Report to the respective commanding officers regarding any crime trends in their area of responsibility.

(9) Coordinate crime prevention and physical security measures with the installation fire and safety representatives to ensure compatibility with fire and safety regulations.

(10) Administer an installation PSC to provide a ready means for planning and evaluating the effectiveness of crime prevention and physical security measures per reference (ai) and section 16100.

(11) Conduct crime analysis per sections 8700 and 13200 and reference (ai).

b. Publicize and provide the crime prevention programs. These programs are not all inclusive. See reference (ai) for more information.

(1) Operation Identification. This program encourages owners of high-value, theft-attractive, and pilferable property to identify such items by marking them with the owner's social security number, maintaining a record of the marking, and keeping a detailed description for the items marked and the identification code used on the items. This program applies to both government and personal items.

(2) Selective Enforcement. The unpublicized presence of military policemen reduces crimes such as breaking and entering, prowling, and unauthorized personnel in restricted areas, storage and housing areas and other high crime rate locations. See section 8700 for more information.

(3) Crime Prevention Month. Various media outlets are used to increase community awareness of crime. Emphasis is placed on home security and the need to report known or suspected criminal activities.

(4) Officer Friendly Program. Through this program, young children are taught that police are there to help them and are their friends. Several subjects such as bicycle safety and drug awareness can be covered. Officer McGruff, "The Crime Dog," is an integral part of this program. This program is normally presented during the fall to grades six and below.

(5) DARE Program. The Drug Abuse Resistance Education (DARE) Program is an anti-drug education program designed to combat the epidemic of substance abuse utilizing a specially trained military policeman. The DARE curriculum uses a psychological approach, which targets children in the fifth grade, to equip the children with the skills to resist the desire to experiment with illegal substances. Program strategies are planned to focus on self-esteem, consequential thinking, risk taking, interpersonal relationships, communication skills, critical thinking, and alternatives to substance abuse.

(6) Family Orientation Briefings. Newly arrived families are briefed by representatives from Navy Relief, the commissary, exchange, various religious programs, housing, military police, etc. The orientation serves two purposes:

- (a) Helps reduce culture shock.
- (b) Familiarizes new-comers with on-base services.

(7) Bicycle rodeos and other activities sponsored by PMO/MCPD increase the positive image of police. These programs serve as an impetus in reducing the adversarial image held by young people toward law enforcement agencies.

(8) Ride-Along Program. The Ride-Along Program familiarizes the community with law enforcement procedures through active participation with the military police. This program allows teenagers and adults who are interested in law enforcement to observe military police firsthand. Additionally, officers and Staff NCOs may participate in order to better understand problems encountered by the military police. For further information, refer to reference (ai).

(9) Child Identification Program. This program helps protect children. It provides parents with pertinent information and other material which can later be used to locate and identify a missing child.

(10) Neighborhood Watch. Neighborhood Watch is a program which involves citizen participation in a self-help cooperative battle against crime. Its primary purpose is the protection of our community and our property. Military Police crime prevention personnel will assist Neighborhood Watch groups to help reduce crime or the threat of crime in their neighborhoods. Neighborhood watch groups will be formed based on geographic areas and shared concerns. Neighborhood residents are responsible to organize and run Neighborhood Watch groups, with the Crime Prevention Section serving in an advisory role only. The overall goals of the Neighborhood Watch Program are:

(a) To increase public education concerning local problems and effective preventive measures which lead to improved residential security.

(b) To implement community-based and coordinated programs that are designed to increase the level of community awareness and mutual concern for the protection of on-base quarters.

(c) To identify and develop effective program approaches relevant to prevention, deterrence, and reduction of specific crimes.

(11) Crime Prevention/Physical Security Council. This quarterly council provides the installation commander with a means to evaluate the effectiveness of crime prevention/physical

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security problems, identify causes and recommend appropriate crime prevention/physical security measures to take.

c. Receive and review all MLSRs and determine if additional investigative or reporting action is required.

Section 16100 - Physical Security

16101. Purpose. This section establishes procedures for physical security aboard Marine Corps installations.

16102. Policy

1. The physical security program's objective is to deter, detect, and defend against threats to Marine Corps assets. Commanders are charged with the responsibility of protecting their assets. A successful command physical security program cannot be achieved without the cooperative efforts of every member of the commander's staff, active measures taken by the PMO/MCPD such as patrolling, or more passive measures, such as awareness training.

2. Essential to the physical security program is maintaining constant awareness of the vulnerabilities and the threat. Local threat statements, criticality assessments, and vulnerability assessments shall be developed by the installation to identify the most important assets and to develop priorities for resourcing. Security planning and security measures to be implemented should be based on the results of the assessments and risk analysis.

16103. Procedures

1. Risk Analysis

a. See reference (ai) for more information. Not all Marine assets at all locations require the same degree of protection. A risk analysis allows the commander to prioritize assets so that physical security resources can be applied in the most efficient and cost effective manner. The amount of risk is based on both the impact of the compromise of an asset and the potential for it being compromised. Risk is associated with individual assets and the different aggressors or threats.

b. A risk analysis will be conducted on all mission essential vulnerable areas (MEVAs) when a unit or activity is activated; a unit permanently relocates; if no prior record of risk analysis exists; at least every 3 years; during planning stages for a new, addition to, or renovation of facility; and after an incident occurs in which assets are compromised. A risk analysis is a joint endeavor between the using unit or activity, operations and intelligence personnel, operations

security personnel and the PM/PC or equivalent security officer, or their representative.

c. Risk concerns assets rather than facilities. Risk is impacted by two factors; it is impacted by value and the likelihood of aggressor activity. Aggressors consist of criminals, protesters, terrorists, and any other threat which may impact the use of or availability of an asset.

2. Physical Security Plan

a. Commanders are required to develop and maintain an installation physical security plan as part of the antiterrorism/force protection (AT/FP) plan. Developing the plan requires extensive coordination and liaison between all installation activities, tenant units, lateral U.S. Government agencies, and host nation agencies. See reference (ai) for detailed information.

b. The physical security plan includes a threat statement, terrorism counteraction plan, bomb threat plan, installation/facility closure plan, natural disaster plan, civil disturbance plan, resource plan, communications plan, designated restricted areas, and a listing of installation MEVAs.

c. The physical security plan is reviewed and updated annually, in conjunction with the AT/FP plan, and exercised at least once every year.

3. Physical Security Council (PSC). The installation commander will establish, in writing, a PSC that will meet on a quarterly basis. The installation commander or a designated representative will chair the PSC. The PM/PC is responsible for administering and coordinating the PSC. The PSC assists the commander by coordinating and implementing initiatives that support the installation's physical security and AT/FP program. The PSC provides a means for the commander to gain maximum participation from organizations on the installation in support of physical security interests.

4. Security Measures. Security measures are actions taken to establish or maintain an adequate command physical security posture. Collectively, these measures develop attitudes and habits conducive to maintaining good security practices and eliminating existing or potential causes of security breaches and vulnerabilities.

a. Physical Security Surveys. Only trained physical security personnel (with credentials) will conduct physical security surveys. Commanders are required to program resources to correct deficiencies noted during surveys.

(1) Physical security surveys will be conducted as directed by reference (ai).

(2) Additionally, for significant and high threat level areas outside the U.S., physical security surveys will be conducted prior to occupation of off-installation housing.

b. Physical Security Reports/Reviews. Physical and procedural security measures should be evaluated during this process. A physical security report is a formal recorded assessment of the overall security posture of an installation's physical security program.

(1) The installation's physical security posture should be based on:

- (a) Risk analysis.
- (b) Mission.
- (c) Threat (known and/or perceived).
- (d) Findings of the survey.
- (e) Previously conducted surveys and inspections.
- (f) MEVA protection requirements.
- (g) Availability of resources.
- (h) Electronic security systems.
- (i) Site enhancements and/or new construction.
- (j) Criticality and vulnerability assessments.

(2) The results of physical security surveys will be provided to facility or housing occupants and will include mitigation recommendations. If vulnerabilities cannot be mitigated in areas of significant or high threat, consideration will be given to moving residents to a different location.

(3) Results of an installation/facility physical security report will be used to develop a resource plan with recommended prioritized allocation of resources. The resource plan should be included in the installation's physical security plan.

c. Area Designation. Areas will be designated as either restricted areas or non-restricted areas. Restricted areas are established in writing by a commanding officer on areas within his/her jurisdiction. These areas are established "pursuant to lawful authority and promulgated pursuant to reference (cg). There are three levels of restricted areas, I through III:

(1) Level I. The least secure type of restricted area, it contains a security interest that if lost, stolen, compromised, or sabotaged would cause damage to the command mission or national security. It may also serve as a buffer zone for Level Three and Level Two restricted areas, thus providing administrative control, safety, and protection against sabotage, disruption, or potentially threatening acts. Uncontrolled movement may or may not permit access to a security interest or asset.

(2) Level II. The second most secure type of restricted area, it may be inside a Level One area, but is never inside a Level Three area. It contains a security interest that if lost, stolen, compromised, or sabotaged would cause serious damage to the command mission or national security. Uncontrolled or unescorted movement could permit access to the security interest.

(3) Level III. The most secure type of restricted area, it may be within less secure types of restricted areas. It contains a security interest that if lost, stolen, compromised or sabotaged would cause grave damage to the command mission or national security. Access to the Level Three restricted area constitutes, or is considered to constitute, actual access to the security interest or asset.

d. Structural Design

(1) Commanders must ensure every aspect of physical security structural design is incorporated into the initial planning or renovation of facilities. PMs/CPs are required to authenticate all DD 1391s (Military Construction Project Data) certifying that physical security considerations have been thoroughly reviewed and are integrated into the proposed

construction as applicable. Physical security specialists and inspectors should maintain close liaison with installation engineers for early coordination of proposed new construction projects. The PM/PC and the security manager should be active voting members on the installation/facility planning board.

(2) Arms, ammunition, and explosives (AA&E) must be properly stored in certified storage facilities as prescribed in reference (ai).

(3) Commanders are encouraged to consider additional structural security measures for soft targets within his area of responsibility based on the threat and vulnerability of these facilities. Guidance and information for enhanced structural measures can be found in reference (ch).

e. Perimeter/Area Protection and Control

(1) Installation or perimeter and area protective controls are the first steps in providing protection against certain security hazards. These controls include barriers and other security measures. They are intended to define boundaries and may be used to channel personnel and vehicular access. It is important to understand that these controls usually provide only limited protection and must be combined with other controls in order to be effective.

(2) Enclaving Concept. Enclaving involves the provision of concentrated security measures at specific sites within an installation or activity. It is the preferred method for securing relatively small restricted areas and other critical/essential assets requiring a higher degree of protection than the installation itself. Segregating certain areas and assets and concentrating security measures and resources within those areas is more cost effective than trying to protect the entire area. Enclaving does not eliminate the requirement to identify and post installation perimeters. Installations that elect to adopt enclaving to protect assets as a temporary or permanent alternative to required perimeter standard fencing must submit a waiver or exception request per reference (ai). Requests must indicate the type of perimeter fencing planned and/or other compensatory security measures planned or in place.

f. Access controls. Commanders are required to designate areas or facilities subject to special restrictions, control for security reasons, or to safeguard property or material. The

type of restriction or control depends on the nature and degree of significance of the security interest or other matter contained therein.

5. Barriers and Openings

a. Physical barriers control, deny, impede, delay, and discourage access to restricted and non-restricted areas by unauthorized persons. Barriers accomplish this by:

- (1) Defining the perimeter of restricted areas.
- (2) Establishing a physical and psychological deterrent to entry and providing notice that entry is not permitted.
- (3) Optimizing use of security forces.
- (4) Enhancing detection and apprehension opportunities by security personnel in restricted and non-restricted areas.
- (5) Channeling the flow of personnel and vehicles through designated portals in a manner that permits efficient operation of the personnel identification and control system.
- (6) Requiring an aggressor to take specific actions to go through, over, under or around the barrier, delaying his/her entry, and increasing the likelihood that the aggressor will be compromised.

b. Where U.S. Marine Corps property requires fencing as a protective measure, the type and quantity of fencing will meet the requirements of reference (ai) and the geographic combatant commander's (COCOM's) construction specifications. Other barriers such as bollards, walls, gates, and berms will be constructed and installed to provide the maximum protection required for the risk level associated with the protected assets. All barriers must have and maintain an adequate clear-zone to counter any attempted breach. Barriers will be forecast in the force protection budget estimates as required.

c. Openings in the perimeter barrier will be kept to the minimum necessary for the safe and efficient operation of the activity. Openings shall be constantly locked, guarded by the security force or otherwise secured to prevent unauthorized entry or exit. When locked and not under constant surveillance, the locking device used shall provide the same degree of security as the perimeter barrier.

6. Electronic Security Systems (ESS)

a. If effectively utilized, ESS decrease requirements for guards. Marine Corps Electronic Security System (MCESS) is the Marine Corps standard for all Marine Corps installations.

b. Installation commanders are responsible for funding initial installation of Marine Corps approved ESS except for flight line security and AA&E. Once installed, maintenance will be provided under the MCESS program. Close coordination with the local PM/PC is required. Failure to identify and properly justify ESS requirements will result in non-availability of ESS resources.

c. Closed circuit television (CCTV) or video motion detection must be integrated with existing MCESS for monitoring and assessment of intrusions. CCTV as a stand alone system should not be utilized. Video motion detection with audible and visible alarm functions should be used.

d. Access control systems also provide an additional layer of security.

e. Only authorized personnel who have been properly cleared will have access to classified ESS.

f. Technical assistance regarding site surveys, contracts, design, installation, and maintenance of ESS can be obtained through the installation PMO/MCPD Physical Security Branch.

7. Security Forces. The security force constitutes one of the most important elements of an organization's physical security program. Security forces consist of Marines or civilians, specifically organized, trained, and equipped to provide law enforcement and physical security for the command. Other security forces include Marines assigned as interior guard, who also require organization, training and equipment specific to their assigned duties. Whereas police duties pertain to an entire installation, interior guard personnel are normally assigned to provide security to an organizational area or asset. Properly used, these personnel are one of the most effective and useful tools in a comprehensive, integrated physical security program.

8. Inspections

a. Commanding officers will ensure all facilities designated as MEVAs will be formally inspected. A physical security inspection/survey (PSI) is required when: a MEVA is activated; no record exists of a previous inspection; a change in unit or activity impacts on the current Physical Security Plan; there is an indication or reported incident of significant or recurring criminal activity; 12 months have passed since the previous PSI for conventional AA&E, critical service center activities; or the commander determines greater frequency is required. Checklists may be adapted for use by commanders to support a proactive security program.

b. Deficiencies noted by a physical security inspector may be correctable on-site during an inspection. Findings that are beyond the capability of the local commander because of a lack of resources will be reported to the next higher commander with a request for resource assistance, including a justification and impact statement.

c. Physical security inspections and surveys are intended to ensure commanders sustain the highest degree of capability and readiness to meet mission requirements. Lack of proactive physical security checks and balances will severely impact on the ability of commanders to properly account for and secure their critical warfighting assets.

d. Off-installation housing. For moderate and higher threat level areas, guidance shall be provided by the COCOM for off-installation housing to mitigate against terrorism. Guidance shall include standards for housing, designation of authorized areas, and an approval process once housing is selected.

9. Transportation

a. Loss or theft of sensitive items of the Marine's critical warfighting assets can severely impact a unit's wartime mission capability. Significant losses and theft of sensitive items, ammunition, and weapons during shipments and unit movements occur due to noncompliance with regulatory guidance pertaining to security and accountability of property; failure to establish and maintain security and accountability discipline throughout unit movements; and acts by criminal opportunists.

b. Prior to movement, unit personnel should coordinate all shipments with their transportation and logistics points of contact and PMO/MCPD. The following items will assist units and transport managers during deployments and routine shipments:

(1) Physical security of property. Physical security plans for property movement should be established during initial preparation for deployment and/or redeployment. Plans should provide for security of government property from the point of origin to the destination. PMO/MCPD and Transportation personnel should assist in the security planning for return transportation.

(2) Nesting of equipment. Sensitive, high-dollar value equipment, (night vision devices, communications and electronics equipment, tool kits, etc.) should not be "nested." These items should be secured in locked unit containers with equipment of comparable value and sensitivity, and accounted for in accordance with established supply procedures.

(3) Rail shipments. Units should coordinate with security and transportation personnel to determine the transportation security requirements for the type of equipment being shipped. If at any time the security risk increases, use of supplemental security measures, such as unit guards, is encouraged.

(4) Containers. AA&E shipped via rail flatcar will be placed in locked MILVAN or CONEX containers. The door to the container should be blocked or made inaccessible to preclude entry. The container should be positioned on the flat car so the door is flush against an immovable object and door-to-door if more than one container is utilized. If possible, negotiate with the carrier to place an empty container on the rail car to preclude leaving a full container vulnerable.

(5) Key control. Units should consider numbering locks and keys and identifying which vehicle/container is secured by the respective lock. Further, keys should be sent with unit personnel during shipment for use at debarkation points. This will eliminate equipment and vehicles arriving at the destination point without keys, resulting in the cutting of locks.

(6) Inventorizing. Units must inventory equipment being shipped in vehicles and/or shipping containers to include, as a minimum, serial numbers, nomenclature, and quantity. A copy of

the inventory will be maintained in unit files and a copy placed in the vehicle or shipping container.

(7) Shipment of AA&E. Commanders should ensure proper coordination with the local PMO/MCPD and Transportation Office for assistance and security guidance prior to movement. AA&E must be specifically accounted for and properly secured during shipment. Accurate accountability records, to include shipping information, must be kept by the shipping unit.

(8) Timely reporting of losses. Upon discovery of a loss of U.S. Government property, units should ensure law enforcement personnel are notified immediately. Early incident reporting enhances investigative capability and improves the ability to disseminate crime conditions, modus operandi, system irregularities, and associated lessons learned.

10. Lighting. Protective, or security, lighting is an integral part of both the command security and safety posture. This lighting provides continuous visibility attempting to closely replicate the lighting conditions during daylight hours. It increases the effectiveness of security forces performing their duties and has considerable value as a deterrent to criminal activity. Requirements for protective lighting at an activity are determined by the assets/areas to be protected, facility layout, terrain, and weather conditions. In the interest of finding the best possible mix among resource allocation, financial commitment, and effective security, each situation must be carefully studied. The overall goal is to provide the proper environment to perform duties such as: identification of badges and personnel at gates, inspection of unusual or suspicious circumstances, etc. Where lighting is impractical, additional compensating measures must be instituted, such as night vision goggles for security forces, forward looking infrared (FLIR) cameras, etc.

11. PMs/CPs shall establish and maintain physical security programs per reference (ai) and this section.

a. Conduct police operations in support of the installation physical security program, including measures to enhance security during periods of increased threat and crisis situations.

b. Determine the adequacy of the installation physical security posture with a physical security survey program. Physical security surveys identify areas requiring improvements

and direct corrective measures to the responsible commanding officer. The surveys may also provide recommended actions for an improved organization security posture. Physical security surveys will be conducted as prescribed herein. See reference (ai) for more information.

c. Maintain liaison with installation/regional Naval Criminal Investigative Service (NCIS) personnel in support of criminal investigations aboard the installation. Maintain liaison with federal, state, local, other military activities, and host nation officials regarding law enforcement/physical security concerns. These concerns will include mutual physical security responsibilities as applicable and according to MOAs, MOUs, Status of Forces Agreements (SOFAs), and other host nation agreements.

d. Provide commanders with technical assistance and recommend equipment, procedures, and methods to enhance physical security.

e. Support the installation commander in the development and maintenance of a comprehensive installation physical security plan.

f. Provide guidance and support to the installation physical security council as described herein and in reference (ai).

g. Review and endorse all requests for physical security waivers and exceptions from command and tenant organizations.

h. Ensure law enforcement and physical security programs complement the installation AT/FP program. These programs are key elements of the AT/FP effort and the installation PM/PC will not be assigned as the AT/FP officer, as his focus is law enforcement and physical security functions.

i. Assist the command/organization security officer in physical security and AT/FP efforts.

j. Act as the manager of all centrally managed ESS aboard the installation and develop policy and procedures for ESS operation.

k. Form, administer and coordinate an installation PSC to provide a ready means for planning and evaluating the

effectiveness of crime prevention and physical security measures.

12. The Support Services Officer shall be the primary PMO/MCPD staff officer responsible for the execution of the physical security program and shall administer and coordinate an installation PSC in coordination and under the direction of the PM/PC to provide a ready means for planning and evaluating the effectiveness of crime prevention and physical security measures per reference (ai), this section, and section 16000.

13. The Physical Security Branch shall:

a. Maintain a physical security program and plan per references (w) and (ai) and this section.

b. Submit a reports per reference (ai).

c. Review all plans for new construction or major modification of MWR retail and service activities, disbursing offices, commissaries, barracks, inhabited primary gathering facilities, warehouses storing pilferable and high value items, armories, and ammunition storage areas.

d. Conduct physical security inspections, surveys (NAVMC 11121) and related activities, using the guidance contained in reference (ai) and this section.

e. Coordinate physical security measures with the installation fire and safety representatives to ensure compatibility with fire and safety regulations.

f. Administer and coordinate the installation PSC to provide a ready means for planning and evaluating the effectiveness of crime prevention and physical security measures per reference (ai) and this section.

g. Manage Marine MCESS aboard the installation and develop policy and procedures for MCESS operation.

Section 16200 - Animal Control

16201. Purpose. This section establishes procedures for animal control aboard Marine Corps installations.

16202. Policy. PMOs/MCPDs will work closely with installation Environmental Directorates to control the stray and feral animal population and protect endangered/protected species and their habitats on Marine Corps installations per references (bv) and (bx). Individuals assigned to animal control, hereafter referred to as game wardens (GW), are instrumental in animal control and the protection of endangered/protected species and their habitats. Installation Environmental Directorates have conservation officers assigned per references (bv) and (bx), and are the lead in all conservation efforts aboard Marine Corps installations.

16203. Procedures

1. PMs/CPs shall:

a. When responsible for animal control, ensure that PMOs/MCPDs work in concert with installation Environmental Directorates to control the stray and feral animal population aboard Marine Corps installations and enforce federal, assimilated state and installation game, endangered/protected species laws and regulations as required per references (bv) and (bx).

b. Develop procedures for the enforcement of animal control and pet revocation privileges in conjunction with the installation Housing Department.

2. Operations Officers/Deputy Chiefs of Police for Operations shall operate the PMO/MCPD animal control program and work with the installation Environmental Directorate to enforce federal, assimilated state, and installation game, endangered/protected species laws and regulations per this section, and references (bv)and (bx).

3. Game Wardens shall:

a. Monitor the PMO/MCPD radio net and respond to calls as directed by the Dispatch/Communications Center.

b. Record the time, date, type and condition of all animals taken into custody. Verify registration aboard the

installation, required shots and American Veterinary Identification Devices (AVID) microchips for all domestic animals taken into custody.

c. Transport all stray and injured animals to the Humane Society, local or installation animal shelter as required.

d. Handle pet complaints, noise complaints, and animal abuse as follows:

(1) Respond to all pet related complaints unless dealing with a higher priority call/situation such as handling an incident involving an endangered species. If unable to respond immediately, provide guidance and resources to the responding MPs/police officers and respond as soon as practical.

(2) Make contact with the complainant. Take written statements when necessary.

(3) Examine the location for contributing factors, taking notes as necessary.

(4) Contact the owner of the offensive pet. Advise owner of the complaint and applicable regulations.

(5) Issue first offenders a written warning or minor offense report (MOR) and notify the Dispatch/Communications Center, who will make a Desk Journal entry.

(6) Complete an IR for serious or repeat offenders. Serious offenses include animal bites, prohibited animals, and animal abuse incidents. When completing an IR, if a person is asked personal identifying information, the MP/police officer/GW must read the person the privacy act statement at the top of the IR. Impound animals that bite people, complete an Animal Impound/Offense Report (figure 16-1), and turn it in to the Dispatch/Communications Center. If a MP/police officer/GW asks for a person's name and personal identifying information such as social security number, address, phone number, etc. and does not complete an IR, they shall provide the individual a privacy act statement (see figure 2-1).

(7) If it becomes necessary to enter a quarters to verify the status of a pet, obtain permission from the resident when possible. Otherwise, gain entry via the Housing Department. When possible, have a representative from the individual's command present.

e. Conduct daily cleaning of the animal holding facility. Clean the animal holding facilities as required by veterinarian standards. These standards include cleaning/washing down the kennels and holding facilities, picking up all feces in the open areas, and cleaning/drying all feeding utensils daily. Empty all trash receptacles and perform grass maintenance as needed.

f. Arrange for the installation veterinarian to inspect the animal holding facilities quarterly. Report the results to the Dispatch/Communications Center for entry in the Desk Journal.

g. Maintain information that includes the number and type of animals handled. Cooperate with the Environmental Directorate for completion of the Protected Wildlife Permit Report.

h. Handle stray dogs and cats as follows:

(1) Using proper safety measures such as a snare, gloves, or a leash, obtain control of the animal and place it in a temporary cage.

(2) Attempt to locate the owner by checking the area where the animal was found, the nametags or AVID microchip on the animal and/or PMO/MCPD and Housing Department records. Verify that the animal is registered on the installation and is current on all required shots.

(3) If no owner is available, place the animal in the animal holding facility. Complete an Animal Impound/Offense Report (figure 16-1) and turn in to the Dispatch/Communications Center.

(4) Upon determining the animal's owner, serve the owner a MOR and inform them they have 24-hours to pick up the animal.

(5) Animals may be kept in the animal holding facility for a period not exceeding 72-hours after which they will be transported to the Humane Society, local animal shelter, or installation animal shelter.

(6) Feed all holding animals once daily and provide water at least twice daily. If food or water is unavailable, transport the animal to the Humane Society, local animal shelter, or installation animal shelter.

i. Request animal food through PMO/MCPD supply. Maintain sufficient animal food at the animal holding facility at all times. Food must be approved by the installation veterinarian and protected from spoilage, scavengers and weather.

j. Dispose of dead animals in the installation landfill. If you determine a dead animal's owner, notify the owner immediately before disposal. Complete an Animal Impound/Offense Report (figure 16-1) and turn in to the Dispatch/Communications Center.

k. Handle feral cats as follows:

(1) Using proper safety measures such as a snare, gloves, or a leash, obtain control of the animal and place it in a temporary cage.

(2) When a feral cat is caught in a trap, transfer it to the Humane Society, local animal shelter or installation animal shelter within 24-hours for further processing.

(3) Complete an Animal Impound/Offense Report (figure 16-1) and turn in to the Dispatch/Communications Center.

l. Handle aggressive/aggressively-trained animals as follows:

(1) Using proper safety measures such as a snare, gloves, or a leash, obtain control of the animal and place it in a temporary cage.

(2) Attempt to locate the owner by checking the area where the animal was found, the nametags or AVID microchip on the animal and/or PMO/MCPD and Housing Department records. Verify that the animal is registered on the installation and is current on all required shots. Schedule an aggression evaluation test. Who conducts aggression tests and the components of the test will vary by installation, consequently aggression tests will be determined by installation policy.

(3) Complete an IR for an aggressive animal. Complete an Animal Impound/Offense Report (figure 16-1) and turn in to the Dispatch/Communications Center if the animal is taken into custody.

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(4) If the animal fails the aggression test, do not release it to the owner until a magistrate hearing is completed and then release it as appropriate.

m. Conduct pest control/trapping as follows:

(1) Place traps in the complaint or suspected pest area. Set animal traps as workload permits and as necessary to control pests. Record the location and maintain accountability for each trap. Report lost, stolen or damaged traps to the Operations Chief.

(2) Check all traps hourly, traps will not be left out longer than 24-hours.

(3) If a pest is captured, complete an Animal Impound/Offense Report (figure 16-1) and turn in to the Dispatch/Communications Center. Destroy or release the pest to the Humane Society, local animal shelter or installation animal shelter, or as directed by the U.S. Fish and Wildlife Service, or state Department of Natural Resources.

n. Handle injured/dead endangered or protected bird species, per reference (bx), as follows:

(1) Protect the bird from further injury, if possible.

(2) Contact the Environmental Directorate.

(3) Contact the U.S. Fish and Wildlife Service or state Department of Natural Resources if required. Transport the bird, if requested.

(4) For dead birds:

(a) Using protective gloves, place the bird in a plastic evidence bag. Ensure you place all pieces of the bird in the bag. Record the time, date and location on the evidence tag.

(b) Place the remains in the freezer.

(c) Contact the Environmental Directorate.

(d) Contact the U.S. Fish and Wildlife Service or state Department of Natural Resources if required.

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(e) Complete an Animal Impound/Offense Report (figure 16-1) and turn in to the Dispatch/Communications Center.

o. Handle injured/dead common bird species as follows:

(1) Using protective gloves, gently grasp the bird.

(2) Examine the bird for injuries and place the bird in a cardboard box or temporary animal carrier if available.

(3) Seabirds occasionally become exhausted during flight and may not be injured. Dispose of dead seabirds as directed by the installation Environmental Directorate or U.S. Fish and Wildlife Service.

(4) Deliver injured common birds to the Humane Society, local animal shelter or installation animal shelter.

(5) Dispose of dead common birds at the landfill.

(6) Complete an Animal Impound/Offense Report (figure 16-1) and turn in to the Dispatch/Communications Center.

p. Handle snakes as follows:

(1) Examine the snake for injuries and place it in a box or bag.

(2) Release wild snakes in a remote area (except for Hawaii). Deliver injured snakes (any snake in Hawaii) to the Humane Society or as directed by the installation Environmental Directorate or U.S. Fish and Wildlife Service.

(3) Dispose of dead snakes at the landfill.

(4) Complete an Animal Impound/Offense Report (figure 16-1) and turn in to the Dispatch/Communications Center.

q. Enforce fishing and hunting regulations, when directed and as coordinated with the installation Environmental Directorate, and per reference (bx), as follows:

(1) Identify all persons fishing and hunting and ensure they are in possession of proper licenses or permits.

(2) Detain all persons found fishing or hunting in violation of installation orders/regulations and state and federal fishing or hunting laws.

(3) Notify the installation Environmental Directorate of fishing, hunting and trespassing incidents in wildlife management areas.

(4) If fish are found to be undersized and are still alive, take photographs of the fish with a ruler for size comparison, and release the fish back into the water.

(5) If fish are found to be undersized and dead, take photographs of the fish with a ruler for size comparison, seize the fish, and place in an evidence bag in the freezer at the GW facility until a magistrate hearing.

(6) If unauthorized animals are found dead, take photographs of the animal, seize the animal, and place in a plastic bag in the freezer at the GW facility (if possible) until a magistrate hearing. If the animal is too large, document it with photographs and dispose of the dead animal as directed by the installation Environmental Directorate or U.S. Fish and Wildlife Service.

(7) Complete an IR or field interview as appropriate. Release or turn over the offenders as appropriate.

ANIMAL IMPOUND/OFFENSE REPORT

DATE: _____ TIME: _____ LOCATION: _____

1. TYPE OF INCIDENT: _____
Unsecured/Unattended _____ Trapped _____ Turn-in _____ Nuisance/Other: _____

2. PERSONNEL

Rank	Name	Unit or Address & Phone	DOB	SSN	R
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

RELATION CATEGORY (last Column)

A-Complainant B-Victim C-Suspect D-Witness E-MP/CID F-Sponsor

3. IMPOUND INFORMATION: (If more than one animal use separate form)
____ Dog ____ Puppy ____ Cat ____ Kitten ____ Mongoose ____ Other(type) _____

Microchip#: _____ Kennel# _____

____ Small ____ Medium ____ Large ____ Male ____ Female ____ Unknown ____ Color _____

4. DISPOSITION TAKEN: _____

a. Released to owner: I understand that I am in violation of Base Regulations as noted above, and that further violations could result in charges against me (or military member), an order to remove the animal from the base, and/or eviction from government quarters.

Signature: _____ Time: _____ Date: _____

- b. Released to Humane Society. Receipt Number: _____
- c. Adopted by: Name: _____ Rank: _____
Address: _____
- d. Location disposed of: _____
- e. I hereby release all interests and ownership of my pet to the U.S. Government for disposal.

Signature: _____ Time: _____ Date: _____

6. REPORTING MP, PMO/MCPD

Rank/Name: _____

Signature: _____

FOUO - PRIVACY SENSITIVE

Figure 16-1.--Animal Impound/Offense Report

Section 16300 - Local Record Checks and Fingerprinting Services

16301. Purpose. This section establishes procedures for conducting local records checks and fingerprinting aboard Marine Corps installations.

16302. Policy. PMOs/MCPDs conduct local records checks and provide fingerprinting as services to the installation community.

16303. Procedures

1. Support Services Officers shall provide local records checks and fingerprinting services to the installation community.

2. Local Records Checks (LRC)

a. Police Records Branch

(1) Individuals or commands may request a LRC by requesting one at PMO/MCPD. If an individual requests a LRC for themselves, verify their identity with an AFID/CAC, privileges card, or other valid state or federal ID card. Prior to receiving an LRC from an individual for a command request, ensure that they are authorized by their command. Advise the person dropping off the LRC that they will receive a courtesy call after the LRC(s) have been completed and another courtesy call one week later. If the LRC(s) has not been picked up within two weeks, it will be destroyed.

(2) Input the individual(s) information into NCIC, CLEOC or DONCJIS to determine if the individual(s) has/have derogatory information on his/her record. See chapter 15 for further information.

(3) Stamp each LRC twice with the LRC stamp (contains PMO/MCPD information concerning date, time, results, name). The individual processing the LRC will fill out stamp one.

(4) Take the LRC to CID for their portion of processing. Once CID's portion is completed, they will fill out stamp two.

(5) When CID returns the LRC to Police Records, make a file copy and stamp it as "FILE COPY".

(6) Contact the authorized person to inform them that the LRC has been completed and is ready for pick up.

(7) File copies will be filed in command order. If it is requested that the results of an LRC be faxed, fax the LRC (only if no derogatory information), maintain the send confirmation for verification and then mail the original with a notification of delivery receipt. This receipt requires a signature, ensuring the package is received by the appropriate person(s).

(8) If the NCIC and 3270 results are derogatory, attach a copy of the offenses to the LRC. If the individual is a minor/juvenile DO NOT attach the derogatory information. (See section 9000 on handling anything in reference to juveniles.) All LRCs should include but are not limited to the following information:

(a) Full name.

(b) DOB.

(c) SSN.

(d) Signature (only required for command requested LRCs).

(e) Unit (very important). We need to know who to contact and we need to know what file folder to go to when an individual returns to pick up the LRC(s).

***Note: If the LRC is for the individual who requested it, a signature is not required.

(9) Maintain copies per reference (b) SSIC 5580.13a(1) and SSIC 5580.13b(2) as appropriate.

b. CID shall conduct a records check and return the LRC to the Police Records Branch.

3. Fingerprinting

a. PMO/MCPD shall conduct fingerprinting services for service members, dependents and civilian employees. Priority goes to active duty service members, reserve service members, civilian employees, and dependents. Services include the printing of hard copy fingerprint cards for individuals and submission of fingerprints using the issued automated fingerprint machine.

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b. Personnel requiring fingerprinting will bring a fingerprinting form (S/N 0104-LF-006-9600), with the top portion of the card completed. PMO/MCPD personnel shall then confirm the individual's identity by social security number, date of birth, and the use of photo identification. Once the individual's identity is confirmed, PMO/MCPD personnel will fingerprint the individual.

Section 16400 - Lost and Found

16401. Purpose. This section establishes PMO/MCPD procedures for lost and found services aboard Marine Corps installations.

16402. Policy. PMOs/MCPDs provide lost and found services for the installation community.

16403. Procedures

1. PMs/CPs shall appoint a Lost and Found Custodian and provide lost and found services.

2. The Support Services Officer shall conduct lost and found services per this section and reference (ai).

3. Collection. MPs/police officers who recover found property will tag the items with a DON Evidence Tag (OPNAV 5580/17) and complete the DON Evidence/Property Custody Receipt (OPNAV 5580/22). The property will then be relinquished to the Lost and Found Custodian.

4. Records

a. The Lost and Found Custodian shall maintain a log book that contains the recovery date, description of item and final disposition, to include date.

b. Quarterly inventories will be conducted by a civilian supervisor, SNCO, or officer who is not directly involved in the lost and found process. Records of inventories will be recorded in the lost and found log book.

c. Storage. Lost and found property will be stored in a secure area, separate from evidence.

d. Lost and Found log book shall be maintained per reference (b) SSIC 5512.14b.

5. Disposal

a. All found property will be retained for 120 days, after notification is sent, prior to disposal.

b. All reasonable efforts to return the property to the rightful owner will be made, such as notifications in the installation newspaper.

c. PMO/MCPD will dispose of unclaimed property as follows:

(1) PMs/CPs shall establish a board of disinterested civilian supervisors, SNCOs and/or officers, to determine the fair market value of unclaimed personal property.

(2) Property with a fair market value of \$300.00 or less may be disposed of locally.

(3) Property with a fair market value of greater than \$300.00 will be relinquished in accordance with procedures jointly developed by the PM/PC and the installation SJA. Installations should consider relinquishing property to recognized charitable organizations through the Defense Reutilization Management Office (DRMO).

(4) Disposal of property will be conducted by the Lost and Found Custodian and will be witnessed by a disinterested civilian supervisor, SNCO, or officer.

(5) Exceptions to routine disposal. All weapons will be destroyed per instructions contained in reference (ax); all monies will be relinquished to the installation disbursing office; all serviceable government property will be relinquished to the installation supply activity.

Section 16500 - Vehicle Registration/Visitor Control

16501. Purpose. This section establishes procedures for vehicle registration and visitor control aboard Marine Corps installations.

16502. Policy

1. Motor vehicles owned by persons authorized to drive on Marine Corps installations will be registered in accordance with this section and reference (af).

2. The Vehicle Registration Form (OPNAV 5560/1) is the authorized registration form. Locally produced forms may be used to supplement the OPNAV 5560/1; however, they may not be used to replace the OPNAV 5560/1.

3. Individuals who wish to register their vehicles aboard the installation must meet registration requirements. Once those requirements have been met and the Vehicle Registration Form has been completed, the individual will be issued a DOD Registered Vehicle Decal (DD Form 2220), and installation and expiration tabs in accordance with reference (af). Overseas installations will use forms equivalent to DD 2220 as specified by Status of Forces Agreements or local directives.

4. When an individual fails to meet minimum registration requirements or does not require permanent registration, a temporary pass may be issued per this section and reference (af).

5. Marine Corps installations have controlled visitor access. Visitors shall be sponsored or must be coming aboard the installation for official business. When a visitor who does not have a DD Form 2220 desires to come aboard an installation, he/she must request a visitor's pass. Installations may refuse access to registered sexual predators; however, this will be accomplished in consultation with the installation SJA.

16503. Procedures

1. Vehicle Registration

a. Privately owned vehicles (POVs) of personnel assigned to installations are required to be registered with a DD Form 2220 within 30 days of assignment or purchasing the vehicle. PMO/MCPD may issue temporary passes as required. All visitor

(without an AFID or privilege card) POVs must have either a DD Form 2220, an installation temporary pass, other Service installation temporary pass, or an installation visitor's pass to gain access to, or to be operated on the installation. Failure to consent to a search or inspection of any vehicle, person, or property attempting to access the installation or inability/unwillingness to produce valid documents is grounds to deny access. PMO/MCPD will only issue a DD Form 2220 when all of the requirements are met, including a state vehicle registration, proof of insurance, and a valid driver's license. Failure to continue to meet requirements will result in the confiscation of any DD Form 2220 or installation pass. To obtain and retain a DD Form 2220, eligible applicants must possess the following:

(1) Valid state registration certificate. Registration certificates indicating ownership (purchased or leased) of the vehicle will be presented at the PMO/MCPD. PMO/MCPD will issue decals only to registered owners unless family members of active duty personnel or retirees wish to register vehicles in their sponsor's name.

(2) Insurance. Applicant must present a valid insurance card or signed certification form certifying that the vehicle's insurance policy is current and contains the minimum liability coverage. Minimum liability coverage is \$25,000 per person for bodily injury, \$10,000 per accident for property damage and covers any driver of the vehicle or the minimums for the state in which the installation is located.

(3) Valid driver's license. A valid driver's license must be presented for the type of vehicle to be registered. Idaho, Iowa, Kansas, Mississippi, Oklahoma, and West Virginia do not require special operator endorsements of any type to operate a motorcycle. All other states require special endorsement, or typed affidavits. Motorcycle and motor scooter operators from these states and territories must have either a code entered on their license that permits operation of motorcycles or motor scooters, or must possess a state instruction permit, or motorcycle or motor scooter license, to operate such a vehicle in the state and aboard the installation.

(4) Safety inspection. POVs must have an inspection sticker if licensed in a state requiring inspection.

b. Decal Removal. DD Forms 2220 remain the property of the U.S. Government when applied to POVs. MPs/police officers may

remove a decal when determined necessary. Some reasons for removal are as follows:

- (1) Vehicle no longer complies with all registration requirements.
- (2) Vehicle ownership transferred.
- (3) Vehicle owner's installation driving privileges are revoked or suspended.
- (4) Vehicle was towed off the installation because it was illegally parked.
- (5) Vehicle owner/operator refuses to permit a search of the vehicle during an authorized vehicle inspection.
- (6) Vehicle was used in the commission of an offense.
- (7) Decal appears altered or deteriorated.
- (8) Fraudulent, inaccurate or incomplete application information is determined, or failure to provide updated information.
- (9) Fraudulent use of a decal/pass to gain access to the installation.
- (10) Vehicle contains narcotics, narcotics paraphernalia, or contraband.
- (11) Vehicle owner has been identified by urinalysis as positive for illicit drug use.
- (12) Abandoned vehicles that have been impounded.

c. Permanent Registration

(1) Categories and Placement. Categories include military, reserve, and civilian decals. PMO/MCPD will issue each qualified vehicle a DD Form 2220 (decal), a color-coded installation tab bearing the name of the installation, and registration expiration tabs. Place decals centered at the top of the windshield or lower driver's side windshield, as not to obstruct the vehicle's Vehicle Identification Number (VIN), for automobiles, and at the left front fork for motorcycles or where it can be clearly visible to the gate sentries. Position the

installation tab below and abutting the DD Form 2220. PMO/MCPD will issue red installation tabs to enlisted military personnel, blue to officers, green to civilians, and white or black to contractors. Expiration tabs are gold or white with black numerals.

(2) Military. DD Forms 2220 will be issued to active duty military personnel and family members who live or work on the installation. PMO/MCPD will also issue decals to retired military personnel, their qualifying family members, unremarried widows of active duty and retired military personnel, and reserve personnel. PMO/MCPD will not issue decals to divorcees without a dependent identification card. PMO/MCPD may issue enlisted (E-9) and officers (grade O-6 and higher) a grade designation placard to be placed on the driver's side dashboard while on a military installation. Upon departing the military installation, drivers should remove the placard and secure it in a safe place within the vehicle.

(3) Civilian Employees. PMO/MCPD will issue decals to civilians permanently employed aboard the installation. These decals are for the civilian employee's use only. PMO/MCPD will issue all other workers passes. Permanently employed civilians include civil service personnel and non-appropriated fund personnel. PMO/MCPD will not issue more than two sets of decals to each civilian employee. PMO/MCPD issues decals for various periods of time, depending upon the terms of employment. Use by any other person, or violation of access regulations, may result in the employee's loss of registration privileges. Civilian employees issued decals from other military installations are authorized access only during work hours.

(4) Installation Civil Service Retirees. Retired civil service employees, with their honorary identification card issued by the Human Resource Office, may self-sponsor and receive a DD Form 2220 for no less than one year and no more than six, or the limitations of their identification card.

(5) Civilian Contractors. Civilians under contract with an installation agency for a minimum of one year may receive a DD Form 2220. This decal will have a black installation indicator strip with white lettering and the word "only" under the installation indicator. PMO/MCPD personnel will ensure that the days and hours of employment are properly entered in the PMO/MCPD computer. Other contractors will be issued temporary passes. PMO/MCPD may conduct background checks when appropriate for contractors prior to issuing passes or decals.

(6) Validity. A decal is valid only on the vehicle for which it is issued up to the expiration date. Motorcycle riders will be required to show proof of having completed a Motorcycle Safety Foundation Riders Safety Course before a DD Form 2220 is issued. Decals become invalid upon separation from employment, disposal or sale of the vehicle for which issued, or a revocation for cause by competent authority. When a decal becomes invalid, the person issued the decal must return the vehicle to PMO/MCPD for appropriate action. The subsequent owner of a vehicle bearing a decal may not use that decal until the vehicle is properly registered.

(7) Decal Replacement and Renewal. Decals are renewable as long as the vehicle's owner maintains eligibility. The person to whom the decal is issued must present themselves to the installation vehicle registration office for a replacement when a decal becomes damaged or otherwise illegible. Renew decals at least five days before the expiration date.

(8) Leased and Company Cars. Register leased and company cars, for the exclusive use of a person entitled to register it aboard the installation, in the same manner as POVs. That person, or a person having joint ownership or a power of attorney, must remove the decal and deregister the vehicle upon its return to the company or the leaser.

(9) Suspended Operator. Upon suspension of an individual's installation driving privileges, PMO/MCPD will replace the yellow month and year expiration tabs as follows:

(a) Male Suspension. PMO/MCPD will replace the month expiration number tab with an international orange number tab and place an international orange "M" tab on the driver's side of the DD Form 2220 in place of the year expiration number tab. The decal will be valid for the duration of the suspension.

(b) Female Suspension. Same as above, except PMO/MCPD will place an international orange "F" tab on the driver's side of the DD Form 2220 in place of the year expiration number tab.

(10) Deregistration. Any registered vehicle owner who sells or is discharged due to end of active service (EAS), not retired, must deregister their vehicle. Military units, agencies, and DOD activities are required to have all personnel

assigned to their activity check-in and check-out with the PMO/MCPD.

(a) The vehicle owner must bring the vehicle to PMO/MCPD to deregister it when the vehicle is sold.

(b) PCS. PMO/MCPD will enter new installation/unit information if transferring, a forwarding address if retiring or terminating employment into the Consolidated Law Enforcement Operations Center (CLEOC)/Department of the Navy Criminal Justice Information System (DONCJIS) and check to see if the driver has any pending traffic violations.

(c) Those not required to de-register vehicles. The only vehicle owners authorized to check out without deregistering their vehicle are those personnel retiring from active duty or DOD service and those who PCS to another DOD installation. Upon registration at a new installation, the vehicle will be de-registered from the previous installation.

(d) Power of attorney. Personnel who intend to sell their vehicle, but who have not sold it prior to departing, may obtain a power of attorney for someone to sell the vehicle on his/her behalf. The individual checking out must provide a copy of the power of attorney to PMO/MCPD with full identification of the person authorized to sell the vehicle. The owner must maintain insurance for the vehicle. Additionally, the person must agree to release the vehicle to the government, if not sold within 90 days. PMO/MCPD will deregister the vehicle, provide a temporary pass for 30 days, and keep the paperwork on file until the vehicle is sold or ownership is released or transferred to the U.S. Government.

d. Temporary Registration. When a person entitled to a permanent decal does not have the required documentation, or requires access for a limited period of time, PMO/MCPD may issue up to a 30-day temporary pass for automobiles. To acquire a temporary pass, the applicant must provide proof of insurance, valid vehicle registration, and driver's license. For individuals who have insurance, but do not have proof, the PMO/MCPD may issue a 24-hour temporary pass to enable them time to obtain proof of insurance. PMO/MCPD will issue a temporary pass, valid for one day, to motorcycle operators who cannot provide proof of completion of a DOD approved Level II Motorcycle Safety Foundation (MSF) Rider Safety Course. This allows them access to the installation only to register for the next available MSF course at the installation Safety Center. At

that time, the installation safety center will issue a MSF course letter of registration, which authorizes the issue of a temporary pass valid through the scheduled date of the course. Personnel who fail to appear for a scheduled course may be denied registration. Additionally, if the individual is an active duty Marine, MPs/police officers will inform the Marine that operation of the motorcycle anywhere is not authorized until completion of the MSF course.

2. Visitor Control

a. General Rules. Restrictions and entry requirements concerning visitors are necessary to maintain a security level commensurate with the threat level. All persons are required to enforce these regulations with tact and courtesy. General rules for visitors are as follows:

(1) Visitors will abide by all installation orders and regulations.

(2) Visitor passes are valid only for the visit and only to the place/person originally authorized when the pass was issued.

(3) Visitors must leave the installation directly after completion of the purpose of the visit or by 2400 that day, whichever is earlier. This restriction does not apply to visitors to clubs, special events and quarters. Unless invited to family quarters, authorized visitors of clubs will leave the installation immediately after the club or special event closes.

(4) Sponsors of visitors are responsible for their guests. However, the sponsor need not accompany the visitor at all times, except under special circumstances or required by local regulations/directives. If a guest violates installation orders or regulations, the individual who sponsored the guest may lose sponsorship privileges for six months. See paragraph 16503.2i below for details on sponsorship.

(5) Juveniles under the age of 18 who reside on the installation are prohibited from sponsoring guests without permission from a parent or guardian. Permission may be verified in writing, in person, or telephonically at the visitor center.

(6) Ordinarily, visitors must use the most direct route to and from the point they are visiting.

(7) When requested by MPs/police officers or security personnel, visitors must provide a driver's license or other means of positive personal identification.

b. Official Visitors. An authorized representative of the unit or activity sponsoring official guests must furnish telephonic or written authorization. PMO/MCPD will issue such visitors a visitor's pass and direct them to the authorizing organization or activity. For larger groups, the PM/PC may approve access rosters in advance.

c. Personal Visitors. PMO/MCPD will issue personal guests of housing residents a visitor's pass for their vehicle and direct them to the sponsor's quarters, after verifying sponsorship.

d. Single Day Visiting Groups or Organizations. All persons who arrange for, or who receive knowledge of command-sponsored visits to the installation by civilian groups or organizations will inform the Public Affairs Officer, who will inform the PM/PC. This includes civilian dignitaries, government officials, members of the press, schools, churches, scouting groups, and similar organizations. All persons who arrange for, or receive knowledge of organized social and religious activities that are not command sponsored or sanctioned special events will inform the PM/PC. In either case, in advance of the visit, provide a list to the PMO/MCPD that includes the name of the visitor or visitors and/or the name of the group (with the name of the sponsor or the person in charge clearly identified), the purpose of the visit, and the approximate date and time the visit is expected. The Environmental Directorate must approve any requests for visits or tours of any wildlife management areas.

e. Taxi Cabs. Taxi cabs hired off installation by military personnel, family members, or federal employees may take their fares directly to their quarters or work areas and directly exit the installation after discharging their fare paying passenger(s). All passengers in every taxi shall show proper identification. The gate sentry will log in each taxi and all passengers before allowing entry. Taxi drivers will remain with their vehicle at all times while aboard the installation. MPs/police officers and security personnel will allow taxi cabs aboard the installation in response to calls, but taxi cab drivers may not "cruise" or otherwise solicit fares. Only authorized taxi cabs may solicit fares by parking in designated taxi stands.

f. Visitor's Passes. All visitor POVs that do not have a decal must have a visitor's pass. Visitors must show driver's license, registration and proof of insurance prior to being given a temporary pass. Temporary passes will be issued using the CLEOC/DONCJIS system. Enter the recipient's personal information into CLEOC/DONCJIS along with the appropriate expiration date and any restrictions that may apply. Print the pass, mark it with a diagonal line (blue for officers, red for enlisted, and green for civilians) and initial it.

(1) PMO/MCPD issues visitor passes to individuals coming aboard installation for a special event or to visit someone aboard the installation. Visitors must identify an authorized sponsor, and produce a valid driver's license, registration, safety inspection if required, and insurance.

(2) Sponsors are not required to be present at the visitor center to sponsor guests ages 18 and older. When the FPCON is B or higher, sponsors may be required to remain with their guests at all times, meet their guests at the visitor center, and escort them aboard the installation.

(3) Contractors employed for less than a year for an installation agency will be issued a temporary pass for the duration of the contract.

(4) One-Day Passes. Issue one time visitor passes to individuals coming aboard the installation for a special event or to visit a member of the installation. Guests must have in their possession a valid driver's license, a valid registration, a valid state inspection, if required, and proof of insurance. Pass and Registration personnel will check the installation debarment and the suspension and revocation rosters prior to issuing a pass.

(5) Self-Sponsored ID Cards Stamped "TA" (Transition Assistance). Individuals separated from active duty under the Voluntary Separation Incentive (VSI) or Special Separation Bonus (SSB) program are issued a self-sponsored ID card stamped "TA". The ID card allows the individual access to various facilities listed on the back of their ID card, such as the commissary, exchange, etc. The ID card is similar to a dependent's ID card and has an expiration date. This ID card entitles the individual to self-sponsor him or herself on the installation until the expiration date.

(6) Special Passes. All personnel and vehicles must meet the minimum requirements for authorization on the installation. Individuals must display all passes on the left side of the dash. The following is a list of special passes:

(a) Distinguished visitor pass. The Support Services Chief/Assistant Services Officer or higher authorizes the issuance of these passes to guests of the installation commander or other general/flag officer on the installation.

(b) Protocol officers may provide event lists outlining upcoming events and all distinguished visitors planning on attending. The protocol officer will forward any additional requirements for distinguished visitor passes as they arise.

(c) Pass and Registration personnel will make and deliver the passes immediately to the appropriate gate sentry. The gate sentry will deliver the pass to the distinguished visitor.

(7) Special Event Pass. These passes are issued to civilians in order to gain access to the installation for a specific event being hosted by the installation. The pass is authorized by the PM/PC for that event and issued by Pass and Registration personnel only. The individual must proceed using the most direct route to the event. Once the event concludes, the individual must use the most direct route to exit the installation, except when the event includes a reception at another locale on the installation or an exception is approved by the installation commander. The individual may enter and exit the installation as often as desired for the duration of the pass. The individual must comply with installation regulations concerning issuance of the special event passes. For special events with a large number of attendees (over 20), the PM/PC may authorize granting access with an access list and without requiring attendees to obtain a pass.

(8) Restricted Access Pass. These passes must be requested in writing to the PM/PC and are issued to civilians in order for them to gain limited access to the installation; however, they are restricted to transit only to and from the authorized locations and may only be aboard the installation during certain days and times (usually normal working hours during the work week).

g. Commercial Vehicles. Commercial vehicles with a permanent logo imprinted on the vehicle and a proper bill of lading or invoice with an address aboard the installation are allowed access without signing in or obtaining a visitor pass. If both of these conditions are not met, the driver must obtain a temporary visitor pass. All requirements per paragraph 16503.2f must be met to obtain the visitor pass.

h. Visitors on Foot/Bicycle. Visitors who walk on or ride bicycles aboard the installation are required to show appropriate identification or civilian ID card. All guests without any installation or military affiliation must be properly sponsored aboard. Persons walking or bicycling will be issued a pass for their destination. Bicyclist must have all personal protective equipment to ride their bicycle aboard the installation.

i. Sponsorship

(1) Definition. A sponsor is an active duty military service member, reservist, National Guard member, retired military service members, civilian DOD employees, or dependents, 18 years of age and older, who invite persons to come aboard the installation as visitors or as house guests, employees, or who engage in trade and agree in contract with an individual civilian, commercial firm or its agents, business persons, sales persons, or any other persons who come within the scope of this policy or installation regulations.

(2) Sponsoring Persons or Agencies. Human Resources Offices will sponsor persons applying for civil service employment. The employing activity will sponsor other civilian employee applicants, such as those of non-appropriated fund activities, concessionaires, banking facilities, or schools. Individual hosts will sponsor house guests. The installation commander may question or deny the sponsorship authority of activities or individuals. Persons not included in any of the above categories shall apply to the installation commander via the PM/PC for sponsorship.

(3) Non U.S. Citizens. Refer all requests for entrance from representatives of a foreign government, foreign military service, or foreign private interest, whether U.S. citizens or not, to the PM/PC. Foreign nationals with valid U.S. AFID or United States Uniformed Services Identification Privilege cards and foreign military members serving with units assigned aboard the installation do not need special sponsorship.

(4) Special Arrangements. Under certain circumstances, it is advantageous due to command requests, special events, estimated attendance, or other factors, to permit designated individuals to access the installation without obtaining a pass. The PM/PC may approve such arrangements on a case-by-case basis and may authorize special specific-to-the-event passes to be distributed by the activity coordinating the event, which will be returned to the PM/PC after that event.

(5) Delivery Vehicles. While not in a heightened FPCON, MPs/police officers and security personnel may allow access without a pass to clearly marked food delivery, construction, or company vehicles with proper logos and documents for delivery entering the installation for the sole purpose of delivering food or materials ordered by an installation resident, business or activity.

(6) Procedures

(a) Sponsors must provide advance notice to PMO/MCPD when expecting visitors/guests. Visitors arriving without prior notice must provide a telephone number to contact the sponsor. Call-in sponsorship will be phoned from an installation phone number. Call-in sponsorship from a cell phone number will not be accepted. Inability to contact the sponsor may result in denial of access to the installation.

(b) Sponsors expecting guests will provide their name, telephone number, their guest's name, expected time of arrival, and the guest's destination. Upon the guest's arrival, personnel will verify their identification, issue a temporary pass, log in vehicle information, and allow them to proceed to their destination after verification with the sponsor. Retired and reserve military and their dependents must sponsor their guests aboard the installation in person. Sponsors must meet guests under 18 in person and register them at the visitor center.

Section 16600 - Weapons Registration

16601. Purpose. This section establishes procedures for registering weapons aboard Marine Corps installations.

16602. Policy

1. This section applies to all weapons aboard Marine Corps installations, including firearms, BB guns, crossbows and arrows, fireworks, and explosives.

2. Nothing in this section modifies Article 1271 of reference (f) or other directives concerning the arming of military personnel. Military personnel will follow orders and instructions issued by their commanders. Civilian personnel may be armed with military-issued or purchased weapons when required by their duties and not prohibited by other regulations. In these cases, notify the installation commander in writing of the identity of the individual, weapons involved, conditions under which they may be carried, and security precautions.

3. Privately Owned Weapons

a. Authorized Holders. Military personnel, U.S. Government civilian employees and their dependents residing aboard the installation and civil police officials in the performance of their duties are permitted to possess weapons aboard the installation, subject to the regulations below. Other civilians are not permitted to carry, possess, or store weapons aboard the installation unless they are issued military weapons for the performance of their duties or are involved in authorized recreational or team shooting.

b. As of September 13, 2004, the provisions of reference (av) covering semiautomatic assault weapons and large capacity ammunition feeding devices are no longer in effect. The regulations implementing these provisions also are no longer in effect.

(1) Expiration of the federal law will not change any provisions of state law or local ordinances. Questions concerning state assault weapons restrictions should be referred to state and local authorities.

(2) Specifically, there is no longer a federal prohibition on the manufacture, transfer, and possession of

semiautomatic assault weapons and large capacity ammunition feeding devices.

(3) There are no longer any marking requirements for semiautomatic assault weapons and large capacity ammunition feeding devices. Existing markings on firearms and magazines relating to law enforcement or government use may be disregarded.

(4) There is no longer any federal requirement for federal firearms licensees to obtain certain documentation before transferring semiautomatic assault weapons and large capacity ammunition feeding devices to government agencies or law enforcement officers. However, any records obtained prior to 13 September 1994, pertaining to the sale or transfer of semiautomatic assault weapons must still be retained for a period of five years. See reference (aw). Moreover, records of importation and manufacture must be maintained permanently and licensees must maintain all other acquisition and disposition records for 20 years.

(5) Licensees who provided letters of future intent to sell semiautomatic assault weapons and large capacity ammunition feeding devices to law enforcement agencies and other qualified customers are no longer obligated to comply with such letters.

(6) Anyone who illegally possessed, manufactured, or transferred semiautomatic assault weapons or large capacity ammunition feeding devices before the bans sunset still have violated the law since their possession, manufacture, or transfer was illegal at the time

c. Youth Handgun Safety. Federal regulations:

(1) Prohibit adults from selling, delivering, or transferring handguns or handgun ammunition to juveniles (defined as people less than 18 years of age).

(2) Prohibit juveniles from knowingly possessing handguns or handgun ammunition.

(3) Contain a long list of exceptions (e.g., if a handgun is needed in employment, use under the personal supervision of an adult, if the juvenile has received permission of a parent or legal guardian, etc.).

d. Domestic Violence. Reference (bg) makes it a felony for anyone convicted of a "misdemeanor crime of domestic violence" to ship, transport, possess, or receive firearms or ammunition. It also makes it a felony for anyone to sell or otherwise dispose of a firearm to any person they know or have reasonable cause to believe has such a conviction. The law applies to anyone who has a conviction for a "misdemeanor crime of domestic violence" regardless of when the conviction occurred. There is no exemption for military personnel or for military issued weapons. Major military weapons systems (aircraft, missiles, tanks, etc.) and crew served weapons and ammunition are excluded from the definition of "firearms".

e. Armor Piercing Ammunition. Federal regulations expand the definition of armor piercing ammunition to include a full jacketed projectile larger than .22 caliber, designed and intended for use in a handgun, and whose jacket has a weight of more than 25% of the total weight of the projectile.

f. Storage of Privately Owned Weapons. Residents of family housing may store weapons in their quarters if they are registered with PMO/MCPD this policy. If the quarters will be vacant for more than one week, firearms should be stored in unit armories, bank safe deposit boxes or other safe locations. Officers and SNCOs may store personal weapons in their unaccompanied quarters only in locked gun cases purchased at their own expense. Enlisted personnel residing in bachelor quarters must store weapons in their unit armory.

16603. Procedures

1. Registration shall occur at PMO/MCPD. Weapons requiring registration:

a. All privately owned firearms brought onto or stored aboard the installation, including inside unit armories and arms rooms.

b. Underwater spear guns, air pistols and rifles, compressed gas pistols and rifles that fire pellets, BBs, or darts. Hawaiian sling type spears need not be registered.

c. Crossbows and bolts.

2. Prohibited Weapons

a. The NFA, FFA, and state laws prohibit certain weapons and accessories. Prohibited items include semiautomatic rifles and shotguns with barrels shorter than 18 inches; weapons made from shotguns or rifles, if the overall length is less than 26 inches; machine guns or automatic weapons; firearms with bores over 1/2 inch; sound suppressers or silencers for any firearm; assault pistols; and detachable pistol magazines or cartridges with a capacity of more than ten rounds. The following list provides prohibited assault weapons:

- (1) Norinco, Mitchell, and Poly Technologies AKs.
- (2) Action Arms Israeli Military Industries UZI and Galil.
- (3) Beretta AR-70 (SC-70).
- (4) Colt AR-15.
- (5) Fabrique National FN/FA1, FN/LAR, and FNC.
- (6) SWD M-10, M-11, M-11/9, and M-12.
- (7) Steyr AUG.
- (8) Intratec TEC-9, TEC-DC9 and TEC-22.
- (9) Street Sweeper, Striker 12, USAS-12.

b. Other Prohibited Weapons. Devices that project noxious gas or dangerous flames, explosives, nunchukas, blackjacks, slug shots, metal knuckles, and other similar dangerous or deadly weapons are prohibited.

3. The Support Services Officer shall ensure weapons are registered per this section, reference (ai), and local directives.

4. Personnel conducting weapons registration shall:

a. Review ownership documentation and verify the weapon serial number. Proof of registration with the state or county must be shown if required by the state or county. A statement of approval from the service member's commanding officer must be

completed before installation registration if the weapon will be stored in a unit armory or arms room.

b. Ensure the weapon is authorized. If the weapon is not authorized aboard the installation, seize the weapon and make notification of the incident immediately to the Dispatch/Communications Center.

c. Conduct a NCIC or CLEOC/DONCJIS check to ensure the person is authorized to possess a firearm. If the person is not authorized, seize the weapon and make notification of the incident immediately to the Dispatch/Communications Center.

d. Enter the weapon information, owner information, and where the firearm is being stored, into CLEOC/DONCJIS.

e. After the information has been entered in the system, print out a copy of the registration, and the individual will sign and date both copies.

f. Give the individual the top half of the registration form.

g. File the registration form.

5. Prior to responding to quarters, MPs/police officers should be notified if any weapons are registered at said quarters.

Section 16700 - Vehicle Towing/Impoundment

16701. Purpose. This section establishes procedures for vehicle towing and impoundment aboard Marine Corps installations.

16702. Policy

1. The towing and impoundment of privately owned vehicles is regulated by reference (af). Due to the cost associated with the disposal of vehicles through the Defense Reutilization and Marketing Office (DRMO), contracted services are the most cost effective and the preferred method of disposal in the U.S.

2. The PMO/MCPD will implement an impound record system that contains the date/time of impoundment, description of vehicle, VIN, license/installation decal number and final disposition, to include the date and to whom it was released.

3. All vehicles impounded shall be visually accounted for by a PMO/MCPD representative at least monthly, regardless of whether the vehicles are in the custody of a contract wrecker service or the installation impound lot. The results will be documented in the impound record system.

16703. Definitions

1. Abandoned Vehicle. A vehicle is considered abandoned when the owner voluntarily relinquishes possession with the intention of terminating ownership, but without vesting ownership to any other person. A vehicle left unattended for an extended period of time, without notification to the PMO/MCPD will be considered abandoned, even if it is not the intent of the owner to relinquish possession.

2. Derelict Vehicle. A vehicle is considered derelict when the owner voluntarily allows mandated insurance or registration requirements to expire, or brings a vehicle aboard the installation without authority.

3. Illegally Parked Vehicles. The following define illegally parked vehicles per reference (af):

a. Parked in violation of regulations, orders, or directives of the organization responsible for that area.

b. Parked unattended along a roadway, unless specifically authorized by the PM/PC.

c. Rendered unsafe or inoperative as a result of dismantling, mechanical failure, or a traffic accident.

d. Was driven or towed aboard in violation of any access regulation.

e. Is not properly registered, has an expired visitors pass, or is not properly licensed, per state law.

f. Owner has no insurance.

g. Owner has been apprehended for DUI or driving on revocation or suspension.

4. Impound. Impound occurs when MPs/police officers or PMO/MCPD civilian employees seize, transport, hold in legal custody, and inventory any object, such as a vehicle.

5. Removal. Transferring a vehicle on the installation to a commercial storage facility or elsewhere off the installation, at the direction of the PM/PC, his representative, or according to regulations/directives.

6. Inventory. Search of a vehicle to identify and record the condition of the vehicle and catalogue its contents. After a vehicle's condition is noted and its contents are catalogued, PMO/MCPD shall release all U.S. Government property to the registered owner's command or retain it for disposition.

7. Release to Government (RTG) Vehicle. A vehicle for which the owner voluntarily relinquishes all rights to the U.S. Government.

8. Property Disposal Board. A board consisting of one or more commissioned or noncommissioned officers or civilians appointed in writing by the installation commander or PM/PC. This board convenes, as appropriate, to evaluate the vehicle impound process. The board reviews impound records to ensure compliance with reference (ax) and recommends final disposition for each vehicle.

16704. Procedures

1. Responsibilities

a. The Support Services Officer is responsible for the impound and towing of vehicles per references (af) and (ax).

b. The Impound Clerk is responsible to the Support Services Officer for the impound and towing of vehicles per references (af) and (ax), and this section.

2. Impound/Disposal

a. PMO/MCPD shall impound and dispose of abandoned vehicles and store them in a designated area (hereafter referred to as the impound lot) until released, per reference (ax).

b. After identifying vehicles as abandoned and/or derelict, MPs/police officers shall:

(1) Complete DD Form 2504, Abandoned Vehicle Notice (AVN), and DD Form 1408, U.S. Armed Forces Traffic Ticket for applicable violations.

(2) Query the NCIC, NLETS and/or CLEOC/DONCJIS databases. Attach the readout(s) to the AVN and deliver to the Impound Clerk.

c. Upon receipt of the AVN with readout(s), the Impound Clerk shall:

(1) Verify the location of the vehicle and place an Abandoned Vehicle Warning (AVW) decal on the vehicle windshield.

(2) Attempt to contact the vehicle owner and/or vehicle owner's command to correct the vehicle's deficiencies.

(3) Wait 72 hours before towing the vehicle.

(4) Coordinate with the installation Motor Transportation Department or contract wrecker service to identify vehicles for tow.

d. The Impound Clerk shall complete the following steps after impounding the vehicle:

(1) Immediately inventory the vehicle's contents. Record the results, to include the overall condition of the vehicle using DD Form 2506, Vehicle Impoundment Report.

(2) Write the case control number on the windshield with a grease pencil. Additionally, if the vehicle is to be RTG by the registered owner annotate "RTG" on the windshield.

(3) Recover U.S. Government property (for example, 782 gear, weapon magazines, etc.) for turnover to installation Property Office, the individual's command, or the owner.

(4) Inventory and secure any and all personal property within the vehicle. The vehicle is considered secured when the windows are rolled up and the doors are locked.

(5) Prepare and send as appropriate DD Form 2707, Notice of Abandoned Vehicle, to the last known registered owner of the vehicle, via registered mail, within five days after vehicle is impounded.

(6) Coordinate with the vehicle owner to remove the vehicle from the impound lot. Vehicles must comply with state laws and installation regulations regarding registration, safety inspection, and insurance before leaving the impound lot. The vehicle owner may use a civilian wrecker to tow the vehicle off the installation if the vehicle is not in compliance with the above requirements.

(7) Dispose of vehicles as directed by the PM/PC per references (af) and (ax). Disposition is normally based upon the property disposal board recommendations, 45 days after the registered owner has been notified. After unsuccessful efforts to determine the owner, dispose of an abandoned/derelict vehicle without delay if the fair market value is \$300.00 or less based on a market assessment, Kelly Blue Book value, National Automobile Dealers Association (NADA) value, etc. Dispose of RTG vehicles immediately.

(8) Prepare Shipment Receipt/Delivery Pass (DLA Form 1367) listing all the vehicles for disposal. The contractor (based on contract installation has with company to tow vehicles from the installation) shall sign the form upon receipt of the vehicles and take vehicles "as is". He shall not drain fluids or remove parts from the vehicle. The Impound Clerk shall monitor the removal of vehicles from the impound lot ensuring only authorized vehicles are released to the contractor.

(9) Complete an IR to reflect the total number of vehicles impounded/disposed of each day.

3. Illegally parked vehicles may be towed after the 72 hour waiting period. The waiting period is waived and the vehicle may be towed immediately by a civilian wrecker service when the:

a. Vehicle is a traffic hazard (e.g., vehicle broken down and left in the roadway).

b. Vehicle is disabled in an accident.

c. Owner has been apprehended for Driving Under the Influence, or when driving on state suspension/revocation. A MP/police officer shall scrape the decal if the owner has no dependents qualified to drive the vehicle, and inform the owner that the vehicle must be removed from the installation within 24 hours. If the vehicle has no insurance, a MP/police officer shall scrape the number decals and immediately escort the vehicle off the installation.

4. Evidence

a. Vehicles may be impounded by PMO/MCPD, CID, Investigations Branch, or NCIS as evidence, if involved in the commission of a crime, to include stolen vehicles.

b. The MP/police officer or criminal investigator shall:

(1) Conduct an inventory and document discrepancies and note results on DD Form 2506, Vehicle Impoundment Report.

(2) Complete a chain of custody and turn it into the Evidence Custodian per policies 12000 and 12100.

c. The Evidence Custodian is responsible for the final disposition of the vehicle.

5. Boats. Boats will be processed in the same manner as vehicles. If a boat is not claimed after all diligent efforts to locate the owner, the Impound Clerk shall:

a. Coordinate with the installation Motor Transportation Department to have the boat transported to the DRMO.

b. Prepare DOD Single Line Item Release/Receipt Document.

c. Escort the boat to DRMO and release it to the appropriate authorities.

6. Administration. The Impound Clerk shall:

a. Start a case file with an individual case control number for each impounded vehicle. The case file will include:

- (1) The Abandoned Vehicle Notice, DD Form 2504.
- (2) The Vehicle Impoundment Report, DD Form 2506.
- (3) The Notice of Abandoned Vehicle, if returned undelivered.
- (4) Notes reflecting important times and dates, i.e., attempts to contact last registered owner, notifications with parent organization/unit, impound date, date letter sent to owner, disposal date, etc.
- (5) Any other documents associated with the vehicle or case file.

b. Maintain a computer database to monitor the processing of abandoned or derelict vehicles. (Update the database daily if vehicles impounded and weekly otherwise).

- (1) Enter pertinent information into the computer upon opening a case.
- (2) Generate a letter to the owner using the database.
- (3) Compile a roster of vehicles in the impound lot and the projected date of release.

c. Inspect and inventory the impound lot every Monday or Tues if Monday is a holiday.

d. Establish a filing system to monitor open cases.

7. Special Requests for Impoundment. Commanding officers may request the PM/PC remove and store:

a. Vehicles that have evidentiary value, i.e., stolen, or contain fruits of a crime.

b. Abandoned or derelict vehicles.

8. Security Measures

- a. Individuals may enter the impound lot only when accompanied by the Impound Clerk or his direct supervisor.
- b. The Impound Clerk shall keep the grass cut inside and surrounding the exterior of the impound lot perimeter fence.
- c. The Impound Clerk shall inspect the impound lot perimeter fence once a week to ensure the fence fabric is intact and there are no signs of illegal entry.
- d. Contract facilities used as impound lots will also be inspected once a week for security purposes and to ensure compliance with the regulations. Facilities that fail to maintain appropriate security or are not in compliance with the regulations will be warned, and if they continue to be in noncompliance, removed from the authorized contractor list.

Chapter 17

Training and Career Development

Section 17000 - Training Management and Documentation

17001. Purpose. This section establishes procedures for MP/police officer and security personnel training aboard Marine Corps installations.

17002. Policy

1. Formal schooling is the foundation on which unit level training must build upon. Marines will attend military occupational specialty (MOS) school prior to arriving at their first duty assignment. Civilian police officers will attend and must successfully complete the Marine Corps Police Academy within nine months of hire as a civilian police/law enforcement officer. Civilian police/law enforcement officers may be required to complete the Marine Corps Civilian Police On-The-Job Training Pre-Service Course. See appendices C and D for additional Marine Corps Police Academy and Marine Corps Civilian Police On-The-Job Training Pre-Service Course information.

2. Marine Corps Police Academy/Marine Corps Civilian Police On-The-Job Training Pre-Service Course

a. All Marine Corps civilian police officers (0083) and law enforcement officers must complete the 8-week Marine Corps Civilian Police Academy (MCPA). The Marine Corps Civilian Police On-The-Job Training Pre-Service Course is designed to provide initial pre-service training to those personnel awaiting training in the MCPA. After completing the Marine Corps Civilian Police On-The-Job Training Pre-Service Course, those personnel may be assigned on-the-job training (OJT) in armed law enforcement positions with another qualified civilian police officer who has completed the MCPA or a MP. All objectives and training standards for the Marine Corps Civilian Police On-The-Job Training Pre-Service Course are adopted from the MCPA. Prior to being assigned armed law enforcement duties, Marine Corps civilian police/law enforcement officers must either successfully complete the pre-service course or the 9-week MCPA.

b. Marine Corps Civilian Police On-The-Job Training Pre-Service Course is optional for a command and is provided as a tool for Commanders to best utilize civilian personnel awaiting initial training in the MCPA. This course is neither a prerequisite nor a substitute for the MCPA. If assigned to

attend the Marine Corps Civilian Police On-The-Job Training Pre-Service Course, civilian police and law enforcement officers are required to successfully complete the course as a condition of employment.

c. These courses are taught at multiple sites, military and contractor, in support of Marine Corps requirements. These are high-risk courses of instruction that include Oleoresin Capsicum (OC spray) training and live fire. All DOD/Marine Corps directives/orders concerning small arms safety and range procedures shall be strictly adhered to in conducting this course.

d. Recommended site-specific changes to these courses of instruction, described in appendices C and D, shall be forwarded to CMC (PS) for approval prior to implementation.

3. PMs/CPs shall develop training programs that maintain and enhance individual competence. To further that goal, annual training plans and monthly training schedules specifically outlining the organizational mission oriented training requirements will be published. Training plans will be tailored to meet the specific needs of the installation while complying with the requirements of reference (x), CMC mandated training, and state/host nation laws.

17003. Procedures

1. Minimum Standards. Within 90 days of being assigned to police or security duties, personnel will receive appropriate orientation training as directed by the PM/PC. In addition to this orientation training, the annual training plan will include the following minimum requirements from reference (x):

a. Weapons Training

(1) Annual pistol qualification/re-qualification. See reference (bu) for annual Marine requirements and paragraph 17003.2a below for annual civilian police officer/security personnel requirements.

(2) MPs/civilian police officers and security personnel fire weapons quarterly in various conditions (day, low light, stress, etc.). See paragraphs 17003.2b and 17003.2c below for requirements.

(3) Annual shotgun qualification/re-qualification. See paragraph 17003.2d below for requirements.

b. Use of force training and testing annually, or more frequently if required by local instructions/standard operating procedures. See chapter 6 and reference (ac) for more use of force information.

c. Cardiopulmonary resuscitation (CPR)/first responder/community first aid/Automated External Defibrillator (AED) shall be conducted annually, or as required by the certifying agency.

d. Side-handle baton, or expandable baton, sustainment training.

e. Radar operators will receive training and maintain certification in accordance with state requirements.

f. Breath testing equipment operators will receive training and maintain certification in accordance with state requirements.

g. Personnel carrying chemical or Oleoresin Capsicum (OC) spray devices will be trained and certified per section 6200.

h. Defensive tactics and physical restraint techniques (handcuffing, pressure point control techniques, etc.).

i. Legal aspects of law enforcement.

j. Instructors will be scheduled for recertification as required.

2. Weapons Courses of Fire

a. Civilian Police Officer Handgun Qualification Course. Figure 17-1 provides the course of fire. Individuals may have up to three consecutive attempts to qualify. Once a person qualifies, no more attempts are authorized.

(1) Range: 3 yards - 15 yards.

(2) Ammo: 48 rounds 9mm (4 magazines of 6 rounds each, 2 magazines of 12 rounds each).

(3) Targets: Transition Target II or B-21 or Transition Target I for 15 yd sequence.

(4) All shots are fired at center mass. Initial shot of each sequence of fire shall be fired double action, with all

subsequent shots fired singled action. Prior to holstering, the weapon will be de-cocked and the safety engaged.

Yard Line	Rounds	Sequence	Remarks
3	12	Draw & fire 2 rds/4 sec Draw & fire 2 rds/4 sec Draw & fire 2 rds, reload 6 rds & fire 2 rds/10 sec Draw & fire 4 rds/8 sec	Strong hand supported " " " " " " 2 rds strong hand, 2 rds weak hand supported
7	12	Draw & fire 2 rds/4 sec Draw & fire 2 rds/4 sec Draw & fire 2 rds, reload 6 rds & fire 2 rds/10 sec Draw & fire 4 rds/8 sec	Strong hand supported " " " " " " 2 rds strong hand, 2 rds weak hand supported
15	24	Draw & fire 2 rds/4 sec Draw & fire 2 rds/4 sec Draw & fire 4 rds, 8 sec Draw & fire 4 rds, reload, fire 4 rds/20 sec Kneel, draw & fire 8 rds/20 sec	Strong hand supported " " " " " " " " " Strong hand supported kneeling

Figure 17-1.--Civilian Police Officer Handgun Qualification Course

(5) Scoring. Use "K" values on B-21 target or the regular printed values on Transtar I or II. If grease mark of the bullet (not the tear caused by bullet) is located in two scoring areas or touches the outside of a higher scoring ring, the higher value shall be counted.

(a) Possible: 240.

(b) Expert: 228 - 240.

(c) Sharpshooter: 204 - 227.

(d) Marksman: 180 - 203.

(e) Minimum qualifying score: 180.

(f) Sustainment: 36 hits in scoring area (silhouette) of target.

b. MP/Civilian Police Officer Handgun Lowlight Course. Figure 17-2 provides the course of fire. Individuals may have up to three consecutive attempts to qualify. Once a person qualifies, no more attempts are authorized.

(1) Range: 3 yds - 15 yds (If no 15-yard range is available, a mobile range of 10 yards may be used with last stage of fire at 10 yards).

(2) Ammo: 18 rounds 9mm (3 magazines of 6 rounds each).

(3) Targets: "E" Silhouette Target, B-21 or Transition Target II.

(4) All shots are fired at center mass. Initial shot of each sequence of fire shall be fired double action, with all subsequent shots fired singled action. Prior to holstering, the weapon will be de-cocked and the safety engaged.

(5) Flashlight Technique. Required to use the Ayooob method with flashlight held in non-firing hand in front of the body, immediately next to and touching the firing hand. The flashlight should be used judiciously and only for target identification immediately prior to shooting. After firing, the light should be extinguished immediately. The shooter must be able to load, unload, and clear the weapon by feel during this course of fire.

Yard Line	Rounds	Sequence	Remarks
3	6	From ready, 2 rds/3 sec From ready, 2 rds/3 sec From ready, 2 rds/3 sec	Minimal ambient light
7	6	From ready, 2 rds/3 sec From ready, 2 rds/3 sec From ready, 2 rds/3 sec	Flashlight
15	6	From ready, 2 rds/3 sec From ready, 2 rds/3 sec From ready, 2 rds/3 sec	Vehicle or improvised light such as vehicle code lights

Figure 17-2.--MP/Civilian Police Officer Handgun Lowlight Course

(6) Code lights may be used. If used, vehicle/improvised/code lights should be to the rear of the 15 yard line in order to create a silhouette on the target.

(7) Scoring. Scoring is completed by counting the number of hits within the silhouette of the target.

(a) Possible: 18.

(b) Minimum qualifying: 12.

c. MP/Civilian Police Officer Handgun Practical Weapons Course. See Figure 17-3 for the course of fire. Individuals may have up to three consecutive attempts to qualify. Once a person qualifies, no more attempts are authorized.

(1) Range: 7 yards - 25 yards.

(2) Ammo: 18 rounds 9mm (3 magazines of 6 rounds each).

(3) Targets: "E" Silhouette Target, B-21 or Transition Target II.

(4) Time limit: 3 minutes.

(5) Notes. The shooter is issued a clear weapon and ammunition. On command, the shooter loads and makes ready a Condition 1 weapon, and holsters it. The shooter then begins physical activity designed to elevate the heart rate prior to beginning the course of fire. Great care should be taken to not exhaust personnel to the point of being unsafe during the course of fire. Running in place for two minutes with the weapon holstered and restrained is suggested. This is done at the 25-yard ready line. All shots are fired at center mass. The initial shot of each sequence of fire shall be fired double action, with all subsequent shots fired singled action. Prior to holstering, the weapon will be de-cocked and the safety engaged. Shooter will keep hand on weapon in holster while moving to next station. Instructors must ensure that shooters draw their weapons only when they have completely stopped at the firing position, and they are facing the targets.

(6) Target Engagement. Three targets are posted and numbered 1 to 3 from left to right. Engagement of targets shall be tactically correct and consistent with proper use of cover and concealment. Right-handed shooters will come out from cover on right side and engage target #3 first. Shooter would continue four round sequence by engaging targets 2 then 1 and 3

again. Left-handed shooters shall engage target #1 first from barricaded position. Firing stations are as follows:

(a) Station 1: 25 yards, 2 rounds, target 1, tall barricade, standing.

(b) Station 2: 20 yards, 4 rounds, targets 3-2-1-3 (left-handed 1-2-3-1), low barricade, prone.

(c) Station 3: 15 yards, 4 rounds, targets 1-2-3-1, window barricade, standing.

(d) Station 4: 10 yards, 4 rounds, targets 3-2-1-3 (left-handed 1-2-3-1), short barricade, kneeling.

(e) Station 5: 7 yards, 4 rounds, targets 1-2-3-1, no barricade, standing.

Yard Line	Rounds	Sequence	Remarks
25	2	Draw & fire 2 rds, holster	Standing barricade, Standing position
20	4	Draw & fire 4 rds, reload 6 rds, & holster	Low barricade, Prone position
15	4	Draw & fire 4 rds, holster	Standing Window Barricade, Standing position
10	4	Draw & fire 2 rds, reload 6 rds, fire 2 rds, holster	Short Barricade, Kneeling Position
7	4	Draw & fire 4 rds, clear weapon, time limit 3 min	No Barricade Standing Position

Figure 17-3.--MP/Civilian Police Officer Handgun Practical Weapons Course

(7) Scoring. Scoring is completed by counting the number of hits within the silhouette of the target.

(a) Possible: 18.

(b) Minimum Qualifying: 12.

d. MP/Police Officer Shotgun Practical Weapons Course

(1) Range: 25 yards - 10 yards.

(2) Ammo: 18 rounds 00 buck.

(3) Time limit: 3 minutes.

(4) Targets: "E" Silhouette Target, B-21 or Transition Target II.

(5) Notes. The shooter then begins physical activity designed to elevate the heart rate prior to beginning the course of fire. Great care should be taken to not exhaust personnel to the point of being unsafe during the course of fire. After physical activity, the shooter is issued clear weapon and ammunition. Running in place for two minutes is suggested. This is done at the 25-yard Ready Line. All shots are fired at center mass. The shooter shall remove his or her finger from the trigger guard and place the weapon on SAFE prior to loading and moving to the next firing station. Shooters shall not move from one position/station to the next with a Condition 1 weapon. Instructors must ensure that the shooter moves between firing positions with a Condition 3 or a clear weapon only.

Yard Line	Rounds	Sequence	Remarks
25	5	Combat load 5 rds, fire 5 rds, patrol load 4 rds	Standing barricade, Standing shoulder position
20	4	Fire 4 rds, patrol load 4 rds	Low barricade, Kneeling position
15	4	Fire 4 rds, patrol load 3 rds.	No barricade Standing shoulder position
10	5	Fire 3 rds, combat load 2 rds, fire 2 rds, clear weapon.	No barricade Standing underarm (hip) position

Figure 17-4.--MP/Police Officer Shotgun Practical Weapons Course

(6) Target engagement. Three targets are posted and numbered 1 to 3 from left to right. Engagement of targets shall be as directed at each station. Firing stations are as follows:

- (a) Station 1: 25 yards, tall barricade, standing.
- (b) Station 2: 20 yards, low barricade, kneeling.
- (c) Station 3: 15 yards, no barricade, standing.

(d) Station 4: 10 yards, no barricade, standing.

(7) Scoring. Scoring is completed by counting the number of hits within the silhouette of each target.

(a) Possible: 162.

(b) Minimum Qualifying: 90 (MUST score 30 pellet hits per target).

(8) For commands using slug ammunition, the following stage of fire must be fired in addition to Shotgun Practical Weapon Course.

(a) 25-yard line: Shotgun Slug Familiarization Clear weapon and 6 rounds of 12 gauge slugs.

(b) Targets: "E" Silhouette Target, B-21 or Transition Target II.

3. Training Methods. The PC/PM shall tailor training programs to best meet the needs of PMO/MCPD. Acceptable training methods include, but are not limited to, formal classroom, computer based training, roll call, on-the-job (OJT), Field Training Officer, etc.

4. Training Documentation

a. All of the training listed in this section will be documented in the individual MP's/police officer's or security personnel's training file immediately following its completion. Training files may be either hard copy or computerized. Training files will transfer with the individual Marine upon reassignment and will be maintained by the gaining unit. Civilian training files will remain with the PMO/MCPD unless an individual is reassigned to another PMO/MCPD. Training records will be maintained on any Marine that leaves active duty or civilian that leaves U.S. Government service for a period of two years.

b. All annual training plans, monthly training schedules, class rosters, critiques, tests, etc. will be maintained for two years.

Section 17100 - Occupational Training
and Readiness Standards Overview

17101. Purpose. This section provides an occupational training and readiness standards overview for PMOs/MCPDs.

17102. Policy

1. Fundamental police/law enforcement and security occupational training principles provide PMs/CPs sound and proven direction and are flexible enough to apply to all levels of training. PMs/CPs develop mission essential task lists (METL) to focus training. PMs/CPs shall ensure that the principles listed below are used in the design, development, and implementation of PMO/MCPD training programs in order to focus training on the METL. These principles are:

a. Train as you work and work as you train (realistic training).

b. Standards-based training.

c. Performance-oriented training.

d. Mission-oriented training.

e. Train to sustain proficiency.

f. Train to challenge.

2. Due to the nature of police work, PMO/MCPD personnel must maintain skills, knowledge and abilities (SKA) to a high degree at all times. In-service/sustainment training ensures that tasks are practiced and peak SKA proficiency and readiness are maintained.

17103. Procedures

1. Individuals typically perform tasks as they were done in training. Realistic training, as similar as possible to how the task is performed in a real-world environment, is necessary so that personnel are ready to execute their missions and tasks at all times.

2. PMs/CPs shall use training standards to plan, execute and evaluate training at both the individual and PMO/MCPD levels. Training shall be performance-oriented and standards-based in

order to focus the PMO/MCPD on its METL and maximize training results.

a. Not everything required of individuals can be taught in formal schools. The primary tasks a Marine needs to know to perform successfully in a MOS are published in a Marine Corps Order on the Individual Training Standards System (ITSS). The orders task the formal school with the responsibility of ensuring that all Marines in a particular MOS can perform certain tasks upon graduation from the school and assignment to a unit. The ITS order is not intended to be a list of required training for a particular MOS, it is a resource that PMs/CPs can use to identify individual training requirements that support the unit's mission. Civilian police and security officers also attend formal schools where they are trained to standards. PMOs/MCPDs identify tasks and standards for civilian police and security officers that support the METL. Tasks and standards are used by both school directors and PMs/CPs to establish individual training programs and to measure the effectiveness of the PMO/MCPD training program.

b. Individual training standards (ITSs) establish specific performance objectives. All PMO/MCPD personnel must acquire the skills and knowledge needed to execute their duties. Repetitive practice sustains individual skills; it also develops additional skills needed in the PMO/MCPD. Developing basic individual skills before training in more advanced skills results in better comprehension and more efficient use of training resources.

c. Collective training standards are mission essential task performance standards. The primary purpose of collective training is to develop PMOs/MCPDs that can accomplish their mission essential tasks including emergency response, police and security tasks. Teamwork in contingencies is built upon repetition and coordination of individual and collective skills developed at section, watch, branch, division and department levels. Initial collective training helps leaders and individuals understand how their actions relate to other team members. Subsequent collective training reinforces an individual's and a team's primary mission and tasks. Subsequent training continues until these missions and tasks become instinctive. Once initial collective tasks are learned, leaders then challenge their personnel with carefully planned training events, such as drills and training exercises. This training process further develops an individual's ability to function as a member of a team and to react to a specific threat situation under stressful conditions. Drills develop precision, speed,

and teamwork through repetition of mission-critical tasks that require instinctive reaction.

d. Information gained during training evaluations is used to plan future training. An analysis of the mission and the collective tasks needed to support the mission determines what individual, leader, and collective training should be stressed.

e. Training standards are obviously the benchmark of performance and they can be used to define the training program. At the PMO/MCPD level, training standards should be used to accomplish the following:

(1) Determine individual or team proficiencies and deficiencies. An individual's proficiency can be determined by administering a pretest on each task he/she is expected to perform. To assess a team's proficiency, leaders may conduct drills and training exercises. Information on team proficiency can also be gathered by conducting inspections and analyzing information from previous training reports, including any evaluation reports. Leaders select tasks based on the information gathered from individual or team proficiency/deficiency reports.

(2) Determine instructional settings, methods, and media. The tasks that are selected can be taught in a number of ways. The training standard may identify other resources such as correspondence courses and training aids/devices (for example, Indoor Simulated Marksmanship Trainer (ISMT)) currently available for use in training programs.

(3) After training is completed, the evaluator uses the training standards to ensure that individuals and teams can successfully perform all the required tasks. Individuals and divisions, branches, watches, sections, and teams can be retested following remediation to determine if they mastered the skills on which their performance was evaluated as unsatisfactory. Exercises, drills, and inspections can be used to evaluate teams.

3. Mission-oriented individual and collective training provides individuals with the SKA necessary to execute PMO/MCPD missions and tasks, especially in high stress and high risk situations and incidents.

4. Performance oriented training is a method that is very effect for most individuals. This method requires individuals to perform tasks according to specified behaviors and standards,

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but not necessarily within a specified time. Training schedule times are only a guide; training is conducted until standards are met. Training focus must be on the actual performance of the tasks.

5. In-service/sustainment training is conducted daily, monthly, quarterly and annually, and addresses basic, specialized and advanced SKA. In-service/sustainment training ensures that tasks are practiced and peak proficiency/readiness is maintained. During in-service/sustainment training, leaders may raise the level of realism until the quality, speed, stress, and environment come as close as possible to actual emergency conditions. Collective training in this stage of practice is more efficient and effective if individual branches, watches, sections and teams have already achieved proficiency through earlier practice.

6. Leaders can challenge their personnel with carefully planned training events. These events should realistically duplicate the stressful, unpredictable, high-pressure environment of actual high risk incidents and situations. These events can include continuous operations over extended periods of time and the loss of leaders through simulated casualties. Evaluation teams and staffs are used to gather information during these simulated events in order to plan future training.

Section 17200 - Law Enforcement Career Development

17201. Purpose. This section defines the career development program that is designed to improve the skills, knowledge and abilities (SKA) of all personnel in order to successfully meet PMO/MCPD tasks and objectives.

17202. Policy

1. The ability of the PMO/MCPD to meet current and long-range goals efficiently and effectively is largely dependent upon the SKA of its personnel. Therefore, PMOs/MCPDs will provide counseling, training and professional development assistance to members in choosing, preparing, and progressing in job assignments and job specialties that will promote production, efficiency and effectiveness in job performance and improve the overall level of job satisfaction.

2. This section is designed to help individuals improve and assist the organization in accomplishing organizational goals. This program is intended to augment Human Resource initiatives/programs and Marine Career Counseling. Development of and improvement of SKAs for individuals is intended to assist in career progression, and augments training per sections 17000 and 17100.

17203. Procedures

1. Career Development Program Overview. The PMO/MCPD career development program is based on career counseling and in-service/sustainment training. Sections 17000 and 17100 provide more information on training.

a. Career counseling offers guidance to individuals for choosing, preparing for, and progressing in job assignments and serves to identify:

(1) The SKA of each individual relative to present and future billet/job assignments.

(2) In-service/sustainment training requirements.

(3) The extent to which training fulfills the individual and department's expectations and needs.

b. In-service/sustainment training shall:

(1) Maintain and enhance individual SKAs needed to perform the duties and responsibilities of assigned jobs and stimulate interest or professional skills in specialized assignments.

(2) Provide advanced levels of instruction for specialized assignments and enhance an individual's overall potential for upward mobility and job satisfaction.

2. The PM/PC shall appoint an administrator of the career development program who will be responsible for ensuring that the program meets organizational requirements and goals. For PMOs this should normally be the Provost Sergeant for enlisted personnel and the PM or Deputy PM for officers. Marines will also work with the battalion Career Planner for Marine Corps issues. For MCPDs, the PC shall appoint someone (such as a Deputy Chief, Operations Officer or Support Services Officer) as the program administrator. The program administrator shall evaluate the career development program annually.

3. The career development program administrator shall:

a. Ensure that all supervisory personnel/leaders receive orientation training necessary to provide career development opportunities to all personnel under their supervision/leadership who wish to take advantage of them. The orientation training shall include information on:

(1) General counseling techniques.

(2) SKA assessment techniques.

(3) Salary, benefits and training opportunities within the department.

(4) Awareness of the cultural background of ethnic groups in the program, when applicable.

(5) Record-keeping requirements and techniques.

(6) Availability of outside resources.

(7) Affirmative action requirements as they relate to providing equal opportunities for self-development and advancement within the department.

b. Ensure that appropriate files and records are maintained to administer and evaluate the program to include, at a minimum, the following:

(1) SKA inventories completed by individuals on an annual basis.

(2) Career specialty and proficiency training records.

(3) Current inventory of resources used in the career development program to include a description of the external and internal training and related resources available, trainers and contact persons.

4. SKA Inventory. The SKA inventory is a key component of the career development program and shall be maintained by the Training Chief/Coordinator. Copies of these documents shall be made available to individuals' supervisors/career counselors.

a. The inventory will be used to identify the formal education, training and capabilities of all newly hired employees, to include:

(1) Educational background.

(2) Training courses completed.

(3) Work experience.

(4) Vocational or other skills.

(5) Foreign languages.

(6) Special interests.

b. The SKA inventory will also be used:

(1) In conjunction with the job analysis data, to assist in establishing agency training requirements.

(2) By supervisors for Marine pro/con marks and fitness reports and employee performance evaluations, to assist career counselors in identifying training and related opportunities for members who need to overcome weaknesses or who wish to pursue career specialties.

(3) To assist in matching individual skills and interests with specialized assignments and job opportunities.

c. The SKA inventory shall also be administered on an annual basis to all individuals to document training received whether department-sanctioned or self-initiated. Individuals are required to supply this information to the Training Chief/Coordinator together with appropriate documentation.

d. A copy of the individual's training record shall be forwarded to each individual on an annual basis for review and verification and maintained per reference (b) SSIC 1510.1 for enlisted personnel, SSIC 1520.1 for officers and 12410.14 for civilian personnel.

5. Career counseling serves to link identified individual career needs, desires and individual skills with available resources that will assist in the attainment of those personal and departmental goals and objectives.

a. In order to adequately provide career counseling services, supervisors/leaders shall be trained to:

(1) Assess the SKAs of individuals.

(2) Determine and update SKAs required by the department for specialized assignments.

(3) Prepare a career planning schedule.

(4) Utilize the resource inventory.

(5) Administer performance evaluation.

(6) Provide feedback and recommendations to the individual.

b. Designated career development counselors shall:

(1) At the time of each eligible individual's annual performance appraisal, conduct an open discussion of the individual's strengths and weaknesses as they relate to current duties and responsibilities.

(2) Determine whether the individual is interested in receiving career counseling as provided herein and provide such counseling as requested or as is appropriate.

(3) Maintain records pertinent to the career counseling component of the career development program.

c. Law enforcement executives shall ensure that all career counseling is conducted in accordance with this section and will provide the following information to the PM/PC or his designee on an annual basis:

(1) The total number of PMO/MCPD individuals who received career counseling during the specified period.

(2) The number of personnel whose career goals tend toward management, leadership/supervision, investigative assignments or specialized assignments.

(3) An assessment of the in-service/sustainment training required by personnel in order to assist them in meeting career goals.

d. Career counseling is not mandatory for civilian employees and individuals who do not wish to receive such counseling shall inform his/her supervisor/leader during the performance appraisal, which will be documented by the supervisor/leader. Marines shall be counseled as required by reference (ba).

6. In-Service/Sustainment Training. PMOs/MCPDs shall include proficiency and career specialty training in the in-service/sustainment training program as an essential component of the career development program. Proficiency training shall provide job-related instruction designed to refresh basic skills and provide additional SKAs necessary to maintain competence in job assignments. Career specialty in-service training shall concentrate on areas of individual interest and specialization consistent with the individual's career goals to enhance upward mobility and/or job satisfaction.

a. Proficiency training shall be scheduled on a periodic basis by the Training Chief/Coordinator.

b. Career specialty training shall be scheduled on an individual basis through supervisors/leaders and the Training Chief/Coordinator prior to or upon assignment to a specialized duty.

c. In-service/sustainment training for supervisors/leaders (sergeants/equivalent and up) shall include, but not be limited to, the following:

(1) Establishing objectives.

- (2) Planning and evaluating organizational performance.
- (3) Decision making.
- (4) Problem identification.
- (5) Fiscal management.
- (6) Organizational behavior.

d. In-service/sustainment skill development training shall be provided to all newly appointed supervisors of civilian personnel. This training shall consist of, but not be limited to, the following:

- (1) Management techniques.
- (2) Labor relations and contracts.
- (3) Grievance procedures.
- (4) Employee relations.

7. Educational Leave/Scheduling Academic Study. When possible, PMOs/MCPDs should grant leave or permissive TAD to Marines/employees for the purpose of undertaking academic or vocational instruction consistent with the career development objectives of the Marine/employee and the needs of the department.

a. Paid leaves of absence or permissive TAD may be approved if they involve attendance at a state or federal academy, workshop or job-related seminar or training for which any tuition or expense would be paid from the PMO/MCPD training budget.

b. PMO/MCPD will consider granting leaves of absence without pay in accordance with established personnel policy for civilian employees who wish to further their education at their own expense.

c. PMs/CPs may exercise discretionary latitude in realigning work schedules of individuals who are pursuing academic or other departmentally authorized career development training so that they may attend classes. Such adjustments may not conflict with procedures for assigning personnel to watch schedules and must be administered equitably.

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8. Professional Affiliation. The Marine Corps recognizes the value of participation by personnel in professional associations and related organizations having goals and objectives compatible with the law enforcement profession. PMO/MCPD encourages personnel to participate in such organizations, recognizing that they are often beneficial to the career development of the individual and the attainment of department goals and objectives. Affiliations of this nature are of three general types:

a. Law enforcement alumni associations composed of graduates of academies or other programs such as the FBI National Academy, the Southern Police Institute or the Northwestern University Traffic Institute.

b. Professional service associations organizations composed of members who share common interests and goals in professional development of the law enforcement profession, such as the International Association of Chiefs of Police.

c. General law enforcement associations composed of members who are eligible to join, by virtue of their law enforcement employee status, such as a state law enforcement officer's association.

Chapter 18

Internal Services

Section 18000 - Arms Room/Ready for Issue Point Procedures

18001. Purpose. This section establishes procedures for PMO/MCPD armories and ready for issue (RFI) arms rooms.

18002. Policy

1. Armories, arms rooms, and RFI arms rooms will be operated in compliance with reference (ai). For the purposes of this section, use of the term arms room applies to all PMO/MCPD armories, arms rooms, and RFI arms rooms. Only security weapons, ammunition and equipment will be stored in the PMO/MCPD arms room. Privately owned firearms may be stored in arms rooms on a temporary basis only when authorized by the PM/PC in writing, and must be separated from government weapons.

2. All arms room transactions will be conducted from behind a locked door.

3. Arms room keys will always be properly secured when not in the possession of an armed individual. Reference (ai) provides policy on lock and key control for arms storage areas.

18003. Definitions

1. Armory. A building, or arms room within a building or ship, meeting the criteria of reference (ai), where firearms and their parts are stored. Armories are normally designated as restricted areas in writing by the installation commander.

2. Arms, Ammunition and Explosives (AA&E). Firearms, weapons, ammunition, munitions, explosives to include simulation kits used to train military working dogs (MWD) or civilian police working dogs (CPWD).

3. Arms, Ammunition and Explosives (AA&E) Officer. The AA&E Officer is an additional duty of the Services Chief and will be appointed in writing by the PM/PC.

4. Arms Room. A room within a building or ship, meeting the criteria of reference (ai), where firearms and their parts are stored.

5. Arms Room Noncommissioned Officer in Charge (NCOIC)/Technician. Normally a Marine designated with MOS 2111, armorer, who has successfully completed the Marine Corps qualifying school. The armorer is the duty expert on weapons, weapons storage, ammunition storage and all policies, procedures and documentation pertaining to the PMO/MCPD arms room. When a MOS 2111 armorer is not available, a MOS 5811 military policeman, usually a NCO, or a civilian arms room technician shall be designated in writing as the PMO/MCPD Arms Room NCOIC or Technician.

6. Arms Room Custodian. The arms room custodian is a MP/police officer appointed in writing by the AA&E Officer, as an individual responsible for the daily accountability, issue and recovery of weapons, ammunition, and equipment stored in PMO/MCPD arms rooms. Arms room custodians shall be appointed for each watch. There maybe more than one arms room custodian per watch. However, the custodian is generally the Desk Sergeant or other assigned MP/police officer.

7. Audit Verification Officer. An additional duty assigned in writing to the PMO/MCPD Physical Security Chief or other individual designated by the PM/PC to verify audits conducted of PMO/MCPD AA&E. AA&E records, to include the Table of Equipment (T/E) and Consolidated Memorandum Receipt (CMR), shall be used in conducting the audit verification.

8. Equipment. PMO/MCPD gear/tools such as hand-held radios, Oleoresin Capsicum (OC) pepper spray, handcuffs, batons, flashlights, hand irons, and any other accountable equipment that may be used in the performance of police duties.

9. Equipment Custody Receipt (ECR) NAVMC 10359. A card used to issue a weapon or equipment when a MP/police officer or security officer has not been assigned a specific weapon and does not have an Ordnance Custody Receipt (OCR).

10. First Echelon Maintenance. All maintenance, checks, and services to be conducted by the individual operator, such as daily cleanings and inspections.

11. Inventory. A physical accounting of AA&E and equipment stored in the PMO/MCPD RFI arms rooms. The accounting is verified against the CMR.

12. Ordnance Custody Receipt (OCR) NAVMC 10520. A card designating a specific weapon and to whom it is assigned. The

OCR is surrendered to an arms room custodian when the weapon is drawn and kept in the PMO/MCPD arms room until the weapon is returned. After the weapon is returned, the OCR is returned to the Marine, police officer or security personnel.

13. Ready-For-Issue (RFI). Storage of a relatively small amount of weapons and ammunition for duty police, security and response forces so that they are available for ready access. Arms rooms are normally designated as restricted areas in writing by the installation commander.

14. Responsible Officer (RO). The RO is normally an additional duty of the Support Services Officer and will be appointed in writing by the PM/PC. The RO's duties are addressed in this section in paragraph 18004.

15. Second Echelon Maintenance. All maintenance, checks, and services to be conducted by a Marine designated with MOS 2111, armorer, who has successfully completed a Marine Corps qualifying school or is a qualified civilian.

16. Site Count. Visual sighting of and site count to attest to the location of AA&E and equipment stored in the PMO/MCPD RFI arms rooms.

17. Weapons. Firearms assigned to PMO/MCPD to include 9mm pistols, shotguns, M-16 rifles, MP5 submachine guns, M-4 carbines, and any other weapons authorized.

18004. Procedures

1. The PM/PC shall ensure compliance with the following criteria for storage, issue and recovery of security weapons and ammunition:

a. Storage

(1) Only GSA approved storage safes will be used for ammunition.

(2) Inventories will be conducted at each change of shift.

(3) The Arms Room NCOIC/Technician and arms room custodians shall be assigned in writing by the PM/PC.

b. Issue

(1) Marines, police officers and security personnel assigned to police or security duties will be armed in accordance with reference (ac).

(2) All weapons and ammunition transactions will be documented on the Memorandum Receipt for Individual Weapons and Accessories (NAVMC 10576).

(3) Upon issue, Marines, police officers and security personnel will relinquish his/her Ordnance Custody Receipt Card (NAVMC 10520).

(4) Weapons will be receipted for at the beginning of each shift.

c. Recovery

(1) All issued weapon(s) and ammunition will be returned to the arms room upon the completion of the shift.

(2) The individual NAVMC 10520 will be returned upon recovery of the weapon and ammunition.

(3) Commanders and PMs/CPs may authorize continuing retention of weapons by investigative personnel. Such authorization will be in writing. When investigative personnel are on leave, TAD or are otherwise in a non duty status, weapons will be returned to the PMO/MCPD arms room.

(4) Unescorted access to armories/arms room will only be granted to personnel authorized in writing by the PM/PC.

2. Storage Procedures. The Arms Room NCOIC/Technician and arms room custodians shall:

a. Store 9MM pistols in a locked safe or rack with the chamber empty, magazine removed, slide forward, and safety selector on fire.

b. Store rifles in a locked safe or in a locked rifle rack with the magazine removed, chamber empty, bolt forward, ejection port cover open, and weapon on semi.

c. Store shotguns in a locked safe or locked rack with the chamber empty, bolt forward, and weapon on safe.

d. Store all ordnance in either wooden loading blocks (primer side down) or labeled metal ammunition containers. Ammunition boxes will be maintained until the ammunition is fired or turned into the Ammunition Storage Point (ASP).

e. Store SRT weapons and equipment in a separate locked area in the arms room. A 5200 series lock will be used to lock the cage. Additionally a serialized seal will be placed on the lock.

f. No privately owned firearms will be stored in the PMO/MCPD arms rooms without prior authorization from the PM/PC and must be stored separately from government weapons. Individual weapons confiscated after duty hours are allowed temporary storage until the individual's unit is notified. A staff noncommissioned officer (SNCO) from the individual's unit must be present and take custody of the weapon(s).

3. Weapon Assignment. The Arms Room NCOIC/Technician and arms room custodians shall assign individual weapons using the memorandum receipt for individual weapons and accessories (NAVMC 10576) as the issue and receipt document. Provide the OCR upon initial issue of the individual weapon.

4. Issue Procedures. The Arms Room NCOIC/Technician and arms room custodians shall:

a. Ensure the individual is authorized to receive a weapon and has not been placed on a "barred from arming" roster.

b. Ensure the individual is listed on the most recent weapons handling authorization lists. PMO/MCPD Training Branch shall provide monthly weapons handling authorization lists based on appropriate firearms qualification and familiarization fire records, and other requirements to be armed (use of force, etc).

c. Ensure the individual is listed on the PMO/MCPD Gear Issue Logbook located within the arms room. If the individual is not listed, add him/her. Complete for each person on the duty roster.

d. Ensure the individual surrenders OCR to the arms room custodian when drawing the individual weapon. Arms room custodians will verify the serial number with the serial number on the individual weapon before issuing the weapon.

e. If an OCR is not presented, properly fill out an ECR.

f. Individuals may also use the Common Access Card (CAC) system. Individuals will slide their CAC card through the reader, electronically recording all information including date, time, and gear issued in the computerized database. The card digitally signs for all weapons and gear issued to Marines, police officers or security personnel.

g. Retrieve the weapon from storage and make the weapon safe by opening the slide mechanism/cylinder, engage the weapon's safety lever, and physically/visually inspect the chamber and magazine well.

h. Issue a safe weapon butt first to the individual drawing the weapon and the appropriate ammunition.

i. Ensure a MP NCO or civilian equivalent or above is present and clears any weapons in accordance with current clearing directives.

j. Document weapons, ammunition, and miscellaneous gear leaving the arms room by serial number on the PMO/MCPD Gear Issue Logbook. Arms room custodians must sign and date the logbook located in the arms room.

5. Recovery Procedures. The Arms Room NCOIC/Technician and arms room custodians shall:

a. Ensure a MP NCO or civilian equivalent or above is present, and visually ensures all weapons are clear and makes any weapon safe prior to being returned to the arms room. The "safe" weapon should be received with the slide/bolt to the rear or cylinder open and the weapon's safety lever on safe (weapon in Condition 4).

b. Ensure the individual returns all ammunition and miscellaneous gear to the arms room custodian. Note it on the PMO/MCPD Gear Issue Logbook before weapons are returned to the arm room.

c. Verify the serial number on the individual weapon with the OCR or the ECR and exchange it for the weapon. Return the weapon to the storage rack with the slide/bolt home, chamber empty, no magazine inserted, and the chamber cover closed or cylinder closed (weapons in Condition 4). Document the exchange on the PMO/MCPD Gear Issue Logbook. Individual will sign the gear logbook upon turn in of all issued gear. Initial the logbook, acknowledging receipt of issued gear.

d. Inventory all blank NAVMC 10576 and OCR forms monthly and keep them in a locked drawer within the armory.

6. Security Procedures. The Arms Room NCOIC/Technician and arms room custodians shall:

a. Ensure that the arms room door is secured at all times. When the arms room is not occupied, a high-security lock will be used to secure the door from the exterior of the door. Utilize the intrusion detection system key pad to secure/access the alarm system.

b. When not in use, the SRT cage, all safes, weapons racks and/or containers will remain locked.

c. Ensure all personnel entering the arms room log in on the access control roster with date, time, name, rank, unit, last four of social security number (SSN), reason for access, and exit time.

d. Ensure admission of personnel not on the access list is granted only when escorted by the arms room custodian.

e. Ensure no more than two persons occupy the arms room during the issue and recovery of any weapons or gear.

f. Conduct all business behind a locked door. Utilize the "peep hole" to identify any and all persons requesting access. The "peep hole" will remain secured at all other times. Issue all weapons, ordnance, and other miscellaneous gear through the issue port/service window, which will remain locked at all other times. Under no circumstances will any weapons, ordnance or equipment be issued through the arms room entry door unless the item is too big to fit through the service window.

g. Remain armed with a holstered weapon at all times while on duty:

(1) Carry the M9 9MM pistol with a loaded magazine (fifteen rounds) in Condition 1. The second magazine is to be loaded with 15 rounds and placed in a magazine pouch.

(2) Follow proper drawing and clearing procedures. No clearing or loading a weapon with ammunition is permitted while inside the arms room.

(3) Follow all rules and regulations pertaining to the use of deadly force (chapter 6 and reference (af)). Maintain a copy of these references within the arms room. All arms room custodians shall become familiar with their contents.

h. Maintain positive control of the keys to the arms room in accordance with physical security key control requirements.

i. Log the exchange of the arms room keys between off-going arms room custodians and on-coming arms room custodians in the key log.

j. Post all clearing barrel procedures.

7. Inventory Control

a. The Arms Room NCIOC/Technician and arms room custodians shall:

(1) Ensure that all weapons, ordnance and other miscellaneous gear are accounted for prior to assuming duty.

(2) Document discrepancies noted while conducting an inventory on the PMO/MCPD arms room Inventory Control Form. Sign and date the form.

(3) In the event a weapon, ordnance, or other miscellaneous gear is not accounted for following a detailed inventory, notify the duty Watch Commander and Support Services Officer immediately.

b. The Support Services Officer shall ensure a disinterested party conducts a monthly inventory of serialized weapons within the arms rooms per reference (ai). Keep a record of each inventory on file per SSIC 5530.1a and 1b as appropriate.

c. In addition to scheduled inventories listed above, an unscheduled inspection shall be conducted quarterly by the Services Chief or other designee. Inspection results will be forwarded to the designated arms room custodian, Arms Room NCOIC/Technician and the Support Services Officer for corrective action.

8. Ordnance Procedures. The Arms Room NCOIC/Technician and arms room custodians shall:

a. During the daily joint inventory site counts, ensure the quantities of all ordnance stored within the arms room, both daily issue and sealed, are properly noted on the Arms Room Inventory Control Form. Immediately bring all discrepancies to the attention of the duty Watch Commander.

b. Every six months, rotate all security ammunition and SRT ammunition with the installation Ammunition Supply Point (ASP), or expend the ammunition for training. Document the change in lot numbers and accounting for every round of ammunition on the Ammunition Log located in the arms room.

c. Ordnance Pick-up

(1) Pick-up training ammunition on the morning of any scheduled training evolution. Expend or return the ammunition to the ASP the same day. Do not store training ammunition in the arms room. Exceptions to this section must be approved by the PM/PC.

(2) Use DD Form 1348 when requisitioning security or training ammunition. Submit ammunition requests to the Ammunition Storage Point a minimum of five working days prior to the actual pick-up date of any requested ammunition.

(3) Once DD Form 1348 is signed by the installation Property Officer, the pink copy will remain at the installation Property Office. The green copy will be retained by the Arms Room NCOIC/Technician and arms room custodians in the file corresponding to the particular ammunition. Hand-carry the remaining copies of the DD Form 1348 to the ASP.

(4) At the requested date and time, authorized personnel will present themselves at the ASP magazine area accompanied by a licensed explosives driver and vehicle, both meeting all the requirements as set forth reference (bk) to pick up the requested ammunition.

(5) Before signing block #22 of DD Form 1348-1, an arms room custodian will ensure the quantity and lot numbers of the ammunition match what is printed on the DD Form 1348-1.

(6) Retain the original DD Form 1348 from ASP. Maintain an ammunition request file arranged by fiscal year.

(7) The designated Range Safety Officer (RSO) will complete an Ammunition Receipt/Expenditure Form after training ammunition is expended. Submit the original Ammunition Receipt/Expenditure Form to Base Property. The Arms Room NCOIC/Technician will file and maintain ammunition expenditure reports per reference (b) SSIC 4440.1a.

d. Ordnance Turn-in

(1) Properly fill out a DD Form 1348-1 ensuring the quantity and lot numbers of the ammunition match the DD Form 1348-1.

(2) Proceed with the DD Form 1348-1 to the installation Property Office to have a serial number assigned to the document.

(3) Proceed to the ASP magazine area with the DD Form 1348-1 and the ammunition accompanied by a licensed explosives driver. The vehicle must meet all the requirements as set forth in reference (bq).

(4) The ammunition technician will match the DD Form 1348-1 with the ammunition before the turn-in is conducted. An ASP authorized person will retain a copy of DD Form 1348-1 after the ammunition is signed for. The Arms Room NCOIC/Technician or an arms room custodian will then return the form to the Supply Chief. Retain the form in the designated fiscal year

(5) For security ammunition, copies 5 and 6 of DD Form 1348-1 turn-in will be maintained in the file corresponding to the appropriate ammunition in the Ordnance Log.

(6) Security ammunition may be used for training ammunition after the six month period. If the security ammunition is expended for training, fill out an Ammunition Receipt/ Expenditure Form. File a copy of the Ammunition Receipt/Expenditure Form with the appropriate ammunition in the Ordnance Log located within the arms room.

(7) Show the decrease of ammunition on NAVMC Form 10774 once the security ammunition is either returned to the ASP or expended for training.

(8) Ensure DD Form 1348, DD Form 1348-1 pick-up, and DD Form 1348-1 turn-in and/or the Ammunition Receipt/Expenditure Form are filed together for each type of ammunition.

9. Maintenance Procedures

a. First echelon maintenance is the responsibility of the individual to whom the weapon or gear is issued. Second echelon maintenance, repairs, limited technical inspections (LTI), and pre fire inspections (PFI), are the responsibility of the arms room NCOIC/Technician. Upon notification of damage or incorrect operation of the weapon, the Arms Room NCOIC/Technician and arms room custodians shall complete required NAVMC 10245, Equipment Repair Order (ERO), maintaining one copy within the PMO/MCPD arms room per reference (b) SSIC 8370.1. Complete required NAVMC 1018, inspection tag and place the tag on the weapon until all maintenance is complete.

b. In the event that a particular individual weapon is identified as irreparable, "CODE-H", or sent in for repair, arms room custodians shall retrieve the individual's OCR, match it with the NAVMC 10576, cut the OCR in half, attach both halves to the corresponding NAVMC 10576, on which he will write in red ink the words "CODE-H". File these forms with the copy of the submitted ERO within the arms room for future use. The Arms Room NCOIC/Technician or an arms room custodian will then issue an unassigned weapon following the procedures previously outlined.

c. The Arms Room NCOIC/Technician, if qualified, or an armorer, shall conduct a weapons pre-fire inspection (PFI) at least one week prior to scheduled marksmanship training. The Arms Room NCOIC/Technician will provide PFI receipts to the appropriate Battalion S-3.

d. The Arms Room NCOIC/Technician, if qualified, or an armorer, shall conduct a weapons LTI and PFI prior to any firing that is not a scheduled marksmanship training for qualification.

e. The Arms Room NCOIC/Technician or an armorer, shall inspect all weapons every 90 days for quarterly scheduled preventive maintenance. Results of this inspection will be provided to the Services Chief upon completion.

f. The weapons will be wiped down (by the MP who is assigned the weapon) with a lightly oiled cloth as part of the daily maintenance and turn-in procedure to deter corrosion.

g. An Arms Room NCOIC/Technician will conduct a bi-weekly cleanliness and function inspection in conjunction with the daily inventory by an arms room custodian.

10. Ammunition Storage. The PMO/MCPD Arms Room NCOIC/Technician will be accountable for all stored ammunition inside the PMO/MCPD arms rooms. This includes the capture of all daily site counts, monthly disinterested party inspections, and all ammunition pickup/return and expenditure reports.

11. Appointments. The Support Services Officer is tasked with appointing the Arms, Ammunition & Explosive (AA&E) Accountability Officer and the AA&E Audit Verification Officers on an annual basis. The PM/PC must sign all appointment letters. Billet descriptions for these positions are in reference (bn). Appointees must be SNCOs or above (or civilian equivalents).

12. Responsibilities

a. The RO has the overall responsibility for the accountability of AA&E and equipment stored in the arms room. The RO will conduct a semi-annual wall-to-wall inventory of AA&E and equipment stored in the arms room. The results of the inventory will be recorded and maintained for two years.

b. The AA&E Officer is responsible for the overall operation of the arms room. The AA&E Officer will appoint the Arms Room NCOIC and Arms Room custodians, and conduct annual screening. The AA&E Officer will ensure the Arms Room NCOIC and Arms Room custodians receive training. The Arms Room NCOIC/Technician and custodians will be designated in writing by the PM/PC. The AA&E Officer will conduct quarterly wall-to-wall inventories of AA&E and equipment stored in the arms room. The results of the inventory will be recorded and maintained for two years.

c. The AA&E Audit Verification Officer is responsible for certifying expenditure reports (NAVMC 11381) once actual firing of ammunition is completed and any unused ammunition has been turned in to the ASP. The AA&E Audit Verification Officer will conduct and document a quarterly audit of PMO/MCPD AA&E accountability procedures. The quarterly audit will be unannounced and randomly conducted during each quarter.

d. The Arms Room NCOIC is a 2111 MOS Marine assigned to PMO/MCPD and appointed by the AA&E Officer. The Arms Room Technician is a civilian employee. The Arms Room NCOIC/Technician will act as the subject matter expert for PMO/MCPD on all matters pertaining to AA&E. The Arms Room NCOIC/Technician is responsible for daily operations of the arms

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room to include but not limited to: accountability, issuance, serviceability, maintenance and cleanliness of weapons. The Arms Room NCOIC/Technician will coordinate with a battalion armory NCOIC, if available, for expertise and training. The Arms Room NCOIC/Technician will ensure that arms room custodians are complying with this section and references (ai), (bk) and (bn).

e. Arms room custodians are Marines or police officers nominated by Operations Division (at least two custodians per watch, usually the Desk Sergeant or other MPs/police officers). Arms room custodians are assigned in writing by the PM/PC to issue and receive AA&E and equipment stored in the arms room. An arms room custodian is authorized to issue/receive AA&E and equipment only while in a duty status. The on-coming custodian will conduct a joint site-count with the off-going custodian. The results of each site-count will be recorded and attested to by the on-duty Watch Commander.

f. The Support Services Officer shall ensure the completion of an annual security survey of the PMO/MCPD arms room.

g. The Physical Security Branch shall conduct annual physical security surveys of the PMO/MCPD arms room.

Section 18100 - Supply

18101. Purpose. This section establishes PMO/MCPD supply procedures.

18102. Policy. Supply is critical for the proper functioning of a PMO/MCPD. A PMO/MCPD must have required supplies, equipment and materiel in order to execute its mission. The PMO/MCPD Supply Branch is responsible for coordinating with the installation Supply Department, Property Office, Fund Administrator, and other departments/offices in the execution of supply duties, conducting self-service organizational purchases, and ordering required supplies, equipment and property as required in support of the PMO/MCPD.

18103. Procedures

1. Requisition. The Supply Branch will make two types of requisitions, system items and open purchase items. Open purchases will be made only after all mandatory Sources of Supply (SOS) have been exhausted. The Supply Branch will consult with the Fund Administrator prior to submitting any requisitions for approval to ensure the budget will support the purchase.

a. The mandatory SOS are:

(1) General Services Administration (GSA). The GSA store carries many of the consumable supplies that will be needed for the day to day running of the PMO/MCPD.

(2) NIB/NISH (Products manufactured by the disabled). Most of the office supplies are produced by NIB/NISH and sold at the GSA store.

(3) UNICOR (Federal Prison Industries). UNICOR produces the furniture utilized by the Marine Corps and is the mandatory SOS for all furniture requirements.

b. System Items. System items have a National Stock Number (NSN) and are procured through the military supply system. This is not always the most expedient means of procurement, but must be utilized for items with a NSN. System items will be requisitioned by filling out a DD Form 1348 hard card and submitted to the installation Requisitioning Office in the Supply Department. The items will normally be received at the Traffic Management Office (TMO). Notification of item arrival

is usually accomplished via telephone. Follow installation procedures for DD Forms 1348.

c. Open Purchases. Open purchase items are items that are not in the military supply system and do not have a NSN. These items are procured in two different ways. The first way is by using a U.S. Government credit card and the second is by a purchase order:

(1) U.S. Government Credit Card. The U.S. Government credit card is used for any purchase that does not exceed \$2,500.00 (micro purchase). Single purchases exceeding \$2,500.00 may not be split into two different purchases to make it fall beneath the limit. The individual making the request, or the Supply Branch, shall fill out the supply request/order form so proper authorization can be obtained prior to the item being purchased. Many of the items required by the PMO/MCPD should be a micro purchase due to the unique nature of the items being requested. There are many sources of police items. Follow installation policy and procedures and reference (bt) for accounting, control, and use of credit cards.

(2) Purchase orders. Purchase orders will be submitted to the installation Property Office/Supply Department on a DD Form 1149. The installation Property Office/Supply Department will forward the request to Purchasing and Contracting for approval and procurement. In most cases a purchase order is utilized when the dollar amount attached to the items exceeds the micro purchase limit; however, a DD Form 1149 may be submitted to the installation Property Office/Supply Department for procurement of micro purchases so installation funds may be utilized instead of PMO/MCPD funds. Follow installation policy and procedures and reference (bt) for the completion and submission of DD Forms 1149.

2. Personnel Support Equipment (PSE). PSE submissions may be requested by the installation Property Office to identify furniture and equipment needs. If the Supply Branch does not receive a request, the Supply Branch should contact the installation Property Office if PSE is needed. The installation Property Office will typically provide the format for requests. Since UNICOR is the mandatory source of supply, look for the furniture that is required or requested at UNICOR.gov. This web site will have a listing and picture of every piece of furniture that UNICOR produces.

3. Defense Reutilization and Marketing Office (DRMO). To turn in equipment that is not installation property for disposal with DRMO, complete a DD Form 1348 and turn it in with the equipment at DRMO. For installation property that is accountable on an installation account, complete and submit a DD Form 1349 to the installation Property Office for approval prior to turning in equipment to DRMO. To select items at DRMO, tag it with the installation Property Office and PMO/MCPD. The installation Property Office will receive conformation of the selection and notify PMO/MCPD Supply Branch when the items are ready to be picked up.

4. Form and Decal Reproduction. Local forms can be reproduced at Combat Camera (COMCAM). COMCAM has a request form that can be filled out when the form to be reproduced is dropped off for reproduction. Vehicle registration decals (including DD Form 2220) can be purchased directly from the source of supply or through a Navy supply department. To purchase decals through Navy supply, complete a DD Form 282 and submit it with the original decal that needs to be reproduced. The Fund Administrator must sign the DD Form 282 prior to being sent to Navy supply. Follow installation procedures for the completion and submission of DD Forms 282.

5. Garrison Mobile Equipment. Vehicles are the responsibility of the Motor Transport NCO/Clerk. The Supply Chief may be assigned as the RO to help the Motor Transport NCO/Clerk accomplish their mission and ensure that the vehicles are properly accounted for and properly maintained. See section 18200 for vehicle management.

6. Records. Authorized allowances are established and equipment accountability is accomplished through a table of organization and equipment (TO&E) and other forms of installation records/accounts. Allowances for equipment may be changed. Approval for installation record/account changes is accomplished per installation procedures. To change an item on the TO&E, a TO&E change request (TOECR) must be submitted through the chain of command. Supply records will be maintained per reference (b) SSIC 5604.1. Budget records will be maintained per SSIC 7043.3.

Section 18200 - Vehicle Management

18201. Purpose. This section establishes PMO/MCPD procedures for vehicle management.

18202. Policy

1. The Motor Transport Section Noncommissioned Officer/Staff Noncommissioned Officer/Clerk (MT NCO/Clerk) is responsible for the maintenance and equipping of all class "B" vehicles assigned to PMO/MCPD. All vehicles assigned to PMO/MCPD are assigned as class "B". The MT NCO/Clerk is responsible for registering and renewing all unmarked vehicles with the county/state. The MT NCO/Clerk serves as the PMO/MCPD coordinator with the installation Motor Transportation Department on all matters relating to garrison mobile equipment (GME).

2. All officers, Staff NCOs, NCOs and civilian equivalent personnel have the duty to prevent abuse and misuse of GME and to initiate prompt corrective action, as required, in the interest of safe operation, preservation of equipment, and the safety of personnel. The senior military passenger in the vehicle is responsible for the safe and proper operation of the GME.

3. GME shall be managed per reference (br) and personnel shall be licensed per reference (bs).

18203. Procedures

1. Vehicle Management

a. The Support Services Officer is responsible for vehicle management and operation, and shall establish vehicle equipment lists per section 5500, reference (br), installation policy, TM 4700-15/1, and PM/PC guidance. All personnel shall be licensed per reference (bs).

b. The MT NCO/Clerk is directly responsible to the Support Services Officer in all matters pertaining to the maintenance and equipping of GME. The MT NCO/Clerk shall complete and submit all reports pertaining to MP vehicles. The MT NCO shall:

(1) Check with the Dispatch/Communications Center each morning to ascertain which vehicles require dead-lining (taking vehicle out of operation) and transport vehicles identified as dead-lined to the installation Motor Transportation Department.

If a vehicle is inoperable, notify installation Motor Transportation Department of the street location of the vehicle and the nature of the problem. Ensure the installation Motor Transportation Department dispatches a wrecker as soon as possible. Maintain a document that tracks the status of all vehicles assigned. Include vehicle number, vehicle type, assignment, date dead-lined, description of defects, and remarks. Additionally, the document will show how many vehicles are in service, how many vehicles are dead lined, and the total vehicles assigned. Include a copy on the read board and forward a copy to the PM/PC.

(2) Coordinate all preventive maintenance (PM), scheduled maintenance, and the removal and repair of all dead-lined vehicles with the installation Motor Transportation Department. Track preventive maintenance records for all vehicles, ensuring that all required preventive maintenance is completed in a timely manner and identify repetitive problem areas for possible repair requirements. Conduct preventive maintenance as required.

(3) Maintain current desk top procedures and turnover folders and all required forms, SF 91 and DD Forms 518.

(4) Advise the Support Services Officer on the readiness, availability, and employment of GME and other motor transport assets.

(5) Supervise, coordinate, and oversee the administration and management of all GME and related facilities.

(6) Ensure that operators conduct, and record daily preventive maintenance per this section, reference (br), and installation policy.

(7) Review T/E to ensure that authorized class "B" GME is consistent with organizational mission requirements. All GME assigned to PMO/MCPD is assigned class "B".

(8) Take corrective action on all noted discrepancies by vehicle operators. Receive requests for repair from the operators and coordinate repair efforts with the installation Motor Transportation Department and off-base automotive repair facilities.

(9) Turn in GME for scheduled and/or corrective maintenance as required. Transport vehicles in need of repair to the designated facilities.

(10) Conduct vehicle equipment inventories and take appropriate action on shortages, losses, requisitions, and inventory records. Ensure vehicles have SF 91s and two DD Forms 518. Conduct weekly inventories of the mileage of all GME assets and their operability. Conduct a weekly inspection of all vehicles assigned to PMO/MCPD. Inspect for general cleanliness and ensure there is sufficient oil, radiator fluid, power steering fluid, and brake fluid. Ensure that all code lights, sirens, loud speakers and wigwag switches are functional and that each vehicle has the proper emergency gear, and replace all missing items.

(11) Maintain a project folder for each project that is normally of a continuing nature (such as fire extinguishers for all equipment). Project folders will contain all related correspondence and significant reference material. Develop appropriate milestones to show project completion date, when applicable. Place preventive maintenance records in individual folders by vehicle serial number with one vehicle per folder. For further information. It is essential that these folders be well organized, complete, and the subject matter easily understood.

(12) Survey vehicles and assigned equipment (lawn care equipment, mobile signs, flood light units, and trailers) for cleanliness and serviceability and take corrective action where necessary.

(13) Work through the PMO/MCPD Supply Branch to procure proper supplies for the ongoing operation of GME assets (such as windshield wipers, motor oil, washer fluid, etc.)

(14) Inspect the PM/PC vehicle daily to ensure it remains clean, washed and vacuumed, is adequately fueled at all times, and that all emergency equipment is functional.

(15) Prepare a monthly GME equipment custody and inventory document on the status of all vehicles assigned. The document will include the vehicle code number (TAMCN), serial number, odometer reading, date if dead lined, and date vehicle is returned. Provide this information as requested.

(16) Forward a GME appointment letter to the Fleet Manager, base installation Motor Transportation Department, via the PM/PC, providing information of the individual responsible for dispatching vehicles for PMO/MCPD.

2. Vehicle Operations and Maintenance Responsibilities

a. Individual Operator. The individual/primary operator of any U.S. Government vehicle is responsible for first echelon maintenance, cleanliness of assigned vehicle, and shall:

(1) Conduct an inspection of the vehicle as outlined in the daily preventive maintenance inspection prior to use.

(2) Conduct a final inspection of the vehicle before turning in the vehicle keys.

(3) Note all discrepancies on the daily preventive maintenance inspection.

(4) Obey all federal, state, and base traffic regulations.

b. The Desk Sergeant/Watch Commander/Patrol Supervisor shall:

(1) Dead-line (take out of operation) vehicles they deem unsafe or non-operational and immediately make notification of these dead-lined vehicles, and the reason dead-lined, to the MT NCO/Clerk.

(2) Ensure the general cleanliness of all vehicles used during their shift, to include ensuring vehicle operators wash their vehicle at the end of their shift.

(3) Ensure that corrective action is taken on all noted discrepancies by vehicle operators.

(4) Keep a strict log of all keys, and log in and out all keys issued.

(5) In the event of an accident, notify the duty accident investigator and the duty installation Motor Transportation Department dispatcher immediately.

(6) Ensure that the vehicle operator has a valid civilian driver's license, Emergency Vehicle Operations

Certification (EVOC), Vehicle Operator's Identification Card, OF 346, Operator's Report of a Motor Vehicle Accident, SF-91 and a minimum of two Accident Identification Cards, DD Form 518, and if an accident occurs, SF 91 is turned in to the installation Motor Transportation Department.

c. The Watch Commander shall ensure all personnel use GME per this section, references (br) and (bs), and all applicable laws and regulations.

3. Issuance of Trip Tickets. The Dispatch/Communications Center or MT Section will ensure that only qualified licensed drivers are issued a trip ticket for MP emergency and non-emergency vehicles and shall use the following procedures:

a. On-Installation Trip Tickets

(1) Inspect each driver's civilian driver's license, EVOC card and U. S. Government Vehicle Operator's Identification Card, OF 346, to ensure the individual is authorized to operate their assigned vehicle.

(2) Ensure each driver's Medical Examiner's Certificate for Drivers, NAVMC 10969 5-75 is valid, if applicable.

(3) Log in the date, name of driver, vehicle number, time dispatched, and time the vehicle was returned in the desk key log and journal.

(4) Refuse to issue a vehicle trip ticket to individuals who cannot produce their civilian driver's license, EVOC card, U.S. Government Vehicle Operator's Identification Card, OF 346, and Medical Examiner's Certificate for Drivers (if appropriate).

b. Off-installation Trip Tickets. Refer requests for routine off-installation trip tickets to the installation Motor Transportation Department dispatcher. Individual operators will return their trip ticket to the installation Motor Transportation Department upon completion of their trip.

4. Accident Reporting. In the event of an accident/mishap, the operator will immediately stop all motion of the vehicle and notify the Dispatch/Communications Center, who will in turn notify the Watch Commander of the situation, complete SF 91 (kept in the vehicle), and turn in to the Watch Commander/Patrol Supervisor for submission to the installation Motor Transportation Department. The Watch Commander will make the

decision to notify the duty accident investigator and/or the duty wrecker. The Watch Commander or Patrol Supervisor will ensure the Standard Form 91 is completed properly and turned in to the installation Motor Transportation Department immediately. Vehicle operators will complete an Accident Identification Card, DD Form 518 (kept in the vehicle) when involved in an accident with another vehicle and provide to the other driver(s).

5. Licenses. PMO/MCPD personnel may apply for U.S. Government Vehicle Operators Identification Cards through the PMO/MCPD Training Branch. For further information, see reference (bs).

6. Hazardous/Dangerous Cargo, Munitions and Explosives. The senior person in government vehicles transporting dangerous cargo will ensure assigned operators and assistants are thoroughly qualified, instructed, and aware of the hazards and responsibilities pertaining to the transported cargo. Operators of vehicles carrying hazardous/dangerous cargo, munitions and explosives shall:

a. Transport dangerous cargo in strict compliance with the instructions and procedures contained in references (bk) and (bn).

b. Meet the physical standards established by the Federal Highway Administration and the Motor Carrier Safety Regulations. Qualified operators must have a medical certificate in their possession while operating equipment carrying dangerous material. Operators qualified to transport dangerous cargo aboard a military installation must be 18 years of age or older. Qualified operators must be 21 years of age or older to transport dangerous cargo on roads and highways outside the limits of military installations. No one will transport persons other than those authorized to operate and assist in the transportation of dangerous cargo.

c. Not transport explosives and hazardous cargo through heavily populated areas and will use only authorized routes. Inspect and mark vehicles transporting dangerous cargo per reference (bn). Operators will not park vehicles transporting dangerous cargo in unsecured or unsafe locations.

d. Not use trucks with ferrous metal beds for hauling ammunition/explosives unless the cargo is packed or placed in/on wooden or fiberboard containers/dunnage.

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e. Transport only compatible loads of ammunition/explosives per reference (bn). Never transport fuses or detonators with ammunition or explosives.

f. Permit no persons other than those authorized as operator and assistant operator/helper (or guard as required) to ride in vehicles transporting dangerous cargo.

g. Not load vehicles hauling dangerous cargo beyond the off-road rated capacity and cargo containers beyond the height of the closed sides and ends of the cargo bed. Do not pre-load vehicles with dangerous cargo except in cases of emergency or combat situations. In such cases, park the vehicles in a secure location.

7. Vehicle Abuse and Misuse

a. Vehicle abuse is any act or omission which results in damage to the vehicle, no matter how slight or severe. Any evidence of abuse will be investigated as deemed necessary by the Support Services Officer. Operators are responsible for any defects that are not due to normal wear and tear, defective material or workmanship, or not previously noted by earlier inspections. Mechanics are accountable for their workmanship. Failure of mechanics, inspectors, operators, or quality control personnel to perform their respective responsibilities or failure to perform scheduled maintenance is considered an act of negligence and vehicle abuse.

b. Vehicle misuse is any unauthorized use of a vehicle. Except in the line of duty or authorized by proper authority, vehicle misuse includes:

(1) Making unauthorized stops, on or off-installation.

(2) Stopping/parking at the exchange, commissaries, for personal reasons, etc.

(3) Parking at or going to their residence/quarters for any reason.

(4) Transporting any personnel to or from residences/quarters, places of work, etc.

(5) Improper/under use of vehicles.

(6) Jump starting POVs.

(7) Operating two wheel drive vehicles off paved, graded or improved roads.

(8) Operating any vehicle off paved, graded, or improved roads without permission from a patrol supervisor or above.

8. Special Operator Qualification Training

a. Special operator qualification training is required to provide sufficient numbers of qualified operators within PMO/MCPD to fill bus license, MCPV, and explosive operator requirements. PMO/MCPD Training Branch shall coordinate schedules and student quotas for this training.

b. Waivers for specific experience levels/time or physical capabilities are not normally granted. Six months driving time and age limits established for explosives qualifications are requirements established by federal law.

9. Vehicle Operator Clothing. Operators will wear prescribed uniform attire or appropriate civilian attire at all times. No one will wear physical training (PT) gear while operating U.S. Government equipment unless authorized by a division head or division chief.

10. Lockouts. A vehicle operator shall notify the Dispatch/Communications Center when locked out of his/her vehicle. The Dispatch/Communications Center should contact the MT NCO/Clerk or the on-duty installation Motor Transportation Department dispatcher for a spare set of keys. Use a "slim jim" only as a last resort.

Section 18300 - Police Records Personnel

18301. Purpose. This section establishes PMO/MCPD guidelines for Police Records Branch personnel.

18302. Policy. Police Records Branch conducts all police records administration for PMO/MCPD to include, but not limited to, filing/distributing IR, performing local records checks (LRC), filing/distributing MOR, filing PMO/MCPD paperwork (recaps), providing fingerprinting services, conducting background checks, and processing traffic citations to include scheduling/coordinating traffic court by the traffic court clerk (TCC) . Desk Journal preparation and distribution may be conducted by Police Records Branch or Operations Division. Personnel assigned with the Police Records Branch must maintain a customer service attitude when dealing with any individual needing service. Police Records Branch personnel may be a combination of Marines and/or civilians. See section 15100 for records and information management.

18303. Procedures

1. Police Records Branch General Information

a. Administration Chief (Admin Chief) is directly responsible to the Support Services Officer via the Services Chief/Assistant Services Officer in all matters pertaining to the operation of the Police Records Branch.

b. Personnel assigned to Police Records Branch are directly responsible to the Admin Chief in all matters related to police records.

c. All Marines will wear the uniform of the day with MP badge, and civilians will wear casual business attire, unless otherwise specified.

d. Police Records Branch is typically open during normal business hours.

e. See sections 10000 and 10300, chapter 15, and chapter 16 for supplemental duties and information.

2. The Support Services Officer is responsible for the effective operation of the Police Records Branch.

3. Admin Chief shall:

a. Ensure personnel are thoroughly trained in and properly follow all procedures and policies, the office is open and providing service during posted hours, and personnel are wearing proper attire.

b. Inventory and inspect as required.

c. Ensure police record files are organized and secured.

d. Maintain up-to-date standard operating procedures and turnover files.

e. Shall ensure all records are maintained IAW reference (b).

4. Police Records Clerks shall:

a. File, track, and document all relevant correspondence, records, and documents per policies.

b. File and distribute Desk Journals, as appropriate.

c. Distribute IRs and file the finalized IR by CCN according to year.

d. Provide information for Freedom of Information Act (FOIA) requests per established procedures.

e. Process MORs as directed.

f. Provide statistics when requested or as directed.

g. Safeguard sensitive reports/files and archive/destroy as required.

h. Conduct local records checks, background checks, fingerprinting per appropriate policies.

i. Perform Traffic Court Clerk duties when required (such as answering questions, customer service, or inputting/tracking citations).

j. Ensure are records are maintained IAW reference (b) and (www).

5. The Traffic Court Clerk shall:

- a. Coordinate, prepare for and attend the installation and federal courts.
- b. Process criminal information, bench warrants, and results forms.
- c. Compile an installation driver suspension list.
- d. Assign military members to Remedial Driver's Improvement Course (RDIC).
- e. Process DD Forms 1408 and 1805 traffic citations for appropriate action.
- f. Function independently in matters of routine nature and request assistance when needed.
- g. Report to the Deputy PM/PC during absences of the Support Services Officer and Services Chief/Assistant Services Officer.
- h. At the beginning of each workday, account for all citations written prior to the start of the new work day and retrieve all citations from the off going watch or Dispatch/Communications Center.

Section 18400 - Complaints and Investigation of Police
Misconduct

18401. Purpose. This section informs all PMO/MCPD Marines and personnel and the public of procedures for accepting, processing and investigating complaints concerning allegations of police/employee misconduct.

18402. Policy. Establishment of procedures for investigating complaints and allegations of police employee misconduct is crucial to demonstrate and protect the integrity of PMO/MCPD. PMOs/MCPDs shall accept and investigate fairly and impartially all complaints of police/personnel misconduct to determine the validity of allegations and to impose any disciplinary actions that may be justified in a timely and consistent manner.

18403. Definitions

1. Office of Professional Standards (OPS). The person, as designated by the PM/PC (normally the Provost Sergeant, Deputy PM/PC, Operations Officer, CID Officer, or Investigations Branch Chief), with primary responsibility for conducting investigations of personnel misconduct allegations.

2. Personnel. Personnel in this section refers to Marines, other service members, police officers, security personnel, contractors, and other civilian employees working in a PMO/MCPD.

3. Public Complaint Package. Information packages containing complaint forms, information on the complaint procedures used by PMOs/MCPDs and actions the public can expect from PMOs/MCPDs in response to their complaint.

4. Summary Action. Disciplinary action taken by a supervisor or commander for lesser violations of PMO/MCPD rules, policies or procedures as defined by PMO/MCPD. Summary actions are the lowest level of disciplinary action generally handled by first line supervisors.

18404. Procedures

1. Basis for Discipline

a. Personnel are subject to discipline for violations of law or PMO/MCPD policy, rules or regulations.

b. All disciplinary actions taken under this section are subject to, and shall be consistent with, applicable federal/state law/policies, reference (c), local regulations/orders, administrative rulings and collective bargaining agreements as appropriate.

c. Personnel who withhold information from, or fail to cooperate with, internal investigations or who fail to report misconduct of personnel are subject to disciplinary action in addition to any other disciplinary action that may result from the investigation.

2. Acceptance and Filing of Complaints

a. Public complaint packages may be made available to the public as determined by the PM/PC.

b. Complaints may be received by supervisory members of a PMO/MCPD either in person, over the telephone or in writing, and may be lodged anonymously or by any other means.

c. Personnel shall provide assistance to those who express the desire to lodge complaints against any employee of PMO/MCPD. This includes but is not limited to:

(1) Calling a supervisor to the scene to document the complaint.

(2) Explaining the PMO/MCPD complaint procedures.

(3) Providing referrals to individuals and/or locations where such complaints can be made in person, or explaining alternative means for lodging complaints, such as by phone or mail.

3. Summary Action

a. Summary action, or informal/formal counseling entries for Marines, may be taken by supervisory personnel for lesser violations of rules, policies or procedures, as defined by PMO/MCPD, upon approval of such action by the division OIC, Deputy Police Chief, commander or PM/PC.

b. All summary actions shall be documented and copies of the charges and disposition provided to the subject employee, retained by and forwarded to subsequent units of assignment if

appropriate, forwarded to OPS and incorporated in the employee's personnel record.

4. Investigation of Public Complaints - Supervisor's Role/Responsibility

a. Supervisory personnel shall cause a preliminary inquiry to be conducted to determine if grounds exist to conduct an administrative investigation.

(1) If the inquiry finds that acceptable PMO/MCPD policy and procedures have been followed, the supervisor will explain to the complainant the investigative steps that were taken by the PMO/MCPD together with the findings and conclusions of the investigation. If appropriate, the supervisor may explain PMO/MCPD procedures, a misunderstanding of which may have precipitated the complaint.

(2) The complainant shall receive a copy of the complaint as lodged with the PMO/MCPD and shall be asked to verify by signature if it is a complete and accurate account. If the complainant elects not to sign, this fact shall be documented and the investigation will proceed.

(3) The allegation shall be documented and copies forwarded to OPS and the PM/PC.

b. If the supervisor's preliminary investigation identifies grounds that may support disciplinary action, the supervisor shall cause further investigation of the complaint and shall notify OPS of this action.

(1) OPS may assume concurrent or sole authority for the investigation at any point in the investigation upon notification of the subject person's supervisor and/or leader.

(2) Should an investigation at any time reveal evidence of criminal conduct, all available information shall be forwarded to the PM/PC and to OPS as soon as possible.

5. Investigation of Public Complaints - OPS Role/Responsibility

a. OPS has primary responsibility for review and investigation of all complaints against personnel, whether initiated by the public or by a member of the PMO/MCPD.

b. The OPS may assume primary responsibility for a supervisor's complaint investigation at any stage in the investigative process upon notification of the supervisor involved. OPS may also initiate an investigation of alleged personnel misconduct, with or without a formal complaint, with prior knowledge and approval of the PM/PC or his/her designee.

c. The OPS shall have the following additional responsibilities:

(1) Maintain a complaint log.

(2) Maintain a central file for complaints in a secured area. Each complaint/investigation will be held for three years.

(3) Conduct a regular audit of complaints to ascertain the need for changes in training or policy.

(4) Maintain statistical and related information to identify trends involving all complaints of excessive force and abuse of authority.

(5) Track complaints against individual personnel to assist in employee risk analysis.

(6) Provide the PM/PC with an annual summary of complaints against personnel and final dispositions that may be made available to the public or otherwise used at the discretion of the PM/PC.

6. Investigative Interviews and Procedures

a. Prior to being interviewed, the subject person shall be advised of the nature of the complaint.

b. All interviews will be conducted while personnel are on duty, unless the seriousness of the investigation is such that an immediate interview is required.

c. During interviews conducted by OPS, there will be one person designated as the primary interviewer.

d. The complete interview shall be recorded if possible. The recording will note the time at which breaks are taken in the interview process, who requested the break and the time at which the interview resumed.

e. Personnel shall be provided with the name, rank and command of all persons present during the questioning. Personnel shall also be given the following admonitions:

(1) You are advised that this is an internal administrative investigation only.

(2) You will be asked and are required to answer all questions specifically related to the performance of your duties and your fitness for office.

(3) If you refuse to answer these questions, you can be subject to discipline that can be as much as discharge, removal from office or punishment per reference (c). You may also be subject to discipline for knowingly giving false statements.

(4) I want to reassure you that any answers given are to be used solely for internal administrative purposes and may not be used in any subsequent criminal prosecution should such occur.

f. Counsel at Interview

(1) Personnel may have an attorney, union representative, supervisor, or personal representative with them during any internal investigative interview so long as the individual is not involved in any manner with the incident under investigation.

(2) The role of a person's representative is primarily that of observer. He/she should be advised not to intervene in the interview unless requested to do so by the subject person or unless the interview leads to issues of potential criminal activity.

g. Examinations and Searches

(1) PMO/MCPD may direct that the employee undergo an intoxilyzer, blood, urine, psychological, polygraph, medical examination or any other exam not prohibited by law if it is believed that such an examination pertinent to the investigation.

(2) An on-duty supervisor may direct an employee to submit to a breath, blood or urine test when there is reasonable suspicion that alcohol and/or drug usage is suspected as the factor directly related to allegations of misconduct.

(3) Personnel can be required to participate in a lineup if it is used solely for administrative purposes.

7. Disposition

a. The primary investigative authority for the investigation (i.e., subject employee's supervisor, commander or OPS) shall review the complaint and investigative findings once deemed complete. This authority will compile findings and provide a disposition recommendation for each charge as follows:

(1) Sustained: Evidence sufficient to prove allegations.

(2) Not sustained: Insufficient evidence to either prove or disprove allegations.

(3) Exonerated: Incident occurred but was lawful.

(4) Unfounded: Allegation is false or not factual or the employee was not involved.

b. A copy of the findings and recommendations shall be submitted for review by OPS prior to submission to the PM/PC if OPS is not the primary investigative authority. OPS may make any additional inquiries or investigative measures deemed necessary to verify, authenticate or clarify findings and recommendations of the investigation and may include such findings and disposition recommendations when submitting to the PM/PC.

c. All disciplinary investigation findings and recommendations shall be forwarded to the PM/PC through the chain of command for information, review and comment.

d. The PM/PC will review the investigation and supporting documents and may accept the findings and recommendations or remand the case for additional investigation in all or in part.

e. If the complaint is sustained, and the PM/PC determines that formal charges will be brought, the PM/PC, or his/her designee, will direct that a "charging" document be prepared by the subject employee's commander, supervisor or OPS as appropriate, signed and thereafter served upon the subject employee. For Marines, a charge sheet will be prepared per local policy. For civilian personnel, the charging document will provide the following:

(1) Nature of the charges.

(2) A copy of the investigative file.

(3) A reasonable time frame in which personnel can respond to the charges either in written or oral form.

f. Marines will be processed per references (c) and (d).

g. Personnel who desire an opportunity to be heard on these proposed charges may make a request for a hearing to the PM/PC or his/her designee within the time period permitted for this action.

h. Following a hearing or written response of personnel to the charges, the commander or PM/PC shall determine an appropriate disposition of the charges or may remand the case for further investigation or related actions.

i. Personnel may appeal the proposed charges as provided by law, ordinance, or collective bargaining agreement.

j. The disposition shall be returned from the PM/PC to the commander/supervisor who shall direct or coordinate disciplinary action as required.

k. The supervisor shall verify to/notify the commander, PM/PC, and OPS when authorized disciplinary action has been taken. A written copy of the disposition will be provided to the employee.

l. Where the findings do not support the charges, the supervisor/commander shall forward the complaint with supporting documentation to OPS for notification and accounting purposes. A copy will also be provided to the subject employee.

m. Following final disposition of the complaint, a letter shall be sent to the complainant from the PM/PC or his/her designee explaining the final disposition.

n. Whenever reasonably possible, the investigation of complaints should be completed within 45 days from receipt of the complaint to its disposition unless a waiver is granted by the PM/PC or his/her designee or another time frame is required by departmental policy, law or labor agreement.

8. OPS Records and Confidentiality

a. OPS shall be informed of all final disciplinary decisions.

b. OPS shall forward a copy of all final disciplinary decisions to the PM/PC, supervisor, commander, and other appropriate personnel and offices as required.

c. OPS case files and information shall be maintained separately from personnel records.

d. OPS information is considered confidential and will be retained under secure conditions within OPS:

(1) OPS case files and personnel dispositions may not be released to any source without prior approval of the PM/PC unless otherwise provided by law.

(2) Case investigation files shall be retained for a period of three years or as directed by the PM/PC.

9. Prevention of Police/Employee Misconduct

a. All personnel of PMO/MCPD have a personal responsibility for, and will be held strictly accountable for, adherence to the PMO/MCPD standards of conduct, ethics, rules, policies and procedures.

b. PMO/MCPD has the responsibility for, and will provide all personnel, sufficient and proper training, supervision and policy guidance to ensure that all personnel are apprised of the demands and requirements of PMO/MCPD with regard to employee conduct, duties and responsibilities.

c. PMO/MCPD shall take all reasonable measures to ensure that personnel are assigned only to duties and responsibilities in which they have the requisite knowledge, skills, abilities and training.

d. The primary responsibility for maintaining and reinforcing personnel conformance with the standards of conduct of this department shall be with personnel and first-line supervisors.

e. Supervisors shall familiarize themselves with the personnel in their unit and closely observe their general conduct and appearance on a daily basis.

f. Supervisors should remain alert to indications of behavioral problems or changes that may affect personnel's normal job performance and document such information where deemed relevant.

g. Where a supervisor perceives that personnel may be having or causing problems, the supervisor should assess the situation and determine the most appropriate action.

h. A supervisor may recommend additional training to refresh and reinforce personnel's skills, abilities or understanding of PMO/MCPD policy, rules and regulations.

i. Counseling may be used by the supervisor to determine the extent of any personal or job problems that may be affecting performance, and to offer assistance and guidance.

j. The supervisor shall document all instances of counseling or additional training used to modify an employee's behavior.

APPENDIX A

Authorized Forms

#	Form/Report	Form Number
1	Incident Report	OPNAV 5580/1
2	Incident Report Addendum - Narrative	OPNAV 5580/1B
3	Incident Report Addendum Complainant/Witness/Sponsor	OPNAV 5580/1C
4	Incident Report Addendum - Victim	OPNAV 5580/1D
5	Incident Report Addendum - Suspect/Arrestee	OPNAV 5580/1E
6	Voluntary Statement	OPNAV 5580/2
7	Military Suspect's Acknowledgement and Waiver of Rights	OPNAV 5580/3
8	Civilian Suspect's Acknowledgement and Waiver of Rights	OPNAV 5580/4
9	Permissive Authorization for Search and Seizure	OPNAV 5580/16
10	Affidavit for Search Authorization	OPNAV 5580/10
11	Command Authorization for Search and Seizure	OPNAV 5580/9
12	Evidence Tag (Tie-On)	OPNAV 5580/17A
13	Evidence Tag (Stick-On)	OPNAV 5580/17B
14	Evidence Tape	OPNAV 5580/23
15	Evidence/Property Custody Receipt	OPNAV 5580/22
16	Telephonic Threat Complaint	OPNAV 5580/8
17	Traffic Accident Report	OPNAV 5580/1A
18	Operator's Report of a Motor Vehicle Accident Report	SF 91
19	Alcoholic Influence Report	DD Form 1920
20	Complaint of Stolen Vehicle	OPNAV 5580/11
21	Vehicle Report	OPNAV 5580/12
22	Lineup-Acknowledgement and Waiver of Rights	OPNAV 5580/5
23	Interview/Interrogation Log	OPNAV 5580/7
24	Forensic Examination Request	OPNAV 5527/15
25	Field Test Results	OPNAV 5527/20
26	Customer Consent and Authorization for Access to Financial Information	OPNAV 5527/13
27	Authority to Release Medical Information and Records	OPNAV 5527/14
28	Abandoned Vehicle Notice	DD Form 2504
29	Abandoned Vehicle Removal Authorization	DD Form 2505
30	Vehicle Impoundment Report	DD Form 2506
31	Notice of Vehicle Impoundment	DD Form 2507
32	Field Interview Card	OPNAV 5580/21
33	Terrorism Quick Reference Card	
34	Receipt For Inmate or Detained Person	DD Form 2708
35	Armed Forces Traffic Citation	DD From 1408
36	United States District Court Violation Notice	DD Form 1805/ CVB Form 1805
37	Statement of Force/Use of Detention Space (1630)	NAVMC 11130 (6-83)

APPENDIX B

Overview of the Marine Corps Contract Security Officer Program
(MCCSOP)

A. General

1. Purpose. This appendix promulgates an overview of the Marine Corps Contract Security Officer Program (MCCSOP) and responsibilities.

2. Background

a. In an effort to maximize the use of our military force, the Marine Corps directed the outsourcing of non-core competency missions to civilians. This has resulted in two initiatives, the MCCSOP and Marine Corps Civilian Law Enforcement Program (MCCLEP). The MCCSOP replaces those Marines currently holding security billets with a highly trained contract civilian security force or uses a highly trained contract civilian security force for new security requirements.

b. The MCCSOP implements contract security guard personnel for gate, flight line and other designated security duties. Consistent with Section 332 of the Bob Stump Act (NDAA), security guards under MCCSOP will augment installation PMOs/MCPDs by providing for the "increased performance" of security guard functions required as a result of the 9/11 terrorist attacks. MPs and police officers shall continue to perform traditional law enforcement functions, to include among others, police patrol, response to calls for service, and traffic enforcement.

3. Procedures

a. Deputy Commandant of the Marine Corps (DCMC) (PP&O) shall:

(1) Develop and oversee this centrally managed program and provide the necessary policy guidance to ensure that the MCCSOP functions in accordance with HQMC expectations.

(2) Designate a Program Manager that will be the principal point of contact within HQMC on all program matters.

(3) In concert with DCMC Installations & Logistics (I&L), Manpower and Reserve Affairs (M&RA) and Program and

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Resources (P&R), act as the principal organizations that validates the manpower requirements and resources for MCCSOP.

(4) Validate the MCCSOP security tactics, techniques and procedures, and act as the principal organization overseeing the operation of the MCCSOP.

b. Installation commanders, or a designated representative, that employ contract security officers, shall:

(1) Implement and ensure MCCSOP compliance in a manner appropriate for their installation/activity.

(2) Ensure that individuals who are not qualified, physically fit, reliable, or are unwilling to uphold Marine Corps customs, courtesies and traditions are identified to the MCCSOP Contracting Officer's Representative (COR) and the Program Manager.

(3) Identify local training requirements, not covered in core training, that are necessary to accomplish the mission and forward those requirements to the Program Manager for insertion into initial training or in-service training.

(4) In the event that a higher force protection threat condition is enacted, and MCCSOP personnel are required to man additional posts, local funds may be utilized to pay for incurred overtime costs.

APPENDIX C

Marine Corps Police Academy

1. Curriculum Outline of Instruction

UNIT 1: GENERAL

Lesson Topic 1.1: Orientation

Terminal Learning Objective(s): None

Enabling Learning Objective(s): None

Lesson Topic 1.2: Basic Study Skills

Terminal Learning Objective(s):

1.20 Upon completion of this lesson and with the aid of references, the student will be able to identify proper studying and research report writing techniques.

Enabling Learning Objective(s):

1.2.1 **IDENTIFY** techniques to improve basic study skills and resources available to assist in studying. (USMC 100)

1.2.2 **IDENTIFY** manner in which written research reports and projects will be completed. (USMC 100)

Lesson Topic 1.3: Marine Corps Values

Terminal Learning Objective(s):

1.30 Upon completion of this lesson and without the aid of references, the student will be able to explain and adhere to the Marine Corps Values.

Enabling Learning Objective(s):

1.3.1 **DEFINE** values. (DOD 101)

1.3.2 **LIST** the Marine Corps Values. (DOD 101)

1.3.3 **RECOGNIZE** what detracts from Corps Values. (DOD 101)

Lesson Topic 1.4: Law Enforcement History

Terminal Learning Objective(s):

- 1.40 Upon completion of this lesson and without the aid of references, the student will be able to identify the history of modern civilian and Marine Corps law enforcement.**

Enabling Learning Objective(s):

- 1.4.1 **IDENTIFY** the history of modern civilian law enforcement. (DOD 101)
- 1.4.2 **IDENTIFY** the history of modern Marine Corps law enforcement. (DOD 101)

Lesson Topic 1.5: Functions of USMC Law Enforcement

Terminal Learning Objective(s):

- 1.50 Upon the completion of this lesson and without the aid of references, the student will be able to identify and demonstrate knowledge of USMC law enforcement functions.**

Enabling Learning Objective(s):

- 1.5.1 **IDENTIFY** the missions of MPs/police officers. (DOD 102.2)
- 1.5.2 **IDENTIFY** roles and responsibilities of the Provost Marshal/Police Chief. (DOD 102.2)
- 1.5.3 **IDENTIFY** the concepts and principles of law enforcement operations. (DOD 102.2)
- 1.5.4 **IDENTIFY** the organizational structure and chain-of-command of a Provost Marshal Office (PMO). (DOD 102.1)
- 1.5.5 **IDENTIFY** the organizational structure and chain-of-command of a Marine Corps Police Department (MCPD). (DOD 102.1)
- 1.5.6 **IDENTIFY** the responsibilities and functions provided by the major divisions of the PMO/MCPD. (DOD 102.1)
- 1.5.7 **IDENTIFY** the general law enforcement operations provided by the PMO/MCPD. (DOD 102.2)

Lesson Topic 1.6: Guardmount

Terminal Learning Objective(s):

1.60 Upon completion of this lesson and without the aid of references, the student will be able to demonstrate professional deportment and proper wear of uniform.

Enabling Learning Objective(s):

- 1.6.1 **DEMONSTRATE** proper grooming and uniform appearance. (*USMC 108*)
- 1.6.2 **DEMONSTRATE** guardmount procedures. (*USMC 108*)
- 1.6.3 **IDENTIFY** procedures for conducting Colors ceremony. (*USMC 108*)

Lesson Topic 1.7: Ethics and the Code of Conduct

Terminal Learning Objective(s):

1.70 Upon completion of this lesson and given the Police Code of Conduct, the student will be able to distinguish between ethical and unethical police behavior.

Enabling Learning Objective(s):

- 1.7.1 **IDENTIFY** and explain types of ethical police behavior. (*DOD 104*)
- 1.7.2 **IDENTIFY** and explain how to avoid unethical police behavior. (*DOD 104*)

Lesson Topic 1.8: Community Policing

Terminal Learning Objective(s):

1.80 Upon completion of this lesson and without the aid of references, the student will be able to identify aspects of community policing.

Enabling Learning Objective(s):

- 1.8.1 **DEFINE** community policing. (*DOD 103.4*)

- 1.8.2 **IDENTIFY** goals and principles of community policing. (DOD 103.4)
- 1.8.3 **IDENTIFY** the components of community policing. (DOD 103.4)
- 1.8.4 **EXPLAIN** the SARA Problem-Solving Model. (DOD 103.4)
- 1.8.5 **RECOGNIZE** examples of community policing programs. (DOD 103.4)

Lesson Topic 1.9: Terrorism Awareness

Terminal Learning Objective(s):

- 1.90 Upon completion of this lesson and without the aid of references, the student will be able to identify and demonstrate knowledge of terrorism.**

Enabling Learning Objective(s):

- 1.9.1 **STATE** the key elements in the definition of terrorism. (DOD 107.3.2)
- 1.9.2 **IDENTIFY** significant events in the history of modern terrorism. (DOD 107.3.2)
- 1.9.3 **IDENTIFY** terrorist ideologies. (DOD 107.3.2)
- 1.9.4 **IDENTIFY** the different support mechanisms of a terrorist group. (DOD 107.3.2)
- 1.9.5 **IDENTIFY** the long-range goals of a terrorist group. (DOD 107.3.2)
- 1.9.6 **IDENTIFY** the common characteristics of a terrorist group. (DOD 107.3.2)
- 1.9.7 **IDENTIFY** the concepts of international and domestic terrorism and terrorist tactics. (DOD 107.3.2)

Lesson Topic 1.10: Force Protection

Terminal Learning Objective(s):

1.100 Upon completion of this lesson and without the aid of the references, the student will be able to understand concepts and fundamentals of force protection.

Enabling Learning Objective(s):

- 1.10.1 **STATE** the key elements in the definition of force protection. (DOD 107.2)
- 1.10.2 **IDENTIFY** significant force protection concepts and elements. (DOD 107.2)
- 1.10.3 **DESCRIBE** Force Protection Operational Security (OPSEC) concepts. (DOD 107.3.1)
- 1.10.4 **IDENTIFY** the fundamentals of force protection. (DOD 107.1)
- 1.10.5 **IDENTIFY** the different types of threats and threat tactics.
- 1.10.6 **IDENTIFY** threats likely to cause sabotage and wrongful destruction. (DOD 902.9)
- 1.10.7 **IDENTIFY** and define threat levels. (DOD 107.2)
- 1.10.8 **IDENTIFY** the different force protection conditions (FPCONS). (DOD 107.2)
- 1.10.9 **IDENTIFY** the concepts of random antiterrorism measures (RAMs). (DOD 107.3.1)

Lesson Topic 1.11: Physical Fitness and Nutrition

Terminal Learning Objective(s):

1.110 Upon completion of this period of instruction and without the aid of references, the student will be able to identify the fundamentals of physical fitness and nutrition.

Enabling Learning Objective(s):

- 1.11.1 **IDENTIFY** health risk factors that can be altered and those which cannot. (USMC 109)

- 1.11.2 **IDENTIFY** the aspects of an officer's work, which place him / her at higher risk for health problems and premature death. (USMC 109)
- 1.11.3 **IDENTIFY** the six basic food groups and their importance to a healthy diet, along with the proportion of each that should be eaten each day. (USMC 109)
- 1.11.4 **IDENTIFY** the principles of exercise and factors of a successful multi-faceted fitness program. (USMC 109)

Lesson Topic 1.12: Stress and Stress Management

Terminal Learning Objective(s):

- 1.120 Upon completion of this lesson and without the aid of references, the student will demonstrate an understanding of the types, causes, and symptoms of stress and techniques to reduce, or manage stress.

Enabling Learning Objective(s):

- 1.12.1 **IDENTIFY** the types, causes, and symptoms of stress. (USMC 110)
- 1.12.2 **IDENTIFY** techniques to reduce, or manage stress. (USMC 110)

Lesson Topic 1.13: Interpersonal Communications Skills

Terminal Learning Objective(s):

- 1.130 Upon completion of this lesson and without the aid of references, the student will be able to communicate effectively using interpersonal skills.

Enabling Learning Objective(s):

- 1.13.1 **IDENTIFY** the four basic components to communication. (DOD 106)
- 1.13.2 **IDENTIFY** methods for effective listening. (DOD 106)
- 1.13.3 **IDENTIFY** barriers to communication. (DOD 106)

- 1.13.4 **IDENTIFY** methods to improve communication with persons with disabilities. (DOD 106)
- 1.13.5 **RECOGNIZE** methods to avoid and resolve conflict. (DOD 106)

Lesson Topic 1.14: Law Enforcement Operations

Terminal Learning Objective(s):

- 1.140 Upon completion of this lesson and without the aid of references, the student will be able to identify considerations and issues concerning law enforcement operations.

Enabling Learning Objective(s):

- 1.14.1 **IDENTIFY** personnel and organizations that are responsible for law enforcement operations. (DOD 103.1, 103.2, 103.3)
- 1.14.2 **IDENTIFY** goals and objectives of law enforcement patrols. (DOD 801.1)
- 1.14.3 **IDENTIFY** the considerations related to patrol zone design. (DOD 801.1)
- 1.14.4 **IDENTIFY** categories and types of patrol. (DOD 801.2)
- 1.14.5 **IDENTIFY** common patrol techniques. (DOD 801.2)
- 1.14.6 **IDENTIFY** preliminary investigations responsibilities for patrol officers. (DOD 801.1)

UNIT 2: LAW

Lesson Topic 2.1: Constitutional Law

Terminal Learning Objective(s):

- 2.10 Upon completion of this lesson and without the aid of references, the student will be able to identify the structure of the United States Constitution and the Bill of Rights.

Enabling Learning Objective(s):

- 2.1.1 **STATE** the three branches of government. (DOD 200)
- 2.1.2 **STATE** the organization and purpose of the Bill of Rights. (DOD 200)

Lesson Topic 2.2: Military and Federal Justice System

Terminal Learning Objective(s):

- 2.20 Upon completion of this lesson and without the aid of the references, the student will be able to identify components and processes in the Military and Federal Criminal Justice System.

Enabling Learning Objective(s):

- 2.2.1 **IDENTIFY** the components of the military and federal judicial systems. (DOD 202)
- 2.2.2 **IDENTIFY** the process courts use to determine guilt and punishment. (DOD 202)

Lesson Topic 2.3: Authority and Jurisdiction

Terminal Learning Objective(s):

- 2.30 Upon completion of this lesson and without the aid of the references, the student will identify the laws governing authority and jurisdiction.

Enabling Learning Objective(s):

- 2.3.1 **IDENTIFY** the sources of authority for MPs/Police Officers performing law enforcement duties. (DOD 201)
- 2.3.2 **IDENTIFY** the types of jurisdiction over areas of land and the correct handling of civilian offenders who commit crimes on-base. (DOD 202)
- 2.3.3 **STATE** the jurisdiction of a court-martial (over both on- and off-base offenses). (DOD 202)
- 2.3.4 **STATE** the restrictions imposed by the Posse Comitatus Act on the exercise of law enforcement powers off-base. (DOD 201)

Lesson Topic 2.4: Rights Advisement

Terminal Learning Objective(s):

- 2.40 Upon completion of this lesson and without the aid of references, the student will be able to properly administer a suspect's rights advisement using either OPNAV 5580/3 or OPNAV 5580/4.**

Enabling Learning Objective(s):

- 2.4.1 **RECITE** and explain a suspect's rights under Article 31 of the Uniform Code of Military Justice. (DOD 205)
- 2.4.2 **RECITE** and explain a suspect's rights under the Miranda ruling of the United States Supreme Court. (DOD 205)
- 2.4.3 **EXPLAIN** the proper procedures for administering a suspect's rights advisement. (DOD 205)

Lesson Topic 2.5: Criminal Law

Terminal Learning Objective(s):

- 2.50 Upon completion of this lesson and with the aid of the MCM, students will be able to determine the elements of offenses listed in the UCMJ.**

Enabling Learning Objective(s):

- 2.5.1 **IDENTIFY** offenses under the UCMJ. (DOD 203.1, 203.2)

Lesson Topic 2.6: Law Enforcement Liability

Terminal Learning Objective(s):

- 2.60 Upon completion of this lesson and without the aid of references, the student will be able to identify issues concerning law enforcement liability.**

Enabling Learning Objective(s):

- 2.6.1 **IDENTIFY** criminal and civil liability issues as they relate to law enforcement. (DOD 207)
- 2.6.2 **IDENTIFY** issues concerning torts, Constitutional torts and criminal actions. (DOD 207)

Lesson Topic 2.7: Rules of Evidence

Terminal Learning Objective(s):

- 2.70 Upon completion of this lesson and without the aid of references, the student will be able to identify the laws governing the rules of evidence.**

Enabling Learning Objective(s):

- 2.7.1 **IDENTIFY** the laws governing the admissibility of evidence at courts-martial in accordance with the Manual for Courts-Martial (MCM). (DOD 206)
- 2.7.2 **IDENTIFY** the laws governing the admissibility of evidence at courts-martial in accordance with the U.S. Code. (DOD 206)

Lesson Topic 2.8: Courtroom Testimony

Terminal Learning Objective(s):

- 2.80 Upon completion of this lesson and without the aid of references, the student will be able to testify at courts-martial proceedings, Article 32 investigations or administrative hearings using proper courtroom etiquette.**

Enabling Learning Objective(s):

- 2.8.1 **IDENTIFY** and understand pretrial responsibilities of police officers. (DOD 204)
- 2.8.2 **IDENTIFY** and understand techniques for proper courtroom etiquette. (DOD 204)

UNIT 3: SEARCH

Lesson Topic 3.1: Search and Seizure

Terminal Learning Objective(s):

- 3.10 Upon completion of this lesson and with the aid of the MCM, the student will be able to determine if search and seizure of evidence is legal and authorized.**

Enabling Learning Objective(s):

- 3.1.1 **DETERMINE** if a search and seizure is authorized. (*DOD 301*)
- 3.1.2 **IDENTIFY** exceptions to requirements for search authorization. (*DOD 301*)
- 3.1.3 **ASSESS** scenarios and determine applicability of the exclusionary rule. (*DOD 301*)
- 3.1.4 **DEMONSTRATE** completion of OPNAV 5580/9 & 10 (Command Authorization for Search and Seizure, Affidavit for Search and Seizure). (*DOD 1005*)
- 3.1.5 **DEMONSTRATE** completion of OPNAV 5527/16 (Permissive Authorization for Search and Seizure). (*DOD 1006*)

Lesson Topic 3.2: Building and Area Searches

Terminal Learning Objective(s):

- 3.20 Upon completion of this lesson and without the aid of references, the student will be able to conduct a proper building and area search.**

Enabling Learning Objective(s):

- 3.2.1 **DEMONSTRATE** proper procedures for conducting an area search. (*DOD 807.4*)
- 3.2.2 **IDENTIFY** areas of concern for an area search. (*DOD 302.4*)
- 3.2.3 **DEMONSTRATE** basic hand and arms signals. (*DOD 701*)
- 3.2.4 **IDENTIFY** the appropriate use of cover and concealment. (*DOD 807.3*)
- 3.2.5 **IDENTIFY** reasons for giving verbal warnings prior to entry of a building. (*DOD 302.3*)
- 3.2.6 **DEMONSTRATE** the formations and approach techniques used to approach a building. (*DOD 807.2*)
- 3.2.7 **DEMONSTRATE** proper procedures for conducting a building search. (*DOD 807.2*)

Lesson Topic 3.3: Vehicle Searches

Terminal Learning Objective(s):

- 3.30 Upon completion of this lesson and without the aid of references, the student will be able to safely and properly conduct a vehicle search.**

Enabling Learning Objective(s):

- 3.3.1 **DEMONSTRATE** how to initiate a vehicle search. (DOD 302.2)
- 3.3.2 **DEMONSTRATE** appropriate search techniques for vehicles. (DOD 302.2)
- 3.3.3 **DEMONSTRATE** appropriate actions to take if suspected IED is located during vehicle search. (DOD 302.2)

UNIT 4: FIRST AID

Lesson Topic 4.1: CPR - First Aid

Terminal Learning Objective(s):

- 4.10 Upon completion of this lesson and without the aid of references, the student will be able to perform Cardio-Pulmonary Resuscitation (CPR) and first aid.**

Enabling Learning Objective(s):

- 4.1.1 **DEMONSTRATE** the proper procedures to perform CPR. (DOD 401)
- 4.1.2 **DEMONSTRATE** the proper procedures to perform first aid. (DOD 401)

Lesson Topic 4.2: Blood-borne Pathogens

Terminal Learning Objective(s):

- 4.20 Upon completion of this lesson and without the aid of references, the student will be able to perform personal protective measures against blood-borne pathogens.**

Enabling Learning Objective(s):

- 4.2.1 **IDENTIFY** risks associated with unprotected exposure to blood-borne pathogens.

4.2.2 **IDENTIFY** protective measures against blood-borne pathogens.

UNIT 5: APPLY FORCE

Lesson Topic 5.1: Use of Force

Terminal Learning Objective(s):

5.10 Upon completion of this lesson and without the aid of references, the student will be able to make appropriate use of force decisions under stress.

Enabling Learning Objective(s):

5.1.1 **DESCRIBE** key points of US Supreme Court decisions that impact the use of force. (DOD 501)

5.1.2 **SUMMARIZE** key points of applicable orders and guidance. (DOD 501)

5.1.3 **IDENTIFY** and define use of force terminology. (DOD 501)

5.1.4 **DESCRIBE** the force continuum and the levels of force. (DOD 501)

5.1.5 **IDENTIFY** the deadly force circumstances and pre-conditions. (DOD 502)

5.1.6 **DEFINE** the less-lethal considerations of force. (DOD 503)

5.1.7 **DEMONSTRATE** timely and proper use of force decisions and apply appropriate force. (DOD 105)

Lesson Topic 5.2: Defensive Tactics

Terminal Learning Objective(s):

5.20 Upon completion of this lesson and without the aid of references, the student will be able to demonstrate the proper defensive tactics techniques.

Enabling Learning Objective(s):

- 5.2.1 **EXPLAIN** the Use of Force as it relates to empty-hand defensive skills and/or subject-control holds. (DOD 504.2)
- 5.2.2 **IDENTIFY** specific parts of the body susceptible to injury. (DOD 504.2)
- 5.2.3 **DEMONSTRATE** proper defensive tactics skills. (DOD 504.2)
- 5.2.4 **DEMONSTRATE** methods of handcuffing a cooperative subject. (DOD 504.2)
- 5.2.5 **DEMONSTRATE** methods of handcuffing an uncooperative subject. (DOD 504.2)
- 5.2.6 **DEMONSTRATE** the escort hold. (DOD 504.2)
- 5.2.7 **DEMONSTRATE** techniques to overcome resistance to an escort hold. (DOD 504.2)
- 5.2.8 **DEMONSTRATE** weapon retention methods. (DOD 504.2)
- 5.2.9 **IDENTIFY** the two methods of application of pressure points and the most applicable control principle for each. (DOD 504.2)
- 5.2.10 **IDENTIFY** the nerve pressure points, nerve motor points locations, and provide the most applicable method of application for each. (DOD 504.2)
- 5.2.11 **LIST** the five steps needed to correctly apply pressure to a nerve pressure point. (DOD 504.2)
- 5.2.12 **IDENTIFY** the Fluid Shock Wave Principle. (DOD 504.2)
- 5.2.13 **IDENTIFY** the level of control for the defensive counterstrikes. (DOD 504.2)
- 5.2.14 **DEMONSTRATE** the palm heel strike technique. (DOD 504.2)
- 5.2.15 **DEMONSTRATE** the straight punch technique. (DOD 504.2)

Lesson Topic 5.3: Oleoresin Capsicum (OC)

Terminal Learning Objective(s):

- 5.30 Upon completion of this lesson and without the aid of references, the student will be able to demonstrate the**

proper handling, use and employment of Oleoresin Capsicum (OC) in accordance with MCO 5500.6F and ALMAR 305/98.

Enabling Learning Objective(s): (DOD 504.1.1)

- 5.3.1 **EXPLAIN** the physiological and psychological effects of OC on subjects that have been sprayed. (DOD 504.1.1)
- 5.3.2 **EXPLAIN** the Marine Corps Use of Force Continuum as it pertains to the use of OC. (DOD 504.1.1)
- 5.3.3 **EXPLAIN** the proper procedures for deploying and using OC. (DOD 504.1.1)
- 5.3.4 **IDENTIFY** the different types of OC delivery systems. (DOD 504.1.1)
- 5.3.5 **DEMONSTRATE** the proper procedures for drawing, gripping, engaging, verbalizing and moving with an OC canister. (DOD 504.1.1)
- 5.3.6 **DEMONSTRATE** accurate spray techniques with OC. (DOD 504.1.1)
- 5.3.7 **DESCRIBE** general decontamination and recovery from OC. (DOD 504.1.1)

Lesson Topic 5.4: Expandable Baton

Terminal Learning Objective(s):

- 5.40 Upon completion of this lesson and without the aid of references, the student will be able to demonstrate the proper employment of the expandable baton.**

Enabling Learning Objective(s):

- 5.4.1 **EXPLAIN** the Marine Corps use of force continuum as it pertains to the baton. (DOD 504.1.2)
- 5.4.2 **IDENTIFY** the nomenclature of an expandable baton. (DOD 504.1.2)
- 5.4.3 **DEMONSTRATE** proper expandable baton techniques. (DOD 504.3)

- 5.4.4 **IDENTIFY** specific parts of the body that are particularly vulnerable to a baton using a color code scheme. (DOD 504.1.2)

UNIT 6: WEAPON(S)

Lesson Topic 6.1: Firearms Safety

Terminal Learning Objective(s):

- 6.10 Upon completion of this lesson and without the aid of references, the student will demonstrate safe firearms handling practices.**

Enabling Learning Objective(s): (DOD 601)

- 6.1.1 **STATE** the five firearms safety rules. (DOD 601)
- 6.1.2 **ADHERE** to and enforce the five firearms safety rules. (DOD 601)

Lesson Topic 6.2: Clearing Barrel Procedures

Terminal Learning Objective(s):

- 6.20 Upon completion of this lesson and with the aid of the reference, the student will be able to properly perform clearing barrel procedures for the M-9 service pistol and the shotgun.**

Enabling Learning Objective(s):

- 6.2.1 **DEMONSTRATE** loading and unloading the M-9 pistol utilizing supervised clearing barrel procedures. (DOD 601)
- 6.2.2 **DEMONSTRATE** loading and unloading the 12-gauge shotgun utilizing supervised clearing barrel procedures. (DOD 601)

M-9 Service Pistol

Terminal Learning Objective(s):

- 6.30 Upon completion of this lesson and given an M9 service pistol with magazines, duty gear, and ammunition, the**

student will be able to shoot small arms qualification courses of fire on approved indoor/outdoor ranges while observing all safety precautions, under supervision, in accordance with OPNAVINST 3591.1 Series.

Lesson Topic 6.3: Characteristics, Nomenclature & Functioning of the M9 Service Pistol

Enabling Learning Objective(s):

- 6.3.1 **DESCRIBE** the characteristics / capabilities of the M9 pistol IAW FMFM 0-8, FMFM 0-9, and OPNAVINST 3591.1 (SERIES). (DOD 601)
- 6.3.2 **STATE** the nomenclature of the M9 pistol and ammunition IAW FMFM 0-8, FMFM 0-9, and OPNAVINST 3591.1 (SERIES). (DOD 601)
- 6.3.3 **DESCRIBE** the functioning of the M9 pistol IAW FMFM 0-8, FMFM 0-9, and OPNAVINST 3591.1 (SERIES). (DOD 601)

Lesson Topic 6.4: Fundamentals of Pistol Marksmanship

Enabling Learning Objective(s):

- 6.4.1 **DEMONSTRATE** proper fundamentals of marksmanship techniques for the M9 pistol IAW FMFM 0-8 and FMFM 0-9. (DOD 601)

Lesson Topic 6.5: Disassembly, Inspection, Preventive Maintenance, and Assembly of the M9 Service Pistol

Enabling Learning Objective(s):

- 6.5.1 **CLEAR** the M9 pistol properly IAW FMFM 0-8, FMFM 0-9, and OPNAVINST 3591.1 (SERIES). (DOD 601)
- 6.5.2 **DEMONSTRATE** the proper procedures to disassemble, reassemble and perform a functions check of the M9 pistol and magazine IAW TM 1005A-10 / 1 and OPNAVINST 3591.1 (SERIES). (DOD 601)
- 6.5.3 **PERFORM** preventive maintenance on the M9 pistol and magazine IAW TM 1005A-10 /1. (DOD 601)

- 6.5.4 **INSPECT** the major components of the M9 pistol and magazine IAW TM 1005A-10 / 1 and OPNAVINST 3591.1 (SERIES). (DOD 601)

Malfunctions, Stoppages, and Remedial Action

Enabling Learning Objective(s):

- 6.5.5 **DEMONSTRATE** the proper procedures to perform immediate/remedial action as required to make the pistol ready to fire IAW FMFM 0-8, FMFM 0-9, and TM 1005A-10/1. (DOD 601)

Lesson Topic 6.6: Load, Unload, and Weapon Condition Codes of the M9 Service Pistol

Enabling Learning Objective(s):

- 6.6.1 Load the M9 magazine properly IAW FMFM 0-8 and FMFM 0-9. (DOD 601)
- 6.6.2 Demonstrate the proper procedures for loading and unloading the M9 pistol IAW FMFM 0-8 and FMFM 0-9. (DOD 601)
- 6.6.3 Demonstrate the proper procedures for tactical and speed reloads for the M9 pistol IAW FMFM 0-8 and FMFM 0-9. (DOD 601)
- 6.6.4 Identify the weapon conditions codes for the M9 pistol IAW FMFM 0-8, FMFM 0-9 and OPNAVINST 3591.1 (Series). (DOD 601)

Lesson Topic 6.7: Presentation of the M9 Service Pistol

Enabling Learning Objective(s):

- 6.7.1 **DEMONSTRATE** the proper procedures for presenting the pistol to the target from the holster IAW FMFM 0-9.
- 6.7.2 **DEMONSTRATE** the proper procedures for presenting the pistol to the target while assuming the kneeling position IAW FMFM 0-9.

M1014 Shotgun

Terminal Learning Objective(s):

6.90 Upon completion of this lesson and given an M014 JSCS and ammunition, the student will be able to shoot small arms qualification courses of fire on approved indoor/outdoor ranges while observing all safety precautions, under supervision, in accordance with OPNAVINST 3591.1 Series.

Lesson Topic 6.8: Characteristics, Nomenclature & Functioning of the M1014 Joint Services Combat Shotgun

Enabling Learning Objective(s):

- 6.8.1 **IDENTIFY** the nomenclature and characteristics of the M1014 JCWS shotgun IAW MCRP 3-01A and MCRP 3-01B. (DOD 601)
- 6.8.2 **DEMONSTRATE** the proper procedures to disassemble, reassemble and perform a functions check of the M1014 JSCS IAW MCRP 3-01A and MCRP 3-01B.
- 6.8.3 **PERFORM** preventive maintenance on the M1014 JSCS IAW MCRP 3-01A and MCRP 3-01B.
- 6.8.4 **DEMONSTRATE** proper fundamentals of marksmanship techniques for the M1014 JSCS IAW MCRP 3-01A and MCRP 3-01B.
- 6.8.5 **IDENTIFY** the weapon conditions codes for the shotgun IAW OPNAVINST 3591.1 (Series).
- 6.8.6 **DEMONSTRATE** the proper procedures to perform immediate/remedial action as required to make the shotgun ready to fire IAW MCRP 3-01A, MCRP 3-01B and OPNAVINST 3591.1 (Series).

UNIT 7: Communications

Lesson Topic 7.1: Law Enforcement Communications

Terminal Learning Objective(s):

- 7.10 Upon completion of this lesson and without the aid of references, the student will be able to communicate using the communications network aboard the base.**

Enabling Learning Objective(s):

- 7.1.1 **IDENTIFY** the responsibilities of personnel assigned to Desk/Dispatch teams. (USMC 705)
- 7.1.2 **IDENTIFY** the direct responsibilities of the dispatch center. (USMC 705)
- 7.1.3 **EXPLAIN** the purpose for using the primary and secondary channels. (USMC 705)
- 7.1.4 **DEMONSTRATE** proper use of phonetic alphabet in radio communications. (DOD 702)
- 7.1.5 **DEMONSTRATE** proper communications discipline. (DOD 703)
- 7.1.6 **IDENTIFY** the purpose of using a matrix. (USMC 705)

Lesson Topic 7.2: Police Information Systems

Terminal Learning Objective(s):

- 7.20 Upon completion of this lesson and without the aid of references, the student will be able to identify sources and uses of police information.**

Enabling Learning Objective(s):

- 7.2.1 **IDENTIFY** police information systems. (USMC 704)
- 7.2.2 **IDENTIFY** types of information available through various police record systems. (USMC 704)

UNIT 8: Patrol/Post Activities

Lesson Topic 8.1: Law Enforcement Mental Conditioning and Survival

Terminal Learning Objective(s):

- 8.10 Upon completion of this lesson and without the aid of references, the student will be able to identify and apply law enforcement survival tactics.**

Enabling Learning Objective(s):

- 8.1.1 **IDENTIFY** law enforcement survival techniques. (DOD 810)
- 8.1.2 **IDENTIFY** the dynamics of lethal encounters and ambushes. (DOD 810)
- 8.1.3 **IDENTIFY** roles of contact and cover officers. (DOD 810)

Lesson Topic 8.2: Record Police Information

Terminal Learning Objective(s):

- 8.20 Upon completion of this lesson and without the aid of references, the student will be able to gather and record police information.**

Enabling Learning Objective(s):

- 8.2.1 **IDENTIFY** the concepts of perception and observation and how they relate to recording police information. (DOD 802)
- 8.2.2 **IDENTIFY** the sources and types of police information. (DOD 802)
- 8.2.3 **IDENTIFY** proper entries for the police notebook. (DOD 802)

Lesson Topic 8.3: Accident Avoidance and Technical Driving

Terminal Learning Objective(s):

- 8.30 Upon completion of this lesson and without the aid of references, the student will be able to understand accident avoidance methods, basic vehicle dynamic techniques and technical driving maneuvers.**

Enabling Learning Objective(s):

- 8.3.1 **DEMONSTRATE** how to perform a police emergency vehicle preventative maintenance inspection. (DOD 805)
- 8.3.2 **IDENTIFY** various accident avoidance techniques. (DOD 809)
- 8.3.3 **IDENTIFY** vehicle dynamics principles. (DOD 809)
- 8.3.4 **IDENTIFY** technical driving maneuvers. (DOD 809)

Lesson Topic 8.4: Emergency Vehicle Operations

Terminal Learning Objective(s):

8.40 Upon completion of this lesson and without the aid of references, the student will be able to identify safe and effective emergency and pursuit vehicle operations.

Enabling Learning Objective(s):

- 8.4.1 **IDENTIFY** factors that affect emergency driving. (DOD 809)
- 8.4.2 **IDENTIFY** situations for which emergency vehicle operations may be authorized. (DOD 809)
- 8.4.3 **IDENTIFY** official uses of Authorized Emergency Vehicles. (DOD 809)
- 8.4.4 **IDENTIFY** pursuit procedures. (DOD 809)

Lesson Topic 8.5: Apprehension and Transportation of Offenders

Terminal Learning Objective(s):

8.50 Upon completion of this lesson and without the aid of references the student will be able to demonstrate a lawful apprehension IAW with the MCM and the procedures used to transport an offender IAW NAVMC 5580.2 (draft).

Enabling Learning Objective(s):

- 8.5.1 **IDENTIFY** the requirements for a lawful apprehension. (DOD 803)
- 8.5.2 **IDENTIFY** the proper procedures for transporting offender(s). (DOD 804)
- 8.5.3 **COMPLETE** a DD Form 2708 Receipt for inmate or detained person. (DOD 1108)
- 8.5.4 **DEMONSTRATE** proper search of an offender (s) and an officer's vehicle prior to transport and after arrival at destination. (DOD 302.1)

Lesson Topic 8.6: Building Checks

Terminal Learning Objective(s):

- 8.60 Upon completion of this lesson and without the aid of the reference, the student will be able to properly and safely conduct a building check.**

Enabling Learning Objective(s):

- 8.6.1 **DEMONSTRATE** building check procedures. (*DOD 808.1*)
- 8.6.2 **DEMONSTRATE** appropriate actions to take upon finding building unsecured. (*DOD 808.1*)

Lesson Topic 8.7: Alarm Response

Terminal Learning Objective(s):

- 8.70 Upon completion of this lesson and without the aid of references, the student will be able to respond to alarms safely and effectively.**

Enabling Learning Objective(s):

- 8.7.1 **DEMONSTRATE** appropriate response to an alarm. (*DOD 808.2*)
- 8.7.2 **DEMONSTRATE** establishing a secure perimeter on an alarm response call. (*DOD 808.2*)
- 8.7.3 **DEMONSTRATE** appropriate actions to take on the scene of alarm activation. (*DOD 808.2*)

Lesson Topic 8.8: Escort Procedures

Terminal Learning Objective(s):

- 8.80 Upon completion of this lesson and without the aid of references, the student will be able to perform escort procedures.**

Enabling Learning Objective(s):

- 8.8.1 **IDENTIFY** escort procedures at the pick-up point, during the escort, and at the destination. (*USMC 808.5*)
- 8.8.2 **IDENTIFY** actions to take in case of attack on escort. (*USMC 808.5*)

Lesson Topic 8.9: Military Working Dog (MWD) & Civilian Police Working Dog (CPWD) Capabilities

Terminal Learning Objective(s):

8.90 Upon completion of this lesson and without the aid of the references, the student will be able to understand military working dog (MWD) capabilities and how MWD can be integrated into law enforcement and security operations.

Enabling Learning Objective(s):

- 8.9.1 **IDENTIFY** the basic considerations for the use of MWDs. (DOD 808.6)
- 8.9.2 **IDENTIFY** the legal aspects and certification requirements for MWDs. (DOD 808.6)
- 8.9.3 **IDENTIFY** concepts and methods of employment of MWDs. (DOD 808.6)
- 8.9.4 **IDENTIFY** operational safety considerations for MWDs. (DOD 808.6)

Lesson Topic 8.10: Traffic Stops

Terminal Learning Objective(s):

8.100 Upon completion of this lesson and without the aid of references, the student will be able to conduct both unknown and known risk traffic stops.

Enabling Learning Objective(s):

- 8.10.1 **DEMONSTRATE** the actions to conduct an unknown risk traffic stop. (DOD 808.4.2)
- 8.10.2 **DEMONSTRATE** the actions to conduct a known risk traffic stop. (DOD 808.2.1)
- 8.10.3 **DEMONSTRATE** the actions required to complete a DD Form 1408 (Armed Forces Traffic Ticket) and CVB Form 1805 (replaces DD Form 1805) (US District Court Violation Notice). (DOD 1006, 1007)

**Lesson Topic 8.11: Victim/Witness Assistance Program
(VWAP)**

Terminal Learning Objective(s):

8.110 Upon completion of this lesson and without the aid of references, the student will be able to identify the requirements of the victim and witness assistance program (VWAP).

Enabling Learning Objective(s):

8.11.1 **IDENTIFY** the rights and protection procedures for victims and witnesses. (USMC 811)

8.11.2 **IDENTIFY** the multidisciplinary focus of the VWAP. (USMC 811)

8.11.3 **IDENTIFY** the responsibilities of law enforcement personnel for the VWAP. (USMC 811)

8.11.4 **IDENTIFY** the purpose of the transitional compensation program. (USMC 811)

Lesson Topic 8.12: Juveniles

Terminal Learning Objective(s):

8.120 Upon completion of this lesson and without the aid of references, the student will be able to identify appropriate actions to take with juvenile offenders.

Enabling Learning Objective(s):

8.12.1 **DEFINE** juveniles under Title 18, US Code. (USMC 808.6)

8.12.2 **IDENTIFY** procedures for handling juvenile offenders. (USMC 808.6)

8.12.3 **IDENTIFY** enforcement alternatives for juvenile offenders. (USMC 808.6)

Lesson Topic 8.13: Domestic Disturbance Response

Terminal Learning Objective(s):

8.130 Upon completion of this lesson and without the aid of references, the student will be able to demonstrate proper procedures for handling a domestic disturbance call.

Enabling Learning Objective(s):

8.13.1 **IDENTIFY** responsibilities of police officer in handling domestic disturbance. (USMC 903.11)

8.13.2 **IDENTIFY** purpose of Military Protective Order. (USMC 903.11)

8.13.3 **DEMONSTRATE** proper procedures for handling domestic disturbances. (USMC 903.11)

Lesson Topic 8.14: Dealing with Emotionally Disturbed Person

Terminal Learning Objective(s):

8.140 Upon completion of this lesson and without the aid of references, the student will be able to respond to an emotionally disturbed person safely and effectively.

Enabling Learning Objective(s):

8.14.1 **IDENTIFY** procedures for responding to an emotionally disturbed person call. (USMC 812)

8.14.2 **IDENTIFY** appropriate use of force for restraining an emotionally disturbed person. (USMC 812)

UNIT 9: PATROL/POST INCIDENTS

Lesson Topic 9.1: National Incident Management System (NIMS)

Terminal Learning Objective(s):

9.10 Upon completion of this lesson and without the aid of references, the student will be able to understand the usage of the National Incident Management System (NIMS).

Enabling Learning Objective(s):

9.1.1 **IDENTIFY** the major components of NIMS. (DOD 903)

- 9.1.2 **IDENTIFY** the Incident Command System and the Unified Command System. (*DOD 903*)

Lesson Topic 9.2: Active Shooter

Terminal Learning Objective(s):

- 9.20 Upon completion of this lesson and without the aid of references, the student will be able to respond to an active shooter situation.**

Enabling Learning Objective(s):

- 9.2.1 **DEMONSTRATE** actions to take upon arrival to an active shooter incident. (*USMC 902.10*)
- 9.2.2 **DEMONSTRATE** movement to contact as part of a formation. (*USMC 902.10*)
- 9.2.3 **DEMONSTRATE** actions to take upon contact with an active shooter. (*USMC 902.10*)

Lesson Topic 9.3: Crime Scene Security and Processing

Terminal Learning Objective(s):

- 9.30 Upon completion of this lesson and without the aid of references, the student will be able to demonstrate proper response to a crime scene, to include securing the scene, rendering aid, and recording the scene with notes and sketch.**

Enabling Learning Objective(s):

- 9.3.1 **IDENTIFY** police officer's responsibilities at crime scene. (*DOD 901.1*)
- 9.3.2 **IDENTIFY** the three methods to document a crime scene. (*DOD 901.2*)
- 9.3.3 **IDENTIFY** crime scene search methods. (*DOD 901.3, 901.4*)

Lesson Topic 9.4: Evidence Collection, Packaging and Marking

Terminal Learning Objective(s):

9.40 Upon completion of this lesson and with the aid of the references, the student will be able to collect evidence and enter it on an Evidence/Property Custody Document.

Enabling Learning Objective(s):

- 9.4.1 **IDENTIFY** types and uses of physical evidence. (DOD 901.5, 901.6)
- 9.4.2 **IDENTIFY** appropriate packaging materials for various types of evidence. (DOD 903.6)
- 9.4.3 **IDENTIFY** procedures for marking evidence. (DOD 903.6)
- 9.4.4 **PROPERLY** complete the OPNAV 17 A&B Evidence Tag and OPNAV 5527/22 Evidence/ Property Custody Document. (DOD 1101)

Lesson Topic 9.5: Evidence Room Procedures

Terminal Learning Objective(s):

9.50 Upon completion of this lesson and without the aid of references, the student will be able to identify evidence room procedures.

Enabling Learning Objective(s):

- 9.5.1 **IDENTIFY** parts of evidence custodial system. (DOD 903.6)
- 9.5.2 **IDENTIFY** proper procedures for evidence submission. (DOD 903.6)
- 9.5.3 **IDENTIFY** appropriate evidence disposal actions. (DOD 903.6)

Lesson Topic 9.6: Introduction to Calls for Service

Terminal Learning Objective(s):

9.60 Upon completion of this lesson and without the aid of references, the student will be able to identify protocols for responding to calls for service safely and effectively.

Enabling Learning Objective(s):

- 9.6.1 **IDENTIFY** proper tactics, techniques and procedures for responding to calls including unknown complaint, misdemeanors and felonies in progress. (DOD 901)

Lesson Topic 9.7: Drug Identification

Terminal Learning Objective(s):

- 9.70 Upon completion of this lesson and without the aid of the references, the student will be able to identify controlled substances.**

Enabling Learning Objective(s):

- 9.7.1 **IDENTIFY** offenses involving controlled substances. (DOD 903.5)
- 9.7.2 **RECOGNIZE** controlled substances. (DOD 903.5)
- 9.7.3 **IDENTIFY** commonly used drug paraphernalia. (DOD 903.5)

Lesson Topic 9.8: Introduction to Emergency Response Protocols

Terminal Learning Objective(s):

- 9.80 Upon completion of this lesson and without the aid of references, the student will be able to identify emergency response protocols.**

Enabling Learning Objective(s):

- 9.8.1 **IDENTIFY** critical incidents. (DOD 902)
- 9.8.2 **IDENTIFY** responsibilities of Incident Commander. (DOD 902)

Lesson Topic 9.9: Explosive Threats

Terminal Learning Objective(s):

- 9.90 Upon completion of this lesson and with the aid of references, the student will be able to properly and safely respond to explosive threats.**

Enabling Learning Objective(s):

- 9.9.1 **IDENTIFY** bomb classifications. (DOD 902.1, 902.2)
- 9.9.2 **RECOGNIZE** types of IEDs. (DOD 902.1, 902.2)
- 9.9.3 **IDENTIFY** means of detonation/delivery. (DOD 902.3, 902.4)
- 9.9.4 **LIST** bomb threat procedures including evacuation procedures. (DOD 902.7)
- 9.9.5 **DEMONSTRATE** the proper procedures for responding to a bomb threat. (DOD 902.5, 902.6)
- 9.9.6 **DEMONSTRATE** the procedure for conducting a search for possible explosive. (DOD 902.8)

Lesson Topic 9.10: Crimes Against Property

Terminal Learning Objective(s):

- 9.100** Upon completion of this lesson and without the aid of the references, the student will be able to respond safely and effectively to crimes against property.

Enabling Learning Objective(s):

- 9.10.1 **DEMONSTRATE** the proper way to respond to crimes against property. (DOD 903.2, 903.3, 903.4)
- 9.10.2 **IDENTIFY** required information collection and actions taken when responding to crimes against property. (DOD 903.2, 903.3, 903.4)

Lesson Topic 9.11: Crimes Against Persons

Terminal Learning Objective(s):

- 9.110** Upon completion of this lesson and without the aid of references, student will be able to respond properly to crimes against person incident.

Enabling Learning Objective(s):

- 9.11.1 **IDENTIFY** procedures for responding to and arriving at crimes against persons call. (USMC 903.9)
- 9.11.2 **IDENTIFY** appropriate actions to take for a robbery-in-progress call. (USMC 903.9)

- 9.11.3 **DEMONSTRATE** proper procedures for responding to a crime against a person.

Lesson Topic 9.12: Interviews and Interrogations

Terminal Learning Objective(s):

- 9.120 Upon completion of this lesson and without the aid of references, the student will be able to demonstrate the proper procedures for conducting interviews and interrogations.

Enabling Learning Objective(s):

- 9.12.1 **IDENTIFY** interview and interrogation approaches and techniques. (DOD 901.7, 903.7)
- 9.12.2 **DEMONSTRATE** the proper procedures to administer a suspect's rights advisement utilizing the appropriate OPNAV form. (DOD 903.7)
- 9.12.3 **DEMONSTRATE** the proper procedures to conduct an interview and obtain a statement from a witness or victim utilizing appropriate OPNAV form.
- 9.12.4 **DEMONSTRATE** the proper procedures to conduct an interrogation and obtain a statement from a suspect utilizing appropriate OPNAV form. (DOD 1104)

Lesson Topic 9.13: Sexual Offenses and Response

Terminal Learning Objective(s):

- 9.130 Upon the completion of this lesson and without the aid of references, the student will be able to respond to sexual offenses.

Enabling Learning Objective(s):

- 9.13.1 **IDENTIFY** types of sexual assaults. (DOD 903.1)
- 9.13.2 **RECOGNIZE** response protocols for sexual crimes. (DOD 903.1)

Lesson Topic 9.14: Child Abuse, Neglect and Sexual Offense Response

Terminal Learning Objective(s):

- 9.140 Upon completion of this lesson and without the aid of references, the student will be able to respond to child abuse incidents.

Enabling Learning Objective(s):

- 9.14.1 **DEFINE** terms associated with child abuse/neglect investigations. (DOD 903.10)
- 9.14.2 **IDENTIFY** indicators of child physical abuse. (DOD 903.10)
- 9.14.3 **IDENTIFY** indicators of child sexual abuse. (DOD 903.10)
- 9.14.4 **IDENTIFY** indicators of child neglect. (DOD 903.10)

UNIT 10: TRAFFIC MANAGEMENT

Lesson Topic 10.1: Traffic Control

Terminal Learning Objective(s):

- 10.10 Upon completion of this lesson and without the aid of references, the student will be able to use hand-and-arm signals to direct traffic.

Enabling Learning Objective(s):

- 10.1.1 **DEMONSTRATE** the proper use of hand-and-arm signals to direct traffic safely. (DOD 1001)

Lesson Topic 10.2: Accident Investigation

Terminal Learning Objective(s):

- 10.20 Upon completion of this lesson and without the aid of the references, the student will be able to conduct a limited traffic accident investigation.

Enabling Learning Objective(s):

- 10.2.1 **DEMONSTRATE** steps to take upon arrival to a traffic accident scene. (DOD 1005)

10.2.2 **DEMONSTRATE** the steps in conducting a limited traffic accident investigation. (DOD 1002)

10.2.3 **PREPARE** a traffic accident report. (DOD 1002)

Lesson Topic 10.3: DUI Enforcement

Terminal Learning Objective(s):

10.30 Upon completion of this lesson and without the aid of references, the student will be able to process a suspected intoxicated driver safely and effectively.

Enabling Learning Objective(s):

10.3.1 **DEMONSTRATE** the correct procedures for identifying and processing a suspected intoxicated driver. (DOD 1003)

10.3.2 **DEMONSTRATE** the correct procedures for conducting simple sobriety tests and standardized field sobriety tests. (DOD 1003)

10.3.3 **PREPARE** a DUI report (DD Form 1920, Alcohol Incident Report). (DOD 1004)

UNIT 11: REPORTS/REPORT WRITING

Lesson Topic 11.1: Personnel Identification and Entry/Access Control

Terminal Learning Objective(s):

11.10 Upon completion of this lesson and without the aid of references, the student will be able to conduct entry and access control operations.

Enabling Learning Objective(s):

11.1.1 **DEMONSTRATE** post and relief procedures. (USMC 813)

11.1.2 **DEMONSTRATE** procedures for checking identification of pedestrians and vehicle occupants. (USMC 813)

11.1.3 **DEMONSTRATE** the proper use of Visitor Register Log and issuance of Visitor/Vehicle Pass. (DOD 1102, 1103)

Lesson Topic 11.2: Field Interviews/Frisks

Terminal Learning Objective(s):

- 11.20** Upon completion of this lesson and without the aid of references, the student will be able to conduct a field interview and frisk of a person safely and effectively.

Enabling Learning Objective(s):

- 11.2.1 **CONDUCT** a field interview and document results on Field Interview Card (OPNAV 5580/21). (DOD 1109)
- 11.2.2 **ARTICULATE** justification for conducting frisk search. (DOD 1109)

Lesson Topic 11.3: Report Writing

Terminal Learning Objective(s):

- 11.30** Upon completion of this lesson and with the aid of references, the student will be able to complete an OPNAV 5580/1 Incident Report.

Enabling Learning Objective(s):

- 11.3.1 **IDENTIFY** the proper format for entering required information into the OPNAV 5580/1 Incident Report. (DOD 1107)
- 11.3.2 **IDENTIFY** the required information to input into the OPNAV 5580/1 Incident Report, Section IX Narrative. (DOD 1107)
- 11.3.3 **DEMONSTRATE** the proper procedures for completing the OPNAV 5580/1 Incident Report.

UNIT 12: CIVIL DISTURBANCE

Lesson Topic 12.1: Crowd Behavior and Dynamics

Terminal Learning Objective(s):

- 12.10** Upon completion of this lesson and without the aid of references, the student will be able to identify crowd behavior and dynamics.

Enabling Learning Objective(s):

- 12.1.1 **IDENTIFY** the types of crowds. (DOD 1201)
- 12.1.2 **IDENTIFY** the types of resistors. (DOD 1201)
- 12.1.3 **IDENTIFY** the types of mob tactics. (DOD 1201)
- 12.1.4 **EXPLAIN** crowd control options. (DOD 1201)

Lesson Topic 12.2: Riot Control Operations

Terminal Learning Objective(s):

- 12.20 Upon completion of this lesson and without the aid of references, the student will be able to perform as an element in a riot control formation.

Enabling Learning Objective(s):

- 12.2.1 **DEMONSTRATE** the proper use of a riot baton. (DOD 1202)
- 12.2.2 **DEMONSTRATE** riot control formations as an element within squad-size formations. (DOD 1203, 1204)

UNIT 13: CBRNE

Lesson Topic 13.1: CBRNE - HAZMAT Response

Terminal Learning Objective(s):

- 13.10 Upon completion of this lesson and without the aid of references, the student will be able to understand basic law enforcement 1st responder skills for a hazardous materials incident or a Chemical, Biological, Radiological, Nuclear, high yield Explosive (CBRNE) event.

Enabling Learning Objective(s):

- 13.1.1 **IDENTIFY** harmful effects of hazardous materials and CBRNE. (DOD 1301)
- 13.1.2 **RECOGNIZE** potential HazMat and CBRNE incidents. (DOD 1301)

- 13.1.3 **LIST** responsibilities of basic law enforcement 1st responder on scene of HazMat or CBRNE. (*DOD 1302*)
- 13.1.4 **IDENTIFY** individual protective measures for HazMat and CBRNE. (*DOD 1302*)

2. Course Master Schedule

WEEK ONE						
	Training Day 1	Training Day 2	Training Day 3	Training Day 4	Training Day 5	
730						Guard Mount (30 minutes)
800	Orientation Class 1.1	Community Policing Class 1.8	Law Enforcement Mental Conditioning and Survival Class 8.1	Constitutional Law Class 2.1		Authority and Jurisdiction Class 2.3
900	Basic Study Skills Class 1.2	Physical Fitness and Nutrition Class 1.11		Military and Federal Justice System Class 2.2		
1000	Marine Corps Values Class 1.3					
1100	Law Enforcement History Class 1.4		Use of Force Class 5.1	Criminal Law Class 2.5		Record Police Information Class 8.2
1200						
1300	Ethics and Code of Conduct Class 1.7	Stress and Stress Management Class 1.12				Law Enforcement Liability Class 2.6
1400						
1500	Guard Mount Class 1.6	Functions of USMC Law Enforcement Class 1.5	Use of Force Class 5.1	Criminal Law Class 2.5		Physical Training Lead Instructor Time (30 minutes)
1600			Initial Physical Assessment Test			
1700	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal - 1630

WEEK TWO					
	Training Day 6	Training Day 7	Training Day 8	Training Day 9	Training Day 10
600					
730	Guard Mount (30 minutes)				Guard Mount (30 minutes)
800	Interpersonal Communication Skills Class 1.13	Courtroom Testimony Class 2.8	Use of Force Test (1 hr)	Defensive Tactics Class 5.2&5.4	Defensive Tactics Lab 5.2&5.4 4/32
900					
1000	Law Enforcement Operations 1.14	Interviews and Interrogations Lab 9.12	Search and Seizure Class 3.1		
1100	Rights Advisement Class 2.4				
1200	L	U	N	C	H
1300	Rights Advisement Class 2.4	Interviews and Interrogations Lab 9.12	Search and Seizure Lab 3.1	Explosive Threats Class 9.9	Terrorism Awareness Class 1.9
1400	Interviews and Interrogations Class 9.12		Personnel Identification and Entry/Access Control Class 11.1		
1500					
1600	Lead Instructor Time (30 minutes)	Physical Training	Intro to Emergency Response Protocols Class 9.8	Physical Training	Lead Instructor Time (30 minutes)
1700	Dismissal - 1630	Dismissal	Dismissal	Dismissal	Dismissal - 1630

WEEK THREE

	Training Day 11	Training Day 12	Training Day 13	Training Day 14	Training Day 15
600					
730		Guard Mount (30 minutes)		Guard Mount (30 minutes)	
800		Written Test #1	Building and Area Searches Class 3.2	Vehicle Searches/Gate Procedures Lab 3.3	Building/Area Searches Lab 3.2
900	Law Enforcement Communications Class 7.1	Field Interviews/Frisk Class 11.2	Vehicle Searches Class 3.3		
1000		Field Interviews/Frisk Lab 11.2	Active Shooter Class 9.2		
1100	Police Information Systems Class 7.2				
1200	L	U	N	C	H
1300			Intro to Calls for Service Class 9.6		Building/Area Searches Lab 3.2
1400	Force Protection Class 1.10	Defensive Tactics Lab 5.2&5.4 3-1/2 hours 7.5/32	National Incident Management Systems Class 9.1	Defensive Tactics Lab 5.2&5.4 3-1/2 hours 11/32	
1500					Active Shooter Lab 9.2
1600	Physical Training		Physical Training		
1700	Dismissal	Dismissal - 1630	Dismissal	Dismissal - 1630	Dismissal

WEEK FOUR

	Training Day 16	Training Day 17	Training Day 18	Training Day 19	Training Day 20
600					
730		Guard Mount (30 minutes)		Guard Mount (30 minutes)	
800	Emergency Vehicle Operations Class 8.4	Accident Avoidance and Technical Driving Class 8.3	Report Writing Class 11.3	Written Test #2	Traffic Stops Class 8.10
900	Building Checks Class 8.6				
1000	Alarm Response Class 8.7		Report Writing Lab 11.3	Traffic Control Class 10.1	
1100	Escort Procedures Class 8.8	Vehicle Preventative Maintenance Lab 8.3		Traffic Control Lab 10.1	Traffic Stops Lab 1408/1805 8.10
1200	L	U	N	C	H
1300	Apprehension and Transport Offender Class 8.5	Defensive Tactics Lab 5.2&5.4 3-1/2 hours 14.5/32	Oleoresin Capsicum Class 5.3	Defensive Tactics Lab 5.2&5.4 3-1/2 hours 18/32	Victim/Witness Assistance Program Class 8.11
1400	Apprehension and Transport Offender Lab 8.5		Oleoresin Capsicum Written Exam 5.3		Crimes Against Persons Class 9.11
1500			Physical Training		Crimes Against Property Class 9.10
1600	Physical Training				Physical Training
1700	Dismissal	Dismissal - 1630	Dismissal	Dismissal - 1630	Dismissal

WEEK FIVE

	Training Day 21	Training Day 22	Training Day 23	Training Day 24	Training Day 25
600					
730		Guard Mount (30 minutes)			
800					
900					
1000	Traffic Stops Lab 8.10	CBRNE - HAZMAT Response Class 13.1	DUI Enforcement Lab 10.3	CPR/AED/First Aid 4.1	Traffic Stops Lab 8.10
1100					
1200	L	U	N	C	H
1300	Defensive Tactics Lab 5.2&5.4 3 hours 21/32	DUI Enforcement Class 10.3	DUI Enforcement Lab 10.3	CPR/AED/First Aid 4.1	Defensive Tactics Lab 5.2&5.4 3 hours 24/40
1400				Bloodborne Pathogens Class 4.1- 4.2	
1500			DUI Enforcement Test		
1600	Physical Training	Lead Instructor Time (30 minutes)	Physical Training	Written Test First Aid/CPR/BBP 4.1-4.2	Physical Training
1700	Dismissal	Dismissal - 1630	Dismissal	Dismissal	Dismissal

WEEK SIX					
	Training Day 26	Training Day 27	Training Day 28	Training Day 29	Training Day 30
600					
730	Guard Mount (30 minutes)				Guard Mount (30 minutes)
800	Lead Instructor Time (30 minutes)	Clearing Barrel Procedures Lab 6.2		Clearing Barrel (30 minutes)	Clearing Barrel (30 minutes)
900			Firearms Dry Fire Lab 6.1-6.9	Firearms Range	Firearms Range
1000	Firearms Class 6.1-6.9	Firearms Dry Fire Lab 6.1-6.9			
1100					
1200	L	U	N	C	H
1300		Defensive Tactics Lab 5.2&5.4 3 hours 27/32	Firearms Written Test	Firearms Range	Firearms Range
1400	Firearms Class 6.1-6.9		Defensive Tactics Lab 5.2&5.4 3 hours 27/32	Clearing Barrel (30 minutes)	
1500		Physical Training		Physical Training	Clearing Barrel (30 minutes)
1600					
1700	Dismissal - 1630	Dismissal	Dismissal	Dismissal	Dismissal

WEEK SEVEN

	Training Day 31	Training Day 32	Training Day 33	Training Day 34	Training Day 35
600					
730		Guard Mount (30 minutes)		Guard Mount (30 minutes)	
800	Clearing Barrel (30 minutes)	Clearing Barrel (30 minutes)	Rules of Evidence 2.7	Lead Instructor Time (30 minutes)	
900			Crime Scene Security and Processing Class 9.3	Crime Scene Security and Processing Lab 9.3	Crimes Against Persons/Property Lab 9.10-9.11
1000	Firearms Range	Firearms Range	Evidence Collection, Packaging, and Marking Class 9.4		
1100					
1200	L	U	N	C	H
1300			Evidence Collection, Packaging, and Marking Class 9.4	Explosive Threats/Alarm Response Lab 9.9	Defensive Tactics Lab 5.2&5.4 3 hours 30/32
1400	Firearms Range	Firearms Range	Drug Identification Class 9.7		
1500	Clearing Barrel (30 minutes)				
1600	Physical Training	Clearing Barrel (30 minutes)	Physical Training		Physical Training
1700	Dismissal	Dismissal - 1630	Dismissal	Dismissal - 1630	Dismissal

WEEK EIGHT						
	Training Day 36	Training Day 37	Training Day 38	Training Day 39	Training Day 40	
600						
730	Guard Mount (30 minutes)					
800	Lead Instructor Time (30 minutes)	Accident Investigation Lab 10.2	Defensive Tactics Written Exam 5.2&5.4	Crowd Behavior and Dynamics Class 12.1	Riot Control Operations Lab 12.2	
900	Evidence Room Procedures Class 9.5		Child Abuse, Neglect, and Sexual Offense Response 9.14	Riot Control Operations Class 12.2		
1000	MWD/CPWD Capabilities Class 8.9		Dealing with EDP Class 8.14			
1100						
1200		U	N	C		H
1300	Accident Investigation Class 10.2	Domestic Disturbance Response Class 8.13	Defensive Tactics Performance Test 5.1-5.4	Juveniles Class 8.12	Oleoresin Capsicum Live Exposure Lab 5.3	
1400	Defensive Tactics Lab 5.2&5.4 2 hours 32/32	Sexual Offenses and Response 9.13		Domestic Disturbance Response Lab 8.13		
1500		Physical Training		Physical Training		
1600						
1700	Dismissal - 1630	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

WEEK NINE						
	Training Day 41	Training Day 42	Training Day 43	Training Day 44	Training Day 45	
600						
730		Guard Mount (30 minutes)				
800				Final Guard Mount (1 hour)		Equipment Turn-in
900	Written Test #3	Law Enforcement Exercise Lab	Law Enforcement Exercise Lab	Law Enforcement Exercise Lab		Critique/Debrief
1000	Use of Force Scenarios 5.1-5.3					Graduation
1100						
1200	L	U	N	C		H
1300	Use of Force Scenarios Lab 5.1-5.3	Law Enforcement Exercise Lab	Law Enforcement Exercise Lab	Field Trip/Courtroom Tour		
1400				Physical Training		
1500	Physical Training		Final Physical Assessment Test			
1600	Lead Instructor Time (1 hour)					
1700	Dismissal	Dismissal - 1630	Dismissal	Dismissal		

APPENDIX D

Marine Corps Civilian Police On-The-Job Training Pre-Service
Course

1. Curriculum Outline of Instruction

UNIT 1: GENERAL

Lesson Topic 1.1 Orientation

Terminal Learning Objective(s): None

Enabling Learning Objective(s): None

Lesson Topic 1.7 Ethics and the Code of Conduct

Terminal Learning Objective(s):

1.70 Upon completion of this lesson and given the Police Code of Conduct, the student will be able to distinguish between ethical and unethical police behavior.

Enabling Learning Objective(s):

1.7.1 **IDENTIFY** and explain types of ethical police behavior.
(DOD 104)

1.7.2 **IDENTIFY** and explain how to avoid unethical police behavior. (DOD 104)

Lesson Topic 1.9 Terrorism Awareness

Terminal Learning Objective(s):

1.10 Upon completion of this lesson and without the aid of references, the student will be able to identify and demonstrate knowledge of terrorism.

Enabling Learning Objective(s):

1.9.1 **STATE** the key elements in the definition of terrorism.
(DOD 107.3.2)

1.9.2 **IDENTIFY** significant events in the history of modern terrorism. (DOD 107.3.2)

- 1.9.3 **IDENTIFY** terrorist ideologies. (DOD 107.3.2)
- 1.9.4 **IDENTIFY** the different support mechanisms of a terrorist group. (DOD 107.3.2)
- 1.9.5 **IDENTIFY** the long-range goals of a terrorist group. (DOD 107.3.2)
- 1.9.6 **IDENTIFY** the common characteristics of a terrorist group. (DOD 107.3.2)
- 1.9.7 **IDENTIFY** the concepts of international and domestic terrorism and terrorist tactics. (DOD 107.3.2)

Lesson Topic 1.10 Force Protection

Terminal Learning Objective(s):

1.100 Upon completion of this lesson and without the aid of the references, the student will be able to understand concepts and fundamentals of force protection.

Enabling Learning Objective(s):

- 1.10.1 **STATE** the key elements in the definition of force protection. (DOD 107.2)
- 1.10.2 **IDENTIFY** significant force protection concepts and elements. (DOD 107.2)
- 1.10.3 **DESCRIBE** Force Protection Operational Security (OPSEC) concepts. (DOD 107.3.1)
- 1.10.4 **IDENTIFY** the fundamentals of force protection. (DOD 107.1)
- 1.10.5 **IDENTIFY** the different types of threats and threat tactics.
- 1.10.6 **IDENTIFY** threats likely to cause sabotage and wrongful destruction. (DOD 902.9)
- 1.10.7 **IDENTIFY** and define threat levels. (DOD 107.2)
- 1.10.8 **IDENTIFY** the different force protection conditions (FPCONs). (DOD 107.2)
- 1.10.9 **IDENTIFY** the concepts of random antiterrorism measures (RAMs). (DOD 107.3.1)

Lesson Plan 1.13 Interpersonal Communications Skills

Terminal Learning Objective(s):

1.130 Upon completion of this lesson and without the aid of references, the student will be able to communicate effectively using interpersonal skills.

Enabling Learning Objective(s):

1.13.1 **IDENTIFY** the four basic components to communication. (DOD 106)

1.13.2 **IDENTIFY** methods for effective listening. (DOD 106)

1.13.3 **IDENTIFY** barriers to communication. (DOD 106)

1.13.4 **IDENTIFY** methods to improve communication with persons with disabilities. (DOD 106)

1.13.5 **RECOGNIZE** methods to avoid and resolve conflict. (DOD 106)

UNIT 2: LAW

Lesson 2.3 Authority and Jurisdiction

Terminal Learning Objective(s):

2.30 Upon completion of this lesson and without the aid of the references, the student will identify the laws governing authority and jurisdiction.

Enabling Learning Objective(s):

2.3.1 **IDENTIFY** the sources of authority for MPs/Police Officers performing law enforcement duties. (DOD 201)

2.3.2 **IDENTIFY** the types of jurisdiction over areas of land and the correct handling of civilian offenders who commit crimes on-base. (DOD 202)

2.3.3 **STATE** the jurisdiction of a court-martial (over both on- and off-base offenses). (DOD 202)

2.3.4 **STATE** the restrictions imposed by the Posse Comitatus Act on the exercise of law enforcement powers off-base. (DOD 201)

Lesson Topic 2.4 Rights Advisement

Terminal Learning Objective(s):

2.40 Upon completion of this lesson and without the aid of references, the student will be able to properly administer a suspect's rights advisement using either OPNAV 5580/3 or OPNAV 5580/4.

Enabling Learning Objective(s):

2.4.1 **RECITE** and explain a suspect's rights under Article 31 of the Uniform Code of Military Justice. (DOD 205)

2.4.2 **RECITE** and explain a suspect's rights under the Miranda ruling of the United States Supreme Court. (DOD 205)

2.4.3 **EXPLAIN** the proper procedures for administering a suspect's rights advisement. (DOD 205)

Lesson Topic 2.5 Criminal Law

Terminal Learning Objective(s):

2.50 Upon completion of this lesson and with the aid of the MCM, students will be able to determine the elements of offenses listed in the UCMJ.

Enabling Learning Objective(s):

2.5.1 **IDENTIFY** offenses under the UCMJ. (DOD 203.1, 203.2)

Lesson Topic 2.6 Law Enforcement Liability

Terminal Learning Objective(s):

2.60 Upon completion of this lesson and without the aid of references, the student will be able to identify issues concerning law enforcement liability.

Enabling Learning Objective(s):

2.6.1 **IDENTIFY** criminal and civil liability issues as they relate to law enforcement. (DOD 207)

2.6.2 **IDENTIFY** issues concerning torts, Constitutional torts and criminal actions. (DOD 207)

Lesson Topic 2.7 Rules of Evidence

Terminal Learning Objective(s):

2.70 Upon completion of this lesson and without the aid of references, the student will be able to identify the laws governing the rules of evidence.

Enabling Learning Objective(s):

2.7.1 **IDENTIFY** the laws governing the admissibility of evidence at courts-martial in accordance with the Manual for Courts-Martial (MCM). (DOD 206)

2.7.2 **IDENTIFY** the laws governing the admissibility of evidence at courts-martial in accordance with the U.S. Code. (DOD 206)

Lesson Topic 2.8 Courtroom Testimony

Terminal Learning Objective(s):

2.80 Upon completion of this lesson and without the aid of references, the student will be able to testify at courts-martial proceedings, Article 32 investigations or administrative hearings using proper courtroom etiquette.

Enabling Learning Objective(s):

2.8.1 **IDENTIFY** and understand pretrial responsibilities of police officers. (DOD 204)

2.8.2 **IDENTIFY** and understand techniques for proper courtroom etiquette. (DOD 204)

UNIT 3: SEARCH

Lesson Topic 3.1 Search and Seizure

Terminal Learning Objective(s):

3.10 Upon completion of this lesson and with the aid of the MCM, the student will be able to determine if search and seizure of evidence is legal and authorized.

Enabling Learning Objective(s):

3.1.1 **DETERMINE** if a search and seizure is authorized. (DOD 301)

3.1.2 **IDENTIFY** exceptions to requirements for search authorization. (DOD 301)

3.1.3 **ASSESS** scenarios and determine applicability of the exclusionary rule. (DOD 301)

3.1.4 **DEMONSTRATE** completion of OPNAV 5580/9 & 10 (Command Authorization for Search and Seizure, Affidavit for Search and Seizure). (DOD 1005)

3.1.5 **DEMONSTRATE** completion of OPNAV 5580/16 (Permissive Authorization for Search and Seizure). (DOD 1006)

Lesson Topic 3.3 Vehicle Searches

Terminal Learning Objective(s):

3.30 Upon completion of this lesson and without the aid of references, the student will be able to safely and properly conduct a vehicle search.

Enabling Learning Objective(s):

3.3.1 **DEMONSTRATE** how to initiate a vehicle search. (DOD 302.2)

3.3.2 **DEMONSTRATE** appropriate search techniques for vehicles. (DOD 302.2)

3.3.3 **DEMONSTRATE** appropriate actions to take if suspected IED is located during vehicle search. (DOD 302.2)

UNIT 4: FIRST AID

Lesson Topic 4.1: CPR - First Aid

Terminal Learning Objective(s):

4.10 Upon completion of this lesson and without the aid of references, the student will be able to perform Cardio-Pulmonary Resuscitation (CPR) and first aid.

Enabling Learning Objective(s):

4.1.1 **DEMONSTRATE** the proper procedures to perform CPR. (DOD 401)

4.1.2 **DEMONSTRATE** the proper procedures to perform first aid. (DOD 401)

UNIT 5: APPLY FORCE

Lesson Topic 5.1 Use of Force

Terminal Learning Objective(s):

5.10 Upon completion of this lesson and without the aid of references, the student will be able to make appropriate use of force decisions under stress.

Enabling Learning Objective(s):

5.1.1 **DESCRIBE** key points of US Supreme Court decisions that impact the use of force. (DOD 501)

5.1.2 **SUMMARIZE** key points of applicable orders and guidance. (DOD 501)

5.1.3 **IDENTIFY** and define use of force terminology. (DOD 501)

5.1.4 **DESCRIBE** the force continuum and the levels of force. (DOD 501)

5.1.5 **IDENTIFY** the deadly force circumstances and pre-conditions. (DOD 502)

5.1.6 **DEFINE** the less-lethal considerations of force. (DOD 503)

5.1.7 **DEMONSTRATE** timely and proper use of force decisions and apply appropriate force. (DOD 105)

Lesson Topic 5.2 Defensive Tactics

Terminal Learning Objective(s):

5.20 Upon completion of this lesson and without the aid of references, the student will be able to demonstrate the proper defensive tactics techniques.

Enabling Learning Objective(s):

5.2.1 **EXPLAIN** the Use of Force as it relates to empty-hand defensive skills and/or subject-control holds. (DOD 504.2)

5.2.2 **IDENTIFY** specific parts of the body susceptible to injury. (DOD 504.2)

5.2.3 **DEMONSTRATE** proper defensive tactics skills. (DOD 504.2)

5.2.4 **DEMONSTRATE** methods of handcuffing a cooperative subject. (DOD 504.2)

5.2.5 **DEMONSTRATE** methods of handcuffing an uncooperative subject. (DOD 504.2)

5.2.6 **DEMONSTRATE** the escort hold. (DOD 504.2)

5.2.7 **DEMONSTRATE** techniques to overcome resistance to an escort hold. (DOD 504.2)

5.2.8 **DEMONSTRATE** weapon retention methods. (DOD 504.2)

5.2.9 **IDENTIFY** the two methods of application of pressure points and the most applicable control principle for each. (DOD 504.2)

5.2.10 **IDENTIFY** the nerve pressure points, nerve motor points locations, and provide the most applicable method of application for each. (DOD 504.2)

5.2.11 **LIST** the five steps needed to correctly apply pressure to a nerve pressure point. (DOD 504.2)

5.2.12 **IDENTIFY** the Fluid Shock Wave Principle. (DOD 504.2)

5.2.13 **IDENTIFY** the level of control for the defensive counterstrikes. (DOD 504.2)

5.2.14 **DEMONSTRATE** the palm heel strike technique. (DOD 504.2)

5.2.15 **DEMONSTRATE** the straight punch technique. (DOD 504.2)

Lesson Topic 5.3 Oleoresin Capsicum (OC)

Terminal Learning Objective(s):

5.30 Upon completion of this lesson and without the aid of references, the student will be able to demonstrate the proper handling, use and employment of Oleoresin Capsicum (OC) in accordance with MCO 5500.6F and ALMAR 305/98.

Enabling Learning Objective(s): (DOD 504.1.1)

5.3.1 **EXPLAIN** the physiological and psychological effects of OC on subjects that have been sprayed. (DOD 504.1.1)

5.3.2 **EXPLAIN** the Marine Corps Use of Force Continuum as it pertains to the use of OC. (DOD 504.1.1)

5.3.3 **EXPLAIN** the proper procedures for deploying and using OC. (DOD 504.1.1)

5.3.4 **IDENTIFY** the different types of OC delivery systems. (DOD 504.1.1)

5.3.5 **DEMONSTRATE** the proper procedures for drawing, gripping, engaging, verbalizing and moving with an OC canister. (DOD 504.1.1)

5.3.6 **DEMONSTRATE** accurate spray techniques with OC. (DOD 504.1.1)

5.3.7 **DESCRIBE** general decontamination and recovery from OC. (DOD 504.1.1)

UNIT 6: WEAPON(S)

Lesson Topic 6.1 Firearms Safety

Terminal Learning Objective(s):

6.10 Upon completion of this lesson and without the aid of references, the student will demonstrate safe firearms handling practices.

Enabling Learning Objective(s): (DOD 601)

6.1.1 **STATE** the five firearms safety rules. (DOD 601)

6.1.2 **ADHERE** to and enforce the five firearms safety rules. (DOD 601)

Lesson Topic 6.2 Clearing Barrel Procedures

Terminal Learning Objective(s):

6.20 Upon completion of this lesson and with the aid of the reference, the student will be able to properly perform clearing barrel procedures for the M-9 service pistol and the shotgun.

Enabling Learning Objective(s):

6.2.1 **DEMONSTRATE** loading and unloading the M-9 pistol utilizing supervised clearing barrel procedures. (DOD 601)

6.2.2 **DEMONSTRATE** loading and unloading the 12-gauge shotgun utilizing supervised clearing barrel procedures. (DOD 601)

M-9 Service Pistol

Terminal Learning Objective(s):

6.31 Upon completion of this lesson and given an M9 service pistol with magazines, duty gear, and ammunition, the student will be able to shoot small arms qualification courses of fire on approved indoor/outdoor ranges while observing all safety precautions, under supervision, in accordance with OPNAVINST 3591.1 Series.

Lesson Topic 6.3 Characteristics, Nomenclature & Functioning of the M9 Service Pistol

Enabling Learning Objective(s):

6.3.1 **DESCRIBE** the characteristics / capabilities of the M9 pistol IAW FMFM 0-8, FMFM 0-9, and OPNAVINST 3591.1 (SERIES). (DOD 601)

6.3.2 **STATE** the nomenclature of the M9 pistol and ammunition IAW FMFM 0-8, FMFM 0-9, and OPNAVINST 3591.1 (SERIES). (DOD 601)

6.3.3 **DESCRIBE** the functioning of the M9 pistol IAW FMFM 0-8, FMFM 0-9, and OPNAVINST 3591.1 (SERIES). (DOD 601)

Lesson Topic 6.4 Fundamentals of Pistol Marksmanship

Enabling Learning Objective(s):

6.4.1 **DEMONSTRATE** proper fundamentals of marksmanship techniques for the M9 pistol IAW FMFM 0-8 and FMFM 0-9. (DOD 601)

Lesson Topic 6.5 Disassembly, Inspection, Preventive Maintenance, and Assembly of the M9 Service Pistol

Enabling Learning Objective(s):

6.5.1 **CLEAR** the M9 pistol properly IAW FMFM 0-8, FMFM 0-9, and OPNAVINST 3591.1 (SERIES). (DOD 601)

6.5.2 **DEMONSTRATE** the proper procedures to disassemble, reassemble and perform a functions check of the M9 pistol and magazine IAW TM 1005A-10 / 1 and OPNAVINST 3591.1 (SERIES). (DOD 601)

6.5.3 **PERFORM** preventive maintenance on the M9 pistol and magazine IAW TM 1005A-10 /1. (DOD 601)

6.5.4 **INSPECT** the major components of the M9 pistol and magazine IAW TM 1005A-10 / 1 and OPNAVINST 3591.1 (SERIES). (DOD 601)

Malfunctions, Stoppages, and Remedial Action

Enabling Learning Objective(s):

6.5.5 **DEMONSTRATE** the proper procedures to perform immediate/remedial action as required to make the pistol ready to fire IAW FMFM 0-8, FMFM 0-9, and TM 1005A-10/1. (DOD 601)

Lesson Topic 6.6 Load, Unload, and Weapon Condition Codes of the M9 Service Pistol

Enabling Learning Objective(s):

6.6.1 Load the M9 magazine properly IAW FMFM 0-8 and FMFM 0-9. (DOD 601)

6.6.2 Demonstrate the proper procedures for loading and unloading the M9 pistol IAW FMFM 0-8 and FMFM 0-9. (DOD 601)

6.6.3 Demonstrate the proper procedures for tactical and speed reloads for the M9 pistol IAW FMFM 0-8 and FMFM 0-9. (DOD 601)

6.6.4 Identify the weapon conditions codes for the M9 pistol IAW FMFM 0-8, FMFM 0-9 and OPNAVINST 3591.1 (Series). (DOD 601)

M1014 Shotgun

Terminal Learning Objective(s):

6.91 Upon completion of this lesson and given an M014 JSCS and ammunition, the student will be able to shoot small arms qualification courses of fire on approved indoor/outdoor ranges while observing all safety precautions, under supervision, in accordance with OPNAVINST 3591.1 Series.

Lesson Topic 6.8 Characteristics, Nomenclature & Functioning of the M1014 Joint Services Combat Shotgun

Enabling Learning Objective(s):

6.8.1 **IDENTIFY** the nomenclature and characteristics of the M1014 JCWS shotgun IAW MCRP 3-01A and MCRP 3-01B. (DOD 601)

6.8.2 **DEMONSTRATE** the proper procedures to disassemble, reassemble and perform a functions check of the M1014 JSCS IAW MCRP 3-01A and MCRP 3-01B.

6.8.3 **PERFORM** preventive maintenance on the M1014 JSCS IAW MCRP 3-01A and MCRP 3-01B.

6.8.4 **DEMONSTRATE** proper fundamentals of marksmanship techniques for the M1014 JSCS IAW MCRP 3-01A and MCRP 3-01B.

6.8.5 **IDENTIFY** the weapon conditions codes for the shotgun IAW OPNAVINST 3591.1 (Series).

6.8.6 **DEMONSTRATE** the proper procedures to perform immediate/remedial action as required to make the shotgun ready to fire IAW MCRP 3-01A, MCRP 3-01B and OPNAVINST 3591.1 (Series).

UNIT 7: COMMUNICATIONS

Lesson Topic 7.1 Law Enforcement Communications

Terminal Learning Objective(s):

7.10 Upon completion of this lesson and without the aid of references, the student will be able to communicate using the communications network aboard the base.

Enabling Learning Objective(s):

7.1.1 **IDENTIFY** the responsibilities of personnel assigned to Desk/Dispatch teams. (USMC 705)

7.1.2 **IDENTIFY** the direct responsibilities of the dispatch center. (USMC 705)

7.1.3 **EXPLAIN** the purpose for using the primary and secondary channels. (USMC 705)

7.1.4 **DEMONSTRATE** proper use of phonetic alphabet in radio communications. (DOD 702)

7.1.5 **DEMONSTRATE** proper communications discipline. (DOD 703)

7.1.6 **IDENTIFY** the purpose of using a matrix. (USMC 705)

UNIT 8: PATROL/POST ACTIVITIES Lesson Topic 8.2 Record Police Information

Terminal Learning Objective(s):

8.20 Upon completion of this lesson and without the aid of references, the student will be able to gather and record police information.

Enabling Learning Objective(s):

8.2.1 **IDENTIFY** the concepts of perception and observation and how they relate to recording police information. (DOD 802)

8.2.2 **IDENTIFY** the sources and types of police information. (DOD 802)

8.2.3 **IDENTIFY** proper entries for the police notebook. (DOD 802)

Lesson Topic 8.5 Apprehension and Transportation of Offenders

Terminal Learning Objective(s):

8.50 Upon completion of this lesson and without the aid of references the student will be able to demonstrate a lawful apprehension IAW with the MCM and the procedures used to transport an offender IAW NAVMC 5580.2 (draft).

Enabling Learning Objective(s):

8.5.1 **IDENTIFY** the requirements for a lawful apprehension. (DOD 803)

8.5.2 **IDENTIFY** the proper procedures for transporting offender(s). (DOD 804)

8.5.3 **COMPLETE** a DD Form 2708 Receipt for inmate or detained person. (DOD 1108)

8.5.4 **DEMONSTRATE** proper search of an offender (s) and an officer's vehicle prior to transport and after arrival at destination. (DOD 302.1)

Lesson Topic 8.7 Alarm Response

Terminal Learning Objective(s):

8.70 Upon completion of this lesson and without the aid of references, the student will be able to respond to alarms safely and effectively.

Enabling Learning Objective(s):

8.7.1 **DEMONSTRATE** appropriate response to an alarm. (DOD 808.2)

8.7.2 **DEMONSTRATE** establishing a secure perimeter on an alarm response call. (DOD 808.2)

8.7.3 **DEMONSTRATE** appropriate actions to take on the scene of alarm activation. (DOD 808.2)

Lesson Topic 8.10 Traffic Stops

Terminal Learning Objective(s):

8.100 Upon completion of this lesson and without the aid of references, the student will be able to conduct both unknown and known risk traffic stops.

Enabling Learning Objective(s):

8.10.1 **DEMONSTRATE** the actions to conduct an unknown risk traffic stop. (DOD 808.4.2)

8.10.2 **DEMONSTRATE** the actions to conduct a known risk traffic stop. (DOD 808.2.1)

8.10.3 **DEMONSTRATE** the actions required to complete a DD Form 1408 (Armed Forces Traffic Ticket) and CVB Form 1805, replaces DD Form 1805, (US District Court Violation Notice). (DOD 1006, 1007)

Lesson Topic 8.13 Domestic Disturbance Response

Terminal Learning Objective(s):

8.130 Upon completion of this lesson and without the aid of references, the student will be able to demonstrate proper procedures for handling a domestic disturbance call.

Enabling Learning Objective(s):

8.13.1 IDENTIFY responsibilities of police officer in handling domestic disturbance. (USMC 903.11)

8.13.2 IDENTIFY purpose of Military Protective Order. (USMC 903.11)

8.13.3 DEMONSTRATE proper procedures for handling domestic disturbances. (USMC 903.11)

UNIT 9: PATROL/POST INCIDENTS

Lesson Topic 9.1 National Incident Management System (NIMS)

Terminal Learning Objective(s):

9.10 Upon completion of this lesson and without the aid of references, the student will be able to understand the usage of the National Incident Management System (NIMS).

Enabling Learning Objective(s):

9.1.1 IDENTIFY the major components of NIMS. (DOD 903)

9.1.2 IDENTIFY the Incident Command System and the Unified Command System. (DOD 903)

Lesson Topic 9.3 Crime Scene Security and Processing

Terminal Learning Objective(s):

9.30 Upon completion of this lesson and without the aid of references, the student will be able to demonstrate proper response to a crime scene, to include securing the scene, rendering aid, and recording the scene with notes and sketch.

Enabling Learning Objective(s):

9.3.1 **IDENTIFY** police officer's responsibilities at crime scene. (DOD 901.1)

9.3.2 **IDENTIFY** the three methods to document a crime scene. (DOD 901.2)

9.3.3 **IDENTIFY** crime scene search methods. (DOD 901.3, 901.4)

Lesson Topic 9.6 Introduction to Calls for Service

Terminal Learning Objective(s):

9.60 Upon completion of this lesson and without the aid of references, the student will be able to identify protocols for responding to calls for service safely and effectively.

Enabling Learning Objective(s):

9.6.1 **IDENTIFY** proper tactics, techniques and procedures for responding to calls including unknown complaint, misdemeanors and felonies in progress. (DOD 901)

Lesson Topic 9.9 Explosive Threats

Terminal Learning Objective(s):

9.90 Upon completion of this lesson and with the aid of references, the student will be able to properly and safely respond to explosive threats.

Enabling Learning Objective(s):

9.9.1 **IDENTIFY** bomb classifications. (DOD 902.1, 902.2)

9.9.2 **RECOGNIZE** types of IEDs. (DOD 902.1, 902.2)

9.9.3 **IDENTIFY** means of detonation/delivery. (DOD 902.3, 902.4)

9.9.4 **LIST** bomb threat procedures including evacuation procedures. (DOD 902.7)

9.9.5 **DEMONSTRATE** the proper procedures for responding to a bomb threat. (DOD 902.5, 902.6)

9.9.6 **DEMONSTRATE** the procedure for conducting a search for possible explosive. (DOD 902.8)

Lesson Topic 9.12 Interviews and Interrogations

Terminal Learning Objective(s):

9.120 Upon completion of this lesson and without the aid of references, the student will be able to demonstrate the proper procedures for conducting interviews and interrogations.

Enabling Learning Objective(s):

9.12.1 **IDENTIFY** interview and interrogation approaches and techniques. (DOD 901.7, 903.7)

9.12.2 **DEMONSTRATE** the proper procedures to administer a suspect's rights advisement utilizing the appropriate OPNAV form. (DOD 903.7)

9.12.3 **DEMONSTRATE** the proper procedures to conduct an interview and obtain a statement from a witness or victim utilizing appropriate OPNAV form.

9.13.4 **DEMONSTRATE** the proper procedures to conduct an interrogation and obtain a statement from a suspect utilizing appropriate OPNAV form. (DOD 1104)

Lesson Topic 9.14 Child Abuse, Neglect and Sexual Offense Response

Terminal Learning Objective(s):

9.140 Upon completion of this lesson and without the aid of references, the student will be able to respond to child abuse incidents.

Enabling Learning Objective(s):

9.14.1 **DEFINE** terms associated with child abuse/neglect investigations. (DOD 903.10)

9.14.2 **IDENTIFY** indicators of child physical abuse. (DOD 903.10)

9.14.3 **IDENTIFY** indicators of child sexual abuse. (DOD 903.10)

9.14.4 **IDENTIFY** indicators of child neglect. (DOD 903.10)

UNIT 10: TRAFFIC MANAGEMENT

Lesson Topic 10.1 Traffic Control

Terminal Learning Objective(s):

10.1 Upon completion of this lesson and without the aid of references, the student will be able to use hand-and-arm signals to direct traffic.

Enabling Learning Objective(s):

10.1.1 DEMONSTRATE the proper use of hand-and-arm signals to direct traffic safely. (DOD 1001)

Lesson Topic 10.2 Accident Investigation

Terminal Learning Objective(s):

10.20 Upon completion of this lesson and without the aid of the references, the student will be able to conduct a limited traffic accident investigation.

Enabling Learning Objective(s):

10.2.1 DEMONSTRATE steps to take upon arrival to a traffic accident scene. (DOD 1005)

10.2.2 DEMONSTRATE the steps in conducting a limited traffic accident investigation. (DOD 1002)

10.2.3 PREPARE a traffic accident report. (DOD 1002)

Lesson Topic 10.3 DUI Enforcement

Terminal Learning Objective(s):

10.30 Upon completion of this lesson and without the aid of references, the student will be able to process a suspected intoxicated driver safely and effectively.

Enabling Learning Objective(s):

10.3.1 DEMONSTRATE the correct procedures for identifying and processing a suspected intoxicated driver. (DOD 1003)

10.3.2 DEMONSTRATE the correct procedures for conducting simple sobriety tests and standardized field sobriety tests. (DOD 1003)

10.3.3 **PREPARE** a DUI report (DD Form 1920, Alcohol Incident Report). (DOD 1004)

UNIT 11: REPORTS/REPORT WRITING

Lesson Topic 11.1 Personnel Identification and Entry/Access Control

Terminal Learning Objective(s):

11.10 Upon completion of this lesson and without the aid of references, the student will be able to conduct entry and access control operations.

Enabling Learning Objective(s):

11.1.1 **DEMONSTRATE** post and relief procedures. (USMC 813)

11.1.2 **DEMONSTRATE** procedures for checking identification of pedestrians and vehicle occupants. (USMC 813)

11.1.3 **DEMONSTRATE** the proper use of Visitor Register Log and issuance of Visitor/Vehicle Pass. (DOD 1102, 1103)

Lesson Topic 11.2 Field Interviews/Frisks

Terminal Learning Objective(s):

11.20 Upon completion of this lesson and without the aid of references, the student will be able to conduct a field interview and frisk of a person safely and effectively.

Enabling Learning Objective(s):

11.2.1 **CONDUCT** a field interview and document results on Field Interview Card (OPNAV 5580/21). (DOD 1109)

11.2.2 **ARTICULATE** justification for conducting frisk search. (DOD 1109)

Lesson Topic 11.3 Report Writing

Terminal Learning Objective(s):

11.30 Upon completion of this lesson and with the aid of references, the student will be able to complete an OPNAV Form 5580/1 Incident Report.

Enabling Learning Objective(s):

11.3.1 **IDENTIFY** the proper format for entering required information into the OPNAV Form 5580/1 Incident Report. (*DOD 1107*)

11.3.2 **IDENTIFY** the required information to input into the OPNAV Form 5580/1 Incident Report, Section IX Narrative. (*DOD 1107*)

11.3.3 **DEMONSTRATE** the proper procedures for completing the OPNAV Form 5580/1 Incident Report.

2. Course Master Schedule

WEEK ONE					
	Training Day 1	Training Day 2	Training Day 3	Training Day 4	Training Day 5
800	1.1 Orientation	5.2, 5.4 Defensive Tactics Classroom (4 of 16 hrs)	Use of Force Test (1 hr)	3.3 Vehicle Searches	Defensive Tactics Written Exam
900	1.13 Interpersonal Communication Skills		11.1 Personnel Identification and Entry/Access Control	8.7 Alarm Response	9.3 Protect/Secure a Crime Scene
1000	7.1 Law Enforcement Communications		1.9 Terrorism Overview	3.1 Search and Seizure	8.13/9.14 Domestic Violence/Child Abuse
1100	2.3 Authority and Jurisdiction		9.9 Explosive Threats		
1200	L	U	N	C	H
1300	2.5 Intro to Criminal Law	5.2, 5.4 Defensive Tactics Class (8 of 16 hrs)	5.2, 5.4 Defensive Tactics Class (12 of 16 hrs)	5.2, 5.4 Defensive Tactics Class (16 of 16 hrs)	Alarm Response/Bomb Threat - Gate Procedures/Vehicle Search PE
1400	2.7 Rules of Evidence				
1500	5.1 Use of Force				
1600					
1700	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

WEEK TWO					
	Training Day 6	Training Day 7	Training Day 8	Training Day 9	Training Day 10
800	6.1 - 6.8 Firearms Class (M9)	Firearms - Range	Firearms - Range	Firearms - Range M9 Practical Weapons Course	Oleoresin Capsicum Class 5.3
900					
1000					
1100					
1200					
1300	Firearms Dry Fire/Clearing Barrel PE	Firearms - Range	Firearms - Range M9 Qual	Firearms - Range M9 Lowlight Course	Oleoresin Capsicum Live Exposure Lab 5.3
1400					
1500					
1600					
1700					

WEEK THREE

	Training Day 11	Training Day 12	Training Day 13	Training Day 14	Training Day 15
800	8.2 Record Police Information - Patrol Tactics	4.1 CPR/AED/1st Aid	CPR/AED 1st AID Practical Exam	11.3 Report Writing Class	9.1 NIMS
900	9.6 Calls for service - Patrol tactics		CPR/AED 1st AID Written Exam		1.10 Force Protection
1000	10.2 Responding to Traffic Accidents		8.5 Apprehend/Transport Offender Class		1.7 Ethics/Code of Conduct
1100	10.1 Traffic Control		Apprehend/Transport Offender PE	Report Writing PE	H
1200		U	N	C	
1300	8.10 Traffic Stops/ 1408 & 1805 Class	Traffic Stops/Traffic Control PE	9.12 Interviews/Statements/Rights Advisement Class	11.2 Field Interviews	Graduation
1400					
1500	1408 & 1805 PE		Interviews/Statements/Rights Advisement PE	Use of Force Scenarios PE	
1600	10.3 DUI				
1700	Dismissal	Dismissal	Dismissal	Dismissal	