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(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
<p>Kilograms and meters (or centimeters)</p>	<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>
<p>Pounds and inches</p>	<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

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be tailored for training to meet the PAT standard. Additionally, MCCS 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.

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4704. Procedures1. 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.

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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

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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.

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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.

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

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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

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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.

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.

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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.

(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.

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(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

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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).

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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.

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(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

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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.

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(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

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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.

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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:

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(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).

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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"

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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:

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

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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

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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:

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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

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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:

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(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.

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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.

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(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.

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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.

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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.

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(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 be 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.

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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	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	I 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		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		X				
Harassing/Obcene Call				X																									
HASP Reports																													
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				