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Section 14300 - Hazardous Material Response

14301. Purpose. This section establishes guidelines for hazardous material (HAZMAT) response aboard Marine Corps installations.

14302. Policy. Large quantities of HAZMAT are located on Marine Corps installations. The potential for a HAZMAT spill or release is a contingency for which the PMO/MCPD and other emergency responders must be prepared. PMO/MCPD response is critical in order to secure the area surrounding spills/releases until the appropriate emergency responders can properly sanitize the area.

14303. Procedures

1. The PM/PC shall:

a. Coordinate and exercise response with other installation departments to include the Environmental Directorate, Safety Office, G-4, G-3 and Fire Department.

b. Ensure all MPs/police officers are trained and prepared to respond to HAZMAT incidents.

c. Ensure "all hands" participate annually in response procedure testing that includes identification of hazardous waste and HAZMAT spills, and appropriate evacuation and establishment of a secure perimeter. Remediate any "no go" on tests through training.

d. Establish procedures, in coordination with the Fire Department, Environmental Directorate, and other trained HAZMAT agencies, for HAZMAT response that include consideration for mass casualties and specific concerns related to various hazardous materials.

e. Coordinate with the Fire Department for specific hazards and appropriate procedures particular to their installation and locality.

2. Operations Officers shall:

a. Train and prepare all MPs/police officers to respond to HAZMAT incidents.

b. Ensure "all hands" participate annually in response procedure testing that includes identification of hazardous waste and HAZMAT spills, and appropriate evacuation and establishment of a secure perimeter. Remediate any "no go" on tests through training.

c. Ensure MPs/police officers have copies of reference (bc).

d. Exercise procedures, in coordination with the Fire Department, Environmental Directorate, and other trained HAZMAT agencies, for HAZMAT response that include consideration for mass casualties and specific concerns related to various hazardous materials.

3. The Watch Commander and patrol supervisors shall:

a. Report to the ICP (establish one if not already established) for coordination and instructions to include an authorized entry list and the necessity of medical surveillance for exposed personnel.

b. Coordinate/supervise MP/police officer response.

c. Contain the incident and only allow authorized persons to enter.

d. Make notifications per section 7200.

4. The Dispatch/Communications Center shall maintain a current copy of the ERG. Upon notification of a spill or chemical hazard, the applicable Dispatch/Communications Center shall:

a. Determine the minimum safe distance from spill per the ERG.

b. Immediately dispatch MPs/police officers to secure the scene.

c. Dispatch an accident investigator to any incidents involving a vehicle mishap.

d. Notify the duty criminal investigator.

e. Make appropriate notifications per section 7200. This will include notification to the medical facility, and depending

on the hazardous material(s), a request to prepare for mass casualties.

5. Upon arriving on the scene of the mishap, responding MPs/police officers shall:

a. Immediately set up a perimeter around the spill area. See reference (bc) to determine appropriate distance from the scene and coordinate with the Dispatch/Communications Center.

b. Establish an entry control point and control/coordinate access of responders.

c. Assist in evacuation of casualties, as needed.

d. Conduct traffic control as necessary.

6. The duty criminal investigator will respond to all incidents to determine criminal intent or negligence. All persons must receive clearance from the IC prior to entry into a contaminated area.

Chapter 15

Reporting and Recording Systems

Section 15000 - Military Law Enforcement Reporting Fundamentals
(Non-System Specific)

15001. Purpose. This section establishes guidelines for military law enforcement/police reporting fundamentals (non-system specific) aboard Marine Corps installations.

15002. Policy. One of the critical functions of PMOs/MCPDs is accurate and timely reporting of incidents to the installation commanders, tenant commanders, and departments aboard Marine Corps installations. MPs/police officers and criminal investigators use reports as a means of collecting information, compiling it systematically, and articulating the facts and circumstances of criminal and significant incidents. MPs/police officers and criminal investigators must report facts with direct bearing on the incident in question excluding personal opinions, biases, and vague statements. In addition, PMOs/MCPDs use surveys, reviews, reports and records to provide other information to commands and departments aboard Marine Corps installations.

15003. Procedures

1. PMs/CPs shall ensure accurate preparation, completion, reporting, and distribution of all PMO/MCPD reports, reviews, records and surveys.

2. Operations Officer shall:

a. Receive, review and approve reports and records completed by MPs/police officers no later than 10 days after the submission of the report.

b. Implement appropriate controls to account for the status of the various reports that MPs/police officers submit and ensure that the report copies are stored in appropriate locations to ensure quick recall and protect against inappropriate disclosure of information. All follow-up reports are to be prepared per procedures in a timely manner.

3. Support Services Officer shall:

a. Receive, review and approve reports, reviews, surveys and records completed by Support Services Division personnel no later than ten days after the submission of the report.

b. Implement appropriate controls to account for the status of all PMO/MCPD reports and documents, and ensure that the documents/reports are stored in appropriate locations, to ensure quick recall and protect against inappropriate disclosure of information.

c. Ensure reports and records are properly distributed within 10 days of completion and approval.

4. MPs/police officers shall:

a. Accurately complete the appropriate report forms in accordance with procedures for timely submission through appropriate channels.

b. Submit all reports as required. Reports shall be truthful and complete, and no reports shall knowingly contain any inaccurate, false, or improper information.

c. Not falsify, destroy, alter, or remove any report or record of the PMO/MCPD. Anyone having knowledge of such behavior shall notify his/her supervisor. Corrections are to be made by means of a supplemental report, or at the direction of the Police Records Branch or an appropriate supervisor.

d. Not release any criminal history record information or official report for any reason except in a manner consistent with state and federal law. Criminal history record information is exempt from disclosure under the public records laws.

e. Follow procedures for use of the NCIC, CLEOC and DONCJIS, and strictly follow procedures for obtaining and disseminating such information. Personnel who request or obtain any information through the NCIC, CLEOC and DONCJIS shall not release such information outside the agency except for law enforcement use. Personnel will be disciplined for any unlawful dissemination of such information.

Section 15100 - Records and Information System Management

15101. Purpose. This section establishes guidelines for PMO/MCPD records and information system management aboard Marine Corps installations.

15102. Policy

1. One of the critical functions of the PMO/MCPD is accurate and timely notification of incidents to the installation commander, CGs, tenant commanders, and departments aboard Marine Corps installations. MPs/police officers use the IR as a means of collecting information, compiling it systematically, and articulating the facts and circumstances of criminal and significant incidents. When completing an IR, if a person is asked personal identifying information, the MP/police officer/criminal investigator must read the person the privacy act statement at the top of the IR. MPs/police officers and criminal investigators must report facts with direct bearing on the incident in question excluding personal opinions, biases, and vague statements. This form helps eliminate the sometimes ambiguous nature of the who, what, where, why, when, and how approach to preliminary/initial investigations.

2. Law enforcement agencies nationwide have periodically reviewed uniformed crime reporting resulting in the Uniform Crime Reporting Act of 1988 and the development of the National Incident-Based Reporting System (NIBRS). The revised incident complaint report, now the IR, represents the Navy and Marine Corps collection platform for NIBRS data. The Department of Justice receives statistical data based on NIBRS guidelines, compiles the data, and publishes a "National Crime Report." Law enforcement agencies with a legitimate interest use the National Crime Report for planning and policy purposes.

15103. Procedures

1. Record Systems. The PM/PC is responsible for establishing and maintaining a police records system which ensures proper preparation, distribution, reporting, and retention of all reports generated by the PMO/MCPD. At a minimum, this will include provisions for the administrative handling of the following:

a. Desk Journals.

b. IRs.

- c. Criminal investigations.
- d. Traffic accident investigations.
- e. Registrations (vehicles, weapons).
- f. Crime prevention surveys.
- g. Physical security surveys.
- h. Criminal history databases.
- i. Impoundment/storage actions.
- j. Evidence.
- k. Lost and Found.
- l. Juvenile records.

2. MP/Police Reports/Forms Preparation. MP/police reports/forms will be prepared in accordance with the Reports and Forms Preparation Guide for the Navy Security Force. Forms contained in the Law Enforcement Manual are available in the Marine Corps Electronic Forms System (MCEFS). When completing an IR, if a person is asked personal identifying information, the MP/police officer/criminal investigator must read the person the privacy act statement at the top of the IR. Required reports/forms that are not described in reference (ag) will be prepared in accordance with appropriate regulations or local policy.

3. Records Retention. PMO/MCPD administrative records will be retained and disposed of in accordance with the provisions of reference (b).

4. Release of Records

a. Due to the sensitive nature of many of the police reports, and the legal limitations of reference (as), all records maintained by PMO/MCPD will be regarded as "For Official Use Only." Accordingly, the release of information to others outside PMO/MCPD should be based upon a "need to know." This does not preclude the release of records to other DOD or civilian law enforcement agencies when those officials are acting within the scope of their duties.

b. Requests for the release of records may be approved by the PM/PC in one of the following instances:

(1) The concerned individuals have provided properly signed Privacy Act release forms.

(2) Records have been requested under, and in compliance with, the procedures set forth in references (at) and (aw), and the release has been approved by the installation FOIA Coordinator. Release of records will be through the installation FOIA Coordinator.

(3) Records have been properly subpoenaed by a legally constituted court or judicial body.

(4) The records are an essential element in an on-going investigation being conducted by military or civilian law enforcement officials.

5. Special Case Records. Due to the extremely sensitive nature of certain criminal records, the PM/PC will limit distribution of certain police reports. To this end, the PM/PC will exclude detailed information from the Desk Journal concerning sex crimes and incidents involving juveniles to protect victim/suspect(s) from unwarranted embarrassment/ harassment. When information is excluded from the Desk Journal, the incident will be listed as a "RESTRICTED ENTRY-NOTAL," and the information will be disseminated based upon local policies established by the PM/PC and the installation commander.

6. Distribution of Police Reports/Records

a. The PM/PC shall, based upon guidance from the installation commander, establish local distribution procedures for all police reports.

b. Distribution of police reports/records will be minimized to the extent possible due to the sensitive nature of their contents and the legal implications of the Privacy Act.

7. Administrative Forms, Tags, Logs, etc. PMO/MCPD personnel will prepare all forms, logs, tags, etc in accordance with reference (ag). Computer generated facsimiles of the documents listed may be utilized provided that they contain the same basic information.

8. Information Systems. The PM/PC shall appoint an Information

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Systems Officer (ISO) to oversee the functioning of police records database and information systems management. The ISO may be an additional duty of an officer, SNCO or civilian equivalent assigned to the PMO/MCPD.

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Section 15200 - System Specific Procedures - Department of the
Navy Criminal Justice Information System (DONCJIS)

15201. Purpose. This section establishes guidelines for the Department of the Navy Criminal Justice Information System (DONCJIS).

15202. Policy

1. DONCJIS is an evolutionary next step in the modernization of CLEOC and will serve as the DON's cradle-to-grave law enforcement information system by incorporating data on criminal investigations and their associated legal proceedings and correctional records. The primary objective for DONCJIS is to provide a web-based interface for data entry of criminal incident and case data; incorporate business processes and workflow requirements from the law enforcement, investigative, judicial, and corrections user community; enhance the existing systems for U.S. Navy and Marine Corps law enforcement, SJA/JAG, and Corrections users; provide full data processing and case tracking capabilities from incident to corrections; include in-depth reporting capabilities, data extracts, and statistical analysis of criminal data; and solve limited network bandwidth problems for users who connect to the system via dial-up connections.

2. DONCJIS serves as the common interface between the functional areas that jointly manage the DON's military/criminal justice management information system (MIS) by allowing a web-enabled data collection platform for military/criminal justice incidents, investigations, associated legal and administrative proceedings, corrections records, appellate leave process, and final case disposition. DONCJIS will ensure that law enforcement data stemming from various functional areas is based on consistent data definitions and data collection requirements. Through a joint effort, the Navy and Marine Corps will work together in implementing DONCJIS to meet the Department of Defense's current and future statutory reporting requirements. The five primary functional communities of DONCJIS include:

a. Law Enforcement. General police operations, such as those conducted by the Service military/civilian police, and similar operations, as well as the Defense Protective Service.

b. Criminal Investigations. Investigations conducted by the Defense Criminal Investigative Organizations (DCIO),

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including the Air Force Office of Special Investigations, the Naval Criminal Investigative Service, the Army Criminal Investigation Command, Marine Corps Criminal Investigation Division, and the Defense Criminal Investigative Service.

c. Command Action. Case dispositions resulting from command authority or referral for judicial action.

d. Judicial Functions. Proceedings conducted through military legal offices and courts responsible for prosecuting cases under the jurisdiction of reference (c).

e. Corrections. Case management actions conducted at naval confinement facilities and by activities responsible for DOD pretrial and post-trial prisoner management.

3. DONCJIS provides full case tracking capabilities from initial incident to final case disposition and in-depth reporting capabilities, data extracts and statistical analysis.

15203. Procedures

1. Operations Division shall use DONCJIS to report and record all MP/police activity during duty periods. This includes: communication logs, dispatch logs, blotters, IRs, Desk Journals, accident investigation reports, CID reports, etc.

2. Support Services Division shall use DONCJIS to register vehicles, weapons, pets, etc.

3. CID shall use DONCJIS for reporting.

4. DONCJIS shall be used for lost and found and evidence/property (seizure/stolen) accountability.

5. NCIS is the controlling agency for DONCJIS. The PM/PC will designate an administrator who will coordinate administrative applications for selected individuals at each PMO/MCPD for accounts and permissions.

6. Blotters, Desk Journals, IRs, accident investigations, CID reports, and NCIS reports shall be generated from DONCJIS. However, the program was designed to be a "paperless" reporting system. Distribution of reports should be done electronically with DONCJIS. If necessary, hard copies may be printed for distribution.

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7. PMs/CPs shall:

a. Implement and administer DONCJIS Standard Operating Procedures (SOPs).

b. Establish and implement system administration and end-user training.

c. Ensure transition from CLEOC.

d. Ensure reporting of crimes in DONCJIS.

8. The Operations Officer shall oversee and ensure proper use of and reporting in DONCJIS within Operations Division.

9. Support Services Officer shall:

a. Implement and administer DONCJIS SOPs.

b. Establish and implement system administration and end-user training.

c. Report crimes in DONCJIS.

10. The DONCJIS administrator shall:

a. Train new operators.

b. Conduct quarterly training for current operators as required.

c. Ensure that all operators are tested and certified every two years.

d. Maintain the DONCJIS operating manuals and desk top procedures.

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Section 15300 - System Specific Procedures -
National Crime Information Center (NCIC)/National Law
Enforcement Telecommunications System (NLETS)

15301. Purpose. This section establishes guidelines for operation of the National Crime Information Center (NCIC)/National Law Enforcement Telecommunication System (NLETS).

15302. Policy

1. The Federal Bureau of Investigations (FBI) has authorized PMOs/MCPDs to use NCIC/NLETS terminals. The PM/PC is responsible for the proper training, use, and security of their NCIC/NLETS terminal.

2. PMOs/MCPDs are inquiry agencies only. This means that PMOs/MCPDs may only inquire into NCIC/NLETS files and not alter or enter records of any sort. NCIS will make NCIC entries for the Marine Corps. PMOs/MCPDs shall work through CID to make NCIC entries.

3. NCIC/NLETS are for law enforcement and security purposes only. The system cannot be used for any other purpose, to include safety or command monitoring.

15303. Definitions

1. NCIC. NCIC is a nationwide, computerized information system that is operated and maintained by the FBI, to serve all criminal justice agencies on a local, state, and federal level. Control of NCIC is delegated by the FBI to state or territorial Control Terminal Agencies (CTAs). Services available to users include the ability to check persons in locator-type files to include; Wanted/Missing Persons, Bureau of Alcohol, Tobacco and Firearms Violent Offender, Unidentified Body & Body Parts, Canadian Warrants, International Fugitive Status, Stolen Vehicle/License Plate, Stolen/Recovered Gun, Stolen Article, Stolen Boat, Stolen Securities, and the Interstate Identification Index (The Interstate Identification Index may only be used for firearm permits, firearms registration, or to check if an individual in possession of a firearm is a convicted felon).

2. NLETS. Provides the vehicle for nationwide exchange of criminal justice information through databases or stations not contained within NCIC. NLETS is controlled by state law

enforcement agencies. Services available to users include the ability to access and extract a state's information on State Operator's License & History, State Motor Vehicle Registration, State Criminal History Information, State Boat Registration, and the ability to send Administrative Messages and Hit Confirmation/Requests directly to a criminal justice agency.

3. Control Terminal Agency (CTA). A state or territorial criminal justice agency on the NCIC system providing statewide (or equivalent) service to its criminal justice users with respect to NCIC data. There is no more than one CTA per state or territory.
4. Control Terminal Officer (CTO). The CTO is designated by the CTA head to oversee the NCIC system for the state or region. The CTO is responsible for the auditing and test certification for all criminal justice agencies in the state or territory.
5. Terminal Agency. This is each individual criminal justice agency (PMO/MCPD) user at the end of the NCIC/NLETS system.
6. Installation Control Terminal Officer (ICTO)/Agency Terminal Coordinator (ATC). The PM/PC will designate, in writing, an NCIC ICTO/ATC to oversee the NCIC/NLETS system for the PMO/MCPD. A copy of the appointment order will be provided to the CMC (HQMC).
7. Security Liaison. Appointed in writing by the ATC to run day-to-day operations of the NCIC/NLETS system for the PMO/MCPD. The Security Liaison is not appointed by billet, but by suitability.
8. Terminal Operator. Individuals granted access to operate the NCIC/NLETS systems. These personnel are screened by the ATC; trained by the security liaison or ATC; and have a background check, with fingerprints, completed by the CTA before access to the NCIC/NLETS system is approved. Terminal operators will have their own access or ID (ACID) and password.
9. Originating Agency Identifier (ORI). This is a nine character identifier assigned by the NCIC to a terminal agency which has met the established qualifying criteria for ORI assignment. The ORI identifies the agency in transactions on the NCIC/NLETS system; the ORI to an agency is not a guarantee of access to the NCIC/NLETS system. The ultimate decision regarding who may access the NCIC/NLETS lies with the CTA.

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15304. Procedures

1. The PM/PC is ultimately responsible for overseeing the NCIC/NLETS. This includes planning for the necessary equipment, funding, and ensuring that all terminal operators are trained and screened by the ATC. The PM/PC need not be certified in the use of the NCIC/NLETS system, but it is recommended. The PM/PC is responsible for taking administrative actions against personnel who have violated NCIC/NLETS policies and procedures. Every two years the PM/PC, as the senior police officer, must review the NCIC tape #1 and submit a letter to the CTO stating he has reviewed the tape and on which he did so. The PM/PC has the ultimate decision as to who receives access to the NCIC/NLETS system. The PM/PC shall appoint an ICTO/ATC.

2. ICTO/ATC. The ICTO/ATC is to administer the daily use of the NCIC/NLETS terminal and ensure compliance with the CTA, NCIC/NLETS policies, and regulations as set forth in the NCIC Operating Manual. Additionally, the ICTO/ATC will update the PM/PC monthly, when ordered, or when deemed necessary about any significant problems. The ICTO/ATC will appoint a security liaison to run day-to-day operations of the NCIC/NLETS system and will screen all potential terminal operators for suitability. The ICTO/ATC and security liaison positions may be held by one person, but there must be a designated assistant. The ICTO/ATC is responsible for reporting any information or system discrepancies to the CTO and CTA.

3. Security Liaison. The Security Liaison is responsible for:

a. Liaison between PMO/MCPD and the local police or sheriff department concerning NCIC/NLETS information when the ICTO/ATC is not available.

b. Training new terminal operators.

c. Conducting quarterly training for current terminal operators.

d. Ensuring that all terminal operators are tested and certified every two years.

e. Maintaining NCIC/NLETS manuals and desk top procedures.

f. Requesting additions/deletions of terminal operators through the CTA.

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g. Providing the CTA with necessary materials to conduct the required background check.

h. Monitoring terminal operator's access to maintain system security.

i. Providing a list of current terminal operators to the PM/PC, DPM and Provost Sergeant.

4. Watch Commanders shall ensure personnel scheduled for the Dispatch/Communications Center have NCIC/NLETS access. Inform the security liaison of access suspensions for any reason within 24 hours.

5. Dispatch/Communications Center shall limit access to the terminal area to those personnel necessary for the functioning of police/security duties. Ultimately it is the Dispatch/Communications Center's responsibility for the safeguarding of the NCIC/NLETS terminal area.

6. Terminal Operator responsibilities include, but are not limited to, the following:

a. Maintain terminal security. This includes not allowing other personnel access to NCIC/NLETS utilizing the operators ACID/password.

b. Maintain information security. Information obtained from the NCIC/NLETS will not be released to anyone outside the criminal justice community unless routed through the Security Liaison, ICTO/ATC, PM/PC or DPM.

c. Inform the Watch Commander immediately if access is suspended.

7. Firearms registration personnel are responsible for ensuring all weapons are checked in NCIC/NLETS before registering with PMO/MCPD. The Dispatch/Communications Center may be used to conduct the check if registration personnel don't have access to NCIC/NLETS. People registering firearms must also be checked through the NCIC Interstate Identification Index to ensure that they are not convicted felons.

Chapter 16

Community Services

Section 16000 - Crime Prevention

16001. Purpose. This section establishes procedures for crime prevention aboard Marine Corps installations.

16002. Policy

1. A successful installation crime prevention plan must be tailored around the specific needs of each military community. For example, installations with high concentrations of military personnel may have a higher ratio of minor property and personal crime, while logistics bases may suffer from a higher incidence of fraud and larceny against the U.S. Government.

2. The installation crime prevention plan will encompass three major elements: prevention, enforcement, and education.

a. Prevention focuses on the reduction of conditions conducive to crime against the government, persons and property. The focus of prevention is on reducing or removing the opportunity and desire to commit a crime.

b. Enforcement ensures timely detection and investigation of criminal activity, and the apprehension and prosecution of offenders. Effective enforcement increases the chances for recovery of stolen goods.

c. Education of all members of the military community through comprehensive, ongoing crime prevention awareness training, news media, and crime prevention seminars raises the overall awareness of security within the military community.

3. The installation physical security council (PSC), as defined in reference (ai), will focus on locally designated areas of concern, identify conditions conducive to the commission of crimes, and recommend appropriate crime prevention measures.

4. Under no circumstances will crime prevention precautions compromise the safety of Marines, their dependents, or civilian employees. Conversely, properly designed fire and safety regulations need not compromise installation crime prevention efforts or physical security requirements.

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5. Missing, Lost, Stolen, Recovered (MLSR) reporting is a command responsibility per reference (ai). PMOs/MCPDs will receive and review all MLSRs and determine if additional investigative or reporting action is required.

16003. Procedures

1. The PM/PC shall:

a. Develop and maintain one single installation-wide crime prevention plan per reference (ai).

b. Form and administer an installation PSC to provide a ready means for planning and evaluating the effectiveness of crime prevention and physical security measures per reference (ai).

c. Establish specific crime prevention goals for each area of concern and outline the procedures necessary to attain these goals.

d. Review all plans for new construction or major modification of MWR retail and service activities, disbursing offices, commissaries, warehouses storing pilferable and high value items, armories, and ammunition storage areas.

e. Establish standard operating procedures for the control of personal weapons and ammunition stored or transported aboard the installation.

f. Ensure crime prevention and physical security measures and plans are coordinated with the installation fire and safety representatives to ensure compatibility with fire and safety regulations.

g. Ensure the conduct of physical security and crime prevention surveys for base organizations and activities, as directed by the installation commander and per reference (ai).

h. Maintain continuous liaison with adjacent police agencies to ensure a coordinated crime prevention effort.

i. Participate in the local Armed Forces Disciplinary Control Board (AFDCB) per reference (cf).

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2. The Support Services Officer shall be the primary PMO/MCPD staff officer responsible for the execution of the crime prevention program to include:

a. Develop and maintain one single installation-wide crime prevention plan per reference (ai).

b. Form and administer an installation PSC to provide a ready means for planning and evaluating the effectiveness of crime prevention and physical security measures per reference (ai).

c. Establish specific crime prevention goals for each area of concern and outline the procedures necessary to attain these goals.

d. Review all plans for new construction or major modification of MWR retail and service activities, disbursing offices, commissaries, warehouses storing pilferable and high value items, armories, and ammunition storage areas.

e. Establish standard operating procedures for the control of personal weapons and ammunition stored or transported aboard the installation.

f. Coordinate crime prevention and physical security measures with the installation fire and safety representatives to ensure compatibility with fire and safety regulations.

g. Conduct physical security and crime prevention surveys for base organizations and activities, as directed by the installation commander and per reference (ai).

h. Maintain continuous liaison with adjacent police agencies to ensure a coordinated crime prevention effort.

i. Conduct crime analysis per sections 8700 and 13200, and reference (ai).

j. Receive and review all MLSRs and determine if additional investigative or reporting action is required.

3. The Crime Prevention Section shall:

a. Conduct the following crime prevention duties:

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(1) In coordination with the Physical Security Branch, submit reports per reference (ai).

(2) Coordinate specific crime prevention goals for each area of concern and outline the procedures necessary to attain these goals with the Support Services Officer.

(3) Review all plans for new construction or major modification of MWR retail and service activities, disbursing offices, commissaries, warehouses storing pilferable and high value items, armories, and ammunition storage areas.

(4) Identify trends and high-incident areas and make recommendations to the PSC.

(5) Provide support to commanding officers and others by conducting crime prevention surveys and education classes on crime prevention programs by personnel trained in crime prevention.

(6) Conduct crime prevention inspections, surveys (NAVMC 11121) and related activities, using the guidance contained in reference (ai). Copies of the enclosures will be given to the inspected command.

(7) Provide personnel to administer crime prevention programs such as those listed below in paragraph 16003.3b.

(8) Report to the respective commanding officers regarding any crime trends in their area of responsibility.

(9) Coordinate crime prevention and physical security measures with the installation fire and safety representatives to ensure compatibility with fire and safety regulations.

(10) Administer an installation PSC to provide a ready means for planning and evaluating the effectiveness of crime prevention and physical security measures per reference (ai) and section 16100.

(11) Conduct crime analysis per sections 8700 and 13200 and reference (ai).

b. Publicize and provide the crime prevention programs. These programs are not all inclusive. See reference (ai) for more information.

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(1) Operation Identification. This program encourages owners of high-value, theft-attractive, and pilferable property to identify such items by marking them with the owner's social security number, maintaining a record of the marking, and keeping a detailed description for the items marked and the identification code used on the items. This program applies to both government and personal items.

(2) Selective Enforcement. The unpublicized presence of military policemen reduces crimes such as breaking and entering, prowling, and unauthorized personnel in restricted areas, storage and housing areas and other high crime rate locations. See section 8700 for more information.

(3) Crime Prevention Month. Various media outlets are used to increase community awareness of crime. Emphasis is placed on home security and the need to report known or suspected criminal activities.

(4) Officer Friendly Program. Through this program, young children are taught that police are there to help them and are their friends. Several subjects such as bicycle safety and drug awareness can be covered. Officer McGruff, "The Crime Dog," is an integral part of this program. This program is normally presented during the fall to grades six and below.

(5) DARE Program. The Drug Abuse Resistance Education (DARE) Program is an anti-drug education program designed to combat the epidemic of substance abuse utilizing a specially trained military policeman. The DARE curriculum uses a psychological approach, which targets children in the fifth grade, to equip the children with the skills to resist the desire to experiment with illegal substances. Program strategies are planned to focus on self-esteem, consequential thinking, risk taking, interpersonal relationships, communication skills, critical thinking, and alternatives to substance abuse.

(6) Family Orientation Briefings. Newly arrived families are briefed by representatives from Navy Relief, the commissary, exchange, various religious programs, housing, military police, etc. The orientation serves two purposes:

- (a) Helps reduce culture shock.
- (b) Familiarizes new-comers with on-base services.

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(7) Bicycle rodeos and other activities sponsored by PMO/MCPD increase the positive image of police. These programs serve as an impetus in reducing the adversarial image held by young people toward law enforcement agencies.

(8) Ride-Along Program. The Ride-Along Program familiarizes the community with law enforcement procedures through active participation with the military police. This program allows teenagers and adults who are interested in law enforcement to observe military police firsthand. Additionally, officers and Staff NCOs may participate in order to better understand problems encountered by the military police. For further information, refer to reference (ai).

(9) Child Identification Program. This program helps protect children. It provides parents with pertinent information and other material which can later be used to locate and identify a missing child.

(10) Neighborhood Watch. Neighborhood Watch is a program which involves citizen participation in a self-help cooperative battle against crime. Its primary purpose is the protection of our community and our property. Military Police crime prevention personnel will assist Neighborhood Watch groups to help reduce crime or the threat of crime in their neighborhoods. Neighborhood watch groups will be formed based on geographic areas and shared concerns. Neighborhood residents are responsible to organize and run Neighborhood Watch groups, with the Crime Prevention Section serving in an advisory role only. The overall goals of the Neighborhood Watch Program are:

(a) To increase public education concerning local problems and effective preventive measures which lead to improved residential security.

(b) To implement community-based and coordinated programs that are designed to increase the level of community awareness and mutual concern for the protection of on-base quarters.

(c) To identify and develop effective program approaches relevant to prevention, deterrence, and reduction of specific crimes.

(11) Crime Prevention/Physical Security Council. This quarterly council provides the installation commander with a means to evaluate the effectiveness of crime prevention/physical

security problems, identify causes and recommend appropriate crime prevention/physical security measures to take.

c. Receive and review all MLSRs and determine if additional investigative or reporting action is required.

Section 16100 - Physical Security

16101. Purpose. This section establishes procedures for physical security aboard Marine Corps installations.

16102. Policy

1. The physical security program's objective is to deter, detect, and defend against threats to Marine Corps assets. Commanders are charged with the responsibility of protecting their assets. A successful command physical security program cannot be achieved without the cooperative efforts of every member of the commander's staff, active measures taken by the PMO/MCPD such as patrolling, or more passive measures, such as awareness training.

2. Essential to the physical security program is maintaining constant awareness of the vulnerabilities and the threat. Local threat statements, criticality assessments, and vulnerability assessments shall be developed by the installation to identify the most important assets and to develop priorities for resourcing. Security planning and security measures to be implemented should be based on the results of the assessments and risk analysis.

16103. Procedures

1. Risk Analysis

a. See reference (ai) for more information. Not all Marine assets at all locations require the same degree of protection. A risk analysis allows the commander to prioritize assets so that physical security resources can be applied in the most efficient and cost effective manner. The amount of risk is based on both the impact of the compromise of an asset and the potential for it being compromised. Risk is associated with individual assets and the different aggressors or threats.

b. A risk analysis will be conducted on all mission essential vulnerable areas (MEVAs) when a unit or activity is activated; a unit permanently relocates; if no prior record of risk analysis exists; at least every 3 years; during planning stages for a new, addition to, or renovation of facility; and after an incident occurs in which assets are compromised. A risk analysis is a joint endeavor between the using unit or activity, operations and intelligence personnel, operations

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security personnel and the PM/PC or equivalent security officer, or their representative.

c. Risk concerns assets rather than facilities. Risk is impacted by two factors; it is impacted by value and the likelihood of aggressor activity. Aggressors consist of criminals, protesters, terrorists, and any other threat which may impact the use of or availability of an asset.

2. Physical Security Plan

a. Commanders are required to develop and maintain an installation physical security plan as part of the antiterrorism/force protection (AT/FP) plan. Developing the plan requires extensive coordination and liaison between all installation activities, tenant units, lateral U.S. Government agencies, and host nation agencies. See reference (ai) for detailed information.

b. The physical security plan includes a threat statement, terrorism counteraction plan, bomb threat plan, installation/facility closure plan, natural disaster plan, civil disturbance plan, resource plan, communications plan, designated restricted areas, and a listing of installation MEVAs.

c. The physical security plan is reviewed and updated annually, in conjunction with the AT/FP plan, and exercised at least once every year.

3. Physical Security Council (PSC). The installation commander will establish, in writing, a PSC that will meet on a quarterly basis. The installation commander or a designated representative will chair the PSC. The PM/PC is responsible for administering and coordinating the PSC. The PSC assists the commander by coordinating and implementing initiatives that support the installation's physical security and AT/FP program. The PSC provides a means for the commander to gain maximum participation from organizations on the installation in support of physical security interests.

4. Security Measures. Security measures are actions taken to establish or maintain an adequate command physical security posture. Collectively, these measures develop attitudes and habits conducive to maintaining good security practices and eliminating existing or potential causes of security breaches and vulnerabilities.

a. Physical Security Surveys. Only trained physical security personnel (with credentials) will conduct physical security surveys. Commanders are required to program resources to correct deficiencies noted during surveys.

(1) Physical security surveys will be conducted as directed by reference (ai).

(2) Additionally, for significant and high threat level areas outside the U.S., physical security surveys will be conducted prior to occupation of off-installation housing.

b. Physical Security Reports/Reviews. Physical and procedural security measures should be evaluated during this process. A physical security report is a formal recorded assessment of the overall security posture of an installation's physical security program.

(1) The installation's physical security posture should be based on:

- (a) Risk analysis.
- (b) Mission.
- (c) Threat (known and/or perceived).
- (d) Findings of the survey.
- (e) Previously conducted surveys and inspections.
- (f) MEVA protection requirements.
- (g) Availability of resources.
- (h) Electronic security systems.
- (i) Site enhancements and/or new construction.
- (j) Criticality and vulnerability assessments.

(2) The results of physical security surveys will be provided to facility or housing occupants and will include mitigation recommendations. If vulnerabilities cannot be mitigated in areas of significant or high threat, consideration will be given to moving residents to a different location.

(3) Results of an installation/facility physical security report will be used to develop a resource plan with recommended prioritized allocation of resources. The resource plan should be included in the installation's physical security plan.

c. Area Designation. Areas will be designated as either restricted areas or non-restricted areas. Restricted areas are established in writing by a commanding officer on areas within his/her jurisdiction. These areas are established "pursuant to lawful authority and promulgated pursuant to reference (cg). There are three levels of restricted areas, I through III:

(1) Level I. The least secure type of restricted area, it contains a security interest that if lost, stolen, compromised, or sabotaged would cause damage to the command mission or national security. It may also serve as a buffer zone for Level Three and Level Two restricted areas, thus providing administrative control, safety, and protection against sabotage, disruption, or potentially threatening acts. Uncontrolled movement may or may not permit access to a security interest or asset.

(2) Level II. The second most secure type of restricted area, it may be inside a Level One area, but is never inside a Level Three area. It contains a security interest that if lost, stolen, compromised, or sabotaged would cause serious damage to the command mission or national security. Uncontrolled or unescorted movement could permit access to the security interest.

(3) Level III. The most secure type of restricted area, it may be within less secure types of restricted areas. It contains a security interest that if lost, stolen, compromised or sabotaged would cause grave damage to the command mission or national security. Access to the Level Three restricted area constitutes, or is considered to constitute, actual access to the security interest or asset.

d. Structural Design

(1) Commanders must ensure every aspect of physical security structural design is incorporated into the initial planning or renovation of facilities. PMs/CPs are required to authenticate all DD 1391s (Military Construction Project Data) certifying that physical security considerations have been thoroughly reviewed and are integrated into the proposed

construction as applicable. Physical security specialists and inspectors should maintain close liaison with installation engineers for early coordination of proposed new construction projects. The PM/PC and the security manager should be active voting members on the installation/facility planning board.

(2) Arms, ammunition, and explosives (AA&E) must be properly stored in certified storage facilities as prescribed in reference (ai).

(3) Commanders are encouraged to consider additional structural security measures for soft targets within his area of responsibility based on the threat and vulnerability of these facilities. Guidance and information for enhanced structural measures can be found in reference (ch).

e. Perimeter/Area Protection and Control

(1) Installation or perimeter and area protective controls are the first steps in providing protection against certain security hazards. These controls include barriers and other security measures. They are intended to define boundaries and may be used to channel personnel and vehicular access. It is important to understand that these controls usually provide only limited protection and must be combined with other controls in order to be effective.

(2) Enclaving Concept. Enclaving involves the provision of concentrated security measures at specific sites within an installation or activity. It is the preferred method for securing relatively small restricted areas and other critical/essential assets requiring a higher degree of protection than the installation itself. Segregating certain areas and assets and concentrating security measures and resources within those areas is more cost effective than trying to protect the entire area. Enclaving does not eliminate the requirement to identify and post installation perimeters. Installations that elect to adopt enclaving to protect assets as a temporary or permanent alternative to required perimeter standard fencing must submit a waiver or exception request per reference (ai). Requests must indicate the type of perimeter fencing planned and/or other compensatory security measures planned or in place.

f. Access controls. Commanders are required to designate areas or facilities subject to special restrictions, control for security reasons, or to safeguard property or material. The

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type of restriction or control depends on the nature and degree of significance of the security interest or other matter contained therein.

5. Barriers and Openings

a. Physical barriers control, deny, impede, delay, and discourage access to restricted and non-restricted areas by unauthorized persons. Barriers accomplish this by:

- (1) Defining the perimeter of restricted areas.
- (2) Establishing a physical and psychological deterrent to entry and providing notice that entry is not permitted.
- (3) Optimizing use of security forces.
- (4) Enhancing detection and apprehension opportunities by security personnel in restricted and non-restricted areas.
- (5) Channeling the flow of personnel and vehicles through designated portals in a manner that permits efficient operation of the personnel identification and control system.
- (6) Requiring an aggressor to take specific actions to go through, over, under or around the barrier, delaying his/her entry, and increasing the likelihood that the aggressor will be compromised.

b. Where U.S. Marine Corps property requires fencing as a protective measure, the type and quantity of fencing will meet the requirements of reference (ai) and the geographic combatant commander's (COCOM's) construction specifications. Other barriers such as bollards, walls, gates, and berms will be constructed and installed to provide the maximum protection required for the risk level associated with the protected assets. All barriers must have and maintain an adequate clear-zone to counter any attempted breach. Barriers will be forecast in the force protection budget estimates as required.

c. Openings in the perimeter barrier will be kept to the minimum necessary for the safe and efficient operation of the activity. Openings shall be constantly locked, guarded by the security force or otherwise secured to prevent unauthorized entry or exit. When locked and not under constant surveillance, the locking device used shall provide the same degree of security as the perimeter barrier.

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6. Electronic Security Systems (ESS)

a. If effectively utilized, ESS decrease requirements for guards. Marine Corps Electronic Security System (MCESS) is the Marine Corps standard for all Marine Corps installations.

b. Installation commanders are responsible for funding initial installation of Marine Corps approved ESS except for flight line security and AA&E. Once installed, maintenance will be provided under the MCESS program. Close coordination with the local PM/PC is required. Failure to identify and properly justify ESS requirements will result in non-availability of ESS resources.

c. Closed circuit television (CCTV) or video motion detection must be integrated with existing MCESS for monitoring and assessment of intrusions. CCTV as a stand alone system should not be utilized. Video motion detection with audible and visible alarm functions should be used.

d. Access control systems also provide an additional layer of security.

e. Only authorized personnel who have been properly cleared will have access to classified ESS.

f. Technical assistance regarding site surveys, contracts, design, installation, and maintenance of ESS can be obtained through the installation PMO/MCPD Physical Security Branch.

7. Security Forces. The security force constitutes one of the most important elements of an organization's physical security program. Security forces consist of Marines or civilians, specifically organized, trained, and equipped to provide law enforcement and physical security for the command. Other security forces include Marines assigned as interior guard, who also require organization, training and equipment specific to their assigned duties. Whereas police duties pertain to an entire installation, interior guard personnel are normally assigned to provide security to an organizational area or asset. Properly used, these personnel are one of the most effective and useful tools in a comprehensive, integrated physical security program.

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8. Inspections

a. Commanding officers will ensure all facilities designated as MEVAs will be formally inspected. A physical security inspection/survey (PSI) is required when: a MEVA is activated; no record exists of a previous inspection; a change in unit or activity impacts on the current Physical Security Plan; there is an indication or reported incident of significant or recurring criminal activity; 12 months have passed since the previous PSI for conventional AA&E, critical service center activities; or the commander determines greater frequency is required. Checklists may be adapted for use by commanders to support a proactive security program.

b. Deficiencies noted by a physical security inspector may be correctable on-site during an inspection. Findings that are beyond the capability of the local commander because of a lack of resources will be reported to the next higher commander with a request for resource assistance, including a justification and impact statement.

c. Physical security inspections and surveys are intended to ensure commanders sustain the highest degree of capability and readiness to meet mission requirements. Lack of proactive physical security checks and balances will severely impact on the ability of commanders to properly account for and secure their critical warfighting assets.

d. Off-installation housing. For moderate and higher threat level areas, guidance shall be provided by the COCOM for off-installation housing to mitigate against terrorism. Guidance shall include standards for housing, designation of authorized areas, and an approval process once housing is selected.

9. Transportation

a. Loss or theft of sensitive items of the Marine's critical warfighting assets can severely impact a unit's wartime mission capability. Significant losses and theft of sensitive items, ammunition, and weapons during shipments and unit movements occur due to noncompliance with regulatory guidance pertaining to security and accountability of property; failure to establish and maintain security and accountability discipline throughout unit movements; and acts by criminal opportunists.

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b. Prior to movement, unit personnel should coordinate all shipments with their transportation and logistics points of contact and PMO/MCPD. The following items will assist units and transport managers during deployments and routine shipments:

(1) Physical security of property. Physical security plans for property movement should be established during initial preparation for deployment and/or redeployment. Plans should provide for security of government property from the point of origin to the destination. PMO/MCPD and Transportation personnel should assist in the security planning for return transportation.

(2) Nesting of equipment. Sensitive, high-dollar value equipment, (night vision devices, communications and electronics equipment, tool kits, etc.) should not be "nested." These items should be secured in locked unit containers with equipment of comparable value and sensitivity, and accounted for in accordance with established supply procedures.

(3) Rail shipments. Units should coordinate with security and transportation personnel to determine the transportation security requirements for the type of equipment being shipped. If at any time the security risk increases, use of supplemental security measures, such as unit guards, is encouraged.

(4) Containers. AA&E shipped via rail flatcar will be placed in locked MILVAN or CONEX containers. The door to the container should be blocked or made inaccessible to preclude entry. The container should be positioned on the flat car so the door is flush against an immovable object and door-to-door if more than one container is utilized. If possible, negotiate with the carrier to place an empty container on the rail car to preclude leaving a full container vulnerable.

(5) Key control. Units should consider numbering locks and keys and identifying which vehicle/container is secured by the respective lock. Further, keys should be sent with unit personnel during shipment for use at debarkation points. This will eliminate equipment and vehicles arriving at the destination point without keys, resulting in the cutting of locks.

(6) Inventorying. Units must inventory equipment being shipped in vehicles and/or shipping containers to include, as a minimum, serial numbers, nomenclature, and quantity. A copy of

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the inventory will be maintained in unit files and a copy placed in the vehicle or shipping container.

(7) Shipment of AA&E. Commanders should ensure proper coordination with the local PMO/MCPD and Transportation Office for assistance and security guidance prior to movement. AA&E must be specifically accounted for and properly secured during shipment. Accurate accountability records, to include shipping information, must be kept by the shipping unit.

(8) Timely reporting of losses. Upon discovery of a loss of U.S. Government property, units should ensure law enforcement personnel are notified immediately. Early incident reporting enhances investigative capability and improves the ability to disseminate crime conditions, modus operandi, system irregularities, and associated lessons learned.

10. Lighting. Protective, or security, lighting is an integral part of both the command security and safety posture. This lighting provides continuous visibility attempting to closely replicate the lighting conditions during daylight hours. It increases the effectiveness of security forces performing their duties and has considerable value as a deterrent to criminal activity. Requirements for protective lighting at an activity are determined by the assets/areas to be protected, facility layout, terrain, and weather conditions. In the interest of finding the best possible mix among resource allocation, financial commitment, and effective security, each situation must be carefully studied. The overall goal is to provide the proper environment to perform duties such as: identification of badges and personnel at gates, inspection of unusual or suspicious circumstances, etc. Where lighting is impractical, additional compensating measures must be instituted, such as night vision goggles for security forces, forward looking infrared (FLIR) cameras, etc.

11. PMs/CPs shall establish and maintain physical security programs per reference (ai) and this section.

a. Conduct police operations in support of the installation physical security program, including measures to enhance security during periods of increased threat and crisis situations.

b. Determine the adequacy of the installation physical security posture with a physical security survey program. Physical security surveys identify areas requiring improvements

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and direct corrective measures to the responsible commanding officer. The surveys may also provide recommended actions for an improved organization security posture. Physical security surveys will be conducted as prescribed herein. See reference (ai) for more information.

c. Maintain liaison with installation/regional Naval Criminal Investigative Service (NCIS) personnel in support of criminal investigations aboard the installation. Maintain liaison with federal, state, local, other military activities, and host nation officials regarding law enforcement/physical security concerns. These concerns will include mutual physical security responsibilities as applicable and according to MOAs, MOUs, Status of Forces Agreements (SOFAs), and other host nation agreements.

d. Provide commanders with technical assistance and recommend equipment, procedures, and methods to enhance physical security.

e. Support the installation commander in the development and maintenance of a comprehensive installation physical security plan.

f. Provide guidance and support to the installation physical security council as described herein and in reference (ai).

g. Review and endorse all requests for physical security waivers and exceptions from command and tenant organizations.

h. Ensure law enforcement and physical security programs complement the installation AT/FP program. These programs are key elements of the AT/FP effort and the installation PM/PC will not be assigned as the AT/FP officer, as his focus is law enforcement and physical security functions.

i. Assist the command/organization security officer in physical security and AT/FP efforts.

j. Act as the manager of all centrally managed ESS aboard the installation and develop policy and procedures for ESS operation.

k. Form, administer and coordinate an installation PSC to provide a ready means for planning and evaluating the

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effectiveness of crime prevention and physical security measures.

12. The Support Services Officer shall be the primary PMO/MCPD staff officer responsible for the execution of the physical security program and shall administer and coordinate an installation PSC in coordination and under the direction of the PM/PC to provide a ready means for planning and evaluating the effectiveness of crime prevention and physical security measures per reference (ai), this section, and section 16000.

13. The Physical Security Branch shall:

a. Maintain a physical security program and plan per references (w) and (ai) and this section.

b. Submit a reports per reference (ai).

c. Review all plans for new construction or major modification of MWR retail and service activities, disbursing offices, commissaries, barracks, inhabited primary gathering facilities, warehouses storing pilferable and high value items, armories, and ammunition storage areas.

d. Conduct physical security inspections, surveys (NAVMC 11121) and related activities, using the guidance contained in reference (ai) and this section.

e. Coordinate physical security measures with the installation fire and safety representatives to ensure compatibility with fire and safety regulations.

f. Administer and coordinate the installation PSC to provide a ready means for planning and evaluating the effectiveness of crime prevention and physical security measures per reference (ai) and this section.

g. Manage Marine MCESS aboard the installation and develop policy and procedures for MCESS operation.

Section 16200 - Animal Control

16201. Purpose. This section establishes procedures for animal control aboard Marine Corps installations.

16202. Policy. PMOs/MCPDs will work closely with installation Environmental Directorates to control the stray and feral animal population and protect endangered/protected species and their habitats on Marine Corps installations per references (bv) and (bx). Individuals assigned to animal control, hereafter referred to as game wardens (GW), are instrumental in animal control and the protection of endangered/protected species and their habitats. Installation Environmental Directorates have conservation officers assigned per references (bv) and (bx), and are the lead in all conservation efforts aboard Marine Corps installations.

16203. Procedures

1. PMs/CPs shall:

a. When responsible for animal control, ensure that PMOs/MCPDs work in concert with installation Environmental Directorates to control the stray and feral animal population aboard Marine Corps installations and enforce federal, assimilated state and installation game, endangered/protected species laws and regulations as required per references (bv) and (bx).

b. Develop procedures for the enforcement of animal control and pet revocation privileges in conjunction with the installation Housing Department.

2. Operations Officers/Deputy Chiefs of Police for Operations shall operate the PMO/MCPD animal control program and work with the installation Environmental Directorate to enforce federal, assimilated state, and installation game, endangered/protected species laws and regulations per this section, and references (bv) and (bx).

3. Game Wardens shall:

a. Monitor the PMO/MCPD radio net and respond to calls as directed by the Dispatch/Communications Center.

b. Record the time, date, type and condition of all animals taken into custody. Verify registration aboard the

installation, required shots and American Veterinary Identification Devices (AVID) microchips for all domestic animals taken into custody.

c. Transport all stray and injured animals to the Humane Society, local or installation animal shelter as required.

d. Handle pet complaints, noise complaints, and animal abuse as follows:

(1) Respond to all pet related complaints unless dealing with a higher priority call/situation such as handling an incident involving an endangered species. If unable to respond immediately, provide guidance and resources to the responding MPs/police officers and respond as soon as practical.

(2) Make contact with the complainant. Take written statements when necessary.

(3) Examine the location for contributing factors, taking notes as necessary.

(4) Contact the owner of the offensive pet. Advise owner of the complaint and applicable regulations.

(5) Issue first offenders a written warning or minor offense report (MOR) and notify the Dispatch/Communications Center, who will make a Desk Journal entry.

(6) Complete an IR for serious or repeat offenders. Serious offenses include animal bites, prohibited animals, and animal abuse incidents. When completing an IR, if a person is asked personal identifying information, the MP/police officer/GW must read the person the privacy act statement at the top of the IR. Impound animals that bite people, complete an Animal Impound/Offense Report (figure 16-1), and turn it in to the Dispatch/Communications Center. If a MP/police officer/GW asks for a person's name and personal identifying information such as social security number, address, phone number, etc. and does not complete an IR, they shall provide the individual a privacy act statement (see figure 2-1).

(7) If it becomes necessary to enter a quarters to verify the status of a pet, obtain permission from the resident when possible. Otherwise, gain entry via the Housing Department. When possible, have a representative from the individual's command present.

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e. Conduct daily cleaning of the animal holding facility. Clean the animal holding facilities as required by veterinarian standards. These standards include cleaning/washing down the kennels and holding facilities, picking up all feces in the open areas, and cleaning/drying all feeding utensils daily. Empty all trash receptacles and perform grass maintenance as needed.

f. Arrange for the installation veterinarian to inspect the animal holding facilities quarterly. Report the results to the Dispatch/Communications Center for entry in the Desk Journal.

g. Maintain information that includes the number and type of animals handled. Cooperate with the Environmental Directorate for completion of the Protected Wildlife Permit Report.

h. Handle stray dogs and cats as follows:

(1) Using proper safety measures such as a snare, gloves, or a leash, obtain control of the animal and place it in a temporary cage.

(2) Attempt to locate the owner by checking the area where the animal was found, the nametags or AVID microchip on the animal and/or PMO/MCPD and Housing Department records. Verify that the animal is registered on the installation and is current on all required shots.

(3) If no owner is available, place the animal in the animal holding facility. Complete an Animal Impound/Offense Report (figure 16-1) and turn in to the Dispatch/Communications Center.

(4) Upon determining the animal's owner, serve the owner a MOR and inform them they have 24-hours to pick up the animal.

(5) Animals may be kept in the animal holding facility for a period not exceeding 72-hours after which they will be transported to the Humane Society, local animal shelter, or installation animal shelter.

(6) Feed all holding animals once daily and provide water at least twice daily. If food or water is unavailable, transport the animal to the Humane Society, local animal shelter, or installation animal shelter.

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i. Request animal food through PMO/MCPD supply. Maintain sufficient animal food at the animal holding facility at all times. Food must be approved by the installation veterinarian and protected from spoilage, scavengers and weather.

j. Dispose of dead animals in the installation landfill. If you determine a dead animal's owner, notify the owner immediately before disposal. Complete an Animal Impound/Offense Report (figure 16-1) and turn in to the Dispatch/Communications Center.

k. Handle feral cats as follows:

(1) Using proper safety measures such as a snare, gloves, or a leash, obtain control of the animal and place it in a temporary cage.

(2) When a feral cat is caught in a trap, transfer it to the Humane Society, local animal shelter or installation animal shelter within 24-hours for further processing.

(3) Complete an Animal Impound/Offense Report (figure 16-1) and turn in to the Dispatch/Communications Center.

l. Handle aggressive/aggressively-trained animals as follows:

(1) Using proper safety measures such as a snare, gloves, or a leash, obtain control of the animal and place it in a temporary cage.

(2) Attempt to locate the owner by checking the area where the animal was found, the nametags or AVID microchip on the animal and/or PMO/MCPD and Housing Department records. Verify that the animal is registered on the installation and is current on all required shots. Schedule an aggression evaluation test. Who conducts aggression tests and the components of the test will vary by installation, consequently aggression tests will be determined by installation policy.

(3) Complete an IR for an aggressive animal. Complete an Animal Impound/Offense Report (figure 16-1) and turn in to the Dispatch/Communications Center if the animal is taken into custody.

(4) If the animal fails the aggression test, do not release it to the owner until a magistrate hearing is completed and then release it as appropriate.

m. Conduct pest control/trapping as follows:

(1) Place traps in the complaint or suspected pest area. Set animal traps as workload permits and as necessary to control pests. Record the location and maintain accountability for each trap. Report lost, stolen or damaged traps to the Operations Chief.

(2) Check all traps hourly, traps will not be left out longer than 24-hours.

(3) If a pest is captured, complete an Animal Impound/Offense Report (figure 16-1) and turn in to the Dispatch/Communications Center. Destroy or release the pest to the Humane Society, local animal shelter or installation animal shelter, or as directed by the U.S. Fish and Wildlife Service, or state Department of Natural Resources.

n. Handle injured/dead endangered or protected bird species, per reference (bx), as follows:

(1) Protect the bird from further injury, if possible.

(2) Contact the Environmental Directorate.

(3) Contact the U.S. Fish and Wildlife Service or state Department of Natural Resources if required. Transport the bird, if requested.

(4) For dead birds:

(a) Using protective gloves, place the bird in a plastic evidence bag. Ensure you place all pieces of the bird in the bag. Record the time, date and location on the evidence tag.

(b) Place the remains in the freezer.

(c) Contact the Environmental Directorate.

(d) Contact the U.S. Fish and Wildlife Service or state Department of Natural Resources if required.

(e) Complete an Animal Impound/Offense Report (figure 16-1) and turn in to the Dispatch/Communications Center.

o. Handle injured/dead common bird species as follows:

(1) Using protective gloves, gently grasp the bird.

(2) Examine the bird for injuries and place the bird in a cardboard box or temporary animal carrier if available.

(3) Seabirds occasionally become exhausted during flight and may not be injured. Dispose of dead seabirds as directed by the installation Environmental Directorate or U.S. Fish and Wildlife Service.

(4) Deliver injured common birds to the Humane Society, local animal shelter or installation animal shelter.

(5) Dispose of dead common birds at the landfill.

(6) Complete an Animal Impound/Offense Report (figure 16-1) and turn in to the Dispatch/Communications Center.

p. Handle snakes as follows:

(1) Examine the snake for injuries and place it in a box or bag.

(2) Release wild snakes in a remote area (except for Hawaii). Deliver injured snakes (any snake in Hawaii) to the Humane Society or as directed by the installation Environmental Directorate or U.S. Fish and Wildlife Service.

(3) Dispose of dead snakes at the landfill.

(4) Complete an Animal Impound/Offense Report (figure 16-1) and turn in to the Dispatch/Communications Center.

q. Enforce fishing and hunting regulations, when directed and as coordinated with the installation Environmental Directorate, and per reference (bx), as follows:

(1) Identify all persons fishing and hunting and ensure they are in possession of proper licenses or permits.

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(2) Detain all persons found fishing or hunting in violation of installation orders/regulations and state and federal fishing or hunting laws.

(3) Notify the installation Environmental Directorate of fishing, hunting and trespassing incidents in wildlife management areas.

(4) If fish are found to be undersized and are still alive, take photographs of the fish with a ruler for size comparison, and release the fish back into the water.

(5) If fish are found to be undersized and dead, take photographs of the fish with a ruler for size comparison, seize the fish, and place in an evidence bag in the freezer at the GW facility until a magistrate hearing.

(6) If unauthorized animals are found dead, take photographs of the animal, seize the animal, and place in a plastic bag in the freezer at the GW facility (if possible) until a magistrate hearing. If the animal is too large, document it with photographs and dispose of the dead animal as directed by the installation Environmental Directorate or U.S. Fish and Wildlife Service.

(7) Complete an IR or field interview as appropriate. Release or turn over the offenders as appropriate.

ANIMAL IMPOUND/OFFENSE REPORT

DATE: _____ TIME: _____ LOCATION: _____

1. TYPE OF INCIDENT: _____
Unsecured/Unattended _____ Trapped _____ Turn-in _____ Nuisance/Other: _____

2. PERSONNEL

Rank	Name	Unit or Address & Phone	DOB	SSN	R
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

RELATION CATEGORY (last Column)

A-Complainant B-Victim C-Suspect D-Witness E-MP/CID F-Sponsor

3. IMPOUND INFORMATION: (If more than one animal use separate form)
____ Dog ____ Puppy ____ Cat ____ Kitten ____ Mongoose ____ Other(type) _____

Microchip#: _____ Kennel# _____

____ Small ____ Medium ____ Large ____ Male ____ Female ____ Unknown ____ Color _____

4. DISPOSITION TAKEN: _____

a. Released to owner: I understand that I am in violation of Base Regulations as noted above, and that further violations could result in charges against me (or military member), an order to remove the animal from the base, and/or eviction from government quarters.

Signature: _____ Time: _____ Date: _____

b. Released to Humane Society. Receipt Number: _____

c. Adopted by: Name: _____ Rank: _____

Address: _____

d. Location disposed of: _____

e. I hereby release all interests and ownership of my pet to the U.S. Government for disposal.

Signature: _____ Time: _____ Date: _____

6. REPORTING MP, PMO/MCPD

Rank/Name: _____

Signature: _____

FOUO - PRIVACY SENSITIVE

- Figure 16-1.--Animal Impound/Offense Report

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Section 16300 - Local Record Checks and Fingerprinting Services

16301. Purpose. This section establishes procedures for conducting local records checks and fingerprinting aboard Marine Corps installations.

16302. Policy. PMOs/MCPDs conduct local records checks and provide fingerprinting as services to the installation community.

16303. Procedures

1. Support Services Officers shall provide local records checks and fingerprinting services to the installation community.

2. Local Records Checks (LRC)a. Police Records Branch

(1) Individuals or commands may request a LRC by requesting one at PMO/MCPD. If an individual requests a LRC for themselves, verify their identity with an AFID/CAC, privileges card, or other valid state or federal ID card. Prior to receiving an LRC from an individual for a command request, ensure that they are authorized by their command. Advise the person dropping off the LRC that they will receive a courtesy call after the LRC(s) have been completed and another courtesy call one week later. If the LRC(s) has not been picked up within two weeks, it will be destroyed.

(2) Input the individual(s) information into NCIC, CLEOC or DONCJIS to determine if the individual(s) has/have derogatory information on his/her record. See chapter 15 for further information.

(3) Stamp each LRC twice with the LRC stamp (contains PMO/MCPD information concerning date, time, results, name). The individual processing the LRC will fill out stamp one.

(4) Take the LRC to CID for their portion of processing. Once CID's portion is completed, they will fill out stamp two.

(5) When CID returns the LRC to Police Records, make a file copy and stamp it as "FILE COPY".

(6) Contact the authorized person to inform them that the LRC has been completed and is ready for pick up.

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(7) File copies will be filed in command order. If it is requested that the results of an LRC be faxed, fax the LRC (only if no derogatory information), maintain the send confirmation for verification and then mail the original with a notification of delivery receipt. This receipt requires a signature, ensuring the package is received by the appropriate person(s).

(8) If the NCIC and 3270 results are derogatory, attach a copy of the offenses to the LRC. If the individual is a minor/juvenile DO NOT attach the derogatory information. (See section 9000 on handling anything in reference to juveniles.) All LRCs should include but are not limited to the following information:

(a) Full name:

(b) DOB.

(c) SSN.

(d) Signature (only required for command requested LRCs).

(e) Unit (very important). We need to know who to contact and we need to know what file folder to go to when an individual returns to pick up the LRC(s).

***Note: If the LRC is for the individual who requested it, a signature is not required.

(9) Maintain copies per reference (b) SSIC 5580.13a(1) and SSIC 5580.13b(2) as appropriate.

b. CID shall conduct a records check and return the LRC to the Police Records Branch.

3. Fingerprinting

a. PMO/MCPD shall conduct fingerprinting services for service members, dependents and civilian employees. Priority goes to active duty service members, reserve service members, civilian employees, and dependents. Services include the printing of hard copy fingerprint cards for individuals and submission of fingerprints using the issued automated fingerprint machine.

b. Personnel requiring fingerprinting will bring a fingerprinting form (S/N 0104-LF-006-9600), with the top portion of the card completed. PMO/MCPD personnel shall then confirm the individual's identity by social security number, date of birth, and the use of photo identification. Once the individual's identity is confirmed, PMO/MCPD personnel will fingerprint the individual.

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Section 16400 - Lost and Found

16401. Purpose. This section establishes PMO/MCPD procedures for lost and found services aboard Marine Corps installations.

16402. Policy. PMOs/MCPDs provide lost and found services for the installation community.

16403. Procedures

1. PMs/CPs shall appoint a Lost and Found Custodian and provide lost and found services.

2. The Support Services Officer shall conduct lost and found services per this section and reference (ai).

3. Collection. MPs/police officers who recover found property will tag the items with a DON Evidence Tag (OPNAV 5580/17) and complete the DON Evidence/Property Custody Receipt (OPNAV 5580/22). The property will then be relinquished to the Lost and Found Custodian.

4. Records

a. The Lost and Found Custodian shall maintain a log book that contains the recovery date, description of item and final disposition, to include date.

b. Quarterly inventories will be conducted by a civilian supervisor, SNCO, or officer who is not directly involved in the lost and found process. Records of inventories will be recorded in the lost and found log book.

c. Storage. Lost and found property will be stored in a secure area, separate from evidence.

d. Lost and Found log book shall be maintained per reference (b) SSIC 5512.14b.

5. Disposal

a. All found property will be retained for 120 days, after notification is sent, prior to disposal.

b. All reasonable efforts to return the property to the rightful owner will be made, such as notifications in the installation newspaper.

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c. PMO/MCPD will dispose of unclaimed property as follows:

(1) PMs/CPs shall establish a board of disinterested civilian supervisors, SNCOs and/or officers, to determine the fair market value of unclaimed personal property.

(2) Property with a fair market value of \$300.00 or less may be disposed of locally.

(3) Property with a fair market value of greater than \$300.00 will be relinquished in accordance with procedures jointly developed by the PM/PC and the installation SJA. Installations should consider relinquishing property to recognized charitable organizations through the Defense Reutilization Management Office (DRMO).

(4) Disposal of property will be conducted by the Lost and Found Custodian and will be witnessed by a disinterested civilian supervisor, SNCO, or officer.

(5) Exceptions to routine disposal. All weapons will be destroyed per instructions contained in reference (ax); all monies will be relinquished to the installation disbursing office; all serviceable government property will be relinquished to the installation supply activity.

Section 16500 - Vehicle Registration/Visitor Control

16501. Purpose. This section establishes procedures for vehicle registration and visitor control aboard Marine Corps installations.

16502. Policy

1. Motor vehicles owned by persons authorized to drive on Marine Corps installations will be registered in accordance with this section and reference (af).

2. The Vehicle Registration Form (OPNAV 5560/1) is the authorized registration form. Locally produced forms may be used to supplement the OPNAV 5560/1; however, they may not be used to replace the OPNAV 5560/1.

3. Individuals who wish to register their vehicles aboard the installation must meet registration requirements. Once those requirements have been met and the Vehicle Registration Form has been completed, the individual will be issued a DOD Registered Vehicle Decal (DD Form 2220), and installation and expiration tabs in accordance with reference (af). Overseas installations will use forms equivalent to DD 2220 as specified by Status of Forces Agreements or local directives.

4. When an individual fails to meet minimum registration requirements or does not require permanent registration, a temporary pass may be issued per this section and reference (af).

5. Marine Corps installations have controlled visitor access. Visitors shall be sponsored or must be coming aboard the installation for official business. When a visitor who does not have a DD Form 2220 desires to come aboard an installation, he/she must request a visitor's pass. Installations may refuse access to registered sexual predators; however, this will be accomplished in consultation with the installation SJA.

16503. Procedures

1. Vehicle Registration

a. Privately owned vehicles (POVs) of personnel assigned to installations are required to be registered with a DD Form 2220 within 30 days of assignment or purchasing the vehicle. PMO/MCPD may issue temporary passes as required. All visitor

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(without an AFID or privilege card) POVs must have either a DD Form 2220, an installation temporary pass, other Service installation temporary pass, or an installation visitor's pass to gain access to, or to be operated on the installation. Failure to consent to a search or inspection of any vehicle, person, or property attempting to access the installation or inability/unwillingness to produce valid documents is grounds to deny access. PMO/MCPD will only issue a DD Form 2220 when all of the requirements are met, including a state vehicle registration, proof of insurance, and a valid driver's license. Failure to continue to meet requirements will result in the confiscation of any DD Form 2220 or installation pass. To obtain and retain a DD Form 2220, eligible applicants must possess the following:

(1) Valid state registration certificate. Registration certificates indicating ownership (purchased or leased) of the vehicle will be presented at the PMO/MCPD. PMO/MCPD will issue decals only to registered owners unless family members of active duty personnel or retirees wish to register vehicles in their sponsor's name.

(2) Insurance. Applicant must present a valid insurance card or signed certification form certifying that the vehicle's insurance policy is current and contains the minimum liability coverage. Minimum liability coverage is \$25,000 per person for bodily injury, \$10,000 per accident for property damage and covers any driver of the vehicle or the minimums for the state in which the installation is located.

(3) Valid driver's license. A valid driver's license must be presented for the type of vehicle to be registered. Idaho, Iowa, Kansas, Mississippi, Oklahoma, and West Virginia do not require special operator endorsements of any type to operate a motorcycle. All other states require special endorsement, or typed affidavits. Motorcycle and motor scooter operators from these states and territories must have either a code entered on their license that permits operation of motorcycles or motor scooters, or must possess a state instruction permit, or motorcycle or motor scooter license, to operate such a vehicle in the state and aboard the installation.

(4) Safety inspection. POVs must have an inspection sticker if licensed in a state requiring inspection.

b. Decal Removal. DD Forms 2220 remain the property of the U.S. Government when applied to POVs. MPs/police officers may

remove a decal when determined necessary. Some reasons for removal are as follows:

- (1) Vehicle no longer complies with all registration requirements.
- (2) Vehicle ownership transferred.
- (3) Vehicle owner's installation driving privileges are revoked or suspended.
- (4) Vehicle was towed off the installation because it was illegally parked.
- (5) Vehicle owner/operator refuses to permit a search of the vehicle during an authorized vehicle inspection.
- (6) Vehicle was used in the commission of an offense.
- (7) Decal appears altered or deteriorated.
- (8) Fraudulent, inaccurate or incomplete application information is determined, or failure to provide updated information.
- (9) Fraudulent use of a decal/pass to gain access to the installation.
- (10) Vehicle contains narcotics, narcotics paraphernalia, or contraband.
- (11) Vehicle owner has been identified by urinalysis as positive for illicit drug use.
- (12) Abandoned vehicles that have been impounded.

c. Permanent Registration

(1) Categories and Placement. Categories include military, reserve, and civilian decals. PMO/MCPD will issue each qualified vehicle a DD Form 2220 (decal), a color-coded installation tab bearing the name of the installation, and registration expiration tabs. Place decals centered at the top of the windshield or lower driver's side windshield, as not to obstruct the vehicle's Vehicle Identification Number (VIN), for automobiles, and at the left front fork for motorcycles or where it can be clearly visible to the gate sentries. Position the

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installation tab below and abutting the DD Form 2220. PMO/MCPD will issue red installation tabs to enlisted military personnel, blue to officers, green to civilians, and white or black to contractors. Expiration tabs are gold or white with black numerals.

(2) Military. DD Forms 2220 will be issued to active duty military personnel and family members who live or work on the installation. PMO/MCPD will also issue decals to retired military personnel, their qualifying family members, un-remarried widows of active duty and retired military personnel, and reserve personnel. PMO/MCPD will not issue decals to divorcees without a dependent identification card. PMO/MCPD may issue enlisted (E-9) and officers (grade O-6 and higher) a grade designation placard to be placed on the driver's side dashboard while on a military installation. Upon departing the military installation, drivers should remove the placard and secure it in a safe place within the vehicle.

(3) Civilian Employees. PMO/MCPD will issue decals to civilians permanently employed aboard the installation. These decals are for the civilian employee's use only. PMO/MCPD will issue all other workers passes. Permanently employed civilians include civil service personnel and non-appropriated fund personnel. PMO/MCPD will not issue more than two sets of decals to each civilian employee. PMO/MCPD issues decals for various periods of time, depending upon the terms of employment. Use by any other person, or violation of access regulations, may result in the employee's loss of registration privileges. Civilian employees issued decals from other military installations are authorized access only during work hours.

(4) Installation Civil Service Retirees. Retired civil service employees, with their honorary identification card issued by the Human Resource Office, may self-sponsor and receive a DD Form 2220 for no less than one year and no more than six, or the limitations of their identification card.

(5) Civilian Contractors. Civilians under contract with an installation agency for a minimum of one year may receive a DD Form 2220. This decal will have a black installation indicator strip with white lettering and the word "only" under the installation indicator. PMO/MCPD personnel will ensure that the days and hours of employment are properly entered in the PMO/MCPD computer. Other contractors will be issued temporary passes. PMO/MCPD may conduct background checks when appropriate for contractors prior to issuing passes or decals.

(6) Validity. A decal is valid only on the vehicle for which it is issued up to the expiration date. Motorcycle riders will be required to show proof of having completed a Motorcycle Safety Foundation Riders Safety Course before a DD Form 2220 is issued. Decals become invalid upon separation from employment, disposal or sale of the vehicle for which issued, or a revocation for cause by competent authority. When a decal becomes invalid, the person issued the decal must return the vehicle to PMO/MCPD for appropriate action. The subsequent owner of a vehicle bearing a decal may not use that decal until the vehicle is properly registered.

(7) Decal Replacement and Renewal. Decals are renewable as long as the vehicle's owner maintains eligibility. The person to whom the decal is issued must present themselves to the installation vehicle registration office for a replacement when a decal becomes damaged or otherwise illegible. Renew decals at least five days before the expiration date.

(8) Leased and Company Cars. Register leased and company cars, for the exclusive use of a person entitled to register it aboard the installation, in the same manner as POVs. That person, or a person having joint ownership or a power of attorney, must remove the decal and deregister the vehicle upon its return to the company or the leaser.

(9) Suspended Operator. Upon suspension of an individual's installation driving privileges, PMO/MCPD will replace the yellow month and year expiration tabs as follows:

(a) Male Suspension. PMO/MCPD will replace the month expiration number tab with an international orange number tab and place an international orange "M" tab on the driver's side of the DD Form 2220 in place of the year expiration number tab. The decal will be valid for the duration of the suspension.

(b) Female Suspension. Same as above, except PMO/MCPD will place an international orange "F" tab on the driver's side of the DD Form 2220 in place of the year expiration number tab.

(10) Deregistration. Any registered vehicle owner who sells or is discharged due to end of active service (EAS), not retired, must deregister their vehicle. Military units, agencies, and DOD activities are required to have all personnel

assigned to their activity check-in and check-out with the PMO/MCPD.

(a) The vehicle owner must bring the vehicle to PMO/MCPD to deregister it when the vehicle is sold.

(b) PCS. PMO/MCPD will enter new installation/unit information if transferring, a forwarding address if retiring or terminating employment into the Consolidated Law Enforcement Operations Center (CLEOC)/Department of the Navy Criminal Justice Information System (DONCJIS) and check to see if the driver has any pending traffic violations.

(c) Those not required to de-register vehicles. The only vehicle owners authorized to check out without deregistering their vehicle are those personnel retiring from active duty or DOD service and those who PCS to another DOD installation. Upon registration at a new installation, the vehicle will be de-registered from the previous installation.

(d) Power of attorney. Personnel who intend to sell their vehicle, but who have not sold it prior to departing, may obtain a power of attorney for someone to sell the vehicle on his/her behalf. The individual checking out must provide a copy of the power of attorney to PMO/MCPD with full identification of the person authorized to sell the vehicle. The owner must maintain insurance for the vehicle. Additionally, the person must agree to release the vehicle to the government, if not sold within 90 days. PMO/MCPD will deregister the vehicle, provide a temporary pass for 30 days, and keep the paperwork on file until the vehicle is sold or ownership is released or transferred to the U.S. Government.

d. Temporary Registration. When a person entitled to a permanent decal does not have the required documentation, or requires access for a limited period of time, PMO/MCPD may issue up to a 30-day temporary pass for automobiles. To acquire a temporary pass, the applicant must provide proof of insurance, valid vehicle registration, and driver's license. For individuals who have insurance, but do not have proof, the PMO/MCPD may issue a 24-hour temporary pass to enable them time to obtain proof of insurance. PMO/MCPD will issue a temporary pass, valid for one day, to motorcycle operators who cannot provide proof of completion of a DOD approved Level II Motorcycle Safety Foundation (MSF) Rider Safety Course. This allows them access to the installation only to register for the next available MSF course at the installation Safety Center. At

that time, the installation safety center will issue a MSF course letter of registration, which authorizes the issue of a temporary pass valid through the scheduled date of the course. Personnel who fail to appear for a scheduled course may be denied registration. Additionally, if the individual is an active duty Marine, MPs/police officers will inform the Marine that operation of the motorcycle anywhere is not authorized until completion of the MSF course.

2. Visitor Control

a. General Rules. Restrictions and entry requirements concerning visitors are necessary to maintain a security level commensurate with the threat level. All persons are required to enforce these regulations with tact and courtesy. General rules for visitors are as follows:

(1) Visitors will abide by all installation orders and regulations.

(2) Visitor passes are valid only for the visit and only to the place/person originally authorized when the pass was issued.

(3) Visitors must leave the installation directly after completion of the purpose of the visit or by 2400 that day, whichever is earlier. This restriction does not apply to visitors to clubs, special events and quarters. Unless invited to family quarters, authorized visitors of clubs will leave the installation immediately after the club or special event closes.

(4) Sponsors of visitors are responsible for their guests. However, the sponsor need not accompany the visitor at all times, except under special circumstances or required by local regulations/directives. If a guest violates installation orders or regulations, the individual who sponsored the guest may lose sponsorship privileges for six months. See paragraph 16503.2i below for details on sponsorship.

(5) Juveniles under the age of 18 who reside on the installation are prohibited from sponsoring guests without permission from a parent or guardian. Permission may be verified in writing, in person, or telephonically at the visitor center.

(6) Ordinarily, visitors must use the most direct route to and from the point they are visiting.

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(7) When requested by MPs/police officers or security personnel, visitors must provide a driver's license or other means of positive personal identification.

b. Official Visitors. An authorized representative of the unit or activity sponsoring official guests must furnish telephonic or written authorization. PMO/MCPD will issue such visitors a visitor's pass and direct them to the authorizing organization or activity. For larger groups, the PM/PC may approve access rosters in advance.

c. Personal Visitors. PMO/MCPD will issue personal guests of housing residents a visitor's pass for their vehicle and direct them to the sponsor's quarters, after verifying sponsorship.

d. Single Day Visiting Groups or Organizations. All persons who arrange for, or who receive knowledge of command-sponsored visits to the installation by civilian groups or organizations will inform the Public Affairs Officer, who will inform the PM/PC. This includes civilian dignitaries, government officials, members of the press, schools, churches, scouting groups, and similar organizations. All persons who arrange for, or receive knowledge of organized social and religious activities that are not command sponsored or sanctioned special events will inform the PM/PC. In either case, in advance of the visit, provide a list to the PMO/MCPD that includes the name of the visitor or visitors and/or the name of the group (with the name of the sponsor or the person in charge clearly identified), the purpose of the visit, and the approximate date and time the visit is expected. The Environmental Directorate must approve any requests for visits or tours of any wildlife management areas.

e. Taxi Cabs. Taxi cabs hired off installation by military personnel, family members, or federal employees may take their fares directly to their quarters or work areas and directly exit the installation after discharging their fare paying passenger(s). All passengers in every taxi shall show proper identification. The gate sentry will log in each taxi and all passengers before allowing entry. Taxi drivers will remain with their vehicle at all times while aboard the installation. MPs/police officers and security personnel will allow taxi cabs aboard the installation in response to calls, but taxi cab drivers may not "cruise" or otherwise solicit fares. Only authorized taxi cabs may solicit fares by parking in designated taxi stands.

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f. Visitor's Passes. All visitor POVs that do not have a decal must have a visitor's pass. Visitors must show driver's license, registration and proof of insurance prior to being given a temporary pass. Temporary passes will be issued using the CLEOC/DONCJIS system. Enter the recipient's personal information into CLEOC/DONCJIS along with the appropriate expiration date and any restrictions that may apply. Print the pass, mark it with a diagonal line (blue for officers, red for enlisted, and green for civilians) and initial it.

(1) PMO/MCPD issues visitor passes to individuals coming aboard installation for a special event or to visit someone aboard the installation. Visitors must identify an authorized sponsor, and produce a valid driver's license, registration, safety inspection if required, and insurance.

(2) Sponsors are not required to be present at the visitor center to sponsor guests ages 18 and older. When the FPCON is B or higher, sponsors may be required to remain with their guests at all times, meet their guests at the visitor center, and escort them aboard the installation.

(3) Contractors employed for less than a year for an installation agency will be issued a temporary pass for the duration of the contract.

(4) One-Day Passes. Issue one time visitor passes to individuals coming aboard the installation for a special event or to visit a member of the installation. Guests must have in their possession a valid driver's license, a valid registration, a valid state inspection, if required, and proof of insurance. Pass and Registration personnel will check the installation debarment and the suspension and revocation rosters prior to issuing a pass.

(5) Self-Sponsored ID Cards Stamped "TA" (Transition Assistance). Individuals separated from active duty under the Voluntary Separation Incentive (VSI) or Special Separation Bonus (SSB) program are issued a self-sponsored ID card stamped "TA". The ID card allows the individual access to various facilities listed on the back of their ID card, such as the commissary, exchange, etc. The ID card is similar to a dependent's ID card and has an expiration date. This ID card entitles the individual to self-sponsor him or herself on the installation until the expiration date.

(6) Special Passes. All personnel and vehicles must meet the minimum requirements for authorization on the installation. Individuals must display all passes on the left side of the dash. The following is a list of special passes:

(a) Distinguished visitor pass. The Support Services Chief/Assistant Services Officer or higher authorizes the issuance of these passes to guests of the installation commander or other general/flag officer on the installation.

(b) Protocol officers may provide event lists outlining upcoming events and all distinguished visitors planning on attending. The protocol officer will forward any additional requirements for distinguished visitor passes as they arise.

(c) Pass and Registration personnel will make and deliver the passes immediately to the appropriate gate sentry. The gate sentry will deliver the pass to the distinguished visitor.

(7) Special Event Pass. These passes are issued to civilians in order to gain access to the installation for a specific event being hosted by the installation. The pass is authorized by the PM/PC for that event and issued by Pass and Registration personnel only. The individual must proceed using the most direct route to the event. Once the event concludes, the individual must use the most direct route to exit the installation, except when the event includes a reception at another locale on the installation or an exception is approved by the installation commander. The individual may enter and exit the installation as often as desired for the duration of the pass. The individual must comply with installation regulations concerning issuance of the special event passes. For special events with a large number of attendees (over 20), the PM/PC may authorize granting access with an access list and without requiring attendees to obtain a pass.

(8) Restricted Access Pass. These passes must be requested in writing to the PM/PC and are issued to civilians in order for them to gain limited access to the installation; however, they are restricted to transit only to and from the authorized locations and may only be aboard the installation during certain days and times (usually normal working hours during the work week).