

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE MANUAL 31-201, VOLUME 3



24 AUGUST 2009
Certified current on 26 February 2014
Security

FLIGHT OPERATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no restrictions on the release this publication

OPR: HQ AFSFC/SFOP

Certified by: HQ USAF/A7S (Mr. David R. Beecroft)

Supersedes: AFMAN 31-201, Volume 3, 14 May 2003.

Pages: 152

This manual implements AFD 31-2, *Air Provost Operations* and the Air Force Instructions listed in **Attachment 1**. It provides procedures and requirements on reporting for duty, guardmount procedures, entry control duties, mobile patrol duties, Base Defense Operations Center (BDOC) duties, supervisory duties, customs operations, and Security Forces communications. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and conflicts between this and other publications to HQ AFSFC/SFOP, , Lackland AFB, TX, 78236, on the AF Form 847, *Recommendation for Change of Publication*. It applies to military, civilian, and contractor personnel as well as military personnel assigned from other military branches assigned to or attached to Air Force Units. Air National Guard units will use this manual as guidance.

Summary of Changes

This instruction has been completely revised and should be reviewed as such. Chapter 3 was added; wording was changed to include Airman Battle Uniforms (ABU); 1.12.16 Installation Entry Controller was edited; 1.12.17 Base Installation Patrol was edited; 1.13. Police services was edited; 4.4.3.3. Search Incident to Apprehension was edited; 5.4. Traffic Patrol was edited; 5.5. Traffic Services was edited; 5.7. Use of Emergency Equipment was edited; terminology was

changed from Security Forces control Center to BDOC throughout; Chief, Security Forces was changed to Defense Force Commander (DFC) throughout.

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Chapter 1

REPORTING FOR DUTY

1.1. Overview . The purpose of this AFMAN is to describe the organization, duties and procedures for flight operations, weapons, vehicles, and communications equipment requirements. Traditional and non-traditional ground threats could include, but are not limited to, crime, espionage, hostile surveillance, sabotage, subversion, civil unrest, terrorism, irregular/unconventional warfare, and conventional warfare. Security Forces provide the foundation of the Integrated Defense (ID) concept. This section outlines minimum security. NOTE: Security Forces and ID forces (augmentee personnel should not be included in base details if their duty schedule is in excess of the majority of the base populace.

1.2. Reporting for Duty . All personnel must report for duty fit and prepared to assume their assigned post. Each of the following paragraphs addresses areas of concern for members reporting for duty.

1.3. Maintain appropriate Air Force Physical Fitness and Weight Standards . It is each Defender's responsibility to maintain appropriate levels of physical conditioning and weight control. Security Forces members must be ready, willing and able, at any random moment, to perform physically demanding tasks under sometimes harsh, unforgiving, unpredictable, and often life threatening conditions. Maintaining proper fitness is essential to mission accomplishment and survivability of our Defenders. Failure to maintain an appropriate level of physical conditioning can result in adverse administrative action. Information regarding current fitness standards and required frequency of assessments can be found in Chapter 3 of AFI 10-248, *The Air Force Fitness Program*.

1.4. Maintain Proper Qualifications for Assigned Post . Supervisors and their members must ensure individuals possess all qualifications and certifications to perform duties in their assigned post. Examples include: vehicle and weapon qualifications and required certifications for specific duty posts.

1.5. Possess Required Equipment . Supervisors and their members must ensure individuals possess equipment required for the assigned post. Squadrons should develop and maintain a list of required equipment for all posts based on their specific mission. Examples include: helmet, gas mask, restricted area badge, ballistic vest, etc.

1.6. Arming and Equipping Security Forces . Arming will be IAW AFI 31-207, *Arming and Use of Force by Air Force Personnel* and AFI 31-101, *Integrated Base Defense*, MAJCOM requirements, and as required by the Integrated Defense Council (IDC).

1.6.1. Minimum Equipment Requirements. Posted Security Forces must be equipped with the following:

1.6.1.1. Whistle

1.6.1.2. Flashlight (Flashlight conducive to both limited visibility and enhancement of ID hologram visibility)

1.6.1.3. Cold/Foul weather gear

- 1.6.1.4. Handcuffs with key
- 1.6.1.5. Security Forces shield or appropriate DAF badge.
- 1.6.1.6. Common Access Card (CAC)
- 1.6.1.7. Restricted Area Badge (if applicable)
- 1.6.1.8. Hearing protection
- 1.6.1.9. Law Enforcement Equipment (LEE)
- 1.6.1.10. Defensor Fortis Load Carrying System (DFLBS)

1.7. Arming and Equipping Support Forces. Staff, recalled or augmentation forces may be required for some contingencies. When posted, personnel will carry equipment required for the duty for which they are posted. If the post is not in support of Protection Level (PL) 1, 2 or 3 resources, MAJCOM designates arming and equipment requirements.

1.8. Security Forces Vehicles. Air Provost vehicles are specifically purchased/leased for Air Provost/police duties. Air Provost sedans should not be used on the flight line if at all possible. Other vehicle requirements will be in accordance with AFI 31-101, *Intergrated Defense* and transportation directives.

1.8.1. Leasing Security Forces Vehicles. When contracts are negotiated to lease vehicles for Security Forces use, ensure the requirement to drill holes for mounting of prisoner cages, lights, sirens, communication equipment and any other specialized items is written into the contract. Marking requirements should also be addressed. Ensure marking of security/law enforcement vehicles complies with *TO 36-1-191*

1.9. Fitness for Duty. Security Forces and augmentee personnel must adhere to the following:

- 1.9.1. Be mentally alert.
- 1.9.2. Abstain from consumption of alcoholic beverages within 8 hours of duty or an additional amount of time if the alcohol influences the member's capability to perform their duties.
- 1.9.3. Inform supervisor of prescription and non-prescription drugs that might impair duty performance.
- 1.9.4. Inform supervisor of any mental distractions caused by unusual stress or crisis.

1.10. Security Forces Organization . All Security Forces units have an S-3/operations echelon. The S-3/operations branch provides the installation with Air Provost, physical security, corrections, investigations, patrols, entry control, and resource protection. For additional information refer to AFMAN 31-201, Volume 1, *Security Forces History and Organization*.

1.11. Security Forces. Installation Security Forces consist primarily of Air Force active duty, Air Reserve, Air National Guard, and Department of the Air Force Civilian Security Forces police/guards and when needed, augmentees. Augmentees are personnel identified through the Integrated Defense (ID) Duty Program.

1.11.1. Selection and Use of ID Forces as Security Forces Members. Commanders must identify and use only those personnel who are considered highly responsible and completely reliable for Security Forces duty. Commanders will monitor ID Forces to assure continued

reliability. AFPAM 10-243, (ID Forces) *Augmentation Duty*, contains detailed information on selection, training and administration of personnel. EXCEPTION: ANG installations must meet the minimum ANG training requirements identified in AFI 36-2225, *Security Forces Training and Standardization Evaluation Programs*.

1.11.2. Security Forces Qualifications. Airman classification program directives detail career prerequisites for Security Forces personnel. ID Duty directives detail prerequisites for augmentees.

1.12. Security Forces Composition and Responsibilities. Security Forces support Air Force operational resources and missions worldwide. On-duty Security Forces response elements are required for areas containing Protection Level (PL) resources. They form the major capability for detecting, responding to and neutralizing hostile actions under normal and emergency conditions. Security flights may vary in size depending upon the mission of the Security Forces. Members of each flight must know their individual responsibilities and must also have a working knowledge of all positions within the security flight.

1.12.1. Flight Commanders. When authorized, an officer will provide oversight of each flight. They are responsible for all the flight does or fails to do to include: training and equipping personnel and the conduct and welfare of the flight both on and off duty. They must know each person assigned to the flight, especially his/her strengths and weaknesses. Flight Sergeants assist them in handling time consuming and difficult problems of command interest. Flight Commanders must arrive at least 30 minutes prior to the start of their tour of duty. Flight Commanders provide oversight of each flight through analysis of the Integrated Defense Risk Management Program (IDRMP).

1.12.2. Flight Sergeants. Flight Sergeants supervise and operate the flight during normal and emergency conditions. They are responsible for all the flight does or fails to do. They must know each person assigned to the flight, especially his or her strengths and weaknesses. They are responsible for the basic operation and administrative functions of the flight. Like the Flight Commander, they ensure the proper level of individual and collective training to accomplish the flight mission. Flight Sergeants assume the duties of Flight Commanders when absent or not authorized. Flight Sergeants' provide oversight of each flight through analysis of the Integrated Defense Risk Management Program (IDRMP).

1.12.2.1. Flight Sergeants are responsible for preparing and posting duty schedules and scheduling leaves.

1.12.2.2. Preparation for Duty. Flight Sergeants must arrive at least 30 minutes prior to the start of their tour of duty. Confer with the Flight Sergeant being relieved, review blotters from previous shifts, and get a thorough briefing on the current status of security operations. Check the status of vehicles, communications equipment, availability of grid maps, checklists and any other equipment personnel will need during their tour of duty.

1.12.2.3. Post Checks. Flight Sergeants or Flight Commanders should check each sentry at least once during their tour of duty.

1.12.3. Squad Leaders. Squad Leaders are responsible for all the squad does or fails to do. Squad Leaders supervise and are responsible for ensuring the collective training of the squad and individual training. Training includes on-the-job and proficiency training requirements. Squad leaders will supervise squads based upon site-specific Mission, Enemy, Terrain and

weather, Troops and support available, Time available, Civil considerations (METT-TC) factors; thorough analysis of the Integrated Defense Risk Management Process (IDRMP); and the ID force's ability to anticipate, deter, detect, assess, warn, defeat, delay, defend and recover.

1.12.4. Area Supervisors. Area Supervisors are senior ID force members assigned to a specific Area of Operation (AO). They direct and manage the area security operation in support of PL resources and monitor the well being of forces posted in the area. They must check every posted ID force member as frequently as possible. **Note:** In small areas where it is not prudent to post a lone individual, the internal or external Special Reaction Team (SRT) leader may also serve as Area Supervisor. Area Supervisors will supervise their areas based upon site-specific METT-TC factors, thorough analysis of the IDRMP, and the ID force's ability to anticipate, deter, detect, assess, warn, defeat, delay, defend and recover.

1.12.5. Entry Controllers (ECs). ECs control entry to restricted areas. They perform duties in one of the most sensitive positions in the Air Force Installation Security Program. They must apply controls that ensure only authorized personnel are admitted to restricted areas. They accomplish this using the procedures in Air Force directives and MAJCOM supplements.

1.12.6. Assistant ECs. Assistant ECs may be posted to conduct vehicle and personnel searches and assist ECs as needed or required.

1.12.7. FT Leaders. FT leaders are responsible for all the FT does or fails to do. They directly supervise team members. FT leaders are responsible for the collective training of the FT and individual training of FT members. Training includes on-the-job and proficiency training requirements. FT leaders will supervise the FT based upon site-specific METT-TC factors, thorough analysis of the IDRMP, and their ability to anticipate, deter, detect, assess, warn, defeat, delay, defend and recover.

1.12.8. FT. FTs consist of four Security Forces members on one team, or any combination of internal and external SRTs, and security patrols who come together to form a FT. FTs respond to situations involving protection level resources and may work in smaller teams.

1.12.9. Security Response Team (SRT). SRTs are required at all installations supporting PL 1, 2, or 3 resources. Typically, SRTs are response elements consisting of two properly trained, armed and equipped ID force members. They provide internal and external security response for restricted areas containing protection level resources. SRTs will respond based upon site-specific METT-TC factors, thorough analysis of the Integrated Defense Risk Management Planning (IDRMP), and their ability to anticipate, deter, detect, assess, warn, defeat, delay, defend and recover.

1.12.9.1. Internal SRTs. Internal SRTs (ISRTs) may be dedicated to the interior of a restricted area, observe assigned resources and provide immediate response to alarms generated from Intrusion Detection System (IDS) or personnel and incidents. ISRTs must be capable of responding immediately, as defined in the Integrated Defense Plan (IDP), to defeat the adversary before any negative effect against the resource occurs. **Note:** To facilitate area coverage and response to alarms, two-person internal SRTs may be separated and work as single-person security patrols within their assigned area.

- 1.12.9.1.1. Security Patrols. Security patrols (internal SRTs separated into single-person response elements) may be dedicated to the interior of a restricted area or an individual resource. Security patrols observe assigned resources and provide immediate response to alarms generated from IDS or personnel and incidents. Security patrols must be capable of responding immediately, as defined in the IDP, to defeat the adversary before any negative effect against the resource occurs.
- 1.12.9.2. External SRTs. External SRTs (ESRTs) may operate inside or outside of the restricted areas to which they are assigned. ESRTs observe assigned resources and provide immediate response to alarms generated from IDS or personnel and incidents. ESRTs must be capable of responding immediately, as defined in the IDP, to defeat the adversary before any negative effect against the resource occurs. **Note:** If approved by the Integrated Defense Counsel (IDC), two-person external SRTs may be separated and work as single-person security patrols within their assigned area in order to facilitate area coverage and response to alarms. If separated, the two security patrols must join together to respond to alarms in the restricted area.
- 1.12.10. Close Boundary Sentry (CBS). CBSs are posted to provide security surveillance over the boundary of restricted areas or individual resources. IDS performs this function when available.
- 1.12.11. Immediate Visual Assessment (IVA) Sentries. IVA sentries provide surveillance over IDS sectors or zones when closed circuit television (CCTV) systems fail or when an alarm monitor can't see because of poor visibility or blind zones.
- 1.12.12. Electronic Security Systems Operator (ESSO). This position was previously called the Master Surveillance Control Facility Operator (MSCFO). ESSOs operate IDS equipment used to secure protection level resources in restricted areas, dispatch Security Forces to alarms and make initial notifications. They must be thoroughly trained in proper operating procedures, remain alert to detect any irregularities and respond appropriately when action is called for. PL resources are so important that mistakes in attentiveness and unsupported assumptions cannot be allowed. They perform the following functions:
- 1.12.12.1. Assess exterior IDS by line-of-sight or CCTV.
 - 1.12.12.2. Act as a subordinate C3 (command, control and communication) control center for Security Forces posted during normal operations.
 - 1.12.12.3. Control entry into structures, alert shelters and individual resources protected with IDS when there is not an alarm monitor for the area.
- 1.12.13. Alarm Monitors. Alarm monitors are required to monitor IDS systems, dispatch Security Forces to alarms and make initial notifications. They may control entry to alarmed storage structures, alert aircraft shelters and other facilities protected by IDS and are key personnel in the process. Clear thinking, good operating procedures between alarm monitors and using organizations and a thorough familiarity with owner unit work routines are necessary to maintain efficiency and security. They must be thoroughly trained in proper operating procedures, remain alert to detect any irregularities and respond appropriately when action is called for.

1.12.14. Security Forces Base Defense Operations Center (BDOC)/Emergency Communications Center (ECC) Controllers (formerly known as Security Forces Controller Center). BDOC/ECC controllers direct Security Forces during normal and emergency security operations. Persons assigned to this position must be of the highest caliber because the job is one of the most demanding and critical in the career field. BDOC/ECC controllers have the following responsibilities:

1.12.14.1. Operate the communications console and equipment.

1.12.14.2. Implement the security reporting and alerting system, when required.

1.12.14.3. Plot the locations of all Security Forces and PL resources.

1.12.14.4. Accomplish required reports and other administrative duties.

1.12.14.5. Focal point for command, control, and communications for all Air Provost functions. Responsible for operating the communications network, monitoring resource protection alarms, if an alarm monitor is not posted, and documenting all incidents throughout the shift. The BDOC/ECC controller is the primary point of contact for the public and takes initial action regarding all reported incidents or emergencies

1.12.15. Military Working Dog (MWD) Teams. Security of Protection Level resources is one of the most important uses of MWD teams. They are key players in a proactive security environment and should be used on a recurring basis to enhance detection and deterrence capabilities. MWD teams can operate independently or integrate with IDS and posted sentries, while providing search, initial response and force multiplier capabilities. MWDs should be used in installation security operations in the following ways: **NOTE:** Unless performing observation or listening post duties, MWDs should not normally be placed on static posts as this will seriously degrade the dog's detection capability.

1.12.15.1. Sweeps of exterior and interior areas of observation and concealment, and avenues of approach to installations and restricted or controlled areas. Exterior sweeps should be conducted randomly, so as not to establish a pattern and extend beyond the immediate area of resources, possibly as far out as 1000 meters. This is dependent upon terrain features, physical location of resources and current threat analysis. All exterior sweeps which is in exclusive jurisdiction must be coordinated with local police forces. Interior sweeps should also be conducted on a random basis.

1.12.15.2. Conduct random vehicle inspections at installation, restricted area or controlled area entry control points using explosive detector dogs.

1.12.15.3. Use as response elements to enhance internal and external intruder detection capabilities.

1.12.15.4. To clear an area after an emergency response, ensuring all personnel have departed.

1.12.15.5. To conduct sector searches for intruders after they have breached installation, restricted or controlled area perimeters.

1.12.15.6. Conduct sweeps of areas surrounding the hard stands or parking ramps for aircraft.

1.12.15.7. To conduct checks of storage structures.

1.12.15.8. During recapture or recovery operations, MWDs may accelerate surrender of intruders and significantly reduce the chance of collateral damage resulting from weapons fire.

1.12.15.9. During increased Force Protection Conditions (FPCONs) or security operations, MWDs can be used with motorized patrols, as distant support sentries and on normal day-to-day security and Air Provost posting to enhance detection and deterrence capabilities.

1.12.15.10. Patrol. Increased detection capabilities of the canine are an invaluable tool during the hours of darkness or limited visibility.

1.12.15.11. IAW AFI 31-202, *Military Working Dog Program*, to facilitate their detection specialty explosive detector dogs will be used during bomb threats and random antiterrorism measures (RAMs) to search for explosives. Narcotic detector dogs will be used to search for illegal drugs.

1.12.15.12. MWD teams are excellent crime prevention tools. Visibility during daylight hours may deter criminals.

1.12.16. Installation Entry Controller. Regulates vehicle and pedestrian entry and exit at assigned posts. Personnel assigned to this duty verify requests for visitor entry; issue visitor passes, and enforce the installation traffic code. Entry controllers may search and inspect personnel and vehicles, as directed by higher authority. As Air Force ambassadors, installation entry controllers play a vital role on Air Force installations. **Chapter 4** contains a detailed description of the installation entry control function.

1.12.17. Base Installation Patrols. Base installation Security Forces patrols perform a myriad of duties for PL 4 resources and respond to PL 1, 2 and 3 resources, when needed. Patrols supervise traffic, investigate accidents, issue citations, and apprehend violators. Base installation patrols conduct building checks, funds escorts, and initial investigation of incidents not related to traffic. Patrols may assist the S2E/investigations section or AFOSI. Do not use installation patrols to perform other duties as this weakens the overall force protection posture of the ID program. As a limited resource, installation patrols cannot be dispatched to every call from the public. Alternative call-handling procedures should be implemented for minor (non-disabling and non-injury) traffic accidents or for minor crimes where there is no evidence to be processed. This keeps the patrol free to respond to priority calls for service and true emergencies. It also frees up time for patrol personnel to interact with their customers and engage in problem-solving efforts. Walk-in reports at the BDOC/ECC, report-taking by appointment or report-taking by telephone (patrol member or clerical personnel) are examples of commonly-used alternatives to dispatching a patrol for every incident reported; mail-in reports and computer on-line reporting may also be used. The reporting guideline of the state in which a CONUS installation is located is one method of determining when a patrol should be dispatched and when an alternative method may be used.

1.13. Air Provost. Manages the wide range of general Air Provost services provided to the installation. Those sections profiled below pertain to Air Provost:

1.13.1. Corrections. Provides prisoner confinement, processing, supervision and program management.

1.13.2. Investigations. Primarily responsible for investigating crimes and incidents that require more detailed or specialized analysis which do not fall under Air Force Office of Special Investigations (AFOSI) purview. This section also maintains overall responsibility to safeguard crime scenes requiring release to AFOSI upon arrival on-scene. Investigators maintain chain of custody of property taken into evidence and dispose of the property after coordination with the staff judge advocate.

1.14. Duty Schedule . Defense Force Commander's (DFC) determine unit flight schedules based on unit needs. Normally a four-flight system is used to schedule security force members for a "6 and 3" (work six days - off three days). Consider the following basic requirements when developing flight schedules:

1.14.1. The desired flight schedule is one with 8-hour shifts. However, due to the high deployment rate/contingencies, Security Forces may be required to work 12-hour shifts for an extended period of time at the discretion of the DFC.

1.14.2. Flight schedules should provide periods for the completion of proficiency and recurring training requirements.

1.14.3. Flight schedules should provide a schedule to allow members uninterrupted sleep while off duty to prepare for their next shift.

1.14.4. Irrespective of the type of flight scheduling used, it is important that posts and patrols be manned according to the post priority listing. of duty and time off should be commensurate with effective employment of Security Forces personnel.

1.14.5. Scheduling. Post the flight duty roster in a prominent place, but consistent with sound Operations Security (OPSEC) practices. The duty roster should show the schedule and post for at least the next duty day. This advance notice gives each person the opportunity to ensure they report for duty in the correct uniform and with the proper equipment and to make any other necessary preparations for the post they will have that day.

1.15. Military Standardized Uniforms.

1.15.1. Security Forces personnel are required to have the specific equipment on their duty gear. Local policy may dictate exact location of the above items.

1.15.1.1. 9mm Handgun. The black Air Force Law Enforcement Ensemble (LEE) will be worn with the blue service uniform, battle dress uniform or Airmen's Battle Uniform (ABU). The Olive Drab (OD) green LEE or ABU equivalent, built from standard issue OD green web gear (the first aid/utility pouch will be the handcuff case), may also be worn with the battle dress uniform. Shoulder holsters are not authorized for Security Forces personnel in uniform unless an exception is made in writing by the DFC. This exception is normally for personnel who are on medical waiver or who for other legitimate reasons cannot wear the standard LEE. These personnel shall wear the Bianchi UM84H harness with the M12 field holster. All personnel subject to this exception, will complete required training IAW AFI 36-2226. When armed with the 9mm handgun, DFCs will mandate at least one non-lethal use of force (Collapsible baton, TASER, and/or Oleoresin Capsicum (OC) Pepper Spray) be worn, handcuff with case (have the key readily available), radio with case, flashlight, ammo pouch, and first aid kit.

1.15.1.2. M-4 or M-16 Rifle. When armed with an M-4 or M-16 rifle, Security Forces personnel are required to have the following equipment: issued rifle, Defense Force-Load Carrying System (DF-LCS), non-lethal use of force (Collapsible baton, TASER, and/or Oleoresin Capsicum (OC) Pepper Spray), handcuff with case (handcuff key readily available), radio with case and flashlight.

1.15.1.3. MAJCOM/A7S and installation DFC will specify any additional equipment requirements. At each installation, uniform and equipment wear will be consistent for all Security Forces personnel as required by the type of weapon(s) the member carries.

1.15.1.4. Mourning Bands. Mourning bands may be worn at the discretion of the DFC.

1.15.1.5. SF Beret (in garrison): IAW AFI 36-2903, Position headband straight across the forehead, 1 inch above the eyebrows. Drape the top over the right ear. Align cloth flash above the left eye. Adjust ribbon for comfort, tie in a knot, and tuck inside or cut-off. Continue to wear SF shield and beret together while attending professional military education and recruiting duties.

1.15.1.5.1. The SF cloth flash will be sewn (velcro may be used) to the center of the stiffener. The SF flash must be clean, ¼ inch above and parallel to the headband. Enlisted personnel wear the SF flash with SF insignia. Officers wear the plain (no insignia) SF flash, and affix regular size bright metal grade insignia centered on the flash. Wear BDU cap when a subdued appearance is required, or while in the field.

1.15.1.5.2. SF Beret is worn only by SF personnel assigned to officer Air Force Specialty Code (AFSC) 31PX and enlisted AFSCs 3P0XX/A/B (or augmentees performing security forces duties when authorized by the DFC). **EXCEPTION:** Do not wear the shield with the Mess Dress Uniform. SF personnel working duty-out-of-control (i.e., SF member not assigned to a 31PX or 3P0XX billet) will not wear a SF beret or shield).

1.15.1.6. Department of the Air Force (DAF) Guards/Police can refer to IC AFI 36-801, *Uniforms for Civilian Employees*, Chapter 3 for uniform requirements.

Chapter 2

GUARDMOUNT

2.1. Guardmount . Guardmount is a formal military formation and is the first call to duty for Security Forces personnel. All flight members will draw weapons from the armory and be in formation at the designated time and place. During guardmount, the flight commander or Flight Sergeant should accomplish an inspection. Guardmount provides the flight leadership the opportunity to ensure personnel; (1) are fit for duty, (2) comply with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, and (3) possess the required equipment and ensure the equipment is in good working condition. The Flight Sergeant will conduct roll call to announce and officially assign posts and disseminate information since this is (normally) the only time the entire flight is together during any given tour of duty. Information disseminated must include:

- 2.1.1. Changes in procedures or new policy.
- 2.1.2. Noted discrepancies.
- 2.1.3. Upcoming appointments & commendations.
- 2.1.4. Pick-up or restriction orders.
- 2.1.5. Special emphasis on weapons and vehicle safety.
- 2.1.6. Guardmount training.
- 2.1.7. Events/incidents from the previous shift.
- 2.1.8. Local Terrorist/Force Protection Conditions.
- 2.1.9. Current duress words.
- 2.1.10. Local information as needed.

2.2. Conducting the Formal Open Ranks Inspection . When tasked to conduct a formal open ranks inspection, use the following procedures:

2.2.1. Initial Actions. At the designated time, the Flight Sergeant will order the flight to "FALL IN." The flight will fall in at attention and form three or four ranks (depending on the size of the flight) with the squad leaders at the right flank of each rank. The formation should be centered on the Flight Sergeant.

2.2.2. Forming the Flight. The Flight Sergeant assumes a position six paces in front and facing the flight and gives the command, "REPORT." Each squad leader salutes and reports, "SIR/MA'AM, FIRST SQUAD (second squad, and so forth) ALL PRESENT OR ACCOUNTED FOR" or "SIR/MA'AM, FIRST SQUAD, AIRMAN BROWN ABSENT." The Flight Sergeant returns the salute of each squad leader. After the report, the Flight Sergeant gives the command, "PARADE, REST." The Flight Sergeant then executes an about face, comes to parade rest, and waits for the inspecting official. As the inspecting official approaches, the Flight Sergeant comes to attention, executes an about face, and commands, "FLIGHT, TENCH HUT (ATTENTION)." The Flight Sergeant then executes an about face and remains at attention until the inspecting official is three paces in front of, and facing him/her.

2.2.3. Preparing for Inspection. As soon as the inspecting official is in position, the Flight Sergeant salutes and reports, "SIR/MA'AM, THE FLIGHT IS FORMED." The inspecting official returns the salute and commands, "PREPARE FOR INSPECTION." The Flight Sergeant executes an about face and commands, "OPEN RANKS, MARCH." At this command, the first squad takes three paces forward, stops and immediately executes a dress right dress movement. The second squad takes two paces forward, stops and immediately executes a dress right dress movement. The third squad takes one pace forward, stops and immediately executes a dress right dress movement. The fourth squad stands fast and immediately executes a dress right. As the flight is executing the open ranks movement, the Flight Sergeant moves by the most direct route to the right flank of the first squad, one pace from, and facing the first squad leader. The Flight Sergeant then aligns the first squad by using voice commands only. To look down the front and rear of the squad, the Flight Sergeant executes sidesteps to the right and left (do not use arms to aim or weave from side to side to align the squads.) After the first squad is aligned, the Flight Sergeant executes a left face in marching and moves to the right flank of the second squad (one pace from and facing the second squad leader). The Flight Sergeant then aligns the remaining squads in the same fashion as the first.

2.2.4. The Inspection. After the flight is aligned, the Flight Sergeant executes a right face in marching. He/she moves to a point three paces to the front of the first squad leader, halts, executes a left face and commands, "READY, FRONT." The Flight Sergeant takes one pace forward, then executes a right face, salutes and reports, "SIR/MA'AM, THE FLIGHT IS PREPARED FOR INSPECTION." The Flight Sergeant should now be positioned directly in front of the first squad leader. The inspecting official approaches the Flight Sergeant by the most direct route and inspects him/her. After inspecting the Flight Sergeant, the inspecting official directs the Flight Sergeant to "ACCOMPANY ME." The inspecting official moves past the Flight Sergeant's left shoulder toward the first squad leader. After the inspecting official is past, the Flight Sergeant executes an about face and follows two paces behind. The inspecting official moves by the most direct route to a point immediately in front of the first squad leader. The Flight Sergeant takes a position two paces behind and facing the inspecting official. The Flight Sergeant records any discrepancies noted by the inspecting official. The inspecting official inspects each member of the flight, beginning with the squad leader in the first rank. As the first squad leader is inspected, the Flight Sergeant gives the command, "SECOND, THIRD, AND FOURTH SQUADS, PARADE, REST." Adjust this command based on the number of squads in formation.

2.2.4.1. Inspecting Other Squads. After inspecting the squad leader, the inspecting official executes a right face in marching. He/she halts in front of the next flight member, executes a left face, inspects the next squad member and continues the procedure down the first rank. The Flight Sergeant follows the inspecting official by marching to a point directly in front of the last person inspected while still facing the inspecting official. After the inspecting official inspects the last flight member in the first squad, he/she executes a right face in marching, moves to the rear of the first squad by the most direct route, and inspects the rear of the squad. The inspecting official does not pause while moving along the rear of the squad unless a discrepancy is noted. The Flight Sergeant follows two paces behind the inspecting official. As the inspecting official approaches within six paces of the right flank of the formation, the second squad leader

commands, "SECOND SQUAD, TENCH HUT." The inspecting official, followed by the Flight Sergeant, will proceed a few paces beyond the extreme right flank of the formation. At that point, he/she will execute a wide turn before reentering the right flank of the formation to inspect the second squad. This maneuver accommodates the requirement for the Flight Sergeant to remain in position behind the inspector and provides room to properly reenter the right flank of the formation.

2.2.4.2. Completion. As the inspecting official begins to inspect the second squad leader, the first squad leader commands, "FIRST SQUAD, PARADE, REST." Each squad leader follows this procedure. After the fourth (or last) squad is inspected, the inspecting official marches by the most direct route to a point six paces in front of and centered on, and facing the first squad. The Flight Sergeant will follow two paces behind the inspecting official and stop three paces beyond the first squad, execute a left face, and command, "FLIGHT, TENCH HUT." The Flight Sergeant then takes one pace forward, executes a right face and remains at attention. If the inspecting official has any remarks to direct to the Flight Sergeant or the element, he/she does so now. When the inspecting official makes remarks, he/she tells the Flight Sergeant to place the flight at ease or parade rest. The Flight Sergeant executes an about face, gives the appropriate command, executes another about face and assumes the position of the command just issued.

2.2.4.3. Close Ranks. When the inspecting official completes his/her remarks, the Flight Sergeant will come to attention, execute a left-face and give the flight the command, "FLIGHT, TENCH HUT." The Flight Sergeant executes a right face and salutes the inspecting official, who returns the salute. The inspecting official orders, "TAKE CHARGE OF THE FLIGHT," executes an appropriate facing movement and departs the area. The Flight Sergeant then executes a left face and gives the command "CLOSE RANKS, MARCH." At this command the first squad stands fast. The second squad takes one pace forward and halts. The third squad takes two paces forward and halts. The fourth squad takes three paces forward and halts. Once the squads complete their movement, each squad automatically covers and remains at attention. While this is happening, the Flight Sergeant moves to a position six paces in front of, and centered on, the flight, and executes an about face. The Flight Sergeant then commands, "PARADE REST," or "AT EASE." At this point the Flight Sergeant will brief the flight, call roll and pass on information pertinent to the coming tour of duty. At the completion of the guardmount briefing, the Flight Sergeant commands, "FLIGHT TENCH HUT." The flight comes to attention and the Flight Sergeant commands "POST." At the command "POST," the flight executes an about-face and members promptly report to their assigned duty posts.

2.3. Conducting Guardmount without an Inspection . There may be times when an inspection is not practical or possible. Nevertheless, guardmount is a formal military formation that is conducted as out-lined above. The only difference is not conducting the inspection (e.g., the flight is still formed, information disseminated and flight posted according to correct protocol). Conclude guardmount without inspection the same as guardmount with inspection.

2.4. Eagle Eyes. After the 2001 terrorist attacks, the AF initiated a new program called Eagle Eyes (EE). AFOSI has program oversight; however, Security Forces provides extensive support. Eagle Eyes is essentially a large "neighborhood watch" program enlisting the eyes and ears of the entire base community in the war on terror. It does so by educating people on what to

recognize as potential terrorist planning activities and providing a 24-hour hot line to ensure airmen or citizens who see something suspicious have reporting available. AFOSI and Security Forces units work the details (how and where to accept incoming calls and how and when Security Forces personnel relay the information to the local AFOSI unit) of the program at each base. It is the on duty Flight Sergeant's responsibility to ensure the flight is aware of these categories of suspicious activities and knows to report them to AFOSI immediately when observed or reported by someone else. The following are activities that all Air Force personnel should focus on recording, then reporting:

2.4.1. Surveillance. The act of recording or monitoring activities. This may include the use of cameras (either still or video), note taking, drawing diagrams, annotating maps, or using binoculars and other vision-enhancing devices. Individuals drawing pictures or taking notes in an area not normally of interest to a standard tourist or showing interest in photographing security cameras, guard locations, or noticeably watching security reaction drills and procedures. In this manner, the terrorists intend to determine firsthand the effectiveness of search procedures and to gauge the alertness and reaction of security personnel. Terrorists conduct surveillance to determine a target's suitability for attack by assessing the capabilities of existing security systems and discerning weaknesses for potential exploitation. Terrorists closely examine security procedures, such as shift changes, access control, and roving patrols; citizenship of security guards, models and types of locks; presence of closed-circuit cameras; and guard dogs. After identifying weaknesses, terrorists plan their attack options at the point or points of greatest vulnerability.

2.4.2. Elicitation. People or organizations attempting to gain information about military operations, capabilities, or personnel. Elicitation attempts may be made by mail, fax, telephone or in person.

2.4.3. Tests of Security. Any attempts to measure reaction times to security breaches or to penetrate physical security barriers or procedures in order to assess strengths and weaknesses. Terrorists may also employ aggressive surveillance by false phone threats, approaching security checkpoints to ask for directions, or "innocently" attempting to smuggle non-lethal contraband through checkpoints. Clearly, the terrorists intend to determine firsthand the effectiveness of search procedures and to gauge the alertness and reaction of security personnel.

2.4.4. Acquiring supplies. Purchasing or stealing explosives, weapons, ammunition, etc. This may also include acquiring military uniforms, decals, flight manuals, passes or badges (or the equipment to manufacture such items) or any other controlled items.

2.4.5. Suspicious/Out of Place persons. People who don't seem to belong in the workplace, neighborhood, business establishment, or anywhere else. Includes suspicious border crossings and stowaways aboard ships or people jumping ship in port. This also includes:

2.4.5.1. Multiple sightings of the same suspicious person, vehicle or activity, separated by time, distance or direction.

2.4.5.2. Possible locations for observation post use.

2.4.5.3. Individuals who stay at bus/train stops for extended periods while buses/trains come and go.

2.4.5.4. Individuals who carry on long conversations on pay or cellular telephones.

2.4.5.5. Individuals who order food at a restaurant and leave before the food arrives or who order without eating.

2.4.5.6. Joggers who stand and stretch for an inordinate amount of time.

2.4.5.7. Individuals sitting in a parked car for an extended period of time.

2.4.5.8. Individuals who don't fit into the surrounding environment by wearing improper attire for the location or season.

2.4.5.9. Individuals who exhibit unusual behavior such as staring or quickly looking away from individuals or vehicles as they enter or leave designated facilities or parking areas.

2.4.6. Dry Run. Putting people into position and moving them around according to their plan without actually committing the terrorist act. This is especially true when planning a kidnapping, but it can also pertain to bombings. An element of this activity could also include mapping out routes and determining the timing of traffic lights and flow.

2.4.7. Deploying Assets. People and supplies getting into position to commit the act. This is a person's last chance to alert authorities before the terrorist act occurs.

2.4.8. It is important to highlight that the above surveillance indicators can be recorded overtly during the performance of normal Security Forces activities. The intent is to raise the awareness of our Security Forces personnel to record and report anything unusual during the course of routine Air Provost and security duties. Reporting terrorist surveillance indicators, implementing effective security counter-measures and employing overt surveillance detection principles will deter terrorist surveillance.

Chapter 3

SECURITY FORCES FORMS

3.1. AF Form 52, Evidence Tag. Use this form to record receipt or seizure of evidence or other acquired property. Proper completion of the AF Form 52 ensures a proper chain of custody of evidence for legal proceedings.

3.1.1. Use AF Form 52 to record evidential or acquired property transactions. Proper completion of this form ensures proper chain of custody of evidence for legal proceedings and provides an accurate record of acquired property. The form is made up of two hard stock manila cards separated by a piece of carbon paper. The front sides of both copies are printed with the same information. The back side of the first copy contains the chain-of-custody and the back side of the second copy contains final disposition blocks. One AF Form 52 may be accomplished on each item or several items may be recorded on one form. Examples: One marijuana cigarette found on the back seat of an automobile would require one form, while four marijuana cigarettes found in the glove compartment of the same automobile could be placed in a single evidence bag and one form could be completed. The decision to use one form per item or to record several items per form is a decision based on the circumstances of the acquisition. To provide a record or receipt for the property, the property custodian uses permanently bound logbooks, one for evidence and the other for acquired property. The property custodian is usually an investigator in the investigations section. They will log the evidence or acquired property in when they receive it. This procedure will maintain proper chain-of-custody. When property is returned to the owner or otherwise disposed of, the person receiving or destroying the property will sign the AF Form 52, which will be retained in the Security Forces administration file. When used to record receipt of evidence or acquired property, the first copy of the form is affixed to the item and is used to include any future entries to ensure chain of custody.

3.1.2. Filling out the front of the AF Form 52 ([Attachment 4](#)).

3.1.2.1. Date: The date the tag is completed.

3.1.2.2. Tag No.: Each AF Form 52 is considered a tag. If a Security Forces member fills out one AF Form 52, they'll write 1 of 1. If two tags are used, the first tag would be 1 of 2 and on the second one, 2 of 2.

3.1.2.3. Case File No.: Leave blank. It will be filled in by the property custodian when a case number is obtained.

3.1.2.4. AF Base or Det/Bin No.: Write in the base name where the property was obtained.

3.1.2.5. Log Page: Leave blank. The property custodian will fill in when the property is logged into the property log book.

3.1.2.6. On (date): Date the property was obtained.

3.1.2.7. At (place): The general location where the property was obtained, e.g. Bldg 10215, room 103 or a 1997 blue Ford Pick-up, TX plate VVT986, etc.

3.1.2.8. The property described: Circle the applicable action, then explain the specific location where the Security Forces member obtained the property, (e.g. top drawer of dresser in master bedroom or under front passenger seat, etc).

3.1.2.9. Description: Provide a full, detailed description of the property, to include claimed value if the item is to be returned. Use the following method to describe items:

3.1.2.9.1. Quantity (How many)

3.1.2.9.2. Item (Common name)

3.1.2.9.3. Color (Include multiple colors)

3.1.2.9.4. Construction (What the item appears to be made of)

3.1.2.9.5. Identifying features (Serial numbers, UPC codes, brand names, etc.)

3.1.2.9.6. Size (Length, width, height, depth, thickness, volume)

3.1.2.9.7. Visible condition (Soiled, broken, scratched, torn)

3.1.2.9.8. I.D. markings and containerizing (Placed in a paper bag, sealed with evidence tape and marked for I.D.: Initials, date and time, across the seal and bag). Right after the last written word draw a line to the right margin and write "Last Item" in between the line. Example: (...seal and bag. _____ Last Item _____)

3.1.2.9.9. At the end of this block, include a statement about how, when and where the property was acquired.

3.1.2.9.10. Signature of witness: This is for the signature of the person who actually witnessed the acquisition of the items, not the person who witnessed the form being filled-out.

3.1.2.9.11. Signature of person receiving property: This is the signature of the person who collected or obtained the property. The chain-of-custody for the item is initiated here.

3.1.3. Filling out the AF Form 52, back of first copy, Chain-of-Custody Receipt (**Attachment 5**)

3.1.3.1. Released by: Print name, sign name and date. The only person who can release the property in this first block is the person who signed block 11.

3.1.3.2. Purpose: Why was the property released? Released to Desk Sgt, SFOI or returned to owner, etc.

3.1.3.3. Condition: Was the property new, used, unopened, torn, etc?

3.1.3.4. Received by: Print name, sign name and date of person who the Security Forces member released the property too. This person is the only one who can sign releasing the property in the next released by block.

3.1.4. AF Form 52, Evidence Tag, back of second copy, Return of Property Receipt (**Attachment 6**)

3.1.4.1. The second copy of the form is given to the person relinquishing possession of the property. The reverse side is where Security Forces document release of property to the proper owner or final disposition of it. However, if the evidence or acquired property was contraband, the property will not be returned and the remarks section will indicate disposal actions. The disposal of all evidence will be coordinated with the SJA prior to disposal.

3.1.5. When property is returned to the owner or otherwise disposed of, The SF member should have the individual print and sign the name to whom the property was released and date the AF FM 52, *Evidence Tag*, which is retained in the Security Forces file and maintained in accordance with AF Manual 33-363 and disposed of in accordance with the Air Force Records Disposition Schedule (RDS).

3.2. AF Form 53, Security Forces Desk Blotter. The BDOC/ECC controller prepares this form as the official chronological record of Security Forces activities. Installations with more than one BDOC/ECC, must each complete separate blotters. Completed AF Forms 53 should include sufficient information to identify persons concerned, time of incident, facts and circumstances of incidents and to provide a complete summary of events for the tour of each flight. The form will be initiated at the beginning and terminate at the closing of each tour of duty. The following information is provided for completing the AF Form 53.

3.2.1. Ensure sufficient information is included in each entry and those entries are maintained in a chronological order. ([Attachment 7](#))

3.2.2. Ensure required information is included on the reverse side of the original copy. ([Attachment 8](#))

3.2.3. Blotters will be maintained IAW AF Manual 33-363 and disposed of in accordance with the Air Force Records Disposition Schedule (RDS). Blotters can be kept electronically or paper copy. If filed electronically, MAJCOMS/local installations will develop a system to ensure the blotters are being reviewed by the Flight Leader/Flight Sergeant.

3.2.4. Prepare sufficient copies to satisfy local requirements; however, distribution must be limited to only those personnel who have a valid daily requirement to monitor it, that is, the Wing Commander, the local AFOSI detachment and the Staff Judge Advocate or as determined by the Installation Commander. At no time should the blotter be distributed below group level. Unit first sergeants and commanders receive notifications involving personnel within their unit.

3.3. AF Form 75, Visitor/Vehicle Pass. Use the AF Form 75 to control visitors and vehicles entering an Air Force installation on a temporary basis. This form is completed in two copies. Give the original (1st copy) to the individual and file the second copy. Computer generated products may be used. Procedures for completing the form are as follows: ([Attachment 9 & Attachment 10](#))

3.3.1. Base: Self-Explanatory

3.3.2. Name of Visitor, Driver and Street Address or Firm: Enter full name of the visitor and home address. If a vendor, enter in full name and name of firm they represent and address.

3.3.3. Sponsor or Organization/Name: Rank and name of person or organization sponsoring the individual onto the installation. This is important because they are responsible for the visitor's actions while on the installation.

3.3.4. Phone Number: Self-explanatory

3.3.5. Total Number in Party: Put in the total number of visitors including the individual obtaining the pass. If local requirements dictate, print other visitor's names on the reverse of the form.

3.3.6. Time and Date Issued: Self-explanatory

3.3.7. Issuing Official: Print rank and last name of the individual who issued the pass along with flight assignment.

3.3.8. Visitor and Vehicle passes will be maintained in accordance with AF Manual 33-363 and disposed of in accordance with the Air Force Records Disposition Schedule (RDS).

3.4. AF Form 1109, Visitor Register Log. The form is self-explanatory and should be prepared in one copy. It is maintained at any installation, office, controlled or restricted area where visitors must be registered. Completed forms will be maintained for 90 calendar days from the last entry made. ([Attachment 11](#))

3.4.1. Procedures for completing the form are as follows:

3.4.2. Year, Month, Day: Self-explanatory

3.4.3. Organization: Organization using the form.

3.4.4. Location: Specific area and installation.

3.4.5. Name, Grade, Organization or Firm: Full name, grade and organization of the visitor.

3.4.6. Signature of Escort and Badge Number: Signature and badge number of person escorting. If no badge is used for the area, put "N/A" in the badge number column.

3.5. AF Form 1168, Statement of Suspect/Witness/Complainant. This form is to be used when taking a written statement from a suspect, accused person, witness or complainant (military or civilian). When the statement is handwritten, the writer initials the end of each paragraph, any errors and signs the statement. If the writer needs a continuation sheet, use plain bond paper. Using the back of the form for the actual statement is optional. As a minimum, mark the document "For Official Use Only." Sufficient copies should be prepared to satisfy local requirements. The form is divided into six sections. The following information is provided for completing the AF Form 1168:

3.5.1. Filling out sections I & II, Statement Information & Personal Identification. Ensure the statement and the personal information are filled out completely prior to rights advisement or statement. Ensure each block, applicable to the circumstances, has an entry. Often times, when a block is left blank, the BDOC/ECC controller will send it back to the person making the statement to obtain the information needed. Get all the information the first time. Use [Attachment 12](#) and [Attachment 13](#) to assist in filling out the form.

3.5.1.1. Suspect or Witness/Complainant: Place an "X" in the applicable box.

3.5.1.2. Date and Time: The date and time the statement is taken.

3.5.1.3. Location and installation: The specific location and installation where the statement is taken.

3.5.1.4. Unit taking statement: Self-explanatory.

3.5.1.5. Repeat: If it is known to be a repeat offense or complaint, place an "X" in the applicable box. If not known, leave it blank.

3.5.2. Personal Identification Section:

3.5.2.1. Name and SSN: Self-explanatory.

3.5.2.2. Status/Grade: AD/E8/SMSGt, AFRC/O2/Lt, etc.

3.5.2.3. Local Address: Self-explanatory. If TDY, put TDY unit, if PCS enroute, put gaining unit.

3.5.2.4. Date and place of birth: Self-explanatory. Put city and state of birth place.

3.5.2.5. Telephone: Home and duty phones.

3.5.2.6. Permanent Address or Home of Record: Not always the same as local address. If person is TDY, put the individual's home unit. For home of record, put the state where the person enlisted or was commissioned.

3.5.2.7. Military Organization/Employer: Self-explanatory.

3.5.2.8. DEROS: Applicable to overseas personnel only. Put month and year of individual's scheduled departure.

3.5.2.9. Sponsor Information: If the person giving a statement is a family member, the sponsor's information will be annotated in these blocks. If the person is a visitor, put in the name of the individual sponsoring them onto the installation.

3.5.3. Section III, Acknowledgment of Offense(s) and 5th Amendment/Article 31 Rights Advisement (suspect only). The Acknowledgment of Offenses and Rights Advisement sections apply to suspects and accused persons only.

3.5.3.1. I have been advised: List the specific offense(s) and have the suspect initial before and after the offense(s). Example: WBF//Theft of Government Property//WBF

3.5.3.2. Advised By: Full name and rank of individual who will be doing the rights advisement. Name of the Security Forces member advising the suspect of his/her rights.

3.5.3.3. Individual Identified Himself/Herself As: Put in appropriate title. Example: Security Forces member, Security Forces investigator.

3.5.3.4. Rights Advisement: Read aloud each applicable right to the suspect and ask them whether or not they understand. This is done for each right and only a "yes" or "no" answer is acceptable. The suspect initials each right as the Security Forces member proceeds. When reading the section "MILITARY ONLY" or "CIVILIAN ONLY", line through the one that is not applicable and have them initial at the beginning and end of the appropriate statement.

3.5.3.5. Once they have acknowledged and understand their rights, they must make a selection in reference to wanting a lawyer or not and making a statement. The suspect makes their selection by initialing adjacent to the statement of their choice. A Security

Forces member cannot decide for, nor advise the suspect on what choice to make. If the suspect refuses to acknowledge his or her rights, do not question them. If the suspect requests a lawyer, Security Forces member cannot ask any further questions. If the individual states he or she wants a lawyer and then changes their mind, contact Staff Judge Advocate (SJA) for further guidance.

3.5.3.6. Signature of Suspect: Once rights are advised, whether or not they want a lawyer, the individual should sign acknowledging their rights were advised to them and they understood. If individual refuses to sign, annotate the refusal in a Security Force member's statement and leave the block blank.

3.5.3.7. Signature of Witness/Interviewer: This should be the same person who advised the person of their rights. He/she is acknowledging explanation of rights to the suspect.

3.5.3.8. If the individual requests a lawyer or does not wish to make a written statement, place a one (1) in the "page 1 of ____ pages" section. If the individual does wish to make a statement, fill in the appropriate number to reflect the total pages. Have the individual initial the number written.

3.5.4. Section IV, Statement: The Security Forces member is responsible for taking a statement from a Suspect/Witness/Complainant/Victim and ensures the statement answers the six basic questions; Who, What, When, Where, Why and How. These basic questions may have to be answered several times throughout the statement. The Security Forces member must ensure the entire sequence of events is written in detail in the statement. If the individual does not fully answer all the questions, the Security Forces member may ask the individual to clarify a point and then have the answer written in the statement. Statements may also be typed by the Security Forces member. Once the Security Forces member reviews the statement and determines all pertinent information is addressed, close out the form. The Security Forces member is responsible for instructing the individual on how to complete the form. Have the individual tell a story from the beginning to the end. Ensure the individual writes from margin to margin, leaving minimal space between each line. Instruct the individual that if they make an error, line through it (one line) and initial the error. Statements will be completed in black or blue ink. If additional space is needed, continue on bond paper. See Section VI on the form for instructions. This section is used to record the individual's statement.

3.5.4.1. If the individual is unable to write for some reason (e.g.: hand broken, arthritis, etc) the Security Forces member may write the statement for the individual. The first line in the statement must indicate the statement was written for "put in suspect/subjects name" by "your name and rank." Write exactly what they say. Regardless of who writes the statement, the subject/suspect is required to initial all corrections.

3.5.4.2. If the Security Forces member wishes to accomplish a question and answer statement, he/ she will write the question, then the individual will write their answer. If the individual is unable to write the answer as specified in Par **3.5.4.1** above, the Security Forces member may write the answer as long as the statement is annotated as such. Upon completing the statement in this fashion, the individual will initial at the beginning and end of each question and answer.

3.5.4.3. Once the statement is completed, write “**///End of Statement///**” immediately after the last line of text. The individual will then initial at the beginning of the statement, the end of the statement and at each set of slash marks. In addition to these initials, the individual must initial any corrections or changes.

3.5.5. Section V, Signature/Oath.

3.5.5.1. *I hereby voluntarily...:* Have the individual read aloud the paragraph and initial after it. The Security Forces member administering the oath should ask the individual *"Do you swear or affirm the statement you have given is true and correct to the best of your knowledge?"*

3.5.5.2. Signature of Person Making Statement: Ensure the person swearing to the statement signs the form only after being administered the oath.

3.5.5.3. Signature of Witness/Interviewer: The interviewer should sign.

3.5.5.4. Date: Self-explanatory.

3.5.5.5. Signature of person administering Oath: Self-explanatory.

3.5.5.6. Page Numbers: Fill in page numbers when the statement is complete. Example: If a statement has 3 pages, page 1 would be 1 of 3, page 2, 2 of 3 and page 3, 3 of 3. The individual giving the statement will initial below all written in page numbers.

3.5.6. Section VI, Instructions for continuation pages. Use bond paper for continuation sheets. The bottom of the reverse side of the AF Form 1168 gives continuation page instructions.

3.5.7. Once completed, statements are attached to the report for which they were taken. If a statement was taken and no report was accomplished, the statement is sent to the Reports and Analysis Section for filing. All statements are retained for a three (3) year period.

3.6. AF Form 1176, Authority to Search and Seize. A search is an examination of a person, property or premises to uncover evidence of a crime or to uncover evidence of a criminal intent, such as stolen goods, burglary tools, weapons or other evidence. A seizure is the taking of such items by authorities for evidence at a courts-martial or trial. To ensure the search and seizure is legal and any evidence found is admissible at a courts-martial, AF Form 1176 is used to obtain authorization for a search and seizure. This form is prepared for the signature of the commander having search authority over a specific area, property or person to be searched. The commander may give verbal authority to search only after a probable cause briefing to him/her is accomplished and the situation warrants immediate search. The commander must sign the AF Form 1176 (**Attachment 14**) as soon as possible after oral authorization. Once the form is signed, Security Forces will retain and place it into the case file. Copies are made and forwarded based on local requirements. A search authorization is not a search warrant. Search warrants are an authority to search issued by civilian authorities only.

3.6.1. Requesting Security Forces member's name and rank goes on the first line.

3.6.2. List offense(s) on the second line. A third line may be required if multiple charges exist.

3.6.3. The suspect's name and rank is listed on the fourth line.

- 3.6.4. The location to be searched is listed on the fifth line. Be specific.
- 3.6.5. List exactly what is being sought on the sixth line. Be specific.
- 3.6.6. Read the paragraph and line out what does not apply to the specific situation.
- 3.6.7. After the paragraph put the requesting Security Forces members' name and rank.
- 3.6.8. Place an "X" in the appropriate box and circle (person) or (premise) as appropriate.
- 3.6.9. The date authority is granted: Self-explanatory
- 3.6.10. Date, time and location of granted authority: Self-explanatory
- 3.6.11. Typed name, grade, organization and signature of authorizing official: Self-explanatory
- 3.6.12. On the reverse side of the form, write/type a Probable Cause Statement outlining reasons the Security Forces member believes potential evidence is at a particular place where search authority is desired. The statement should be written/typed on the back of the AF Form 1176 or on bond paper prior to contacting the authorizing commander. The probable cause statement should be written/typed exactly as given to the commander. If the commander asks further questions after being read the probable cause statement, the questions and the Security Force member's response should be included. This may be used as evidence at later courts-martial to verify probable cause for the commander issuing the authority to search. ([Attachment 15](#))

3.7. AF Form 1199 Series, USAF Restricted Area Badges. The USAF Restricted Area Badge is issued to each person who is granted unescorted entry authority for a restricted area. The forms are serial numbered, accountable and supplies must be kept secured. The forms are self-explanatory and normally issued by a Pass and Registration Section. Refer to AFI 31-101, *The Air Force Installation Security Program*, for additional guidance on these forms.

- 3.7.1. **AF Form 1199, Air Force Entry Control Card (Blue).** This form is obtained through PDO and has two parts. **AF Form 1199-1, USAF Entry Control Credential, Front Label** and **AF Form 1199-2, USAF Entry Control Credential, Pressure Sensitive Label.**
- 3.7.2. **AF Form 1199A, USAF Restricted Area Badge (Green) .**
- 3.7.3. **AF Form 1199B, USAF Restricted Area Badge (Pink) .**
- 3.7.4. **AF Form 1199C, USAF Restricted Area Badge (Yellow)**
- 3.7.5. **AF Form 1199D, USAF Restricted Area Badge (Blue) .**
- 3.7.6. **AF Form 1199, Computer Generated**

3.8. AF Form 1361, Pick-Up/Restriction Order. This form is used to record facts and provide Security Forces with information about pick-up or restrictions on members of the military services. The BDOC/ECC controller usually is responsible for completing the form. Filling out the form is self-explanatory. In the remarks section, put a brief statement why the individual is restricted or required to be picked up. ([Attachment 16](#))

- 3.8.1. Make sufficient copies to post with all posts/patrols. Maintain the original file at the Security Forces Control Center.

3.8.2. When cancelled, fill out the bottom blocks of the original form and file with the case file. Ensure copies posted have been destroyed. If there is no case file, forward to Reports and Analysis Section for filing.

3.9. AF Form 1364, Consent for Search and Seizure. This form is used in the same manner as the AF Form 1176, except the individual freely and voluntarily consents to a search of their person, area under their control or personal possessions. Use this form to obtain the consent in writing. Also, ensure the suspect and witnesses to the consent sign the appropriate blocks on the form. When an AF Form 1364 is not available, document the consent on a plain piece of paper as long as the individual signs it and it contains the time, date, persons and place(s) to be searched. Ensure the person giving consent reads and fully understands that anything found in the search can be used against them in a criminal trial or other judicial or administrative proceedings. Inform the individual that if they do not consent to a search, the Security Forces member cannot conduct a search without consent, authorization, warrant or other authorization recognized by law. Prepare this form only in one copy and then retain it with the case file. (**Attachment 17**)

3.9.1. Name, grade, SSAN and address/organization of the person granting consent.

3.9.2. Body: Begin with the rank and name of consenting person.

3.9.3. Rank, name and title of Security Forces member person.

3.9.4. If the person granting consent is not a suspect, line out "suspected." Write in the offense(s) or matters being investigated. Have the individual initial after the offense.

3.9.5. Have the individual read or read the next paragraph to the individual and have them initial the beginning and end of the paragraph.

3.9.6. Have the individual read or read the next paragraph to the individual. Have the individual cross out the applicable wording whether day time/night time. Have them initial at the beginning and end of the paragraph.

3.9.7. Identify all the areas to be searched. Show possession by using the word "My." Example: My person (Give full name), My vehicle (1962 Chevrolet pick-up truck, OK Lic# 234-FED, My dwelling or room or house (Lodging Bldg 1234, room 222).

3.9.8. Have the individual read the next paragraph to the individual and have them initial the beginning and end of the paragraph.

3.9.9. Date, location and time of consent: Self-explanatory. Place location and time in the "at _____."

3.9.10. Signature of the person giving consent.

3.9.11. Signature of the Security Forces member requesting consent and one other witness (may be another Security Forces member).

3.9.12. Prepare only one copy and retain it with the case file.

3.9.13. If during the search, the individual withdraws their consent, terminate the search immediately. Ensure all pertinent information (time consent withdrawn, time search terminated and actions taken to that point) are documented in the AF Form 3545, *Incident Report*.

3.10. AF Form 3226, Authority to Apprehend in Private Dwelling - Resident. The MCM, Rule 302(e) requires written authority be obtained prior to apprehending a person in a private dwelling. The AF Form 3226 is normally used to document receipt of this authority. (**Attachment 18**)

3.10.1. The Security Forces member requesting this authority will complete the top portion of the AF Form 3226. The installation commander or appointed magistrate will sign the block reserved for the authorizing official. Rule 302(e) defines "dwelling" as single-family houses, duplexes and apartments. Private dwellings DO NOT include living areas in military dormitories, tents, field encampments, etc. The form is self-explanatory. Write a Probable Cause statement (**Attachment 15**) on the reverse side of the form, detailing all information (facts and circumstances) about the incident.

3.10.2. Prior written authority is not required if certain exigencies are present, i.e., if evidence or a perceived threat exist which could cause damage, harm or loss of life or the destruction of evidence would occur if the search wasn't conducted at that time, etc. In these cases, written authority should be obtained the duty day following the apprehension.

3.10.3. Prepare only one copy and retain it with the case file.

3.11. AF Form 3545(A), Incident Report. Guidelines on required items for the AF Form 3545 are outlined in the Uniform Federal Crime Reporting Act of 1988, which formed the basis of the National Incident-Based Reporting System (NIBRS). Since the inception of NIBRS, two other Congressional Acts, the Victim's Rights and Restitution Act of 1990 and the Brady Handgun Violence Prevention Act, also impacted the amount of data collected. NIBRS requires law enforcement agencies, including the DoD, to report data to the Department of Justice (DoJ) for inclusion in the FBI-maintained system. The DoD instituted the Defense Incident-Based Reporting System (DIBRS), in order to meet the requirements of NIBRS. This is where the very lengthy and detailed AF Form 3545 (A) comes into the picture. Use the form as a worksheet while at the scene of an incident. This will ensure all the needed information is obtained.

3.11.1. **OVERVIEW:** The form is electronic and should be accessed through the Security Forces Information Management System (SFMIS). If SFMIS is unavailable, a hard copy of the AF Form 3545 must be accomplished. On this copy, each offender/victim/witness will require a separate information page. For example there may be 3 offenders. Each will require his/her own information page. To better understand the design of the form, below is a broad-brush overview of each page followed by block-by-block instructions on how to fill out the form.

3.11.1.1. **PAGE 1** , SECTION I and II, INCIDENT and OFFENSE INFORMATION: This page documents offense data, i.e. case number, time of incident, location, type of criminal activity, etc.

3.11.1.1.1. DATE REC'D: Self explanatory.

3.11.1.1.2. TIME REC'D: Self explanatory.

3.11.1.1.3. HOW COMPLAINT REC'D: Self explanatory.

3.11.1.1.4. ORI NUMBER: Completed by the Reports and Analysis.

3.11.1.1.5. CASE NUMBER: Completed by the Reports and Analysis Section. This is the number assigned by the agency to each Incident Report to identify it uniquely; e.g., the Originating Agency Case (OAC) Number.

3.11.1.1.6. SECTION I INCIDENT NOTIFICATION

3.11.1.1.6.1. Date Received (YYYYMMDD): Enter date the incident was received.

3.11.1.1.6.2. Time Received: Enter the time (military time 2400) the incident was received.

3.11.1.1.6.3. How Complaint Received: Enter how the incident was received. 911 call, crime stop call, by mail, in person, etc.

3.11.1.1.7. SECTION II OFFENSE

3.11.1.1.7.1. Incident Occurred Between:

3.11.1.1.7.1.1. Date (YYYYMMDD): Enter the date when the incident occurred or started or the beginning of the time period in which it occurred (as appropriate).

3.11.1.1.7.1.2. Time: Enter the beginning time the incident occurred (24 hour).

3.11.1.1.7.1.3. End Date (YYYYMMDD): Enter date when the incident ended or the end of the time period in which it occurred.

3.11.1.1.7.1.4. Time: Enter the time the incident ended.

3.11.1.1.7.1.5. Offender Number: Each offender is assigned a sequence number 01 to 99.

3.11.1.1.7.1.6. Offense Identifier: Enter the charge or the offense code. In the case of UCMJ violations, enter the punitive article that is appropriate.

3.11.1.1.7.1.7. Offense Statutory Basis: This data element indicates the source of the statute violated; i.e., the statutory basis of the offense and the jurisdiction involved. Federal includes any Federal Statute other than UCMJ (Refer to Statutory basis codes in Section II of the AF Form 3545).

3.11.1.1.7.1.8. Offense Result: This data element indicates whether the offense was completed or merely attempted. If there was more than one occurrence of the same offense within an incident and one was completed, then completed should be entered (Refer to offense result codes in Section II of the AF Form 3545).

3.11.1.1.7.1.9. Involvement: Allowable codes are:

3.11.1.1.7.1.9.1. P=Principal: One who commits or is an accomplice to a crime.

3.11.1.1.7.1.9.2. A=Accessory: One who incites, aids, or abets a lawbreaker in the commission of a crime but is not present at the time of the crime.

3.11.1.1.7.1.9.3. C=Conspiracy: Agreement between two or more persons to commit a crime.

3.11.1.1.7.1.9.4. S=Solicit: To entice into illegal action.

3.11.1.1.7.1.9.5. Bias Motivation Codes: The object of this collection is to indicate whether the offender was motivated to commit the offense because of bias against a racial, religious, ethnic/national origin, sexual orientation or disability group (Refer to bias motivation codes in Section II of the AF Form 3545). Because of the difficulty of ascertaining the offender's subjective motivation, bias is to be reported only if investigation reveals sufficient objective facts to lead a reasonable and prudent person to conclude the offender's actions were motivated, in whole or in part, by bias. While no single fact may be conclusive, facts such as the following, particularly when combined are supportive of a finding of bias:

3.11.1.1.7.1.9.5.1. The offender and the victim were of different racial, religious, ethnic/national origin or sexual orientation groups or disability status.

3.11.1.1.7.1.9.5.2. Bias-related oral comments, written statements or gestures were made by the offender which indicates bias.

3.11.1.1.7.1.9.5.3. Bias-related drawings, markings, symbols or graffiti left at the crime scene.

3.11.1.1.7.1.9.5.4. Certain objects, items or things that indicate bias were used or left behind, e.g., the offenders wore white sheets with hoods covering their faces.

3.11.1.1.7.1.9.5.5. The victim is a member of a racial, religious, ethnic/national origin sexual orientation or disability group that is overwhelmingly outnumbered by members of another group in the neighborhood where the victim lives and the incident took place. This factor loses significance with the passage of time, i.e., it is most significant when the victim first moved into the neighborhood and becomes less and less significant as time passes without incident.

3.11.1.1.7.1.9.5.6. The victim is visiting a neighborhood where previous hate crimes were committed against other members of his or her racial, religious, ethnic/national origin, sexual orientation or disability group and where tensions remain high against the group.

3.11.1.1.7.1.9.5.7. Several incidents have occurred in the same locality, at or about the same time and the victims are all of the same racial, religious, ethnic / national origin, sexual orientation or disability groups.

3.11.1.1.7.1.9.5.8. A substantial portion of the community where the crime occurred perceives the incident was motivated by bias.

3.11.1.1.7.1.9.5.9. The victim was engaged in activities promoting his or her racial, religious, ethnic/national origin, sexual orientation or disability group.

3.11.1.1.7.1.9.5.10. The incident coincided with a holiday relating to or a date of particular significance to a racial, religious, ethnic/national origin, sexual orientation or disability group.

3.11.1.1.7.1.9.5.11. The offender was previously involved in a similar hate crime or is a member of a hate group.

3.11.1.1.7.1.9.5.12. There were indications a hate group was involved.

3.11.1.1.7.1.9.5.13. A historically established animosity exists between the victim's group and the offender's group.

3.11.1.1.7.1.9.5.14. The victim, although not a member of the targeted racial, religious, ethnic/national origin, sexual orientation or disability group, is a member of an advocacy group supporting the precepts of the victim group.

The aforementioned factors are not all-inclusive examples of biased motivation. Reporting agencies must examine each case for facts that clearly evidence the offender's bias motivated him/her to commit the crime. Agencies must be alert to misleading facts, e.g., the offender used an epithet to refer to the victim's race, but the offender and the victim were of the same race. Agencies must be alert to evidence left by the offenders, which is meant to give the false impression the incident was motivated by bias. Even if the offender was mistaken in the belief the victim was a member of a racial, religious, ethnic/national origin, sexual orientation or disability group, the offense is still a hate crime as long as the offender was motivated by bias against that group. For example, a middle-aged, non-gay man walking by a bar frequented by gays was attacked by six teenagers who mistakenly believed the victim had left the bar and was gay. Although the offenders were wrong on both counts, the offense is a hate crime because it was motivated by the offenders' anti-gay bias.

EXAMPLE 1: While driving through a predominantly Hispanic neighborhood, a black male stopped his car to repair a flat tire. A group of Hispanic men leaving a bar across the street accosted the driver and attacked him with bottles and clubs. During the attack, the offenders called the victim by a well-known and recognized epithet used against blacks and told him blacks were not welcome in the neighborhood. This incident would be reported as anti-black because blacks were not welcome in the neighborhood. This incident would be reported as anti-black because the victim and offenders are of different races, the offenders used a racial epithet and the facts reveal no other reason for the attack than the stated one, i.e., to keep blacks out of the neighborhood.

EXAMPLE 2: A white juvenile male snatched a Jewish woman's purse and in doing so, knocked her down and called her by a well-known and recognized epithet used against Jewish people. The offender's identity is not known. Although the offender used an epithet for Jewish people, it is not known whether he belongs to another religious group or whether his motive was anything more than robbery. Because the facts are ambiguous, agencies should not report this incident as bias motivated.

EXAMPLE 3: Overnight, unknown persons broke into a synagogue and destroyed several religious objects. The perpetrators left a large swastika drawn on the door and wrote, "Death to Jews" on the wall. Although valuable items were present, none were stolen. Report this incident as Anti-Jewish because the offender destroyed religious objects, left anti-Semitic words and

graffiti behind and theft did not appear to be the motive for the burglary.

EXAMPLE 4: A 29-year-old Asian male was attacked by a 51-year-old white male wielding a tire iron. The victim suffered severe lacerations and a broken arm. The incident took place in a parking lot next to a bar. Investigation revealed the offender and victim had previously exchanged racial insults in the bar, the offender having initiated the exchange by calling the victim by a well known and recognized epithet used against the Japanese and complaining the Japanese were taking away jobs from Americans. Anti-Asian/Pacific Islander offense would be reported based on the difference in race of the victim and offender, the exchange of racial insults and the absence of other reasons for attack.

EXAMPLE 5: An adult white male was approached by four white teenagers who requested money for the bus. When he refused, one of the youths said to the others, "Let's teach this (epithet for a gay person) a lesson." The victim was punched in the face, knocked to the ground, kicked several times and robbed of his wristwatch, ring and wallet. When he reported the crime, the victim advised he did not know the offenders and he was not gay. The facts are ambiguous. Although an epithet for a gay person was used by one of the offenders, the victim was not gay, such epithets are sometimes used as general insults regardless of the target person's sexual orientation and in this case the offenders' motivation appeared to be limited to obtaining money from the victim. Therefore, the incident would not be designated bias motivated.

EXAMPLE 6: A small neighborhood bar frequented by gays burned down after being closed for the night. Investigation revealed the fire was deliberately set. The fact that the bar was frequented by gays may have been coincidental. Therefore, the incident is not reported as bias motivated. Two weeks later, three white adult males were arrested on a tip from an informant. They admitted burning down the bar, saying they did it to keep gays out of the neighborhood. As a result, this incident should now be reported as a bias crime.

EXAMPLE 7: Six black men assaulted and seriously injured a white man and his Asian male friend as they were walking through a residential neighborhood. Witnesses said the victims were attacked because they were trespassing in a "black" neighborhood. An Anti-Multi-Racial Group bias incident should be reported because the victim and offenders were of different races and witnesses reported the victims were attacked because they were not black.

EXAMPLE 8: Overnight, an auditorium, which was being used by representatives of several religious denominations to hold an ecumenical conference, was vandalized by unknown subjects. Extensive damage was caused and statements, such as "There is but one true religion" and "Down with the nonbelievers," were spray painted onto the walls. An Anti-Multi-Religious Group incident should be reported because the offenders clearly evidenced their hostility against a group representing more than one religion.

3.11.1.1.7.1.10. Location/Address: Enter the location and address of the offense, i.e., Rm. 210, Bldg 100, Lackland AFB, TX 78236.

3.11.1.1.7.1.11. U.S. State or Possession: Enter "Yes" if the offense occurred in US or its possessions.

3.11.1.1.7.1.12. Sector: Enter the sector of the installation the offense occurred.

3.11.1.1.7.1.13. On Uniformed Service Installation: Enter "Yes" if the

offense occurred on DoD or Coast Guard property.

3.11.1.1.7.1.14. Location of Offense: Mark the appropriate location. (Self-explanatory)

3.11.1.1.7.1.15. Type of Criminal Activity: Mark the appropriate block (More than one block may be marked).

3.11.1.1.7.1.16. Illegal Entries: This data element is used only if the offense is Burglary/B&E. It is for reporting whether "Force" or "No Force" was used by the burglar(s) to enter the structure. A forced entry is where force of any degree or a mechanical contrivance of any kind (including a passkey or skeleton key), was used to unlawfully enter a building or other structure. An unforced entry is one where the unlawful entry was achieved without force through an unlocked door or window. If both forced and unforced entries were involved in the crime, the entry should be reported as having been accomplished through "Force".

3.11.1.1.7.1.17. Number of Premises Entered: This data element is used only if the crime is Burglary/B&E and the "Hotel Rule" is applicable. In such cases, the number (01-99) of structures (premises) entered is to be reported. In the Summary Reporting System, the Hotel Rule is applied to only temporary lodgings. It states: If a number of dwelling units under a single manager are burglarized and the offenses are most likely to be reported to the police by the manager rather than the individual tenants, the burglary should be scored as one offense. The Hotel Rule may include military living quarters with multiple dwelling units. For example, if six BEQs are entered at the same time, it should be reported as one incident. The Hotel Rule has been expanded to include rental storage facilities, i.e., "Mini-Storage" and "Self-Storage" buildings. Therefore, this data element is to be used if the offense is Burglary/B&E and either "Hotel/Motel/ Etc." or "Rental Storage Facility" is entered into Location Type. The total number (up to 99) of individual rooms, units, suites, storage compartments, etc., entered is to be reported in this data element.

3.11.1.1.7.1.18. Page number: Enter the report's total number of pages, i.e., 1 of 8, 1 of 6, etc. Page numbers will depend on the number of offenders, victims, witnesses and narrative length.

3.11.1.2. **PAGE 2, SECTION III OFFENDER:** This page documents offender information. There is only space for one offender. If more than one offender is involved in the incident, simply add a record and fill in the information.

3.11.1.2.1. If there is more than one offender, add a record for additional offenders.

3.11.1.2.1.1. Suspect: Mark this block if the offender is suspected of a crime (not enough probable cause to apprehend).

3.11.1.2.1.2. Subject: Mark this block if the offender is the subject of a crime (enough probable cause to apprehend).

3.11.1.2.1.3. Offender Identifier: Assigned a sequence number from 01 to 99 to

each offender. If nothing is known about the offender(s), enter, "00" into this data element and leave the rest of the segment blank (Applies to both suspects and subjects).

3.11.1.2.1.4. Name, Last: Enter the last name.

3.11.1.2.1.5. Name, First: Enter the first name.

3.11.1.2.1.6. Name, Middle: Enter the middle name.

3.11.1.2.1.7. Name, Cadency: Enter the Cadency (Jr., Sr. and III) name, if applicable.

3.11.1.2.1.8. Grade: Enter offender's grade

3.11.1.2.1.9. Name, Alias/Nickname: Enter any alias or nickname, if applicable.

3.11.1.2.1.10. Driver's License Number: Enter the driver's license number.

3.11.1.2.1.11. Driver's License Source: Enter the state issuing the driver's license.

3.11.1.2.1.12. SSN/Alien registration Designator & SSN/Alien registration: Enter the following codes followed by the appropriate number.

3.11.1.2.1.12.1. "I"=Foreign country identification card numbers

3.11.1.2.1.12.2. "S"=SSN

3.11.1.2.1.12.3. "R"= Alien registration numbers

3.11.1.2.1.13. Date of birth (YYYYMMDD): Enter the date of birth.

3.11.1.2.1.14. Age: Enter age of offender.

3.11.1.2.1.15. City of birth: Enter the city the offender was born in.

3.11.1.2.1.16. State of birth: Enter the state the offender was born in.

3.11.1.2.1.17. Country of birth: Enter the country the offender was born in.

3.11.1.2.1.18. Current street address: Enter offender's street address or apartment number.

3.11.1.2.1.19. City: Enter the city the offender resides in.

3.11.1.2.1.20. State: Enter the state the offender resides in.

3.11.1.2.1.21. Zip: Enter the zip code the offender resides in.

3.11.1.2.1.22. Organization/Employer/Sponsor's name & grade: Enter the organization of the offender. If the offender is a family member, enter the sponsor's name, grade and organization.

3.11.1.2.1.23. Work Phone: Enter the offender's work phone. If offender is a family member, enter the sponsor's work phone.

3.11.1.2.1.24. Home Phone: Enter the offender's home phone.

3.11.1.2.1.25. Service: Utilize drop down menu (if available) or enter the

appropriate service. Allowable entries: Air Force, Army, Coast Guard, DoD, Marine Corps, Navy, NOAA, Public Health

3.11.1.2.1.26. Component: Mark the appropriate component, Regular, Reserve or National Guard, if applicable.

3.11.1.2.1.27. Personal Status: Mark the appropriate status; FEDERAL CIVIL SERVANT, UNIFORMED SERVICE RETIREE - FEDERAL CONTRACTOR, UNIFORMED SERVICE FAMILY MEMBER or OTHER, if applicable. OTHER can be used to identify civilians, family member's wife, son or daughter, etc.

3.11.1.2.1.28. Hair Color: Enter offender's hair color.

3.11.1.2.1.29. Eye Color: Enter offender's eye color.

3.11.1.2.1.30. Height: Enter the height of the offender in inches.

3.11.1.2.1.31. Weight: Enter the weight of the offender in pounds.

3.11.1.2.1.32. How Dressed: Enter how the offender was dressed (Military or Civilian and condition of clothing).

3.11.1.2.1.33. Identifying mark: Mark Tattoo, Scar or Mark in the appropriate block if offender has any identifying marks.

3.11.1.2.1.34. Identifying mark description: Enter a short description of any tattoos, scars or marks (for example, a flower, 3 inch scar, etc.)

3.11.1.2.1.35. Location: Identify the location of the identifying mark

3.11.1.2.1.36. Race: Mark the appropriate block.

3.11.1.2.1.37. Sex: Self-explanatory

3.11.1.2.1.38. Apprehension date (YYYYMMDD): Enter the date of apprehension.

3.11.1.2.1.39. Type of Apprehension/Detention: Allowable codes are: On-View Arrest, Summons or Taken into Custody. This data element indicates the type of apprehension. On-View Arrest includes arrests when the offender is taken into custody without a warrant or previous incident report. Summoned/cited type is not taken into custody. Taken into custody arrest types are based on warrant and/or previously submitted incident report.

3.11.1.2.1.40. Detention type: This data element indicates whether the detention is DoD or another government agency. Any agency outside DoD is considered Non-uniformed service.

3.11.1.2.1.41. Juvenile Disposition: Juvenile is defined as a person less than 18 years of age.

3.11.1.2.1.42. Multiple incidents cleared (completed by SFAR/S5R or SFOD): This data element indicates whether or not the apprehension of the offender resulted in the clearance of more than one previously reported incident within the jurisdiction served by the reporting agency. If so, it is important to indicate there

was only one offender responsible for the multiple clearances. This is done by entering "Multiple" into all but one of the offender segments and by entering "First Record of Multiple" into the remaining offender Segment.

3.11.1.2.1.43. Offender used:

3.11.1.2.1.43.1. Alcohol: This data element indicates whether the offender was suspected of consuming alcohol. For example, witnesses to an assault reported the victim and offender were in a bar drinking beer when an argument broke out and the offender attacked the victim with a knife.

3.11.1.2.1.43.2. Drugs: This data element indicates whether the offender was suspected of using drugs.

3.11.1.2.1.43.3. Computer equipment: This data element indicates whether the offender was suspected of using computer equipment to perpetrate the crime. Larceny of computer equipment should not be included in this element.

3.11.1.2.1.43.4. Not applicable: Self-explanatory.

3.11.1.2.1.44. Type weapons/force used: This data element indicates whether the offender was armed with a commonly known weapon at the time of his/her apprehension. If a gun is involved, enter A = Fully Automatic, M = Manual or S = Semi-Automatic, in the appropriate block.

3.11.1.2.1.45. Page number: Enter the appropriate page number. If more than one offender is involved, add additional records/pages.

3.11.1.3. **PAGE 3** , SECTION IV, VICTIM/WITNESS/COMPLAINANT: This page documents the victim's, witness' or complainant's information. The majority of this page is designed for the victims. If using it for a witness or complainant, do not fill in any of the victim blocks, just leave them blank. There is only enough space for one victim, witness or complainant. If there is more than one victim, witness or complainant, add a record.

3.11.1.3.1. Victim/witness/complainant category: Mark the appropriate category; victim, witness or complainant.

3.11.1.3.1.1. Victim: Definition self-explanatory.

3.11.1.3.1.2. Witness: Defined as a person that witnessed the crime but was not victimized by it.

3.11.1.3.1.3. Complainant: Defined as a third party person that didn't witness the crime nor is a victim of the crime. For example, a victim of a crime asks an innocent bystander (complainant) to call 911. In this case, the complainant is merely reporting a crime they didn't witness.

3.11.1.3.1.4. NOTE: A person may seem to fall into two categories when they report a crime if they are a victim. For example, a person calls and reports their car was stolen from the BX parking lot. It would appear they are a victim and complainant since they are reporting it stolen. Always categorize this type of person as a victim. Remember complainants are third party personnel that are not

victims or witnesses.

- 3.11.1.3.2. DD Form 2701: Used for victims and witnesses. Mark the appropriate block, Yes or No.
- 3.11.1.3.3. Victim Identifier: Assigned a sequence number from “001” to “999” to each victim involved in the incident (Victims only).
- 3.11.1.3.4. Name, last: Enter the last name of victim, witness or complainant.
- 3.11.1.3.5. Name, first: Enter the first name of victim, witness or complainant.
- 3.11.1.3.6. Middle initial: Enter the middle initial of victim, witness or complainant.
- 3.11.1.3.7. Grade: Enter grade of victim, witness or complainant.
- 3.11.1.3.8. SSN: Enter Social Security Number of victim, witness or complainant.
- 3.11.1.3.9. Date of birth (YYYYMMDD): Enter the date of birth of victim, witness or complainant.
- 3.11.1.3.10. Age: Enter age of victim, witness or complainant.
- 3.11.1.3.11. Current Street Address: Enter street address or apartment number of victim, witness or complainant.
- 3.11.1.3.12. City: Enter city the victim, witness or complainant resides in.
- 3.11.1.3.13. State: Enter state the victim, witness or complainant resides in.
- 3.11.1.3.14. Zip: Enter 9-digit (if known) zip code the victim, witness or complainant resides in.
- 3.11.1.3.15. Organization/employer/sponsor's name & grade: Enter the organization of the victim, witness or complainant. If the victim, witness or complainant is a family member, enter the sponsor's name, grade and organization.
- 3.11.1.3.16. Work phone: Enter the victim, witness or complainant's work phone. If victim, witness or complainant is a family member enter sponsor's work phone.
- 3.11.1.3.17. Home phone: Enter the victim, witness or complainant's home phone.
- 3.11.1.3.18. Service: Enter the appropriate service. Allowable codes are: Army Coast Guard National Oceanic and Atmospheric Administration Air Force Public Health Marine Corp Navy.
- 3.11.1.3.19. Component: Enter Uniformed Service Component; Regular, Reserve or National Guard, if applicable.
- 3.11.1.3.20. Victim type (VICTIM ONLY): Only one block can be marked for each victim. For example, during a bank robbery, the offender pointed a gun at a teller and demanded and received money. The robber also pistol-whipped a customer who stood in his way as he made his escape from the bank. There were three victims; i.e., the bank, the teller and the pistol-whipped customer. Therefore, their type should be entered into their respective Victim Segments. The victim type must agree with the offense information. For example, assault offenses should have Victim Type = Individual. Available victim choices:

Individual
 Government
 Business
 Financial
 Religious Org
 Society/Public

3.11.1.3.21. Personal Status: Enter Federal Civil Servant, Uniformed Service Retiree, Federal Contractor, Uniformed Service Family Member or Other to identify the status.

3.11.1.3.22. Victim's race (VICTIM ONLY): Enter the offender's race. Available choices are:

American Indian
 White
 Black
 Hispanic
 Asian/Pacific Islander
 Unknown

3.11.1.3.23. Victim's sex (VICTIM ONLY): Self-explanatory.

3.11.1.3.24. Relationship of victim to offender (VICTIM ONLY): This data element is used to show the relationship of the victim to offender(s). Mark the appropriate block with an "X". If there is more than one offender, enter the offender number in the block. Additionally, offender's numbers are used to associate the victims involvement with the offense identifier, offense statutory basis, offense result, offense involvement and bias motivation from the codes listed on page 1 of the form.

3.11.1.3.25. Justifiable homicide circumstances (VICTIM ONLY): This data element describes the circumstances of a justifiable homicide. Therefore, it is used only for Justifiable Homicide, (i.e., when either Criminal Killed by Private Citizen or Criminal Killed by Police Officer was entered into Aggravated Assault/Homicide Circumstances. Refer to table 1, Section IV, AF Form 3545 for justifiable homicide codes (Entered by SFAR/S5R or SFOI after an investigation).

3.11.1.3.26. Injury type (VICTIM ONLY): This data element describes the type(s) of bodily injury suffered by a person (i.e., Individual was entered into Victim Type) who was the victim of one or more of the following offenses (Refer to table 2, Section IV, AF Form 3545 for injury codes):

3.11.1.3.27. Aggravated assault/homicide circumstances (VICTIM ONLY): This data element describes the circumstances of either an aggravated assault or a homicide. Therefore, it is to be used only with Aggravated Assault and Homicide Offenses. Refer to table 3, Section IV, AF Form 3545, for aggravated assault/homicide codes (Entered by SFAR/S5R or SFOI after an investigation).

3.11.1.3.28. Page number: Enter the appropriate page number. Add additional records if more than one victim, witness or complainant were involved in the incident.

3.11.1.4. **PAGE 4** , SECTION V, PROPERTY: This page documents three different sections; property, Security Forces members at incident and administrative disposition.

3.11.1.4.1. Property description: This data element describes the property that was burned, counterfeited, destroyed/damaged/ vandalized, recovered, seized or stolen. Refer to table 4 of Section V, AF Form 3545, for the allowable codes.

3.11.1.4.2. Serial number: Self-explanatory.

3.11.1.4.3. Secured/unsecured: Enter "S" for secured or "U" for unsecured. This data element specifies the level of security of the property.

3.11.1.4.4. Loss Codes: This data element describes the type(s) of property loss, recovery, seizure, etc., which occurred in an incident. (Refer to table 5, section V, AF Form 3545 for property loss codes.)

3.11.1.4.5. Quantity: This data element reports the number (up to 999,999,999) of items listed in the property description column. Leave this column blank on: Drugs/narcotics, Money, Negotiable Instruments and Nonnegotiable Instruments.

3.11.1.4.6. Ownership: This data element describes whether the government or a private individual owns the property. (Refer to table 6, section V, AF FM 3545 for ownership codes.)

3.11.1.4.7. Value of Property: Enter the total dollar value (up to \$999,999,999) of the property which was burned (includes damage caused in fighting the fire), counterfeited, destroyed/damaged/ vandalized, recovered, seized, stolen, etc., as a result of the incident. If the value is unknown, enter one dollar (\$1.00) which means unknown; i.e., "1" = Unknown. The following guidelines should be used to report the value of property:

3.11.1.4.7.1. Use **fair market value** for articles subject to depreciation because of wear and tear, age or other factors that cause the value to decrease with use.

3.11.1.4.7.2. Use **cost to the merchant** (wholesale cost) of goods recovered, seized and stolen, dollar etc., from retail establishments, warehouses, etc. In other words, use the value representing the actual cash loss to the victim without any markup or profit added.

3.11.1.4.7.3. Use victim's valuation of items such as jewelry, watches and other similar goods that decrease in value slightly or not at all with use or age.

3.11.1.4.7.4. Use replacement cost or actual cash cost to victim for new or almost new clothes, auto accessories, bicycles, etc.

3.11.1.4.7.5. When the victim obviously exaggerates the value of stolen/destroyed/damaged property for insurance or other purposes, common sense and good judgment will dictate a fair market value to be placed on the stolen items by Security Forces.

3.11.1.4.7.6. For government property, use fair market value for articles subject to depreciation. Use replacement cost for other types of property.

3.11.1.4.7.7. In most instances, accept the victim's valuation. The theft of nonnegotiable instruments such as traveler's checks, personal checks, money orders, stocks, bonds, food stamps, etc., should be scored but no value recorded. Again, "hair-splitting" refinements are unnecessary. Negotiable instruments such as bonds payable to the bearer, etc., are valued at the current market price at the time of the theft, seizure, etc. Values should be rounded to the nearest whole dollar. Often the condition of the property is different at recovery than it was when stolen. The market value at the time of recovery should be used even though it is less than the value reported at the time of the theft. If the value has increased by the time the property is recovered, the recovery value should not exceed its value at the time it was stolen.

3.11.1.4.7.8. If drugs or narcotics were seized in a drug case, no value is to be entered into this data element, but the estimated quantity of the drugs/narcotics is to be reported. Therefore, when the offense is Drug/Narcotic violations, "Seized" was entered into Property Loss/etc, and "Drugs/ Narcotics" was entered into Property Description. No value is to be entered into this data element and Drug Code, Drug Quantity and Type Drug Measure are to be used instead. However, when drugs or narcotics are involved in other types of crime (e.g., they were stolen through burglary, robbery, theft, etc. or destroyed by arson) their value is to be entered into this data element and Drug Code, Drug Quantity and Type Drug Measure are blank.

3.11.1.4.8. Date recovered (YYYYMMDD): Enter the date the stolen property was recovered. Accordingly, this data element is used only if Recovered is entered into Data Element Type Property Loss/Etc. If there is more than one date of recovery for the same "Property Description," enter the earliest date. If the recovery date is unknown, enter the date of the report.

3.11.1.4.9. Date returned (YYYYMMDD): When previously stolen property is returned, the date of return is entered in this data element. Accordingly, this data element is used only if Recovered or Seized is entered into Data Element Property Loss/Etc.

3.11.1.4.10. Drug code: This data element is used to identify the types of drugs or narcotics seized in a drug case. Refer to table 7, Section V, AF FM 3545 for drug codes.

3.11.1.4.11. Estimated drug quantity: This data element indicates the quantity (up to 999,999,999) of drugs or narcotics seized in a drug case. This data element is not used when drugs or narcotics were burned, stolen, etc., in connection with other offenses, such as Arson, Burglary/B&E, Larceny/Theft, etc.

3.11.1.4.12. Type drug measurement: This data element indicates the type of measurement used in quantifying drugs or narcotics seized in a drug case. This data element is not used when drugs or narcotics were stolen, burned, etc. (Refer to table 8, section V, AF Form 3545 for drug measurement codes).

3.11.1.4.13. SECTION VI SECURITY FORCE MEMBER AT INCIDENT: Self-explanatory

3.11.1.4.14. Enclosures: List all statements and receipts associated with the report.

3.11.1.4.15. SECTION VII ADMINISTRATIVE DISPOSITION (FOR SFAR/S5R USE ONLY).

3.11.1.4.15.1. Referred to: Self-explanatory

3.11.1.4.15.2. Number of victims notified (SFAR/S5R USE ONLY): Self-explanatory

3.11.1.4.15.3. Number of witnesses notified (SFAR/S5R USE ONLY): Self-explanatory

3.11.1.4.15.4. Distribution: Self-explanatory

3.11.1.4.15.5. Incident clearance reason (SFAR/S5R USE ONLY). This data element indicates why the incident was cleared. If the incident is not cleared by "Unfounded "or" Arrest", then the incident is considered to be exceptionally cleared. In a multiple-offense incident, the exceptional clearance of one offense clears the entire incident. An incident cannot be cleared exceptionally if it was previously or at the same time cleared by an arrest; i.e., if an offender segment was or is being submitted. In order to clear an offense by exceptional means, the following four conditions must be met: (1) the investigation must have clearly and definitely established the identity of at least one offender; (2) sufficient probable cause must have been developed to support the arrest, charging and prosecution of the offender; (3) the exact location of the offender must be known so an arrest could be made; and (4) there must be a reason outside the control of Air Provost which prevents the arrest. If blank, this data element will be recorded as "Not Applicable."

3.11.1.4.15.6. Exceptional clearance date YYYYMMDD (SFAR/S5R USE ONLY): If an incident was cleared by exceptional means, enter the date when the incident was cleared. If Incident Clearance Reason contains the values A-E, this field is required. The clearance date cannot be earlier than the incident date.

3.11.1.4.15.7. Page number: Enter the appropriate page number.

3.11.1.5. **PAGE 5** , SECTION VIII COMMANDER'S ACTION SEGMENT (FOR SFAR/S5R AND COMMANDER'S USE ONLY). This page is for the offender's commander. If there is more than one offender, add additional records to this page with the offender and victim pages. The commander documents the action taken against the offender and forwards to the Reports and Analysis Section.

3.11.1.6. **PAGE 6, NARRATIVE**: This page is used to document the narrative and any other portions of the form needed. Document the details of the incident; who, what, when, where and how. Include attitude at time of apprehension and give details if uncooperative. Additionally, use the narrative section to continue any section on the form and to further explain the incident. Use of other products in lieu of the narrative page is authorized. At the end of the narrative, four lines down, put in the Security

Forces member's signature block, then another four lines down put in the flight leader/flight sergeant's signature block.

3.11.1.7. GENERAL COMMENTS: If sections or blocks don't apply, simply leave blank.

3.12. AF Form 3907, Security Forces Field Interview Data. This form is used to record routine contact between Security Forces members and members of the public in accordance with AFI 31-206, *Security Forces Investigations*. For example, if a suspicious person was observed walking around the housing area in the middle of the night, this form would be used to record the contact made with the individual. The form is filled out in one copy and is forwarded to the Security Forces Investigations Section. The Investigations Section can then compare this form with reported crimes in the area to develop possible leads or suspects. The form is self-explanatory. ([Attachment 19](#))

3.13. DD Form 460, Provisional Pass. This form is issued by a Security Forces member to an enlisted member of the Armed Forces. Information required by the form is self-explanatory ([Attachment 20](#)). The DD Form 460 is issued when:

3.13.1. The member is apprehended for a minor violation which does not require detention, but which may result in a delay preventing them from reporting to their assigned duty section/ installation within the time limit indicated on their orders or pass.

3.13.2. The member's previous pass has expired or he/she is without a pass or leave orders, but is en route to his/her destination as evidenced by a valid transportation ticket.

3.13.3. The member can present evidence they reported or attempted to report his/her delay to his/her commander.

3.13.4. Through extenuating circumstances, the members missed their transportation, are delayed through no fault of their own and voluntarily report their status to proper authority.

3.13.5. It is necessary to order an individual to return to their home station after apprehension for AWOL. The form is prepared as follows:

3.13.5.1. Prepare the form in triplicate, either typed or printed in ink. Give the original copy to the member concerned, forward the duplicate copy to the member's unit commander and file the third copy at Reports and Analysis.

3.13.5.2. The information required on the front of the form is self-explanatory. The individual to whom the pass is issued must sign the form at the bottom of the reverse side, acknowledging the order to report to their commander as soon as possible.

3.14. DD Form 1408, Armed Forces Traffic Ticket: This form is issued to an individual who has committed a moving or non-moving traffic offense. It is prepared in three copies. The original (white) copy ([Attachment 21](#)) is submitted through channels to the violator's commander or if the violator is a military family member, to the sponsor's commander. If the violator is a civilian employee, the white copy is sent to the individual's commander. The ticket is sent to commanders for action to be taken against the violator. Ensure this form is completely filled out. Use the following procedures to assist with filling out the front side of the white, yellow and pink copies.

- 3.14.1. If the ticket is a warning, place an "X" in the warning block. Write the warning in the remarks section.
- 3.14.2. Last name, first name, MI of the violator.
- 3.14.3. Rank and grade of violator. Example: SSgt/E-5 (when applicable: FM/W/S/D or CIV.)
- 3.14.4. Violator's date of birth.
- 3.14.5. Violator's social security number.
- 3.14.6. Organization of active duty violators to include the complete duty station address. Some installations may issue 1408s to family members and DoD civilian employees. For family members include their home address and for civilian employees put in their duty sections.
- 3.14.7. Violator's driver license number: If the violator is operating a POV, use their state license. If the violator is operating a GOV and they have a government issued operator's permit, use the number of their government driver's license.
- 3.14.8. If the violator is operating a POV, cross out the word military, circle the word state and write in the state that issued the license. If the violator is operating a GOV, cross out the word state and circle the word military and write in the base that last stamped their military license.
- 3.14.9. Make or type of vehicle. Example: Ford Mustang or Chevy S-10 Pickup.
- 3.14.10. License plate number of the vehicle and the state in which the vehicle is registered.
- 3.14.11. If applicable, record the vehicle's DD Form 2220 number and the registering installation. If the vehicle is a GOV then write "N/A". If the vehicle was issued an AF Form 75, Visitor/Vehicle Pass, write the number from the pass.
- 3.14.12. Date the violation occurred: Use standard government style (day-month-year).
- 3.14.13. Time the violation occurred.
- 3.14.14. Location where the violation occurred.
- 3.14.15. This middle section is used to indicate the violation. If the violation is speeding, place an "X" in the box and then specify the speed and the posted speed limit. Example: 30 mph in a 20 mph zone. Next, indicate the amount over the posted speed limit by placing an "X" in the appropriate block. Place an "X" in the block indicating the violation and then put an "X" in the block which indicates the specifics of the violation.
- 3.14.16. Place an "X" in one of the blocks to indicate the violation.
- 3.14.17. When a violation occurs that is not listed in this middle section, write in "see remarks." In the remarks section, write in the specifics of the violation.
- 3.14.18. For parking violations, indicate the violation by placing an "X" in the appropriate block. If the violation is not listed, place an "X" in the block indicating see remarks and then indicate the violation in the remarks section.
- 3.14.19. If the pavement was slippery, place an "X" in the appropriate block, i.e., rain, snow, etc.

- 3.14.20. If it was dark when the violation occurred, place an “X” in the appropriate block.
- 3.14.21. If there was other traffic present when the violation occurred, place an “X” in the appropriate block.
- 3.14.22. If the violator caused a person to dodge, place an “X” in the appropriate block.
- 3.14.23. Indicate the area where the violation occurred.
- 3.14.24. Indicate the highway type on which the violation occurred. It should be noted, highway is a generic term for the type of roadway, i.e., two lanes, four lanes.
- 3.14.25. If an accident is the result or possible result of the violation, indicate the type of accident: PD - property damage, PI - personal injury, fatality, pedestrian, vehicle or fixed object. Place an “X” in all blocks that apply to the accident.
- 3.14.26. Use the remarks section to indicate violations not listed on the 1408. Place in this section if a Seatbelt was worn or not. For speeding violation indicate how the speed was determined. If radar was used, give the radar model # and serial #. If the pacing method was used, indicate how far the vehicle was paced and add the registration number of the police vehicle that was used to pace.
- 3.14.27. Print name of person who is issuing the ticket.
- 3.14.28. Organization and installation of person who is issuing the ticket.
- 3.14.29. Rank/Grade of person issuing the ticket.
- 3.14.30. If the individual being issued the ticket is a family member, write the sponsors rank, name and organization in the section to the left side of the ticket number in the block marked “NAME.”
- 3.14.31. The second (yellow) copy is used by Security Forces to record pertinent information. It can record details about the instructions issued to the violator, names of witnesses to the offense and vehicle defects. Use this information later to refresh the patrol person’s memory if the ticket is contested. The yellow copy is then filed in the Security Forces administrative section. Use the following to help with filling out the back of the yellow copy: (**Attachment 22**)
- 3.14.31.1. This area is used for notes. It is filled out after the pink copy is given to the violator and they have been released. Answer the following questions:
- 3.14.31.1.1. Any action of violator which increased the hazard of the violation? If none, indicate so, i.e.: N/A, none, etc.
- 3.14.31.1.2. Write where the violation occurred and where the traffic stop took place?
- 3.14.31.1.3. Distance traveled during pursuit, i.e., 5/10 of a mile, .5 miles or non-applicable.
- 3.14.31.1.4. Condition and attitude of the violator and any special instructions given to the violator. If there was a problem, document exactly what was said. If local policy dictates, record the facts on an AF Form 1168, then attach it to the white copy.
- 3.14.32. Witnesses: Write down the name of any witnesses to the violation.

3.14.33. Vehicle Defects: Self-explanatory

3.14.34. The third copy (pink) is given to the violator or affixed to the vehicle if the vehicle is unattended. Complete the back of the pink copy before giving it to the violator. This gives the violator written reporting instructions. This must be done even if the violator has been given verbal instructions. Normally, the back of the pink copy is completed before the back of the yellow copy. This prevents the violator from being detained for an unnecessary amount of time. Use the following to help with filling out the back of the pink copy: ([Attachment 23](#))

3.14.34.1. Place an "X" in all three of the boxes.

3.14.34.2. In the second block, write in the telephone number for the Security Forces control center in the space provided.

3.14.34.3. Write under special instructions: patrolmen will write/stamp/place label on the back of the pink copy given to the violator the following: "If you wish to rebut this citation report to Security Forces Administration and Reports Branch (SFAR/S5R), Bldg #XXX, within 5 duty days. If you do not notify SFAR/S5R of your rebuttal request, it will be assumed you do not wish to rebut the citation."

3.14.34.4. If issuing a citation for a "fix-it-ticket", each violation must be written on a separate DD Form 1408.

3.14.35. File the second (yellow) copy and give the third (pink) copy to the violator or place it on the windshield of the unattended vehicle. If there is inclement weather it may be a good idea to place the ticket in a plastic baggie.

3.14.36. The reverse side of the DD Form 1408 is used for transmittal of traffic violations through military channels. Ensure the violation indicated on the DD Form 1408 is in accordance with AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, and all required information is carefully entered on the form. ([Attachment 24](#))

3.14.37. Ensure the required information is annotated. If the ticket has administrative errors, it will be returned to SFO/S3 for correction. If the ticket needs to be voided, the issuing Security Forces member or DFC may do so. No other person has the authority to void a ticket.

3.15. Central Violations Bureau (CVB) Form 1805, United States District Court Violation Notice:

3.15.1. This form is used when it is determined an offender will be prosecuted for a minor offense before a U.S. Magistrate under AFI 51-905, *Use of US Magistrates for Trial of Misdemeanors Committed by Civilians*. This violation notice is not to be issued to active duty military personnel in accordance with AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*. If the nature of the offense indicates custody and arraignment of the accused is not appropriate, the Security Forces or other person, that is, a civilian guard, police or game warden who are authorized to make an apprehension, arrest or to issue a violation notice or ticket, will issue this form. Before it is distributed, the specific address of the Clerk of the United States Court (Central Violations Bureau) to which the violator must address his/her communication will be stamped (or typed) in black ink, on the reverse of the violator's copy

(manila card stock) of the four-part form. The CVB Form 1805 is accountable once it is issued to the violator.

3.15.2. When completing the CVB Form 1805, Security Forces personnel must take great care to assure each entry is legible and no entry is smudged on the chemically carbonized paper copies. Use the following to assist with filling out the form. ([Attachment 25](#))

NOTE: Required information for the violation notice may vary from installation to installation. Consult with the local SJA for further processing requirements.

3.15.2.1. Block 1: CVB Location Code: Write in the CVB code given to the installation by the US Magistrate court.

3.15.2.2. Block 2: Violation Number: do not place anything in this block.

3.15.2.3. Block 3: Officer Name: Print the last name, first name and middle initial of the issuing patrol person.

3.15.2.4. Block 4: Officer No.: Document the number used to identify the patrol person. This can be the issuing patrol person's first letter of their last name followed by the last four numbers of the social security number.

3.15.2.5. Block 5: Annotate the date and the time of the offense.

3.15.2.6. Block 6: Offense charged: Write in the appropriate violation/offense code which corresponds with the offense committed.

3.15.2.7. Block 7: Place of offense: Write the place where the violation occurred.

3.15.2.8. Block 8: Offense Description: Self Explanatory. (Example: if the individual was speeding, the following would be written in the block "Speeding 39 MPH in a 30 MPH zone". Genesis radar #1922; seatbelt: yes or no; insurance: yes or no.)

3.15.2.9. Blocks 9 through 32: Self-explanatory

3.15.2.10. Block 33: Check either item "A" or "B" (whichever is applicable).

3.15.2.11. Blocks 33 "B": Accomplish as required by local requirements in coordination with SJA.

3.15.2.12. Enter the amount of the fine/Total Collateral Due. (Forfeiture Amount + \$25 Processing Fee)

3.15.2.13. Block 34: Enter the court address.

3.15.2.14. Block 35: Enter the court date (if known).

3.15.2.15. Block 36: Enter the time individual is to appear in court (if known).

NOTE: If court date information is unknown, leave information blank. The individual will be notified by mail of their appearance date. The entry for the amount of the fine, mandatory court appearance of offender and date of appearance are determined with guidance furnished by the District Court Clerk (Central Violations Bureau).

3.15.2.16. CVB Copy, Reverse ([Attachment 26](#)): This is the area used for the probable cause statement, if necessary. The probable cause statement is a very important item on the CVB Form 1805. Contact local SJA for guidance on completing this section.

3.15.3. After the notice is issued, the following disposition is mandatory:

3.15.3.1. The original copy (white) will be forwarded by the issuing Security Forces unit (SFAR/S-5R) to the Central Violations Bureau.

3.15.3.2. The second copy (yellow) (**Attachment 27**) is given to the violator, or if it is a parking violation, placed on the vehicle. The reverse (**Attachment 28**) includes instructions for the violator.

3.15.3.3. The violation notice will be voided only by one designated base official, DFC. This ensures the integrity of the ticket issuing process. The DFC is responsible to the United State Magistrate's Court and only voids violation notices in cases of honest mistaken identity of person or obvious legal error. All spoiled tickets will be disposed of according to the guidelines furnished by the court.

3.15.4. Ensure all required information is annotated. If the violation notice has administrative errors, it will be returned to S-3/Operations. If the ticket needs to be voided, the DFC must do so.

3.16. DD Form 1920, Alcoholic Influence Report. This form is used to record tests and observations made of someone suspected of being involved in any incident where alcohol or drugs may be a factor. The predominant incident is usually someone driving under the influence. The apprehending Security Forces member will complete the form and it will become a record of their observations for future reference. Record all observations made, including those not required by the DD Form 1920. From these facts, anyone may reach his/her own conclusions. Use the following to assist with filing out the form: (**Attachment 29 & Attachment 30**)

3.16.1. Installation: Self-explanatory.

3.16.2. ORI number: Leave blank. (SFAR/S-5R use only)

3.16.3. Case number: Leave blank. (SFAR/S-5R use only)

3.16.4. SECTION I, SUSPECT DATA: Self-explanatory.

3.16.5. SECTION II, INITIAL CONTACT:

3.16.5.1. VEHICLE IN MOTION: If the suspect was operating a vehicle, indicate here what suspect actions prompted the vehicle stop.

3.16.5.2. PERSONAL CONTACT: Indicate applicable information by checking the appropriate box after personal contact with suspect.

3.16.5.3. BEHIND THE WHEEL SCREENING: Indicate applicable information in boxes. Print legibly.

3.16.5.4. PRE-ARREST SCREENING: Annotate the time, location and conditions (weather) of the pre-arrest screening.

3.16.6. SECTION III, STANDARDIZED FIELD SOBRIETY TESTING (SFST): Indicate suspect performance on the administered SFSTs. Ensure applicable blocks are marked. Print legibly.

3.16.7. SECTION IV (Reverse), SYNOPSIS: Enter the Incident Location, Date/Time, and a brief synopsis in the applicable blocks.

3.16.8. SECTION V, INTERVIEW: Before this section can be completed ensure a Rights Advisement has been given the suspect IAW service policy before direct offense questioning. Reference paragraph 3.5.3.4., of this document for Rights Advisement procedures. If suspect is coherent enough to understand his/her rights and are willing to answer questions, complete section III. If not, cross out section III and in the top margin indicate why the interview was not conducted. If the interview is conducted, ask each question as it is worded. Write down the individual's exact response, no matter what the response.

3.17. DD Form 2701, Initial Information for Victims and Witnesses of Crime. This form is issued to all personnel when criminal conduct adversely affects victims or when witnesses provide information regarding criminal activity. If in doubt, issue the form. The form gives the individual information on the Victim/Witness Assistance Program (VWAP) and is self-explanatory. Information needed to complete the form can be obtained from the base legal office or the Security Forces Investigations Section. When the form is issued, it must be documented on the AF Form 53, *Security Forces Blotter*, AF Form 3545, *Incident Report*. Further information on the DD Form 2701 and the VWAP is contained in AFI 31-206, *Security Forces Investigations*. ([Attachment 31](#) & [Attachment 32](#))

3.18. DD Form 2708, Receipt for Inmate or Detained Person. This form is used when Security Forces personnel are releasing an individual they have detained or apprehended. The form is self-explanatory and should be prepared in two copies. The original form is maintained with the case file and the copy is given to the individual who receipted for the individual as a source document indicating an official transfer of the individual. ([Attachment 33](#))

Chapter 4

INSTALLATION ENTRY CONTROLLER DUTIES

4.1. Installation Entry Controller (IEC). As the first point of contact for the public, IECs are Air Force ambassadors. Visitors to a base often judge the entire installation by IEC appearance and performance. Normally assigned to the host Security Forces squadron, the IEC is the installation's first line of defense against unwanted or illegal entry; ensuring only authorized personnel are granted access. Proper management of this program requires recognition of the importance of the IEC.

4.1.1. Key Qualifications: IECs serve an important role and function. It is critical for the IEC to look and act professional while at the same time remaining vigilant to breaches of security and other violations of the law. Personnel performing duties as IECs must know and display confidence in the enforcement of installation entry control procedures, detection of impaired drivers and suppressing theft and pilferage of government property through execution of random vehicle inspections. The IEC must reflect exemplary military bearing and appearance, professionalism and positive attitude toward the public that exemplify the Air Force operating style and tradition.

4.1.2. To perform their duties properly, IECs must demonstrate a professional and courteous demeanor, which reflects Air Force strength and dignity. All communications with the public will be characterized by addressing every person as "sir or ma'am," without exception. Slang or "street language" will not be used. Military IECs must give sharp military salutes to officers and clear hand signals when directing traffic; civilian police/guard IECs will execute clear hand signals when directing traffic. Additionally, they will not eat, loiter, smoke, or chew gum or tobacco in the view of the public.

4.1.3. IECs should ensure they conduct post changeover IAW local procedures. IECs will position themselves to maximize their visibility to incoming traffic and to enhance their ability to efficiently perform their duties. Whether monitoring single or double lanes of traffic, the IEC will stand facing on-coming traffic in a position near the gate house where they can be best observed by the driver. While every building configuration differs, the IEC will stand in a position slightly in front of and away from the gate building, so as to make themselves the most visible to incoming drivers. IECs should not stray too far away from the building, as it may become necessary to take cover using the facility or installed vehicle barriers. Once a military IEC has identified a person as an officer, assume the position of attention, salute and then return to a position of advantage to continue monitoring traffic.

4.1.3.1. As a vehicle approaches the gate, the IEC will stand at a position to give them an advantage, while maintaining visible to incoming traffic. The IEC will signal the vehicle driver to stop and he/she will approach the vehicle and request to view the driver's identification. Once the vehicle is stopped, the IEC will ask for entry credentials by saying, "Sir/Ma'am, may I see your I.D. card?" The IEC will physically handle the identification card while in the "interviewing stance." The IEC will compare the picture on the credential, e.g. DD Form 2, *Geneva Convention Identification Card*, DD Form 1173, *Uniform Services Identification and Privilege Card*, AF Form 354, *Civilian Identification Card*, etc., to the individual and check the card for the required hologram

symbols. The IEC will then check the expiration date and look at the back of the card to ensure the credential is valid. Once the identification has been verified allow the driver to proceed onto the installation. This is done by saying, “thank you sir/ma’am, you may proceed” or something similar to let the individual know it is ok to proceed. If a vehicle driver has no entry credentials, the IEC will address the driver in a friendly, courteous manner and inquire their business on the installation. If the individual needs directions, information or a vehicle pass, direct them to the visitor center, if one is available. During 100% I.D. checks, the IEC will check the identification of all personnel in the vehicle when applicable. **NOTE:** Installations and MAJCOMS may implement stricter 100% I.D. check (e.g. biometrics or 2nd form of identification) criteria as necessary based on RAMs, increased FPCONs, etc.

4.1.3.2. When monitoring two lanes of traffic, IECs will position themselves in the center of traffic if a raised platform/protective barrier exists. IECs may stand in the centerline between traffic lanes if the DFC feels it is safe to do so. The IEC will stand facing traffic, at a position to give them an advantage, yet visible to incoming traffic. If no permanent structure exists for IECs to use, e.g. concrete, elevated stands, the IEC will wear a reflective vest and place a traffic cone in front of them to help drivers recognize them.

4.1.4. Selection and Training. The foundation for a successful IEC program is solid training. IECs should be highly motivated, articulate individuals who display a professional image. Initial training should emphasize the ability to communicate with the public and professionalism. Establish a training and knowledge enrichment program built on training normally received by Security Forces personnel performing IEC duties. This training should include, but is not limited to, courtesies, human relations, dealing with the public, dress and appearance and a comprehensive knowledge of the installation layout.

4.1.5. IEC Uniforms. The wear of the military uniform reflects the individual’s pride and attitude towards the Air Force, the unit and themselves. The standard uniform for military entry controllers will be the Airman Battle Uniform (ABU) or BDU. If wearing BDUs they will be pressed and black boots will be highly shined. When blues are worn, weather should be taken into consideration when deciding which combination will be used. Highly polished black low quarter shoes or boots are authorized. The primary duty uniform for civilian police/guard IECs is the dark navy blue uniform shirt with shoulder patches, metal badge and metal nameplate, navy blue uniform trousers, polished black footwear, navy ball cap, and black duty gear. Additionally, MAJCOM and installation supplements may specify which uniform will be worn based on the climatic conditions of their installations. The proper wear of these uniforms projects a professional military image and provides for that “all important” first impression. Regardless of how many installation entry control points are manned, all IECs should wear the same uniform unless the entry control point is open less than six hours per day. If an installation gate is open six hours or less per day, the IEC may wear the same uniform worn by personnel on other Air Provost posts.

4.1.6. Antiterrorism. The threats by terrorists are often predicated on surveillance and preparations by potential terrorist groups. IECs should be vigilant and be on the lookout for tests of security and surveillance by terrorist entities.

4.1.6.1. If an IEC sees any anomaly, (Refer to [2.4.1](#)) they should obtain as much descriptive data as possible. This includes license plate numbers, vehicle description and unusual markings or stickers. The IEC should also look for description of the individual noting things that are difficult to alter, such as height, eye shape and scars and distinguishing marks.

4.1.6.2. These security test(s) could include vehicle(s) pulling into a base and attempting to elicit information about the base, individual(s) taking photographs, and/or drawing the installation or parts of the installation.

4.2. Post Reporting . Security Forces members report the status of their post to the senior person conducting post checks or visits. For post reporting procedures refer to AFMAN 31-201, Vol 1.

4.3. Installation Entry Point Checks Defined. Per DoD 5200.8-R, *Physical Security Program*, April 2007, Air Force installation commanders have responsibility for protecting personnel and property under their jurisdiction and maintaining order on installations. A key part of that responsibility is the requirement to prescribe procedures for inspecting persons, their property and vehicles at entry and exit points of installations. The question of whether a vehicle examination is an inspection or a search is a legal determination based upon evaluation of the facts and circumstances surrounding the examination in light of statutory provisions, evidentiary rules (e.g., Military Rules of Evidence 313-315), and controlling judicial decisions. In this manual, we avoid use of the term "inspection," substituting the term "installation entry point check". An installation entry point check is the examination of a vehicle without the foundation for a search. Installation commanders may direct or establish procedures for installation entry point checks of randomly selected vehicles entering or leaving an installation under their jurisdiction whether the owner or operator is military or civilian. These random checks are not based upon probable cause to believe the vehicle/pedestrian contains property subject to search, but are based on the commander's authority to protect the security of his/her installation, to protect government property, and to prevent theft. The Security Forces at the installation entry point are acting, not in an Air Provost capacity, but as sentinels safe-guarding a military installation and protecting government property while preventing theft. In foreign countries, follow the provisions of international agreements.

4.3.1. To use results of installation entry point checks in military justice actions, it is essential Security Forces have no involvement in determining which vehicles to check. The installation commander or his/her designee as outlined in AFI 31-101, *Integrated Defense*, determines the selection of vehicles on a random basis. They may use an impersonal computer generated product formula, such as every other vehicle, every tenth vehicle, every fifth passenger car and every van and truck. The number and frequency of the vehicles checked does not affect their randomness. Thus, a check is random even if it includes every vehicle that enters or leaves the installation during a selected period. Do not use random checks as a ploy to check the vehicle of a particular suspect. Such action is illegal and may subject the involved Security Forces members to criminal penalties. It is recommended a computerized generated product be used to randomly select times and places for installation entry checks.

4.3.2. The rule against Security Forces selecting vehicles to check does not preclude authorizing installation entry controllers to discontinue checking when circumstance warrant

(e.g., there is a serious traffic jam, an accident or other circumstances which make continued checking unsafe or impractical). However, once discontinued, the checks should not be restarted. Indicate in the blotter the reason for stopping the checks. Annotate in the blotter the reason checks were not conducted. The cancellation of vehicle checks will be authorized by the flight commander or Flight Sergeant.

4.3.2.1. Other circumstances to discontinue a check may be when an AFOSI agent advises that the government or civilian vehicle selected for an inspection is in the middle of an operation. (Ref para 4.3.3.6)

4.3.3. Procedures for Installation Entry Point Vehicle Checks. Normally, at least two Security Forces members are present to conduct entry point checks. Before starting an entry point check, if the vehicle operator consents, instruct the driver to proceed to a predesignated location out of inbound/outbound traffic lanes, turn off engine and direct all other occupants to exit the vehicle. When the passengers have exited, ask the driver to open the center console, glove compartment, hood and open the trunk and any other locked compartments. If permission is refused, advise the person in control of the vehicle that refusal to permit the examination may result in the loss of base driving privileges, debarment from the base or other actions. If permission is still refused, take action, as appropriate, outlined in 4.3.3.1. and 4.3.3.2.. Additionally, request a valid driver's license, state vehicle registration and proof of vehicle insurance from the vehicle operator. Members searching a vehicle should take all appropriate cautions to ensure they do not damage the vehicle during the search.

4.3.3.1. Vehicles Entering the Base. If under civilian control, ask the driver or owner for identification and advise all occupants they cannot enter the base unless the vehicle is examined. Handle vehicles under the control of a military member in the same manner or, subject to applicable policies, the vehicle may be examined using reasonable force, if necessary. Make a walk-around examination of the vehicle. The Security Forces member may discover evidence to use as a foundation for a search. The SJA should be consulted if in doubt as to the extent of force authorized.

4.3.3.2. Vehicles Leaving the Base. Document driver and vehicle identification for subsequent action. Make a walk-around examination of the vehicle. The Security Forces member may discover evidence to use as a foundation for a search (e.g., contraband or government property in plain view). If there is no probable cause for a search, but action is deemed necessary to protect operations, property or ensure safety; then order the occupants to dismount and open locked compartments of the vehicle. Advise them this order is based upon the authority of the installation commander. If this order is not complied with, take immediate steps to report the matter to the installation commander or to a senior officer delegated this authority. The commander or his/her designee will determine what option to use to open and examine the vehicle and its compartments.

4.3.3.3. If contraband is discovered during the course of examining a vehicle at an entry point check, immediately stop the search and apprehend/detain the person involved. When civilians are detained, summon civilian police immediately, if applicable. Additionally, if any items of contraband, such as unregistered weapons or explosives are found, Explosive Ordnance Disposal (EOD) and AFOSI should be contacted and briefed.

4.3.3.4. Entry point checks of persons and vehicles entering/exiting a military installation are allowed without permission in accordance with random procedures identified in paragraph 4.3.3.

4.3.3.5. The long-range deterrent value of entry point checks, as well as Security Forces community relations, dictates a general rule to apply the same policy to both military and civilians. Use of force to examine vehicles under either military or civilian control requires discretion in each instance to determine whether this action is warranted by the circumstances.

4.3.3.6. AFOSI agents often utilize civilian clothes and civilian vehicles while working. Their job can also entail development of human sources/informants. Situations may require AFOSI agents to bring these individuals on base without going through the normal entry procedures. While on official business AFOSI Badge and Credentials will be acceptable identification and acceptable for entry onto an installation and into a controlled area if necessary. Those individuals sponsored by the AFOSI agent will be permitted onto the base without having to provide identification. If an SF member believes an AFOSI agent is abusing this privilege, he will report this to his Flight Sergeant and this will be addressed between the AFOSI and Security Forces senior leadership. The AFOSI agent is not to be impeded or detained while the matter is resolved, but is to be authorized onto the installation or into the controlled area without delay.

4.3.4. Installation Entry Point Checks of Pedestrians. The policies and procedures covering vehicles also apply to pedestrians entering or leaving the base. In view of the limited capability of pedestrians to conceal and transport property (when compared to vehicles) and the limited facilities for examination of persons at installation entry points, pedestrian checks may be excluded from entry point checks. However, if the local situation dictates, personnel may be subjected to these examinations. Unless probable cause exists for a search, limit checks to examination of hand-carried parcels and exterior garments removed from the individual. Always remember safety when conducting entry point checks.

4.3.5. Military Working Dog Teams. Whenever possible, use military working dog teams to enhance installation entry point checks.

Chapter 5

INSTALLATION PATROL DUTIES

5.1. Patrol Purpose . Security Forces patrol provides protection for Air Force personnel and resources. The primary duties of a Security Forces patrol include: protecting personnel and property, preventing pilferage, supervising road traffic, enforcing traffic laws and regulations, maintaining good order, furnishing information and directions, community policing, performing escorts and building checks. Although these duties occur day-to-day and may appear routine, they must not be accomplished in a haphazard manner. Personnel performing patrol duties must be constantly alert, as there will normally be little or no warning when an emergency occurs.

5.1.1. All Air Force installations have a different number of patrols assigned depending upon the size of the installation; however, each base will have at least one 24-hour patrol. The patrols will be linked with each other and the BDOC/ECC by an intra-base radio communications network. If more than one patrol exists on a base, the area of responsibility will be clearly defined and adhered to so as to ensure adequate coverage of the base without redundancy.

5.1.2. Response time limits for patrols vary according to the type of patrol and resources being protected.

5.2. Patrol Safety . Security Forces members have the greatest amount of contact with the public in an uncontrolled environment while on patrol. Security Forces members have been victimized by disregard for their own safety in this environment. Air Force installations have less violence per capita than society at large. This circumstance can create careless duty behaviors that demonstrate lax attitudes such as, “It can’t happen here,” or “It can’t happen to me”. Sadly, both of these perspectives are wrong. Fatal incidents involving Security Forces validate the testament that, in reality, Air Force installations are mere microcosms of an increasingly violent society. Security Forces Air Provost duties place Security Forces members on the front line against violence. BDOC/ECC controllers should evaluate responses and dispatch back-up patrols as needed. For Security Forces, safety is as paramount as it is for our civilian counterparts. There is often little warning before an emergency, crisis or attack occurs. Always remain alert for the unexpected.

5.3. Types of Patrols . The use of a specific type of patrol(s) is tailored to the needs of the installation. Some situations may call for the use of bicycle or walking patrols while others may require motorized patrols. Security Forces members may perform any or all of the following types of patrols:

5.3.1. Motorized. This method provides mobility and improves the capability to cover a large area of the installation while carrying equipment and personnel. Effective motorized patrols vary their routes. Do not set a pattern or establish a routine!

5.3.2. Foot and Bicycle. Assign these patrols to smaller areas on the installation or those areas with a higher concentration of resources, population and/or criminal activity. Portable radios link these patrols to the control center and other patrols. MWD teams may supplement foot patrols. Refer to AFI 31-202, *Military Working Dog Program* and AFMAN 31-219, *Military Working Dog (MWD) Program*, for details on how to best employ military working dog teams.

5.3.3. Reserve. Provide a reserve response capability for emergencies. They may include the flight leader, the Flight Sergeant, security back-up force or staff personnel.

5.3.4. Special Purpose. These patrols usually combine motorized, foot and bike patrols. Special purpose patrols support unique events (e.g., distinguished visitor conferences, base open house, air shows or unique mission aircraft landings). Other types of patrols that meet special purposes include horse and boat patrols.

5.4. Traffic Patrol . The main purpose of traffic enforcement is to reduce traffic accidents/congestion. The goal is to enforce the base traffic code sufficiently to ensure the safe movement of traffic. Use selective enforcement to target areas with a high incidence of traffic code violations. As the focal point for data collection, the Reports and Analysis Section can help pinpoint problematic traffic areas. Consider accident and congestion analysis to determine selective patrolling and enforcement efforts. Guardmount briefings should include selective enforcement information to include priorities of offenses, times and places. Remember, selective enforcement does not call for issuing a ticket for each infraction. While the process of selective enforcement does call for the Security Forces member to correct traffic problems, keep in mind the patrol person has the discretion to issue verbal or written warnings to correct violations.

5.5. Traffic Services.

5.5.1. Purpose. The main purpose of traffic Air Provost is to reduce traffic accidents/congestion.

5.5.1.1. The base traffic code should be enforced at a level sufficient to ensure the safe and expeditious movement of traffic. Traffic enforcement should be uniform, consistent and based on principles of selective enforcement.

5.5.1.2. Efforts should be directed toward specific violations.

5.5.1.2.1. In specific locations.

5.5.1.2.2. Based primarily on traffic accident/congestion experience.

5.5.1.2.3. Instituting programs to educate the public regarding traffic regulations aimed at identifying specific problems. Publish traffic accident statistics and give adequate notice prior to implementing changes in laws or procedures.

5.5.2. Selective Enforcement. Selective enforcement is used throughout the Security Forces career field. Traffic patrolling should be centered on a selective basis taking accident and congestion experience into consideration. A desired enforcement quality and deterrent effect (which is needed) is gained through proper use of selective enforcement and discretionary issuance of violation notices and warnings pursuant to governing directives. Considerations for selective enforcement can be as follows:

5.5.3. Traffic Violations. Violations will be recorded on DD Form 1408, *Armed Forces Traffic Ticket* or CVB Form 1805, *Violation Notice, United States District Court*, and AF Form 3545A, *Incident Report*, depending upon local jurisdiction and local operating procedures.

5.5.4. Assist Traffic Engineers. Security Forces, when involved in traffic operations, assist traffic engineers by reporting hazardous traffic conditions to the BDOC/ECC controller. Traffic patrols are in the best position to report:

- 5.5.4.1. Defects in the roadway (holes, ruts, or dangerous shoulders).
- 5.5.4.2. Lack of proper, damaged, terminated, destroyed or visually obstructed traffic control signs or devices.
- 5.5.4.3. Lack of properly located or malfunctioning mechanical traffic control devices and lighting systems.
- 5.5.4.4. Natural or man-caused obstructions (fallen trees and rocks, litter, shrubbery, stalled vehicles and electrical wires).
- 5.5.4.5. A street that needs a new lane pavement stripe to allow smooth traffic flow and prevent accidents.

5.6. Assistance to Motorists.

5.6.1. Motorist Services. Because of the overall danger to the stranded motorist, Security Forces are expected to offer reasonable help at all times to a motorist who appears to be in need of aid (when in doubt, stop and offer). This should apply at all hours of the day, but particularly during the hours of darkness when hazards are the greatest. Security Forces members may be asked to:

- 5.6.1.1. Get emergency fuel.
- 5.6.1.2. Get roadside service for a breakdown.
- 5.6.1.3. Give information and directions.
- 5.6.1.4. Give first aid and/or medical assistance.
- 5.6.1.5. Report hazardous conditions.
- 5.6.1.6. Provide an escort. Provide an escort. Emergency vehicles, particularly ambulances, should not be escorted except when the driver of the emergency vehicle is not familiar with his/her destination or when proceeding from off base.

5.6.2. Disabled Vehicle Assistance. To prevent the appearance of preferential treatment to commercial organizations, the motorist should choose the organization to provide wrecker or roadside service or ambulance service. Explain to the motorist all fees associated with the assistance is at their own cost. Do not use the patrol vehicle to push or pull or “jump start” any vehicle for the purpose of getting it started. Security Forces members may (using discretion) transport stranded motorists to the nearest on-base location where assistance can be obtained. Ensure starting/ending mileage and time is called into the control center when initiating any transport.

5.7. Use of Emergency Equipment . Use emergency equipment only when directed by a supervisor or the BDOC/ECC, by the nature of the dispatched assignment or when appropriate (based on the situation). Remember, the use of emergency equipment is not justification for unsafe driving and does not automatically give you the right-of-way.

5.7.1. Emergency (Red/Blue) Lights.

- 5.7.1.1. This equipment is used to signal motorists and pedestrians that emergency conditions exist and the right-of-way should be relinquished to the patrol vehicle. The light is used to signal violators to drive to the extreme right of the roadway and stop. If

both the Security Forces and violator's vehicles are parked off the roadway and the patrol person and/or violator can stand or walk between the traffic side of their vehicles and the roadway, any emergency signal which exhibits light to the rear of the patrol vehicle shall be extinguished in order to reduce the accident potential created by its distracting effect on approaching drivers and to minimize attracting curiosity seekers to the scene.

5.7.1.2. Security Forces members cannot safely assume the light will be sufficient to assure the right-of-way, even though in most jurisdictions, laws exist giving the right-of-way to emergency vehicles when emergency conditions exist. Emergency lights may be used in the following circumstances:

5.7.1.2.1. When stopping traffic violators, although sometimes it may be necessary to use the lights and the sirens to stop a violator.

5.7.1.2.2. When assisting motorists parked/stopped in hazardous locations.

5.7.1.2.3. When the patrol vehicle is parked/stopped on the roadway.

5.7.1.3. Security Forces members are responsible for any injuries or damage sustained as a result of Security Forces members driving behavior, which reflects a disregard for the safety of others.

5.7.1.4. Use your discretion as approved by local policies.

5.7.2. Sirens.

5.7.2.1. The sirens is usually used in conjunction with the emergency lights. Use extreme caution when using the sirens. The sirens may have a startling effect on other drivers on the road, resulting in erratic and unpredictable driving behavior. Security Forces members should be careful in the use of the sirens as it frequently complicates traffic problems. Under extreme conditions, such as pursuit at high speeds, the sirens should be actuated continuously.

5.7.2.2. The sirens should also be used to signal violators to drive to the right of the road when other means of attracting the violator's attention have failed.

5.7.2.3. Security Forces members should use the sirens based on existing traffic and roadway conditions and the urgency of the dispatch. For instance, in traveling to the scene of an emergency, the sirens should be used at intersections to alert traffic, but is sometimes not essential in areas where access to the traffic-way is limited and other traffic is minimal.

5.7.3. Emergency Lights and Sirens. Emergency lights and sirens in combination shall be used in the following circumstances:

5.7.3.1. Pursuit situations.

5.7.3.2. When responding to an emergency.

5.7.3.3. If necessary, to request right of way and/or exceed speed limit when responding to a crime in progress.

5.7.3.4. As directed by SF leadership.

5.7.4. Spotlight. The spotlight should be used:

5.7.4.1. To aid a patrol when hazardous conditions exist in dealing with known or suspected felons. For example, following a traffic stop of a known felon, the spotlight should be used to illuminate the interior of the violator's car so all occupants are kept within view and at a distinct disadvantage when looking back toward the patrol vehicle and patrol person. In this situation, Security Forces members should exercise care in remaining behind the spotlight so he/she is not at the same disadvantage and silhouetted by the light.

5.7.4.2. To illuminate the interior of a violator's car during hours of darkness.

5.7.4.3. To find the address of a call being dispatched to.

5.7.4.3.1. The spotlight should not be used to signal violators to stop due to the possibility of temporarily blinding the violator and other drivers from the glare created by the spotlight.

5.7.5. Public Address System.

5.7.5.1. The public address system is particularly valuable when stopping a traffic violator. The desired actions of the violator can be directed from a safe distance, minimizing hazards to the Security Forces member.

5.7.5.2. The public address system is also valuable in directing persons when unusual conditions exist, such as when a street is temporarily obstructed, alerting pedestrians to hazardous conditions or elements and communicating with other persons concerned with relieving the emergency conditions.

5.7.6. Response Procedures. The patrol is usually the first authoritative official to arrive on the scene of an incident. There are many incidents to which a patrol may be directed to respond. The patrol person must be thoroughly knowledgeable in correct response procedures.

5.7.6.1. General Information. In response to any incident, the patrol must ensure its safe arrival in order to perform the duties assigned. The patrol will then preserve the scene and maintain communications with the BDOC/ECC controller and other patrols, giving information on the status of the incident.

5.7.6.1.1. Upon initial response to an incident, ensure the patrol vehicle is properly parked. Avoid parking the vehicle where it may block emergency services responding to the incident. Additionally, if there is a chance the fire department or an ambulance may be needed, do not block their entrance to the scene.

5.7.6.1.2. Upon arrival, ensure the safety of the scene to preclude further injury or accident. After arrival, the patrol will attend to the injured, if any, and preserve the scene for evidence.

5.7.6.1.3. The control center and other patrols should be kept current on the status of the situation.

5.7.6.1.4. Witnesses at the scene will be identified and asked to remain for interviews.

5.8. Rules for Pursuit Driving . When engaged in pursuit driving, the patrol person must remember that the sooner the subject is stopped or apprehended, the less chance there is for an

accident to happen. Remember the patrol must not endanger the public as a result of driving techniques used in pursuit. For nuclear and chemical resource recovery operations pursuit driving is exempt from the provisions of this section.

5.8.1. Pursuit at high speed is justified only when Security Forces members know, or have reasonable grounds to believe the violator has committed or attempted to commit a major offense. A major offense is one that involves an action or threatened attack which Security Forces members have reasonable cause to believe could result or has resulted in death or serious bodily injury; e.g., aggravated assault, armed robbery, burglary or arson of an occupied building.

5.8.2. If necessary, and within local constraints, Security Forces patrols are permitted to use pursuit driving at moderate speeds to apprehend motor vehicle operators who have committed traffic violations, minor offenses or felonies not previously addressed.

5.8.3. At no time will Security Forces use pursuit driving at speeds that will endanger the public or contribute to the loss of control of the vehicle.

5.8.4. The responsibility for making the decision to pursue an offender and method used rests with the individual Security Forces patrol. However, if a pursuit is initiated, the on-duty flight commander/sergeant will monitor and may terminate the pursuit at anytime if he/she feels it is in the best interest of safety. If pursuit driving is determined to be necessary, the following factors must be considered:

5.8.4.1. The degree of danger to the public.

5.8.4.2. Experience and training of the pursuit vehicle's operator.

5.8.4.3. Weather and road conditions.

5.8.4.4. Pursuit vehicle characteristics.

5.8.4.5. Present and potential roadway obstacles.

5.8.4.6. Facilities located along the pursuit route (e.g., schools, hospital, shopping centers, etc.).

5.8.4.7. Dangerous or potentially dangerous intersections along the pursuit route.

5.8.5. Pursuit driving.

5.8.5.1. Using Emergency Lights and Sirens. When the driver of a pursuit vehicle increases his/her speed or drives in such a manner as to endanger the safety of others, patrol persons should turn on the sirens and emergency lights and continuously use both throughout the pursuit. The warning effect of the sirens will decrease rapidly as the speed of the pursuit vehicle increases.

5.8.5.2. Radio Procedures.

5.8.5.2.1. Information. When the pursuit begins, call the BDOC/ECC controller and relay the following information:

5.8.5.2.1.1. Location, direction and speed of travel (update continuously).

5.8.5.2.1.2. Exact reason for pursuit.

5.8.5.2.1.3. Vehicle description to include license number and number of

occupants.

5.8.5.2.1.4. Traffic conditions.

5.8.5.2.1.5. Other details that would enable other patrols in the area, as well as the BDOC/ECC controller, to assist.

5.8.5.2.2. Use the radio sparingly and keep the frequency open for the BDOC/ECC controller and other units to assist. In the case of a two-person patrol, the passenger conducts the radio communications.

5.8.5.2.3. While transmitting information to the BDOC/ECC controller or other units speak as normally and as coherently as possible; ensure you do not shout.

5.8.5.2.4. When finished, be sure to place the microphone on its hook if this can be accomplished safely.

5.8.5.2.5. Passengers. If carrying other personnel in the car such as prisoners, witnesses or suspects do not become engaged in a pursuit. Personnel involved in "ride-along" programs must be dropped off at a safe location prior to becoming involved in a pursuit.

5.8.5.3. Assistance.

5.8.5.3.1. Patrols responding to assist in the pursuit should concentrate on covering the streets parallel to the one the pursuit is on, thus creating a "boxing in" effect that may discourage the violator from continuing his/her flight.

5.8.5.3.2. This technique is also advantageous in the event the violator is able to get away from the immediate pursuit vehicle or in case the violator abandons his/her vehicle to flee on foot. If the violator should abandon his/her vehicle and flee on foot:

5.8.5.3.2.1. Remove the patrol vehicle ignition keys.

5.8.5.3.2.2. Quickly check the violator's vehicle for occupants who may have hidden in it.

5.8.5.3.2.3. To the fullest extent possible, give location, a description of the car and its occupants, as well as the suspect(s) direction of travel to the BDOC/ECC controller.

5.8.5.4. Maintaining a Safe Distance. During pursuit, a safe distance (five to seven car lengths) should be kept between both cars, enabling you to duplicate any sudden turns and lessen the possibility of a collision in the event of a sudden stop.

5.8.5.5. Safety Belts. The use of safety belts in the patrol vehicle is mandatory. Likewise, clipboards, flashlight and other loose objects lying in the car can become projectiles during a sudden stop so keep them safely secured.

5.8.5.6. Potentially Dangerous Situations.

5.8.5.6.1. Because of the potential dangers involved, Security Forces personnel should not pull alongside a fleeing motorist in an attempt to force the subject into a ditch, curb, parked car or other obstacle.

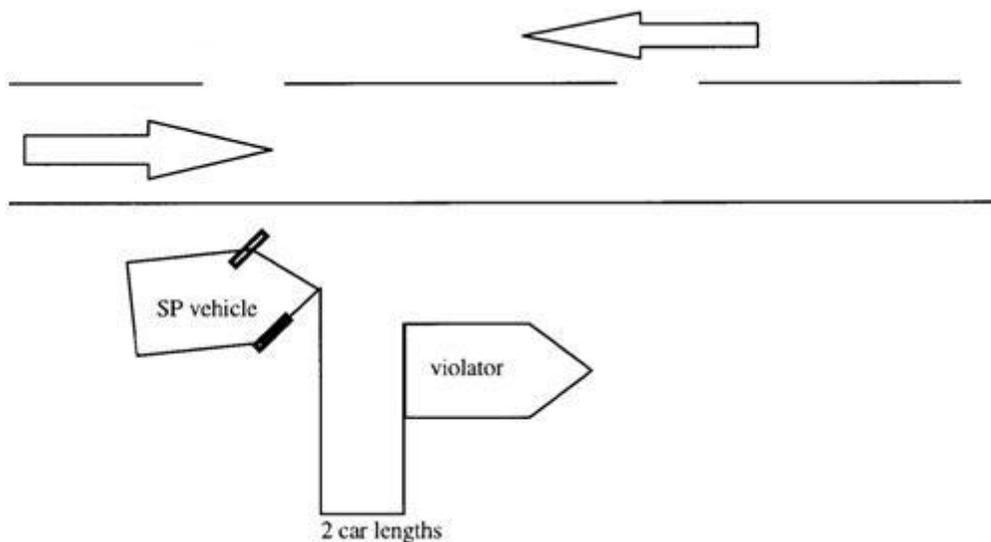
- 5.8.5.6.2. Never pass a violator while in pursuit. The danger of an accident is increased and the opportunity for escape becomes greater through quick application of the brakes and a sudden turn by the violator.
- 5.8.5.6.3. To avoid being apprehended, many motorists take dangerous chances. Regardless of the extenuating circumstances, you should not duplicate any hazardous maneuvers.
- 5.8.5.6.4. In the apprehension of traffic offenders and other violators, a patrol must be sensitive to safety. This means you must operate the vehicle in a manner that shows consideration for:
- 5.8.5.6.4.1. The patrol person's safety.
 - 5.8.5.6.4.2. The safety of the violator whom you seek to apprehend.
 - 5.8.5.6.4.3. Above all, ensure the safety of others who may be using the roadway.
- 5.8.5.6.5. Security Forces personnel must recognize and accept the fact that one will not be able to successfully apprehend every perpetrator who flees from them.
- 5.8.5.7. Use of Firearms. Refer to AFI 31-207, *Arming and Use of Force by Air Force Personnel* and local policy.
- 5.8.5.8. Use of Roadblocks. Because of the extreme and obvious dangers inherent in the use of roadblocks in pursuit situations, it is the policy of the Air Force that setting up roadblocks for the purpose of apprehending wanted suspects must not be used when it is apparent that innocent persons would be endangered.
- 5.8.5.9. Terminating a Pursuit.
- 5.8.5.9.1. Security Forces personnel must use their best judgment in evaluating the chase and continuously appraise it in deciding whether to continue the pursuit. Never let a personal challenge enter into the decision. The patrol should be aware the decision to abandon pursuit may be the most intelligent and most professional course of action. Stop any chase when the hazards of exposing the Security Forces member or the public to unnecessary dangers are high, or the environmental conditions show the futility of continued pursuit.
 - 5.8.5.9.2. It is difficult to describe exactly how a fleeing motorist could or should be apprehended, except it must be done legally and safely. It is also difficult to list any particular traffic regulations personnel could or should not disregard. Likewise, one cannot set a safe, maximum pursuit speed or designate the limit of the number of patrol vehicles involved. Security Forces members must use their own judgment, their training, overall experience and guidelines in this publication and apply them collectively to the existing circumstances.

5.9. High Risk Stops. Anytime you see, follow, stop, or approach a dangerous felon, use the following guidelines to ensure your safety and that of the public. There are four important things to remember 1) Never approach an occupied vehicle, wait for a back-up regardless of how long it takes, use teamwork, and maintain control at all times. 2) Select a good stopping site. 3) Look for a level area large enough to hold three to four cars and one that is as open as possible. 4) A well-illuminated area is best at night. Unlock the patrol vehicle passenger side door.

5.9.1. Some positions for the primary and back-up patrol vehicles are:

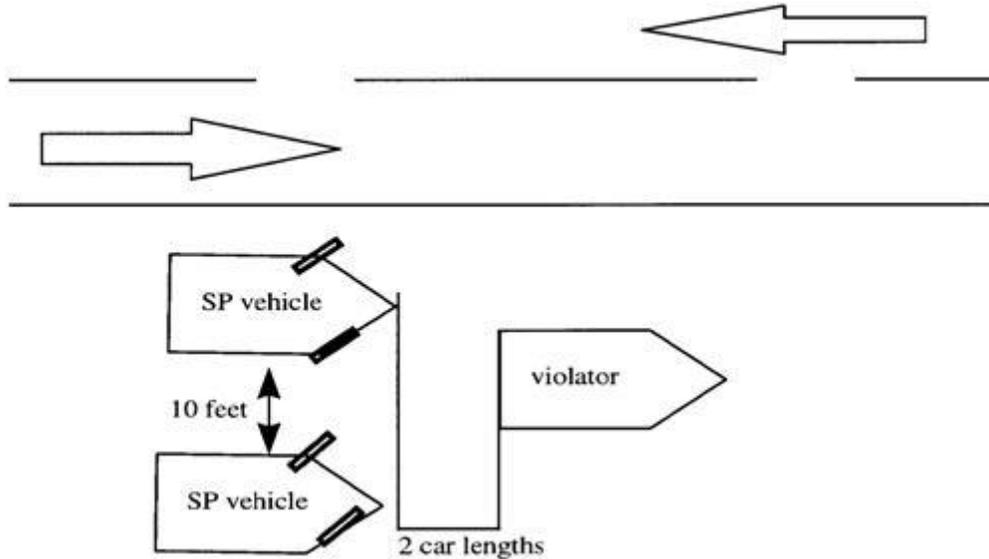
5.9.1.1. The oblique position where the patrol vehicle parks at a 45 degree angle perpendicular to the curb line. Center the right front bumper of the patrol car on, and approximately 2 car lengths to the rear, of the suspect vehicle. This positioning counters suspects who attempt to deploy air bags by backing into and compressing patrol car bumpers. It is imperative that the patrol car wheels are turned to the left in the event the patrol car is rammed, which will keep the vehicle from striking the patrol exiting on the driver's side. Should you choose an alternative (passenger-side) approach, turn the patrol car wheels to the right and exercise extreme caution when advancing on the violator's vehicle. Use this positioning only during daylight hours or in well-illuminated areas. During low/no-light periods, the patrol vehicle headlights may impair the vision of drivers in oncoming lanes of traffic. Likewise, this position fails to maximize the illumination effects of the patrol car lights on the violator's vehicle. At times of low light, request and await a backup while maintaining an increased vigilance and distance between vehicles.

Figure 5.1. Oblique Traffic Stop Position.



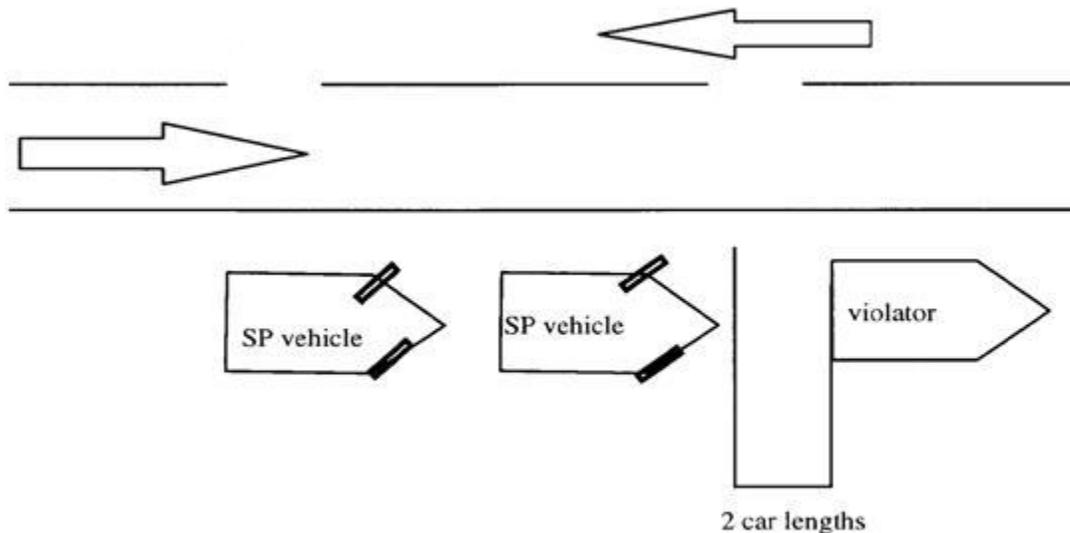
NOTE: Single file where the back-up vehicle parks directly behind the primary vehicle (front wheels turned to the left). Use this technique when there is little or no room to pull off the road.

Figure 5.2. Double Abreast Traffic Stop.



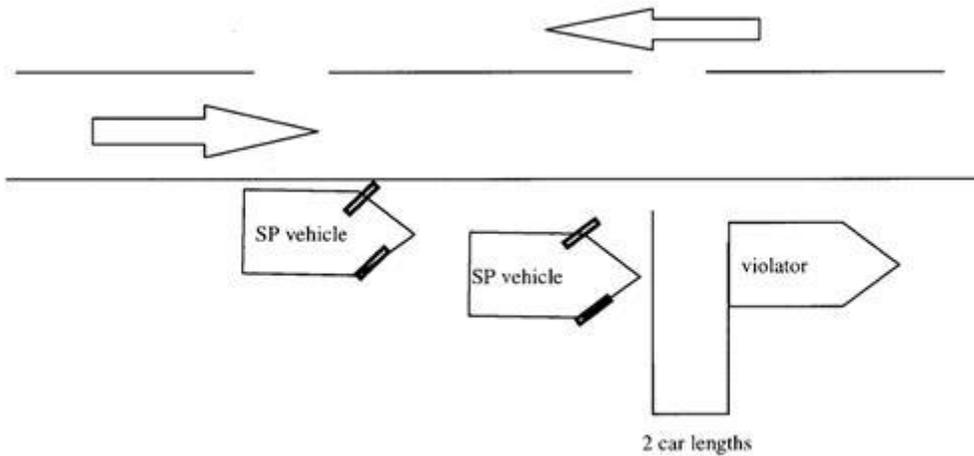
NOTE: Double abreast in which the back-up vehicle parks parallel and to the right or left of the primary vehicle leave about 10 feet between vehicles and turn front wheels to the left). Use this technique when there is a large pull-off area (e.g., expanded road shoulder, vacant parking lots).

Figure 5.3. Single File Traffic Stop.



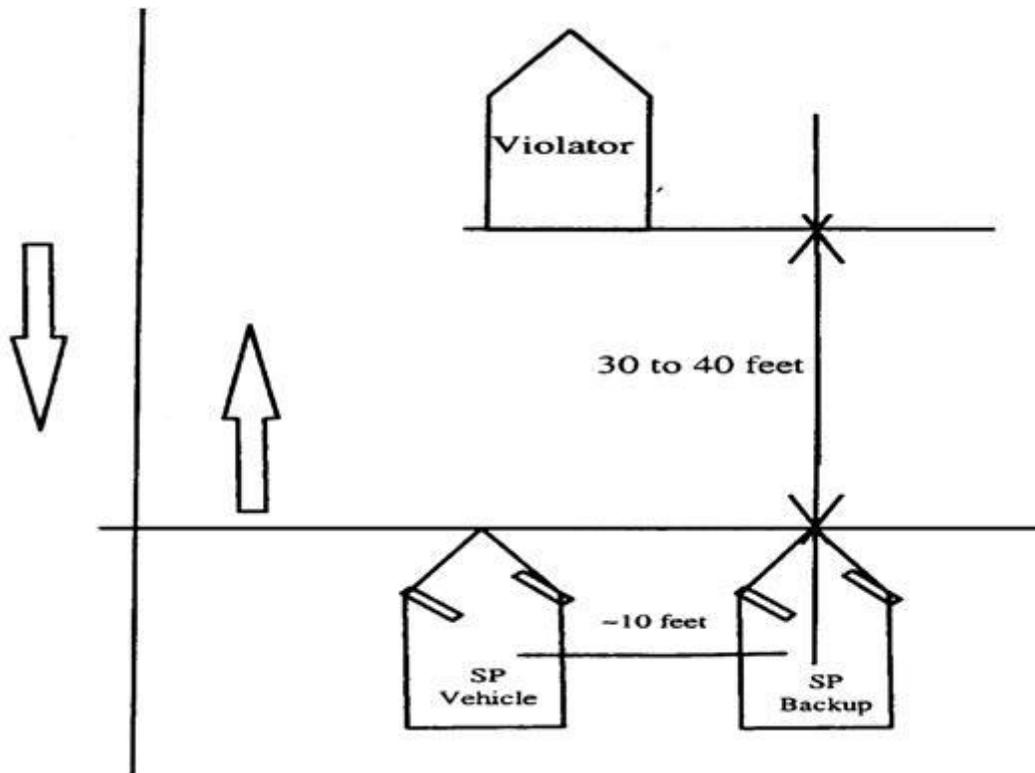
NOTE: Primary vehicle parks directly behind the violator (front wheels turned to the left). The back-up vehicle parks offset left providing security police the safety zone from approaching traffic.

Figure 5.4. Backup Offset Traffic Stop.



NOTE: Position the primary and back-up vehicles behind the suspect vehicle at a distance of 30 to 40 feet. Use this technique when there is a large pull-off area and there is suspicion of increased threat from the violator (e.g., felony stop, driver/passenger making sudden movements).

Figure 5.5. Double Abreast (Increased Distance) Traffic Stop.



5.9.2. Primary Vehicle Driver. The primary patrol vehicle driver often has the best observation point and should therefore give the verbal commands using a public address system. Speak slowly and clearly. The backup unit serves as the apprehending and search patrol. The backup vehicle driver takes up a position on the front passenger side of the

primary patrol vehicle. The passenger door may afford some protection. Other back-up personnel may assist or direct traffic away from the scene. Follow these steps:

5.9.2.1. Command the driver and all occupants to place their hands on the headliner of the interior roof and leave them there until told to do otherwise. Caution all occupants not to make any suspicious or sudden movements. Explain to the occupants in the suspect vehicle that you will give them a series of commands and that they are not to take any action until you command, "Do it now!" Confirm understanding, for example, "OCCUPANTS OF THE VEHICLE, NOD IF YOU UNDERSTAND MY DIRECTION. DO IT NOW!"

5.9.2.2. Next, direct the driver to remove his left hand from the roof, reach across, turn off the ignition, and remove the keys. Then extend the left hand, holding the keys, outside the window. Command the driver to throw the keys back toward the sound of your voice. You may, as an alternative, command them to drop the keys directly outside the window or that the driver throw the keys outward. Remember, follow each and every step with the command, "DO IT NOW!"

5.9.2.3. Command the driver to extend his or her hands outside the door and unlatch it from the outside door handle. Next, have the driver push the door open with the left foot, slowly step outside, and face away from the sound of your voice. The driver-side door of the suspect vehicle should remain open. Security police remain in a position of cover at all times during this procedure.

5.9.2.4. Command the driver to turn a complete circle counterclockwise (to his/her left) keeping hands as high as possible and elbows locked. As the suspect turns, look for weapons. Stop the suspect from turning once he/she is facing away from you.

5.9.2.5. Instruct the suspect to keep his/her hands high, elbows locked, and start backing up toward the sound of your voice. You will direct the suspect back towards your partner, ultimately placing the suspect at a disadvantage in the prone position for your partner to handcuff. While you direct the suspect back, you will cover the suspect with your weapon. Your partner will continue to cover the remaining vehicle occupants. Once you verify your partner is ready to handcuff the suspect, you will then cover the remaining suspects in the vehicle. The apprehending patrol then becomes responsible for the apprehension and control of the suspect.

5.9.2.6. Remove all occupants from the driver's side, if possible. After each occupant exits, the process begins again. The key is to maintain absolute control over all the occupants in the vehicle so that they are always within your sight and within the sight of all backup patrols.

5.9.2.7. As each suspect steps back between the two patrol cars, he or she is stopped just behind the curtain of light and just in front of the primary vehicle's front door. The apprehending and search patrol commands the suspect to take a prone position at which time he/she is handcuffed.

5.9.2.8. Suspects will remain face-down on the ground until all are handcuffed and searched. Then secure the suspects in security police vehicles.

5.9.2.9. After securing all occupants approach the suspect vehicle. If possible, use a MWD for this purpose. If a MWD is unavailable, consider a ruse, challenging any remaining suspects to surrender. On occasion someone hiding in the vehicle has surprised patrols. Once you or the MWD have cleared the vehicle, thoroughly inventory all contents of the trunk and the interior. Use extreme caution.

5.10. Transporting Personnel . The safety of the Security Forces member must be ensured when transporting persons in custody. See AFMAN 31-222, *Security Forces Use of Force Manual*, for transporting and handcuffing information.

5.11. Response Procedures . The Air Provost patrol is usually the first authoritative official to arrive at the scene of an incident. There are many types of incidents Security Forces manage. Regardless of the type of emergency, operate the vehicle with extreme caution. Driving under emergency conditions does not relieve drivers from the responsibility to drive with due regard for safety of all persons, nor will these provisions protect the driver from consequences of his/her disregard for the safety of others. Respond to an incident as Code 1 (Routine), Code 2 (Urgent) or Code 3 (Emergency). Most often the BDOC/ECC controller will direct the response code. However, situations will occur requiring the Security Forces member to make the proper response decision.

5.11.1. Response Codes. When a call is assigned Code 1, respond by observing all applicable traffic laws. Never use emergency lights or sirens for any routine call. If the operator becomes aware of circumstances unknown to the dispatching agency, the vehicle operator may upgrade the response to Code 2 or Code 3. A call requiring an immediate response to a non-life-threatening emergency is normally assigned a Code 2 or “urgent” priority. Respond by observing all applicable traffic laws. Use emergency lights for all urgent calls. Sirens are not authorized. A call requiring an immediate response to a life-threatening emergency or in response to an emergency involving Air Force protection level resource is normally assigned an “emergency” or Code 3 priority. The use of emergency lights and sirens are normally mandatory; however, use common sense when approaching the scene of the emergency. If the emergency lights and sirens put Security Forces, victims or bystanders in peril, turn them off at a safe distance from the scene.

5.11.2. Arriving at the Scene. When responding to any incident, the patrol person should mentally prepare him/herself to perform the necessary duties. The primary functions at the scene are to preserve the scene, help victims and maintain communications with the BDOC/ECC controller and other patrols. Upon arrival at an incident, ensure the patrol vehicle is properly parked. Avoid having the patrol vehicle blocked by debris, other vehicles or on-scene obstructions. There may be additional units (fire or ambulance) enroute, thus, do not block the entrance to the scene. Once the scene is secured:

5.11.2.1. Assess the situation.

5.11.2.2. Neutralize hostile situations.

5.11.2.3. Attend to any injured.

5.11.2.4. Keep the control center and other patrols informed of the status of the situation.

5.11.2.5. Identify backup requirements (Security Forces, fire, and ambulance).

5.11.2.6. Identify witnesses and advise them to remain at the scene for interviews.

5.11.2.7. Protect and process the crime or accident scene.

5.11.2.8. Establish a Parking Plan and an Entry Control Point (ECP).

5.12. Funds Escort Procedures . See AFI 31-101, *Integrated Defense*, chapter 25, paragraph 25.5. for guidance.

5.13. Arming Escorts . The commander bases his/her decision to arm escorts based on the local criminal threat. Give specific consideration to the threat, time of day, route of travel, amount of funds and backup response/MWD units available. Those personnel armed for the purpose of escorting funds must comply with AFI 31- 207, *Arming and Use of Force by Air Force Personnel*.

5.14. Escorts and Fund Carriers . The Integrated Defense Plan (IDP) will establish procedures to detail the manner in which escorts and fund carriers operate both on and off base. These procedures should cover the positioning of the escort with relation to the fund carrier while in vehicles or on foot and the action(s) to take in the event of robbery.

5.15. Escort Procedures . The Integrated Base Defense Council (IBDC), in concert with the installation DFC, will establish government fund escort procedures. Formalize (document) these procedures in the Integrated Defense Plan (IDP). Tailor the procedures to the local threat, but address the following topics in complete detail:

5.15.1. Fund Activity Process:

5.15.1.1. Frequent daytime deposits to prevent large cash build-ups.

5.15.1.2. Vary deposit times.

5.15.1.3. Address fund storage limits.

5.15.1.4. Particularly address those activities that repeatedly exceed fund storage limits and routinely make deposits at closing as this type of steady routine creates an easy opportunity for theft.

5.15.1.5. Alternative procedures should Security Forces be unable to provide the required escort (e.g., contract armored car service).

5.15.2. Fund courier procedures:

5.15.2.1. Establish identification and duress procedures with Security Forces in advance of fund movement.

5.15.2.2. Drive a separate vehicle--vary route, time of day and, if possible, approach to depository.

5.15.2.3. Understand Security Forces role--Security Forces do not:

5.15.2.3.1. Carry funds containers.

5.15.2.3.2. Provide transportation.

5.15.2.3.3. Have access to funds.

5.15.2.4. Establish procedures for off base movement of funds (coordinate with Security Forces, civil law enforcement, off base depository)--RECOMMEND armored car service.

5.15.3. Security Forces procedures:

5.15.3.1. Whenever possible, augment high value escorts with one armed patrol or one MWD patrol, as determined locally by the IDC.

5.15.3.2. Mark escort vehicles with all emergency equipment (lights, sirens, PA system, land-mobile radio, spotlight). Use the following guidelines:

5.15.3.2.1. Obey traffic codes.

5.15.3.2.2. Use light bar and sirens only for emergencies.

5.15.3.2.3. Follow courier vehicle in a manner to preclude association with being stopped or trapped together while maintaining constant visual observation (often this is nothing more than prudent vehicle separation for the posted speed limit).

5.15.4. Define communications procedures:

5.15.4.1. Coordinate escort itinerary (time and place of departure, route, destination and estimated time of arrival) off net--recommend in person with BDOC/ECC controller.

5.15.4.2. Security checks (required at start, periodic and upon successful completion of the deposit).

5.15.4.3. Duress alternatives.

5.15.4.4. Comm-out (loss of communications with a high value escort should result in anti-robbery procedures initiation until status of escort can be determined).

5.15.5. Develop backup emergency response procedures.

5.15.6. Conduct periodic Resource Protection (RP) Survey.

5.15.6.1. Critically analyze physical security measures afforded the depository (lighting, access/ visibility, egress/ingress routes, structure and surrounding structure suitability, cover and concealment locations).

5.15.6.2. Develop and coordinate compensatory measures for deficiencies up and down the chain (e.g., RP monitor to operations to flight personnel and RP monitor to the DFC to the IDC).

5.15.6.3. Elevate and send deficiencies promptly to the IDC.

5.15.7. Empower patrols:

5.15.7.1. Encourage patrols to report deficiencies and recommend countermeasures.

5.15.7.2. Act on those recommendations.

5.15.7.3. Reward good ideas.

5.16. Building Checks. One of the Security Forces responsibilities under the Installation Security Program is to make security checks of buildings, repositories and other areas. Conducting building checks is an excellent form of proactive crime prevention. Building checks offer:

5.16.1. Visibility of Security Forces, on patrol, to the Air Force community.

5.16.2. A public relations opportunity to meet workers in their environment and provide them assurance their professional property will be protected when they are away from their duty station.

5.16.3. Keeps vandals and would-be thieves at bay; uncertain as to when and where Security Forces patrols might arrive.

5.16.4. Provides Air Provost patrols an opportunity to learn building layouts, likely avenues of approach/escape, safe and efficient response routes. This benefit applies not only to non-duty hours, but will improve response capabilities and enhance “officer safety” when answering calls for assistance during duty hours.

5.16.5. Some of the facilities Security Forces members check house funds, weapons, munitions, classified material and drugs. Patrol persons may also have to check supply points and areas with high-theft or high-value equipment. Be familiar with the kind of work performed in each facility, potential hazards of stored materials (if any), and the exact location of resources in the building. Take time to learn as much as possible about the facility. Meet the building custodian and discuss his/her concerns—this information may be extremely valuable during an incident at the facility. Responding to a crime in progress is not the time to learn about a building.

5.17. Building Check Procedure . Each unit normally has a locally produced building check sheet that lists the facilities and areas Security Forces check. At a minimum, the check sheet should include annotating the time the patrol person checked the structure and the results of the security check.

5.17.1. Personnel may check the same buildings and areas each day, so it is important that Security Forces personnel do not set a predictable pattern. Try approaching from a different direction each time and do not check the same structures at the same time each day. If the routes and times are predictable, someone can easily avoid being caught in the act of breaking in or burglarizing. As patrol persons approach, be alert for suspicious vehicles or activity. Notify the BDOC/ECC controller when the patrol arrives, before start of the security check and once checks are completed.

5.17.2. As patrol persons approach the building, try to stay out of well-lit areas and stay alert for suspicious activity. Fire escapes, rooftops and buildings constructed off the ground or on stilts provide perfect hiding places for an intruder to gain access to a building. When conducting building checks, look for obvious signs of forced entry such as broken windows, pry marks or open doors. Physically check all entrances to the building that the Security Forces member can reach. Try to open doors and windows (within reason) and turn door handles. For places not within reach, look closely for signs of forced entry. When possible, also look inside the building through the windows. Again, try not to establish a routine or pattern for checking buildings—be unpredictable and this will increase chances of catching someone in the act of breaking and entering.

5.17.3. If a Security Force’s member finds a building with sign(s) of forced entry, take cover immediately at a position to observe the building. Once in a covered position, contact the BDOC. Inform the controller of the incident, building number, patrol person’s location and any other important facts. The BDOC/ECC controller will dispatch backup patrols and contact the building custodian. Do not enter the building until backup patrols arrive. Once

back up arrives, coordinate a plan of action with the on-scene patrols and the controller. If available, use MWD teams to search and clear the building. Once Security Forces have cleared the building, the building custodian checks to see whether theft or vandalism has taken place or someone merely forgot to secure the building upon completion of the building search.

5.17.3.1. If a Security Force member finds a building unsecure, follow the same procedures in para 5.17.3., except, Security Forces should not enter the building until the building custodian is on the scene. Once the custodian arrives, Security Forces search the building, apprehend any unauthorized persons and remove them from the area. The building custodian checks to see whether theft or vandalism has taken place or someone merely forgot to secure the building upon completion of the building search.

5.17.3.2. Accomplish AF Form 3545A, *Incident Report*, on all unsecured buildings which has items missing, signs of forced entry, or a protection level asset.

5.18. Building and Area Searches . The same techniques used for searching buildings (with the addition of the grid/strip search) can be used when searching areas.

5.18.1. General Inspection Prior to Search. Before beginning any area search, there are certain steps to take.

5.18.1.1. Make an overall observation of the area to be searched.

5.18.1.2. Consider the size of the area, terrain and the items or personnel being sought.

5.18.1.3. Determine the amount of people needed to conduct a search of the area.

5.18.1.4. Determine the systematic search pattern to use.

5.18.2. Item-to-Item Search. Enter the scene and go to the first apparent item of evidence, visually observe the item, then move to the next closest item. Repeat this process until the room or area has been systematically scrutinized.

5.18.3. Concentric Circle (Spiral) Search. This search is conducted in small outdoor areas when patrol persons believe evidence has been dropped or placed a distance from the crime scene. The search can be done in a counter-clockwise direction, but the clockwise direction is recommended to ensure uniformity. Begin at the crime scene and work outwards. When searching a large area, such as fields or woods, conduct the search in ever-widening circles from a central point.

5.18.4. Zone or Sector Search. If a large area such as an office building or warehouse must be searched, subdivide the scene into sectors. Assign individuals to each designated sector for searching. Start searching the sector or zone in which the incident occurred and work outward. The search should be conducted, not only of the area in which the crime or incident occurred, but also the area beyond the scene, when possible.

5.18.5. Strip and Grid Searches. Strip and grid searches are normally used in large outdoor areas.

5.18.5.1. When using the strip search, divide the area into strips approximately four feet wide. The search starts at one end and moves back and forth across the area from one side to the other.

5.18.5.2. By following a strip search with another strip search conducted at right angles to the first, a grid search (sometimes called the double strip search) is performed. It covers the same area twice, helping ensure no areas are missed.

5.19. Crime Scenes . Crime scenes are very fragile and if improperly handled, valuable evidence may be lost or destroyed.

5.19.1. As soon as possible, the scene of a crime must be protected. However, do not interfere with medical personnel performing their duties.

5.19.2. Be aware that individuals involved in the crime could still be present at the scene. Witnesses and physical evidence, such as fingerprints, footprints and weapons may all be present.

5.19.3. Preserve the crime scene by keeping it in the same physical condition it was at the time of arrival of the first Security Forces individual. Do not allow objects to be touched, stains to be walked on or footprints or tire marks to be destroyed. If evidence is disturbed, it could cause the investigator to reach false conclusions about the crime. Disturbed evidence can also cause an investigator to develop false leads that could preclude solving the crime. Do not permit the introduction of unrelated materials such as cigarettes or candy wrappers to a crime scene. Do not allow anyone to use the facilities within the scene such as telephones, toilets or sinks.

5.19.4. When a crime scene is adequately protected, it allows the investigator to review the scene exactly as it was. Continued preservation is necessary to permit the investigation team freedom of movement and to guarantee continued protection against destruction or contamination of evidence by either authorized or unauthorized persons.

5.19.5. Initial actions at a crime scene:

5.19.5.1. After being dispatched to a crime scene, proceed quickly and safely. Observe the area en route to the scene and note any suspicious persons and vehicles fleeing or loitering around the scene. Upon initial arrival at the scene, contact the BDOC/ECC controller and let him/her know patrols have arrived. Advise the controller of the status on the scene and request medical aid or backup patrols as appropriate. Immediately, after communicating with the controller, take steps to protect the scene. Initial actions should include:

5.19.5.1.1. Recording the date, arrival time and weather conditions.

5.19.5.1.2. Providing first aid and ensuring arrangements are made for medical attention when an injured or deceased person is present. The scene should not be disturbed except to have medical aid given to the injured or to have a physician examine the deceased victim(s). Be aware of any alterations of the scene. Ensure a roster is maintained to determine who has entered and left the scene. This will be valuable at a later time when conducting interviews.

5.19.5.1.3. Apprehend/Detain any suspects or offenders at the scene.

5.19.5.1.4. Secure the scene by using Security Forces (or other responsible persons) to keep curious persons away and to keep witnesses, suspects and victims from disturbing anything if the scene is not completely protected.

5.19.5.1.4.1. If required, redirect traffic to prevent any disturbance of the scene until a complete examination is made. The body of a deceased victim must not be covered until it has been processed for evidence. Covering a body before the examination may destroy evidence.

5.19.5.1.4.2. Act immediately to protect items of possible evidentiary value that could be destroyed. Rain, snow and fire are elements that can destroy evidence. A piece of canvas can be used to cover impressions in the earth that are exposed to rain. Personnel can place a wooden or cardboard box over impressions in the snow. A clean, sturdy object/piece of material should be used to prevent cross contamination. Also use something sturdy enough that won't collapse onto the evidence itself. Substances that can melt need to be shielded from the sun or other heat sources. Items such as food and blood should be covered to protect them from contamination.

5.19.5.2. Notify the local AFOSI, if after examining the scene, the incident is beyond the purview of Security Forces. Follow the requirements listed in the Security Forces/AFOSI Investigative matrix contained in AFI 31-206, *Security Forces Investigations*.

5.19.5.3. Ensure Security Forces members record the names of people at the scene who may be witnesses and separate them. Keep a record of all personnel who enter and exit the scene utilizing the AF Fm 1109, *Visitor Control Log*, as soon as feasible. As soon as possible, remove them from the immediate area.

5.19.5.4. Accomplish preliminary questioning of complainant, witness and victim to determine the general extent of the crime or incident. Ensure victims, witnesses and complainants are given the DD Form 2701, *Initial Information for Victims and Witnesses of Crime*. If Security Forces personnel find they are beginning to suspect someone of actually committing the crime, do not forget to advise personnel of their rights prior to questioning. If you believe AFOSI will take the lead in the investigation, attempt to separate all witnesses, victims and subjects until AFOSI arrives. Do not continue questioning the individual until AFOSI agrees to the investigative steps. If there is a potential subject identified do not question or interrogate him/her, if at all possible. Do not routinely advise the individual of their rights until AFOSI is briefed on the case. However, if the subject wants to talk and AFOSI has not arrived, advisement of Article 31 or Fifth Amendment rights may be necessary. As in all other instances, Article 31 rights are only required prior to questioning a military member suspected of committing an offense and Miranda warnings for civilians are required if the interrogation takes place in a custodial setting.

5.19.5.5. Document all the names of persons officially present. Only those who are needed to assist the investigator should be present in the immediate vicinity. If required, ask officials not associated with the scene, but of official capacity, to refrain from disturbing objects at the scene.

Chapter 6

BASE DEFENSE OPERATIONS CENTER/EMERGENCY CONTROL CENTER DUTIES

6.1. General Information . Individuals should be selected for their ability to function under stress, communicate effectively with people, learn and think quickly, use their leadership skills and for their maturity. The BDOC/ECC controller must have the experience and ability to take control and direct flight operations when the need arises.

6.2. Major Geographic Locations on Base .

6.2.1. Prior to being assigned as a BDOC/ECC controller, an individual should be familiar with the geography of the base and the location of facilities, including the flight line, if applicable. This knowledge is necessary to perform the tasks required.

6.2.2. All base vulnerabilities should be identified, e.g., sections of base perimeter not fenced, areas of poor visibility, isolated areas of base perimeter where entry could go undetected, etc. The majority of the vulnerable areas on the base should be identified in applicable local documents, (e.g., an installation security plan).

6.2.3. Problem areas (locations where the crime rate is high or disturbances occur frequently) on a base must be well known to the BDOC/ECC controller. It is the BDOC/ECC controller's responsibility to keep abreast of local problems in order to effectively use patrols.

6.3. Contact and Use Local Law Enforcement Agencies When Required.

6.3.1. At each base, there are other law enforcement agencies available to support the mission should the need arise. It is important to know when to call each agency for assistance. Some local agencies that may be contacted include:

6.3.1.1. AFOSI. NOTE: If necessary, AFOSI will notify other agencies such as the Federal Bureau of Investigation (FBI).

6.3.1.2. Local/Host Nation Police.

6.3.1.3. Sheriff's Department.

6.3.1.4. State Police/Highway Patrol.

6.3.2. Prior to contacting other agencies for assistance, the local jurisdiction's restrictions must be determined.

6.3.3. Many means of communicating with civilian agencies are available. Standard methods used are landlines or radios.

6.3.4. Memorandums of Agreements between base and civilian authorities should be made to expedite assistance and define guidelines to be used. Many off base law enforcement agencies have school resource officers who work on military installations. Ensure these are addressed in agreements.

6.4. Identify Investigative Jurisdiction .

6.4.1. The BDOC/ECC controller should be familiar with AFI 31-206, *Security Forces Investigations Program*. This document will assist the investigator in determining investigative jurisdiction over a purely military offense by using the investigative matrix.

6.4.2. The BDOC/ECC controller should be aware of which local law enforcement agencies have jurisdiction over civilians who commit offenses within the boundaries of the installation. Often times, two or more local agencies may have jurisdiction over incidents involving civilians. Local guidelines should be established to assist in determining which agency to call for the various types of offenses that may occur. When in doubt contact the local SJA for clarification/advice.

6.5. Identify the Legal Jurisdiction . The military always has jurisdiction over UCMJ offenses committed by military members, anywhere in the world. Local civilian governments have jurisdiction over civilian criminal offenses committed by military members in the local community. However, they may also have jurisdiction over offenses committed on a military installation, depending on the legal jurisdiction of the land on which the installation sits. To further complicate matters, some installations are a mix of various types. These are the types of jurisdiction that may apply:

6.5.1. Exclusive Jurisdiction: The federal government has sole authority to enforce the law on the installation. Civilians who commit offenses in areas of exclusive federal jurisdiction are cited or detained and handed over to federal civilian authorities, such as a federal magistrate, the U.S. Marshal or the FBI.

6.5.2. Concurrent Jurisdiction: Both the federal and state governments have authority to enforce the law on the installation. When there is a conflict, the federal government prevails under the Supremacy Clause of the Constitution (Art. VI, Clause 2, U.S. Constitution).

6.5.3. Reciprocal/Partial Jurisdiction: Both the federal and state governments have some authority, but neither has exclusive power. For example, a state may have retained criminal jurisdiction over an installation or part of an installation (housing areas, for example). Again, in a conflict, the federal supremacy applies.

6.5.4. Proprietary Jurisdiction: The U.S. has the same rights as any property owner—the U.S. and its personnel on base are treated as tenants, subject to the state law (and federal laws that do not rely on territorial jurisdiction, such as espionage, bank robbery, tax fraud, counterfeiting, etc). The federal government still maintains sovereign immunity and supremacy for inherently governmental functions.

6.6. Communications .

6.6.1. The base telephone system is used for communications between the BDOC/ECC, other base agencies/offices, fixed posts, guard towers, etc. Telephones will be military, commercial or field systems.

6.6.2. Various types of non-tactical radios are used to maintain communications between the control center and patrols. The radio is the primary means of communications between the control center and patrols.

6.6.2.1. The base station radio is either a fixed or transportable radio that can be operated by either a battery or 110/220 voltage, 50/60 Hz. Operators must be proficient in the operation of the radio. The BDOC/ECC controller maintains radio discipline and all radio

communication in order to sustain an effective radio net on behalf of the on duty flight sergeant. Security Forces who use the radio net will use "clear speech" radio procedures at all times, with appropriate call signs, keeping the message short.

6.6.2.2. Ensure the phonetic alphabet (**Attachment 2**) is used for abbreviations and words which are hard to understand.

6.6.2.3. Ensure procedure words (pro-words) (**Attachment 3**) are used in radio communication to shorten sending time and to simplify clear reception.

6.6.2.4. The mobile two-way radio is used by vehicle patrols to maintain communications with other patrols as well as the BDOC/ECC controller.

6.6.2.5. Walking patrols, mobile patrols and those individuals on fixed posts use the portable hand held radio.

6.6.2.6. When transmitting members should use the Size, Activity, Location, Uniform, Time, Equipment (SALUTE) report format.

6.6.2.6.1. Size. How many personnel do you observe?

6.6.2.6.2. Activity. What are they doing?

6.6.2.6.3. Location. Where are they at?

6.6.2.6.4. Uniform. What are they wearing?

6.6.2.6.5. Time. Self explanatory. Either in local or zulu time.

6.6.2.6.6. Equipment. What weapons, tools, material, etc they have on them?

6.7. Routine Duties.

6.7.1. BDOC/ECC controllers must be able to take information quickly and accurately as well as give information and answer questions. They must be excellent communicators and exhibit a positive and professional attitude when dealing with the public. No matter how hectic and stressful circumstances become (multiple incidents, hostile telephone callers, etc.); controllers must maintain their composure and control of the situation. The need for a positive, professional image cannot be over emphasized. BDOC/ECC controllers are normally selected by the flight leadership and entrusted with this critical task. BDOC/ECC controllers act with the full knowledge and approval of flight leadership. Flight leadership retains responsibility for all actions performed on their behalf by BDOC/ECC controllers.

6.7.2. Dispatching patrols is a very important task of the controller. Knowing the most direct routes to incidents as well as hazards is a must to assist patrols. The BDOC/ECC controller must know the call signs and dispatch accordingly.

6.7.3. Keeping track of all patrols is a very important part of a controller's duties. Knowing who is posted on which post and the general area of each patrol are very important when dispatches are made.

6.7.4. The BDOC/ECC controller must always keep the Flight Sergeant and Flight Commander informed of all activities, incidents and the status of each.

6.7.5. Maintaining forms is another duty of the BDOC/ECC controller. Filling out required forms and processing them is a massive job that must be done accurately and in accordance with governing directives.

6.7.6. Alarm panel board must be readily visible to the person behind the control desk, but not obvious to the public. It is imperative that the BDOC/ECC controller be highly knowledgeable of the alarm systems. He/she is responsible for conducting alarm system checks and reporting deficiencies. The BDOC/ECC controller will also maintain a list of persons authorized to open and close alarmed facilities as well as local authentication codes devised and used to verify the openings and closing of such facilities. In addition to the authentication codes, the BDOC/ECC controller must have access to duress codes for each facility. In case of activation, the BDOC/ECC controller must be familiar with the base anti-robbery procedures and use locally devised checklists to ensure adequate response to incidents. Fund activities will be given a priority listing. If multiple alarms occur, the BDOC/ECC controller will dispatch patrols according to established priorities.

6.7.7. When the base detention facility is located adjacent to the BDOC/ECC, the BDOC/ECC controller may be responsible for monitoring the facility to ensure order and health and welfare of the inmates. Local procedures must be developed to assist the BDOC/ECC controller in the execution of this duty. The BDOC/ECC controller must be versed in detention transfer, release and emergency procedures used locally.

6.8. Emergency Duties.

6.8.1. Each Security Forces unit should have a locally devised duress code system to communicate between posts, patrols and the BDOC/ECC controller to ensure assistance, should the need arise. The BDOC/ECC controller must remain alert at all times. Should a duress situation arise, it must be handled expeditiously and effectively.

6.8.2. All bases will have emergency notification/recall procedures. Normally, it is the responsibility of the BDOC/ECC controller to implement these procedures during emergency situations. Checklists should be devised locally to ensure all essential personnel have been notified and/or recalled.

6.8.3. The BDOC/ECC controller should have a checklist available to cover emergencies which could arise within the local area, for example:

- 6.8.3.1. Civil disturbance.
- 6.8.3.2. Anti-robbery.
- 6.8.3.3. Natural disaster.
- 6.8.3.4. Bomb threat.
- 6.8.3.5. Aircraft accident.
- 6.8.3.6. Anti-hijacking.
- 6.8.3.7. Mass casualty.
- 6.8.3.8. Emergency security operations.
- 6.8.3.9. Emergency corrections/detention procedures.

- 6.8.3.9.1. Prisoner escapes.
 - 6.8.3.9.2. Prisoner disorder.
 - 6.8.3.9.3. Power failure.
 - 6.8.3.9.4. Fire.
 - 6.8.3.10. HAZMAT procedures.
 - 6.8.3.11. FPCON measures.
- 6.8.4. An emergency generator will be available for power failures at the control center. The BDOC/ECC controller must be familiar with the local operating and test procedures to ensure a smooth transition to generator power during failures.

Chapter 7

SUPERVISORY DUTIES

7.1. Qualified to Perform All Duties of Subordinates . Supervisors should be familiar with and qualified to perform the duties of their immediate subordinates. This allows the supervisor to accurately assess the requirements of the duty position and to compare them with the skills and abilities of the subordinate.

7.2. Orient New Personnel . It is the supervisor's responsibility to orient his/her new personnel to the unit, its mission and unique aspects of the subordinate's duty position. The supervisor should make the effort to make the new subordinate feel welcome and be available to answer questions.

7.3. Determine Work Priorities . A supervisor must identify critical tasks required and allocate manpower based on the requirements and necessity of each task. In most Security Forces units, a post priority chart will be used to allocate manpower. As available manpower declines, posts of less importance go unmanned before those of higher priority. Similarly, a supervisor must decide which tasks are to be completed with available manpower.

7.4. Planning and Scheduling Work Assignments/Assign Personnel to Duty Positions . The supervisor should maintain a record of each subordinate's qualifications and certifications to assist in assigning posts. When possible, personnel should be rotated through each post for which they are qualified in order to maintain proficiency.

7.5. Establish Performance Standards . Supervisors must instill a work ethic in each of their subordinates and set and maintain the standards that each subordinate will be judged in the performance of their duties.

7.6. Evaluate Work Performance . Each supervisor is tasked with observing the performance of their subordinates and relating these observations to established performance standards.

7.7. Counsel Personnel. Supervisors should regularly meet with their subordinates and discuss with them, any issues involving duty performance. These discussions should cover positive and negative aspects of the subordinate's performance. A plan should be developed between the supervisor and subordinate, incorporating verifiable goals and objectives, to outline how any deficiencies will be corrected. This should be a continuing process and should not only be limited to scheduled performance feedback sessions. The supervisor should always be available to discuss and offer advice to subordinates concerning personal problems. If any particular problem is beyond the supervisor's knowledge or expertise, they should make every effort to refer the subordinate to an appropriate person/agency who can help. Counseling sessions (positive or negative) should always be documented.

7.8. Initiate Corrective Action for Substandard Performance . If a subordinate demonstrates substandard duty performance, the supervisor should investigate to determine the cause. Once it has been determined that a performance deficiency is not the result of lack of training, defective training or other circumstances beyond the subordinate's control, the supervisor should initiate corrective action for sub-standard performance. For minor situations, a verbal or written counseling should normally be sufficient to correct the problem. In more severe circumstances, or in cases of repeated deficiencies, the supervisor should consider a

verbal or written reprimand. In serious cases, the supervisor should consult with his/her chain of command and possibly forward the action to the commander for non-judicial action. Again, it is important to document all counseling sessions.

7.9. Review and Write Correspondence/Reports . There are numerous documents generated in a Security Forces unit. These documents include, but are not limited to letters, memorandums, blotters, incident reports and performance reports. It is the responsibility of supervisors, at each level, to review correspondence and reports written by subordinates for content, grammar, neatness and accuracy.

7.10. Conduct Post Checks . On-duty supervisory personnel conduct post checks to ensure posted personnel are alert and knowledgeable of the assigned duties and responsibilities. Post checks include an inspection of Security Forces facilities and equipment. Ensure some of the time is spent getting to know flight personnel. This can be a great time to discover any problems a subordinate may have.

7.11. Post Visits . Post visits are a means for senior representatives to visit on-duty Security Forces to verify their job knowledge and performance in their work environment. It is also a way to inspect facilities, take questions, detect problem areas, detect morale trends, and ascertain the welfare of personnel. Conduct post visits during both traditional and non-traditional duty hours.

7.12. Post Reporting . Report the status of the post to the senior person conducting the post check or visit.

7.13. Conduct Security Forces Guardmount . Guardmount is a formal military formation conducted at the start of the Security Forces shift. Use guardmount to determine the readiness of personnel, to include their appearance as well as mental and physical condition. Use guardmount to conduct roll call, make announcements, security status briefing, weapons inspection and post assignments. Flight Sergeants should also use guard-mount as a recognition ceremony for deserving personnel and for training. For procedures on conducting guardmount refer to [Chapter 2](#) of this manual.

Chapter 8

CUSTOMS OPERATIONS

8.1. General Concepts of Customs Operations. Security Forces must occasionally conduct customs inspections; therefore it is imperative personnel understand their purpose, method and complexity.

8.1.1. General customs law. All personnel, both military and civilian, must comply with customs laws when traveling on civilian aircraft. Upon entry to and departure from the United States, personnel on military aircraft must, by law, comply with the border clearance requirements of various federal agencies. Federal officials perform border clearance functions at foreign clearance bases in the United States. However, US Air Force personnel may perform customs functions at special foreign clearance bases where specifically authorized by HQ USAF. The US Customs Service authorizes DoD customs inspectors (referred to as Military Customs Inspectors (MCIs) to assist US Customs officials at regular foreign clearance bases. Local agreements with the appropriate regional commissioner of customs govern duties of MCIs at foreign clearance bases.

8.1.2. Definitions.

8.1.2.1. Customs Territory of the United States (CTUS). The fifty states, District of Columbia, Guam and Puerto Rico.

8.1.2.2. Contraband. Material goods, plant and animal products or pests and articles prohibited entry into the customs territory of the United States, including controlled substances as defined in 21 U.S.C. 812.

8.1.2.3. Defense Transportation System (DTS). DTS consists of military controlled air, land and sea transportation and terminal facilities.

8.1.2.4. Examination. The process of scrutinizing personal/government property, parcel mail and other DoD cargo, including physical opening of baggage, parcels, cartons, containers and disassembly of articles (as required) to determine the contents. Examination of personnel involves the physical search for contraband.

8.1.2.5. Inspection. The detailed observation of personal/government property, letter and parcel mail and other DoD cargo, noting their markings and other physical characteristics. Inspection of personnel involves observation or oral questioning to determine the potential for customs violations.

8.1.2.6. Sterile area. An enclosed or protected area at origin or enroute stop where passengers, baggage or cargo are held to eliminate contact with, or intrusion by, unauthorized personnel, plant and animal products as well as pests, subsequent to customs inspection until embarkation and loading or re-embarkation and reloading on transport for movement into the US.

8.1.2.7. Amnesty box. A suitable slotted receptacle for small packages/items from which contents can be recovered only by opening a locking device.

8.1.2.8. MCI. MCIs may be commissioned officers, warrant officers or enlisted personnel with the rank of E-4 and above, and Department of Defense Civilian

employees (GS-5 and above) who are citizens of the United States. (**Exception:** enlisted Security Forces personnel, regardless of rank, who have satisfactorily completed a US Customs-approved training course and work under direct supervision of a noncommissioned officer.)

8.1.2.9. Military Customs Inspection (Excepted) (MCI (E)). Individuals designated to perform customs functions by the Commissioner of Customs at US foreign clearance bases. MCI(E)'s are not employed overseas and do not function under the auspices of the DoD Military Customs Inspection Program.

8.2. Border Clearance Program .

8.2.1. U.S. Air Force objectives of the border clearance program are to:

8.2.1.1. Ensure all entry and departure laws and regulations of the US Government border clearance agencies and foreign governments are complied with.

8.2.1.2. Prevent smuggling of narcotics, dangerous drugs and other contraband on DoD aircraft and DoD-controlled aircraft and transportation channels.

8.2.1.3. Perform customs and anti-smuggling inspections and examinations according to instruction in applicable publications.

8.2.2. USAF basic policy is to:

8.2.2.1. Reduce re-inspections to prevent inconvenience to passengers and crew members, whenever possible.

8.2.2.2. Provide sterile storage areas at all accredited installations.

8.2.2.3. Ensure personal property and DoD cargo shipments are safeguarded in sterile areas until moved.

8.2.2.4. Ensure containers with personal and DoD cargo are packed/sealed according to instructions.

8.2.2.5. Prevent the flow of narcotics and dangerous drugs through the US Mail.

8.2.2.6. Ensure all designated MCIs are properly trained and qualified.

8.2.2.7. Inspect and examine inter- and intra-theater movements when required by the theater commander. In-country flights are not inspected except for cause.

8.2.2.8. Inspect CONUS departing flights enroute overseas if a specific threat is identified or to those remote locations where drugs might be transported from the United States. Authority to inspect airframes, passengers, crew, baggage and cargo rests with the MAJCOM concerned.

8.2.2.9. Get customs accreditation at all Air Force overseas locations that process passengers, baggage and cargo.

8.2.2.10. Cooperate fully with the theater commander and the US Customs advisor.

8.2.2.11. Limit the use of drug detector dog teams on passengers and aircrew members moving on DoD aircraft to definite threats.

8.2.2.12. Receive information.

8.3. Customs Duties and Responsibilities . The installation may have a mission involving customs operations. If tasked, personnel must have an understanding of the background, terms and inspection procedures for customs duty within the Air Force. On installations, the Chief of Transportation oversees the customs, border clearance and anti-smuggling programs. Within the Air Force, the OPR for customs duties is logistics (ILG). ILG has developed a number of AFIs detailing specific duties and responsibilities by theater of operation. The DFC will ensure commensurate customs training is available, if required. Coordinate with AFOSI on customs investigations or suspected anti-smuggling violations. These documents provide the basis of the information needed; specifically: 3AFI 24-401, *Customs—Europe* and AFI 24-405, *DoD Foreign Clearance Guide*.

8.3.1. Defense Force Commander:

8.3.1.1. Ensure the standards and procedures prescribed by applicable 24-series instructions regarding Security Forces responsibilities are met.

8.3.1.2. Ensure MCIs assigned to Security Forces activities are fully trained and qualified.

8.3.1.3. Give required statistical information to the chief of transportation.

8.3.1.4. Ensure military narcotic detector dogs are used as required by applicable 24-series instructions.

8.3.1.5. Coordinate with AFOSI on US Customs investigations or suspected anti-smuggling violations.

8.4. Training and Appointment . Performing MCI duties requires proper training. The US Customs Service and other border clearance agencies are available to conduct periodic classes to train Air Force personnel as MCIs. Appointment as customs inspectors is usually made at the conclusion of each class. A list of appointees is sent to the individual's base of assignment. Installation commanders then designate, in writing, those personnel authorized to perform customs duties.

8.5. Inspection Procedures . During baggage examinations, Security Forces customs inspectors also inspect for restricted or prohibited items being imported. Any questions concerning such items must be referred to the nearest US Customs Office for clarification. The DFC, pending receipt of disposition instructions, must secure confiscated items. The property is recorded on AF Form 52, Evidence Tag and a chain of custody provided until final disposition is made. Report minor violations of customs and related laws and regulations on AF Form 3545A, Incident Report. A copy of this report should be forwarded to the AFOSI and the US Customs Office. All major violations will be reported immediately. Normally US Customs will refer these violations to AFOSI for investigation.

8.5.1. Initial arrival actions. MCIs must meet all aircraft requiring customs clearance on arrival and complete the following:

8.5.1.1. Collect required border clearance forms from the aircraft commander. Clearance forms include the following:

8.5.1.1.1. Customs Form 7507, *General Declaration*--required for each flight.

8.5.1.1.2. A flight order--required for crew members.

8.5.1.1.3. DD Form 1385, *Cargo Manifest*--required when the aircraft is carrying cargo.

8.5.1.1.4. Passenger Manifest--required when the aircraft is carrying passengers.

8.5.1.1.5. Permit to proceed if the mission is proceeding to another location where the border clearance requirements will be accomplished.

8.5.1.2. Ensure passengers and crew members are reminded of restrictions concerning departures and removal of cargo, baggage and effects before completion of customs inspection.

8.5.1.3. Passengers and crew members must be controlled and segregated from other personnel until their baggage has been customs processed.

8.5.2. Aircraft inspection. After the passengers have been off-loaded, MCIs board the aircraft and conduct a brief inspection for baggage or other personal effects that might have been hidden or purposely left behind. If items are found, they will be confiscated and an attempt made to establish ownership. A drug detector dog team will be used to inspect all aircraft arriving from non-accredited areas. Drug detector dog team will inspect flights arriving from accredited areas when available.

8.6. Processing Passengers and Aircrews .

8.6.1. Examination of declaration. One copy of DD Form 1854, Customs Accompanied Baggage Declaration, is collected from each passenger or crewmember immediately before baggage inspection. Each declaration is examined for completeness. Check the individual's last date of departure from the US against the date of entry to determine the personal exemption entitlement. The price or value of all items declared must be in US currency.

8.6.2. Correction of errors. Before the inspection begins, personnel are permitted to add articles to or amend their declarations. An article may be added to the declaration after the inspection has begun only if:

8.6.2.1. No undeclared or undervalued items have been found.

8.6.2.2. The inspector is satisfied there was no fraudulent intent.

8.6.3. Assessment of duty. All articles imported into the Customs Territory of the United States are subject to customs duty, unless specifically exempted by the tariff laws. These laws provide for certain items to be admitted duty free, and, in addition, allow a variety of exemptions. MCIs do not assess or collect duties or tax. A US Customs official computes the amount of duty to be paid from the customs declaration when it is sent to the appropriate US Customs Service Office. Therefore, a legible and understandable declaration must be submitted.

8.6.4. Inspection of accompanied baggage. MCI(E)s conduct an inspection of all accompanied baggage and personnel arriving from non-accredited locations. The local US Customs inspector establishes what percent of accompanied baggage will be examined by MCI(E)s. These inspections should focus on:

8.6.4.1. Prohibited and restricted articles with particular attention to controlled substances, firearms and plant/animal products.

8.6.4.2. Undeclared suitable articles.

8.6.5. Inspection of personnel by narcotic detector dogs. Detector dogs are not used to directly inspect passengers or crew unless there is specific reason to believe controlled substances are on board.

8.6.6. Examination of baggage and personnel. Baggage and personnel are examined from a non-accredited location only if:

8.6.6.1. Undeclared or prohibited items belonging to the individual have been found during the inspection.

8.6.6.2. There is other specific reason to suspect a particular passenger.

8.6.6.3. An examination is directed by a US Customs official.

8.6.7. Inspection or examination of civilians. When a civilian objects to being inspected or examined, the individual is detained and a US Customs official contacted for instructions.

8.6.8. Violations.

8.6.8.1. Minor violations. In dealing with passengers, Customs evaluates and normally treats minor and inadvertent violations committed by inexperienced travelers in a lenient manner. For example, articles acquired abroad and not declared or undervalued, if their importation is not prohibited or restricted, and:

8.6.8.1.1. Would be duty free and nontaxable if they had been properly declared. Such articles may be passed free with a note made on the declaration by the inspector that this was done according to 24-series instructions.

8.6.8.1.2. As a group, the articles have insignificant value.

8.6.8.1.3. Items would not be totally free of duty and tax if properly declared, but the inspector believes that there was no fraudulent intent. Such property may be admitted, but fully described on the declaration so that the US Customs official may assess appropriate penalties.

8.6.8.2. Major violations. Any violation that requires personal search, seizure or excessive delay of a crewmember or passenger is a major violation. These are cases where:

8.6.8.2.1. The violation involves willful, concealment of articles, labels removed from clothing, false or double invoices or the passenger's own admission.

8.6.8.2.2. The violation is not established to be willful, but involves a large sum of money. For example, the value of the undeclared article or the margin between the declared and the real value is such as casts a doubt the declaration was made in error. No violation of this type is deemed minor by reason of the wealth of the violator.

8.6.8.2.3. The violation is of commercial nature, such as for resale or as a business gift. The character of the undeclared or undervalued items, the passenger's admission, or other evidence can determine this.

8.6.8.2.4. The violation involves prohibited articles such as controlled substances.

8.6.9. Advisement of rights. In all instances where personnel are suspected of having committed a customs violation, the suspect will be advised of his/her rights under provision of Article 31, UCMJ or the Fifth Amendment to the US Constitution, before questioning.

8.6.9.1. If the case is deemed to be within AFOSI purview, all attempts will be made to wait for AFOSI before conducting the rights advisement.

8.6.10. Detention of personnel and baggage. The question of detaining personnel or baggage usually is decided by the seriousness of the offense. In minor violations, personnel and baggage normally are dealt with according to paragraph 7.6.8.1. above. Whereas, in cases involving major violations, a US Customs inspector is requested to provide instructions for the disposition of both the offender and the property in question. As a general rule, contact a US Customs official for help.

8.6.11. Receipts. In all cases where property is detained, an AF Form 52, *Evidence Tag*, is completed properly.

8.7. Assistance of US Customs Inspectors . The US Customs Service has requested that US Customs officials be contacted in each of the following situations:

8.7.1. Civilian passengers. For clearance of flights carrying civilian personnel.

8.7.2. Unapproved aircraft landing. In cases where unapproved aircraft land as a result of adverse weather or mechanical difficulties.

8.7.3. Major violations. In cases where major customs violations are discovered.

8.7.4. Examination of baggage. In cases where the examinations of baggage is considered necessary.

8.7.5. Procedural questions or doubts. In cases where questions or doubts exist as to procedures.

8.7.6. Each Special Foreign Clearance Base is provided a list of customs officials who can help when needed. In some instances, customs officials may not be able to come to the base; however, they can advise Security Forces customs inspectors how to proceed under varying circumstances.

Chapter 9

COMMUNICATIONS

9.1. Security Forces Communications Requirements . Of all supporting equipment and facilities used in security operations, the security communications system is one of the most important. Through this system, voice reports signaling detected events are transmitted to control centers. This transmission starts Security Forces reaction to threatening events. Installations supporting protection level resources must have a Security Forces radio net with at least two frequencies or the system must allow the Security Forces continuous communications during radio net saturation, jamming or interference conditions.

9.2. Security Forces Radio Net Capabilities . Units must make the best possible use of systems that provide secure voice capabilities or comply with Data Encryption Standards (DES). As existing non-DES systems reach the end of their life cycles, units must incorporate DES into replacement systems. Provide land-mobile radios, base stations and repeaters with an uninterruptible power source.

9.3. Frequency Requirements . Units must assign and issue radio frequency authorizations according to AF frequency authorization directives. See AFIs 33-106, *Managing High Frequency Radios, Personal Wireless Communication Systems and the Military Affiliate Radio System* and 33-118, *Electromagnetic Spectrum Management*, for complete requirements.

9.4. Types of Radios. Intra-base radio systems include the following components:

9.4.1. Base Stations. Fixed two-way radios, usually located in control centers.

9.4.2. Base Station Remotes. Fixed two-way radios installed on fixed posts. Remotes are basically amplifiers connected to the base station with telephone lines and use the base station to send and receive calls.

9.4.3. Mobile Two-Way Radios. Usually installed in Security Forces vehicles. These radios can communicate over great distances in dispersed situations. Some models can be easily removed from vehicles, making them mobile-portable radios.

9.4.4. Portable Radios. Two-way radios, used on walking patrols, SRTs, security patrols and fixed posts. These radios can communicate over short distances and are used for most normal day-to-day operations.

9.5. Radio Equipment Distribution . Provide radios to Security Forces as follows:

9.5.1. Give each static Security Forces member a portable or fixed two-way radio.

9.5.2. Give FTs two two-way radios, one per two people.

9.5.3. Equip Security Forces vehicles with mobile or portable two-way radios.

9.5.4. Install direct or hot line instruments at each permanent static post.

9.5.5. Installations with protection level resources must back up the LMR system with a land-line system.

9.5.6. Ensure units devise manual systems at each installation with protection level resources to back up the Land Mobile Radio (LMR) and landline systems.

9.6. Backup Systems . Radio systems can be supported with the following:

9.6.1. The first backup system is comprised of installation telephone services and field systems. The telephone service provides lines for calling on and off the installation, connection of special (hot) lines, lines for fixed posts, and Defense Switched Network (DSN) capability. Field systems are tactical phone systems, normally manually operated and providing service to stations connected to the system. See AFH 31-302, *Air Base Defense Collective Skills*, for available field systems.

9.6.1.1. Cellular telephones are tools that are very useful. DFCs determine who requires use of a cellular telephone.

9.6.2. The second backup system is comprised of manual signal techniques. These signals can be established and implemented at MAJCOM, installation and unit level. These signals include hand and arm signals, flashlights, flares, smoke grenades, whistle, and weapon as a last resort. **NOTE:** If weapons are used, they will be pointed in a safe direction so projectiles will not jeopardize human life or damage resources.

9.7. Communication Systems . The Security Forces communications system is a critical part of flight enforcement operations. Through this system, transmit voice reports to the security control point where enforcement operations are managed. Timely reporting enables prompt reaction to threatening events. Key components of Security Forces communications include:

9.7.1. Telephone (base and cellular [if in a vehicle ensure you are using a handsfree device]).

9.7.1.1. Security Forces commanders publish policies concerning use of cellular telephones

9.7.2. Secure phones.

9.7.3. Pagers.

9.7.4. Various radio nets with associated repeaters and trunking systems.

9.7.5. Computer access to the National Crime Information Center (NCIC).

9.7.6. Alarm systems.

9.7.7. 911 emergency telephone systems.

9.7.8. Hotlines.

9.7.9. Three rounds fired in rapid succession or host nations requirements

9.8. Radio Procedures . Practice improves message transmission and reception. Security Forces members must ensure they understand local radio transmission procedures. Proper use of these procedures will ensure the radio net works well under both normal and emergency conditions.

9.8.1. Call Signs. Each post/patrol with a radio is assigned a combination of words and phonetics (letters and/or numbers) used to identify the post/patrol. These call signs simplify, clarify, and make communications more protected (preclude disclosing individual's name). When contacting another post/patrol, the calling station first identifies the station being called, followed by their call sign, for example, "Police One, this is control". In this example the Security Forces control center (Control) is calling Police One (a patrol).

9.8.2. Procedure words (Pro-words) are used in radio/telephone communications to shorten transmissions and facilitate message reception (see [Attachment 3](#)).

9.8.3. Clear speech. Security Forces who use the radio should use clear speech procedures. Keep the message short and use as few words as possible.

Example: Base Police: "Police One, this is Base Police." Police One: "Base Police, Police One, at the library, all secure." Base Police: "Police One, contact Airman Jones at Dormitory 431, Room 27, reference theft, acknowledge."

Police One: "Base Police, I copy Airman Jones, Dorm 431, Room 27, reference theft. Police One, out."

9.8.4. Use the phonetic alphabet when accurate communication is critical. Speech transmitting techniques used in radio/telephone communications are extremely important. Transmit words that are normally difficult to understand in radio/telephone communication, abbreviations and groups of letters using the phonetic alphabet. (see [Attachment 2](#))

9.8.5. Duress signals or words, often referred to as codes, are designed for transmission in a manner that is not noticed by an untrained person, but alerts a Security Forces member receiving the signal. Use locally developed duress codes for emergency or distress situations.

9.9. Prohibited Radio Practices . When using the radio, Security Forces should know Federal Communications Commission prohibited practices:

9.9.1. Use of profane or obscene language.

9.9.2. Transmission of unnecessary, extravagant, false or deceptive signals.

9.9.3. Transmissions not in accordance with the limitations of a station license or by an unlicensed station. For example, the license granted to Security Forces limits range to 150 miles and does not allow for transmitting music or commercial radio signals.

9.10. Interference . Interference is natural or man-made radiation of electrical energy that causes difficulty in reception of signals. Electrical devices such as vehicle ignition systems, sparking brushes on motors or generators and similar kinds of machines that generate an electromagnetic field are examples of man-made interference. Natural source interference occurs in four classifications:

9.10.1. Atmospheric interference from electrical storms.

9.10.2. Solar and cosmic interference from eruptions on the sun and other stars.

9.10.3. Static from charged precipitation particles in the atmosphere.

9.10.4. Propagation fading from disturbances in the medium through which radio waves pass.

9.11. Jamming . Jamming is deliberate interference intended to prevent reception of signals in a specific frequency band. Transmitting radio waves that obscure or obliterate information normally received by electronic communications devices constitutes jamming. Jamming disrupts radio communications and may surprise, confuse and/or mislead radio operators. There are two basic types of radio jamming:

9.11.1. Spot jamming is the transmission of a narrow-band signal to interfere with a specific frequency or channel.

9.11.2. Barrage jamming is the transmission of a wide-band signal to interfere with as many channels as possible.

9.12. Reports . Report all jamming and interference to the local communications squadron.

9.13. Forms Adopted. AF Form 847, *Recommendation for Change of Publication*

AF Form 52, *Evidence Tag*

AF Form 53, *Security Forces Blotter*

AF Form 75, *Visitor/Vehicle Pass*

AF Form 1109, *Visitor Registration Log*

AF Form 1168, *Statement of Suspect/Witness/Complainant*

AF Form 1176, *Authorization to Search and Seize*

AF Form 1199, *Restricted Area Badge*

AF Form 1364, *Consent to Search and Seize*

AF Form 3226, *Authority to Apprehend in a Private Dwelling*

AF Form 3907, *Security Forces Field Interview Card*

AF Form 3545A, *Incident Report*

DD Form 1408, *Armed Forces Traffic Ticket*

CVB Form 1805, *Central Violations Bureau Violation Notice*

DD Form 2701, *Initial Information for Victims and Witnesses of a Crime*

DD Form 1385, *Cargo Manifest*

DD Form 1854, *Customs Accompanied Baggage Declaration, U.S.*

DD Form 1920, *Alcohol Incident Report*

DD Form 460, *Provisional Pass*

DD Form 2708, *Receipt for Inmate or Detained Person*

MARY KAY HERTOOG, Maj Gen, USAF
Director of Security Forces
DCS/Logistics, Installations & Mission Support

Attachment 1

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Abbreviations and Acronyms

ABD—Air Base Defense

AFH—Air Force Handbook

AFMAN—Air Force Manual

AFOSI—Air Force Office of Special Investigations

ANG—Air National Guard

BDOC—Base Defense Operations Center

CBS—Close Boundary Sentry

CCTV—Closed Circuit Television

CONUS—Continental United States

CVB—Central Violations Bureau

DFC—Defense Force Commander

CTUS—Customs Territory of the United States

DES—Data Encryption Standards

DSN—Defense Switched Network

EC—Entry Controller

ECC—Emergency Control Center

ESO—Emergency Security Operations

ESRT—External Security Response Team

FBI—Federal Bureau of Investigations

FPCON—Force Protection Condition

FT—Fire Team

ID—Integrated Defense

IDC—Integrated Defense Council

IDP—Integrated Defense Planning

IDRMP— Integrated Defense Risk Management Process

IDS—Intrusion Detection System

IDRMP— Integrated Defense Risk Management Planning

IEC—Installation Entry Controller

IVA—Immediate Visual Assessment

LEE—Law Enforcement Ensemble

MAJCOM—Major Command

METT—TC-- Mission, Enemy, Terrain and weather, Troops and support available, Time available, Civil considerations

MCI(E)—Military Customs Inspector Expeditionary

MSCFO—Master Surveillance Control Facility Operator

MWD—Military Working Dog

OPSEC—Operations Security

RAM—Random Antiterrorism Measure

SJA—Staff Judge Advocate

SRT—Security Response Team

UCMJ—Uniform Code of Military Justice

Attachment 2
PHONTIC ALPHABET

Table A2.1. Phontic Alphabet.

A	ALPHA	ALFAH
B	BRAVO	BRAH VO
C	CHARLIE	CHAR LEE
D	DELTA	DELL TA
E	ECHO	ECK O
F	FOXTROT	FOKS TROT
G	GOLF	GOLF
H	HOTEL	HO TELL
I	INDIA	IN DEE AH
J	JULIETT	JEW LEE ETT
K	KILO	KEY LOW
L	LIMA	LEE MA
M	MIKE	MIKE
N	NOVEMBER	NO VEM BURR
O	OSCAR	OSS CAR
P	PAPA	PAH PAH
Q	QUEBEC	KWA BECK
R	ROMEO	ROW MEO

S	SIERRA	SEE AIR RAH
T	TANGO	TANG GO
U	UNIFORM	YOU NEE FORM
V	VICTOR	VIC TORE
W	WHISKEY	WISS KEY
X	XRAY	ECKS RAY
Y	YANKEE	YANG KEY
Z	ZULU	ZOO LEW

NUMBERS

1	ONE	WUN
2	TWO	TOO
3	THREE	TREE
4	FOUR	FOW - er
5	FIVE	FIFE
6	SIX	SIX
7	SEVEN	SEV - en
8	EIGHT	AIT
9	NINE	NINE - er
10	TEN	TIN
11	ELEVEN	E LAV - en

12	TWELVE	TWELL
13	THIRTEEN	THIRD TEEN
14	FOURTEEN	FOR TEEN
15	FIFTEEN	FIFT TEEN
16	SIXTEEN	SIX TEEN
17	SEVENTEEN	SEV - en TEEN
18	EIGHTEEN	AIT TEEN
19	NINETEEN	NIN TEEN
20	TWENTY	TWIN TEE
30	THIRTY	THIRD TEE
40	FORTY	FOUR TEE
50	FIFTY	FIF TEE
60	SIXTY	SIX TEE
70	SEVENTY	SEV EN TEE
80	EIGHTY	AIT TEE
90	NINETY	NINE TEE
100	HUNDRED	HUN DRED
1000	THOUSAND	THAL SUN

1,000,000

MILLION

MIL YEN

Attachment 3

PROCEDURE WORDS (PROWORDS)

Table A3.1. Procedure Words (Prowords).

PROWORD	MEANING
ACKNOWLEDGE	Let me know you received and understood this message.
AFFIRMATIVE	Yes; permission granted or that is correct.
ALL AFTER	Everything which follows.
ALL BEFORE	Everything which precedes.
BREAK	Indicates the separation of text from other message portions.
*CANCEL	Cancel my transmission (identify transmission) NOTE: This PROWORD does not have the same meaning as "DISREGARD."
DISREGARD	This transmission is in error -- disregard it. NOTE: Don't use this PROWORD to cancel completely transmitted messages.
GO AHEAD	Proceed with your message.
I READ BACK	The following is my response to your instructions to read back.
I SAY AGAIN	I am repeating the transmission or portion indicated.
I SPELL	I shall spell the word phonetically.
MESSAGE FOLLOWS	A message that requires recording is about to follow. Transmitted immediately after the call.
NEGATIVE	No; permission is not granted; or that is not correct.
OUT	This is the end of my transmission to you and no answer is required or expected. NOTE: This PROWORD is always preceded by the user's call sign.
*OVER	This is the end of my transmission and a response is necessary. Go ahead and transmit your response. NOTE: This PROWORD is normally used only in tactical communications.
*READ BACK	Repeat all of the specified part of this message back to me exactly as received.
RELAY TO (OR FOR)	Transmit this message to all addressees or to the address designation immediately following this PROWORD.
ROGER	I have received your last transmission satisfactorily.
SAY AGAIN	Repeat all or the following part of your last transmission.
*SILENCE	Cease transmission immediately. Maintain silence until instructed to resume. NOTE: Only a net control station may impose "silence."

*SILENCE LIFTED	Resume normal radio transmissions. NOTE: Only a net control station or higher authority may terminate "silence."
SPEAK SLOWER	You are speaking too quickly to be clearly understood. Speak slower and calmer.
STAND BY	Wait for further instructions or information.
THAT IS CORRECT	You are correct or what you have transmitted is correct.
THIS IS	The transmission is from whose call sign immediately follows.
TIME	That which immediately follows is the time or date/time group of an electronic message.
UNKNOWN STATION	The call sign I am attempting to contact is unknown. Previously known as "last calling."
VERIFY	Confirm entire message (or portion indicated) with the sender. If original message (or portion indicated) is incorrect, send correct version.
*WAIT	I must pause for a few seconds.
*WORD AFTER	The word after.
*WORD BEFORE	The word before.

Attachment 4

AF FORM 52, EVIDENCE TAG, FRONT

Figure A4.1. AF FM 52 (Front).

EVIDENCE TAG

AF FORM 82, JUL 86 PREVIOUS EDITION WILL BE USED.

DATE 1 APR 01 TAG NO. 1 OF 1

CASE FILE NO.

SHAW AFB AF BASE OR DET/BID NO.

LOG PAGE

On (date) 1 APR 01 at (place) MAIN EXCHANGE, BLOC 11A the property described below was (received from) (seized from) (obtained during search of): CIV DAVID CROSS, 333-44-5555, D/P # 3209 AAFES SECURITY

DESCRIPTION (If property is to be returned, include condition and claimed value.) ONE (1) SCHWINN XXT 5000, 25 SPEED BICYCLE. SERIAL NUMBER TCA4217SW, MODEL NUMBER 9999. THE BICYCLE FRAME IS GREEN IN COLOR WITH WHITE TRIM. THE FRONT LEFT FORK HAS THE NUMBER 213-46-1818 AND NAME NICK PRICE ENGRAVED ON IT. THE SEAT IS BLACK VINYL WITH CUTS IN IT. THE HANDLE BARS ARE WRAPPED WITH BLACK TAPE. THE ESTIMATE VALUE OF THE BICYCLE IS \$75.00. LAST ITEM CIV CROSS RELATED BICYCLE WAS LEFT IN FRONT OF THE MAIN EXCHANGE SINCE 29 MAR 01.

SIGNATURE OF WITNESS

Signature of person receiving property: Stacy Adams

Attachment 5

AF FORM 52, EVIDENCE TAG, CHAIN OF CUSTODY RECEIPT

Figure A5.1. AF FM 52, Chain of Custody.

CHAIN OF CUSTODY RECEIPT			
RELEASED BY (Printed name, signature, & date)	PURPOSE	CONDITION	RECEIVED BY (Printed name, signature, & date)
<i>W.P. K. [Signature]</i> WALTER P. FLIPPAK 1 APR 01	RELEASE TO DESK SGT	POOR	<i>Kevin Seiler</i> KEVIN SEILER 1 APR 01
<i>Kevin Seiler</i> KEVIN SEILER 1 APR 01	RELEASE TO SPOI	POOR	<i>Sam Smith</i> SAM SMITH 1 APR 01

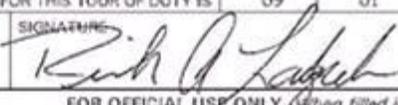
(Reverse of Copy 1, AF Form 52, Jul 86)

Attachment 7

AF FORM 53, SECURITY FORCES DESK BLOTTER, FRONT

Figure A7.1. AF FM 53, Front.

FOR OFFICIAL USE ONLY (When filled in)

SECURITY FORCES DESK BLOTTER		FROM		TO		PAGE NO. 01
		TIME 0600	DATE 20001210	TIME 1400	DATE 20001210	
<i>INSTRUCTIONS: Person making entry will type his or her initials in parenthesis at the end of the entry. Double space between entries.</i>		ORGANIZATION AND BASE 48th SFS, RAF Lakenheath, UK				
ENTRY NO.	TIME	INCIDENT OR MESSAGE AND ACTION TAKEN				
01	0600	BLOTTER OPENED: SrA Jones/Desk Sergeant opened the blotter for this tour of duty. (JJJ)				
02	0600	DESK SERGEANT RELIEF: SrA Jones/SFOA relieved SSgt Jenkins/SFOB of all duties and responsibilities. All required equipment was accounted for. (JJJ)				
03	0600	GUARDMOUNT: Conducted by MSgt Landgrebe/Flight Sergeant. All personnel were briefed on all current pass-ons, upcoming appointments, weapons and vehicle safety. Roll call training was conducted by A1C Walker on the ground search. (JJ)				
04	0623	SHIFT CHANGE: SFOA relieved SFOB of duty. (JJJ)				
05	0930	THEFT OF PERSONAL PROPERTY/SECURE: SMSgt Barton, Steven O., 48 CES/CELF, D/P: 3260, entered this office and related person(s) unknown had stolen his bicycle from the front of his quarters, 221B Thetford Close, Phase III housing. SMSgt Barton accomplished an AF Form 1168. SMSgt Barton related he parked and secured his bicycle at his quarters at approximately 2200, 09 DEC 00. At 0700, 10 DEC 00, when leaving for work, he noticed his bicycle missing. The bicycle is a black in color, "Heffy Stalker" with his social security number engraved on the bottom of the frame. SMSgt Barton further related the bicycle was secured with a combination lock, which he had found cut. For further information refer to AF Form 3545. NOTIFICATIONS: Capt Bennett/SFO, TSgt Spurling/SFOI and MSgt O'Connor/CES-CCF. (JJJ)				
06	1023	POST CHECKS: Initiated by Lt Seiler/Shift Commander of all posts/patrols. (JJJ)				
07	1111	FUNDS ESCORT: Initiated by SrA Boyd/Police 2 for Ms Adkins/BX. The escort is from the BX to the bank. 1117: Escort terminated, all in order. (JJJ)				
08	1130	REFER TO ENTRY #06: Terminated, all in order. (JJJ)				
09	1400	BLOTTER CLOSED: SrA Jones/Desk Sergeant closed the blotter for this tour of duty. (JJJ)				
THE LAST ITEM FOR THIS TOUR OF DUTY IS						ENTRY NO. 09
PREPARED BY (Please type) JOHNNY J. JONES, SRA, USAF SFOA DESK SERGEANT						PAGE NO. 01
TYPED NAME AND GRADE OF FLIGHT SERGEANT RICH A. LANGREBE, MSGT, USAF FLIGHT LEADER		SIGNATURE 				

Attachment 8

AF FORM 53, SECURITY FORCES DESK BLOTTER, REVERSE

Figure A8.1. AF FM 53, Reverse.

FOR OFFICIAL USE ONLY (When filled in)

NAME	GRADE	POST ASSIGNMENT	TIME POSTED
JONES	SRA	DESK SERGEANT	0600
SEILER	LT	FLIGHT LEADER	0623
LANGREBE	MSGT	FLIGHT SERGEANT	0623
SKINNER	AMN	MAIN GATE	0628
HARRIS	AIC	SOUTH GATE	0627
BOYD	SRA	POLICE 2	0625
DAMEWORTH	SSGT	POLICE 3 (K9)	0625
SAXON	SSGT	POLICE 4	0625
YEAGER	SRA	POLICE 4A	0625
09: PFD			
11: ASSIGNED			
01: LEAVE (BENNETT)	AIC	15 DEC - 25 DEC 00	
01: TDY/TDA (ALLEN)	SRA	ALS 20 NOV - 22 DEC 00	
SECURITY FORCES VEHICLES			
VEHICLE	OPERATOR	VEHICLE	OPERATOR
99B 1234	SEILER		
99B 1245	LANGREBE		
99B 2367	DAMEWORTH		
98B 3428	SAXON		
98B 4545	BOYD		
92B 8219	DEADLINED		
90B 1111	STANDBY		

Attachment 10

AF FORM 75, VISITOR/VEHICLE PASS, REVERSE

Figure A10.1. AF FM 75, Reverse.

<p>WARNING</p> <p>CONSENT TO SEARCH, VEHICLE TOWING, REIMBURSEMENT, AND IMPOUNDMENT</p> <p>By accepting this pass you give your consent to search of this vehicle while it is entering, on, or leaving this Air Force Base. If your vehicle is towed or impounded, you agree to reimburse the towing agent on behalf of the vehicle owner/operator.</p> <p>Occupant restraints must be used while operating your vehicle on the DoD property.</p> <p>A test of intoxication as assimilated by state motor vehicle law or statute.</p> <p>SIGNATURE <i>Sue Edwards</i></p>	<p>FOR LOCAL USE</p> <p>VISITOR ADVISORY</p> <p>CONDITIONS OF VISIT</p> <ul style="list-style-type: none"> • Limit your movements to authorized traffic ways. Examples of signed closed areas are "RESTRICTED AREA" or "CONTROLLED AREA." • Observe traffic laws. • Display Vehicle Pass on inside left corner of windshield while on base (Motorcycles-stick on windshield or front fender or frame) (must be visible). • Person issued pass is responsible for others in party and will keep pass readily available to show proof of authorized visit by all. <p>After visit, please dispose of pass as directed by security police</p>
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AF FORM 75, SEP 96 (REVERSE)

Attachment 12

AF FORM 1168, STATEMENT OF SUSPECT/WITNESS/COMPLAINANT, FRONT

Figure A12.1. AF FM 1168, Front.

STATEMENT OF SUSPECT/WITNESS/COMPLAINANT					<input checked="" type="checkbox"/> SUSPECT <input type="checkbox"/> WITNESS/COMPLAINANT	
AUTHORITY: 10 U.S.C. 8012; 44 U.S.C. 3701; and EO 9327 PRINCIPAL PURPOSES: Used to record information and details of criminal activity which may require investigative action by commanders, supervisors, security police, AFOSI special agents, etc.; and to provide information to appropriate individuals within DoD organizations who ensure proper legal and administrative action is taken. ROUTINE USES: Information may be disclosed to local, county, state, and federal law enforcement/investigative authorities for investigation and possible criminal prosecution or civil court action. Information extracted from this form may be used in other related criminal and/or civil proceedings. DISCLOSURE IS VOLUNTARY: SSN is used to positively identify the individual making the statement.						
I. STATEMENT INFORMATION						
DATE (mm/dd/yyyy)	TIME	LOCATION AND INSTALLATION (Building/Room No.)	UNIT TAKING STATEMENT	REPEAT (if Applicable)		
00 DEC 12	1845	BLOG 5311 R418 LACKLAND AFB, TX	37 SFS	OFFENSE COMPLAINANT		
II. PERSONAL IDENTIFICATION (Print or Type)						
NAME (Last, First, Middle Initial)		SSN	STATUS/GRADE			
BLEISTEIN, DONALD L.		1E3-45-6789	AD/MSGT			
LOCAL ADDRESS (Include Zip Code)		DATE AND PLACE OF BIRTH (if required)	TELEPHONE			
6789 DOLPHIN CREEK SAN ANTONIO, TX 78003		15 JUN 60 BUFFALO, NY	HOME (210)	DUTY		
PERMANENT ADDRESS OR HOME OF RECORD (Include Zip Code)		MILITARY ORGANIZATION/EMPLOYER	633-4411	3-0073		
SAME AS ABOVE		HQ AFSFC, LACKLAND AFB, TX	DENOS N/A			
III. SPONSOR INFORMATION						
NAME (Last, First, Middle Initial)		GRADE	SSN	ORGANIZATION		DUTY PHONE
IV. ACKNOWLEDGEMENT OF OFFENSES AND 5TH AMENDMENT/ARTICLE 31 RIGHTS ADVISEMENT (Suspect Only)						
I have been advised that I am suspected of the following offenses: POSSESSION OF A CONTROLLED SUBSTANCE						
ADVISED BY (Full Name and Rank)			INDIVIDUAL CERTIFIED HIMSELF AS A (SP, special agent, etc.)			
SRA KENNETH P. BENNETT			SECURITY FORCES PATROLMAN			
SUSPECT DETAILS	and advised me that I have the following rights according to the 5th Amendment of the U.S. Constitution/Article 31 of the Uniform Code of Military Justice.					
036	I have the right to remain silent - that is to say nothing at all.					
036	Any statement I make, oral or written, may be used as evidence against me in a trial or in other judicial, non-judicial, or administrative proceedings.					
036	I have the right to consult with a lawyer.					
036	I have the right to have a lawyer present during this interview.					
036	I may obtain a civilian lawyer of my own choice at no expense to the government.					
036	I may request a lawyer any time during this interview.					
036	If I decide to answer questions with or without a lawyer present, I may stop the questioning at any time.					
036	MILITARY ONLY: If I want a military lawyer, one will be appointed for me free of charge.					
036	CIVILIAN ONLY: If I cannot afford a lawyer and want one, a lawyer will be appointed for me by civilian authorities. 036					
SUSPECT DETAILS	I have read my rights as listed above and I fully understand my rights. No promises, threats, or inducements of any kind have been made to me. No pressure or coercion has been used against me.					
036	I do not want a lawyer. I am willing to answer questions or make a statement or write, about the offense(s) under investigation.					
036	I do not want a lawyer and I do not wish to make a statement or answer any questions.					
036	I want a lawyer. I will not make any statement or answer any questions until I talk to a lawyer.					
I fully understand my rights and that my signature does not constitute an admission of guilt.						
SIGNATURE OF SUSPECT			SIGNATURE OF WITNESS/INTERVIEWER			
<i>Donald L. Bleistein</i>			<i>Kenneth P. Bennett</i>			

036

Attachment 13

AF FORM 1168, STATEMENT OF SUSPECT/WITNESS/COMPLAINANT, REVERSE

Figure A13.1. AF FM 1168, Reverse.

IV. STATEMENT

ON 13 DEC 09, AT APPROXIMATELY 1130 HRS, I WENT TO THE BX TO SHOP. WHILE SHOPPING, I PICKED UP A HOOTIE AND THE BLOW FISH CO. I THEN WENT TO THE MEN'S GROOMING ROOM WHERE I PLACED THE CO IN MY JACKET. I THEN ~~SNAPPED~~ WALKED AROUND FOR A WHILE, THEN EXITED THROUGH THE MAIN ENTRANCE. ONCE OUTSIDE, I WAS CONTACTED BY ARMS SECURITY, WHO ASKED ME TO COME TO THEIR OFFICE. ONCE IN THE OFFICE, I TOOK THE CO OUT OF MY JACKET AND PLACED IT ^{ON} THE TABLE ON THE TABLE. AFTER THAT THE COFS SHOWED UP. ¹³ // END OF STATEMENT // ¹³

V. AUTHENTICATION

"I have voluntarily and of my own free will made this statement without having been subjected to any coercion, unlawful influence, or unlawful inducement. I swear (or affirm) I have read this statement, initialed all pages and corrections, and it is true and correct to the best of my knowledge."

SIGNATURE OF PERSON MAKING STATEMENT <i>[Signature]</i>	SIGNATURE OF WITNESS/ADMINISTRATOR <i>[Signature]</i>
Subscribed and sworn to before me, a person authorized by law to administer oaths, this <u>13</u> day of <u>DEC</u> , 2009 (year).	
SIGNATURE OF PERSON ADMINISTERING OATH <i>[Signature]</i>	

VI. INSTRUCTIONS FOR CONTINUATION PAGES:

(Use plain bond paper both sides optional). At the top right of each page, print or type "Last name of individual making the Statement(s) as (Date):". At the bottom of each page, print or type: "Page ___ of ___ Pages." The individual must initial the top and bottom center and sign his/her name at the bottom of each page.

Attachment 14

AF FORM 1176, AUTHORITY TO SEARCH AND SEIZURE

Figure A14.1. AF FM 1176.

AUTHORITY TO SEARCH AND SEIZE		
I have (personally) been informed that <u>TSgt Randle J. Heinen</u>		
is investigating the offense of <u>Wrongful Use and Possession of Illicit Drugs (Marijuana)</u>		
_____ and has requested that		
I authorize a search of the person of <u>MSgt Gus E. Duncan</u>		
(premises located at <u>Bldg 1234, Room 222, Tinker AFB, OK</u>)		
and the seizure of the following specified property: <u>Any illicit drugs and related paraphernalia</u>		

Having carefully considered the matters presented to me in support of that request, I (am/are) satisfied that there (is/are) probable cause to believe that the property specified above (is/are) being concealed on the (person/ premises) described. I (am/are) further satisfied from the matters presented that the said property (1) is evidence which will aid in the apprehension or conviction of the person(s) who committed the offense being investigated, or (2) is or has been used, designed, or intended for use, as the means of committing the criminal offense(s) being investigated, or (3) was legally obtained as the result of the commission of the offense(s) being investigated, or (4) is contraband possessed or controlled in violation of law or regulation, or (5) is a combination of two or more of (1) through (4).		
Accordingly, <u>TSgt Randle J. Heinen</u>		
the assistance of such person or persons as may be necessary, (is/are) directed to search forthwith the (person/ premises) described for the property specified, and if such property be found to seize and secure the same for use as evidence in any criminal prosecution hereafter initiated. This authority to search and seize (is/are) issued by virtue of:		
<input checked="" type="checkbox"/> My position as commander having jurisdiction over the (person/ premises) herein described.		
<input type="checkbox"/> My delegation to me of the authority to authorize searches and seizures by the commander having jurisdiction over the (person/ premises) herein described.		
No search conducted pursuant to the authority herein granted shall be initiated later than three days from		<u>15 Dec 2000</u>
_____ (Date authorized in person)		
Dated the <u>15th</u> day of <u>December</u> , <u>2000</u> (year), at <u>2145 hrs., 1 Officers Row, Tinker AFB, OK</u>		
CAUTION RECORD SHOULD BE KEPT OF THE INFORMATION GIVEN TO THE AUTHORIZING OFFICER, ON WHICH THAT OFFICER BASES THE AUTHORIZATION, FOR POSSIBLE USE IN COURTS-MARTIAL. MAKE A SUMMARY OF ORAL INFORMATION. ENSURE THAT THIS SUMMARY AND ANY WRITTEN INFORMATION RECEIVED IS PROPERLY PRESERVED. CONSULT THE STAFF JUDGE ADVOCATE. ALSO SEE AF 31-201.		
TYPE NAME, GRADE AND ORGANIZATION AS AUTHORIZING OFFICER: JANET S. SMITH, Colonel, USAF Commander, 72 ABW	SIGNATURE 	DATE (YYYY MM DD) 20001215

Attachment 15

PROBABLE CAUSE STATEMENT

Figure A15.1. Probable Cause Statement.

SAMPLE PROBABLE CAUSE STATEMENT

A three way call was made between myself, SrA Marchand, Capt Brown, SJA, and Col Support Group Commander, at 2345 Hrs, 19 January 2001.

Col Support Group Commander, at 2213 Hrs, 19 January 2001, while performing installation entry control procedures at the Atlantic Highway Gate, I SrA James L. Marchand, observed what I believed to be a marijuana cigarette in the center console of a white in color, 1998 Nissan Frontier pick up truck, Florida license plate #ABC 12D. I requested the vehicle operator's military identification. The operator, identified as Amn Michael Majors, SSAN 123-45-6789, 96 Transportation Squadron, Hurlburt Field, Florida, opened the driver's side window and presented his DD Form 2AF. At that time, I smelled what I believed to be marijuana emitting from the vehicle. I detained Amn Majors and had him exit his vehicle. I then notified SSgt Robert Morgan, the Security Forces Controller, who dispatched SSgt Henry Barrios and his canine, Tadoo, #KB677, to the scene. SSgt Barrios and K-9 Tadoo made a check of the exterior of the vehicle. K-9 Tadoo sat, indicating the possible presence of narcotics in the vehicle. I was certified in the smell of marijuana by S/A Villanova, AFOSI, on 22 Dec 00, during a guardmount training session. Sir, request permission to search the vehicle for the presence of marijuana, other drugs and drug paraphernalia.

Col Support Group Commander asked the following: "What makes you believe the item in the console is a marijuana cigarette?"

My response: "Sir, it is a hand-rolled cigarette with both ends twisted. In addition, I smelled what I believed to be marijuana emit from the vehicle when the suspect rolled his window down."

Col Support Group Commander: "Capt Brown, do you believe we have probable cause?"

Capt Brown stated: "Yes, sir. Amn Marchand has been certified on the smell of marijuana and you certified SSgt Barrios and K-9 Tadoo for marijuana on 14 Oct 00. Sir you have probable cause."

At 0025 Hrs, 20 January 2001, Col Support Group Commander gave consent to search.


JAMES L. MARCHAND, SrA, USAF
Security Forces Member

Attachment 16

AF FORM 1361, PICK UP/RESTRICTION ORDER

Figure A16.1. AF FM 1361.

PICK UP/RESTRICTION ORDER										
NAME (Last-First-Middle) WILES, Robert (NMI)		GRADE CMSgt	SSAN 234-56-1234	TIME 0130	DATE 20001225	RACE <input type="checkbox"/> BLACK <input checked="" type="checkbox"/> WHITE	HAIR Brown	DATE OF BIRTH 19550614		
ORGANIZATION AND LOCATION 7th Supply Squadron, Dyess AFB, TX		HEIGHT 6'0"	WEIGHT 200	EYES Blue						
IDENTIFYING MARKS/FEATURES/CLOTHING Tattoo on left forearm of a dragon										
OFFENSE (Reason for pick up or restriction) AWOL										
CONDITION OF INDIVIDUAL	DRUNK	ON DRUGS	DERANGED	ARMED/DANGEROUS	VIOLENT	NORMAL				
REMARKS (Use reverse side in necessary) CMSgt Wiles failed to report for duty on 23 Dec 00.										
ISSUING AUTHORITY - NAME (Last-First-MI) SMITH, Barney L.		GRADE Lt Col	DUTY TITLE Commander	ORGANIZATION AND LOCATION 7 Supply Squadron Dyess AFB, TX						
RECEIVED BY - (Grade - Name) Manders, Charles P.		DUTY TITLE Security Forces Controller/SFOC		SIGNATURE 						
AUTHENTICATED BY - (Grade - Name) BASS, Andrew K.		DUTY TITLE Shift Sergeant		SIGNATURE 						
CANCELLED BY - (Grade - Name)		DUTY TITLE AND ORGANIZATION		TIME	DATE					

AF FORM 1361, 19740601 (EF-V2)

Attachment 17

AF FORM 1364, CONSENT FOR SEARCH AND SEIZURE

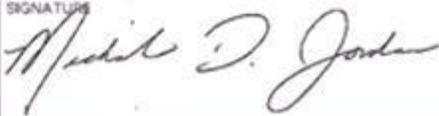
Figure A17.1. AF FM 1364.

CONSENT FOR SEARCH AND SEIZURE		
PRIVACY ACT STATEMENT		
<small>AUTHORITY: 10 U.S.C. 8012; 44 U.S.C. 3101 and EO 9357</small> <small>PRINCIPAL PURPOSE(S): To record personal information on an individual who consents to a search and seizure.</small> <small>ROUTINE USE(S): Information may be disclosed to local, county, state, and federal law enforcement/investigative authorities for investigation and possible criminal prosecution or delinquent action. Information extracted from this form may be used in other related criminal and/or civil proceedings.</small> <small>DISCLOSURE IS VOLUNTARY: SSN is used to positively identify the individual consenting to the search and seizure.</small>		
NAME (Print or type)	GRADE	SSN
ADDRESS (Organization and station. Include ZIP Code)		
<p>I, _____, state that _____</p> <p>was identified to me as a _____</p> <p>and advised me that the nature of the offense(s) of which I am suspected <i>(matters concerning which I may have knowledge)</i> is /are as follows:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>I know that I have the legal right to either consent to a search, or to refuse to give my consent. I understand that if I do consent to a search, anything found in the search can be used against me in a criminal trial or in any other disciplinary or administrative procedure. I also understand that if I do not consent, a search cannot be made without a warrant or other authorization recognized in law.</p> <p>With knowledge of the foregoing, I have decided to allow the person identified above and whomever may be designated to assist, to search the following place(s) in the _____ day time/night time ²</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Before deciding to give my consent, I carefully considered this matter. I am giving my consent voluntarily and of my own free will, without having been subjected to any coercion, unlawful influence or unlawful inducement and without any promise of reward, benefit, or immunity having been made to me. The investigators have my permission to take any letters, papers, materials, articles or other property they consider to be evidence of an offense, including contraband for use as evidence in any criminal prosecution hereafter initiated. I have read and understand this entire acknowledgment of my rights and grant of my consent for search and seizure.</p> <p>Dated this _____ day of _____, at _____</p>		
SIGNATURE		
WITNESS	WITNESS	
<small>1. Insert "Security Policy investigator, USAF," "AFPSI Special Agent," or other appropriate designation.</small> <small>2. Insert my person; my dwelling; my apartment and storage area; my room; my footlocker; the premises; etc. Describe in detail the property or area to be searched and its location for proper identification.</small>		

Attachment 18

AF FORM 3226, AUTHORITY TO APPREHEND IN PRIVATE DWELLING

Figure A18.1. AF FM 3226.

AUTHORITY TO APPREHEND IN PRIVATE DWELLING	
<p>I have been informed that <u>MSgt Bud Weiser</u> <small>(Investigator)</small></p> <p>is investigating the offense of <u>Assault</u></p> <p>a violation of the Uniform Code of Military Justice, and has requested that I authorize an apprehension of the person of</p> <p><u>SrA Jefferson, Michael L.</u> <small>(Person)</small> at the private dwelling located</p> <p>at <u>1212 Michigan Ave, Vance AFB, OK</u></p> <p>Having carefully considered the matters presented to me in support of the request, I am satisfied that there are reasonable grounds to believe that the offense specified above (has been) (is being) committed, that the Person (committed) (is committing) such offense and there is reason to believe the person to be apprehended (is) (will be) present in the dwelling described above. I am further satisfied that the investigator is an individual authorized under the UCMJ to apprehend the</p> <p>Accordingly, <u>MSgt Bud Weiser</u> <small>(Investigator)</small> with the assistance of such other authorized individual or individuals as may be necessary, is hereby authorized to enter the dwelling described above and apprehend the Person.</p> <p>This authority to apprehend in a dwelling is issued by virtue of my position as a military magistrate or as commander having jurisdiction over</p> <p><u>SrA Jefferson, Michael L.</u> <small>(Person to be apprehended) ¹</small> <u>1212 Michigan Ave, Vance AFB, OK</u> <small>(Place where the dwelling is located).</small></p> <p>No apprehension will be effected pursuant to the authority herein granted later than three days from this date.</p> <p>Dated this <u>8th</u> day of <u>May</u>, 19 <u>99</u> at <u>Base Legal Office, Vance AFB, OK</u></p>	
<p>CAUTION</p> <p>RECORD SHOULD BE KEPT OF THE INFORMATION GIVEN TO THE AUTHORIZING OFFICER, ON WHICH THAT OFFICER BASES THE AUTHORIZATION, FOR POSSIBLE USE IN COURTS-MARTIAL. MAKE A SUMMARY OF ORAL INFORMATION. ENSURE THAT THIS SUMMARY AND ANY WRITTEN INFORMATION RECEIVED IS PROPERLY PRESERVED. CONSULT THE STAFF JUDGE ADVOCATE.</p>	
<p>TYPED NAME, GRADE, AND FUNCTIONAL ADDRESS OF AUTHORIZING OFFICIAL</p> <p>MICHAEL D. JORDAN, Colonel, USAF Commander, 90th Fighter Training Wing Vance AFB, OK</p>	<p>SIGNATURE</p> 
<p><small>¹Apprehension authorization based on authority over the person above will apply only with respect to apprehension at off-base dwellings in a foreign country.</small></p>	

Attachment 19

AF FORM 3907, SECURITY FORCES FIELD INTERVIEW

Figure A19.1. AF FM 3907.

SECURITY FORCES FIELD INTERVIEW DATA										
PRIVACY ACT STATEMENT										
<small>AUTHORITY: 18 U.S.C. 1362 PRINCIPAL PURPOSE(S): Used to record routine contact between security force member and the public. Data obtained from the form is compared against reported criminal activity. ROUTINE USE: Information may be disclosed to other federal, state, county and local law enforcement/investigative authorities for investigation and possible criminal prosecution or civil court action. DISCLOSURE IS MANDATORY: Failure to disclose the information and SSN may result in the individual losing access to the installation, and may subject the individual to other administrative or disciplinary action by military or civil authorities.</small>										
NAME STORZILLO, ANTHONY M.			NICKNAME Tony or T-Man			DOB 3 Oct 91		PLACE OF BIRTH Carswell AFB, TX		
ADDRESS 201 Tinker Drive				TELEPHONE NUMBER (Including Area Code) (210)555-6789			SOCIAL SECURITY NUMBER (SSN) 111-22-3333			
AGE 17	RACE CAUC	SEX M	HEIGHT 5'7"	WEIGHT 175	BUILD Medium	COMPLEXION Fair	HAIR Brown	EYES Brown	MARKS OR SCARS None Visible	
HOW DRESSED Baggy Blue Jeans, White Polo Shirt					OCCUPATION AND EMPLOYER OR SCHOOL ATTENDED AND GRADE O' Connor High School Student 12th					
DRIVERS' LICENSE NUMBER 121345678	STATE TX	TYPE C	MAKE OF CAR Ford	YEAR 98	TYPE 2Dr	COLOR Red	LICENSE NUMBER ABD 123	STATE TX		
NAME OF PARENT OR LOCAL REFERENCE Walter Filipiak, 37 SFS, DSN: 473-XXXX/Comm: (210)671-XXXX										
LOCATION OF CONTACT Base Exchange Parking Lot					DATE OF CONTACT 15 Dec 08			TIME OF CONTACT 0140		
ASSOCIATES WITH CONTACT None										
REASON FOR CONTACT Individual was acting suspicious, looking in car windows.										
DISPOSITION OF CONTACT Individual was taken home and turned over to sponsor.										
PRINTED OR TYPED NAME OF SECURITY FORCE MEMBER SrA James L. Jones					SIGNATURE OF REPORTING OFFICER <i>James L. Jones</i>				DATE SIGNED 15 Dec 08	
AF INT 3907, 20010901, V1										
----- CUT FORM ALONG DOTTED LINE -----										

Attachment 20

DD FORM 460, PROVISIONAL PASS

Figure A20.1. DD FM 460.

PROVISIONAL PASS		
ISSUED TO	SERVICE NO.	GRADE/RATE
ORGANIZATION		
STATION		
FROM <i>(Location)</i>	TO <i>(Location)</i>	
ISSUED AT	DATE	TIME
ISSUED BY <i>(Name, Grade/Rate, Organization)</i>		

DD Form 460, MAR 51

REPLACES WD AGO FORM 19-75, 1 JUN 45 WHICH IS OBSOLETE.

<p>ORDER:</p> <p>The bearer is ordered to proceed by the most direct route on the first available transportation, and to report on arrival to his commanding officer.</p>	
<p>ACKNOWLEDGMENT:</p> <p>I hereby acknowledge receipt of the above order. I understand that: (1) refusal or failure to obey this order will subject me to trial by courts-martial, and (2) this order in no way mitigates or terminates the liability for disciplinary action involved in any previous actions by me.</p>	
SIGNATURE	DATE

DD Form 460 Reverse, MAR 51

Adobe Professional 7.0

COPIES: 1 - FOR BEARER 2 - FOR FILE 3 - FOR COMMANDING OFFICER

Attachment 21

DD FORM 1408, ARMED FORCES TRAFFIC TICKET, WHITE COPY FRONT

Figure A21.1. DD FM 1408, White Copy Front.

ARMED FORCES TRAFFIC TICKET			<input type="checkbox"/> WARNING (See Remarks below)		NAME (Last, First, Middle Initial)
The person named below committed traffic violation set forth at the time and location, and on date shown, and was issued this traffic ticket.					
1. NAME (Last, First, Middle Initial) Lafond, Mark N.					
2. RANK / GRADE SSgt/E-5		3. DATE OF BIRTH 26 Aug 70	4. SOCIAL SECURITY NO. 123-45-6789		
5. ORGANIZATION OR ADDRESS 8354th SVS, Hurlburt Fld., FL					
6. DRIVER LICENSE NUMBER M500-506-388-0			7. ISSUING AUTHORITY (State or Military) Florida		
8. MAKE OR TYPE OF VEHICLE Ford F-150		9. STATE LICENSE OR REGIS NO. FSU-930/Florida	10. INSTL TAG NO. NIF 040 Hurlburt Fld		
11. DATE (Day-month-year) 13 Dec 98		12. TIME 1615	13. LOCATION Forest Pass St.		
VIOLATION	<input checked="" type="checkbox"/> SPEED OVER LIMIT (26 mph in a 15 mph zone)	<input checked="" type="checkbox"/> 5 - 10 MPH	<input checked="" type="checkbox"/> 11 - 15 MPH	<input checked="" type="checkbox"/> OVER 15 MPH	
	<input type="checkbox"/> IMPROPER LEFT TURN →	NO SIGNAL	CUT CORNER	FROM WRONG LANE	
	<input type="checkbox"/> IMPROPER RIGHT TURN →	NO SIGNAL	INTO WRONG LANE	FROM WRONG LANE	
	<input type="checkbox"/> DISOBEYED TFC SIGNAL (when light turned red) →	PAST MIDDLE INTERSECTION	MIDDLE OF INTERSECTION	HAD NOT REACHED INTERSECTION	
	<input type="checkbox"/> DISOBEYED STOP SIGN →	STOPPED WRONG PLACE	FAILED TO STOP	ROLLED / SPED THROUGH	
	<input type="checkbox"/> IMPROPER PASSING AND LANE USAGE →	AT INTERSECTION	CUT IN	WRONG SIDE OF PAVEMENT	
		BETWEEN TFC	ON RIGHT	ON HILL	
		LANE STRADDLING	WRONG LANE	ON CURVE	
	<input type="checkbox"/> FOL TOO CLOSELY	OTHER VIOLATIONS (Describe)			
	<input type="checkbox"/> FAILURE TO YIELD				
PARKING		<input type="checkbox"/> OVERTIME	<input type="checkbox"/> DOUBLE PARKING		
		<input type="checkbox"/> PROHIBITED AREA	<input type="checkbox"/> OTHER (Describe in Remarks)		
CONDITIONS THAT INCREASED SERIOUSNESS OF VIOLATION	SLIPPERY PAVEMENT	<input checked="" type="checkbox"/> RAIN	AREA	TRAFFIC ACCIDENT TYPE OF ACCIDENT:	
		SNOW			
		ICE	INDUSTRIAL	PD	PI
	DARKNESS	NIGHT	RURAL	FATAL	
		FOG	SCHOOL	PEDESTRIAN	
		SNOW	<input checked="" type="checkbox"/> RESIDENTIAL	VEHICLE	
	OTHER TRAFFIC PRESENT	CROSS	HIGHWAY TYPE	HIT FIXED OBJ	
		<input checked="" type="checkbox"/> ONCOMING		RIGHT ANGLE	
		PEDESTRIAN		<input checked="" type="checkbox"/> 2 - LANE	SIDESWIPE
	CAUSED PERSON TO DODGE	SAME DIRECTION	3 - LANE	REAR END	
		PEDESTRIAN	4 - LANE	INTERSECTION	
		DRIVER	4 - LANE DIVIDED	HEAD ON	
JUST MISSED ACDT				RAN OFF ROAD	
15. REMARKS Speed was clocked using Speedo Radar Gun #4, SN 3456. Gun was calibrated.					
16. NAME OF PERSON ISSUING TRAFFIC TICKET Joe B. Cool					
17. ORGANIZATION AND INSTALLATION 8354th SFS, Hurlburt Fld., FL			18. RANK / GRADE SSgt/E-5		
DD Form 1408, DEC 87		Previous edition is obsolete.		CO of violator or appropriate civil agency 97L21C64	

**TICKET NUMBER
B210951**

1

Attachment 22

DD FORM 1408, ARMED FORCES TRAFFIC TICKET, YELLOW COPY REVERSE

Figure A22.1. DD FM 1408, Yellow Reverse.

ISSUING AUTHORITY'S NOTES	
<p style="text-align: center;">INSTRUCTIONS</p> <p>Note facts and circumstances in addition to those marked on the face of the traffic ticket that will assist you in testifying before a court or providing additional information as required, e.g.,</p> <ul style="list-style-type: none"> (1) Any action of violator which increased the hazard of the violation; (2) Where violation was observed and where contact was made; (3) Total distance traveled during pursuit; (4) Condition and attitude of violator and instructions to violator as to reporting. 	
<ol style="list-style-type: none"> 1. None. 2. Observed at the intersection of Forest Pass and Forest Bluff, contact made at Forest Pass and Forest Hollow. 3. Traveled 5/10th of a mile. 4. Instructed the violator to report this citation to their First Sergeant or Commander on the next duty day. 	
WITNESSES	
VEHICLE DEFECTS	
BRAKES	
HEADLIGHTS	
TAILLIGHTS	
STOPLIGHTS	
WINDSHIELD WIPER	
HORN	
TIRES	
OTHER	

Attachment 23

DD FORM 1408, ARMED FORCES TRAFFIC TICKET, PINK COPY REVERSE

Figure A23.1. DD FM 1408, Pink Reverse.

INSTRUCTIONS TO VIOLATOR	
<input checked="" type="checkbox"/>	Inform your commanding officer, supervisor, or sponsor of this violation. The original copy of this traffic ticket will be forwarded in accordance with established procedures.
<input checked="" type="checkbox"/>	You may obtain further information concerning this traffic ticket from the installation law enforcement office.
<input checked="" type="checkbox"/>	SPECIAL INSTRUCTIONS
<p>Report this violation to your First Sergeant or Commander on your next duty day.</p>	
<u>Privacy Act Statement</u>	
<u>AUTHORITY:</u>	Title 10 USC Section 301(g); Title 5 USC Section 2951; E.O. 9397 dated November 22, 1943 (SSN)
<u>PRINCIPLE PURPOSE:</u>	The Social Security Number (SSN) is used for Law Enforcement purposes as an additional means of identification of subjects, witnesses or complaints.
<u>ROUTINE USES:</u>	The SSN provides an interface with the standard Installation/Division System and is a major item used in processing machine record and output sequence for Military Police Management Information Systems. Also, provides the unit command, provost marshal, and the individual with a copy of notices of traffic violations committed on an installation (information is extracted from this form and recorded on Driver Record/Vehicle Registration). It is also used for recording action taken by unit commander or an offender.
<u>DISCLOSURE:</u>	Voluntary.

Attachment 24

DD FORM 1408, ARMED FORCES TRAFFIC TICKET, BACK OF COPY 1

Figure A24.1. DD FM 1408, Back of Copy 1.

REQUEST FOR REPORT OF ACTION TAKEN ON TRAFFIC VIOLATION		19. DATE	
<i>When returning Report of Action Taken, cross-through this request.</i>			
20. TO		21. FROM	
22. NAME OF VIOLATOR		23. ORGANIZATION	
The individual named above was issued this traffic ticket for the violation indicated on the reverse. Records indicate that previous traffic violations have been charged against this person.			
For this violation, _____ traffic points are assessable. There is a total of _____ points previously recorded against this person's driving record.			
The report of action taken (below) will be completed and returned by:			
(fold)			
REPORT OF ACTION TAKEN ON TRAFFIC VIOLATION		24. DATE	
<i>The circumstances relating to the violation charged on the reverse have been reviewed and the action shown below has been taken.</i>			
25. NAME OF VIOLATOR		26. ORGANIZATION	
<input type="checkbox"/> ADMIN <input type="checkbox"/> NONJUDICIAL ART 15 UCMJ <input type="checkbox"/> JUDICIAL		<input type="checkbox"/> PENDING <input type="checkbox"/> COMPLETED	
27. REMARKS			
28. SIGNATURE		29. RANK/GRADE	
<i>When report is completed, fold as indicated with names of addressees facing out.</i>			
(fold)		(fold)	
30. THROUGH		31. FROM	
32. TO			

Attachment 25

**CVB FORM 1805 UNITED STATES DISTRICT COURT VIOLATION NOTICE, CVB
COPY, FRONT**

Figure A25.1. CVB FM 1805, Front.

United States District Court		CVB Location Code	
Violation Notice		Block 1	
Violation Number R 3086001	Officer Name (Print) Block 3	Officer No. Block 4	
YOU ARE CHARGED WITH THE FOLLOWING VIOLATION			
Date and Time of Offense (mm/dd/yyyy) Block 5	Offense Charged <input type="checkbox"/> CFR <input type="checkbox"/> USC <input type="checkbox"/> State Code Block 6		
Place of Offense Block 7			
Offense Description Block 8			

DEFENDANT INFORMATION			Phone: () Block 9 -		
Last Name Block 10		First Name Block 11		M.I. Block 12	
Street Address Block 13					
City Block 14		State 15	Zip Code Block 16	Date of Birth (mm/dd/yyyy) Block 17	
Drivers License No. Block 18		D.L. State 19	Social Security No. Block 20		
<input type="checkbox"/> Adult	<input type="checkbox"/> Juvenile	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Hair	Eyes	Height
Weight					

VEHICLE DESCRIPTION		VIN: Block 27			
Tag No. Block 28	State Block 29	Year 30	Make/Model Block 31	Color Block 32	
<input type="checkbox"/> A IF BOX A IS CHECKED, YOU MUST APPEAR IN COURT. SEE INSTRUCTIONS (on back of yellow copy).			<input type="checkbox"/> B IF BOX B IS CHECKED, YOU MUST PAY AMOUNT INDICATED BELOW OR APPEAR IN COURT. SEE INSTRUCTIONS (on back of yellow copy).		
PAY THIS AMOUNT →			\$	Forfeiture Amount	
			\$	+ \$25 Processing Fee	
			\$	Total Collateral Due	

YOUR COURT DATE	
(If no court appearance date is shown, you will be notified of your appearance date by mail.)	
Court Address Block 34	Date (mm/dd/yyyy) Block 35
	Time (hh:mm) Block 36

My signature signifies that I have received a copy of this violation notice. It is not an admission of guilt. I promise to appear for the hearing at the time and place instructed or pay the total collateral due.

X Defendant Signature _____

Attachment 26

**CVB FORM 1805, UNITED STATES DISTRICT COURT VIOLATION NOTICE, CVB
COPY, REVERSE**

Figure A26.1. CVB FM 1805, Reverse.

Attachment 27

**CVB FORM 1805, UNITED STATES DISTRICT COURT VIOLATION NOTICE,
DEFENDANT COPY, FRONT**

Figure A27.1. CVB 1805, Defendant Copy Front.

**United States District Court
Violation Notice**

CVB Location Code
[]

Violation Number R 3086001	Officer Name (Print)	Officer No.	R 3086001
YOU ARE CHARGED WITH THE FOLLOWING VIOLATION			
Date and Time of Offense (mm/dd/yyyy)	Offense Charged: <input type="checkbox"/> CFR <input type="checkbox"/> USC <input type="checkbox"/> State Code		
Place of Offense			
Offense Description			

DEFENDANT INFORMATION

Last Name	First Name	M.I.
[REDACTED]		

<p>A <input type="checkbox"/> IF BOX A IS CHECKED, YOU MUST APPEAR IN COURT. SEE INSTRUCTIONS (on back of yellow copy).</p>	<p>B <input type="checkbox"/> IF BOX B IS CHECKED, YOU MUST PAY AMOUNT INDICATED BELOW OR APPEAR IN COURT. SEE INSTRUCTIONS (on back of yellow copy).</p> <p style="text-align: right;">\$ _____ Forfeiture Amount + \$25 Processing Fee</p> <p style="text-align: right;">\$ _____ Total Collateral Due</p>
PAY THIS AMOUNT →	

YOUR COURT DATE

(If no court appearance date is shown, you will be notified of your appearance date by mail.)

Court Address	Date (mm/dd/yyyy)
	Time (hh:mm)

My signature signifies that I have received a copy of this violation notice. It is not an admission of guilt. I promise to appear for the hearing at the time and place instructed or pay the total collateral due.

X Defendant Signature _____

Attachment 28

**CVB FORM 1805, UNITED STATES DISTRICT COURT VIOLATION NOTICE,
DEFENDANT COPY, REVERSE**

Figure A28.1. CVB FM 1805, Defendant Copy Reverse.

INSTRUCTIONS

- KEEP THIS COPY FOR YOUR RECORDS -

- A. If BOX A is checked on the face of this Violation Notice, YOU MUST APPEAR IN COURT at the date, time and place shown. If no date, time and place are shown then you will be notified by mail of when and where to appear. You must notify the Central Violations Bureau (CVB) in writing, of any change in the address listed on this Violation Notice. If you have not received a "Notice to Appear" within 45 days, call the CVB at 800-827-2982.
- B. If BOX B is checked on the face of this Violation Notice, YOU MUST DO ONE OF THE FOLLOWING:
1. PAY THE TOTAL COLLATERAL DUE AMOUNT SPECIFIED. If you wish to terminate your case WITHOUT HAVING TO APPEAR IN COURT, mail your personal check, money order, or credit card information in the envelope provided within 30 days for the full amount of the total collateral due specified. Include the perforated stub with your payment. **DO NOT MAIL CASH.** Write the violation number and location code from the top front portion of the Violation Notice on your check or money order and make it payable to the Central Violations Bureau. In some federal jurisdictions, payment of the total collateral due constitutes a plea of guilty or *nolo contendere*. If you are charged with a motor vehicle violation, a record of your payment may be reported to the Department of Motor Vehicles of your state. You may be required to pay additional processing, certification or other fees to reinstate your vehicle's registration or your driving privileges.

OR

2. APPEAR IN COURT. If the officer has written on the face of this Violation Notice a date, time and place for a court appearance, you must appear in court at that time. If no court date, time and place is shown, this information will be provided to you by mail. You must notify CVB in writing, of any change in the address listed on this Violation Notice. If you have not received a "Notice to Appear" within 45 days, call the Central Violations Bureau at 800-827-2982.

NOTICE

If you do not pay the total collateral due amount, and you fail to appear in court at the date and time scheduled for you, the United States District Court may issue a summons ordering your appearance or issue a warrant for your arrest. If you are charged with a motor vehicle violation, the court may also report your failure to pay or appear to the Department of Motor Vehicles of your state, which may affect your driving and/or registration privileges. If you plead guilty to a traffic violation, points may be assessed against your driving record. An accumulation of points may result in the suspension of your driving privilege. Furthermore, the court may increase your fine or impose additional penalties. Also, your driving privilege may be suspended if you plead guilty or are found guilty of certain offenses under the vehicle code of your state. A driver's education course may be an option to prevent accumulating points or having your driving privilege suspended. If you are considering this option do not pay the total collateral due amount. Call the Central Violations Bureau at 800-827-2982 for further information.

Payment address:	Correspondence address:
Central Violations Bureau	Central Violations Bureau
P.O. Box 740026	P.O. Box 780549
Atlanta, GA 30374-0026	San Antonio, TX 78278-0549
Phone Number 800-827-2982	

Attachment 29

DD FORM 1920, ALCOHOLIC INFLUENCE REPORT, FRONT

Figure A29.1. DD FM 1920, Front.

ALCOHOL INCIDENT REPORT		INSTALLATION	CASE NUMBER <small>(Admin Use only)</small>																																																																																																
PRIVACY ACT STATEMENT																																																																																																			
AUTHORITY: 10 U.S.C. 8013; 44 U.S.C. 3103; and E.O. 9397. PRINCIPAL PURPOSE(S): Used to record information and details of criminal activity which may require investigative action by commanders, supervisor, Military/Security Police, DoD special agents, etc. Used to provide information to the appropriate individuals within DoD organizations who ensure that proper legal action is taken. ROUTINE USE(S): Information may be disclosed to local, county, state and federal law enforcement or investigatory authorities for investigation and possible criminal prosecution or civil court action. Information extracted from this form may be used in other related criminal and/or civil proceedings. DISCLOSURE: Voluntary. SSN is used to positively identify the individual making the statement and as a conduit to check past criminal activity records.																																																																																																			
SECTION I - SUSPECT DATA		DATE OF BIRTH <small>(YYYYMMDD)</small>	UNIT/SPONSOR																																																																																																
LAST NAME	FIRST NAME	GRADE	SSN																																																																																																
SECTION II - INITIAL CONTACT		BEHIND THE WHEEL SCREENING																																																																																																	
VEHICLE IN MOTION 1. TURNING WITH WIDE RADIUS 2. STRADDLING CENTER OR LANE MARKER 3. APPEARS TO BE DRUNK 4. ALMOST STRIKING OBJECT OR OTHER VEHICLE 5. WEAVING WITHIN OR OUT OF TRAFFIC LANE 6. DRIVING ON OTHER THAN DESIGNATED ROADWAY 7. DRIVING INTO OPPOSING OR CROSSING TRAFFIC 8. STOPPING INAPPROPRIATELY (OTHER THAN TRAFFIC LANE) 9. SLOW RESPONSE TO TRAFFIC SIGNALS 10. TURNING ABRUPTLY OR ILLEGALLY 11. ACCELERATING OR DECELERATING RAPIDLY 12. HEADLIGHTS OFF 13. SWERVING 14. SPEED SLOWER THAN 10 MPH BELOW LIMIT 15. STOPPING WITHOUT CAUSE IN TRAFFIC LANE 16. FOLLOWING TOO CLOSELY 17. DRIFTING 18. TIRES ON CENTER OR LANE MARKER 19. BRAKING ERRATICALLY 20. SIGNALING INCONSISTENT WITH DRIVING ACTIONS 21. OTHER (Specify)		NAME OF TEST SCREENING PERFORMANCE PRE-ARREST SCREENING LOCATION CONDITIONS																																																																																																	
PERSONAL CONTACT 1. DRIVER ADMITTED: a. OPERATING VEHICLE b. CONSUMING ALCOHOL c. USING DRUGS 2. MOTOR VEHICLE CRASH 3. CONTAINER OR ALCOHOL BEVERAGE: a. IN VEHICLE b. ON PERSON 4. ODOR OF ALCOHOLIC BEVERAGE 5. BLOOD-SHOT/WATERY EYES 6. SLURRED/INCOHERENT SPEECH 7. UNSURE BALANCE 8. OTHER (Specify)		TOTAL CLUES WALK AND TURN INSTRUCTION STAGE: 1. CANNOT KEEP BALANCE 2. STARTS TOO SOON WALKING STAGE: 3. STOPS WALKING 4. MISSES HEEL TO TOE 5. STEPS OFF LINE 6. RAISES ARMS 7. INCORRECT NUMBER OF STEPS 8. INCORRECT TURN (Specify)																																																																																																	
SECTION III - STANDARDIZED FIELD SOBRIETY TESTING		TOTAL CLUES																																																																																																	
HORIZONTAL GAZE NYSTAGMUS (HGN) YES <input type="checkbox"/> NO <input type="checkbox"/> SUSPECT WEARING CONTACTS LEFT EYE: 1. YES <input type="checkbox"/> NO <input type="checkbox"/> 2. YES <input type="checkbox"/> NO <input type="checkbox"/> RIGHT EYE: 3. YES <input type="checkbox"/> NO <input type="checkbox"/> 4. YES <input type="checkbox"/> NO <input type="checkbox"/> 5. YES <input type="checkbox"/> NO <input type="checkbox"/> 6. YES <input type="checkbox"/> NO <input type="checkbox"/> OFFICER ADMINISTERING HGN		WALK AND TURN INSTRUCTION STAGE: 1. CANNOT KEEP BALANCE 2. STARTS TOO SOON WALKING STAGE: 3. STOPS WALKING 4. MISSES HEEL TO TOE 5. STEPS OFF LINE 6. RAISES ARMS 7. INCORRECT NUMBER OF STEPS 8. INCORRECT TURN (Specify)																																																																																																	
WARNINGS A. MIRANDA TIME B. IMPLIED CONSENT TIME C. OBSERVATION TIME STARTED: OBSERVER		ONE LEG STAND 1. SWAYS <input type="checkbox"/> 4. FOOT DOWN 2. HOPS <input type="checkbox"/> 5. USES ARMS TO KEEP BALANCE 3. TO KEEP BALANCE OFFICER ADMINISTERING TEST NAME OF TEST PERFORMANCE																																																																																																	
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>HGN CLUES</th> <th>0</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> </tr> <tr> <td>W</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>A</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>L</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>K</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>A</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>N</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>D</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>T</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>U</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>R</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>N</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> SHADED <input type="checkbox"/> UNSHADED <input type="checkbox"/>		HGN CLUES	0	1	2	3	4	5	6	W								A								L								K								A								N								D								T								U								R								N								CHEMICAL TESTING A. BLOOD <input type="checkbox"/> B. BREATH <input type="checkbox"/> C. URINE RESULTS: TIME OFFICER 1. .10 or ABOVE 2. .08-.09 3. .06-.07 4. .05 OR BELOW 5. UNKNOWN 6. REFUSED	
HGN CLUES	0	1	2	3	4	5	6																																																																																												
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Attachment 30

DD FORM 1920, ALCOHOLIC INFLUENCE REPORT, REVERSE

Figure A30.1. DD FM 1920, Reverse.

SECTION IV - SYNOPSIS

INCIDENT LOCATION _____ INCIDENT DATE/TIME _____

INCIDENT SYNOPSIS _____

SECTION V - INTERVIEW *(Rights advisement in accordance with service policy is required before direct offense questioning)*

Were you operating a vehicle? _____ Where were you going? _____

What street or highway were you on? _____ Direction of travel? _____

Where did you start from? _____ What time did you start? _____ a.m./p.m.

What time is it now? _____ What city (county, base, etc.) are you in now? _____

What is the date? _____ What day of the week is it? _____

INTERVIEWER TO FILL IN ACTUAL:		DATE	INTERVIEWER'S NAME
TIME	DAY		
a.m./p.m.			

When did you last eat? _____ What did you eat? _____

What were you doing during the last three hours? _____

Have you been drinking? _____ What? _____ How much? _____

Where? _____ Started? _____ a.m./p.m. Stopped? _____

Are you under the influence of an alcoholic beverage now? _____

What is your occupation? _____ When did you last work? _____

Do you have any physical defects? _____ If so, what? _____

Are you ill? _____ Have you been injured lately? _____ If so, what's wrong? _____

Do you limp? _____ Did you get a bump on the head? _____ If so, what's wrong? _____

Were you involved in an accident today? _____ How much? _____

Have you had any alcoholic beverage since the accident? _____ If so, what? _____

Where? _____ How much? _____

Have you seen a doctor or dentist lately? _____ If so, who? _____

What for? _____

If so, what kind? (Get sample) _____ Last dose? _____

Diabetes? _____ Do you take insulin? _____

Have you had any injections of any other drugs recently? _____ If so, what for? _____

What kind of drug? _____ Last dose? _____

How much sleep did you have? _____ Are you wearing false teeth? _____

When did you last sleep? _____

Do you have a glass eye? _____

HANDWRITING SPECIMEN
 (Signature and/or anything driver chooses)

Attachment 31

**DD FORM 2701, INITIAL INFORMATION FOR VICTIMS AND WITNESSES OF
CRIME, FRONT**

Figure A31.1. DD FM 2701, Front.

**DEPARTMENT OF
DEFENSE**



If You Need Additional Assistance:

In regard to the status of the investigation, contact the investigator below:

_____ (Name)

_____ (Telephone Number)

In regard to other assistance available, contact the command Victim/Witness Responsible Official, or the person identified below:

_____ (Name)

_____ (Telephone Number)

In regard to the prosecution, contact the legal office below:

_____ (Name)

_____ (Telephone Number)

In regard to compensation for medical or other expenses, contact the state office for Crime Victim Compensation:

_____ (Name)

_____ (Telephone Number)

Please notify these offices of any changes of address or telephone number.

For further information on crime issues, see the DoD Victim and Witness Assistance Council web page at:

<http://dod.mil/vwac>

increased concern for their personal safety and that of their family, trouble concentrating on the job, difficulty handling everyday problems, feeling overwhelmed, and thinking of the crime repeatedly.

Some or all of these behaviors may occur and will ease with time. They are normal reactions but you may wish to see a counselor. State compensation funds may be available to reimburse you for such counseling. The Victim/Witness Assistance Responsible Official will have further information.

Your Rights As A Victim.

As a Federal crime victim, you have the following rights:

- The right to be treated with fairness and with respect for your dignity and privacy;
- The right to be reasonably protected from the accused offender;
- The right to be notified of court proceedings;
- The right to be present at all public court proceedings related to the offense, unless the court determines that your testimony would be materially affected if you as the victim heard other testimony at trial;
- The right to confer with the attorney for the government in the case;
- The right to available restitution;
- The right to information about the conviction, sentencing, imprisonment, and release of the offender.

**INITIAL
INFORMATION FOR
VICTIMS AND WITNESSES
OF CRIME**

Attachment 32

**DD FORM 2701, INITIAL INFORMATION FOR VICTIMS AND WITNESSES OF
CRIME, REVERSE**

Figure A32.1. DD FM 2701, Reverse.

Initial Information

For Victims and Witnesses of Crime

Introduction. We are concerned about the problems often experienced by victims and witnesses of crime. We know that as a victim or witness, you may experience anger, frustration, or fear as a result of your experience. The officer responsible for Victim/Witness Assistance at your installation can help.

We have prepared this brochure to help you deal with the problems and questions which often surface during an investigation and to provide you with a better understanding of how the military criminal justice system works. Your continued assistance is greatly needed and appreciated.

A criminal investigation can be both complex and lengthy and may involve several agencies, some Federal and some local. If you request, you will be kept informed of the status of your case by the investigator handling your case. His or her name is on the back of this brochure.

If You Are Threatened Or Harassed.

If anyone threatens you or you feel that you are being harassed because of your cooperation with this investigation, contact the investigator or the Victim/Witness Responsible Official right away. It is a crime to threaten or harass a victim or witness.

If You Were Injured. If you do not have insurance to pay the cost of your medical or counseling bills, or related expenses, the state Crime Victim Compensation office may be able to assist.

If You Were a Victim of Spouse or Child Abuse.

For your safety, you may want a restraining order, or temporary shelter. For information about these steps or about counseling services, call the Victim/Witness Responsible Official. If the offender is convicted or discharged for abusing you or your children, you may be eligible for "transitional compensation" benefits. Contact the prosecutor identified on the back of this brochure for further information.

Restitution. If an individual is arrested and prosecuted in federal court, you may be eligible for restitution. Restitution is court-ordered payment to you as a victim of crime. It is made by the offender for any out of pocket expenses caused by the crime. Restitution cannot be ordered as a sentence in a military court-martial, but it can be used as a condition of a pre-trial agreement to plead guilty to an offense, or as a condition of clemency or parole.

If Property Was Stolen. If your property was stolen, we hope to recover it as part of our investigation. If we do, we will notify you and return it to you as quickly as possible. Sometimes property needs to be held as evidence for trial. We will return your property once it is no longer needed as evidence.

If You Need Assistance With Your Employer or Command. If you have problems at work because of the crime or the investigation, we can contact your employer or Commanding Officer to discuss the importance of your role in the case.

If An Arrest Is Made. If you ask, you will be notified if a suspect is arrested. Since criminal defendants may be released before trial, you can ask for a restraining order to help protect you from the suspect.

Trial. Once an offense has been referred to trial, you will be contacted by the military trial counsel (prosecutor) or the Assistant U.S. Attorney assigned to handle your case, as appropriate. Each command and U.S. Attorney has a Victim/Witness Responsible Official to help answer your questions and deal with your concerns during the prosecution. You have the right to be consulted at key stages in the trial and will be informed of these rights by trial counsel.

Confinement. If the accused is sentenced to confinement (prison), you have a right to notification of changes in the confinee's status. Use a DD Form 2704, "Victim/Witness Certification and Election Concerning Inmate Status", to request that the confinement facility notify you of parole hearings, escape, release, or death of the confinee.

The Emotional Impact of Crime. Many victims and witnesses are emotionally affected by the crime. Although everyone reacts differently, victims and witnesses report some common behaviors, such as

Attachment 33

DD FORM 2708, RECEIPT FOR INMATE OR DETAINED PERSON

Figure A33.1. DD FM 2708.

RECEIPT FOR INMATE OR DETAINED PERSON			
1. RECEIVED FROM (Unit or Agency and Station) 12 SFS, Randolph AFB, TX		2. TIME 00:12	3. DATE (YYYYMMDD) 20001225
4. INMATE NAME (Last, First, Middle) SEILER, Kevin Samuel		5. SSN 123-45-6789	6. GRADE SrA
7. ORGANIZATION 12 OMS		8. STATION Randolph AFB, TX	
9. OFFENSE <u>Shoplifting</u>			
10. PERSONAL PROPERTY <u>Retained on person</u>			
11. REMARKS <u>None</u>			
12. NAME AND TITLE OF PERSON RECEIVING ABOVE INDIVIDUAL DONALD BLEISTEIN		13. SSN 234-54-2430	14. GRADE MSGt
15. RECEIVING UNIT OR AGENCY AND STATION 12 OMS, Randolph AFB, TX		16. SIGNATURE <i>Donald Bleistein</i>	

DD FORM 2708, NOV 1999