

**BY ORDER OF THE COMMANDER
OF JOINT BASE CHARLESTON**

AIR FORCE INSTRUCTION 31-218(IP)



**JOINT BASE CHARLESTON
Supplement**

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Security

**MOTOR VEHICLE
TRAFFIC SUPERVISION**

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(Joint Base Charleston) AFI 31-218 (IP), *Motor Vehicle Traffic Supervision*, 22 May 2006, is supplemented as follows: This instruction implements Air Force Instruction 31-218(IP), *Motor Vehicle Traffic Supervision*, Interservice Publication. This supplement is applicable to all persons owning or operating motor vehicles, motorcycles, mopeds, bicycles or skateboards on Joint Base Charleston (JB CHS), including the Air Force Reserve and Air National Guard (ANG). It establishes procedures and responsibilities for accomplishing traffic supervision functions. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code, Section 8013, and DoD Directive 7730.47, Defense Incident-Based Reporting System (DIBRS). The applicable Privacy Act SORN(s) F031 AF SF B, Security Forces Management Information Service, is available at <http://privacy.defense.gov/notices/usaf/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may not be supplemented or further implemented/extended. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1-4. e. (7) (a) (Added-JB CHS) The 628 ABW/CC has delegated their authority under

this instruction to the 628th Mission Support Group Commander (628 MSG/CC) and 628 Mission Support Group Deputy Commander (628 MSG/CD). Delegates will have an Appointment of Military Magistrate letter on file.

1-4 e. (7) (b) (Added-JB CHS) The 628 MSG/CC is the primary for magistrate duties and the final authority for appeals. The 628 MSG/CDs are the alternate for magistrate duties.

1-4. h. (JB CHS) Base Traffic Safety Engineering and Coordination Group (BTSECG). The BTSECG is responsible for traffic devices, traffic signs, pavement markings, parking areas and reserved parking areas. Requests for changes, deletions and additions will be submitted to them through Civil Engineering (CE). The BTSECG will meet quarterly or at the call of the chairperson when a sufficient agenda has accumulated. The group will be composed of the 628th Civil Engineer Squadron Commander (628 CES/CC), 628th Air Base Wing Safety (628 AB/SE), 628th Security Forces Squadron Operations Officer (628 SFS/S3), the 437th Maintenance Group Deputy Commander (437 MXG/CD), 628th Air Base Wing Staff Judge Advocate (628 ABW/JA) 628th Air Base Wing Public Affairs (628 ABW/PA) and the 628th Mission Support Group Deputy Commander (628 MSG/CD) who chairs the group.

2-1.a. (4) (JB CHS) Personnel operating a privately owned vehicle on JB CHS must have the following in their immediate possession at all times:

- a. A valid/current state driver's license
- b. Valid/current vehicle registration to include vehicle license plates
- c. Most importantly valid/current vehicle insurance. Proof of insurance can consist of an insurance card or other documents issued by the insurance company that has a policy effective date and an expiration date. Proof of insurance can also be provided via electronic digital device such as a smart phone or iPad[®].

2-1. a. (4) (b) [1] (Added-JB CHS) International driver's permits are not authorized for driving on JB CHS. Newly assigned military personnel and their family members are authorized to maintain and use their current state driver's license if applicable or they may obtain a South Carolina (SC) state driver's license within 90 days of arrival. TDY, military exchange and civilian personnel visiting JB CHS are authorized to use their valid state or home country driver's license.

2-1.a.(4) (c). (JB CHS) Personnel who knowingly furnish false or misleading information regarding the vehicle credentials are subject to driving revocation, base debarment and arrests by civil authorities. Military personnel are subject to driving revocation and disciplinary action under the UCMJ.

2-2. a. (2) (a) (Added-JB CHS) Procedures on stopping, inspecting, searching and impoundment are outlined in the Joint Base Charleston Integrated Defense Plan, 31-1.

2-4. a. (1) (a) (Added-JB CHS) The driving privileges of any individual operating a vehicle on the installation may be suspended or revoked due to point accumulation or driver behavior. When the driving privileges of an individual are to be revoked, 628 SFS/S5R will prepare suspension or revocation packages as outlined in AFI 31-218, *Motor Vehicle Traffic Supervision* and this supplement. 628 SFS/S5R will then forward the suspension or revocation letter to the 628 MSG/CC

for final determination and approval. The suspension will remain effective for the entire period of the suspension unless the installation commander or his/her designee approves an appeal. Commanders may recommend operators to complete a Defensive Driving Course through Trident Technical College enrollment contact number is 843-574-6152.

2-4. a. (3) (b) (JB CHS) The percentage standard in South Carolina for Driving Under the Influence (DUI) is .08% or more for individuals 21 years of age and older. The SC zero tolerance policy effects individuals under 21 years of age if the blood alcohol content is .02% and below .05% their driving privileges will be immediately suspended for 1 year from the date of the offense. If an individual has a prior offense within five years preceding the violation under SC zero tolerance policy, privileges will be suspended 2 years from the date of the offense.

2-4. a. (3) (b) [1] (Added-JB CHS) In South Carolina it is unlawful for a person to operate a motor vehicle with an alcohol concentration of .08% (eight one-hundredths of one percent) or more IAW South Carolina Criminal and Motor Vehicle Laws, Title 56-5-2933. Anyone who violates this requirement shall have their license suspended for no less than 1 year.

2-4. a. (3) (c) (JB CHS) Anyone who violates this requirement shall have their driving privileges suspended for 6 months. Exception: South Carolina Zero Tolerance Violators (under 21 YOA) will be suspended for 1 year, refer to para 2-4. a. (3) (e).

2-4. a. (3) (e) (Added-JB CHS) South Carolina has a "Zero Tolerance" policy, which will be enforced on JB CHS. IAW South Carolina Criminal and Motor Vehicle Laws, Title 56-1-286, any person under the age of 21, who operates a motor vehicle with an alcohol concentration above .02% shall have their license suspended. JB CHS will suspend base driving privileges for 1 year for first time offenders. For subsequent violations the suspension period shall be 2 years.

2-4. a. (4) (Added-JB CHS) Security Forces patrolmen will issue (pre-signed) driving suspension letters on scene for situations including: Driving Under the Influence (DUI), Expired Driver's License, Driving Under Suspension- (DUS), (Additional 2-year), Expired or no Proof of Vehicle Insurance, Failure to Utilize Seatbelt, and Non Hands-free Cell Phone Use While Operating a Vehicle. 628 SFS Patrols will issue driving suspension letters on behalf of the 628 MSG/CC based on moving and non-moving violations contained within AFI 31-218, *Motor Vehicle Traffic Supervision* and this supplement. A Security Forces Management Information System (SFMS) report must accompany the driving suspension letter. The offender will be given the driving suspension letter and the suspension will immediately go into effect (with the exception of Seatbelt/Cell Phone Violations, reckless driving which start 14 days after issuance). The subject will sign the letter acknowledging their notification of suspension. If the subject refuses to sign the letter, the individual issuing the letter shall so state on the face of the letter.

2-4. a. (5) (Added-JB CHS) Appeal Procedures for Suspension/Revocation of Base Driving Privileges. All requests for reinstatement of driving privileges must be submitted in writing, and must include the relief sought along with reasons and supporting documentation justifying the request for reinstatement. The commander or the government sponsor of the individual requesting reinstatement must endorse the reinstatement request and provide comments supporting or not

supporting reinstatement. If the immediate commander or the government sponsor does not recommend reinstatement, they must state so in their endorsement. Requests will be routed through the 628 SFS/J5R and addressed to the 628 MSG/CC. The reinstatement of driving privileges shall only become effective upon approval of the reinstatement request or upon completion of the suspension period.

2-6. b. (2) (a) (Added-JB CHS) Military personnel will be notified in-person or by certified mail when their family member's on-base driving privileges are suspended or revoked. The military sponsor(s) will be responsible for enforcing the suspension or revocation. An endorsed copy of the notice must be returned to 628 SFS/J5R.

2-6. b. (2) (b) (Added-JB CHS) 628 SFS/J5R will send a letter by certified mail, informing them that they are being considered for suspension. A signed Postal Service Form 3811/Domestic Return Receipt will be used as verification that the letter was received and acknowledged. The individual shall have 10 days from receipt of the letter to request an administrative hearing. If the individual fails to request an administrative hearing, their suspension will be enacted automatically ten days after receipt of the notification. If the individual requests an administrative hearing, the suspension shall be stayed until the administrative hearing is completed and a decision is rendered by the 628 MSG/CC.

2-6. c. (JB CHS) For on-base intoxicated driving incidents, the Security Forces patrolmen responding to the incident shall issue a driving suspension letter on behalf of the MSG/CC prior to the subject's release. For off-base intoxicated driving incidents involving military members, 628 SFS/S5R shall issue a driving suspension letter after receiving a police report/citation of DUI from local law enforcement agencies. The offender, and his/her supervisor, will report to 628 SFS/S5R as soon as practical after notification from 628 SFS/S5R that a police report had been received, so that the driving suspension letter is issued to the violator.

2-6. c. (12) (Added-JB CHS) The 628 SFS/S5R will notify the South Carolina Department of Motor Vehicles and the licensing authority, for the state from which the driver's license was issued following final disposition of intoxicated driving offenses or refusal to submit to a BAC test for incidents on base. In accordance with South Carolina Law, if the BAC is .15% or higher, the offender's state driver's license (South Carolina issued only) will be confiscated and forwarded by 628 SFS/J5R personnel with the notification for on-base incidents.

2-10. d. (JB CHS) This can only be done for JB CHS imposed suspensions. Personnel requesting restricted privileges must submit a letter explaining the details, through their immediate commander and the 628 SFS/S5R section, to the 628 MSG/CC. The immediate commander must endorse the request for restricted driving privileges and provide comments supporting or not supporting the restricted driving privileges. The 628 MSG/CC shall determine if restricted driving privileges are appropriate. If restricted driving privileges are granted by the 628 MSG/CC, the person granted such restricted driving privileges must carry a copy of the authorization letter while operating a vehicle. Failure to do so will result in termination of restricted driving privileges.

2-13. a. (Added-JB CHS) Violators must successfully complete a state-sanctioned Defensive Driving Course through Trident Technical College (enrollment number 843-574-6152), DUI and

“Zero Tolerance” policy offenders are required to take a minimum 6-hour Alcohol and Drug Abuse Prevention and Treatment Education Class (ADAPT) through the 628th Medical Group Behavioral Sciences office (for JB CHS-AB personnel) or the Navy Drug and Alcohol Program (NADAP) through Navy Branch Medical Clinic (for JB CHS-WS personnel) prior to reinstatement of their base driving privileges. The offender must report to 628 SFS/S5R with all class completion certificates and a letter from appropriate commander or section commander verifying completion of the driving suspension and all required classes prior to reinstatement. The offender’s suspension/revocation will automatically be extended until the completion of defensive driving course/treatment program/s.

3-1. b. (JB CHS) Construction and material handling vehicles, off-road motorcycles, mopeds[®], off-road vehicles, or other two-, three-, four-wheeled vehicles powered by a motorcycle engine are not required to be registered on base. If the individual intends to operate the vehicle on the installation roadways, it must meet all state and federal guidelines for operation, and owners must register and license the vehicle with a state.

3-2. c. (JB CHS) Insurance requirements for operation of POVs within the confines of the installation are the minimum requirements set forth in the South Carolina Criminal and Motor Vehicle Laws, Chapter 56-9-20. The installation does not require periodic safety inspection for vehicles operated routinely on the installation; however, all vehicles must meet the minimum safety requirements for operation set by the state of South Carolina.

3-4. e. (Added-JB CHS) Prohibited Use of Driver's License or Registration. It is unlawful for any person to:

3-4. e. (1) (Added-JB CHS) Display or cause to be displayed or have in their possession any canceled, revoked, suspended, fictitious or fraudulently altered registration, base decal or temporary permit.

3-4. e. (2) (Added-JB CHS) Lend their registration, temporary pass or permanent base decal to any other person or knowingly permit the use thereof by any person, or upon any other vehicle than that which it is intended.

3-4. e. (3) (Added-JB CHS) Display, cause, permit to be displayed or have in possession any canceled, revoked, suspended, fictitious or fraudulently altered driver's license/operator's permit.

3-4. e. (4) (Added-JB CHS) Lend or knowingly permit the use of their driver's license or permit by any other person.

4-1. b. (JB CHS) The JB CHS BTSECG addresses all traffic circulation issues when they arise. The Chief of Maintenance Engineering is the primary installation traffic engineer. The Assistant Chief of Maintenance Engineering is the alternate installation traffic engineer.

Table 4-1. c. (Added-JB CHS) Posted Speed Limits for JB CHS. All speed limits listed in this table will be adhered to unless otherwise posted.

Location	Speed
Within housing area	20 MPH
All Parking Lots	10 MPH
Road Construction areas	15 MPH
Ramp area	15 MPH
Close proximity of aircraft(within 50 ft)	5 MPH
Added -Piers/Wharfs	5 MPH
Towing AGE equipment	10 MPH
Towing aircraft	5 MPH
High speed taxiway	35 MPH
Material Handling Equipment (MHE)	10 MPH

4-2. a. (JB CHS) Traffic Code. JB CHS assimilates Title 56 of the South Carolina Criminal Law and Motor Vehicle Handbook as its traffic code. In circumstances where these directives are in conflict, the more stringent standard will have precedence.

4-2. a. (3) (Added-JB CHS) Basic Rules. A person operating a vehicle on JB CHS shall do so in a careful and prudent manner, and at or below the rate of speed posted or outlined in **Table 4.1**. The operator will take into account the conditions at the point of operation, such as amount of traffic, condition of brakes, weight of vehicle, grade and width of roadway, condition of surface, and freedom of obstruction to view ahead and present weather conditions. An operator of a motor vehicle on JB CHS shall immediately and safely move the vehicle to the right side of the roadway or parking area and come to a complete stop when directed to do so by Security Forces members.

4-2. b. (JB CHS) Refer to Chapter 6 of this supplement.

4-2. c. (1) (a) (JB CHS) Vehicle operators must yield to pedestrians attempting to enter or in crosswalks. Pedestrians must ensure oncoming vehicles have surrendered the right of way by coming to a complete stop prior to crossing a street at street corners or crosswalks. Crossing mid street other than at crosswalks is prohibited.

4-2. c. (1) (d) (Added-JB CHS) 1) Motorcycles and mopeds. For motorcycles and other self-propelled, open, 2-wheel, 3-wheel, and 4-wheel vehicles powered by a motorcycle-type engine, the following traffic rules apply: headlights will be on at all times when in operation. A rear view mirror will be attached to each side of the handlebars.

4-2. c. (1) (e) (Added-JB CHS) Unit commanders with motorcycle, moped, or motor scooter operators will ensure untrained operators (all military regardless of duty status and those civilian personnel that ride while on duty) complete an approved motorcycle safety training course as required AFI 91-207, *The US Air Force Traffic Safety Program*. NOTE: Service members of other services must follow motorcycle training requirements of that service: Army, AR 385-55, USN, OPNAVINST 5100.12 (series), USMC, MCO 511.19 (series), USCG, COMDTINST M5100.5."

4-2. c. (1) (f) (Added-JB CHS) Untrained motorcycle riders (military and civilian) are prohibited from riding in traffic environments, unless authorized in writing by the unit commander. Commanders may authorize waivers to ride, pending training attendance, in 30-day increments.

4-2. c. (1) (g) (Added-JB CHS) Military personnel must have proof of current training when operating a motorcycle on the installation. Civilian personnel who operate motorcycles, motor scooters or mopeds while on duty must retain and present proof of completion upon request. Any Motorcycle Safety Foundation (MSF) or approved training completion course card/certificate serves as course completion.

4-2. c. (1) (h) (Added-JB CHS) Unit commanders will require military personnel to complete the an approved DoD intermediate or refresher motorcycle safety training course for any of the below reasons. For example, if the operator (1) has not operated a motorcycle, moped, or motor scooter for 2 or more years, (2) is operating a larger or different type of motorcycle, moped or motor scooter than was originally trained on, (3) reportable mishaps, (4) reports of near-misses, (5) validated complaints regarding operator's bad driving habits, (6) other indications that an operator is at personal risk for being involved in a vehicle mishap.

4-2. c. (1) (i) (Added-JB CHS) Owners of sport bikes are required to complete an approved sport bike focused training course. A Sport Bike Training Course Completion Card will be used as proof of training. When determining whether a motorcycle is a sport bike, the manufacturer's description, horsepower and torque will be used to aid in the classification. Refer to AFI 91-207, *The US Air Force Traffic Safety Program* for further information.

4-2. c. (1) (j) (Added-JB CHS) Commanders, supervisors and installation security forces will enforce the use of approved personal protective equipment (PPE), such as helmet properly fastened under the chin, eye protection, sturdy over the ankle footwear, a long-sleeved shirt or jacket, long trousers, full fingered gloves or mittens made of leather or other abrasive resistant material will be worn by operators and passengers when in operation. Wearing of a motorcycle jacket and pants constructed of abrasion resistant materials such as leather, Kevlar and/or Cordura containing impact absorbing padding is strongly encouraged. PPE that incorporates fluorescent colors and retro-reflective material and wearing of a motorcycle jacket and pants constructed of abrasion resistant materials containing impact absorbing padding is strongly encouraged. Non-use of or use of non-compliant PPE may be considered in making Line of Duty (LOD) determinations for injuries. Traffic point assessment for noncompliance with riding apparel and equipment requirements is outlined in Table 5.2. The below requirements will be briefed at newcomer's orientation and included in the installation traffic code.

4-2. c. (1) (k) (Added-JB CHS) Moped or motor scooters will not be driven on sidewalks, troop walks, running tracks, or other areas designated for pedestrians.

4-2. c. (1) (l) (Added-JB CHS) When authorized on roadways, moped and motor scooters operators will travel with the flow of traffic and obey all traffic signs and signals.

4-2. c. (1) (m) (Added-JB CHS) Mopeds and motor scooters that have a top speed of 30mph, will only be used on roadways with a posted 35 mph speed limit or less.

4-2. c. (1) (n) (Added-JB CHS) Off-Road Vehicles. The use of Government Owned Recreational Motor Vehicles (GORMV) and Other Government Motor Vehicle Conveyances (OGMVC) are authorized on JB CHS for official business only. Using organizations will complete an Operation Risk Assessment evaluation and provide documentation ensuring all applicable items from AFI 91-207, *The US Air Force Traffic Safety Program* AMC Sup 1 are addressed prior to using OGMVC vehicles in traffic, industrial, or pedestrian environments and submit this for approval through the 628 ABW Safety Office. Off-road, privately owned, vehicles are only authorized to be operated on the installation streets if they are licensed and registered to drive on state roads.

4-2. c. (2) (d) (JB CHS) Child Interference. No vehicle may be operated while the driver is holding a child, or allowing a child to interfere in any way with the operation of a vehicle.

4-2. c. (2) (f) (Added-JB CHS) Quantity of Passengers. No vehicle will be operated with more passengers than there are safety restraints. This includes operating a vehicle with a person riding on an exterior portion of the vehicle or inside the bed of a truck, unless the person(s) is/are seated on the bed or platform of the vehicle or upon a seat built below the level of the sideboards with all body extremities inside the bed. Personnel are permitted to ride in the bed of a truck when all available seats are in use by other persons. While riding in the bed they will not lean against the tailgate. Restraints/seatbelts will be worn by all JB CHS base populace vehicle occupants in government owned and privately owned vehicles both on base and off-base.

4-2. c. (3) (JB CHS) Violators can be cited for using a cell phone while driving without a hands-free device and a suspension of base driving privileges letter will be issued. For SFMIS point assessment purposes, violations of this paragraph will fall under: Other moving violations (involving driver behavior only). See Table 5.5. and E for point assessment and suspension of installation driving privilege criteria

4-2. c. (3) (a) (Added-JB CHS) Windshield Visibility. All vehicles must have a serviceable windshield. Vehicles shall not be operated with an iced, fogged, or excessively dirty windshield. The entire glass area of the vehicle will be free of any obstructions that might restrict the driver's view.

4-2. f. (1) (Added-JB CHS) Pedestrian's Rights and Duties. Pedestrians are subject to the following rules.

4-2. f. (1) (a) (Added-JB CHS) When sidewalks are not provided, pedestrians should walk on the shoulder or roadway of on-coming traffic. Pedestrians and joggers may not wear headphones, except on the base jogging trails. Pedestrians must obey all traffic control devices and use designated crosswalks.

4-2. f. (1) (b) (Added-JB CHS) No person shall stand or park in the roadway for the purpose of soliciting transportation, employment or business from a vehicle. No solicitation is permitted without the prior approval from the installation commander.

4-2. f. (1) (c) (Added-JB CHS) Vehicle drivers will yield the right-of-way and stop, for pedestrians crossing the roadway within a crosswalk. No pedestrian will suddenly leave a curb or other place of safety and enter the path of a vehicle which is so close as to constitute an immediate hazard.

4-2. f. (1) (d) (Added-JB CHS) Obey all traffic control devices and use designated crosswalks. Take all safety precautions and ensure the vehicle(s) will stop prior to entering a crosswalk.

4-2. f. (1) (e) (Added-JB CHS) Jogging, running, fitness and walking on installation roadways is permitted on installation roadways as follows: If the established speed limit is 25 MPH or less. During hours of daylight brightly colored or highly contrasting outer garments will be worn. During hours of darkness or during hours of limited visibility and reflective material will be worn. Joggers, fitness walkers, etc., who run on roadways, will do so in single file and not two (or more) abreast. This applies to personnel at the head and rear of troop formations or unit fitness groups.

4-2. f. (2) (Added-JB CHS) Bicyclists: Bicyclists will comply with South Carolina Vehicle Code 56-5-160 and obey all traffic signs, signs and rules the same as a vehicle operator. On JB CHS-AB the sidewalk along Hill Blvd is designated as a bike lane due to the volume of vehicle traffic.

4-2. f. (2) (a) (Added-JB CHS) When using crosswalks, dismount, and walk the bicycle across the crosswalk.

4-2. f. (2) (b) (Added-JB CHS) Lock the bicycle if it is unattended.

4-2. f. (2) (c) (Added-JB CHS) Never park in such a way as to cause obstruction to pedestrian or other vehicle traffic.

4-2. f. (2) (d) (Added-JB CHS) Stop and yield to approaching traffic when emerging from an alley, driveway, or building.

4-2. f. (2) (e) (Added-JB CHS) Never assume the right-of-way over other moving vehicles.

4-2. f. (2) (f) (Added-JB CHS) Use bicycle paths when available.

4-2. f. (2) (g) (Added-JB CHS) Ride to the extreme right side of the roadway, single file and in the same direction as the traffic flow in areas where bicycle lanes are not provided.

4-2. f. (2) (h) (Added-JB CHS) Not carry more personnel than the bicycle was designed for.

4-2. f. (2) (i) (Added-JB CHS) When operating a bicycle at night, the bicycle will be equipped with a headlight and rear red reflector.

4-2. f. (2) (j) (Added-JB CHS) Riders may not wear headphones when riding

4-2. f. (2) (k) (Added-JB CHS) Whenever a person is riding a bicycle on a sidewalk, the person shall yield the right of way to pedestrians and shall give an audible signal before overtaking and passing pedestrians.

4-2. f. (2) (l) (Added-JB CHS) No person shall ride a bicycle on a sidewalk, within a business area (i.e. Base Exchange, Commissary, Shopette, Dormitory, unit organizations, etc.)

4-2. f. (2) (m) (Added-JB CHS) Adhere to all Personal Protective Equipment (PPE) requirements IAW South Carolina Vehicle Code 56-5-160 and AFI 91-207, *The US Air Force Traffic Safety Program*.

4-2. f. (2) (n) (Added-JB CHS) Bicyclists must ride with the flow of traffic and wear reflective or high visibility outer garments when riding during periods of reduce visibility. Bicycle headlamps, rear lights and rear reflectors must meet state or host installation requirements for visibility during periods of reduced visibility. These requirements must be briefed during newcomers' local orientation and addressed in the installation traffic code.

4-2. f. (3) (Added-JB CHS) Non-powered scooters, skateboards, roller-skates, and Roller-Blades are authorized on sidewalks and jogging trails only. They shall not be operated on installation roadways.

4-2. f. (3) (a) (Added-JB CHS) All personnel (including family members and retirees) must properly wear approved Consumer Product Safety Commission (CPSC), American National Standards Institute (ANSI), or Snell Memorial Foundation helmets while skating (including skate-boarding, roller-blading, and roller-skating) or riding a kick-scooter on AMC installations. The chinstrap must be properly fastened under the chin while wearing the helmet. The wear of protective clothing (elbow and knee pads and wrist guards) is required for personnel utilizing dedicated skate parks, arenas, or related facilities on AMC installations. At other times, use of elbow pads, kneepads and wrist guards are optional but highly encouraged.

4-2. f. (3) (b) (Added-JB CHS) All individuals who utilize bicycles, non-powered scooters and other recreational equipment on JBC shall properly wear an approved helmet. An approved helmet is defined as a helmet meeting the standards set by the CPSC, American National Standards Institute (ANSI), or Snell Memorial Foundation.

4-2. f. (3) (c) (Added-JB CHS) Powered scooters are not authorized for use on JB CHS.

4-2. f. (3) (d) (Added-JB CHS) Segway® Human Transporters and Similar Devices. These vehicles do not meet Federal Motor Vehicle Safety Standards (FMVSS) for public roadways and will not be used in traffic environments unless specifically authorized by the installation commander. Installation safety staffs, installation traffic engineers, and security forces will perform risk assessments to aid the installation commander in the decision-making process. Assessments will address personal protective equipment, training, inclement weather, roadways and time periods that apply to the operation of the motorized vehicle. When authorized, personnel must properly wear an approved ANSI, CPSC, or Snell Memorial Foundation helmet, as a minimum. Use of said devices is allowed as part of mission operations.

4-2. h. (Added-JB CHS) Limitations on Backing. The driver of a vehicle shall not back the vehicle unless such movement can be made with reasonable safety and without interfering with other traffic. The driver of a backing vehicle will yield the right-of-way to oncoming vehicles. Vehicles without a clear view to the rear should use a spotter while backing. Spotters must dismount from the interior to a position that can be easily observed by the vehicle operator. The spotter shares the responsibility in an accident/situation where their actions are clearly contributory to the accident. GOV operators will sound the horn before backing and use spotters when backing when passengers or riders are present.

4-2. i. (Added-JB CHS) Towing Vehicles on JB CHS. A vehicle towed upon a roadway must be towed by means of a tow bar or other rigid device. In addition to the tow bar or rigid device, safety chains, cable or equivalent device will be utilized to prevent the rigid connecting device or tow bar from dropping to the ground in the event of its failure. Requests for exceptions to this rule may be addressed to the Base Defense Operations Center and will only be granted based on emergency or other extenuating circumstances.

4-2. j. (Added-JB CHS) Vehicle Maintenance. Emergency repairs may be made as needed, and other minor maintenance (for example fixing flat tires) may be conducted in authorized parking areas as long as there are no safety hazards and the work is completed within a reasonable time period. Major repairs (such as removing engines, transmissions and so forth) on POVs may not be conducted anywhere on JB CHS. Unattended vehicles may not be left elevated on jacks or similar equipment except those authorized repair areas indicated above. Oil and other automotive fluids will be properly disposed of and will not be allowed to drain on the roadway or ground. Trash receptacles will not be used to dispose of these fluids. Working on vehicles is not permitted in the Visitor Control Center parking lots.

4-4. b. (1) (JB CHS) Security Forces receive training for radar certification from certified South Carolina Law Enforcement Division (SLED) training course (i.e., SLED Academy, Charleston County Sheriff's Office).

4-5. a. (1) (Added-JB CHS) JB CHS will conduct a detailed investigation for accidents on the installation involving POVs, GOVs or other government property if there is a fatality, personal injury, or estimated property damage of \$10,000 or more. Investigations of off-installation accidents involving GOVs will be accomplished with the assistance of the civilian law enforcement agency exercising jurisdiction.

4-5. a. (2) (Added-JB CHS) All incidents described in paragraph 4-5. a (1) are considered a major accident and require an AF Form 1315, Accident Report, be accomplished.

4-5. a. (3) (Added-JB CHS) A minor accident is any accident with no injuries and/or the damage to private and government property is under \$10,000.

4-5. d. (Added-JB CHS) Security Forces will not conduct off-installation vehicle accident investigations.

4-6. a. (1) (Added-JB CHS) Off-base accidents categorized as major will be reported to the JB CHS Base Defense Operations Center (BDOC). The BDOC will notify the Command Post or Command Duty Officer (CDO) and appropriate unit.

*4-6. a. (2) (Added-JB CHS) Security Forces will respond to minor on-base accidents, if manning and time permits. The response will be for documentation of information only and an investigation will not be conducted. However, citations may be issued for any violations if fault can be determined. A Minor Vehicle Accident Worksheet will be accomplished by the patrolman.

4-7. d. (JB CHS) Unit Commanders whose personnel are involved in such incidents are authorized to receive accident and incident data. Copies are forwarded to the appropriate agency requiring such information by 628 SFS/J5R or 628 SFS/J5RW upon request.

4-7. h. (Added-JB CHS) To obtain civilian police reports for military members involved in an incident off-base, a fax or e-mail requesting the report must be sent to the responsible police agency record's section by 628 SFS/J5R or 628 SFS/J5RW. For investigative government agencies and civilian police requesting 628 SFS reports, the report can be released upon fax request, e-mail or walk-in request after verifying credentials/authenticity.

4-7.g. Incident reports received from local law enforcement agencies by 628 SFS/J5R for offenses committed off base by military personnel will be entered into SFMIS. The report will be treated as if the incident occurred on the installation and accessed points or suspend or revoke driving privileges if required. The SFMIS report will be forwarded to the responsible unit commander for action or information.

4.8.a. (Added JB CHS) **PARKING ACCESS**

Individuals whose JB CHS Driving privileges are suspended/revoked may park in designated parking areas on the Air Base and Weapons Station. To do so your state driver's license, vehicle insurance and registration must be valid/current and you must have a copy of your driving suspension letter with you.

4.8. a. 1. (Added JB CHS) **Air Base Designated Parking Area:** The very back of the parking lot in front of the Base Exchange near the perimeter fence adjacent to Dorchester Road. Individuals must enter and exit through Dorchester Gate only and proceed directly to or from the designated parking area.

4.8. a. 2. (Added JB CHS) **Weapons Station Designated Parking Areas:** Three options on an "as available" basis:

Option 1 - Commissary parking lot on Redbank Road.

Option 2 - Red Bank Club parking lot - in designated area.

Option 3 - South Annex: Visitors Center parking lot to the right before entering Gate 4.

4-8. b. (Added-JB CHS) All requests for reserved parking spaces will be submitted to the BTSECG: the decision of the group is final.

4-8. c. (1) (Added-JB CHS) Parking Limitations. Parking on a seeded area is unauthorized. A seeded area is defined as an area where grass is growing, or an area where grass could be grown. Exceptions: Emergency response vehicles or GOV(s) responding to an emergency or when directed to do so by on-duty Security Forces personnel.

4-8. d. (Added-JB CHS) Vehicle Boots: Also referred to as Denver Boot, Wheel Clamp and Traffic Boot. The 628 SFS will be responsible for the application of vehicle boots in cases of parking violations. Members must receive training prior to implementing any vehicle boot device issued by 628 SFS/Supply Section. Mandatory training will be conducted by the 628th SFS/Training section, in conjunction with scheduled monthly flight training until all 628 SFS members are trained, and will be held on an annual basis (unless otherwise directed). The use of the vehicle boot is warranted for situations that could possibly disturb traffic flow or cause inability for mission essential personnel to conduct life-saving procedures. Other violations warranting the use of a vehicle boot include expired vehicle registration (over 30 days), leaving a car parked at the Visitor Control Center, parking in unauthorized or undesignated parking areas, i.e. unpaved areas and areas not designated for parking. When utilizing vehicle boots, all vehicles booted for parking violations will be marked with a highly visible, designated sign placed on the vehicle stating that a vehicle boot has been applied. The signs must also state the reporting instructions for individuals to request removal of the vehicle boot. When personnel report to BDOC they will provide all information not supplied by NCIC and or SFMIS to complete issued parking citations.

4-8. e. (Added-JB CHS) JB CHS Long Term Parking. Any vehicle parked on base for over 72 hours will be parked IAW Table 4-8e. (Added). The long-term parking lots are generally reserved for active duty that are deployed, TDY or on leave. The primary long-term parking lot is located at the corner of East McCaw and Bates Street adjacent to Bldg# 164/Passenger Terminal. The secondary long-term parking lot is located at James Ave and S. Davis Drive adjacent to Bldg# 246. An overflow lot is located at corner of Arthur Drive and Gross Ave. Vehicles must be maintained in good condition, i.e., no flat tires, no broken windows. Vehicles are authorized storage in long-term lots not to exceed 370 days.

4-8. e. (1) (Added-JB CHS) Long Term Parking. Parking is limited to passenger vehicles and motorcycles. No boats, travel trailers, storage trailers, recreational vehicles or campers are allowed. Long term parkers must register at Bldg#164/Passenger Terminal.

4-8. e. (2) (Added-JB CHS) Storage of Recreational vehicles: The only authorized storage area for recreational vehicles, campers, boats and trailers will be in the recreational vehicle storage lot. For access on JB CHS-AB contact outdoor recreation at 963- 1672/1732, on JB CHS-WS contact MWR 794-2120. Recreational vehicles are prohibited to be stored or parked longer than one day in the housing area without impeding traffic on JB CHS-AB. Recreational Vehicles are not authorized to be stored any amount of time in JB CHS-WS housing area.

Table 4-8.e. (Added-JB CHS) Long-Term Parking.

If you are:	And you need long-term Parking for	You may park	Long-term parking not authorized	Notes
Active Duty deployed/ TDY/on leave for more than 72 hours	POV (passenger vehicle or motorcycle only)	> 72 hours: long-term		1, 2
315 Reservist/DoD employee deployed for more than 72 hours or reservists who store a vehicle between UTA weekends POV (passenger vehicle or motorcycle only) Same as above	POV (passenger vehicle or motorcycle only)	< 72 hours: long-term lot		1
Retirees using Space-A travel	POV (passenger vehicle or motorcycle only)	Same as above		2
Active Duty living on base	Recreational vehicle, camper, boat, motorcycle or trailer (travel or storage)	Outdoor Recreation lot on JBCA or MWR parking lot for JBCW		2
Active Duty living off base/Retiree/DoD employee/315 Reservist/ Contractor	Recreational vehicle, camper, boat, motorcycle or trailer (travel or storage)	Outdoor Recreation lot on JBCA or MWR parking lot for JBCW		3

4-8. f. (Added-JB CHS) Parking Warden Program. (PWP)

4-8. f. (1) (Added-JB CHS) Enhances regulation of parking enforcement on JB CHS.

4-8. f. (2) (Added-JB CHS) The 628th Security Forces Squadron NCOIC, Police Services is the PWP monitor and will train, equip and monitor all parking wardens on JB CHS.

4-8. f. (3) (Added-JB CHS) Police Services will maintain a current list of authorized parking wardens and provide Reports and Analysis a copy.

4-8. f. (4) (Added-JB CHS) Parking Warden Responsibilities.

4-8. f. (4) (a) (Added-JB CHS) Parking wardens are limited to writing citations for parking violations on vehicles located in their unit's parking lots or driveways.

4-8. f. (4) (b) (Added-JB CHS) Parking wardens carry the vested authority of their unit commander and will only issue tickets for areas under control of their commanders.

4-8. f. (4) (c) (Added-JB CHS) Parking wardens will be E-5 and above or civilian equivalent (GS-05 and above), with the exception of dorm managers. This will not apply to temporary dorm managers or work detail personnel.

4-8. f. (4) (d) (Added-JB CHS) Parking wardens will submit all citations to the 628th Security Forces, Police Services on the day of issue, or within 24 hours.

4-8. f. (4) (e) (Added-JB CHS) Parking wardens must place information on back of the pink copy of the citation that directs the violator to contact them within 24 hours of citation date. When contacted by the violator the parking warden will fill in any pertinent missing data in sections 1-10. Tickets that are incomplete will not be processed by 628 SFS/J5R or 628 SFS/J5RW.

4-9. a. (1) (Added-JB CHS) The US Magistrate is used on Joint Base Charleston through the usage of Central Violations Bureau (CVB) 1805.

4-9. a. (2) (Added-JB CHS) CVBs 1805 will only be utilized on the Naval Weapons Station in areas designated as **Exclusive Jurisdiction** and Concurrent Jurisdiction and written by trained personnel.

4-9. a. (3) (Added-JB CHS) CVB 1805's will only be written for offenses as identified in current CVB 1805 Standard Operating Procedures (SOP) by trained personnel.

4-9. a. (4) (Added-JB CHS) CVB 1805's can be issued on behalf of another officer or military member. When writing on behalf of another person, ensure the proper box is marked on the back of the 1805.

4-9. a. (5) (Added-JB CHS) CVB 1805's will be filled out utilizing examples given during training sessions. JB CHS has been issued CVB location code SC-27 and the JBC District of Charleston will be utilized when filling out the statement of probable cause on the back of the Original CVB Copy. Further, if a CVB 1805 is written and a court appearance is needed, the SF personnel

(military and/or civilian) that issued the citation and any person who observed the offense is required to attend.

4-9. a. (6) (Added-JB CHS) CVB 1805's are a controlled item and must be signed out from Police Services or Reports and Analysis. All issued 1805's will go in the daily paperwork similar to 1408's for processing.

4-9. a. (7) (Added-JB CHS) Additional policies and procedures concerning CVB 1805's will be disseminated through SOP's and Special Security Instructions.

4-9. b. (1) (a) (Added-JB CHS) The DD Form 1408, *Armed Forces Traffic Ticket* will be used to cite all violators on JB CHS. The AF Form 1168, *Statement of Suspect/Witness/Complainant*, may be used to supplement the DD Form 1408 when circumstances are such that lengthy explanation is required. All on-duty Security Forces members, Security Forces augmentees, and parking wardens are authorized to issue DD Form 1408. All individuals must complete familiarization training before issuing any citation. The training must include proper annotation of the form, local laws and what violations warrant citations.

4-9 b. (1) (b) (Added-JB CHS) When issuing a DD Form 1408, patrolmen will write, stamp or place a label on the back of the pink copy given to the violator with the following: "If you wish to rebut this citation report to Security Forces Reports & Analysis Office (S5R), Bldg #254, within 5 duty days. If you do not notify S5R of rebuttal request, it is assumed you do not wish to rebut the citation. Please notify your Commander or First Sergeant within 24 hours or next duty day".

4-9. b. (1) (c) (Added-JB CHS) Fix it tickets, DD form 1408 are only for safety or mechanical defects with a vehicle such as headlight or taillight out, broken turn signal, loud muffler etc. each violation must be written on a separate DD Form 1408. The operator who receives such a ticket has 3 business to rectify the violation. If there are any extenuating circumstances the violator, if military must contact and inform their Unit First Sergeant. If dependent or civilian contact and inform the military or government sponsor. The responsible agency will contact 682 SFS/J5R or 628 SFS/J5RW.

4-9. b. (1) (d) (Added-JB CHS) Patrolman that are trained and certified on radar or lidar will be issued a certification card by 628 SFS/3T. Patrolmen must have certification card in their possession when performing radar/lidar duties.

4-9. b. (1) (e) (Added-JB-CHS) When issuing a speeding ticket as a result of radar or lidar use, The patrolman's radar or lidar certification card number and expiration date must documented on the back of the white copy of the DD Form 1408.

4-9. b. (1) (f) (Added-JB CHS) If the violator does not notify 628 SFS/J5R within five duty days of request to rebut the citation, 628 SFS/J5R will complete the administrative process by writing or stamping on the back of the white copy "did not rebut" and endorse the infractions on the DD Form 1408. Points will be assessed IAW Appendix D. The violator is still required to report citation to their unit. 628 SFS/J5R will also notify violator's unit of violation via email. NOTE: If offense requires suspension/revocation of installation driving privileges or the violator has excessive point

accumulation, 628 SFS/J5R will process package accordingly. Upon approval/signature of 628 MSG/CC, unit supervisor/first sergeant/commander will escort violator to 628 SFS/J5R for issuance of suspension letter. Civilians and dependents will receive letter via certified mail.

4-9. b. (1) (g) (Added-JB CHS) DD Form 1408, Voiding Procedures. Once a DD Form 1408 has been issued traffic violation notice has been issued, normally only the issuing official may void it. The 628 SFS/CC may void for obvious administrative or legal errors when an inappropriate citation (violation) has been annotated. The issuing/voiding official will state, in writing, on the reverse of the white copy of the form the exact reason for voiding; and include their name, rank, date and signature. The voided form will then be forwarded to the 628 SFS/J5R section.

4-9. b. (1) (h) (Added-JB CHS) DD Form 1408, Rebuttal Procedures. The violator must notify 628 SFS/J5R of request for rebuttal within 5 days of receipt of ticket. The violator must submit a rebuttal letter articulating his/her position to the 628 SFS/CC through 628 SFS/S5R within 14-days of receipt of the ticket. The letter must be endorsed by his/her commander with comments supporting the violator's guilt or innocence.

4-9. b. (1) (i) (Added-JB CHS) 628 SFS/J5R will obtain a written statement from the Security Forces patrolman who issued the ticket for inclusion in the rebuttal package. The completed package will be forwarded to the 628 SFS/CC for annotation/recommendation and subsequently to 628 MSG/CC for final decision. Once the 628 MSG/CC has made a decision, 628 SFS/J5R will notify the violator of the final outcome of his/her ticket rebuttal in writing.

4-9. b. (1) (j) (Added-JB CHS) Parking ticket violations may not be rebutted unless there is an obvious discrepancy on the ticket such a wrong vehicle being cited, incorrect license plates, etc.

4-10. b. (2) (JB CHS) Personnel are certified by the state of South Carolina and must complete a state formal training course to operate the "Data Master". Re-certification is required at least every 2 years by the state.

4-12. a. (4) (JB CHS) The prescribed (primary) method for determining BAC will be the chemical breath test. Certified Security Forces operators using the Breathalyzer BAC "Data Master" will administer the breath test. Alternate means of determining BAC will be the Blood Alcohol Test (BAT) or Urinalysis (UA), in that order. A qualified medical technician will administer the BAT or UA. For further guidance refer to AFI 31-218, *Motor Vehicle Traffic Supervision* paragraph **4.15**.

4-18. (JB CHS) Jurisdiction. JB CHS-AB has proprietary jurisdiction. Local police departments will not respond to traffic incidents, except at the request of the installation commander or the 628 SFS/CC. JB CHS-WS has concurrent jurisdiction with Goose Creek Police Department (GCPD), proprietary jurisdiction along waterways and exclusive jurisdiction throughout the installation with the exception of housing.

4-18. a. Service members, contractors, and DOD civilian employees will comply with SC State and local traffic laws when operating Government motor vehicles on and off JB CHS. SC motor vehicle laws can be found at www.scstatehouse.gov Title 56 Motor Vehicles.

4-18. b. Before moving Government vehicles that exceed legal limits or conditions that may subject highway users to unusual hazards the responsible owner/user unit/s will coordinate with the proper civil law enforcement agency through 628 ABW/JA.

Table 5.1. (JB CHS) Suspension/Revocation Period

EFFECTIVE 1 NOV 2010 18 Day-1 year Suspension	Failure to wear an approved safety device (seatbelt)-including passengers 1st Offense: 18 days 2nd Offense: 90 days 3rd Offense: 1 year *See additional point assessment in Table 5.2
EFFECTIVE 1 Nov 2010 18 Day-1 year Suspension	Cell Phone Use –(Other moving violations -involving driver behavior only) 1st Offense: 18 days 2nd Offense: 90 days 3rd Offense: 1 year *See additional point assessment in Table 5.2
1-month Suspension	11 MPH over posted speed limit in base housing
1-month Suspension	3 Parking violations in 12-month period *each violation after 3rd offense will require 1 month suspension
1-month Suspension	3 Defective vehicle violations in 12-month period *each violation after 3rd offense will require 1 month suspension
1-month Suspension	Leaving children under 6 years of age unattended in a vehicle 2nd Offense = 3 month suspension
1-month Suspension	Littering from a vehicle (driver/owner responsible to act)
3-month Suspension	Operating vehicle with expired driver's license
3-month Suspension	Expired state vehicle registration
3-month Suspension	Failure to maintain minimum vehicle insurance requirements
3-month Suspension	Open container violations
6-month Suspension	Use of fraudulent or altered driver's license
6-month Suspension	12 Points in a 12-month period
6-month Suspension	18 Points in a 24-month period

6-month Suspension	Permitting an unlicensed driver to operate a vehicle
6-month Suspension	Driving While Impaired (BAC equal to or greater than 0.05g/ml but less than 0.08g/ml) *exception: 1 year Suspension for Zero Tolerance violation (under 21)
6-month Suspension	Reckless driving (willful and wanton disregard for the safety of persons or property and/or 25 MPH over the posted speed limit.) *1 year suspension for reckless driving in Housing Area and School Zone (15 MPH over posted speed limit)
1-year Suspension	Voluntarily allowing BAC, BAT or UA testing while in violation of South Carolina's "Zero Tolerance" policy (BAC equal to or greater than 0.02g/ml but less than 0.05g/ml) To be enforced with additional offenses (Underage)
1-year Suspension	Refusing BAC, BAT or UA testing while in violation of South Carolina's "Zero Tolerance" policy (Underage)
1-year Suspension	Introduction of firearms or other dangerous weapons into controlled areas of a military reservation within a vehicle: Loaded or unloaded
1-year Suspension	Apprehension/detention/arrest for DUI
1-year Suspension	Implied Consent violations (Refusal to submit to or failure to complete chemical tests)
1-year Suspension	Perjury or making false affidavit or statement under oath to responsible officials or under law or regulations relating to the ownership or operations of a motor vehicle
2-year Suspension	Apprehension/detention/arrest for driving while installation or state privileges are suspended
2-year Suspension	Second apprehension/detention/arrest for DUI in a 5 year period.

Table 5-2. (JB CHS) Point Assessment for Moving Violations (See Note 1).

Violation	Points Assessed
Reckless driving (willful and wanton disregard for the safety of persons or property and/or 25 MPH over the posted speed limit. 15 MPH over in Housing Area or School Zone)	6
Owner knowingly and willfully permitting a physically impaired person to operate the owner's motor vehicle.	6
Fleeing the scene (hit and run)-property damage only.	6

Driving vehicle while impaired (blood-alcohol content more than 0.05 percent and less than 0.10 percent or lesser amount when assimilating a local, state, or host nation standard).	6
Speed contests.	6
Speed too fast for conditions.	2
Speed too slow causing potential safety hazard (impeding the flow of traffic)	2
Failure of operator or occupants to use available restraint system devices while moving (operator assessed points) 1st Offense: 4 points assessed 2nd Offense: 4 points assessed 3rd Offense: 5 points assessed *See additional suspension requirements in Table 5.1	4-5
Failure to properly restrain children in a child restraint system while moving (when child is 4 years of age or younger or the weight of the child does not exceed 45 pounds. 1st Offense: 4 points assessed 2nd Offense: 4 points assessed 3rd Offense: 5 points assessed *See additional suspension requirements in Table 5.1	4-5
Failure to provide proof of vehicle registration or driver's license while operating vehicle. Note: No proof of insurance is a suspendable offense plus 3 points	3
One to 10 miles per hour over the posted speed limit.	3
Over 10 but not more than 15 miles per hour above the posted speed limit.	4
Over 15 but not more than 20 miles per hour above the posted speed limit.	5
Over 20 miles per hour above the posted speed limit.	6
Following too close.	4
Failure to yield the right of way to emergency vehicle.	4
Failure to stop for school bus or school-crossing signals.	4
Failure to obey traffic signals or traffic instructions of an enforcement officer or traffic warden; or any official regulatory traffic sign or device requiring a full stop or yield of right of way; denying entry; or requiring direction of traffic	4
Improper passing	4
Failure to yield (no official sign involved)	4
Improper turning movements (no official sign involved).	3
Wearing of headphones/earphones while driving motor vehicles (two or more wheels).	3
Failure to wear approved PPE (IAW AFI 91-207) while operating a motorcycle, MOPED, three- or four-wheel vehicle powered by a motorcycle-like engine.	3
Improper overtaking.	3
Other moving violations -involving driver behavior only (Utilizing cell phone without a hands-free device/texting while operating a vehicle) 1st Offense: 3 points assessed 2nd Offense: 4 points assessed	3

3rd Offense: 5 points assessed *See additional suspension requirements in Table 5.1	
Operating an unsafe vehicle (see note 2).	2
Operating a radar detection devices to indicate the presence of speed recording instruments or to transmit simulated erroneous speed (prohibited on DoD installations).	3
Driver involved in accident is deemed responsible (only added to points assessed for specific violations).	1
Failure to yield to pedestrian in crosswalk.	3
Failure to utilize headlights when required.	2
Non- Moving Violations	
Unattended Child under 12 years of age left in vehicle. Animals are included if a danger exists to the animal.	6
Misuse of handicap decal.	3
Illegally parked in designated handicap area (no decal, license or placard displayed).	3
Unattended Vehicle (while running).	3
Abandoned Vehicle.	3
Illegally parked	1

NOTES:

1. When two or more violations are committed on a single occasion, points may be assessed for each individual violation, not to exceed 6 points on a single occasion.
2. Use this measure for other than minor vehicle safety defects or when a driver or registrant fails to correct a minor defect (for example, a burned out headlight not replaced within the grace period on a warning ticket).
3. Applies to not using or improper use of a child restraint device, i.e., car seat, infant carrier, booster seat, belt/strap modification (when required by manufacturer) etc. Assess four points when no restraint system of any kind is used
4. Security Forces patrolmen will issue (pre-signed) driving suspension letters on scene for situations including: Driving Under the Influence (DUI), Expired Driver's License, Driving Under Suspension- (DUS), (Additional 2-year), Expired Vehicle Insurance, Failure to Utilize Seatbelt, and Non Hands-free Cell Phone Use While Operating a Vehicle. Additionally, if the violator cannot produce a DL, registration or Insurance they will be issued a Suspension/Revocation of Driving Privileges letter and instructed that they cannot operate their vehicle. Per instructions on the suspension letter, if they can produce a current (dated before the suspension) DL, Registration or Insurance to Reports & Analysis, their suspension will be lifted and they will only receive 3 points against their driving record IAW AFI 31-218, *Motor Vehicle Traffic Supervision*.
- 5-5. a. (JB CHS) JB CHS-AB through the 628 SFS/J5R section will forward revocation, suspension and driving records of individuals' permanently changing station from JB CHS-AB to the gaining installation's Reports and Analysis section. JB CHS-AB individuals will out process through the 628 SFS/J5R prior to PCS, separation or retirement via Virtual MPF. All records will be filed by

628 SFS/J5R according to established procedures. 628 SFS/J5RW will place all driving suspension of Navy personnel in SFMIS & CLEOC.

6-2. (JB CHS) Impounded Vehicles. No person shall abandon a vehicle on JB CHS. Vehicles identified as abandoned will be processed by the 628th Security Forces Investigations section. A vehicle is normally considered abandoned if it is known that the legal owner has departed the base by the way of PCS orders, separation or retirement; the vehicle has expired or missing base/state registration and all attempts to identify the owner have met with negative results; if the owner doesn't respond; or if the vehicle otherwise appears to be abandoned.

6-2. c. (1) (e) (Added-JB CHS) Vehicles will be towed for being parked in a restricted or controlled area if their presence is a security hazard or has an adverse impact on mission requirements.

6-2. c. (1) (f) (Added-JB CHS) Vehicles illegally parked for more than 3-days may be towed.

6-2. c. (1) (g) (Added-JB CHS) Vehicles with an expired certificate of registration may be towed.

6-2. c. (1) (h) (Added-JB CHS) Vehicle with major parts removed so as to render the motor vehicle inoperable may be towed

6-2. c. (1) (i) (Added-JB CHS) Vehicles with the manufacturer's serial plates, motor vehicle identification numbers, license number plates and other means of identification have been removed so as to nullify efforts to locate or identify the registered and legal owner may be towed.

6-2. c. (1) (j) (Added-JB CHS) Vehicles where the registered and legal owner of record disclaims ownership or releases his rights thereto may be towed.

6-3. a. (JB CHS) Any vehicle towed due to being illegally parked will be towed at the owner's expense. The tow company is responsible for inventorying vehicles content and any damage to the vehicle resulting from the tow. The tow company is also responsible for notifying the rightful owner of final disposition of the vehicle if not claimed within 30 days. If an owner claims the vehicle, the owner will be responsible for the towing and storage charges.

6-3. d. (Added-JB CHS) Civilian Law Enforcement and Vehicle Repossession agencies are authorized to enter the installation and impound or repossess vehicles, with prior coordination with 628 Security Forces Squadron, and the Staff Judge Advocate.

6-4. a. (1) (JB CHS) Three days after the notice, the vehicle may be towed by a civilian tow truck service to their storage lot. A DD Form 2506, Vehicle Impoundment Report, will be accomplished. The tow truck driver will receive one copy. The other copy will be maintained on file, along with an NCIC rip of the vehicle's license plate number and/or VIN number and a picture of the vehicle. These files will be maintained for at least one year from date of release to the tow truck company.

6-5. b. (1) (Added-JB CHS) Whenever a vehicle operated by a person subject to the UCMJ is on JB CHS and found to contain contraband such as a controlled substance, possession of which is punishable under the UCMJ, it shall be seized and impounded as evidence by Security

Forces/AFOSI personnel. For this purpose, possession of contraband as defined in 49 U.S.C. 781 is considered punishable under Articles 92, 112a, or 134 of the UCMJ. Vehicles operated by persons not subject to the UCMJ may not be impounded pursuant to the regulation. Any such vehicle seized will be processed in accordance with local procedures established by the commander and released to civilian authorities.

6-5. b. (2) (Added-JB CHS) Immediately after the seizure, the vehicle and its contents shall be searched and/or inventoried by J2/AFOSI and removed to a secure area. Personal property which is not contraband or evidence, or is not being used to facilitate the transportation of contraband, will be released after being inventoried and receipted for by the owner. All related reports and/or documentation will be accomplished by Security Forces/AFOSI personnel.

6-5. b. (3) (Added-JB CHS) Evidence. Vehicles seized and impounded for carrying contraband may only be properly retained in Air Force custody for evidentiary purposes. Release or continued retention of any vehicle seized for carrying contraband shall be determined by J2/AFOSI, Staff Judge Advocate, and the FBI.

6-5. b. (4) (Added-JB CHS) Forfeitures. Retention of any vehicle seized by the Air Force solely for federal forfeiture proceedings for carrying contraband articles is not authorized. However, if the appropriate conditions exist such vehicles may be “adopted” for certain federal agencies to support an agency request for forfeiture. If a sufficient amount of contraband drugs are seized and/or if the owner of the vehicle is a substantial drug violator, this may warrant “adoption.” If circumstances supporting “adoption” are present, the appropriate federal agency will be notified immediately, advised of the facts surrounding the seizure, and informed of such vehicles. Such notification will be coordinated through the Staff Judge Advocate (SJA) by J2/AFOSI.

6-5. b. (5) (Added-JB CHS) Unless it is determined the vehicle should be released as provided in paragraph 6-5. b. (1) (Added-JB CHS) above, notice of impoundment will be mailed to the registered owner(s) of the vehicle and any known lien holder having security interest in the vehicle.

ROBERT K. LYMAN, Colonel, USAF
Commander, Joint Base Charleston

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 31-218 (I), *Motor Vehicle Traffic Supervision*, 22 May 2006

AFI 91-207, *The US Air Force Traffic Safety Program*, 12 September 13

AFMAN 33-363, *Management of Records*, 1 March 2008

Prescribed Forms

None

Adopted Forms

AF Form 1315, *Accident Report*

DD Form 1408, *Armed Forces Traffic Ticket*

AF Form 847, *Recommendation for Change of Publication*

PS Form 3811, *Domestic Return Receipt*

Abbreviations and Acronyms

ADAPT---Alcohol and Drug Abuse Prevention and Treatment

AFRIMS---Air Force Records Information Management System

ANG---Air National Guard

ANSI---American National Standards Institute

BDOC---Base Defense Operations Center

BTSEECG---Base Traffic Safety Engineering and Coordination Group

CLEOC---Consolidate Law Enforcement Operations Center

CPSC---Consumer Product Safety Commission

DUI---Driving Under the Influence

DUS---Driving Under Suspension

FMVSS--- Federal Motor Vehicle Safety Standards

GORMV---Government Owned Recreational Motor Vehicles

JB CHS---Joint Base Charleston

IDP---Integrated Defense Plan

LOD---Line of Duty

NADAP---Navy Drug and Alcohol Program

OGMVC---Other Government Motor Vehicle Conveyances

OPR---Office of Primary Responsibility

RDS---Records Distribution Schedule

SFMIS---Security Forces Management Information System

SLED--- South Carolina Law Enforcement Division

Terms

None