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DEPARTMENT OF THE NAVY
NAVAL AIR STATION
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NASMER INSTRUCTION 5530.3A

From: Commanding Officer

Subj: PHYSICAL SECURITY AND LOSS PREVENTION PLAN

Ref: (a) OPNAVINST 5530.14A *B*
(b) CNETINST 5530.2B *o*
(c) CNATRAINST 5500.2

Encl: (1) Physical Security and Loss Prevention Plan

1. Purpose. Establish a Physical Security Plan for the physical safeguarding and protection of personnel and property at Naval Air Station, Meridian.
2. Cancellation. NASMERINST 5530.3.
3. Scope. Enclosure (1) addresses physical security responsibilities and minimum criteria for the protection of property and personnel. It is applicable to Naval Air Station, Meridian, and all tenant activities of the installation.
4. Discussion. An overall physical security and loss prevention program must receive command attention to be effectively and efficiently managed. The program must be performed by properly motivated, trained, and equipped personnel. This instruction addresses physical security of personnel and property. Protection is accomplished by identifying the property requiring protection, assessing threat, committing resources, and implementing security procedures which provide means to detect wrongful removal, damage, or destruction of Government assets.
5. Responsibilities. Physical security is a command responsibility. Security is also the direct, immediate, legal, and moral responsibility of all persons in the Naval service and civilians employed by, or supporting the Department of the Navy. The following specific responsibilities apply:
 - a. The Station Commanding Officer as host commander will:
 - (1) Exercise responsibility for Naval Air Station, Meridian, Physical Security and Loss Program.
 - (2) Coordinate security functions and activities of host and tenant commands.
 - (3) Coordinate activities, when appropriate, with security and law enforcement authorities of the military services, cognizant Federal, State, and local agencies.
 - (4) Coordinate and manage the following security operations

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CHAPTER 1

INTRODUCTION

1.0 References and Guidance.

- a. Appendix I lists reference material cited in this instruction.
- b. Appendix II provides the General and Special Orders and the Standard Operating Procedures for the Security Department Police Force. (Distribution of Appendix II is limited).

1.1 Definitions. For the purpose of this instruction, the following definitions apply:

- a. Installation. All buildings, lands, housing areas, berthing spaces, and facilities on Naval Air Station, Meridian, regardless of tenancy.
- b. Installation Commander. The Commanding Officer, Naval Air Station, Meridian.
- c. Physical Security. That part of security concerned with physical measures designed to safeguard personnel, prevent unauthorized access to equipment, facilities, material and documents, and safeguard them against espionage, sabotage, damage, and theft.
- d. Areas of Security Interest. The entry into any buildings, spaces, security cages, and/or offices, which would give either direct or secluded access to U.S Government mission stock, classified information/material, money, pilferage, and/or sensitive property.
- e. Physical Security Survey. An indepth examination of the physical security of an activity to determine compliance with the physical security policy. A physical security survey is conducted by the Security Officer or his/her designated representative. Survey results are used as a management tool to improve physical security of the activity surveyed and to inform the Commanding Officer of the physical security of the command.
- f. Command Security Officer. The Security Department head and referred to as the Security Officer. The basic function of the command Security Officer is to assist the Commanding Officer by determining the adequacy of the command Physical Security and Loss Prevention Program by identifying those areas in which improved physical security and loss prevention measures are required by managing the Program.
- g. Security Manager. The Security Manager is the Commanding Officer's advisor and direct representative in matters on the security of classified material.
- h. Waiver. A written temporary relief, not to exceed one year, from specific physical security standards based upon pending actions or accomplishments of actions which will result in conformance with the standards

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required. Interim compensatory physical security measures are required. Waivers to physical security requirements must be obtained through the chain of command from the Chief of Naval Operations. The Security Department must be notified of any physical security waiver granted.

i. Exceptions. A written approved permanent deviation from a specific provision of an instruction. Exceptions to physical security requirements must be obtained through the chain of command from the Chief of Naval Operations. The Security Department must be notified in writing of any physical security exception granted.

1.2 Purpose. Establish policy and standardized guidance and requirements for physical security at Naval Air Station, Meridian, and tenant activities. Specifically, this instruction:

- a. Establishes uniform minimum physical security standards
- b. Provides guidance for evaluating, planning, and implementing the command Security Program.
- c. Relates physical security interest to those physical security measures employed.
- d. Provides a basis for determining cost effective physical security through standardized practices.
- e. Assists those responsible for physical security in their efforts to perform their assigned tasks.

1.3 Scope. This instruction covers Station responsibilities for physical security and applies to all activities and tenants on Naval Air Station, Meridian. Specific exceptions are made throughout this instruction for tenant activities and agencies, but unless specifically stated as an exception, this instruction applies to all tenant activities and agencies, regardless of tenancy. It includes command responsibilities for all buildings, lands, housing areas, berthing spaces, and facilities of the installation.

1.4 Restricted Security Areas

a. The ~~security~~ ^{restricted} areas are listed below by priority to the Station mission. Areas designated as restricted areas are established by the Commanding Officer pursuant to lawful authority and promulgated pursuant to DOD Directive 5200.8, dated 28 July 1980 and Section 21, Internal Security Act 1950.

(1) Level three Limited Areas:

- (a) ~~has Security Armory~~
Communications Center
- (b) ~~Main Fuel Farm~~
Power
- (c) ~~Ordnance Magazine~~
FAA Radar Site

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- (d) Pharmacy
- (e) Medical Supply Storeroom
- (2) Level Two Areas:
 - (a) Communications Center
 - (b) Tower
 - (c) FAA Radar Site
 - (d) Hangar and Ramp Area
 - (e) Transmitter Site
 - (f) FAA Approach Control Area within Operations Building
 - (g) Tacan Site
- (3) Level One Areas:
 - (a) Fuel Stands near Air Operations
 - (b) Main Supply
 - (c) Aviation Supply
 - (d) LOX Storage
 - (e) Telephone Center
 - (f) Water Plant and Tank

b. Naval Air Station, Meridian is designated a level one restricted area from 1800 hours to 0600 hours, seven days a week. At all other times, it is a nonrestricted installation.

c. The following locations listed by priority, are nonrestricted, but are still areas of security interest and command responsibility:

- (1) Base Housing and Enlisted Barracks
- (2) Navy Relief Society Office
- (3) Recreation Services Center
- (4) Family Services Center
- (5) Navy Campus for Achievement Office
- (6) Public Works Transportation
- (7) Public Works Department

d. The following areas are not of direct command responsibility but locations requiring exterior security support by the Security Department:

- (1) Meridian Naval Federal Credit Union
- (2) NEX Retail Store
- (3) Commissary
- (4) Package Store
- (5) Country Store
- (6) Citizens National Bank
- (7) American Red Cross
- (8) NEX Uniform Shop
- (9) Service Station
- (10) NEX Dry Cleaning and Laundry
- (11) NEX Barber and Beauty Shop
- (12) McDonald's

1.5 Jurisdiction

a. The jurisdiction of the property owned by the Department of the Navy on Naval Air Station, Meridian, is defined as proprietary interest. This means the Department of the Navy has acquired title to ownership of the installation but not legislative jurisdiction. The State of Mississippi has legislative jurisdiction on the installation. The Federal Government, departments, and agencies have authority to enact and enforce laws for the protection of U.S. Government property and the right to perform the functions delegated to it by higher Federal authority without interference from the State. However, the State retains all legislative jurisdiction as it would have if a private individual had acquired the title. The Assimilated Crime Act does not apply.

b. The jurisdiction of the Commanding Officer over military personnel on the Station is established by the Uniform Code of Military Justice (UCMJ) and the Manual of Courts-Martial (MCM). The authority of security guards and master-at-arms to enforce military laws, orders, and instructions, by apprehension if necessary, is derived primarily from the Constitutional powers of the President as Commander in Chief of the Armed Forces and the power of Congress to make rules for the Armed Forces (Article 7 UCMJ and MCM R.C.M. 302).

c. The military Installation Commander can exercise administrative control

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over civilians on the installation. The installation Commander can legally:

- (1) Remove civilians from the installation for good cause.
- (2) Bar any civilians from entry into the installation for good cause.
- (3) Limit access to the installation to those having legitimate necessity for entry.
- (4) Limit and regulate items permitted to be brought on the installation by those permitted entry.
- (5) Inspect all individuals and vehicles entering, leaving, or staying on board the installation.

d. The military Commander's control of the situations that may arise may be extended by the use of the installation guard force composed of civilian Federal employees. This jurisdiction is applicable to all civilians regardless of employment status (Federal employee, contractor, civilian).

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CHAPTER 2

SECTION 1

PERSONNEL ACCESS, IDENTIFICATION, AND MOVEMENT

2.0 Purpose and Scope. This chapter provides policies, responsibilities, and procedures for the access, movement, and identification of individuals employed, stationed, or visiting Naval Air Station, Meridian. This chapter is applicable to all persons entering, while on, and departing the installation.

2.1 Definitions

a. Employee. Any civilian who is paid from Federally appropriated or nonappropriated funds and assigned to work at this installation.

b. Contract Employee. An individual working for a contractor whose contract exceeds one year and whose work site is on board the installation.

c. Visitor. Any person, civilian or military, not employed by, or assigned to this installation and its activities. Visitors are categorized as follows for the purposes of this chapter:

(1) Official Visitor - Individuals from other government installations or activities visiting in an official capacity.

(2) Social Visitor - Individuals attending social activities, patrons of the Naval Hospital, Dental Branch Clinic, Navy Exchange, Commissary, or other areas on other than official U.S. Government business.

(3) Business Visitor - Individuals representing civilian concerns interested in the sales of equipment or the awarding of contracts, to include those visiting in connection with pre-contracts or seeking assistance on existing contracts.

(4) Service Representatives - Employees of equipment suppliers assigned to perform maintenance or repair on their equipment.

(5) Utilities Representatives - Employees of various utilities (gas, electric, telephone, etc.) who are assigned to perform meter readings, coin collecting, repairs, maintenance, and inspection of their equipment.

(6) Commercial Vendors/Deliverers - Individuals delivering material or services to activities on the installation (Commissary, Navy Exchange, etc.).

d. Badge. A security identification card conforming to the design and physical specifications prescribed in OPNAVINST 5530.14, Chapter 5, Personnel and Vehicle Movement Control.

e. Badge Exchange System. The badge exchange system is an identification system which is used by Naval Air Station, Meridian, at designated restricted areas to ensure stringent access control. This involves exchanging one or more

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identification media for another separate type of positive identifier.

f. Escort System. Escorting is a method to control visitor personnel within a limited or controlled security area. The escort must remain with the visitor at all times while within the security area. Escort personnel may be civilian or military personnel and will normally be from the office of the person visited.

g. Administrative Area. From the hours of 0600-1800 hours, the following areas and the direct routes to and from these areas listed are designated as administrative areas:

- (1) Base Housing and Enlisted Barracks (0700-1500 Mon thru Sun)
- (2) Citizens National Bank (0900-1600 Mon thru Fri)
- (3) Meridian Naval Federal Credit Union (0900-1600 Mon thru Fri)
- (4) American Red Cross (0900-1600 Mon-Wed-Fri)
- (5) Navy Relief Society (0700-1600 Mon thru Fri)
- (6) Commissary (0800-1700 Tue thru Sat)
- (7) Service Station (0800-1700 Mon thru Sat)
- (8) Country Store (0800-2100 Mon thru Sun)
- (9) NEX Retail Store (0800-1700 Mon thru Sat)
- (10) NEX Uniform Shop (0800-1800 Mon thru Sat)
- (11) Package Store (1300-1700 Mon thru Sat)
- (12) NEX Dry Cleaning and Laundry (0800-1800 Mon thru Fri)
- (13) Barber and Beauty shop (0900-1730 Mon thru Sat)
- ~~(14) Baskin Robbins Ice Cream (1100-2000 Mon thru Sat; 1200-1800 Sat)~~
- ~~(15) *State Street* Recreational Services Facilities (during published hours of operation)~~
- ~~(16) McDonald's (0600-2300 Mon thru Sun)~~
- ~~(17) Family Services Center (0700-1530 Mon thru Fri)~~
- ~~(18) Navy Campus (0700-1600 Mon thru Fri)~~
- ~~(19) Public Works Transportation (0700-1530 Mon thru Fri)~~
- ~~(20) Public Works Department (0700-1530 Mon thru Fri)~~

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2.2 General Policy

- a. All military personnel, civilian employees, vendors, and visitors to the installation will be properly identified by security through identification badges or other acceptable identification media as prescribed in this chapter. Movement of all persons on the installation will be strictly controlled.
- b. Access to this installation will be granted only to those persons who have officially recognized business to conduct with Naval Air Station, Meridian, or tenant activities. Casual visiting of employees by nonemployees at work sites or on the installation will not normally be permitted except by specific permission of the individual's direct supervisor. All persons entering or leaving will do so under the control of security personnel.
- c. Entry into the installation will be only through the Main Gate provided for that purpose. All other gates will be locked except when attended by a member of the Security Department. The Main Gate will be open and attended at all times; other gates will be opened only as necessary.
- d. Security Department personnel will differentiate between the permission for the entrance of vehicles (under Chapter 3 of this instruction) and permission for persons to enter onto the installation. Permission for one does not automatically mean permission for the other. Vehicles and persons are separately controlled and separately granted entry.

2.3 Military Personnel

- a. Active duty military personnel assigned to the Station or quarters on the installation may enter at any time after presentation of a valid Armed Forces Identification Card, DD Form 2N, to the guard on duty.
- b. Dependents, with a valid Uniformed Services ID and Privilege Card, DD Form 1171, and retired military personnel, with a valid Armed Forces Identification Card, DD Form 2 (ret.), may enter the installation at any time the facilities designated as administrative areas are available and only after presentation of their identification to the gate guard on duty.
- c. Children of military personnel (active, reserve, and retired) under the age of ten years old, or without a dependent identification, Uniformed Services ID and Privilege Card, DD Form 1173, must be accompanied by an adult. The adult may be either the sponsor or a dependent with a valid identification card.

2.4 Civilian Employees

- a. Employees will not be permitted entry on board the installation after 1800 hours thru 0600 hours, except for the performance of duty or to conduct official business. Employees, with proper identification and privilege, may be allowed entry to administrative areas open after 1800 hours.
- b. Civilian employees of the Station must carry a valid Civilian Identification Card at all times. Naval Air Station employees will be issued a valid card by the Civilian Personnel Officer.

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c. Civilian identification media must be presented to the gate guards each time entry is desired. All individuals in a vehicle (including passengers) should have their individual identification media at hand and readily available for examination when entering the installation.

d. Contract employees, under contract with the Station will be issued identification by the Security Department.

e. The Security Department must be notified by a department head or activity head when overtime work is to be performed after 1800 hours, Monday thru Friday, and on weekends. Notification of the number of employees working will be made as soon as possible after determining the need for overtime work.

2.5 Installation Visitors

a. Official Visitors

(1) Law Enforcement and Investigative Agents

(a) Agents or representatives of civil or military enforcement or investigative agencies will be admitted to the installation upon presentation of satisfactory identification. Such agents will not proceed with any mission or activity until the purpose of the visit has been evaluated and permission granted by either the Commanding Officer, Executive Officer, Commanding Duty Officer, or Security Officer. The agent or representative will be directed by the gate guard to the Legal Office to obtain permission.

(b) If the purpose of the visit is to serve civil process, warrant, or subpoenas, permission to do so must be granted by the individuals with the authority to grant entry. The actual service must be made as specified in applicable laws and consummated at the Legal Office.

(c) If the purpose of the visit is other than to serve civil process, warrants, or subpoena, the activity must be coordinated with the command through the Security Officer.

(d) Law enforcement officers, in uniform, will not be stopped from entering the installation while in "fresh" or "hot" pursuit. Security personnel will respond and obtain verifying information. If specifically requested, security personnel will aid the officers. During duty hours and in any occupied areas, the primary responsibility of the security personnel will be to safeguard personnel in the area from harm and to close off areas as required.

(2) Individuals from other government installations or activities visiting in an official capacity will be allowed entry upon presentation of a valid identification card/badge. The identification media must have a current photo affixed and contain identifying information. If prior notice has not been received by security, the department head or division head of the area to be visited will be called to verify the visit is an official visit and is authorized.

(3) Affiliated union representatives conducting official business, who

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are not installation employees, will be admitted only after clearance through the Civilian Personnel Officer. Contractor union representatives will be admitted only after clearance through the Resident Officer in Charge of Construction

b. Business Visitor:

(1) The basic regulations for the control of commercial solicitation aboard a naval installation are contained in Article 0715 of Navy Regulations and in SECNAVINST 1740.2C. These regulations provide entrance to naval installations by solicitors and agents for the purpose of conducting public business. Entrance on board the installation, including the housing area, for the purpose of conducting private business will be strictly controlled by the Commanding Officer, Security Officer, and the respective department head of the person with whom he/she intends to do business.

(2) Since all individuals of the installation generally have sufficient opportunity for the conduct of private business during off duty hours, installation policy states solicitors and agents of commercial concerns will not be permitted to enter the installation for the purpose of conducting private business or contracts with individuals on duty. Many military personnel live on the Station and may receive representatives of commercial concerns on private business after their duty hours. Such visits will be controlled as prescribed by SECNAVINST 1749.2C. The Security Department will take the following action when a commercial agent or solicitor desires entrance:

(a) Obtain the name of the agent or solicitor, and the firm represented,

(b) Confirm by telephone the visit is at the request of, and by appointment with the person to be visited,

(c) If the visit is for the purpose of soliciting insurance or for selling mutual funds or securities, confirm the agent and the company are approved for such solicitation by the command. The Legal Officer maintains the list of companies and agents who have a letter of authorization signed by the Commanding Officer.

(d) Any agents or solicitors not meeting the above stated conditions will not be granted permission to enter the installation. Agents or solicitors selling insurance or investments of any kind will be issued a visitor pass and sent to a space designated by the Legal Officer to conduct their business.

(3) Contractor personnel will be processed and approved for admission to the installation by the Security Department on a Commercial Pass, and if necessary, a Visitor Pass, for the vehicles. The Commercial Pass and Visitor Pass will be valid only for the period of the contract. Contractor personnel will enter and leave through the Main Gate.

(4) Visitors in the following categories will be admitted only after

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clearance by the Commanding Officer or by representatives of the Commanding Officer (Executive Officer, CDO, Security Officer):

- (a) Representative of news agencies
- (b) Photographers, including any visitors who carry a camera

c. Social Visitors:

(1) Groups and organizations desiring to visit the installation for educational or informational purposes will be permitted to enter upon the approval of the Commanding Officer or Executive Officer. Prior arrangements for the visit must be made with the Public Affairs Officer and the Command Security Officer. In the case of visits to Station facilities, a designated representative of the command will conduct the tour. If the visit is primarily to the facilities of a tenant activity, the respective tenant command will provide the person to conduct the tour.

(2) Distinguished persons (governors, flag officers, senators, senior government representatives, etc.) will be admitted without delay and with an escort by Security. The Security Officer will have prior advance notice of the visit by the distinguished persons and will ensure prior arrangements are made by security personnel. The gate guard will immediately notify the Commanding Officer of the arrival of distinguished persons on the installation.

(3) Individuals attending authorized social functions with prior approval of the Security Officer will be admitted to go directly to and from the location of the organized function.

(4) Visiting guests in the following categories will be admitted on a Visitor Pass on a one trip basis:

(a) Guests accompanied by a commissioned officer of the United States Armed Forces,

(b) Guest of a resident officer's or enlisted family, when accompanied by a family member with a valid I. D.

(c) Guest accompanied by enlisted personnel assigned to the Station or to a tenant activity of the installation.

(d) Unaccompanied guests will be admitted after determining who the sponsor is and confirming by telephone the sponsor is expecting the guest. If after 1800 hours and before 0600 hours, the sponsor must meet the guests at the Pass and Tag Office and accompany the guests on board the installation. The sponsor is responsible for the whereabouts and conduct of the guest while on the installation.

(e) Guests of dependents who possess a valid Privilege Card, DD Form 1173, when accompanied by the dependent. The guest must remain in the company of the dependent while on the installation. These visits are limited to the hours the facilities available to the dependent are open.

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(f) Employees who have relatives or friends may invite them to visit the installation during duty hours and after first obtaining permission from the department head or agency head and from the Security Officer. All the visitors must have passes issued to them, and the employee is responsible for the guests' conduct and whereabouts.

(g) Members of Navy Federal Credit Union who are not assigned to, or employed on the installation may be admitted upon presentation of their Credit Union membership card after obtaining a pass.

d. Tenant Activity Visitors

(1) Visitors to all tenant activities will be verified by Security personnel if prior notice has not been received. Once verified, a Visitor Pass will be issued.

e. Service and Utility representatives who have valid company identification cards (the identification must include a photo and be laminated) will be allowed access to the installation during normal working hours and during emergencies to perform their assigned duties. Individuals without company I. D. cards will be verified and issued a Visitor Pass.

f. Commercial vendors/deliverers will be verified as having official business (a contract or delivery) and issued a Visitor Pass from the Main Gate. No individual pass is issued nor is the individual to leave the area of the vehicle.

2.6 Debarment from the Installation

a. Individuals who are barred from the installation by the Commanding Officer will not be permitted to enter the installation.

b. Persons who show evidence of being under the influence of alcohol or drugs will not be admitted on board the installation. In fact, no person will be allowed to enter, or exit the installation who is suspected of being under the influence of alcohol or drugs.

c. Individuals visiting employees for purely personal reason, without the express permission of the area supervisor or department head, will not be allowed entry on board the installation.

d. Peddlers, solicitors, creditors, repossessors, and similar categories of individuals, except when specifically authorized by the Commanding Officer, will not be allowed entry on board the installation.

e. Individuals participating in picketing, demonstrations, sit-ins, protest marches, political speeches, and similar activities will be removed and barred from the installation.

f. Distribution of material such as pamphlets, handbills, flyers, newspapers, magazines, leaflets, petitions, etc. aboard the installation, is prohibited except through regularly established and approved distribution

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outlets or unless prior approval is obtained from the Commanding Officer.

g. Offensive or degrading signs, placards, or stickers, whether hand carried, affixed to or painted upon buildings, conveyances, or other objects, are prohibited.

h. No one shall enter or remain on this installation for any of the purposes prohibited by this instruction and such entry will constitute a violation of Title 18, United States Code, Section 1382, which provides in part that, "Whoever, within the jurisdiction of the United States, goes upon any military...reservation...station or installation, for any purpose prohibited by law and lawful regulation...shall be fined not more than \$500.00 or imprisoned no more than six months, or both."

i. The following procedures are used to issue a bar letter:

(1) All bar letters will be issued by the Commanding Officer, Naval Air Station, Meridian.

(2) Bar letters will specify the reason for the action and the period of time the barment action is effective.

(3) The individual barred may request, in writing, the Commanding Officer to reconsider the barment action. The request must be submitted within seven days of issuance of the bar letter. A record of the Commanding Officer's decision upon reconsideration will be maintained on file in the Legal Office.

(4) Bar letters are automatically withdrawn at the end of the barment period.

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Chapter 2

Section 2

STATION IDENTIFICATION BADGES

2.7 Station Identification Badges

a. Station identification badges will be issued to Station civilians and contract employees, as well as all service representatives assigned to this Station.

b. Civilian identification badges will be issued by Civilian Personnel Office and contract employee ID badges will be issued by Security Department Pass and Identification Section.

2.8 Lost, Stolen, and Forgotten Station Identification Badges

a. It is the responsibility of each individual to whom an identification badge has been issued to immediately report the loss, or theft of such badge to the Security Department.

(1) When a Station identification badge is lost or stolen, the Security Department, Pass and Identification Section, will require the individual concerned to prepare and sign a Statement, OPNAV 5527/2, stating the facts surrounding the loss or theft of the badge.

(2) The Security Department, Pass and Identification Clerk, will ensure the serial numbers of all lost badges are posted at the Main Gate and the Communications Facility entry point.

b. Employees, separating from this Station, will be directed on their last working day to report to the Security Department, Pass and Identification Section, for turn-in of all identification media (employee's identification badge and vehicle decal scrapings, when appropriate).

c. Employees separating by mail or abandonment of position will be directed by the Civilian Personnel Officer to mail items in subparagraph 2.9b above to the Station. Clearance of the individual will be withheld until all badges and decals are returned. Employees who do not return their identification cards, which remain U. S. Government property, are subject to the penalties prescribed under Title 18, United States Code 506, 449, 701.

2.9 Standards for Replacement of Badges

a. Station identification badges will be issued for an indefinite period to all permanent civilian employees of the Station.

b. Station identification badges will be issued for a period not to exceed one year to all contract employees and service representative of the installation.

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c. When a loss level of six percent of the total Station identification badges has been reached, all Station identification badges must be invalidated and new badges issued.

CHAPTER 3

SECTION 1

VEHICLE ACCESS, IDENTIFICATION, AND MOVEMENT

3.0 Purpose. This chapter prescribes policies, responsibilities, and procedures applicable to public, commercial, and military vehicles while entering, operating on board, and departing the installation.

3.1 Scope. This chapter is applicable to all persons entering, while upon, and departing the installation. All motor vehicles, motorcycles, and bicycles operating on the installation are governed, in part, by the provisions of this chapter.

3.2 General Policy

a. All self-propelled motor vehicles operating on the installation must be identified by a NAS decal (registration), visitor pass, or other current military installation or Department of Defense decal. Government owned or leased vehicles and contractor industrial construction equipment, e.g., cranes, draglines, tractors, and other self-propelled equipment used at the job site are exempt from this requirement.

b. The display of a valid registration (decal) does not constitute automatic entrance to the installation for the occupants. The occupants must meet the requirements of Chapter 2 of this instruction for entry.

c. Persons operating motor vehicles, scooters, and bicycles on the installation will comply with the provisions of the vehicle and traffic regulations as stated in NASMERINST 5560.2/E.

3.3 Government Vehicles

a. All U.S. Government owned or leased vehicles assigned to NAS Meridian will be allowed off base through the Main Gate upon presentation of a properly validated Vehicle and Operational Record, DD Form 1970 (Trip Ticket). Government vehicles without trip tickets will be sent back to Public Works. The requirement for the driver to exhibit a trip ticket will not apply to an emergency vehicle responding to an emergency call. U.S. Mail vehicles which are clearly marked will be permitted entry and exit without delay.

b. Government vehicles assigned to other U.S. Government agencies or installations will be admitted to the Station when the occupants have satisfied the requirements for entry as set forth in Chapter 2 of this instruction. All U.S. Government vehicles making pickups or deliveries to activities of this installation will comply with the consignee vehicle controls as stated in this chapter.

c. Person operating motor vehicles assigned to NAS Meridian off Station will comply at all time with the State of Mississippi Vehicle Codes.

d. Government vehicles will not enter privately owned vehicle (POV)

parking lots or stop near POV parking lots unless on official business that requires access to the POV parking areas.

3.4 Responsibilities

a. The Security Officer, Security Department, is responsible for:

(1) Granting of access to and control of motor vehicles within the installation.

(2) Developing and enforcing regulations and instructions governing the operation of vehicles on the installation.

(3) Providing for the registration of private motor vehicles being operated on the installation.

(4) Maintaining current files identifying all privately owned vehicles registered by NAS, Meridian.

(5) Establishing enforcement measures for traffic regulations and instructions.

(6) Initiating the investigation of all vehicle accidents on the installation.

(7) Initiating action, through the Public Works Department, for posting and removal of traffic signs and other control devices.

b. Department Heads and Activity Heads are responsible for:

(1) Ensuring vehicle restrictions and limitations are disseminated.

(2) Taking appropriate disciplinary action against violators reported by the Security Officer.

c. Individuals subject to this instruction are responsible for:

(1) Understanding and complying with this instruction and chapter

(2) Proper operation of privately owned vehicles within the installation by those they sponsor for entry.

3.5 Categories of Commercial Vehicles. Commercial vehicles entering the installation will be divided into two categories as follows:

a. Consignee Vehicles. Includes all commercial vehicles entering the installation for the purpose of making consignee pickups or deliveries of property.

b. Vendor Vehicles. Includes vehicles entering the installation for the purposes of making deliveries or pickups of goods at the clubs, Commissary, Navy Exchange, Package Store, and Government vendors for the purpose of this

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instruction.

3.6 Consignee Vehicles Control

a. Gate entry. All consignee vehicles will enter and depart the installation through the Main Gate.

b. Time entry

(1) The time limit for consignee vehicles entering the installation for loading and off loading of freight will be Monday through Friday, 0700-1515.

(2) During the other periods of time, consignee vehicles will be allowed access to the installation only upon clearance from the head of the activity involved or their authorized representative. Prior written notification is required if the clearance is to be a permanent change and/or for weekend clearance of consignee vehicles.

c. Processing for Entry

(1) All consignee vehicles entering the installation will be issued a pass after:

(a) Adequate identification of the driver and all helpers. Any passengers, regardless of stated status, are either helpers or not authorized to enter the installation with the consignee vehicle.

(b) Visual check of the vehicle operator's drivers license. Drivers must possess the proper valid license for the type of vehicle operated.

(2) A serially numbered routing pass will be initiated, by security personnel on all consignee vehicles entering the installation for the purpose of making deliveries or pick-ups. The pass will be marked with the time of entry.

d. Consignee Vehicles During Loading and Unloading Operations

(1) Activities responsible for loading and shipping government material will ensure authorized material is not placed on outbound consignee vehicles either by accident or intent through the conscientious application of the following means:

(a) Accurate checking of bills of lading, shipping documents, manifests, and other authorized documents against vehicle loads.

(b) Positive checks and controls over use of the pass and seals used to secure consignee vehicles.

(c) Frequent spot checks of loading and unloading operations by responsible supervisors and managers.

(d) Prohibiting consignee vehicles from being unattended both by the driver and personnel responsible for loading operations until the vehicle

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has been properly loaded, secured, and dispatched. Drivers are prohibited from leaving the immediate area of their vehicles, unless under escort.

(e) Immediately reporting discrepancies noted in shipping documents and respective loads, pass, seals, or suspicious conduct of personnel.

e. Processing for Exit

(1) Upon departure of the consignee vehicle from the installation, the vehicle, accompanying documents, seals when applicable, pass, will be examined by the Security Guard on duty at the Main Gate for discrepancies and signature verification. In the event discrepancies are noted, the vehicle will be directed back to the activity involved for correction before allowing clearance off the installation. If none are found, the pass will be retained by the security guard who will allow the vehicle to proceed.

(2) Passes will be retained by the Security Department, where they will be filed numerically, by day, and held for three months.

3.7 Vendor Vehicle Control

a. Vendor vehicles will be issued a Vehicle/Visitor Pass, in lieu of a decal and will be passed through the gate after satisfactory identification of the driver and all passengers.

b. The Vehicle/Visitor Pass, will be displayed on the windshield and be returned to the guard upon departure from the installation.

c. All vendor vehicles will comply with applicable instructions for traffic control.

3.8 Pass and Identification Section, Security Department

a. The Pass and ID Section, Security Department, will maintain a record of:

(1) Registration on the Vehicle Registration/Driver Record, OPNAV 5560/1, on each vehicle registered on the installation.

(2) Temporary registration on all vehicles temporarily registered for more than one day on the installation.

(3) Chargeable motor vehicle traffic accidents, moving violations, suspensions, or revocation actions, parking citations, and assessments involving military or civilian personnel.

b. All vehicle decals and passes issued shall remain the property of the U.S. Government.

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Chapter 3

Section 2

ADMINISTRATIVE VEHICLE INSPECTION

3.9 Purpose of Administrative Vehicle Inspection. Administrative vehicle inspections are deemed necessary at this installation to protect national defense material, premises, and utilities from loss, injury, or destruction, and to protect the command from the adverse effects of contraband property and unlawful weapons.

3.10 Scope of Inspection

a. All vehicles entering or leaving this installation are subject to inspection. Administrative inspections of vehicles is authorized by OPNAVINST 5530.14. The procedures contained here shall be followed when conducting administrative inspections of vehicles.

b. The vehicle inspection will include:

(1) The hood/motor compartment of the vehicle.

(2) The driver and passenger compartments, to include the glove compartment and under/behind seats and in cabinets and closets of motor homes and camper vehicles,

(3) The trunk/truck bed area, including the wheel well.

(4) Any containers within any of the above areas to include lunch boxes, tool boxes, etc.

c. The scope limitations contained in section 3.10b above apply only to the administrative inspection of vehicles. The scope of searches or inspections conducted on grounds other than 'administrative inspections' shall be determined by the circumstances of the particular case.

3.11 Procedures for Inspection

a. Administrative vehicle inspections of exiting vehicles will be conducted at all gates.

b. Method of Selection Criteria

(1) The Security Officer will conduct periodic random vehicle/personnel inspections, at the discretion of the Commanding Officer, to detect/prevent the introduction of contraband/prohibited items and/or unauthorized removal of government property/material.

(2) The first vehicle or person appearing after the time of initiation of the search and every random number number vehicle or pedestrian thereafter shall be searched. Consistent with guidelines of reference (a), in the case of

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vehicles entering or leaving the station, both the vehicle and occupants may be searched.

(3) Exceptions to the above selection criteria will be made when:

There is a heavy rain or fog or other conditions which could cause the inspection process to create a safety hazard.

c. Inspection of Entering and Exiting Vehicles

(1) Military personnel who object to inspection of their vehicles or containers will be informed the inspection has been directed by the Commanding Officer, and they are ordered to comply with the inspection procedures or failure could result in criminal prosecution or adverse administrative actions. The property and vehicle of the military personnel may then be inspected, as previously ordered by the Commanding Officer, over their objections. If reasonable force appears probable, the Commanding Officer or a designated representative will be contacted prior to the continuation of the inspection and advised of the situation. A continuation may or may not be authorized by the Commanding Officer at this point. If authorized, reasonable force may be used and the inspection conducted over the objections of the person.

(2) Civilian personnel who refuse to submit to an inspection will be informed failure to comply could result in revocation of installation driving privileges, issuance of a bar letter, or other adverse administrative action. The property and vehicles of civilian personnel who continue in their refusal may be inspected over their objections, using reasonable force, if necessary, and with the Commanding Officer's case-by-case approval. The Commanding Officer, or designated representative, shall be notified immediately whenever a civilian refuses to submit to an inspection. The civilian and the vehicle will be detained until a determination has been made.

d. A written log of all vehicles stopped and inspected will be maintained. It will contain the driver's full name, vehicle license plate number, DoD decal number, and the status of the inspection (negative for "no find" and positive for situations where an incident report resulted).

e. The patrolman conducting the inspection will count the vehicles exiting the gate until the preselected number of vehicles have exited the gate. The vehicle (i.e., 5th, 10th, or 25th) will be directed to the right side of the roadway, consent will be asked to inspect the vehicle, information obtained for the log, the driver and any passengers asked to disembark the vehicle, and the inspection conducted as authorized. Upon completion of the inspection, the patrolman will help the inspected vehicle driver to reenter the traffic flow and, at that point, start counting exiting vehicles again.

3.12 Procedures for a Positive Inspection

a. Personnel found in possession of contraband, unlawful weapons, or items reasonably believed to be evidence of a crime, will be detained temporarily, using reasonable force if necessary, when it appears the detention is

necessary to prevent flight, immediate physical harm to others, or immediate destruction or loss of government property.

b. Civilian personnel will be detained only so long as is reasonably necessary to obtain the name, address, and other identifying data and the evidence is obtained and safeguarded. In all cases where a reasonable belief exists, evidence of a major crime (murder, rape, armed robbery, crimes involving children) has been found, the vehicle, possible evidence, and individual(s) will be held, without continued inspection, for civilian law enforcement agency response. The civilian will be detained and transferred to the custody of the civilian law enforcement agency. In all cases, an Incident/Complaint Report, OPNAV 5527/1, and other required documents will be properly completed. The report will contain the civilian law enforcement agency, officer's name and badge number, and charges, if any, and case number assigned by the civilian agency.

c. Military personnel will be detained only so long as is reasonably necessary to obtain the name, address, and other identifying data and the evidence is obtained and safeguarded. In all cases where a reasonable belief exists, evidence of a major crime (murder, rape, armed robbery, crimes involving children) has been found, the vehicle, possible evidence and the individuals will be held without continued inspection, for Naval Investigative Service response and notification of the Commanding Officer, Executive Officer or CDO. The military person(s) will be detained (if necessary apprehended) and transferred to the custody of the Federal enforcement agency. In all cases, an Incident/Complaint Report, OPNAV 5527/1, and other required documents will be properly completed. The report will contain the Federal agency custody was transferred to, the agent's name and badge number, and the charges, if any, and the case number assigned by the agency.

3.13 Vehicle Searches

a. Searches of vehicles within the installation by Security force personnel will be accomplished over the objections of the individual only by the authority of the Commanding Officer. Probable cause must be established and authority granted on Command Authorization for Search and Seizure, OPNAV 5517/9, based upon Affidavit for Search Authorization, OPNAV 5517/10.

b. A vehicle search may be accomplished within the installation by Security Department personnel by authority of a Permissive Authorization for Search and Seizure, OPNAV 5527/16, when signed by the individual whose rights are being waived.

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CHAPTER 4

SEIZURE AND HOLDING OF CONTRABAND PROPERTY/EVIDENCE

4.0 Purpose and Scope. This chapter declares and defines property considered contraband and prohibited to possess on the installation. It establishes policies governing seizure and disposition of property. It applies to all individuals on the installation.

4.1 Contraband Property. Property which is defined by Federal/State status as illegal to possess and subject to forfeiture upon lawful seizure. The following items are contraband property on NAS, Meridian.

a. Controlled Substances. A drug or other substance included in schedule I, II, or III, established by Section 202 of the Comprehensive Drug Abuse Prevention and Control Act of 1970 (84 stat 1236), as updated and published under the provision of that Act in the Code of Federal Regulations and for which a valid doctor's prescription is not in immediate possession.

b. Drug Abuse Paraphernalia. All equipment, products, and materials of any kind which are used, intended for use, or designed for use in injecting, ingesting, inhaling, or otherwise introduction into the human body marijuana, a narcotic substance, or other controlled substance in violation of law. It includes:

(1) Hypodermic syringes, needles, and other objects used, intended for use, or designed for use in injecting controlled substances into the human body, and metallic or other containers used for mixing or other preparation of heroin, morphine, or other narcotic substances prior to such an injection

(2) Objects used, intended for use, or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, or hashish oil into the body, such as:

(a) Roach clips: meaning objects used to hold burning material, such as a marijuana cigarette, that has become too small or too short to hold in the hand;

(b) Chamber pipes, carburetor pipes, electric pipes, air-driven pipes, chillums, bongs, ice pipes or chillers, and other pipes, with or without screens, hashish heads, or punctured metal bowls, designed for the purpose of smoking marijuana or hashish;

(c) Cocaine and heroin spoons

c. Marijuana and Cannabis. The botanical name for a genus of plants commonly referred to as marijuana.

d. Counterfeit Currency. Any copy, photo, or other likeness of any U. S. currency either past or present not authorized by the U. S. Treasury Department.

e. Pyrotechnics and Fireworks. Any explosive or incendiary

substances/devices not specifically authorized by license/military use.

f. Blackjacks, billies, metal knuckles, and similar type weapons.

g. Gambling equipment. Equipment defined by the Mississippi Penal Code as equipment, unlawful to possess as gambling equipment.

h. Obscene, seditious, or espionage materials.

i. Property in Illegal Possession. Any property private or government, in the possession of an individual illegally.

4.2 Prohibited Property. Property other than contraband, the possession of which is prohibited by order of the Commanding Officer or by instructions/regulations/directives. The following items are prohibited on this installation:

a. Alcoholic Beverages. The possession and use of alcoholic beverages by any person on this Station is prohibited, except as provided below. Minors may not under any circumstances purchase, possess, or consume alcoholic beverages on the Station;

(1) Alcoholic beverages may be consumed within the confines of the Officers' Club, Petty Officer Club, Enlisted Club and all Station quarters and housing.

(2) Alcoholic beverages may be dispensed or consumed in other areas only with the approval of the Commanding Officer.

(3) Sale of alcoholic beverages by the Navy Exchange, Country Store and Package Store is authorized, provided such beverages are consumed off Station or in authorized locations only by authorized personnel.

b. Firearms. The possession, carrying, and keeping of weapons on the Station is strictly forbidden, except as stated below:

(1) Security Department personnel are authorized to carry and use firearms under certain circumstances in the performance of their assigned duties.

(2) Agents or representatives of civil or military law enforcement and investigative agencies will be admitted on board the Station and allowed to carry their weapons.

(3) Military personnel who reside in government housing may keep firearms in their homes provided such arms are registered with the Security Department. These weapons will not be carried on the Station except when being transported unloaded between the owner's home and an off Station location or on the Station when going to and from authorized hunting areas and ranges.

(4) Range Control

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(a) Shotgun Skeet Range and Archery Range are the responsibility of and under the control of the Recreation Department. Members and authorized guests are authorized to carry unloaded shotguns, archery equipment, and ammo to and from the ranges.

(5) Hunting/Hunter Control

(a) All hunters must register with the Recreation Department and receive a permit to hunt before hunting aboard NAS Meridian.

(b) No hunting or shooting will be permitted within 200 yards of any building or structure.

(c) No wildlife will be fired upon, other than that which is specifically allowed by the hunt.

c. Tear Gas. The possession, carrying, and keeping of tear gas canisters (i.e., Mace, Curb, etc.) by other than law enforcement personnel on duty and as part of their issued equipment is prohibited. Civilian permits to carry tear gas is not authorized on board the Station.

d. Knives. Knives with a fixed/folding blade longer than four inches will not be carried by individuals either concealed or openly. Contractors and employees whose duties require such a knife will be permitted to use the knife on the job but not carry attached to the person other than at the job site.

e. Photographic Equipment

(1) Servicemen

(a) Possession of privately owned cameras and taking of personal, unofficial photographs of ceremonies, athletic events, personnel, buildings, and grounds are authorized except for naval aircraft and in areas specifically designated as restricted (communication, transmitting, and receiving locations are restricted areas). Violation will result in confiscation of camera and film. These regulations also apply to making artist's sketches or drawings.

(b) Taking pictures in restricted or limited areas is forbidden.

(2) Civilian Visitors

(a) Civilian visitors may take photographs aboard the Station, subject to paragraph 0201 restrictions. Gate sentries will provide information contained in this instruction to visitors having cameras in their possession.

f. Citizens Band/Amateur Radio Equipment. The installation and/or operation of any citizens band/amateur radio equipment within the limits of the Station is prohibited, except as authorized by the Commanding Officer.

g. The possession, display, distribution/sale of promotional material relating to controlled substances (i.e., T-shirts, posters, jewelry, bumper stickers) is prohibited on the Station.

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4.3 The above definitions of contraband and/or prohibited property do not apply to items received into or shipped from the Station/tenant activity mission stock or operating supplies.

4.4 Seizure of Property.

a. Security patrol personnel will seize contraband and/or prohibited items when possessed in violation of instructions or statutes, incidental to lawful detention or apprehension of an individual, or necessary to prevent the commission of an offense. Action will be taken as follows:

(1) The security patrolman will list and properly mark the property for identification immediately upon seizure, impoundment, or both. Markings will be scratched on the surface of, or otherwise affixed on the item seized or impounded so as to make the item distinguishable from other like or similar objects. This will be done in the presence of the person from whom it was seized and in the presence of a third person as a witness, if possible.

(2) All property acquired as evidence by the security patrolman will be surrendered without delay to the custodian of evidence by the security patrolman who seized or impounded it or who, through the use of the chain of custody, has the last custody.

(3) An Evidence/Property Custody Document, OPNAV 5527/17B, will be prepared and the receipt copy given to the individual/unit from whom the property is seized.

(4) The Department of Navy Evidence Tag, OPNAV 5527/17B, will be used to identify each item of evidence obtained. The appropriate collection data on all seized or collected items or evidence will be entered on the evidence tag at the point and time of seizure/collection. This data will include a brief description of the material as well as date, time of seizure and specific location where the item or material was obtained.

(5) The seized property, accompanied by the Evidence/Property Custody Document and the Evidence Tag, will be surrendered to the Custodian of Evidence or Alternate Custodian. When evidence is submitted to the Evidence Custodian, it shall be properly tagged, placed in appropriate containers, if needed, and have the original and two copies of the Evidence/Property Custody Document securely attached to the evidence, or its outer container. The original and copies of the Evidence/Property Custody Document and the interleaving carbon paper will be separated only by the Custodian accepting the evidence for entry into the system. The original and all copies of the Custody Document shall be signed by the Evidence Custodian in the appropriate block acknowledging receipt of evidence. The original shall remain physically attached to the evidence, or its container. The first copy shall be placed in Evidence Custodian's Active Evidence Custody Record, and the second one shall be returned to the person turning in the evidence for his information and eventual inclusion in the case file. When evidence is turned into a temporary after hours depository, the Custody Document shall be signed off by the person depositing the item, in the "released by" column, e.g., NAS temporary evidence locker. When the seizing person is

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also the Evidence Custodian or the Alternate Evidence Custodian, he/she will also complete the "released by" column on the Evidence Custody Document to show release by the seizing person and receipt into the Navy evidence custody system. When any evidence is checked out of the evidence locker for any purpose prior to its final disposition, a copy of the Evidence/Property Custody Document shall be maintained in the evidence locker in the Active Evidence Custody Record. In the event that the original is lost or destroyed, the copy may be used in its place.

(6) All evidence being submitted shall be carefully examined and counted/weighed, as appropriate, by the accepting Custodian. The submitting individual must ensure those items being retained have some probative evidence value. Any items which do not have evidence value should be promptly returned or disposed of in accordance with authorized procedures. If there is any doubt as to the value of the evidence, advice should be sought from the Legal Officer or Security Officer.

b. The proper handling and submission of evidence to the Evidence Custodian is the responsibility of the Security Patrolman who originally effected the seizure.

4.5 Custody of Evidence

a. The Security Department's Criminal Investigators are designated in writing as the Evidence/Alternate Evidence Custodians for the Station.

b. The Evidence Locker will be a combination file cabinet placed in the office of the Criminal Investigator.

(1) Access to the Evidence Locker will be strictly limited to the Evidence Custodian and Alternate Custodian. The Security Officer shall be provided the combination in a sealed envelope and it will only be used by the Security Officer when the Custodian or Alternate is not available. In no event shall personnel other than the Evidence Custodian, Alternate Evidence Custodian, or Security Officer be granted unescorted access to the Evidence Locker.

(2) The combination to the Evidence Locker shall be changed annually or whenever the Evidence Custodian, Alternate Custodian, or Security Officer is changed or a breach of security has occurred.

c. The Evidence Custodian or, in his absence, the Alternate Evidence Custodian has the responsibility which cannot be delegated to ensure:

(1) Evidence is properly inventoried, tagged, packaged, and marked prior to acceptance for stowage.

(2) Evidence custody documents are properly completed by the individual delivering the evidence for safekeeping prior to acceptance for stowage.

(3) Evidence is properly safeguarded and not compromised.

(4) The Evidence Log, Active Evidence Custody Record and Final

Evidence Disposition Files are properly maintained.

(5) Inventories of evidence holdings are conducted as required by Navy instructions.

(6) Evidence is disposed of in accordance with current Navy policy.

d. The proper handling and safekeeping of evidence and the custody records is the responsibility of the Evidence Custodian.

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CHAPTER 5

INTERNAL SECURITY

5.1 Purpose and Scope. This chapter prescribes policies, responsibilities and procedures for the operation and maintenance of the installation key and lock control system and the physical security of buildings. It is applicable to all elements of the Station, tenant activities, and agencies. Tenant activities and agencies (except Naval) will comply with their own key and lock control procedures. They may voluntarily turn keys into the Station key depository; however, all tenant activities and agencies that turn keys into the NAS key depository must comply with the Station Key and Lock Control Program.

5.2 Security of Buildings

a. All structures and facilities of the installation are assigned to Station departments or tenant activities and agencies for their use. Each department or tenant activity has the primary responsibility for internal security of the structures and facilities assigned to them. It is the responsibility of each department head and tenant commanding officer/activity director to enforce internal security of building regulations in their assigned areas. The NAS Security Department will patrol all common areas (streets, roads, etc.) and inspect the external structures of facilities. All violations will be reported by Security Department on OPNAV 5527/1, DON Incident/Complaint Report.

b. All Station assigned buildings and spaces will be secured at the close of normal workday and at any time when not occupied by assigned personnel. All unnecessary utilities will be secured and external doors, windows, and other openings which could provide access will be secured and locked.

c. Individuals assigned to work in buildings or spaces after normal working hours will ensure all means of access to the areas not under their immediate observation are closed and locked. The Security Department must be notified of each incident where mission necessity requires a space to be open and unoccupied.

d. When a building or space is assigned to more than one department on a dual occupancy basis, the senior department head will be responsible for the security of the building, or space.

e. Where there is evidence of possible forced entry into buildings, spaces, doors, or windows, the Security Officer will be immediately notified. The immediate area will not be disturbed until released by the Security Officer or a Security Department representative.

5.3 Key and Lock Control

a. Definitions: For the purpose of this chapter, the following definitions will apply:

- (1) Administrative Keys and Locks. Keys to administrative offices,

desks, lockers, etc., which are not areas of security interest. The administrative areas must not contain any information or material of security interest under the administrative key and lock definition.

(2) Areas of Security Interest. The entry into any buildings, space, security cage and/or office, which would give either direct or secluded access to U. S. Government mission stock, classified information/material, and/or pilferable or sensitive property.

(3) Central Key Cabinet. The main key repository maintained by the Security Department/Guard Force.

(4) Combination Locks. All locks not requiring keys to operate a mechanical locking device. Changing of combinations of combination locks meets rotation requirements contained in this instruction.

(5) Cylindrical Locks. A type of lock built into door knobs.

(6) Duplicate Keys. Extra keys or more than one key to any one locking mechanism.

(7) Key Cabinet. A repository designed for key storage constructed of at least 20 gauge steel, or material of equivalent strength.

(8) Key Cards. Plastic cards with a magnetic strip used to electrically actuate a magnetic strip card lock. Key cards are keys.

(9) Key Control Register. The form/log used to record the issue and receipt of keys. The Key Control Register is maintained on file for three months after the last key issue date.

(10) Locking Device. Any mechanical or electromechanical device intended to be used to secure or open a door, window, gate, or other opening.

(11) Master Key. A key that will actuate all the locks of a system. The system usually consists of a series of locks using the same type of key to activate the locking mechanism.

(12) Operating Keys. The keys normally used to activate one locking mechanism. Each key will operate only individual locks for which the key is designed.

(13) Padlock. A type of mechanical lock removable from a separately installed latch and locking eye and used to secure openings.

(14) Security Locks and Keys. Locks and keys used to secure areas of security interest.

b. The Command Security Officer has responsibility for program management and supervision of the Installation Key and Lock Control Program. Included within this Program are all keys, locks, padlocks, and locking devices used to protect or secure restricted areas and installation perimeters, security

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facilities, and areas of security interest. Not included in this Program are keys, locks, and padlocks for convenience, privacy, personal use, or otherwise defined as administrative keys and locks.

c. The Installation Key Control Officer is designated by the Installation Commander and directly responsible to the Security Officer for all security related key and lock control functions.

d. Each department head or activity director will designate a Key Custodian for the department or tenant activity. The key custodian will be appointed in writing, with a copy sent to the Security Officer. The key custodian will be responsible to the key control officer for all security keys and locks controlled by that functional area. Each key custodian will have subcustodians appointed as operationally necessary to accomplish the mission functions.

e. A strict control over keys to buildings and areas of security interest will be maintained. Duplicate keys will not be made without prior approval from the Installation Key and Lock Control Officer. The approval will be in written form from the department head or director. No person, except in the performance of duties, may use, possess, or transport any key making device, locksmith tools or lock picking tools on the installation without possession of prior written authorization of the installation Commander or his designated representative.

f. Master keys, as well as operating keys to security areas, will not be issued for personal retention or removed from the installation. When keys are not in use, they will be secured in key cabinets. Key cabinets will be located in buildings or rooms with structural features which forestall illegal entry and will be securely attached to the structure to prevent easy removal. Key cabinets will be kept locked except to issue, return, or inventory keys.

5.4 Areas of Responsibility for Keys and Lock Control

a. The Security Officer has the responsibility for Program management and general supervision. This responsibility includes ensuring an installation Key and Lock Control Officer is appointed in writing. In addition, the Security Officer is responsible to:

(1) Advise the installation Commander, installation Key and Lock Control Officer, and Key Custodians on all matters related to Key and Lock Control Program changes.

(2) Approve or disapprove key control subsystems submitted before the system is implemented.

(3) Ensure investigation of loss, theft, or damage of keys and/or locks within the security key and lock control system.

(4) Provide for inspection of locking devices during nonduty hours by Security Department/Guard Force personnel.

b. The installation Key and Lock Control Officer will:

- (1) Provide administrative supervision over the Key and Lock program.
- (2) Establish and supervise the operation of the central key cabinet.
- (3) Inspect key and lock control subsystems implemented for compliance with this instruction.
- (4) Prepare and forward through channels loss prevention inspection reports indicating violations of provisions contained in this instruction.
- (5) Approve or disapprove all requests for fabrications of duplicate keys.
- (6) Coordinate all procurement of locking devices and hardware with the Supply Officer or a designated representative.
- (7) Ensure key and lock inventories are performed a least monthly by key custodians. Incumbent will complete a 10 percent spot check annually of all locks and keys within the system. Inventory record(s) must include the number of keys in the subsystem, keys on hand, and account for the difference, including keys signed out for personal retention by name and key serial number. The record(s) of the rotation will be maintained until completion of the next scheduled lock rotation.

c. Department heads, tenant activity directors, and Department of Navy contractors will:

- (1) Furnish the Security Officer with a copy of the appointment letter of the key custodian and subcustodians for the department or activity.
- (2) Establish a department, tenant activity, or contractor key and lock control subsystem, if all keys are not controlled directly within the central key cabinet.
- (3) Prepare and submit a key and lock control subsystem procedure based on this instruction for approval by the Security Officer.

d. Key Custodians will be responsible to the installation Key and Lock Control Officer for:

- (1) Implementation and administration of an approved key and lock control subsystem within the department or activity.
- (2) Reporting the loss, theft or damage of keys and locks to the Security Officer
- (3) Maintaining written records of inventories, annual key and lock rotation, and key control logs.

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e. Key Custodians are responsible for:

(1) Submitting to department heads the names of subcustodians required for key cabinet supervision.

(2) The custody and control of all duplicate keys not used for daily operations.

(3) Key cabinet supervision of keys stored within.

(4) The key cabinet index inside the repository to which it pertains. A key cabinet index is a typed listing of all keys stored inside the repository by key serial number and by location of the lock it actuates. The key cabinet index should be used as the basis for daily, monthly, and annual inventories of the keys controlled from the repository.

(5) The conduct of a physical inventory by key serial number of all keys and locks within the key cabinet control to include any keys issued for personal retention. A written record of the inventories will be maintained locally until completion of the next scheduled inventory of the same time frame.

(6) Rotating all locks within the key cabinet control at least every 12 months or when compromised by loss or theft. A record of the rotation, by key serial number and lock location, will be maintained locally until completion of the next rotation cycle.

(7) Ensuring at each key cabinet an inventory of the key cabinet contents at the beginning of the shift and again at the end of the shift is accomplished by the responsible individuals. A report of any discrepancies must be made to the installation Key and Lock Control Officer and, if the circumstances warrant, to the Security Officer.

(8) Ensuring each key control log shows keys on hand (at beginning of shift), keys issued by serial number, to whom (printed name and signature), date/time the keys were issued and returned, and the individual's signature upon return of the keys.

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APPENDIX I

REFERENCES

- (a) OPNAVINST 5510.1H
Department of the Navy
Information and Personnel
Security Program Regulation
- (b) OPNAVINST 5239.1A
Department of the Navy Automatic
Data Processing Security Program
- (c) OPNAVINST 5530.13
Department of the Navy Physical
Security Instruction for Sensitive
Conventional Arms, Ammunitions
and Explosives
- (d) SECNAVINST 5500.4D
Missing, lost, stolen, or
recovered Government property;
reporting of
- (e) SECNAVINST 5511.36
Authority of Military Commanders
under the Internal Security Act
of 1950 to Issue Security Orders
and Regulations for the Protection
or the Security of Property or
Places under their Command
- (f) OPNAVINST 5102.1B
Mishap investigation and
reporting
- (g) OPNAVINST 5560.10B
Standard procedures for
registration and marking of
nongovernment owned motor
vehicles
- (h) OPNAVINST 11200.5B
Motor Vehicle Traffic
Supervision (NOTAL)
- (i) SECNAVINST 5530.4A
Navy Security Forces Ashore and
Afloat
- (j) SECNAVINST 5520.3
Criminal and Security
Investigations and Related
activities within the Department
of the Navy
- (k) SECNAVINST 5500.29A
Use of Force by Personnel
engaged in Law Enforcement and
Security Duties
- (l) SECNAVINST 5500.32B
Carrying of Firearms by
personnel of the Department of
the Navy

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(m)	OPNAVINST 5530.14A	Physical Security and Loss Prevention Manual
(n)	OPNAVINST 5580.1	Navy Law Enforcement Manual
(o)	OPNAVINST 3850.4A	Protection of Department of the Navy personnel and resources against terrorist acts. (FOUO)
(p)	SECNAVINST 5820.7	Posse Comitatus Act
(q)	OPNAVINST 5585.2	Navy Military Working Dog (MWD) Program
(r)	CNETINST 5500.1D	Reporting of Missing, Lost, Stolen, or Recovered (M-L-S-R) Government Property
(s)	CNATRAININST 5500.1	Missing, Lost, Stolen, or Recovered Government Property (MLSR); reporting of
(t)	CNATRAININST 5500.2	Security Department Small Arms and Ammunition Handling Procedures
(u)	CNATRAININST 5530.3	Use of Deadly Force
(v)	NASMER OP-PLAN 1-86	Disaster Preparedness Plan
(w)	NASMERINST 1710.6B	Operation and Regulations for Skeet Range
(x)	CTW-1/NASMER 1740.3A	Commercial Solicitation Control Aboard NAS Meridian
(y)	CTW-1/NASMER 5520.1	Barricaded Captor/Hostage Situations (FOU
(z)	NASMERINST 5560.2C	Motor Vehicle Administration aboard Naval Air Station Meridian

APPENIDIX II

SECTION I - GENERAL ORDERS

GENERAL ORDER FOR POST #1 - SHIFT SUPERVISOR

1. This is a 12 hour shift, 24 hours per day post, located at NAS Meridian. The Shift Supervisor is responsible for the implementation of the following:

(a) Report to the offgoing Shift Supervisor fully prepared for duty no later than 15 minutes prior to going on post.

(b) Be dressed in the prescribed uniform and draw from the Dispatcher one .38 caliber revolver, with ammunition. Six rounds of ammunition will be loaded in the revolver at the loading/unloading point.

(c) Leave the post only when properly relieved by another Shift Supervisor.

2. This post is responsible for the Safe and Proper Operation of the Shift Supervisor:

(a) Receives and records complaints and maintains the Incident/Complaint Log.

(b) Supervises the administrative processing, search and detention, and carding of offenders; Receipt of prisoners and security of personal effects and required reports.

(c) Seeks instructions from the Medical Officer on matters of illness, shock, mental confusion, coma, heavy intoxication, or other unusual physical or mental condition on the part of the offender, complaintant or witness.

(d) Ensures the Police desk blotters are properly maintained.

(e) Maintains communication with and directs actions of patrols and supervises the Patrol Leader.

(f) Supervises the preservation of evidence and all other property obtained during the shift.

(g) Keeps the Security Officer and Command Duty Officer informed of serious incidents.

(h) Refers matters to the Command Investigators.

(i) Oversees the Detention Facility.

(j) Holds Guard Mount and ensures proper training of the shift.

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GENERAL ORDER FOR POST 2 - DISPATCHER

1. This is an 8 hour shift, 24 hours per day post, located at the Security Building #222. The person assigned this post is responsible for the accountability of all identification badges, keys, and key cards assigned to the post and will:

(a) Report to the Shift Supervisor fully prepared for duty no later than 15 minutes prior to going on post.

(b) Be dressed in the prescribed uniform and draw from the off going Dispatcher one .38 caliber revolver with ammunition. Six rounds will be loaded in the revolver at the loading/unloading point.

(c) Leave the post only when properly relieved by another security patrolman or the Shift Supervisor.

(d) Be alert at all times. Televisions are not authorized within the limits of this post.

2. This post is responsible for physical security of the sensitive items in the following areas:

(a) Key Control:

(1) All keys will be jointly inventoried by the off going person using a key accountability record log. Both will sign the log, indicating the keys are all accounted for, or an incident report and investigation is under way.

(2) A Key Control Log will be maintained. All blocks of information will be completed as indicated and in a proper manner.

(3) Perimeter fence keys will not be issued to any individual except security personnel. Security personnel are to unsecure and open, close, and secure all perimeter gates and stand by when the gates are open.

(4) All missing, lost, or unaccounted for keys will be reported to the Security Officer immediately on an OPNAV 5527/1, Incident/Complaint Report.

(5) All keys will be kept in the key cabinet. The key cabinet will be kept closed and locked at all times, except for issue, return, or inventory of the keys.

3. This Post is responsible for the maintenance of the following Record Logs:

(a) Handheld Radio/Flash lights Log

(b) Military Working Dog (MWD) Log

(c) Alarm test Log

(d) Alarms Log

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- (e) Stray Cat and Dog Log
 - (f) Detention Medical Log
 - (g) Detention Log
 - (h) Detainee Visitors Log
 - (i) Range Key and Flame Pistol Log
 - (j) Pistol Check out Log
 - (k) Magazine Key Log
 - (l) Dispatcher Pass Down Log
 - (m) Leave Log
 - (n) Keys Log
 - (o) Dispatcher Log
 - (p) Communications Log
 - (q) Desk Journal Log
4. This post is responsible for the inventory and issuing of the following:
- (a) Weapons
 - (b) Ammunition
 - (c) Radios
 - (d) Flash lights
 - (e) Wheel Lock
 - (f) Ticket Books (DD 1408)
5. This Post is responsible for receiving and dispatching calls for service from both the military and public community and to dispatching patrol personnel as required. Responsibilities include:
- (a) Dispatching Post, as necessary
 - (b) Controlling Post movement
 - (c) Assigning vehicles
6. All situations arising or not covered in current instructions will be reported to the Shift Supervisor for clarification or guidance.

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GENERAL ORDER FOR POST #3 - MOTORIZED MILITARY WORKING DOG (MWD)

1. This is an 10 hour shift, located at NAS Meridian. The motorized patrol is responsible for the implementation of the following:

(a) Report to the kennel no later than 30 minutes prior to going on post for kennel cleaning, grooming, and obedience training.

(b) Report to the Shift Supervisor 15 minutes prior to going on post.

(c) Be dressed in the prescribed uniform and draw from the Dispatcher one .38 caliber revolver with ammunition. Six rounds of ammunition will be loaded in the revolver at the loading/unloading point

(d) Leave assigned post only when properly relieved by anothe MWD team or kennel supevisor.

2. This patrol is responsible for coverage of the entire Naval Air Station.

3. This patrol is responsible for the security control of personnel and physical security of buildings and areas of security interest within the boundaries of the Station.

(a) Report to the dispatcher at least once each hour either by radio, telephone, or in person.

(b) Check all unoccupied buildings and ascertain each building is physically secured. All buildings will be checked as directed in the SOP.

(c) Report all violations of traffic, safety, and security instructions in the proper format to the Security Officer, via the Shift Supervisor.

(d) Loiterers and persons in unauthorized areas found during this patrol will be field interviewed and, if the situation warrants, an incident report completed.

(e) After normal working hours, be especially alert for fires and fire hazards. Immediately report fires/suspected fires to the Fire Departement.

4. During your watch you will conduct in field training of the MWD.

5. Two hours prior to going off the MWD team will report to the kennel supervisor for patrol training of the MWD.

6. All situations arising or not covered in current instructions will be reported to the Shift Supervisor for clarification or guidance.

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GENERAL ORDER FOR POST #4 - MOTORIZED PATROL (FLIGHT LINE)

1. This is a 12 hour shift, 24 hours per day post, located at NAS Meridian. The motorized patrol is responsible for the implementation of the following:
 - (a) Report to the Shift Supervisor fully prepared for duty no later than 15 minutes prior to going on post.
 - (b) Be dressed in the prescribed uniform and draw from the Dispatcher one .38 caliber revolver with ammunition. Six rounds of ammunition will be loaded in the revolver at the loading/unloading point.
 - (c) Leave assigned post only when properly relieved by another security patrolman or the Patrol Leader.
2. This patrol is responsible for the proper coverage of the Station's Eastern third bounded on:
 - (a) The west by Fire Station #1.
 - (b) The South runway.
 - (c) The East runway.
 - (d) The North runway.
3. This patrol is responsible for security control of personnel and physical security of buildings and areas of security interest within the boundaries of the Centroid area.
 - (a) Report to the Dispatcher at least once each hour either by radio, telephone, or in person.
 - (b) Check all unoccupied buildings and ascertain each building is physically secured. All buildings will be checked as directed in the SOP.
 - (c) Report all violations of traffic, safety, and security instructions in the proper format to the Security Officer, via the Shift Supervisor.
 - (d) Loiterers and persons in unauthorized areas found during this patrol will be field interviewed, if the situation warrants, an incident report will be completed.
 - (e) After normal duty hours, be especially alert for fires and fire hazards. Immediately report any fires/suspected fires to the Fire Department.
4. All situations arising or not covered in current instructions will be reported to the Shift Supervisor for clarification or guidance.

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GENERAL ORDER FOR POST #5 - MOTORIZED PATROL

1. This is an 12 hour shift, 24 hours per day post, located at NAS Meridian. The motorized patrol is responsible for the implementation of the following:

(a) Report to the Shift Supervisor fully prepared for duty no later than 15 minutes prior to going on post.

(b) Be dressed in the prescribed uniform and draw from the Dispatcher one .38 caliber revolver with ammunition. Six rounds of ammunition will be loaded in the revolver at the loading/unloading point.

(c) Leave assigned post only when properly relieved by another security patrolman or the Patrol Leader.

2. This patrol is responsible for proper coverage of the Station's Eastern third bounded on:

(a) The West by Medical at Fuller Road.

(b) The South perimeter fence.

(c) The East perimeter fence.

(d) The North perimeter fence.

3. This patrol is responsible for security control of personnel, traffic control, and physical security of buildings and areas of security interest within the boundaries of the Station.

(a) Report to the dispatcher at least once each hour either by radio, telephone, or in person.

(b) Check all unoccupied buildings and ascertain that each building is physically secured. All buildings will be checked as directed in the SOP.

(c) Report all violations of traffic, safety, and security instructions in the proper format to the Security Officer, via the Shift Supervisor.

(d) Loiterers and persons in unauthorized areas found during this patrol will be field interviewed, if the situation warrants, an incident report completed.

(e) After normal duty hour, be especially alert for fires and fire hazards. Immediately report fires/suspected fires to the Fire Department.

4. All situations arising or not covered in current instructions will be reported to the Shift Supervisor for clarification or guidance.

GENERAL ORDERS FOR POST #6 - MOTORIZED PATROL

1. This is a 12 hour shift, 24 hours per day, located at NAS Meridian. The motorized patrol is responsible for the implementation of the following:

(a) Report to the Shift Supervisor fully prepared for duty no later than 15 minutes prior to going on post.

(b) Be dressed in the prescribed uniform and draw from the Dispatcher one .38 caliber revolver with ammunition. Six rounds of ammunition will be loaded in the revolver at the loading/unloading point.

(c) Leave assigned post only when properly relieved by another security patrolman or the Patrol Leader.

2. This patrol is responsible for proper coverage of the Station's central third bounded on:

(a) The West by Fire Station #1 at Allen Road.

(b) The South perimeter fence

(c) The East of Medical at Fuller Road.

(d) The North perimeter fence.

3. This patrol is responsible for security control of personnel, traffic control, and physical security of buildings and areas of security interest within the boundaries of the Station:

(a) Report to the dispatcher at least once each hour either by radio, telephone, or in person.

(b) Check all unoccupied buildings and ascertain each building is physically secured. All buildings will be checked as directed in the SOP.

(c) Report all violations of traffic, safety, and security instructions in the proper format to the Security Officer, via the Shift Supervisor.

(d) Loiterers and persons in unauthorized areas found during this patrol will be field interviewed, and if the situation warrants, an incident complaint report completed.

(e) After normal working hours, be especially alert for fires and fire hazards. Immediately report fires/suspected fires to the Fire Department.

4. All situations arising or not covered in current instructions will be reported to the Shift Supervisor for clarification or guidance.

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GENERAL ORDER FOR POST #7 - MOTORIZED PATROL

1. This is a 12 hour shift, 24 hours per day post, located at NAS Meridian. The motorized patrol is responsible for the implementation of the following:

(a) Report to the Shift Supervisor fully prepared for duty no later than 15 minutes prior to going on post.

(b) Be dressed in the prescribed uniform and draw from the Dispatcher one .38 caliber revolver with ammunition. Six rounds of ammunition will be loaded in the revolver at the loading/unloading point.

(c) Leave the assigned post only when properly relieved by another security patrolman or the Patrol Leader.

2. This patrol is responsible for proper coverage of the Station's west third bounded on:

(a) The West by perimeter fence.

(b) The South by perimeter fence.

(c) The East by Fire Station #2 at Allen Road.

(d) The North perimeter fence.

3. This patrol is responsible for security control of personnel, traffic control, and physical security of buildings and areas of security interest within the boundaries of the Station:

(a) Report to the Dispatcher at least once each hour either by radio, telephone, or in person.

(b) Check all unoccupied buildings and ascertain each building is physically secured. All buildings will be checked as directed in the SOP.

(c) Report all violations of traffic, safety, and security instructions in the proper format to the Security Officer, via the Shift Supervisor.

(d) Loiterers and persons in unauthorized areas found during this patrol will be field interviewed, if the situation warrants, an incident report completed.

(e) After normal duty hours, be especially alert for fires and fire hazards. Immediately report fires/suspected fires to the Fire Department.

4. All situations arising or not covered in current instructions will be reported to the Shift Supervisor for clarification or guidance.

GENERAL ORDER FOR POST #8 - PATROL LEADER

1. This is a 12 hour shift, 24 hours per day, located at NAS Meridian. The Patrol Leader is responsible for the implementation of the following:
 - (a) Report to the Shift Supervisor no later than 15 minutes prior to the shift.
 - (b) Be dressed in the prescribed uniform and draw from the dispatcher one .38 caliber revolver with ammunition. Six rounds of ammunition will be loaded into the revolver at the loading/unloading point.
 - (c) Leave assigned post only when relieved by another Patrol Leader.
2. This post is responsible for assigning posts and proper coverage of NAS Meridian.
 - (a) For conducting all training assigned to the shift.
 - (b) For assuming the duties as Shift Supervisor in the absence of the Shift Supervisor.
3. The Patrol Leader is responsible for the emergency/lunch reliefs for other post during the shift.
 - (a) From 0600 through 0700 and 1500 through 1600 be assigned to Post #6 to assist in traffic control.
 - (b) This patrol is to provide lunch reliefs, emergency reliefs, traffic control of the streets, building checks and other duties, as directed by the Shift Supervisor.
 - (c) Provides assistance to Post #13 in accomplishing administrative vehicle inspections.
 - (d) Assumes any vacant post assignments.
 - (e) Provides escorts as necessary.
4. All situations arising or not covered in current instructions will be reported to the Shift Supervisor for clarification or guidance.

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GENERAL ORDER FOR POST #9 - MAIN GATE

1. This is a 12 hour shift, 24 hours per day post, located at the vehicle/personnel gate. The person assigned to this post will:

(a) Report to the Shift Supervisor fully prepared for duty no later than 15 minutes prior to going on post.

(b) Be dressed in the prescribed uniform and draw from the Shift Supervisor one .38 caliber revolver with ammunition. Six rounds will be loaded in the revolver at the loading/unloading point.

(c) Leave the post only when properly relieved by another security patrolman or the Patrol Leader.

(d) Be alert at all times. Televisions, radios, tape players, and reading material are not authorized within the limits of this post.

(e) Display a courteous and professional attitude at all times.

(f) Avoid unnecessary conversation and unauthorized use of the telephone.

2. Gate control:

(a) Traffic will be controlled carefully in order to prevent congestion at the gate. Strict attention will be paid to both incoming and outgoing traffic.

(b) Check for trip tickets of military vehicles assigned to NAS Meridian leaving the Station. Time/date stamp all trip tickets leaving and returning to the Station. The Commander, Training Air Wing ONE and Station Commanding Officer and Executive Officer are exceptions.

(c) Check all incoming vehicles for proper decals and personnel for valid identification cards/badges.

(d) Direct visitors and others without proper identification or decals to the Pass and Identification Office.

(e) Inspect outgoing vehicles, including POV's, government vehicles, contractor, vehicles for unauthorized property, contraband, or evidence of pilferage as specified in accordance with the SOP.

(f) Report to the Shift Supervisor all distinguished visitors entering or leaving the Station.

(g) Remain alert for traffic violation, for individuals not wearing safety belts and children under 40 pounds not in a child safety seat.

GENERAL ORDER FOR POST #10 - PASS AND IDENTIFICATION

1. This is a ~~12 hour shift, 24 hours per day post~~ ^{10 hour shift 0600-1600 Monday through Friday} located at the Main Gate, Building #221. The person assigned to this post will:

(a) Report to the Shift Supervisor fully prepared for duty no later than 15 minutes prior to going on post.

~~(b) Be dressed in the prescribed uniform and draw from the Shift Supervisor one .38 caliber revolver with ammunition. Six rounds will be loaded in the revolver at the loading/unloading point.~~

~~(c) Leave the post only when properly relieved by another security patrolman or the Shift Supervisor.~~

~~(d) Be alert at all times. Television, radios, tape players, and reading materials are not authorized within the limits of this post.~~

~~(e) Display a courteous and professional attitude at all times.~~

~~(f) Avoid unnecessary conversation and unauthorized use of the telephone.~~

~~(g) The Pass and Identification watch will issue passes, decals and private employee ID cards.~~

~~(h) The Pass and Identification watch will ensure the building is kept neat and clean at all times.~~

2. All situations arising, not covered in current instructions, will be reported to the Shift Supervisor for clarification or guidance.

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GENERAL ORDER FOR POST #11 - GATE 2

1. This is a 12 hour shift, ~~24 hours per day post~~ ^{16/18 hours per day post} located at the vehicle/personnel Gate 2. The person assigned to this post will ensure the gate is open from 0600-2200 Sunday through Thursday and 0600-2400 Friday and Saturday.

(a) Report to the Shift Supervisor fully prepared for duty no later than 15 minutes prior to going on post.

(b) Be dressed in the prescribed uniform and draw from the Shift Supervisor one ~~.38~~ ^{.45} caliber ~~revolver~~ ^{automatic} with ammunition. ~~50~~ ⁵⁰ rounds will be loaded in the revolver at the loading/unloading point.

(c) Leave the post only when properly relieved by another security patrolman or the Patrol Leader.

(d) Be alert at all times. Televisions, radios, tape players, and reading material are not authorized within the limits of this post.

(e) Display a courteous and professional attitude at all times.

(f) Avoid unnecessary conversation and unauthorized use of the telephone.

2. Gate Control _x

(a) Traffic will be controlled carefully to prevent congestion at the gate. Strict attention will be paid to both incoming and outgoing traffic.

(b) Check for trip tickets of military vehicles assigned to Navy Meridian leaving the Station. The Commander, Training Wing ONE and Station Commanding Officer and Executive Officer are exceptions.

(c) Check all incoming vehicles for proper decals and personnel for valid identification cards/badges.

(d) Direct visitors and others without proper identification, or decals to the Pass and Identification Office ^{located at the main Gate.}

(e) Inspect outgoing vehicles, including POV's, government vehicles, contractor vehicles for unauthorized property, contraband, or evidence of pilferage as specified in the SOP.

(f) Report to the Shift Supervisor all distinguished visitors entering or leaving the Station.

(g) Remain alert for traffic violations, for individuals not wearing safety belts and children under 40 pounds not in a child safety seat.

GENERAL ORDER FOR POST #12 - GATE 17

1. This is an one hour shift, two hours per day post, located at the vehicle/personnel gate 17. The person assigned to this post will ensure the gate is open from 0600-0700 and 1500-1600, Monday through Friday.

(a) Report to the Shift Supervisor fully prepared for duty no later than 15 minutes prior to going on post.

(b) Be dressed in the prescribed uniform and draw from the Shift Supervisor one ^{.45} caliber ^{automatic} ~~revolver~~ with ammunition. ~~58~~ ^{seven} rounds will be loaded in the ~~revolver~~ ^{automatic} at the loading/unloading point.

(c) Leave the post only when properly relieved by another security patrolman or the Patrol Leader.

(d) Be alert at all times. Televisions, radios, tape players and reading material are not authorized within the limits of this post.

(e) Display a courteous and professional attitude at all times.

(f) Avoid unnecessary conversation.

2. Gate Control.

(a) Traffic will be conducted carefully in order to prevent congestion at the gate. Strict attention will be paid to both incoming and outgoing traffic.

(b) Check for trip tickets of military vehicles assigned to NAS Meridian leaving the Station. Time/date stamp all trip tickets leaving and returning to the station. The Commander, Training Air Wing ONE, and Station Commanding Officer and Executive Officer are exceptions.

(c) Check all incoming vehicles for proper decals and personnel for valid identification cards/badges.

(d) Direct visitors and others without proper identification or decals to the Pass and Identification Office *located at the main gate.*

(e) Inspect outgoing vehicles, including POV, government vehicles, and contractors vehicles for unauthorized property, contraband, or evidence of pilferage as specified in the SOP.

(f) Report to the Shift Supervisor all distinguished visitors entering or leaving the Station.

(g) Remain alert for traffic violations, for individuals not wearing safety belts and children under 40 pounds not in a child safety seat.

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GENERAL ORDER FOR POST #13- MILITARY WORKING DOG (NARCOTICS)

1. Refer to Chapter 3, ^{new} 3.13 (Administrative Vehicle Inspection).

GENERAL ORDER FOR POST #14 - DETENTION CELL POST ORDERS

1. General. The detention cell shall be used for temporary detention of persons who have demonstrated by words, actions, or gestures they present a danger to themselves, others, or are an escape risk; or for pre-trial and/or post-trial temporary holding of an individual as a result of court-martial action.

2. Responsibility. The operation of the detention cell is the direct responsibility of the Security Officer and under the direct supervision of the Shift Supervisor, who will:

(a) Inspect the cell for cleanliness and unauthorized materials at the beginning of his watch and prior to detaining a person inside.

(b) Allow no armed patrolman to enter the detention cell area when there is a detained suspect in the building. The detention area includes everything from the Dispatcher's cage door to the detention cells.

(c) If a suspect is to be detained, the Shift Supervisor will notify the Security Officer during normal working hours and the Command Duty Officer after normal working hours, prior to placing a suspect in the detention cell. This does not include the detaining of a suspect immediately if the situation, in the opinion of the Shift Supervisor, warrants such action. The CDO must be notified.

3. Operation. Persons may be detained only if there has been a violation of the UCMJ. Under no circumstance may a person be placed in detention for protective custody or safekeeping or for other such vague charges when no violation of the UCMJ exists.

(a) Authorization. No person shall be confined in the detention cell without properly executed confinement orders, or the apprehending patrolman's Incident/Complaint Report for detention. If detention is to exceed eight hours, a confinement order is required.

(b) Medical Examination. If a person appears to be ill, requests medical attention, or exhibits an abnormal loss of control because of suspected or actual use of alcohol, marijuana, or other drugs, that person will be examined by a Medical Officer and certified as being fit for confinement or detention prior to being placed in the cell. Otherwise, a person may be detained in a detention cell for up to 24 hours before a medical examination. Any suspicion or detection of alcohol or other narcotics will be entered in the detention cell log by the Shift Supervisor at the earliest time of suspicion or detection.

(c) Intoxicated or unruly persons will not be held in detention in excess of four hours. In the event the person is still intoxicated beyond his capacity for self care, or the person has threatened to injure himself or another person, or is still unruly, the Shift Supervisor will notify either the Security Officer or the CDO that the person will be detained an additional four hours. Under no circumstances will a person be detained in excess of 24 hours without properly executed confinement orders. Pre-trial and/or post-trial personnel may be

confined in a detention space for not more than 72 hours.

(d) Civilians and juveniles. Will not be detained in detention cells except as may be necessary to prevent the commission of a felony, to prevent an act against national security interests, or to hold until the arrival of civil authorities. In all cases where a civilian or juvenile is going to be held beyond the time required for processing, the Shift Supervisor will notify the Security Officer or the CDO before making any determination on continued detention.

(e) Females. The placing of a female in the detention cell is prohibited except as a last resort or if she is known to have been involved in a serious crime. Under no circumstances will a female be interned with a male.

4. Processing Procedures. Each person who is apprehended or detained in the case of civilians at the scene will be transported to security for further processing. Under no circumstances will a person so apprehended or detained be released at the scene. Upon arrival at security the following procedures will be followed:

(a) While a suspect is enroute to Security, the Dispatcher or Shift Supervisor will check the break room for any item that can be used as a deadly weapon.

(b) The Dispatcher or Shift Supervisor will place chairs for the suspects against the south wall next to the interview/interrogation room. Also, ensure the cell block door along with the detention cell doors are closed.

(c) All suspects will be brought through the rear of the building and escorted into the building with a patrolman in front and a patrolman to the rear.

(d) When the suspect is escorted into the cell area, the suspect will stop at the cell block door and face inward towards the break area.

(e) The Shift Supervisor will open the cell block door, apprehending patrolmen will exit, and the cell block door will be secured again. Apprehending patrolmen will then turn in their duty belts along with the revolver. The Shift Supervisor will then unlock the cell block door, and the apprehending patrolman will instruct the suspect to step out and proceed to the east wall by the stove and assume the position.

(f) The suspect will be instructed to place his feet apart and lean forward placing head against the wall with the patrolman's assistance.

(g) Patrolman will uncuff the suspect one hand at a time and place the free hand palms out against the wall.

(h) When the suspect is uncuffed, the patrolman will instruct the suspect to sit in chair against the wall with both hands palm down on lap and remain silent.

(i) If the suspect becomes unruly (physically, verbally uncooperative, or fails to obey instructions), detain the suspect in the detention cell. The Shift Supervisor will notify the Security Officer or CDO. The Detention cell log will be used, and the suspects command will be notified to supply a watch.

(j) The Shift Supervisor will be responsible to watch detainee until the watch arrives.

(k) When there are two suspects, follow steps a-c. When suspect #1 enters the cell area, he will be placed in detention cell #2, hand cuffs still on, cell door secured. Suspect #2 will then enter the cell area and follow the previous procedures for one suspect. Once suspect #2 is seated, suspect #1 is brought out of detention cell #2 and processed like suspect #2.

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APPENDIX II

SECTION II - SPECIAL ORDERS

SPECIAL ORDER #1 - BOMB THREAT/INCIDENTS

1. This procedure deals with four phases of circumstances relating to bomb incidents and furnishes a guide for preventative and emergency action.

2. PHASE 1: Preventative Steps. When conditions call for increased readiness, the following measures should be taken:

- a. Increase patrols of critical areas and locations of security interest.
- b. Increase patrols of public areas, e.g., restrooms, hallways, exterior perimeters, stairwells, entrance ways, etc.
- c. Ensure doors to boiler rooms, utility closets, etc., are securely locked when not in use, thereby restricting access of unauthorized personnel. Increase patrols of these areas.
- d. Check to see locks have been changed since discharge of disgruntled employee or unexplained loss of keys.
- e. Be alert for suspicious strangers and suspicious vehicles in parking areas or in unauthorized areas. Note vehicles license number.
- f. Prevent fire exits from being obstructed.
- g. Limit access to premises.
- h. Check fire extinguishers and control system to determine whether they have been removed or tampered with to prevent their use. Coordinate with the Fire Department.
- i. Provide for timely removal of accumulations of combustible waste.
- j. Test all exterior lighting. Determine state of cleanliness and repair of light reflectors and lenses. Coordinate with Public Works Department.
- k. Have emergency equipment i.e., lighting, auxiliary power, and fire equipment, continually checked for readiness.
- l. Determine fences are secure and clear zones are provided and properly maintained.
- m. Protect materials which might be of aid to saboteurs, i.e., fuel tanks, gas pumps, and weapons storage areas.
- n. Give instructions to all personnel to immediately report suspicious acts to security.

3. PHASE II: Bomb Threat. If a threatening message is received:

a. The individual receiving a report will record the call in detail, including the time received, on Telephonic Threat Complaint, OPNAV 5527/8, protect written messages or taped messages from handling and will notify *Security* *Dispatcher who in turn will notify:*

- (1) The Shift Supervisor ~~or Dispatcher~~
- (2) Station Fire Department
- (3) Security Officer
- (4) Command Duty Officer
- (5) Station Commanding Officer and Executive Officer
- (6) Naval Investigative Service
- ~~(7) Commanding Officer~~
- ~~(8) Executive Officer~~

b. The Shift Supervisor is responsible for:

- (1) Contacting the person receiving a call (if other than security personnel) and reviewing all available facts.
- (2) Determining initially what type of situation applies.
- (3) Declaring bomb threat situation as appropriate and alerting all guards and firemen on duty and mustering them at designated area.
- (4) Activating bomb search team(s), and designating point of assembly if the building number or area is known. If unknown, notify security and fire personnel for a basewide search of buildings.
- (5) Posting guards to keep unauthorized personnel out of area.
- (6) Providing brief instructions to bomb search team(s) and volunteers as to the situation and conducting a detailed search.
- (7) Keeping Security Department office posted of actions taken and results. The Post #2 guard will maintain a separate log of all actions reported. No handheld radios will be taken within, or used within 150 yards of the vicinity of buildings or search area. No vehicle equipped with a FM radio will be keyed within the vicinity.
- (8) Await further orders from the Command Duty Officer or Security Officer if no explosives are located on preliminary search.
- (9) Preparing an after action report on an Incident/Complaint Report form.

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4. PHASE III: Bomb Discovered. If an unexploded or suspected bomb is found on the premises:

a. The person receiving the report will:

(1) Record the report: time, how received, who reported and all details as possible.

(2) Immediately notify the Shift Supervisor or senior security Supervisor on duty.

(3) Call station Fire Department and sound the fire alarm.

b. The Dispatcher will:

(1) Immediately notify:

(a) Security Officer

(b) CDO

(c) Naval Investigative Service

(d) EOD Hattisburg, Ms

(e) Commanding Officer

(f) Executive Officer

(2) Evacuate occupants from the danger area in an orderly manner, to at least 150 yards from the danger area.

(3) Isolate the area from personnel and vehicles.

(4) Prevent the bomb, suspected bomb, or anything attached to it from being jarred, moved, or touched in any way (i.e., if lights are on, leave on, etc.).

(5) Wait until the device is declared safe or removed by explosive disposal specialist(s) before taking any other action.

(6) Prepare the action report on an Incident/Complaint Report form.

5. PHASE IV: Explosion. If a bomb explosion occurs:

a. The Shift Supervisor will record the time and details, and will notify:

(1) Station Fire Department

(2) Security Officer

(3) CDO

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- (4) Naval Investigative Service
- (5) EOD Hattisburg. Ms
- (6) Commanding Officer
- (7) Executive Officer
- (8) FBI

b. The area will be isolated from all personnel except investigators and firemen, as necessary. The explosion area must be protected from unauthorized personnel pending investigation by police/federal investigators.

c. The Fire Department has the responsibility and will be allowed to:

- (1) Render first aid and move injured personnel to a safe area.
- (2) Prevent the spread of fire.
- (3) Assist in evacuating buildings.
- (4) Preplan fires and charge hoses.

6. The Commanding Officer/Executive Officer or the senior military representative will assume charge of the emergency immediately upon arriving at the scene. The Senior Officer will be briefed on all available facts and informed of actions taken by the senior security division person available.

7. When a threat is received and no explosive device has been located, the command or a command representative only will make the decision as to the necessity for evacuation of an area.

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SPECIAL ORDER #2 - HOSTAGE SITUATION/INCIDENT

1. The Dispatcher receiving the notification will:
 - a. Record the call in detail, including the time received, etc.
 - b. Notify the following immediately:
 - (1) Shift Supervisor on duty
 - (2) Fire Department
 - (3) Security Officer
 - (4) CDO
 - (5) Command Investigators
 - (6) NIS, via Command Investigators
 - (7) FBI
 - (8) Commanding Officer
 - (9) Executive Officer
2. Patrolmen will evacuate occupants from danger areas in an orderly manner/set up perimeter and Command Post.
3. The FBI has primary jurisdiction and overall responsibility for direction of operations in terrorist/hostage situations. The Security Department's role is to take the initial actions necessary to contain the incident and to establish initial contact with the hostage-taker(s) pending the arrival of the FBI.

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SPECIAL ORDER #3 - CIVIL DISTURBANCE/DEMONSTRATIONS

1. Upon notification of impending demonstration or civil disturbance at the Station, the shift will notify:

- a. Fire Department
- b. CDO during ~~non-duty hours~~
- c. Security Officer
- d. Chief of Police
- e. Command Investigators
- f. NIS, via Command Investigators
- g. Commanding Officer
- h. Executive Officer

2. The following actions will be taken when a civil disturbance or demonstration is imminent or occurring:

- a. Lock all gates with the exception of one side of the Main Gate, unless the situation dictates total locking.
- b. When authorized, deliver the following prepared statement to the demonstrators:

"On this date you have failed to comply with the regulations and directives at this military installation as enforced by Federal Law and enforcement Officials, by entering the defense portion of this reservation without having official government business. By this entry, you have committed trespass and are barred by order of the Commanding Officer from reentering the Naval Station, Meridian, Mississippi, effective immediately and until written permission to reenter has been obtained from the Commanding Officer or Acting Commanding Officer of Naval Station Meridian."

"Your attention is invited to Title 18, Section 1382, United States Code, which provides, in part, that whoever shall go upon any military reservation for a purpose prohibited by law or lawful regulation, or shall reenter after being ordered not to reenter by its commander, may be fined not more than \$500 or imprisoned not more than six months, or both."

- c. Give copies of the statement to demonstrators, if possible without endangering lives (yours or theirs).
- d. Recall all off-duty Security ^{ASJ}/personnel.
- e. Keep the Security Officer advised of the situation.
- f. Request civil authority aid, as required/directed.

g. Maintain continuous perimeters patrol.

h. Apprehend intruders and hold in custody. Photograph Security Patrolman with the individual apprehended, complete a field interview card, which includes the circumstances of apprehension, time, date, place, and other pertinent data. All demonstrators will be frisked for weapons - male by male patrolman, females by female Security personnel, if available. Two male Patrolman may frisk a female (not search) for weapons for the safety of every one, if no females are available.

3. The purpose is:

a. To prevent disruption of operations, damage to government property, and entry of demonstrators on board NAS Meridian.

b. To deny access to NAS Meridian by person(s) attempting to enter the Station for purpose of displaying placards, distributing handbills, conducting demonstrations, or causing civil disturbances.

c. To control demonstrations by persons who gain access to the Station by infiltration.

d. To identify, apprehend, cite, and release to U.S. Marshals or local federal authorities, persons who persist in demonstrating after having been warned of the prohibition against such actions.

e. To promulgate command policy and to furnishing assistance to local government agencies requesting military personnel and/or equipment in support of a local incident relative to civil disorder/demonstrations.

4. The concept of operation is:

a. To contain demonstrations and disturbances at NAS Meridian and its activities and to provide the security required to prevent interruption of its mission. Only the minimum amount of force necessary will be used.

b. To deny access to NAS Meridian by demonstrators. Surveillance of all gates and perimeter fence lines will be maintained on a 24 hour basis.

c. To detain and hold for identification, processing, and release to civil authorities all individuals who lawfully breach or violate Station perimeter barriers and entrances to NAS Meridian.

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SPECIAL ORDER #4 - EMERGENCY NEED FOR POLICE ASSISTANCE AT COMMISSARY DURING NORMAL WORKING HOURS

1. Post #2: Immediately close all gates. Open only for patrol or other emergency vehicles, as needed. Notify CDO.
2. Post #1: Proceed CODE 2 to the parking area in front of the NEX complex closest to the building, without being seen.
3. Post #6: Proceed CODE 2 to the rear of the building.
4. Post #7: Proceed CODE 2 to the NEX complex and position yourself at the southwest corner of the building and watch the south side and west side of the building.
5. Post #8: Proceed CODE 2 to the NEX complex and position yourself between the Uniform Shop and Baskin Robbins watching the main entrance to the Commissary.
6. All posts will remain in position, until proper duress is received from the Dispatcher.
7. When proper duress has been received, Dispatcher will notify Post #1 of the description and name of Commissary member who will come out of the building to meet with Post #1.
8. When Commissary member walks out of building Post #1 and Post #8 will identify the member and see if everything is normal.
9. When conditions are normal, Post #1 will contact Dispatcher and open all gates.
10. Post #1 and Post #8 will then enter the building to ensure that conditions are normal.
11. All Posts return to normal routine service.

27 OCT 1988

SPECIAL ORDER #5 -EMERGENCY NEED FOR POLICE ASSISTANCE AT COMMISSARY AFTER
NORMAL WORKING HOURS

1. Post #2: Immediately close all gates. Open only for patrol or other emergency vehicles, as needed. Notify CDO and building responsibility.
2. Post #1: Proceed CODE 2 to the parking area in front of NEX complex, closest to the building, without being seen.
3. Post #6: Proceed CODE 2 to the rear of the building.
4. Post #7: Proceed CODE 2 to the southwest corner of the building and watch the south side and west side of the building.
5. Post #8: Proceed CODE 2 to the northwest corner of the building and watch the north side of the building.
6. Post #5: Proceed CODE 2 to the NEX complex and position yourself between the Uniform Shop and Baskin Robbins, watching the front entrance to the Commissary.
7. When all units are on post, they will hold position until Dispatcher acknowledges that they are in position. Post #1 and Post #7 will approach the main doors of the building at an angle that will prevent anyone inside from shooting at them without exposing him/herself and investigate the cause of alarm.
8. When a MWD is available, all units will remain in position and the MWD team will approach the building.
9. When a suspect is known to still be inside, all units will maintain positions and contain the suspect in the area. Chief of Police and Command Investigators will be notified by the Dispatcher. Command Duty Officer (CDO) will contact the CO and XO.
10. When no suspect is known to still be inside, Post #1 and Post #7 will enter the building and search for suspects.
11. After the building has been cleared by Post #1 and Post #7, the Dispatcher will open all gates. Post #1 will stand by the building until the arrival of the person responsible for the building to secure the alarm. All other units will return to routine service.
12. Post #1 will ensure the Dispatcher completes the desk journal and an Incident/Complaint report is completed.

27 OCT 1968

**SPECIAL ORDER #6: EMERGENCY NEED FOR POLICE ASSISTANCE AT NAVY
EXCHANGE/PERSONALIZED SERVICES DURING NORMAL WORKING HOURS**

1. Post #2: Immediately close all gates. Open for patrol or other emergency vehicles, as needed. Notify the CDO.
2. Post #1: Proceed CODE 2 to parking area in front of the NEX complex, closest to the building, without being seen.
3. Post #6: Proceed CODE 2 to the rear of the building.
4. Post #7: Proceed CODE 2 to the NEX complex and position yourself at the southwest corner of the Exchange and watch the south and west side of the building.
5. Post #5: Proceed CODE 2 to the NEX complex and position yourself in between the Uniform Shop and Baskin Robbins, watching the main entrance without being seen.
6. All Posts will remain in position until proper duress is received from the Dispatcher.
7. When proper duress has been received, Dispatcher will notify Post #1 of the description and name of NEX member who will come out of the building to meet with Post #1.
8. When NEX member walks out of the building, Post #1 will identify the member and see if everything is normal.
9. When conditions are normal, Post #1 will contact Dispatcher and open all gates.
10. Post #1 and Post #5 will then enter the building to ensure conditions are normal.
11. All Posts return to routine service.

27 OCT 1988

SPECIAL ORDER #7 - EMERGENCY NEED FOR POLICE ASSISTANCE AT NAVY
EXCHANGE/PERSONALIZED SERVICES AFTER NORMAL WORKING HOURS

1. Post #2: Immediately close all gates. Open only for patrol or other emergency vehicles, as needed. Notify CDO and building responsibility.
2. Post #1: Proceed CODE 2 to the parking area in front of the NEX complex, closest to the building, without being seen.
3. Post #6: Proceed CODE 2 to the rear of the building.
4. Post #7: Proceed CODE 2 to the NEX complex and position yourself at the southwest corner of the Exchange and watch the south side and west side of the building.
5. Post #5: Proceed CODE 2 to the NEX complex and position yourself in between the Uniform Shop and Baskin Robbins, covering the main entrance to the Exchange without being seen.
6. Post #8: Proceed CODE 2 to the NEX complex and position yourself as directed by Post #1.
7. When all units are on posts, they will hold position until the Dispatcher acknowledges they are in positions. Post #1 and Post #8 will approach the main doors of the building at an angle that will prevent anyone inside from shooting at them without exposing him/herself. Investigate the cause of the alarm.
8. When a MWD is available, all units will remain in position, and the MWD team will approach the building.
9. When a suspect is known to still be inside, all units will maintain positions and contain the suspect in the area. The Chief of Police and Command Investigators will be notified by the Dispatcher. CDO will notify CO and XO.
10. When no suspect is known to still be inside, Post #1 and Post #8 will enter the building and search for suspects.
11. After the building has been cleared by Post #1 and Post #8, the Dispatcher will open all gates. Post #8 will stand by the building until the arrival of the person responsible for the building to secure the alarm. All other units will return to routine service.
12. Post #1 will ensure the Dispatcher completes the Desk Journal and that an Incident/Complaint Report is completed.

27 OCT 1988

SPECIAL ORDER #8 - EMERGENCY NEED FOR POLICE ASSISTANCE AT COUNTRY STORE DURING NORMAL WORKING HOURS

1. Post #2: Immediately close all gates. Open only for patrol and other emergency vehicles, as needed. Notify the CDO and building responsibility.
2. Post #1: Proceed CODE 2 to the main entrance of the Country Store, maintain cover.
3. Post #6: Proceed CODE 2 to the east corner of Country Store. Watch the southeast and northeast side.
4. Post #7: Proceed CODE 2 to the west corner of Country Store. Watch the southwest and north west side.
5. Post #8: Proceed CODE 2 to the rear (Service Station side) of Country Store.
6. All Posts will remain in position until proper duress is received.
7. When proper duress has been received, the Dispatcher will notify Post #1 of the description and name of Country Store member who will come out of the building to meet with Post #1.
8. When the Country Store member walks out of the building, Post #1 will identify the member and see if everything is normal.
9. When conditions are normal, Post #1 will contact the Dispatcher and open all gates.
10. Post #6 and Post #8 will then enter the building to ensure conditions are normal.
11. All Posts return to normal service.

27 OCT 1988

SPECIAL ORDER #9 - EMERGENCY NEED FOR POLICE ASSISTANCE AT COUNTRY STORE AFTER WORKING HOURS

1. POST #2: Immediately close all gates. Open only for patrol or other emergency vehicles, as needed. Notify CDO and building responsibility.
2. Post #1: Proceed CODE 2 to the main entrance to the Country Store and maintain cover.
3. Post #6: Proceed CODE 2 to the east corner of Country Store. Watch southeast and northeast side.
4. Post #7: Proceed CODE 2 to the west corner of Country Store. Watch the southwest and northwest side.
5. Post #8: Proceed CODE 2 to the rear (Service Station side) of Country Store.
6. When all Posts are in position, Post #1 and Post #7 will approach the Country Store main doors from an angle on each side of the doors that will preclude anyone from shooting at them without exposing him/herself to return fire and investigate the cause of alarm.
7. When a MWD is available, all posts will maintain positions, and the MWD team will approach the building to investigate.
8. When it is determined a suspect is still inside, all posts will maintain position and contain the suspect in the building.
9. Dispatcher will contact the following personnel:
 - a. Command Investigators
 - b. Asst. Chief of Police
 - c. Chief of Police
10. CDO will contact the CO and XO.
11. After conditions are normal and the alarm has been secured, Dispatcher will open all gates.
12. Shift Supervisor will ensure an Incident/Complaint Report is completed.

~~27 OCT 1958~~

SPECIAL ORDER #10 - NEED FOR POLICE ASSISTANCE AT E.M. CLUB DURING NORMAL WORKING HOURS

1. Post #2: Immediately close all gates. Open only for patrol or other emergency vehicles, as needed. Notify the CDO and building responsibility.
2. Post #1: Proceed CODE 2 to the main entrance of E.M. Club and maintain cover.
3. Post #6: Proceed CODE 2 to the north corner of E.M. Club and watch the northwest and northeast side of the building.
4. Post #7: Proceed CODE 2 to the southwest parking lot and watch the loading dock. Maintain cover.
5. Post #8: Proceed CODE 2 to the east corner of the E.M. Club and watch the northeast and southeast side.
6. All posts will remain in position until proper duress is received.
7. When proper duress has been received, the Dispatcher will notify Post #1 of the description and name of E.M. Club member who will come out of building to meet with Post #1.
8. When E.M. Club member walks out of building, Post #1 and Post #8 will identify the member and see if everything is normal.
9. When conditions are normal, Post #1 will contact Dispatcher and open all gates.
10. Post #1 and Post #8 will then enter the building to ensure conditions are normal.
11. All post return to normal service.

07 OCT 1988

SPECIAL ORDER #11 - EMERGENCY NEED FOR ASSISTANCE AT E.M. CLUB AFTER NORMAL WORKING HOURS

1. Post #2: Immediately close all gates. Open only for patrol or other emergency vehicles, as needed. Notify CDO and building responsibility.
2. Post #1: Proceed CODE 2 to the main entrance of the E.M. Club and maintain cover.
3. Post #8: Proceed CODE 2 to the north corner of the E.M. Club and watch the northeast and northwest side.
4. Post #7: Proceed CODE 2 to the southwest parking lot and watch the loading dock. Maintain cover.
5. Post #8: Proceed CODE 2 to the east corner of the E.M. Club and watch the northeast and southeast sides.
6. When all Posts are position, Post #1 and Post #8 will approach the main entrance from an angle on each side of the doors that will preclude anyone from shooting at them without exposing him/herself to return fire and investigate.
7. When a MWD is available, all Posts will maintain positions, and the MWD team will approach the building and investigate.
8. When it is determined a suspect is still inside, all Posts will maintain positions and contain the suspect in the building.
9. Dispatcher will contact the following personnel:
 - a. Command Investigators
 - b. Asst. Chief of Police
 - c. Chief of Police
10. CDO will notify the CO and XO.
11. After conditions are normal and the alarm has been secured, the Dispatcher will open all gates.
12. Shift Supervisor will ensure an Incident/Complaint Report is completed.

SPECIAL ORDER #12 - EMERGENCY NEED FOR ASSISTANCE AT THE PACKAGE STORE DURING NORMAL WORKING HOURS

1. Post #2: Immediately close all gates. Open only for patrol or other emergency vehicles, as needed. Notify CDO and building responsibility.
2. Post #1: Proceed CODE 2 to the main entrance of the Package Store and maintain cover.
3. Post #6: Proceed CODE 2 to the southeast corner of Package Store and watch south and east sides.
4. Post #7: Proceed CODE 2 to the northwest corner of Package Store and watch north and west sides.
5. Post #8: Proceed CODE 2 to the rear of the Package Store.
6. All Posts will remain in position until proper duress is received.
7. When proper duress has been received, the Dispatcher will notify Post #1 of the description and name of the Package Store member who will come out of the building to meet with Post #1.
8. When the Package Store member walks out of building, Post #1 will identify the member and see if everything is normal.
9. When conditions are normal, Post #1 will contact the Dispatcher and open all gates.
10. Post #1 and Post #7 will then enter the building to ensure conditions are normal.
11. All Posts return to normal service.

27 OCT 1968

SPECIAL ORDER #13 - EMERGENCY NEED FOR POLICE ASSISTANCE AT THE PACKAGE STORE
AFTER NORMAL WORKING HOURS

1. Post #2: Immediately close all gates. Open only for patrol or other emergency vehicles, as needed. Notify CDO and building responsibility.
2. Post #1: Proceed CODE 2 to the main entrance of the Package Store and maintain cover.
3. Post #6: Proceed CODE 2 to the southeast corner of Package Store and watch south and east side.
4. Post #7: Proceed CODE 2 to the northwest corner of Package Store and watch north and west sides.
5. Post #8: Proceed CODE 2 to the rear of the Package Store.
6. When all Posts are in position, Post #1 and Post #7 will approach the Package Store main doors from an angle on each side of the doors that will preclude anyone from shooting at them without exposing him/herself to return fire and investigate.
7. When a MWD is available, all Posts will remain in position, and the MWD team will approach the building and investigate.
8. When it is determined a suspect is still inside, all Posts will maintain position and contain the suspect in the building.
9. Dispatcher will contact the following personnel:
 - a. Command Investigators
 - b. Asst. Chief of Police
 - c. Chief of Police
10. CDO will notify the CO and XO.
11. After conditions are normal and alarm has been secured, the Dispatcher will open all gates.
12. Shift Supervisor will ensure an Incident/Complaint Report is completed.

27 OCT 1990

SPECIAL ORDER #14 - EMERGENCY NEED FOR POLICE ASSISTANCE AT THE DISBURSING CAGE/DISBURSING OFFICERS OFFICE DURING NORMAL WORKING HOURS

1. Post #2: Immediately close all gates. Open only for patrol or other emergency vehicles, as needed. Notify CDO and building responsibility.
2. Post #1: Proceed CODE 2 to the main entrance to PSD and maintain cover.
3. Post #8: Proceed CODE 2 to the northwest corner of PSD and watch the north and west side of building.
4. Post #6: Proceed CODE 2 to the southeast corner of PSD and watch the south and east side of building.
5. Post #7: Proceed CODE 2 to the rear of PSD. Maintain cover.
6. All Posts will remain in position until proper duress is received.
7. When proper duress has been received, the Dispatcher will notify Post #1 of the description and name of the Disbursing member who will come out of the building to meet with Post #1.
8. When the Disbursing member walks out of the building, Post #1 will identify the member and see if everything is normal.
9. When conditions are normal, Post #1 will contact Dispatcher and open all gates.
10. Post #8 and Post #7 will then enter the building to ensure conditions are normal.
11. All Posts return to normal service.

27 OCT 1988

SPECIAL ORDER #15: EMERGENCY NEED FOR POLICE ASSISTANCE AT THE DISBURSING
CAGE/DISBURSING OFFICERS OFFICE AFTER NORMAL WORKING HOURS

1. Post #2: Immediately close all gates. Open only for patrol or other emergency vehicles, as needed. Notify CDO and building responsibility.
2. Post #1: Proceed CODE 2 to the main entrance of PSD and maintain cover.
3. Post #8: Proceed CODE 2 to the northwest corner of PSD and watch the north and west sides.
4. Post #7: Proceed CODE 2 to the southeast corner of PSD and watch the south and east sides.
5. Post #6: Proceed CODE 2 to the rear of PSD. Maintain cover.
6. When all Posts are in position, Post #1 and Post #8 will approach PSD's main doors from an angle on each side of the doors that will preclude anyone from shooting at them without exposing him/herself to return fire and investigate the cause of alarm.
7. When a MWD is available, all Posts will maintain position, and the MWD team will approach the building and investigate.
8. When it is determined a suspect is still inside, all Posts will remain in position and contain the suspect in the building.
9. Dispatcher will contact the following personnel:
 - a. Command Investigators
 - b. Asst. Chief of Police
 - c. Chief of Police
10. CDO will contact the CO and XO.
11. After conditions are normal and alarm has been secured, Dispatcher will open all gates.
12. Shift Supervisor will ensure an Incident/Complaint Report is completed.

27 OCT 1988

SPECIAL ORDER #16 - EMERGENCY NEED FOR POLICE ASSISTANCE AT MERIDIAN NAVAL FEDERAL CREDIT UNION, DURING WORKING HOURS

1. Post #2: Immediately close all gates. Open only for patrol or other emergency vehicles, as needed. Notify the CDO and building responsibility.
2. Post #1: Proceed CODE 2 to the main entrance to Credit Union and maintain cover.
3. Post #5: Proceed CODE 2 to the north exit of PSD and maintain cover.
4. Post #6: Proceed CODE 2 to the southwest corner of Credit Union and watch west and south sides of building.
5. Post #8: Proceed CODE 2 to the rear exit of the Credit Union wing. Maintain cover.
6. All Posts will remain in position until proper duress is received.
7. When proper duress has been received, Dispatcher will notify Post #1 of the description and the name of the Credit Union member who will come out of the building to meet with Post #1.
8. When the Credit Union member walks out of building, Post #1 will identify the member and see if everything is normal.
9. When conditions are normal, Post #1 will contact Dispatcher and open all gates.
10. Post #6 and Post #8 will then enter the building to ensure conditions are normal.
11. All Posts return to normal service.

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SPECIAL ORDER #17 - EMERGENCY NI
CREDIT UNION AFTER NORMAL WORKII

AT MERIDIAN NAVAL FEDERAL

1. Post #2: Immediately close all gates. Open only for patrol and other emergency vehicles, as needed. Notify CDO and building responsibility.
2. Post #1: Proceed CODE 2 to the main entrance to Credit Union and maintain cover.
3. Post #6: Proceed CODE 2 to the north exit of PSD and maintain cover.
4. Post #7: Proceed CODE 2 to the southwest corner of Credit Union and watch the west and south side.
5. Post #8: Proceed CODE 2 to the rear exit of the Credit Union wing. Maintain cover.
6. When all Posts are in position, Post #1 will approach Credit Union's main doors from an angle that will preclude anyone from shooting at them without exposing him/herself to return fire and investigate the cause of alarm.
7. When a MWD is available, all Posts will maintain position, and the MWD team will approach the building and investigate.
8. When it is determined a suspect is still inside, all Posts will maintain position and contain the suspect in the building.
9. Dispatcher will contact the following personnel:
 - a. Command Investigators
 - b. Asst. Chief of Police
 - c. Chief of Police
10. CDO will contact the CO and XO.
11. After conditions are normal and alarm has been secured, the Dispatcher will open all gates.
12. Shift Supervisor will ensure an Incident/Complaint Report is completed.

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SPECIAL ORDER #18 - EMERGENCY NEED FOR POLICE ASSISTANCE AT CITIZEN'S BANK,
DURING WORKING HOURS

1. Post #2: Immediately close all gates. Open only for patrol or other emergency vehicles, as needed. Notify CDO and building responsibility.
2. Post #1: Proceed CODE 2 to the parking area in front of the NEX complex, closest to the building, undetected.
3. Post #6: Proceed CODE 2 to the rear of the building.
4. Post #5: Proceed CODE 2 to the NEX complex and position yourself at the southwest corner of the bank and watch the south and west side of the building.
5. Post #8: Proceed CODE 2 to the NEX complex and position yourself in between the Uniform Shop and Baskin Robbins and cover the main entrance to the Bank undetected.
6. Post #7: Proceed CODE 2 to the NEX complex and position yourself in between the Commissary and Theater. Cover the main entrance to the Bank without being seen.
7. All Posts will remain in position until proper duress is received from the Dispatcher.
8. When proper duress has been received, the Dispatcher will notify Post #1 of the description and name of Bank member who will come out of the building to meet with Post #1.
9. When conditions are normal, Post #1 will contact Dispatcher and open all gates.
10. Post #5 and Post #8 will then enter the building to ensure conditions are normal
11. All Posts return to normal service.

SPECIAL ORDER #19 - EMERGENCY NEED FOR POLICE ASSISTANCE AT CITIZEN'S NATIONAL BANK AFTER WORKING HOURS

1. Post #2: Immediately close all gates. Open only for patrol and other emergency vehicles, as needed. Notify CDO and building responsibility.
2. Post #1: Proceed CODE 2 to parking area in front of NEX complex, closest to the building, undetected.
3. Post #6: Proceed CODE 2 to the rear of the building.
4. Post #5: Proceed CODE 2 to the NEX complex and position yourself at the southeast corner of the Bank and watch the south side and east side of building.
5. Post #8: Proceed CODE 2 to the NEX complex and position yourself in between the Uniform Shop and Baskin Robbins, cover the main entrance to the Bank, undetected.
6. Post #7: Proceed CODE 2 to the NEX complex and position yourself in between the Commissary and Theater. Cover the main entrance to the Bank, undetected.
7. When all units are on Post, they will hold position until the Dispatcher acknowledges they are in position. Post #5 and Post #8 will approach the main doors of the building at an angle that will prevent anyone inside from shooting at them without exposing him/herself and investigate the cause of alarm.
8. When a MWD is available, all units will remain in position, and the MWD team will approach the building.
9. When a suspect is known to still be inside, all units will maintain positions and contain the suspect in the area. The Chief of Police and Command Investigators will be notified by the Dispatcher. The CDO will contact CO and XO.
10. When no suspect is known to still be inside, Post #1 and Post #8 will enter building and search for suspects.
11. After the building has been cleared by Post #1 and Post #8, the Dispatcher will open all gates. Post #8 will stand by the building until the arrival of the person responsible for the building to secure the alarm. All other units will return back to normal service.
12. Post #1 will ensure the Dispatcher completes the Desk Journal and an Incident/Complaint Report is completed.

SPECIAL ORDER #20 - DISTURBANCE IN FAMILY HOUSING/BARRACKS/CLUBS

1. Receive Call

- a. When the Dispatcher receives a call on a disturbance in housing, the barracks or clubs, the Dispatcher will keep the caller on the phone and obtain as much information as possible.
- b. Dispatcher will order units to the scene of the disturbance.
- c. Dispatcher will assist the patrol units via radio with all pertinent information to prepare them for arrival at the scene.
- d. Dispatcher will notify the CDO.

2. Response

- a. The assigned units will respond directly to the scene by the most rapid and safest means possible. Do not park the vehicle directly in front of residence/barracks/club.
- b. Once on scene and the back-up has arrived, the patrolman will establish a safe perimeter around the residence/barracks/clubs and initiate action to clear all non-essential personnel from within the perimeter.

3. Assess Situation

- a. Gain entry into the house/barracks/club
- b. Patrolmen should always stand to one side of the door, never in front. (If there are two patrolmen, they should stand to either side of the door).
 - (1) A patrolman will cover the rear.
- c. Prior to knocking, the patrolmen should listen at the door for 15-30 seconds, since they may be able to determine whether or not the domestic disturbance is of a violent nature or not (dwelling only). Listen for voices (dwelling only).
- d. Security personnel should allow the occupants to open the door (dwelling only). Do not enter the quarters after being told "Come in the door is open." (dwelling only).
- e. When someone answers the door or the patrolman makes contact with the individuals involved, security personnel should introduce themselves (name, rank, security department) and state why they are there.

4. Duties of the Patrolman

- a. Reestablish order and preserve peace
 - (1) Separate parties by having one go into a separate room of the use/barracks/club, if practical or possible.

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(a) It is desirable for the patrolmen to remain within sight of one another at all times, if possible.

b. Intervene to neutralize crisis

(1) In short, the law enforcement role is to interact with the people in crisis situations

(2) Law enforcement personnel must realize such people may be hostile, abusive, and uncooperative.

(3) Some of this hostility will be directed toward the law enforcement officers, viewed as intruders.

c. Safeguard property

(1) Do not allow the participants to break articles (i.e. vases, glasses, bottles, personal articles, or government property/military housing)

(2) Do not allow the participants the opportunity to throw items at each other.

d. Security personnel should keep in mind each disturbance is different and be treated individually

(1) The verbal approach should be calm, controlled, and concerned

(a) Do not take sides of the individuals involved in the dispute.

(b) Do not try and solve their problems

(2) Care should also be taken to avoid being, or sounding sarcastic, or critical. Never make statements concerning who is wrong.

(3) Security personnel should avoid using an impolite tone of voice and threatening or aggressive body positions or movements

5. Responsibility

a. Reestablish order and preserve peace

(1) Gain control of personnel involved to help them gain control of their emotions. Separate parties by having them go into separate rooms.

(2) Allow the participants time to cool off and think about the problem and a possible solution.

(3) The responsibility of security personnel is to regain control over the incident and neutralize any further violence, not to solve the personal problems

(4) The CDO will talk to both parties.

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6. Temporary Solutions Available

a. Mediation

b. Referral

(1) Local Spouse Abuse Centers

(2) Social Service Centers

(3) State Welfare Agencies

c. Separation

d. As a last resort, apprehension

(1) Security personnel should point out this action will only compound the problem.

(2) It should be noted attacks against law enforcement personnel most often occur when they actually use force against the other disputant. During apprehensions, always be alert for the possibility of weapons.

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SPECIAL ORDER #21 - NATURAL DISASTER BILL

1. MISSION

- a. Minimize loss of life and damage to property through disaster alert planning.
- b. Establish emergency action procedures so NAS Meridian personnel and on Station dependents can protect life and property during a natural disaster.
- c. Keep essential functions operational to continue basic military tasks during and after a disaster.
- d. Restore NASMER to full operational status as rapidly as possible after the disaster subsides.

2. EARTHQUAKES

a. Action:

- (1) If indoors:
 - (a) Stay indoors
 - (b) Get under a table, desk, bench, or in a doorway, hallway, or against an inside wall.
 - (c) Stay away from glass
 - (d) Do not use open flames
 - (e) In building 222, Security Dispatcher ensure any prisoners in the detention cell get under their racks.
- (2) If outdoors:
 - (a) Move away from buildings, utility wires, and other potentially hazardous structures
 - (b) If in a vehicle, stop the vehicle but remain inside.

3. HURRICANES

a. Action: Condition IV

- (1) NAS Meridian departments and tenant commands shall make attainment reports for hurricane conditions to Security/CDO.
- (2) NAS Security ensure loose debris, small items, and equipment are stored and secured.

b. Action: Condition III - Security Department notify housing occupants.

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c. Action: Condition II - Secure all nonessential equipment.

d. Action: Condition I

(1) Complete precautions for the safety of personnel and equipment.

(2) Security dispatcher ensure prisoners in detention cells take shelter.

4. THUNDERSTORMS

a. General precautions to be taken during thunderstorms include:

(1) If you are outside - go inside, into a house or large building or get into a car.

(2) If you must stay outside:

(a) Stay away from metal pipes, wire clotheslines, and fences.

(b) Stay away from water.

(c) Stay away from tractors, and all farm equipment.

(d) Stay away from railroad tracks - they could carry lightning charges long distances.

(e) Stay away from sheds in open areas

(f) In a forest, go into a low area where there are small trees. Do not stand under isolated trees or under trees on the edge of a wooded area. If the area is open, go to a ravine or valley, but watch for flash floods.

(g) Stay away from bicycles, motorcycles, scooters, golf carts, and golf clubs.

(h) If caught out in the open, and you feel your hair stand on end (indicating lightning is about to strike), drop to your knees and bend forward putting your hands on your knees. Do not lie flat on the ground.

b. Take the following precautions during thunderstorms conditions when lightning is expected or evident within five miles:

(1) Do not take shelter under aircraft on the line or in other open spaces. Minimize line activity.

(2) Wheels Watch or Crash Crew members shall take shelter in their vehicles or return to the Fire Station if feasible.

(3) As directed by the Station CDO, secure fueling and defueling of aircraft and lox servicing.

(4) Secure swimming and boating.

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(5) Stop outside athletic activity such as jogging, golf, and intramural sports.

(6) Secure ordnance functions and return ordnance to the magazine area.

5. TORNADOES

a. Use the following procedures when dealing with tornado threats:

(1) Tornado Condition II (atmospheric conditions conducive for the development/movement of severe thunderstorms and tornadoes over the NAS Meridian area during the next six hours).

(a) Activities and commands take precautions necessary to secure the Station.

(b) Security Department warn base housing residents. Residents should take final precautions for impending destructive weather.

(c) All base facilities should secure operations and prepare for destructive weather.

(2) Tornado Imminent (a tornado/tornadoes and/or funnel clouds have been reported or radar display indicates tornado activity within 25 miles of NAS Meridian and there is a high probability of a tornado touchdown at NAS Meridian).

(a) The NAS Meridian 'Siren Warning System' shall be activated by the Duty Forecaster. The warning signal is a three to five minute, uninterrupted blast, that indicates immediate precautions must be taken. Personnel inside buildings should seek shelter in basements, first floor hallways, small interior rooms, under desks, or in other protected areas. Stay away from windows and other structures with wide freespan roofs. Personnel in exposed areas, who cannot reach shelter, should lie face down in a ditch, culvert, or on the lowest ground available and cover head with arms. If in a vehicle in the path of the tornado, pull off the road and seek shelter where practicable.

(b) Security Dispatcher ensures prisoners in the detention cells take shelter.

b. Three 15 second, intermittent siren blasts shall be sounded after passage of the storm and cancellation of the tornado warning.

6. Security Procedures

a. Dispatcher initiate recall of ASF personnel.

b. Position security forces where necessary.

c. Gate guards restrict access of unauthorized personnel to Station.

d. Set up perimeter and ensure security of damaged buildings to prevent pilferage.

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- e. Ensure personnel do not reenter damaged buildings until authorized by the Public Works Officer or Fire Chief.
- f. Coordinate with local civil law enforcement agencies, as required.
- g. Perform other actions, as directed by higher authority.

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SPECIAL ORDER #22 - HAZARDOUS CHEMICAL RELEASES/OIL SPILLS

1. General. Chemicals, either man-made or natural, present a continual hazard. We must minimize the spread of contaminants and protect our personnel through the use of specially trained individuals.
2. Action. The NAS Meridian Fire Department possesses training and equipment to fight fires in many kinds of environments, including hazardous chemicals. The Fire Department serves as the principal element to respond to hazardous chemical releases. First, contain toxic chemical releases, then decontaminate the area. Using routine procedures, the Fire Department responds to fuel and oil spills. Security assists the Fire Department with perimeter security.

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SPECIAL ORDER #23 - MASS CASUALTY PLAN

1. Purpose. Coordinate disaster control elements for initial management of a mass casualty after a disaster.
2. Background. Reference (m) defines procedures once mass casualties arrive at Branch Clinic, Meridian. To minimize trauma, provide adequate transportation, and achieve timely casualty accounting, we must establish additional procedures for initial management at the disaster scene(s).
3. Situation. Mass casualty follows in the aftermath of any natural or man-made disaster. Those in which Meridian disaster control elements must respond may occur on or off Station, in densely populated or remote areas, and cause substantial casualties/fatalities.
4. Security.
 - a. Establishes appropriate security perimeters around scene.
 - b. Provides adequate traffic control for entering and departing emergency vehicles at the scene.
 - c. Initiates recall of ASF.
 - d. Coordinates with civilian law enforcement agencies in off Station disasters, as specified in mutual support agreements.

SPECIAL ORDER #24 - FIRE ALARM ACTIVATION

1. For all signal fire alarms, the security guards on duty will respond at the request of the Fire Chief/Captain as follows:

a. Post 6 and Post 7 will respond CODE 3 to the scene.

b. Post 9 (Main Gate): Allow normal traffic through the gates, cautioning drivers to stay away from the vicinity of the fire.

c. Post 6 block traffic on the west or north side of the fire (depending upon the location). Park the vehicle so the blue flashing lights are visible.

d. Post 7 block traffic on the east or south side of the fire (depending upon the location). Park the vehicle so the blue flashing lights are visible.

e. Post 8 if needed, block traffic as directed or direct traffic around the area.

2. For all fire alarms with rescue, the security guards on duty will respond as follows:

a. Post 6 proceed CODE 3 to the scene. Render first aid or CPR, as required, until the Fire Department and/or ambulance personnel arrive. When the medical emergency has been, or is being taken care of, start investigating as to the cause of the injury, etc. An incident report will be completed.

b. Post 7 assist the gate guard and stand by to lead the ambulance or paramedics to the scene CODE 3 if necessary.

c. Post 8 proceed to the scene. Render first aid or CPR, as required. Assist with the crowd control, as necessary, and aid Post 6 with obtaining statements from witnesses.

3. The Shift Supervisor, Watch Captain, will notify the Safety Officer/Safety Manager of the situation during normal duty hours.

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SPECIAL ORDER #25 - AIRCRAFT MISHAP POST ORDERS

1. Security is responsible for the initial security of an aircraft mishap site until such time as the Aircraft Mishap Board member can properly assume that responsibility.
2. Upon notification of an aircraft mishap, the Security Dispatcher will:
 - a. Immediately dispatch a security vehicle to the mishap site and set up the necessary perimeter.
 - b. Ensure all guard force personnel are thoroughly familiar with their guard duties and responsibilities.
 - (1) Initiate recall of ASF
 - (2) Ensure security of every aircraft part
 - (3) Control and record access at security perimeters
 - (4) Provide continuous security watches
 - c. Provide a petty officer from the Station security force to supervise the guard force for the duration of the on-site investigation.
 - d. Assist the Aircraft Mishap Board senior member in the rotation and logistical support of guard force personnel.
 - e. Dispatcher is responsible to recall all off duty security personnel.

NOTE: It is the Aircraft Mishap Board senior member's responsibility to assemble an Aircraft Mishap Guard Force. The Guard Force may be drawn from any available station or CTW-1 source. Contract personnel may be used, as necessary.

SPECIAL ORDER #26 - GENERAL EMERGENCY RECOVERY PLAN

1. General. Whether a disaster occurs as a result of an attack, natural elements, or man made, the general procedures remain the same.
2. Assist the commander of the disaster control unit by:
 - a. Security Dispatcher recalling ASF personnel and required off duty security personnel.
 - b. Position security force where necessary.
 - c. Restrict access of unauthorized personnel to Station.
 - d. Inspect fence perimeter to ensure no points of entry have developed.
 - e. Assign property custodian to morgue, if required.
 - f. Ensure personnel do not reenter buildings until authorized by Public Works Officer or Fire Chief.
 - g. Coordinate with local civil law enforcement agencies, as required.
 - h. Perform other actions, as directed.
 - i. Keep Security Officer/CDO advised.

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SPECIAL ORDER #27 - ON STATION TRANSPORTATION OF AMMUNITION AND EXPLOSIVES

1. Vehicles shall not exceed the posted speed limit and in no case, exceed 45 MPH while transporting ammunition and explosives aboard the Station. When towing trailers, the speed will not exceed 15 MPH, 10 MPH, or 5 MPH for one, two, or three trailers respectively.

NOTE: Transport of ammunition and/or explosives during Thunderstorm Condition II is authorized but under no circumstances during Thunderstorm Condition I.

2. NAS Security will provide an escort from the Red Label Area to the Magazine Area for vehicles hauling ammunition and explosives.

3. Main Gate sentry shall notify the Security Officer and Ordnance Officer of the arrival of any ammunition or explosives laden vehicle. The Security Officer will provide an escort from the Main Gate to the ammunition and explosives vehicle parking area, via the designated explosives vehicle route. Equip the escort vehicle with flashers and such other police vehicle warning devices as required.

4. NAS Security provides required escort from Magazine Area to aircraft Red Label Area.

5. NAS Security provides an escort and ensures vehicles travel via the designated explosives route. Explosion conformation will come from higher authority.

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SPECIAL ORDER #28 - TERRORIST THREAT CONDITIONS AND RESPONSE

1. Purpose. Define and establish levels of Threat Condition Alerts and actions to be taken as a result of those alerts.
2. Background. Previous instances of increased physical security levels have necessitated the issuance of random, haphazard, and ambiguous instructions which did little more than confuse personnel responsible for carrying out their instructions.
3. Definitions. This section provides definitions of those terms used in this chapter.
 - a. Terrorism. Unlawful use, or threatened use of force, or violence against individuals or property, with intention of coercing or intimidating governments or societies, often for political or ideological purposes.
 - b. Anti-terrorism. Measures used to reduce vulnerability for DOD personnel, their dependents, facilities, and equipment to terrorist acts.
 - c. Counter-terrorism. Measures taken in reaction to a terrorist incident.
 - d. Terrorist Threat Condition (Threatcon): Formal level of anti-terrorist readiness, directed by the commander to upgrade physical security readiness to deter terrorist attack.
4. Assessment Factor Definitions. The assessment factors provide background for general guidelines in uniform implementation of alert conditions:
 - a. Existence. Applies when a terrorist group is present in an area of concern. The group need not have posed a threat to U. S. or DOD interest in the past.
 - b. Capability. Applies when a terrorist group has the ability to carry out an operation against U. S. interests in areas of concern. This includes resources such as intelligence, mobility, personnel, etc.
 - c. History. Applies when a terrorist group's history of terrorist acts and behavior reflects an anti-U. S. stand or includes previous attacks against U. S. interest.
 - d. Trends. Applies if the group has over the past year displayed significant terrorist activity that appears to be continuing or increasing. Activity need not have been violent; i.e., terrorist attack against U. S. or DOD interest, could be rhetorical or threatening utterances or statements. This factor could be flexible depending on the length of the group's activity cycle.
 - e. Targeting. Applies if there are known plans or confirmed intentions of a terrorist group to target U. S. or DOD interest. Targeting can be either specific or nonspecific. If targeting is not against U. S. or DOD interest, this factor should not be considered.

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5. Threat Conditions and Measures

a. Threat Condition ALPHA: A general threat of possible terrorist activity against the installation and personnel, the nature and extent of which are unpredictable. Circumstances do not justify full implementation of threat condition BRAVO; however, it may be necessary to implement certain measures from Threat Condition BRAVO as a result of intelligence received or as a deterrent. The measures in this threat condition must be capable of being maintained indefinitely.

(1) Measure 1. At regular intervals, remind all personnel, including dependents, to be suspicious and inquisitive about strangers, particularly those carrying suitcases or other containers; alert for unidentified vehicles on, or in the vicinity of, U. S. installations; and alert for abandoned parcels or suitcases or any unusual activity.

(2) Measure 2. Maintain the availability of the Station Security Officer, or other appointed personnel, who have access to plans for evacuating buildings and areas in use and sealing off any areas where an explosion or attack has occurred. Keep on call key personnel needed to implement security plans.

(3) Measure 3. Secure buildings, rooms, and storage areas not in regular use.

(4) Measure 4. Increase security spot checks of vehicles and personnel entering the installation and nonclassified areas under the jurisdiction of the U. S. command and agency.

(5) Measure 5. Limit access points for vehicles and personnel commensurate with a reasonable flow of traffic.

(6) Measure 6. As a deterrent, apply one of the following measures from Threat Condition BRAVO individually and randomly:

(a) Secure and regularly inspect all buildings, rooms, and storage areas not in use.

(b) At the beginning and end of each workday and at other regular and frequent intervals, inspect the interior and exterior of buildings in regular use for suspicious activity or packages. (Measure 15).

(c) Check all deliveries to messes, clubs, etc. (Advise dependents to check all home deliveries).

(d) As far as resources allow, increase surveillance of domestic accommodations, schools, messes, clubs, and other soft targets to improve deterrence and defense and build confidence among staff and dependents.

(7) Measure 7. Review all plans, orders, personnel details, and logistics requirements related to the introduction of the higher threatcon.

(8) Measure 8. Review and implement, as appropriate, security measures

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for high risk personnel.

b. Threat Condition BRAVO. This condition applies when increase and more predictable threat of terrorist activity exist. The measures in this threat condition must be capable of being maintained for weeks without causing undue hardship, affecting operational capability, and aggravating relations with local authority.

(1) Measure 9. Repeat Measure 1 and warn personnel of any other form of attack to be used by terrorist.

(2) Measure 10. Keep all personnel involved in implementing anti-terrorist contingency plans on call.

(3) Measure 11. Check plans for implementation of the measures contained in the next threatcon.

(4) Measure 12. Where possible, cars and objects or crates, trash containers, etc. are moved at least 25 meters (82 feet) from buildings - particularly those buildings of a sensitive or prestigious nature. Consider the application of centralized parking.

(5) Measure 13. Secure and regularly inspect all buildings, rooms, and storage areas not in regular use.

(6) Measure 14. At the beginning and end of each work day and at other regular and frequent intervals, inspect the interior and exterior of buildings in regular use for suspicious packages.

(7) Measure 15. Examine all mail for letter or parcel bombs. (This examination is increased above normal.)

(8) Measure 16. Check all deliveries to messes, clubs, etc. (advise all dependents to check all deliveries.)

(9) Measure 17. As far as resources allow, increase surveillance of domestic accommodations, schools, messes, and clubs.

(10) Measure 18. Make staff and dependants aware of the general situation to stop rumors and prevent unnecessary alarm.

(11) Measure 19. At an early stage, inform members of local security committees of any action taken and why.

(12) Measure 20. Upon entry of visitors to the unit, physically inspect them and a percentage of their suitcases, parcels, and other containers.

(13) Measure 21. Wherever possible, operate random patrols to check vehicles, people, and buildings.

(14) Measure 22. Protect off-base military personnel and military transport as specified in prepared plans. Remind drivers to lock parked vehicles and institute a positive system of checking before they enter or drive

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a car.

(15) Measure 23. Implement additional security measures for highrisk personnel, as appropriate.

(16) Measure 24. Brief personnel who may augment guard force on use of deadly force.

(17) Measure 25 through 29 blank.

c. Threat Condition CHARLIE. This condition applies when an incident occurs or intelligence is received indicating some form of terrorist action against the installation and personnel is imminent. Implementation of this measure for more than a short period will probably create hardship and will affect the peacetime activities of the unit and its personnel.

(1) Measure 30. Continue all BRAVO THREATCON measures or introduce those outstanding.

(2) Measure 31. Keep available at their place of duty all personnel responsible for implementing anti-terrorist plans.

(3) Measure 32. Limit access points to a minimum.

(4) Measure 33. Strictly enforce control of entry to the installation and search a percentage of vehicles.

(5) Measure 34. Enforce centralized parking of vehicles away from sensitive buildings.

(6) Measure 35. Issue weapons to guards. (Local orders should include specific orders on issue of ammunition).

(7) Measure 36. Introduce increased patrolling of the installation.

(8) Measure 37. Erect barriers and obstacles to control traffic flow. Place barriers at gates 2, 15, 17, 11, and 7.

(9) Measure 38. Move all classified material from the Commanding/Executive Officer's offices to communications.

(10) Measure 39. All ammunition and explosives moved from building 153, 155, and magazines 17, 18, 19, and 20 to Security Building 222, sally port area.

6. Implementation. The Commanding Officer will order implementation of threat conditions as required from analysis of intelligence factors of terrorist threats to the Station and/or as directed by threat conditions directed by higher authority.

a. Threat Condition ALPHA

(1) NAS Meridian departments and tenant activities will brief all

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active duty personnel and civilian employees on ALPHA measures, and the Security Department will distribute handbills of the measures to all on Station and Station housing.

(2) The Security Officer, Assistant Security Officer, and Operations Chief will be notified and required to be in 'On Call' status with at least one person in full duty status with access plans for evacuating buildings and sealing off designated areas.

(3) Department heads will ensure all unoccupied buildings, rooms, and storage areas are secured.

(4) The Security Officer will:

(a) Order an increase in spot checks of vehicles and persons entering the Station with a concentrated effort to spot bomb and firearms incidental to terrorist activity.

(b) Limit points of entry and the quantity of vehicles allowed on Station as required to control on Station activity.

(c) Randomly implement one of the following:

(1) Secure and regularly inspect all buildings, rooms and storage areas not in regular use.

(2) At the beginning and end of each workday and at other random, frequent intervals, inspect the interior and exterior of buildings in regular use for suspicious activity or packages.

(3) Check all deliveries to messes and clubs. (Advise dependents to check all home deliveries).

(4) As far as resources allow, increase surveillance of domestic accommodations, messes, clubs, and other soft targets to improve deterrence and defense and to build confidence among staff and dependents.

(d) Implement Appendix XIV-A, VIP protection security measures as directed by the Commanding Officer.

(5) Departments review plans and order personnel details and logistic requirements related to the introduction of higher THREATCONS. Forward reports of status and requirements to the Executive Officer, via the Security Officer.

b. Threat Condition BRAVO Exists with predictable threat of terrorist activity and may last indefinitely:

(1) The Executive Officer should call an immediate meeting and brief the Physical Security Review Board/Physical Security Review Committee.

(2) Department Heads brief all personnel of terrorist activity and possible methods of attack. Continue vigilance against suspicious containers as in THREATCON ALPHA. Keep all hands apprised of the situation (eliminate rumors

and unnecessary alarms).

(3) Departments move all objects (cars, trash containers, etc.) at least 25 meters (82 feet) away from buildings, hangars, and the weapons compound.

(4) Departments secure and inspect all unmanned buildings, rooms, and storage areas. Report to the Security Officer those buildings (secured) for an addition to the roving patrol's building security checklist (hot list).

(5) Departments inspect interior and exterior of buildings in use, at the beginning and end of the workday and at regular and frequent intervals, for packages and other suspicious containers.

(6) The Post Office will maintain alertness for possible mail bombs.

(7) Departments examine all mail for letter and parcel bombs. Exercise caution to prevent possible detonation of a bomb.

(a) Mail Examination Procedures

(1) Screen routine mail carefully for signs of tampering.

(2) Mail from a strange place or an unknown or unusual sender.

(3) Where there is no return address.

(4) An excessive amount of postage stamps.

(5) Items marked conspicuously with the receiver's name; i.e., "Personal For", Confidential For", etc.

(6) Return address differs from the postmark.

(7) Handwriting appears unusual or of a foreign style.

(8) Isolate any suspect letters. DO NOT IMMERSE THEM IN WATER; this may make the paper soggy and cause a spring-loaded device to detonate.

(9) Whenever you suspect letters contain an explosive device, stay away from it and immediately notify the Security Department.

(8) Clubs, messes, and departments accepting deliveries will inspect them for the presence of possible bombs. Maintain caution to prevent possible detonation of a bomb.

(a) Parcel/material examination examination procedures:

(1) From a strange place or an unknown or unusual sender.

(2) Abnormal, excessive or unusual, size

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- (3) Stains on the items.
- (4) Wires or strings protruding or attached to the item in an unusual location.
- (5) Spelling on the item correct.
- (6) Item smells peculiar (explosives used by terrorists often smell like shoe polish, almonds, or marzipan).
- (7) Item marked in any unusual or strange manner.
- (8) Item unusually heavy or light, lopsided, or uneven in balance.
- (9) Item feels funny - i.e., does it appear stringy.
- (10) Isolate any suspect packages. DO NOT IMMERGE THEM IN WATER; this may make the paper soggy and cause a spring-loaded device to detonate.
- (11) Whenever a package is suspected of containing an explosive device, stay away from it and immediately notify the Security Department.

(9) The Security Department will:

- (a) Maintain a recall list of all personnel required in implementing anti-terrorist contingency plans.
- (b) Examine the exteriors of restricted buildings, areas, and unoccupied buildings as identified in this instruction and from Departmental/Terrorist Activity Reports.
- (c) Implement an increase in the number of randomly inspected vehicles and individuals (their bags, parcels, and other containers) entering the Station for weapons, bombs, or other terrorist equipment.
- (d) Employ patrols to randomly stop and check vehicles and individuals moving about on the Station. These patrols will make random checks of the Officers' Club and Enlisted Mess grounds and adjacent areas.
- (e) Increase the security of VIPs as directed by the Commanding Officer.
- (f) Implement Appendix XI-D when a suspected bomb is found.

c. Threat Condition CHARLIE This condition occurs when the threat of terrorist activity is imminent.

- (1) The Executive Officer should call an immediate meeting and brief the Physical Security Review Board/Physical Security Review Committee.

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(2) Departments/tenant activities continue measures introduced in THREATCON BRAVO.

(3) Increase VIP protection as provided in Appendix XIV-A.

(4) Department/tenant activities recall and/or retain at duty station those individuals involved with implementing anti-terrorism plans.

(5) Security Department will:

(a) Reduce access points to the front and back gates. Increase percentage of checks as directed by the Commanding Officer.

(b) Enforce centralized parking. All vehicles will be parked at least 25 meters (82 feet) away from the Officer's Club and EM Club.

(c) Recall the Auxiliary Security Force (ASF) as listed on the ASF portion of the recall bill, Appendix XIV-D. They will be issued weapons and ammunition, briefed on the post duties, and transported to their assigned posts.

(d) Use the Auxiliary Security Force to double the number of existing Station patrols and Station guards at buildings and hangars and establish posts contained in Appendix XIV-B Auxiliary Security Force Organization.

(e) Erect barriers and obstacles to control traffic flow at the Main and Back Gates, flight line, and Weapon Compound.

d. Threat Condition DELTA applicable when terrorist attack has occurred or indications are a terrorist attack against a specific location is likely.

(1) Departments continue measures implemented in THREATCON BRAVO and CHARLIE.

(2) Increase VIP protection as provided in Appendix XIV-A.

(3) Departments make frequent searches of exterior and interior of occupied buildings.

(4) Departments minimize administrative trips and visits.

(5) Security Department will:

(a) Augment general force as required.

(b) Identify all vehicles on Station within mission support/operational areas and check as far as possible for bombs and explosives.

(c) Implement positive identification of all individuals entering or leaving the Station and restricted areas.

(d) Implement search of all vehicles, suitcases, briefcases, packages and containers entering the installation and restricted areas.

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SPECIAL ORDER FOR POST #15 - CASH ESCORTS

1. The following on base locations are subject to Armed Escorts duties:

- a. Commissary Store
- b. McDonald's Restaurant
- c. Cashier's Cage
- d. Crew's Corner
- e. Country Store
- f. BOQ (Barracks 218)
- g. Enlisted Club (EMO)
- h. Disbursing Office
- i. Credit Union
- j. Package Store
- k. Aviation Snack Bar
- l. Golf Shack
- m. Moms
- n. SATO Office
- o. Den
- p. Post Office

2. This post is responsible for the protection of the personnel transporting funds and the funds being transported. The following procedures will be followed:

- a. The Dispatcher will be notified by phone from one of the above locations.
- b. The Dispatcher will dispatch the closest available unit in-service to respond.
- c. The Unit assigned will report to requesting locations and report to individual transporting funds.
- d. Escort individual transporter to the vehicle, radio in to Dispatcher "10-2 is commencing", and proceed.
- e. Upon arrival at the bank, radio the Dispatcher you are "10-6", and escort

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the individual transporter to the bank.

f. Standby at the bank until the transporter has completed his/her business, then transport the individual back to original location.

3. In the event of an emergency, notify Dispatcher, via radio. The Dispatcher will notify the Shift Supervisor and all available units of the situation.

4. All situations arising not covered in current instructions will be reported to the Shift Supervisor for clarification or guidance.

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APPENDIX II

SECTION III

STANDARD OPERATING PROCEDURES

3.1 FUNCTIONS OF THE SECURITY DEPARTMENT: The primary function of the Security Department, is to protect lives and property through the prevention and detection of theft, fire, trespass, sabotage, espionage, negligent losses, damage and accident.

a. Security Officer:

(1) The basic function of the Security Officer is to assist the Commanding Officer by determining the adequacy of the command's Physical Security and Loss Prevention Program within the command by identifying those areas for improvement. The Security Officer is responsible for the management and implementation of the command's Physical Security and Loss Prevention Program.

(2) The Security Officer is the Security Department Head. He provides overall personnel management of all personnel assigned to the Department and provides direct supervision of the Security Specialist, the Assistant Security Officer (Supervisory Security Specialist), the Command Criminal Investigators, and the Chief of Police.

b. ~~SUPERVISOR SECURITY SPECIALIST (ASSISTANT SECURITY OFFICER)~~ *Physical Security Officer*. The basic functions include:

(1) Conduct annual and requested indepth studies of physical security surveys and inspections. These serve to inform the command of its physical security status and provide a basis for the orderly improvement of the command's Physical Security Program.

(2) Annually, review and continually revise the command Physical Security Plan to meet changing requirements.

(3) Develop and manage the Security Force through the Security Force Orders (general, special, and SOP). Supervise the Pass and Identification Clerk and the Administrative Clerk.

(4) Develop and manage the Contingency Plan and enforcement type of instructions (traffic, key control, badges, etc.) of the command related to security.

(5) Assume the duties of the Security Officer in his absence.

c. ~~COMMAND CRIMINAL INVESTIGATOR~~: The basic functions include:

(1) Perform follow up investigations of all incidents requiring a follow up and/or referral to other investigative agencies. Provide coordination between the command and other law enforcement agencies.

(2) Develop and manage a Loss Prevention Program. Provide loss analysis (trends and patterns) of loss reports. Coordinate all (Missing-Loss-Stolen-Report) government property reports through the Security Officer.

(3) Develop and manage an effective employee Loss Prevention Education Program for the command.

(4) Conduct annual and requested indepth studies on loss prevention inspections of all M-L-S-R incidents and specific command areas of responsibility. These serve to inform the command of the reasons for losses and provide a basis for the orderly improvement of the command's Loss Prevention Program.

(5) Serve, by appointment, as the Custodian of Evidence for the Security Department.

d. PERSONNEL SECURITY SPECIALIST: Serves as personnel security program assistant to the Security Manager (Executive Officer) and special assistant to the Security Officer. Coordinates clearance procedure documentation for all departments. Maintains Security Officer's calendar and schedules appointments. Receives and reviews incoming correspondence, reports, and instructions. Fingerprints applicants for personnel security investigations. Manages the Security Department budget and collects Weekly Fund Status Reports. Provides technical assistance on correspondence, reports, instructions, computer, and other related security matters.

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e. ~~CHIEF OF POLICE~~ *Deputy Security Officer*: Serves as the personnel manager of the security force and the administrator of the security force. The Chief of Police is responsible through the Security Force Shift Supervisor for:

(1) The overall work performance of the security force.

(2) The training and proper performance of the security force personnel.

(3) The quality of the record, reports, and files generated within the security force.

(4) The proper operation and maintenance of security force vehicles and assigned equipment.

(5) Adequate assignment of personnel per shift and first line supervision of the shifts by the Shift Supervisors.

(6) Enforcing all applicable laws, rules, and regulations.

(7) Establishing and maintaining good rapport with area military and civil law enforcement agencies.

f. ASSISTANT CHIEF OF POLICE: The basic functions include:

(1) Act as a direct representative and assistant to the Chief of Police.

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(2) Implements and carries out all orders, policies, and procedures issued by the Chief of Police.

(3) Assumes the duties of the Chief of Police in his absence.

g. SECURITY FORCE SHIFT SUPERVISOR: The Security Force Shift Supervisor is under the direct supervision of the Chief of Police. The Security Force Shift Supervisor is responsible for law enforcement and security during the period of the shift. The duties and responsibilities of the Security Force Shift Supervisor are as follows:

(1) Ensuring security duty section personnel maintain a smart and correct military appearance.

(2) Instructing members of the watch on their duties and responsibilities and ensuring all assigned tasks are carried out in a professional manner.

(3) Ensuring all trainees are assigned to the Watch Section Training Petty Officer for proper indoctrination and training.

(4) Confining and safeguarding of persons placed in detention. Ensures when a person is searched, all applicable instructions on searches are obeyed and booking and required log entries are made.

(5) Reviewing all case reports and ensuring they are complete and concise and submitted promptly to required authorities.

(6) Making frequent inspections of apprehended persons, ensuring no unnecessary bodily contact is made.

(7) Making frequent inspections of the security police headquarters.

(8) Inspecting all logs maintained by the previous duty section and noting any important events or irregularities that occurred during the previous watch.

(9) Responsible during the watch period for all equipment and items under the custody and control of the security force, such as weapons and vehicles.

(10) Supervision of the issue/return of weapons and ammunition and the loading/unloading of all weapons.

(11) Enforcing all general/special orders and SOP's, taking/initiating necessary personnel actions for lack of performance and disciplinary action.

h. PATROL LEADER: The Patrol Leader is under the direct supervision of the Security Force Shift Supervisor. The duties and responsibilities of the Patrol Leader consist of:

(1) Ensuring all patrol personnel are assigned to a patrol sector and understand their duties and responsibilities.

- (2) Ensuring all patrol personnel remain in their assigned patrol sectors.
- (3) Being aware of all applicable Department instructions, procedures, and policies affecting the proper performance of duty.
- (4) Training all newly assigned patrol personnel
- (5) Ensuring safe and proper operation of all assigned official vehicles
- (6) Acting as a roving patrol, particularly in places or areas frequented by large numbers of personnel, or known trouble spots.
- (9) Recommending improvements on policies and procedures from field observation
- (10) Reviewing patrol personnel's notebooks for completeness.

i. DISPATCHER: The Dispatcher is responsible to the Security Force Shift Supervisor, or in his absence the Patrol Leader. The duties and responsibilities of the Dispatcher include:

- (1) Monitoring and directing the activities of the patrol units according to the direction and guidance of the Security Force Shift Supervisor.
- (2) Monitoring police radio nets and alarm indicators, ensuring expeditious response of field units.
- (3) Serving as an information source for patrol units. However, no supervisor functions are performed.
- (4) Maintaining the Communication Log which is the official record of all patrol radio traffic. It is filed chronologically by date and serves as a backup reference and support for the Desk Journal and other reports.

j. PATROLMEN The patrolmen are directly responsible to the Patrol Leader. The duties and responsibilities of the patrolmen are as follows:

- (1) Patrolling an assigned area, ensuring security is maintained in the sector assigned.
- (2) Remaining vigilant at all times and ensuring his, or her actions, are in keeping with Department procedures and policies.
- (3) Responding to radio calls and engaging in self initiated law enforcement and security activities.
- (4) Extending military courtesies and making quick decisions based on judgment and security activities.
- (5) Enforcing regulations, instructions, and written orders to include, but not limited to, traffic, safety, security, and fire instruction violations.

(6) Assigned to motorized and fixed post.

k. ADMINISTRATIVE CLERK: The clerk provides clerical assistance to the Security Officer, investigators, and security force. The clerk maintains a central file for incident reports, intelligence reports, surveys, inspections, and other administrative files. The clerk, under the direction of the Security Officer/Assistant Security Officer, will type final reports before forwarding to the Commanding Officer and other departments and tenant activities. Maintains a suspense date followup and maintains control of file information release as specified in the Privacy Act and the Freedom of Information Act.

l. PASS AND IDENTIFICATION CLERK: The clerk issues vehicle passes and personnel identification badges and passes, in compliance with Chapters 2 and 3 of the Physical Security Manual. The clerk is responsible for maintaining vehicle decal and pass/identification badge records and collecting lost/destroyed statistics on personnel badges and passes.

m. SUPPLY CLERK: The basic functions include:

- (1) Provides technical information.
- (2) Types requisitions.
- (3) Provides status reports.
- (4) Receipts for all incoming supplies.
- (5) Ensures proper storage and accountability of supplies.
- (6) Coordinates these functions with the Resource Management System clerk.

3.2 MILITARY WORKING DOG SECTION

a. MILITARY WORKING DOGS (MWD) NARCOTICS. The MWD handlers (NEC 9542) and their assigned canines are tasked with the responsibility for the detection of marijuana, hashish, cocaine, and heroin and may be used to assist in drug education and certain investigations, when applicable.

(1) Authority.

(a) Each MWD handler (NEC 9542) is a direct representative of the Commanding Officer. He is authorized to conduct inspections of quarters, BQs, warehouses, working spaces and military/civilian vehicles entering and departing the installation when requested or directed by competent authority.

(b) Each MWD handler is authorized to make apprehensions and contact higher authority for assistance when necessary in the performance of his assigned duties.

(2) Uniforms and Equipment.

(a) The uniform for personnel assigned to the MWD Section will be the wooded camouflage uniform.

(3) Duties and Responsibilities.

(a) Each member of the MWD Section will be familiar with the use of deadly force and its provisions.

(b) Dog handlers will be familiar with all regulations pertaining to MWDs, as well as the Manual for Court Martial (1984). They must be familiar with the federal and state laws covering use of dogs, and Article 31, UCMJ, and the Fifth Amendment to the United States Constitution.

(c) MWD Handlers will prepare a complete written report on all nontraining responses.

(d) Though contraband (Narcotic) MWDs are not normally considered vicious or dangerous, handlers will practice correct safety habits at all times.

(1) A complete report of any bites from MWDs will be made to the Security Officer.

(2) Transportation of dogs will be provided by the Security Officer.

(e) The proficiency of the MWD depends largely on proper training. It is essential to maintain a sound training program.

(f) Prior to an MWD team being employed, a Command Validity Demonstration/Certification will be accomplished as directed in reference (a).

(g) All requests for supplies and food for the MWDs will be made to the Supply Department by the Security Officer.

b. KENNEL SUPERVISOR. Kennel Supervisor exercises direct supervision over the unit MWD Program and is directly responsible to the Security Officer for managing and operating the MWD section. He must:

(1) Know the command mission and how the MWD Program aids in fulfilling established goals.

(2) Know the threats to, and vulnerabilities of, resources being protected by dog teams, assist in preparing local operating procedures and instructions for dog team assignments, and ensure handlers follow the instructions related to their assignments.

(3) Ensure an adequate MWD Training Program is developed and implemented.

(4) Ensure assigned MWDs are skilled in their duties by frequently evaluating the duty performance of MWD teams on their assigned installation. Ensure the MWD teams complete required proficiency training and command validity certification.

(5) Ensure adequate provisions are made for the health, safety, and well-being of assigned dogs, and handlers properly care for their dogs.

(6) Ensure handlers understand the physical and psychological characteristics and capabilities of their dogs, the basic principles of

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(6) Ensure handlers understand the physical and psychological characteristics and capabilities of their dogs, the basic principles of training, and the advantages of using dogs. Ensure handlers can detect responses by their dogs, i.e., the presence of an intruder, drugs or explosives, etc.

(7) Obtain equipment and supplies for the MWD Section.

(8) Advise on the best use of the MWD teams.

(9) Perform duties as trainer if fewer than five MWD teams are assigned.

c. PROCEDURES FOR REQUESTING MILITARY WORKING DOG TEAM INSPECTIONS.

(1) When a commanding officer or officer in charge has reason to believe drug abuse or trafficking exists in any area of his command, he/she may request the services of the MWD teams.

(2) It is neither necessary nor desirable for MWD teams services to include the specific place(s) to be inspected, or the date or time on which the inspections will be conducted. Such information shall be discussed between the MWD Team Supervisor and the designated command representative. The discussion concerning specific inspection site, time, and date shall be conducted preferably in person, at a predetermined meeting place acceptable to both units and where confidentiality exists.

d. USE OF THE MILITARY WORKING DOG TEAM.

(1) MWD Team employment should be as varied and widespread as possible.

(2) Although MWD team use is coordinated independently as each command, it is imperative all methods of team employment remain within the constraints imposed by military law. The Station Staff Judge Advocate can provide advice and updated information on proper search and seizure.

(3) Inspections will be conducted at the request of the CO/OIC. All functions concerning the inspections, i.e., coordination, personnel assignment, duration, etc., shall be the responsibility of the CO/OIC or command representative.

(4) The Kennel Supervisor may cancel/reschedule an inspection at any time because of team nonavailability or higher priority commitments and shall notify the affected commanding officer within 24 hours.

(5) The MWD Team Supervisor or team handler is authorized to terminate any inspection for reasons of misconduct, noncompliance, or uncorrected hazardous situations. Within 24 hours, the MWD Team Supervisor will forward a letter of cancellation to the command, via the chain-of-command, explaining the reasons for termination of the inspection. Continually reported and uncorrected

problems may be cause for termination of that command's standing request.

(6) The commanding officer or other officer delegated the authority to search must observe the MWD Team's effectiveness prior to the inspection as a basis for ordering a probable cause search. This certification demonstration may be conducted in conjunction with, but prior to, a scheduled inspection or separately at a time and place acceptable to the command and the MWD Team.

e. RECOMMENDATIONS FOR SUCCESSFUL MWD TEAM INSPECTIONS

(1) The date, time, and location of the inspection should not be announced or published.

(2) The minimum number of personnel, preferably the commanding officer, executive officer, and the command representative need to have prior knowledge of the inspection.

(3) The MWD team will demonstrate their detection abilities to the CO, XO, or other official delegated the authority to grant command authorization to search in the absence of the CO and XO, if they have not previously observed the team's capabilities within the last 12 months. Whether or not a prior demonstration was conducted, the CO, XO, or other designated official shall review the MWD history folder and sign the MWD review record as proof of review. The initial demonstration shall be documented by the CO and certification letter shall remain effective for a period of 12 months, after which another certification demonstration and letter shall be required.

(4) During inspections, all doors/hatches to areas to be inspected shall be unlocked and left closed. The areas to be inspected should be cleared of nonessential personnel prior to the arrival of the MWD Team. No one should be allowed to remove suitcases, seabags, parcels, or other items. Personnel who must dress prior to leaving the area should be observed while they dress to prevent the secreting of small parcels or contraband on their persons.

(5) The MWD Handlers may refuse to inspect any space he/she does not consider safe.

(6) Photography of the MWD team is not permitted during any inspection/search. Photography will be arranged through the MWD Supervisor.

(7) To avoid possible injury to the MWD team or command personnel, when possible, it is requested that all routes to be used by the team be cleared of personnel and congestion.

(8) MWD handlers are available for testimony concerning their operations at any nonjudicial or administrative proceeding. Prior notice of at least 48 hours is requested to maintain the schedule of operations.

f. COMMAND REPRESENTATIVE DUTIES AND RESPONSIBILITIES

(1) The command representative shall:

(a) Accompany MWD team to each space

(b) Ensure access to all spaces to be inspected.

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g. MILITARY WORKING DOG (MWD) PATROL

(1) Discussion. The patrol dog teams are trained with the same qualifications required of naval police and guard positions. MWD teams are to be used in all aspects of physical security and law enforcement operations.

(2) Release Policy. The introduction of the patrol dog to effect an apprehension minimizes the use of deadly force. In order for a handler to release his/her dog to apprehend, one or more of the following circumstances must be present:

(a) In defense of the handler, or other persons against immediate threat of serious bodily harm or death.

(b) To prevent escape of individuals who have committed a serious offense (robbery, assault, theft, arson, taking of ones life) in the presence of the handler.

(c) Upon establishing probable cause that an individual(s) has/have committed a serious offense warranting apprehension.

(d) To prevent the theft, destruction, damage of property involving national security.

(3) RELEASING MWD. Prior to release of the patrol dog, the handler must ensure the following:

(a) Total control of MWD

(b) Give warning to halt

(c) MWD will cease attack upon command

(d) MWD has identified same target

(e) Warn all bystanders to cease movement.

(4) AFTER RELEASE:

(a) Follow dog as close as possible

(b) Ensure MWD ceases attack if suspect(s) attempt(s) to surrender or halt.

(c) Call dog out of attack immediately if the wrong individual is being attacked.

(5) LEGAL ASPECT. Like all other aspects of law enforcement, handlers will follow basic procedures:

(a) UNSECURED BUILDINGS

(1) Patrol dog team is to be one of the first ones at the scene

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(2) Patrol dog team is to receive wind direction enroute to scene

(3) Security police on scene will not enter the building. They provide coverage of all exits from the outside.

(4) MWD handler will issue a warning to anyone suspected of being inside the building.

(5) Patrol dog team will enter the building to effect apprehension

(6) On/Off leash search will be determined by the handler.

(7) Inside the building, the handler will follow as close to the MWD as possible to ensure the safety of dog or innocent personnel.

(8) When apprehension is made, the handler will ensure proper procedures are followed.

(9) If it is determined the suspect(s) have left/escaped premises, the MWD team will be used to scout or track for possible suspect(s)

(b) BUILDING CHECKS:

(1) Dog teams are to check security of all buildings in their assigned areas. This includes all windows and doors.

(2) Building will be checked in a systematic manner, however checks are to be varied to preclude establishing a definite pattern.

(c) VEHICLE PARKING LOTS:

(1) When patrolling parking lots (open areas) the patrol dog teams are to approach the area on the downwind side.

(2) Patrol dog teams are to use the foot and stationary methods.

(3) Patrol dog teams will maintain their presence as best as possible under the cover of darkness and shadows, staying away from lighting exposure.

(d) HOUSING AREAS:

(1) Patrol dog teams are to be used as a deterrent and prevention of burglaries, vandalism, and theft.

(2) Patrol dog teams are to use caution when responding to domestic disturbances.

(3) Patrol dog handlers will not release the dog to attack when children are present or children have committed minor infractions.

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(4) Patrol dog teams will be allowed to take breaks in the housing areas.

(5) Like all patrols, dog patrols are not to establish a definite pattern.

(e) ALARM RESPONSES:

(1) In responding to activated alarms, the patrol dog team is to be one of the first on scene.

(2) The patrol dog team will be used to search the building or area.

(3) To maximize safety to the handler and other security personnel, the MWD will be used to effect apprehension(s) when needed.

(4) Security personnel are not to contaminate area, if the need arises to use the MWD's tracking abilities to locate suspect(s).

(f) FUNDS ESCORTS:

(1) Patrol dog teams are to be used to provide escorts for large amounts of funds.

(2) When escorting funds, the patrol dog is to be slightly to the rear to observe any hostile acts.

(3) If a robbery attempt is made, the dog is to be released to attack.

(4) Fund Custodian will ride in the front seat, with patrol dog in back seat.

(5) If the fund custodian is reluctant to ride with a MWD team, they can ride in a separate vehicle, with the patrol dog team following.

(6) When providing escorts for funds, always vary the routes taken to avoid establishing a pattern.

(7) MOVING TRAFFIC VIOLATIONS

(a) During hours of darkness, the patrol dog is to accompany the handler in the issuance of any necessary citations.

(b) Where situations warrant felony stops, they will accompany the handler.

(c) When the MWD is accompanying handler, the handler is to ensure absolute control of the dog.

(d) Patrol dog teams are not to be used to investigate traffic accidents, except as a last resort.

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(8) IDENTIFICATION/APPREHENSION OF INDIVIDUAL(S);

(a) To check identification or to apprehend, the MWD handler must advise the individual(s) of the MWD warning.

(b) To check individual(s) identification, have ID cards placed on hood of vehicle, or on the ground in front of person(s) and order person(s) to step back away from the MWD team.

(c) If apprehension is necessary, the handler is to follow proper procedures.

(d) If no backup is available, the handler will place the dog between himself and the suspect(s).

(e) If the patrol vehicle is equipped with a cage the individual is placed in the back, with the dog up front.

(f) When placing individual(s) in vehicle, they are to be placed in the vehicle first, then the dog.

(g) The patrol dog is to be placed in the guard position prior to individual(s) being taken out of the vehicle.

(8) MISCELLANEOUS DUTIES;

(a) Patrol dog teams can be used for the following duties if needed. However in some instances caution is to be employed when using the patrol dog team.

- (1) Confrontation managment
- (2) Civil disasters
- (3) Protection of distinguished visitors
- (4) Fixed post
- (5) Gate duties
- (6) Entry/Exit points
- (7) Perimeter patrols
- (8) Protection of sensitive assets

(b) To prevent injury to the MWD and exposure to contagious diseases, the handler will make every effort to avoid stray/wild animals. If all efforts fail and contact appears to be imminent, the handler is authorized to use his service weapon to protect the MWD.

(9) TRAINING;

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(a) Patrol dog teams are to conduct training as specified in Chapter 6, OPNAVINST 5585.2

(b) Patrol dog teams should conduct training, using realistic scenarios of law enforcement situations.

(10) MWD SAFETY;

(a) Kennel Safety

(1) Each handler will ensure his/her MWD is secured in its kennel when not used.

(2) All MWD handlers will exit the kennel through the rear door.

(3) Handlers will call out "Dog coming out."

(4) Handlers will enter the kennel with the MWD on its leash through the rear door.

(5) Handlers will call out "Dog coming in."

(11) FIELD SAFETY

(a) Handlers will keep the MWD under control at all times.

(b) MWDs will be kept on a short leash when on foot patrol in a congested area and the handler will state, "dog coming through."

(c) Handlers will make wide turns around corners of building and state "dog coming around."

3.3 AUXILIARY SECURITY FORCE (ASF): An Auxiliary Security Force has been established as an integral portion of Station defense against terrorist, criminal, or dissident threats.

a. The ASF is composed of 66 personnel (10% of the total military personnel permanently assigned aboard NAS Meridian). They consist of a company of three platoons with a platoon leader for each platoon three squads of six personnel and a squad leader for each squad. The ASF size is determined by the number of posts needed to implement terrorist threat condition (THREATCON) DELTA security measures for at least five days.

b. Personnel assigned to the ASF will be trained in anti-terrorism skills by the ASF cadre. After initial training, ASF members will be assigned security duties on an additional duty basis, and required as a minimum to train twice a month and exercise quarterly. This training will consist of eight hours class room training and eight hours watch standing per month.

c. Members of the ASF will serve a minimum of 18 months after initial training and weapons qualification.

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d. All personnel selected for the ASF will meet Navy standards for weight and pass the physical fitness test prior to being assigned; have no drug or alcohol dependency; be mature with sound judgement, and have no NJP/civil or court-martial convictions in the previous two years.

e. The ASF will report to the ASF cadre for operations for on-the-job training and assignment of duties.

f. Auxiliary Security Force Cadre:

(1) Train installation security forces and the ASF in anti-terrorism.

(2) Assist the Security Officer in the preparation of base defense and other security plans.

3.4 POLICY ON FIREARMS: Security Department uniformed guards and the criminal investigators have been authorized to carry U.S. Government issued weapons. Station Security Department members have the right under law to use reasonable, necessary force to defend themselves against incident and dangerous personal attack. The limitations described here are not intended to infringe this right but to promote weapons safety and prevent the indiscriminate use of firearms and other types of deadly force.

a. Firearms Safety Responsibilities:

(1) To lessen the possibility of accidental discharge, firearms must be loaded and unloaded at the clearing pit. Loading and unloading will be supervised by an assigned individual (assigned by the Shift Supervisor), who is also qualified with the weapon.

(2) Firearms will not be drawn or aimed except in compliance with the Department of the Navy policy on the use of force.

(3) Warning shots will not be fired. This firing is a hazard to innocent persons and may prompt a suspect to return fire, further endangering innocent bystanders.

(4) If firing at a person, the marksman should aim to wound, rather than kill.

(5) Because of the solemn responsibilities involved, it is imperative that prior to being authorized to bear firearms, all personnel are qualified and thoroughly indoctrinated in their use and the circumstances in which firearms may be justifiably used.

(6) The unauthorized discharge of any firearms, whether accidental or a deliberate act, is a serious matter and must be thoroughly investigated. Any person who is aware of such an incident will report it to the Shift Supervisor, who will immediately initiate an investigation and report such use in the Incident/Complaint Report. Additionally, Security Department personnel will:

(a) Promote firearms safety through their own actions.

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(b) Never use a firearm to play tricks, games, quick draw, or engage in any other form of horseplay, or allow themselves to become involved in unauthorized acts with firearms.

(c) Never use firearms against individuals who have committed only minor offenses or crimes.

(d) Regard all firearms as being loaded.

(e) Know and use the safety device of all firearms with which they are armed.

(f) Never aim or point a firearm unless intending to shoot.

(g) First identify the target and ensure a clear field of fire before discharging a weapon.

(h) Be especially cautious when loading and unloading a firearm.

(i) Never bear arms not qualified to use.

(j) Keep in mind at all times, conduct in handling the weapon is an individual responsibility.

b. Use of Force:

(1) The use of force by security and law enforcement personnel to discharge their responsibility is prohibited, unless it is the only means by which they can discharge their duties, and then they may use only the minimum force required by the circumstances. Extreme necessity is the only justification for taking a life.

(2) The use of deadly force - force which would create a substantial risk of death or serious bodily harm - is prohibited, except as a last resort. A person is authorized to use deadly force only if lesser means fail or cannot reasonable be applied, and then only if it is absolutely necessary for them to:

(a) Protect themselves from loss of life or serious bodily harm.

(b) Protect the life of another or prevent the commission of a serious offense involving violence and threatening death or serious bodily harm, such as arson, armed robbery, aggravated assault, or forceable rape.

(c) Prevent the attempted theft of, damaged to, or espionage aimed at property or information designated by the Commanding Officer or other command authority as vital to the national security.

(d) Prevent the theft of, damage to, or espionage aimed at property or information which, though not vital to the national security is designated by the Commanding Officer or other competent authority as having substantial importance to the national security. This includes only major

items such as mission essential government vehicles, communications facilities, and the like. It does not include personal property or items of relatively

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small value, such as clothing, rations, or bicycles.

(e) Prevent the actual theft or sabotage of property not involving national security but which is inherently dangerous to others. For example, property which in the hands of an authorized individual presents a substantial, potential danger of death or serious bodily harm to others. This includes such property as operable weapons, ammunition and explosives.

c. Weapons Qualifications: The Department of the Navy weapons qualification standards will be used for qualification of assigned weapons.

d. Weapons Permit: Security Department personnel in positions authorized to carry weapons will be given a continuing authorization to carry their assigned firearms for a period not to exceed one year. The authorization will be given only to individuals who qualify with their assigned weapon and receive quarterly training on firearm safety policy and the use of force. All authorizations will be in writing, using authorization to carry firearms, OPNAV Form 5512/2, and will be valid only after being signed by the Executive Officer or Commanding Officer. The OPNAV Form 5512/2 will be carried at all times when the firearm is carried and shall be returned when the firearm is returned daily.

e. Issue and Accountability of Weapons:

(1) Individuals authorized on an OPNAV Form 5512/2 to carry weapons will be issued an assigned weapon by the Armorer. The Shift Supervisor will assign an individual who will supervise the loading of all weapons at the loading drum. At the end of the shift, the unloading will be supervised by an assigned individual and the Dispatcher will receive the unloaded weapon and ammunition for storage in the assigned weapons safe.

(2) All weapons will be assigned to each individual on a Controlled-Equipage Custody Record, NAVSUP Form 460, along with all other gear issued to the individual. The individual is responsible for the cleaning and primary maintenance of the individual assigned weapon.

(3) Each individual will turn in a Small Arms Hands Receipt/AF Form 629 for receipt of weapons and ammunition (individually assigned revolver and shotgun as applicable) on a daily basis.

(4) The relief Dispatcher and the present Shift Dispatcher will jointly inventory all weapons and ammunition in the Arms Room under security guard force control prior to the shift change. Both will sign the Patrol Dispatcher's log for inventory of weapons and ammunition.

3.5 STANDARDS OF CONDUCT AND APPEARANCE

a. Personnel will report for duty neatly dressed in the uniform and equipment prescribed by regulation. The prescribed uniform for security force personnel is the woodland style camouflage utility uniform.

b. Uniformed security personnel represent the Department of the Navy and wear designated uniforms. Therefore they are subject to constant scrutiny by all hands

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c. Attitude, conduct, and individual compliance with Station instructions must be above reproach. All personnel will perform their duties with a friendly attitude and will be courteous and helpful, though firm. Argumentative and belligerent behavior will not be excused, nor does it present a professional decorum. The Security Department is an enforcement and service organization in support of the command mission.

d. The quality and quantity of performance of personnel within the Security Department will be evaluated by the following:

- (1) Knowledge of pertinent instructions
- (2) Understanding of and immediate compliance with assigned duties.
- (3) Use of judgment and initiative in completing assignments, with a minimum of supervision.
- (4) Ability to secure the scene of an incident and conduct the necessary detailed preliminary investigation.
- (5) Compliance with Station instructions, especially with regard to the use of force.
- (6) Ability to complete accurate and factual reports in a concise and prompt manner.
- (7) Methods used in handling unusual situations and incidents.

e. All security personnel will notify their Shift Supervisor, prior to going on duty and prior to drawing a weapon, of any medication they are taking or have taken (legally or illegally) that could impair their ability to drive a vehicle or handle a weapon safely. The Shift Supervisor will not, after being so informed, issue the individual a weapon, or a vehicle.

f. The Shift Supervisor is responsible for the conduct and appearance of the individuals assigned to his shift. The Shift Supervisor will counsel individuals on lack of performance and proper improvement methods. All performance counseling will be recorded in writing and sent through the Security Officer to the individual's local file.

3.6 POST AND WATCHES:

a. The following list of posts manned by Security Department guard forces is in order of priority manning. The first post listed will be the first post manned; the second post listed will be the second post manned; etc.

- (1) Post #2 COMMUNICATION DISPATCHER
- (2) Post #1 SHIFT SUPERVISOR
- (3) Post #3 MOTORIZED (MILITARY WORKING DOG)

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- (4) Post #4 FLIGHT LINE (FOOT PATROL)
- (5) Post #5 SECTOR 3 (FLIGHT LINE MOTORIZED PATROL)
- (6) Post #6 SECTOR 2 (MAIN SIDE MOTORIZED PATROL)
- (7) Post #7 SECTOR 1 (HOUSING AREA MOTORIZED PATROL)
- (8) Post #8 RELIEF PATROL (PATROL LEADER)
- (9) Post #9 MAIN GATE #1
- (10) Post #10 PASS AND IDENTIFICATION CLERK
- (11) Post #11 BACK GATE #2
- (12) Post #12 GATE #17
- (13) Post #13 MILITARY WORKING DOG (NARCOTICS)
- (14) Post #14 DETENTION CELL

b. Security Department manning schedule for all uniformed guards includes:

- (1) FIRST WATCH (shift) 0700-1900 hours
- (2) SECOND WATCH (shift) 1900-0700 hours

c. There will be a minimum of 12 patrolman on the first and second shifts. From the duty shift, the number required for the oncoming shift, to meet the above minimum number of patrolman, must remain on duty until properly relieved. It is the responsibility of the Shift Supervisors (both outgoing and oncoming) to ensure compliance with this requirement.

3.7 CHAIN OF COMMAND AND SUPERVISION:

a. The Security Officer is the Security Department department head. As such, the Security Officer is supervised by the Executive Officer. The Security Officer directly supervises and evaluates the performance of the Supervisory Security Specialist, the Chief of Police, the Criminal Investigators and the Personnel Security Specialist.

b. The Chief of Police is the Security Force supervisor. As such, he supervises and evaluates the performance of the Security Force Shift Supervisor.

c. The Security Force Supervisors, with the direct aid of the assigned Patrol Leaders, supervise and evaluate the performance of the personnel assigned to them. The Security Force Shift Supervisors, as first-line supervisors, must initiate personnel actions (disciplinary, awards, letters, etc.) and send the proposed action through the chain of command. All adverse actions, based upon internal investigations, incident/accident reports, etc., will be initiated by

the Security Force Shift Supervisor within three working days of receipt of the information. All counseling and adverse action proposals will be in writing.

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signed, and in accordance with applicable instructions.

3.8 SECURITY FORCE TRAINING: The Security Officer ensures an adequate training program is developed and all required training is satisfactorily completed. The Security Officer approves the annual training schedule.

a. The Chief of Police is responsible for the supervision of a standardized training program, the development of an approved annual training schedule, testing supervision and grading posting, and obtaining training aids and/or training personnel.

b. The Shift Supervisors are responsible for the training of each individual assigned to their shifts. They ensure each shift member attends classes and satisfactorily completes all requirements and all newly assigned personnel complete training required. The Shift Supervisor will, when necessary, counsel individuals for poor performance of training requirements.

c. All security force personnel are individually responsible for their performance as a result of the training received.

3.9 BUILDING SECURITY CHECKS

a. Buildings on the Station will be visually checked by the patrolmen assigned motorized post. The Dispatcher will be notified, via radio, at the time each building visual check is completed. The radio call will be logged on the Communications Log, OPNAV 5527/25, by the Dispatcher. These checks will be reflected on the building check list forms, NASMER 1601/15 (5-88) and NASMER 1601/15 (Rev. 5-88), in addition to the Communications Log.

3.10 FORMS AND REPORTS

a. The following Department of the Navy forms are used by the security patrolmen for the purpose indicated:

(1) Incident/Complaint Report, OPNAV 5527/1. All incidents and complaints are recorded on this three-part form. The original and notes are maintained in file by the Administrative Clerk. Distribution is made as necessary.

(2) Traffic Accident Report, OPNAV 5527/1A. All traffic accidents where there is property damage and/or injury will have this form included as part of the incident report.

(3) Voluntary Statement, OPNAV 5527/2. All individual statements made, either by a complainant, witness, victim, or suspect, will be made on this form.

(4) Military Suspect's Acknowledgement and Waiver of Rights, OPNAV 5527/3 and Civilian Suspect's Acknowledgement and Waiver of Rights, OPNAV 5527/4. These two forms are used to inform suspects of their constitutional rights. The proper one will be used only when that individual is suspected by reasonable cause of a specific crime and intended for questioning about that

crime.

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(5) Investigative Notes, OPNAV 5527/6. Used to take notes at the scene of an incident. The notes become part of the case and are filed with the original case file only.

(6) Interview/Interrogation Log, OPNAV 5527/7. It is a self-explanatory form which becomes part of the original case file only.

(7) Complain of Stolen Motor Vehicle, OPNAV 5527/7. It is a self-explanatory form and becomes part of the official incident report.

(8) Vehicle Report, OPNAV 5527/12. Used to record vehicle information when a vehicle is impounded, recovered, stored, etc., in the Security Impound Lot as directed in NAS Meridian Instruction 5560.2D.

(9) Permissive Authorization for Search and Seizure, OPNAV 5527/16. It is used to obtain voluntary consent for search and/or seizure.

(10) Evidence Tag, OPNAV 5527/17 A & B. Used to mark evidence.

(11) Desk Journal, OPNAV 5527/19. Used to record shift activities. The original is sent to the Commanding Officer by 0800 hours daily, Monday through Friday, with an information copy to the Safety Department Head. A copy is retained in the central file for one month.

(12) Field Interview Card, OPNAV 5527/21. Used to gather data for individual identification in the field.

(13) Evidence Tape, OPNAV 5527/23. Used to mark and seal evidence and the crime scene.

(14) Evidence Log, OPNAV 5527/24. Maintained by the custodian of evidence.

(15) Law Enforcement Communications Log, OPNAV 5527/25. Used to record all security radio transmissions in time sequence.

b. The following NASMER forms are used by security personnel for the purpose indicated.

(1) Building Door Checklist NASMER 1601/15. Used to document door/building checks have been made on assigned buildings.

(2) Daily Duty Personnel List, NASMER 1601/13. Used to maintain a recall list of duty Department Personnel.

(3) CDO/Security Weather Notification Checkoff List, NASMER 3145/10A/ Used to document all pertinent activities have been notified of possible severe weather.

(4) Vehicle/Visitor Pass CNATRA-GEN 552/2. Used to give visitors access to the Station for visitations purposes only. Visitor Passes are not

allowed in any restricted area without proper authorization.