

27 OCT 1988

(5) Temporary Vehicle Pass CNET-GEN 5512/8. Used as a temporary DOD Decal (i.e. license plate, insurance, inspection sticker, etc.) or stationed onboard for 90 days or less (i.e. students, reservists).

(6) Commercial Pass CNATRA-GEN 5512/15. Used to give commercial companies vehicles permission to operate a vehicle on board the installation for official business.

(7) PRIVATE EMPLOYEE CNATRA-GEN 5512/14. Used to allow private employees or subcontractors access to the Station.

c. The following forms are used by security personnel for the purposes indicated:

(1) Alcoholic Influence Report, DD Form 1920. Used as a field test for indications and as a basis for reasonable cause when an individual is believed to be under the influence of alcohol or drugs, or both.

(2) Inventory and Receipt of Valuables, Clothing and Personal Effects NAVPERS 1640/17. Used to record and document prisoner's valuables and personal effects prior to being placed in NAS Meridian Detention Facility.

(3) Statement of Witness, Standard Form 94. Used for taking statements from witnesses of a traffic accident.

(4) Prisoner's Release Order DD Form 367. Used for prisoners who complete a sentence of confinement; who are released by clemency action; whose sentences are set aside and no further confinement is ordered; or when charges are dropped. A release order will not be used for any type of temporary release for transfer to another installation.

(5) Receipt for Prisoner or Detained Person, DD Form 629. Used for the temporary release for transfer to another installation, or for the release of a detained individual back to his/her command.

3.11 INCIDENT/COMPLAINT REPORTS:

a. Uniformed Security personnel are required to do the preliminary investigation of all incidents reported to Security. The investigation of a crime, as well as control of a major crime scene, constitute one of the primary functions of the security force. Along with preliminary investigation is the control of the crime scene of a major crime.

b. All major crimes, which amount to infractions of regulations, instructions, or laws and misdemeanor violations of laws will be investigated by Security personnel. Uniformed security personnel will complete an initial investigation which will, to the extent possible and within time constraints, answer the who, what, when, where, why, and how questions. In all minor crimes the patrolman will:

(1) Take immediate physical control of the crime scene.

(2) Sketch and/or photograph the position of evidence/potential evidence to enable reconstruction of the crime scene.

27 OCT 1982

(3) Make accurate, concise notes of all that is observed, method of investigation and information gathered. Notes will be made using investigative notes, OPNAV Form 5527/6.

(4) Collect, tag, and mark all physical evidence using evidence tags, OPNAV Form 5527/17 A or B. Security police will list and properly mark for identification upon seizure, impoundment, or both. Markings will be scratched on the surface of, or otherwise affixed to the items seized so as to make them distinguishable from other like or similar objects. This will be done, when possible, in the presence of a third person as a witness. All property will be accurately described in detail on an Evidence Custody Document, OPNAV 5527/22, and the chain of custody maintained at all times. All property acquired as evidence by the Security patrolman will be surrendered without delay to the evidence custodian by the patrolman who seized or has present physical custody of the evidence.

(5) Separate and identify all individuals present at the crime scene, using field interview cards, OPNAV Form 5527/21. Separate suspects as quickly as possible until after interviewing.

(6) Complete formal statements, rights warnings, etc., at the security headquarters, not at the scene, if possible.

(7) Complete an Incident/Complaint Report OPNAV Form 5527/1, based upon investigative notes, statements from witnesses, victims, and/or suspects, as well as physical evidence.

(8) Write reports in the third person. Make an investigator statement using the voluntary statement, OPNAV 5527/22, if necessary, to clarify any points, or to add your first-hand evidence to the case. Write reports in a logical sequence of events. If all questions are not answered, the case will be marked for referral to the Command Investigator. Reports must be legible, blockprinted, or typed by the patrolman who investigated the incident, prior to being relieved.

c. For all major crimes, involving over \$500 value, weapons, murder, rape, deadly or great bodily harm, etc., where the security police are notified, the patrolman will:

(1) Provide for medical aid and Command Investigator/NIS notification, as needed.

(2) Take immediate physical control of the crime scene, using tape, rope, etc. and a physically present guard.

(3) Photograph and/or sketch the position of potential evidence without actually entering the crime scene area or disturbing potential evidence.

(4) Obtain names and identification data of everyone present, using field interview cards.

(5) Release the crime scene only to proper investigative authority, the Command Investigator, the Security Officer, Commanding Officer, or Executive

27 OCT 1988

Officer, after informing the individual the area is the scene of a major crime and the situation. The Incident/Complaint Report and investigator's statement will indicate who you released the crime scene to, who was at the area of the crime scene, and if anyone (by name and identifying date) handled, moved, or disturbed anything within the crime scene area.

(6) Complete an Incident/Complaint Report within eight hours, based upon the field interview cards, investigative notes, and visual observation.

d. With a major crime/incident, the following will be notified by the Shift Supervisor:

- (1) The Security Officer
- (2) The Commander Investigator
- (3) Commanding Officer/Executive Officer, CDO (non-duty only)
- (4) NIS
- (5) With a death, the Lauderdale County Sheriff's Office
- (6) Others, as directed by higher authority

e. All incidents out of the normal routine will be reported on an Incident/Complaint Report, OPNAV 5527/1. Traffic accidents will also have a Traffic Accident Report, OPNAV 5527/1A, completed and attached. The Shift Supervisor is responsible for supervising the investigation and completing a timely, accurate report.