

Whiting

JUL 27 1979



SECURITY OPTIONS  
NY 22

81 Security Police Squadron, RAF Bentwaters  
Law Enforcement Handbook

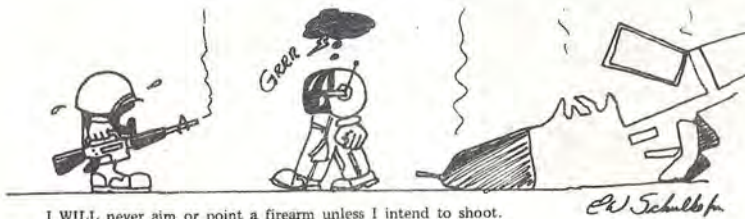


For Official Use Only

UNITED STATES AIR FORCE EUROPE

Table of Contents

<u>SUBJECT</u>	<u>PAGE</u>
Table of Contents.....	i
Introduction.....	ii
Creed of the SP.....	1
SP General Orders.....	1
Code of Conduct.....	2
The A10 Thunderbolt II.....	3
Chain of Command.....	4
Organizational Chart.....	4
Posted Sentry Requirements.....	5
Unit Training/Stanboard Requirements.....	6
Firearms Safety Rules.....	7
M16 Rifle.....	7
M16 Rifle Nomenclature.....	8
M60 Machinegun.....	9
M203 Grenade Launcher.....	10
M203 Grenade Launcher and 40mm ammunition.....	11
.38 Caliber Revolver.....	12
Vehicle Operations.....	13
AFTO Form 374, Operators Inspection Guide and Trouble Report.....	15
Inspection of M17A1 Gas Mask.....	16
M17A1 Checklist.....	17
M17A1 Gas Mask Diagram.....	18
Apprehension and Searches.....	19
Communications 10-Series/Phonetic Alphabet.....	20
Radio Net and MK 13 Day/Night Flare.....	21
Security Operations.....	22
Security Response Forces.....	23 thru 24
Entry Control Procedures.....	25 thru 28
Communications Security.....	29
Safeguarding of Classified Material.....	30
Personnel Reliability Program.....	31
Definitions (General).....	32 thru 38
United Kingdom (UK) Challenge.....	39
Use of Force.....	40
Security Police Manual Signals.....	41
Law Enforcement Section	
Definitions.....	42
Vehicle Registration Requirements.....	42
Base Entry Requirements.....	43
Traffic Stops.....	43
Funds Escorts.....	44
Bomb Threats.....	44
Searches.....	45
Confrontation Management.....	45 thru 46
Forms.....	47 thru 62



I WILL never aim or point a firearm unless I intend to shoot.

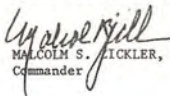
Table of Contents Continued

<u>SUBJECT</u>	<u>PAGE</u>
Incident Fact Gathering Guide.....	63
Emergency First Aid.....	63 thru 67
Standard Abbreviations.....	68
Advisement of Rights.....	68
Words Most Often Misspelled in Police Reports.....	69 thru 70
Punitive articles, UCMJ.....	70
Case Decisions Involving Law Enforcement Activities.....	71
Responsibilities of Non-Commissioned Officers.....	72 thru 73
Drug Identification.....	74
Obtaining Identification of Suspects.....	75 thru 79
Obtaining Descriptions of Vehicles.....	80 thru 82
Patrol Procedures.....	83
Preservation of the Crime Scene.....	84 thru 85
Guide to Evidence.....	86 thru 89
Check Sheets for Investigations.....	89
Assault.....	89 thru 90
House Breaking/Burglary.....	90 thru 91
Robbery.....	91 thru 92
Larceny.....	92 thru 93
Murder.....	93 thru 95
Rape.....	95 thru 96
Forgery.....	96 thru 97
General Article #134/UCMJ.....	97 thru 99
Checklist for Vehicle Accidents.....	99 thru 101
Stopping Distances/Skid marks.....	101 thru 102

## INTRODUCTION

The worth of this booklet, prepared by the Training Section, depends on your use of it. Study the entire booklet. Keep it in your possession and discuss your duties with your peers and supervisors. To be well trained for any situation will increase our effectiveness to secure our priority resources and deter any threats.

Defense is our goal; protection is our aim. If you feel bored, try planning effective defenses against all possible hostile attacks. Still bored?

  
MALCOLM S. FICKLER, Major, USAF  
Commander



CREED OF A  
SECURITY POLICEMAN

I am a Security Policeman.  
I hold allegiance to my country, devotion to duty  
and personal integrity above all.  
I wear my shield of authority with dignity and restraint,  
and promote by example high standards of conduct,  
appearance, courtesy and performance.  
I seek no favour because of my position.  
I perform my duties in a firm, courteous and impartial manner.  
I strive to merit the respect of my fellow airman and all  
with whom I come in contact.

SECURITY POLICE GENERAL ORDERS

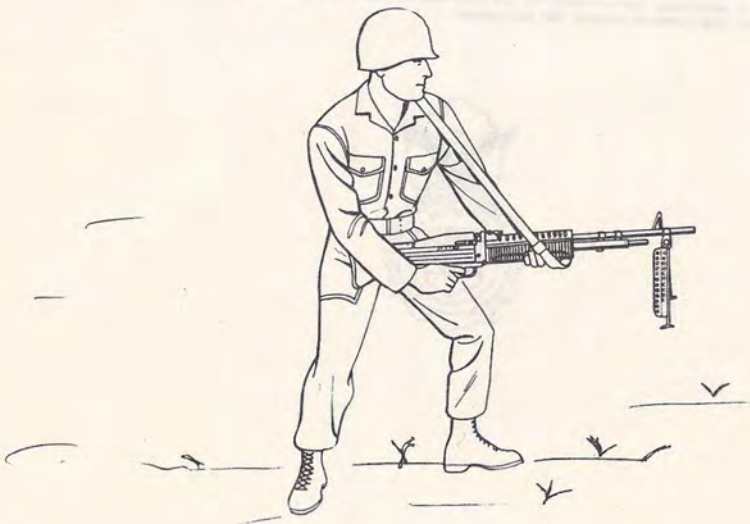
1. I WILL TAKE CHARGE OF MY POST AND PROTECT PERSONNEL AND PROPERTY FOR WHICH I AM RESPONSIBLE UNTIL PROPERLY RELIEVED. The number and limits of each security policemen's post are defined in his Special Security Instructions. He is instructed where he can go and what he must do in the performance of his duties. When he is placed in charge of that post, his superiors are relying on him to comply with the orders and instructions given him until they relieve him of those responsibilities.
2. I WILL REPORT ALL VIOLATIONS OF ORDERS I AM INSTRUCTED TO ENFORCE AND WILL NOTIFY MY SUPERVISOR IN ANY CASE NOT COVERED BY INSTRUCTIONS. A Security Policeman apprehends anyone violating the orders he is instructed to enforce, notifies CSC and waits the arrival of the SRT. Unforseeable situations will occur that are not specifically mentioned in his SSI's. In such cases, the security policeman contacts his supervisor for a decision or a course of action.
3. I WILL GIVE THE ALARM IN CASE OF DISORDER OR EMERGENCY. A Security Policeman immediately reports any unusual events which threaten the security of the installation or endanger life and property. He takes reasonable counteraction to save life and minimize the extent of damage. At the same time he maintains the security of his post and is alert for possible violations of his Special Security Instructions during the emergency.



## CODE OF CONDUCT

For members of the Armed Forces of the United States of America

- Article I - I am an American fighting man. I serve in the forces which guard my country and our way of life. I am prepared to give my life in their defense.
- Article II - I will never surrender of my own free will. If in command I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy.
- Article III - If I am captured I will continue to resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy.
- Article IV - If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information nor take part in any action which might be harmful to my comrades. If I am senior I will take command. If not, I will obey the lawful orders of those appointed over me and will back them up in every way.
- Article V - When questioned, should I become a prisoner of war, I am bound to give only name, rank, service number, and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies or harmful to their cause.
- Article VI - I will never forget that I am an American fighting man, responsible for my actions, and dedicated to the principle which made my country free. I will trust in my god and in the United States of America.





#### THE A-10 THUNDERBOLT II

The A-10 Thunderbolt II is a single-placed, twin-turbofan aircraft specifically designed for the demanding close air support mission, with particular emphasis on the anti-armor role.

The Thunderbolt II design represents an optimization of STOL (Short Takeoff and Landing) performance, maneuverability, radius of action, loiter, large flexible mix payloads and airspeed while maintaining low cost. It will be highly survivable and capable of operating from austere forward bases. It is equipped with an internally mounted, rapid fire 30MM GAU-8A cannon, AGM-65A Maverick missiles and the Rockeye cluster munitions to insure maximum effectiveness against armored targets.

The A-10 is the first Air Force aircraft to be developed specifically to deliver aerial firepower to defeat the potential enemy ground threat. As such, all of the necessary attributes in performing the close air support mission have been built into the Thunderbolt: responsiveness, lethality, simplicity, and survivability.

The versatility and flexibility of the A-10 are best displayed by its large payload/long loiter/wide radius capabilities. Its ability to loiter for hours within the battle area where it can operate under 1,000 foot ceilings with less than two miles visibility makes the A-10 highly responsive to the immediate needs of the Army combat commander. The A-10's STOL capability permits operation in and out of forward operating locations near the front lines.

The A-10 achieves its survivability through a combination of high maneuverability at low airspeed altitudes plus an overall "hard" aircraft. The pilot is encircled by a titanium armorplate "bathtub" which also protects the vital elements of the flight control system.

The maneuverability of the A-10 aircraft combined with the gun's inherent accuracy, allows the Thunderbolt pilot to bring his ordnance to bear quickly on fleeting targets even under adverse weather and poor visibility conditions.

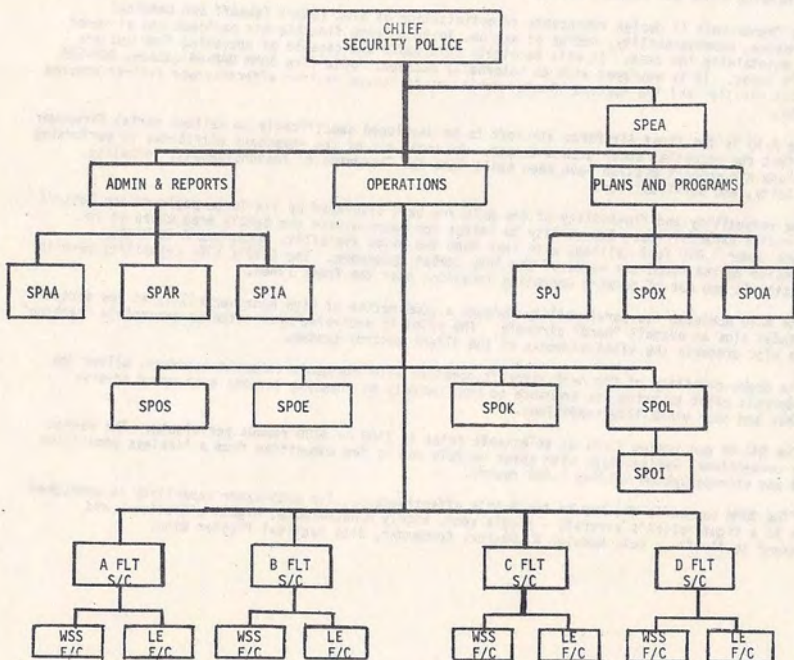
The GAU-8A gun system fires at selectable rates of 2100 or 4200 rounds per minute. The weapon is a conventional Gatling-type with seven barrels and is fed ammunition from a linkless ammunition feed and storage system holding 1,350 rounds.

"The 30MM cannon is the key to the A-10's effectiveness. Its anti-armor capability is unmatched. This is a fighter pilot's aircraft - single seat, highly maneuverable, highly effective - and pleasant to fly," - Col. Rudolph F. Macker, Commander, 81st Tactical Fighter Wing.

## CHAIN OF COMMAND

PRESIDENT _____	BASE CMDR _____
SEC OF DEFENSE _____	DEP BASE CMDR _____
SEC OF AIR FORCE _____	SQ CMDR _____
CHIEF OF STAFF, USAF _____	OPS OFF _____
CINCUSAFE _____	SHIFT CMDR _____
CMDR, 3rd AF _____	FLT CHIEF _____
WING CMDR _____	REPORT OFF _____
VICE WING CMDR _____	YOU _____

## 81st SECURITY POLICE SQUADRON ORGANIZATION CHART



WHERE ARE YOU?



## INDIVIDUAL POSTED SENTRY REQUIREMENTS

Indicated below are items you must know or items you must receive prior to being posted. It is your individual responsibility to insure you have these items at all times while on post. If at any time you do not have any one of these items, you must inform your supervisor or posting NCO immediately.

<u>ITEM</u>	<u>RECEIVED BY</u>
1. Alert gear, including foul weather equipment	you from Sq Supply
2. SSIs	you from posting NCO
3. All special equipment for Post (Refer to SSIs)	you from armory
a. Appropriate weapon/ammunition for post	
b. Flashlight/Flare/Radio	
4. Current security operations in effect	you from posting NCO/Area Supervisor
a. State/Stage of alert	
b. Security option	
c. Wing and SP duress/authentication codes	
d. Your area supervisor and from whom you'll receive help, if needed	
e. Limit/purpose of post/priority of resource guarded	
5. Familiar with the reporting/alerting system	you from unit training program
a. Security incident, Helping Hand, Covered Wagon, Safewind	
b. Avoid Amber/Red	
c. Bikini Red/Black/Yellow	
d. Tesseral Red/Black/Yellow	
e. State Orange/Scarlet	
6. Familiar with and explain specific procedures	you from unit training program
a. Primary/alternate communication procedures including manual signals and emergency	
b. Challenging	
c. Arming/Use of Force	
d. Capabilities of your weapon	
e. Security Priorities	
f. Entry Control	
g. Chain of Command/IG Complaint System	





WEAPONSFIREARMS SAFETY RULES

I will:

- AFK 125-26  
FORM 497
- A. Promote firearms safety through my own actions.
  - B. Never carry a round of ammunition in the chamber of a weapon, except at my commander's order.
  - C. Never draw a firearm as a joke or jest.
  - D. Never use a firearm to play tricks, games, quick-draw, or engage in any other form of horseplay, or allow myself to become involved in unauthorized acts.
  - E. Never use firearms against individuals who have committed only minor offenses or crimes.
  - F. Regard all firearms as being loaded.
  - G. Know and use the safety devices of all firearms with which I am armed.
  - H. Never aim or point a firearm unless I intend to shoot.
  - I. First identify my target and insure a clear field of fire before discharging a weapon.
  - J. Be especially cautious when loading and unloading a firearm.
  - K. Never arm myself with a weapon I am not fully qualified to use.
  - L. Bear in mind at all times that my conduct in handling the weapon is my own responsibility.

M16 RIFLE

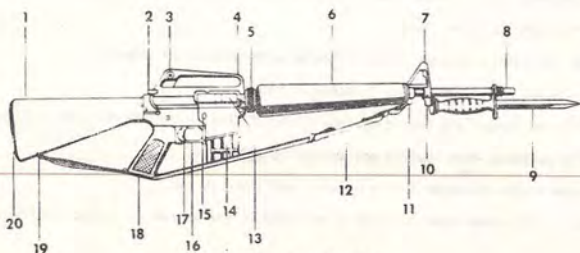
The M16 rifle(5.56mm) is an exceptionally good weapon and has many advantages over the older weapons that it has replaced. The M16 rifle is a lightweight, air cooled, gas operated, magazine fed shoulder weapon. Much of the versatility and performance is gained through several new and unique design and construction features. The barrel is aircooled and is provided with a flash suppressor which may also serve as a grenade launcher and a front support for the bayonet. The barrel has a heat resisting inner shield. The straight lined design from muzzle to stock reduces the effect of recoil and climb thus improving accuracy. This weapon, when fired automatically, can deliver the comparative fire power of a light machine gun within its range limitations. The high velocity, flat trajectory bullet gives extreme accuracy. The bolt-locking mechanism is one of the major features of the weapon. The head of the bolt contains lugs, and similar lugs engage the bolt lugs to lock the bolt firmly against the barrel extension and bolt. The bolt and bolt carrier together form a piston and cylinder which, when activated by the gas fed back from the post through the gas tube, causes the weapon to function. This system eliminates the necessity of an operating rod, common to all other gas operated weapons, and reduces the overall weight and maintenance requirements.

## A. Technical Data:

Weight.....	7 lbs.	Overall Length.....	39 ins, without bayonet
Magazine capacity.....	30 rounds	Chamber pressure.....	52,000 lbs, per sq in.
Barrel length.....	20 inches	Muzzle velocity.....	3250 FPS
Maximum Effective Range.....	460 meters	Maximum Range.....	4603 meters
Cyclic Rate of Fire.....	700-800 RPM	Caliber.....	5.56mm (.223 Cal)
Safety.....	One External Safety Selector		

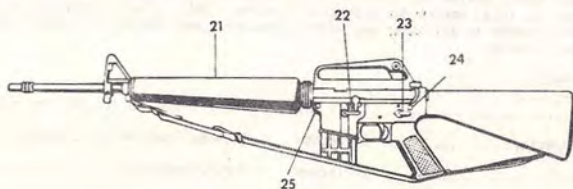
B. Safety: The M16 rifle is equipped with only one safety, which is located on the left side of the lower receiver group just above the pistol grip. This safety is a small disk, with a pointer on its outer edge and a raised lever opposite the pointer. The selector lever may be placed in any one of three positions; Safe, Semi, or Auto. The position in which the selector has been set is indicated by the pointer, not by the lever. Also, the selector lever cannot be placed on safe unless the weapon has first been cocked. When on SAFE, the selector serves the usual purpose of preventing the weapon from firing. When moved to either of the positions, the selector acts as the fire control selector lever.

NOMENCLATURE OF THE M16 RIFLE



M16 Rifle, Right Side View

- |                            |                          |                        |
|----------------------------|--------------------------|------------------------|
| 1. Stock                   | 10. Bayonet Lug          | 18. Pistol Grip        |
| 2. Charging Handle         | 11. Upper Sling Swivel   | 19. Lower Sling Swivel |
| 3. Rear Sight Windage Drum | 12. Sling                | 20. Butt Plate         |
| 4. Carrying Handle         | 13. Ejection Port/Cover  |                        |
| 5. Hand Guard Slip Ring    | 14. Magazine             |                        |
| 6. Hand Guard              | 15. Magazine Release     |                        |
| 7. Front Sight Assembly    | 16. Winter Trigger Guard |                        |
| 8. Flash Suppressor        | 17. Trigger              |                        |
| 9. Bayonet                 |                          |                        |



M16 Rifle, Left Side View

- |                           |                  |
|---------------------------|------------------|
| 21. Gas Tube              | 24. Takedown Pin |
| 22. Bolt Catch/Release    | 25. Pivot Pin    |
| 23. Safety Selector Lever |                  |



## M60 MACHINEGUN

The machinegun supports the rifleman in the attack and defense. The machinegun is capable of engaging distant targets with a heavy volume of controlled and accurate fire that is beyond the capability of individual weapons. It provides the rifleman with the heavy volume of close and continuous fire necessary to accomplish the mission. The long range, close defensive, and final protective fires delivered by this weapon form an integral part of this unit's defensive fires. The weapon fires from the open belt position. The M60 machinegun is an aircooled, belt fed, gas operated automatic weapon. Ammunition is fed into the gun by a disintegrating metallic split link belt. The weapon features fixed head space which permits rapid changing of barrels. A sling may be used to transport this weapon for long distances.

- A. Safety: A safety lever is located on the left side of the trigger housing. It has an "S" for Safe and an "F" for the Fire positions. On the SAFE position, the bolt cannot be pulled to the rear or released to go forward. The cocking handle, on the right side of the weapon, is used to pull the bolt to the rear.
- B. Sights: The front sight is permanently affixed to the barrel. The rear sight is mounted on a spring type dovetail base. It can be folded forward to the horizontal when the gun is to be moved. The range plate on the sight leaf is marked for each 100 meters from 300 meters to the maximum effective range of 1100 meters. Range changes may be made by using either the slide release or the elevating knob. The windage knob is used to correct deflection.
- C. Technical Data:

The M60 is a 7.62 gas operated, air cooled, belt fed automatic weapon

The weight of the M60 is 23 lbs

The overall length is 43 1/2 inches

The maximum range is 3,725 meters

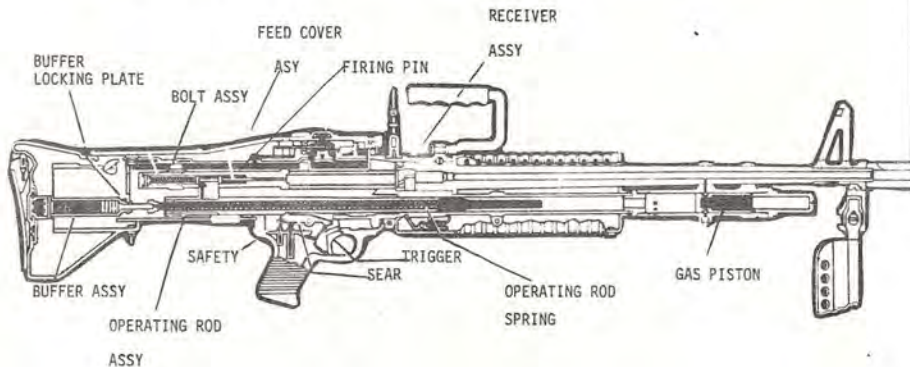
The maximum effective range on grazing fire is 600 meters

The maximum effective range on plunging fire is 1100 meters

The basic load for the M60 for Security Police is 500 rounds

Cyclic rate of fire is 550 rounds per minute

There are five types of M60 ammunition, Ball, Tracer, Armor-Piercing, Incendiary, Dummy and Blank



## M-203 GRENADE LAUNCHER

An M-203 is a lightweight, compact, breech loading, pump action, single shot, manually operated, low-velocity, 40-mm grenade launcher that attaches to an M16 rifle. The barrel assembly has a raised pattern handgrip to insure a slipfree grip while cocking and loading. An automatic safety sear prevents accidental firing should the trigger be held or pulled during these operations. The primary sight assembly mounts on the carrying handle of an M16. A battle sight assembly mounts on the cover assembly (front handguard). Also provided is a holder that allows you to side mount a bayonet to an M16, with the launcher installed.

## Technical Data:

Length of Launcher.....	15 5/16 inches
Length of Barrel.....	12 inches
Unloaded Weight of Launcher.....	3.5 lbs
Loaded Weight of Launcher.....	5 lbs
Ammunition Caliber.....	40mm
Maximum Range.....	400 meters
Maximum Effective Range.....	350 meters
Maximum Effective Range (Point target).....	150 meters
Action.....	Pump

## Minimum Safe Firing Ranges (HE &amp; TP)

Training.....	.80 meters
Combat.....	.31 meters

Total Loaded Weight (M16 and M-203).....11 lbs.

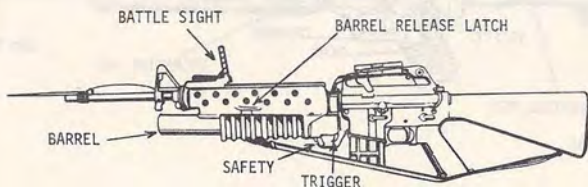
Do not use these types of rounds:

M384 HE & TP  
M385 HE & TP

If fired, serious damage to operator and weapon will occur.

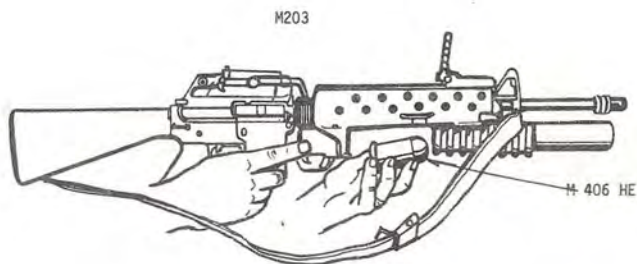
The high-explosive grenade (M406 HE) has an effective casualty radius of 5 meters. The effective casualty radius of a circle around the point of detonation in which it may be expected that 50 per cent of exposed troops will become casualties.

The M406 HE, 40mm round, has a mechanism built into the fuse that delays arming until the projectile has traveled 14 meters to 28 meters from the muzzle of the launcher.



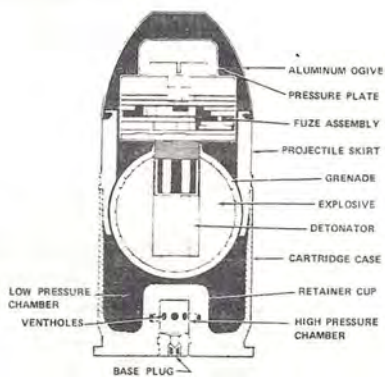
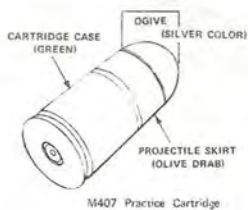
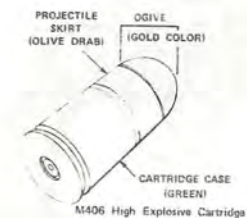
40mm Grenade Launcher, M203, Mounted on M-16 Rifle.





Loading.

NOMENCLATURE OF THE  
M 406 & M 407 ROUNDS



Cross Section of M406 High Explosive Cartridge

## .38 CALIBER REVOLVER

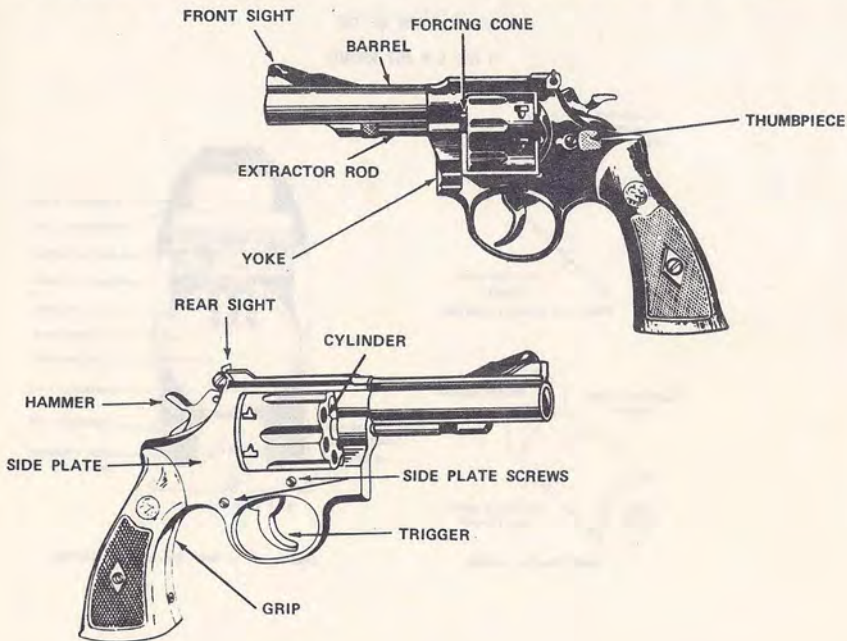
The Smith and Wesson .38 caliber revolver was designed and developed as the standard handgun for the U. S. Air Force. The .38 caliber revolver is a six shot, breech loading, cylinder fed handgun which is capable of being fired single action or double action. The cylinder rotates counterclockwise (the top edge of the cylinder moves from right to left). To fire the weapon single action, the steps of cocking and firing are performed separately while in double action firing, squeezing the trigger performs both operations.

## Technical Data:

Barrel Length.....	4 inches
Trigger pull (Single Action).....	2 1/2-3 1/2 lbs
(Double Action).....	12-14 lbs
Maximum Range.....	Approx 1700 meters
Number of cylinder chambers.....	6
Maximum Effective Range.....	50 meters
Sights (Rear).....	Micrometer click
(Front).....	Braughman quick draw or plain ramp

## Safety:

The .38 caliber revolver is equipped with only one safety device. The safety (Hammer Block) is located inside the frame group and cannot be seen unless the weapon is disassembled.



VEHICLE OPERATIONS

A. The proper assignment, utilization, and control of motor vehicles is essential to accomplishment of the security mission. It will be the responsibility of each vehicle operator in the 81st Security Police Squadron, through close coordination with the Vehicle Control Officer, to manage and control military vehicles assigned to the 81st Security Police Squadron.

B. Each vehicle operator is responsible for the safe, efficient, and economic operation of his/her assigned vehicle.

(1) Vehicle operators will be responsible for properly operating their assigned vehicles, insuring that the vehicle is not misused or abused, and will comply with all traffic laws, ordinances and regulations.

(2) Vehicle operators will:

- a. Not back a vehicle having high sides or cargo bed covers until a spotter is posted in full view of the operator. Avoid backing whenever possible. If you must back, you will appraise the situation before backing by dismounting and checking the rear. You will always obtain a spotter (if possible) to assist you, but the responsibility will be yours to be positive of a safe course of movement.
- b. Wear the prescribed duty uniform while operating a military vehicle.
- c. Do not carry unauthorized personnel in a military vehicle.
- d. Wear seat belts at ALL times and require each passenger to fasten seat belts before placing the vehicle in motion.
- e. Perform daily inspection of their vehicles using the operators checklist (AFPO Form 374). Any operator failing to properly annotate his/her checklist and found operating a GMV with defects affecting safe operation may be charged with vehicle abuse and monetarily assessed for any damages incurred.

C. Procedures for Obtaining a Government Vehicle License:

- (1) Course II and III: Local and U.K. orientation, mandatory for all newly arrived personnel and those requiring a 3rd AF Driving License. Class is conducted every Monday at 0800 hrs at the Base Driver's School, RAF Bentwaters. Applicants must possess a valid state-side license.
- (2) Course VI: Classroom training for government vehicle operators. Conducted one day per month, eight hours per day. Course II and III prerequisite for this course.
- (3) The VCHCO assigned to B/W or W/B will train all personnel prior to completion of the AF Form 171 by the VCO. This training/certification will include driver's evaluation and operation inspection/responsibilities.

D. Procedures for Accepting a Vehicle: At the beginning of each shift, each vehicle will be thoroughly inspected, using the Vehicle Inspection Checklist. This checklist will be provided to the assigned operator by the Flight Chief. Upon completion of the inspection by the operator, he will initial the AFPO Form 374 (Vehicle Inspection Checklist). This inspection will be conducted in the presence of the off-going operator. All discrepancies will be also annotated on the AFPO Form 374 with the names of the individual recording the discrepancy printed next to the entry. If all previous entries are not recorded in this way the on-coming operator will not accept the vehicle. If the on-coming operator does not accept the vehicle he will report the circumstances to this Flight Chief immediately. The off-going operator will not be relieved until the vehicle is accepted and signed for or until released by the Flight Chief. A vehicle will not be operated until the AFPO Form 374 is initialed.

E. Adverse Road and Weather Conditions:

a. Fog Program: RAF Bentwaters/Woodbridge undergoes severe fog conditions during the period of October through January. Early morning fog is prevalent during December and January. During these periods visibility is often limited to less than 1/10 of a mile.



- (1) When visibility falls below a quarter of a mile, the following procedures will be implemented:
- Government vehicles will not be allowed to depart the installation unless mission essential.
  - Only essential government vehicles will be permitted to operate on the flightline and only at reduced speeds, commensurate with prevailing announcements over the public address system (TRIX), warning of the fog condition.
  - Only low beam headlights will be used.
- (2) When visibility falls to below 1/10 mile, the following procedures will be implemented:
- Only essential government vehicles will be allowed to depart the installation, with speed being reduced to 5 MPH.
  - Only essential government vehicles will be allowed to operate on the flightline, with speed reduced to 5 MPH.
  - The Wing Command Post will make appropriate announcements over the base public address system warning of the fog conditions.
  - Other measures to further restrict the movement of vehicles and personnel will be made at the discretion of the Installation Commander based on an assessment of the prevailing conditions.
- b. **Black Ice Program** The hazard of "black ice", which is a transparent invisible sheet of ice on roadways, is a serious threat to traffic safety on RAF Bentwaters/Woodbridge and the surrounding area. This condition predominantly occurs between 1900 to 0900 hours during the months of November through March. January and February are the most hazardous months, with the main menace being the difficulty in detecting the ice on the roadway. Under these conditions, the following procedures will be implemented:
- Government vehicles will not be dispatched off base unless mission essential with operators being warned of the ice.
  - Only mission essential government vehicles will be permitted to operate on the flightline, and then at reduced speeds.

**F. Runway Crossing:** Operators of any vehicle will not cross active runways until given the green light signal from the control tower and after checking both ways of the runway for approaching aircraft.

**G. Special Features of Traffic:** The roadways both on and off base, for the most part, present three definite hazards. First, the roads are constructed for the smaller British and European automobiles and larger full-size American automobiles have difficulty maneuvering. Second, British roads are designed for right hand drive vehicles and a large percentage of vehicles owned and operated by base personnel are left-handed drive vehicles. Third, very limited parking space and close proximity of major shopping facilities serves to compound the traffic flow problem during peak hours at both bases. Extreme caution must be exercised at all times keeping the above in mind when operating a Security Police vehicle.

U.S. GOVERNMENT MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD		WAFB77-611
NAME OF OPERATOR		DATE ISSUED
PATRICK, Deryl W.		11 Jun 77
SEX	HAIR	HAIR COLOR
M	Brown	INDEF
DATE OF BIRTH	COLOR OF EYES	WEIGHT
17 Jun 57	Brown	72" 190
ADDRESS	PHONE	
Jeffrey, W. Va	030-34-4182	
The holder of this card is qualified to operate U.S. Government vehicles and/or equipment specified, subject to the restrictions set forth on the reverse of this card.		
SIGNATURE OF OPERATOR		TYPE OF VEHICLE
<i>Deryl W. Patrick</i>		TNG INST
NAME OF COMMAND OR BRANCH		
81 Transportation Squadron		
NOT TRANSFERABLE		
Card is valid for period of 60 days unless otherwise specified		
<i>Deryl W. Patrick</i>		
Standard Form 46 (Rev. 1-66) (GPO: 1976 O-274-282)		

RESTRICTIONS		
None		
QUALIFIED TO OPERATE		
TYPE OF VEHICLE/EQUIPMENT	GRADE	QUALIFYING OFFICER
Auto, Sdn SW	5-9 Pass	<i>John A. Kennedy</i>
Truck, Cargo	1/2-3/4 TON	<i>John A. Kennedy</i>
Truck, Cargo (4x4)	1-3 Ton	<i>John A. Kennedy</i>
Truck, Cargo H38	1/4 Ton	<i>John A. Kennedy</i>
OTHER RECORDS (OPTIONAL)		
APCM113A1 Full Track		
Car, Armored M706-V100		
U.S. GOVERNMENT PRINTING OFFICE: 1965 O-277-428		

ITEMS TO BE CHECKED (CONT'D)	OPERATOR SIGNATURE	DAY	
23.		23	
24.		24	
25.		25	
26.		26	
27.		27	
28.		28	
29.		29	
30.		30	
31.		31	
32.			
33.			
34.			
35.			
36.			
37.			
38.			
39.			
40.			
41.			
<b>42. SPARK CHECK (Weekly and Scheduled Inspection Intervals)</b>			
TYPE INSPECTION (Weekly or Scheduled)	DATE DUE	DATE ACCOMP.	OPERATOR OR MECHANIC SIGNATURE AND DATE

OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT (GENERAL PURPOSE VEHICLES)			DATE (MO/YR)
VEHICLE TYPE <i>Sedan</i>	REGISTRATION NO. <i>73B 66421</i>		
VEHICLE IDENTIFICATION <i>815FS</i>	LOCATION <i>RAF Bentwaters</i>	PHONE NO. <i>6651</i>	
VEHICLE CONTROL OFFICER NAME <i>John P. Jones</i>	GRADE <i>IA LI</i>	PHONE NO. <i>2917</i>	
ITEMS TO BE CHECKED	OPERATOR SIGNATURE	DAY	
1. CLEAN VEHICLE (exterior/interior)	<i>David W. Peltwick</i>		1
2. DAMAGE (exterior/interior missing parts)			2
3. TIRES/SPARE/JACK/LUG WRENCH			3
4. FUEL/OIL/COOLANT (level)			4
5. LUBE/OIL CHANGE (ck due date)			5
6. LEAKS (Fuel/water/oil)			6
7. BATTERY (cleanliness/fluid level)			7
8. DRIVE BELTS/PULLEYS			8
9. SAFETY DEVICES (Headrests/belts/warning lights)			9
10. INSTRUMENTS			10
11. WINDSHIELD WIPERS/WASHERS			11
12. HORN			12
13. LIGHTS (turn signal/reflector)			13
14. CLEAN WINDOW GLASS (operator)			14
15. STEERING			15
16. BRAKES			16
17. UNUSUAL NOISE DURING OPERATION			17
18. CARGO MOUNTED EQUIPMENT			18
19.			19
20.			20
21.			21
22.			22

© 11 (2) AFM/PM/RC (11/74) 73-382

AFTO FORM 374

PREVIOUS EDITION IS OBSOLETE.

AFTO Form 374, Operator's Inspection Guide and Trouble Report (General Purpose Vehicles)  
(front).

VEHICLE/EQUIPMENT DISCREPANCY AND MAINTENANCE REPORT		REPORTED TO MAINTENANCE				MAINTENANCE CONTROL REPORT				
OPERATOR REPORT		DATE DISC.	DATE	TIME	MILES/HOURS	INIT.	WORK ORDER NUMBER	DATE	STATUS CODE	INIT.
ITEM NO.	DISCREPANCY									
11	<i>Wipers dont work</i>	<i>Jan 78</i>	<i>1 Jan 78</i>	<i>0730</i>	<i>16530</i>	<i>DP</i>	<i>78-101</i>	<i>1 Jan 78</i>	<i>C</i>	<i>WK</i>
16	<i>Brakes pull to right</i>	<i>Jan 78</i>	<i>1 Jan 78</i>	<i>0730</i>	<i>16530</i>	<i>DP</i>	<i>78-861</i>	<i>1 Jan 78</i>	<i>C</i>	<i>WK</i>
STATUS CODES: C - Corrected		C-T by Temp Fix		D - Deferring		D-P for Parts		D-D for Disposition		W - Weaver of Repair
C-P by Perm Fix		D-C for Mgmt		E - Error		See Sec II, 10 00-208-5				

AFTO Form 374 (back).



## INSPECTION OF M17A1 PROTECTIVE MASK

You are required to inspect and clean your mask at least semiannually, document the DD Form 1574, Serviceable Tag-Material, (see example), and change or replace equipment as required. On your M17A1 mask, the M13A2 filters must be changed semiannually.

WARNING: Unintentional service personnel detection of this tag may be subject to a fine of not more than \$100 (18 USC 1361)	FRN, PART NO. AND ITEM DESCRIPTION 4240-00-926-4201, MASK M17A1, SIZE: (MEDIUM)		SERVICEABLE TAG-MATERIEL	
	MSA 46-037		NEXT INSPECTION USE/OVERUSE DATE SEE REVERSE	CONDITION CODE N/A
	CONTRACT OR PURCHASE ORDER NO. N/A		INSPECTION ACTIVITY 81CSG/SP	
	UNIT OF ISSUE EA		INSPECTOR'S NAME OR STAMP AND DATE John L. Smart 24 MAR 79	
M13A2 filters installed: (10 JAN 79) Lot NO: (MSA 3-30) Filter Expiration/Replacement Date: (10 JUL 79)				
REPLACES AF FORM 82B, WHICH MAY BE USED IN THE USAF.				

DD FORM 1574, 1 OCT 68  
 SAMPLE #1

Front side entries are printed in pencil.

By erasing the appropriate entries on the front side of the card as changes occur, this card should last at least 3 years.

Date Inspected	Date Due	
10 JAN 79	(6 months)	
Initials		
JLS		
		10 JUL 79

SAMPLE #2

Reverse side entries are completed in ink.

These entries will be used to certify each filter change/inspection.

TO INSPECT THE MASK FOR SERVICEABILITY ACCOMPLISH THE FOLLOWING:

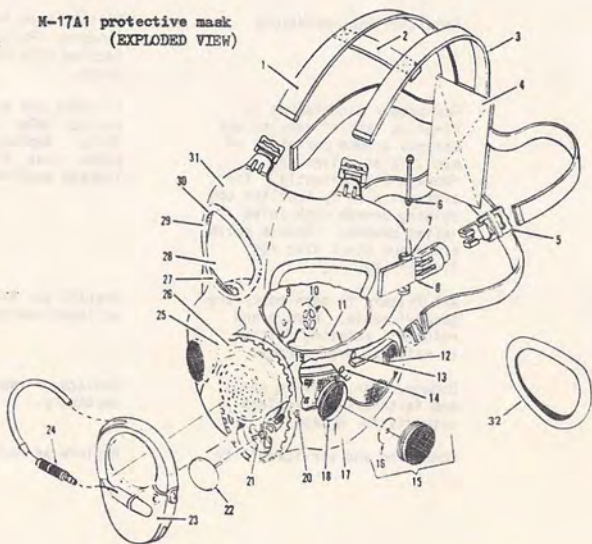
M-17/M-17A1 INSPECTION CHECKLIST

<u>ITEM TO BE INSPECTED</u>	<u>INSPECT FOR</u>	<u>CORRECTIVE ACTION</u>
1. FACEPIECE	a. Damage, dryrot, brittleness, permanent set of rubber  b. Damage to temple pins, pouch flaps buttons, and deflector tubes	If present, condemn  Replace temple pins and buttons. Masks with torn or damaged pouch flaps and deflector tubes shall be condemned.
2. NOSECUP	a. Distortion and faulty attachment  b. Condition of valve slats and discs.	If torn or distorted to prevent proper fit, condemn.  Replace as necessary
3. EYEPiece	Condition of lenses, looseness and leakage	Breakage or leakage shall be cause for condemnation.
4. HEAD HARNESS	Tears or loss of elasticity	Replace if required.
5. VOICEMITTER OUTLET	a. Condition of valve disc.  b. Damaged valve slat frame crimping ring, and leakage	Replace if necessary.  Condemn mask if bent, distorted or broken and new disc will not prevent leakage.
6. TABS AND CLIP	Condition and operations	If tabs torn from mask, condemn. Replace defective clip and buckle assys.
7. INLET VALVES	For proper functioning by clearing mask if exhaled air escapes around periphery of mask, inlet valves are functioning correctly. For airtight seal by inhaling and holding breath with inlet valves covered. Remove valve cover and check disc for flexibility.	If leaks are evident replace inlet valve discs. Replace complete inlet valve if leakage continues.
8. FILTER ELEMENTS	All filters in open masks are unserviceable. Remove and reinstall existing filters to maintain proficiency.	Install new M-13A2 filters at least semiannually.
9. CARRIER	Damage, tear, missing snaps and fasteners and eyelens outserts for damage.	Replace or repair as necessary.
10. ACCESSORIES	Condition and serviceability	Replace as necessary.

ITEM TO BE INSPECTED	INSPECT FOR	CORRECTIVE ACTION
11. Canteen Cap (M17A1) and Eyelets Outserts.	Damage or missing	Replace as required.
12. If parts require replacement contact your unit Disaster Preparedness Officer/NCO.		
Sq Disaster Preparedness Officer _____	EXT. _____	
Sq Disaster Preparedness NCO _____	EXT. _____	

- |                          |                                       |
|--------------------------|---------------------------------------|
| 1. HEAD HARNESS STRAP    | 17. POUCH                             |
| 2. ELASTIC WEBBING       | 18. CONNECTOR                         |
| 3. HEAD HARNESS ASSEMBLY | 19. CRIMPING RING                     |
| 4. HEAD HARNESS PAD      | 20. STUD                              |
| 5. CLIP AND BUCKLE       | 21. OUTLET VALVE SEAT                 |
| 6. TEMPLE PIN            | 22. OUTLET VALVE DISK                 |
| 7. LUG                   | 23. VOICEMITTER-OUTLET VALVE COVER    |
| 8. TAB                   | 24. QUICK-DISCONNECT COUPLING HALF    |
| 9. NOSECUP VALVE DISK    | 25. VOICEMITTER-OUTLET VALVE ASSEMBLY |
| 10. NOSECUP VALVE SEAT   | 26. VOICEMITTER-OUTLET VALVE FRAME    |
| 11. NOSECUP              | 27. DEFLECTOR TUBES                   |
| 12. FILTER ELEMENT       | 28. EYELENS                           |
| 13. FLAP BUTTON (SHORT)  | 29. SPECTACLE SUPPORT                 |
| 14. FLAP BUTTON (LONG)   | 30. ETHERING                          |
| 15. INLET VALVE CAP      | 31. FACEBLANK                         |
| 16. INLET VALVE DISK     | 32. EYELENS OUTSERT                   |

M-17A1 protective mask  
(EXPLODED VIEW)





## APPREHENSION AND SEARCHES

1. **APPREHENSION:** Is the same as the civilian term "arrest", which means to take into custody. This may or may not require the application of physical restraint by use of force, (see use of force). As a minimum to effect an apprehension you must inform the suspect, "you are under apprehension".

- a. Security police derive their authority to apprehend personnel subject to the UCMJ from Art 7(b) of the UCMJ. This authority applies both on base and off base, inside or outside the United States.
- b. Apprehensions are made only for probable cause, which means a reasonable belief that a crime has been committed and you have observed the person committing the crime or you have received a report on a person committing the crime. Immediately after an apprehension of a suspect a search must be initiated.

2. **PERSONNEL SEARCHES:** Are completed on suspects who have been taken into custody to look for evidence and weapons.

- a. The search will include the suspect and the area under immediate control of the suspect, i.e., any items carried by suspect when apprehended or immediate area around the suspect.
- b. The search of a female suspect by a male SP is limited to the articles carried by the suspect and the overcoat. Female offenders should be searched by female SPs, other women of the military, or physicians. If none are available and the female offender is known to have a weapon that weapon can be removed from the suspect by a male.
- c. The three types of personnel searches are described below:
  - (1) **KNEELING SEARCH:** Is the primary search for apprehension of personnel for security violations, as this type search is designed for violent or dangerous persons, (all security violators are considered saboteurs until proven otherwise).
  - (2) **GROUND SEARCH:** Is the secondary search for security violators and used when no stationary object is available for the search.
  - (3) **WALL SEARCH:** Is used for minor violations (not security violations involving priority resources) when a suspect is not too drunk or drugged to stand.
- d. In all type searches care must be taken to not injure a suspect and use only minimum force to control the situation. As a minimum two SPs are required for all searches.
  - (1) Handcuffs are not applied as a matter of routine, but are used as temporary restraining measures for dangerous suspects or when transporting a suspect by a lone SP.
  - (2) Handcuffs are applied prior to starting the search and double locked to prevent injury to the suspects wrist.
  - (3) A suspect is not handcuffed to any stationary object of a moveable vehicle.
- e. The type of search to conduct will depend upon your evaluation of the situation and the quickness and thoroughness of your search.
  - (1) Never pat or run your hands over the suspect lightly; grab and squeeze the clothing of the area to search.
  - (2) Always start at the suspects head and when going to other side, coordinate with your backup to insure you stop your search and take positive control of suspect while your backup moves to opposite side to provide cover.

3. **NATO-NORTH ATLANTIC TREATY ORGANIZATION/SOF-STATUS OF FORCES AGREEMENT** - covers various matters concerning the sharing of criminal jurisdiction between the United States and Britain. Security Police should have familiarity with two terms discussed in the agreement: **EXCLUSIVE JURISDICTION AND CONCURRENT JURISDICTION.** The United States has exclusive jurisdiction over all offenses which are punishable under the UCMJ or applicable federal laws, but which are not offenses under the British laws.

## COMMUNICATIONS

RADIO SYSTEM:

a. The radio is the primary means of communications for the security force. The radio satisfies to a high degree the principles of speed, reliability, flexibility, mobility, and system integration.

b. Various types of equipment are used in Security Police Operations. Such equipment includes fixed or portable base stations, mobile radios, "handie-talkie" portable sets.

c. OPERATION:

(1) Check the operation of the radio - such as the on/off switch, squelch knob and proper channel switch.

(2) Give a radio check to the appropriate base station (10-21).

d. TRANSMISSION PROCEDURES:

(1) CALL SIGNS - consists of a combination of letters and numbers or words. It serves as a simple means of identification without giving the names or location of units.

(2) PHONETIC ALPHABET - is used to spell difficult words to prevent misunderstanding.

LETTER	ALPHABET WORD	PRONUNCIATION	LETTER	ALPHABET WORD	PRONUNCIATION
A	Alpha	AL PAH	N	November	NO VEM BER
B	Bravo	BRAH VOH	O	Oscar	OSS CAR
C	Charlie	CHAR LEE	P	Papa	PAH PAH
D	Delta	DELL TAH	Q	Quebec	KWEE BECK
E	Echo	ECK OH	R	Romeo	ROW ME OH
F	Fortrot	FOKS TROT	S	Sierra	SEE AIR RAH
G	Golf	GOLF	T	Tango	TANG GO
H	Hotel	HOR TELL	U	Uniform	YOU NI FORM
I	India	IN DEE AH	V	Victor	VIK TOR
J	Juliet	JEW LEE ETT	W	Whiskey	WISS KEY
K	Kilo	KEY LOH	X	X-ray	ECKS RAY
L	Lima	LEE MAH	Y	Yankee	YANG KEE
M	Mike	MIKE	Z	Zulu	ZOO LOO

(3) 10 SERIES CODE - consists of a series of numbers with each code number assigned a specific meaning.

10-1	RECEIVING POORLY	10-25	PROCEED TO
10-2	RECEIVING WELL	10-26	ENROUTE TO _____
10-3	STOP TRANSMITTING	10-27	WHAT IS YOUR ESTIMATED TIME OF ARRIVAL
10-4	ACKNOWLEDGE, OR WILL OBEY	10-28	ARRIVED AT SCENE
10-5	STANDBY	10-29	COMPLETED LAST ASSIGNMENT
10-6	STATION CLEAR	10-30	CONVOY OR ESCORT
10-7	OUT OF SERVICE (GIVE LOCATION)	10-31	ALARM SOUNDING AT _____
10-8	IN SERVICE (GIVE LOCATION)	10-32	STOPPING/INVESTIGATING A MOTOR VEHICLE (GIVE DESCRIPTION AND LOCATION) IF UNIT IS NOT HEARD FROM WITHIN 10 MINS, DISPATCH A COVER UNIT
10-8x	IN SERVICE WITH FEMALE *	10-33	CRIME IN PROGRESS AT _____
10-9	WHAT IS YOUR LOCATION	10-34	NEGATIVE
10-10	RETURN TO NORMAL LOCATION/POST/PATROL	10-35	DISREGARD LAST ASSIGNMENT
10-11	RETURN TO STATION	10-36	VEHICLE ACCIDENT AT _____
10-12	PHONE THIS OFFICE	10-37	ARE YOU OK?
10-13	TROUBLE, HELP NEEDED	10-38	YES I'M OK/AREA SECURE
10-14	LATRINE BREAK FOR POST # _____	10-39	UPLOAD
10-15	NON-HOSTILE EMERGENCY AT _____	10-40	DOWNLOAD
10-16	HOSTILE EMERGENCY AT _____	10-41	HOT CARGO
10-17	SECURITY ALERT	10-42	I'M BUSY CHALLENGING
10-18	ALERT FORCE LAUNCH	10-43	ALARM RECEIVED, SECTOR _____
10-19	DISREGARD PREVIOUS TRANSMISSION	10-44	ASSESSMENT POST # _____, ASSESS YOUR AREA
10-20	REPEAT, RECEPTION POOR	10-45	REQUEST A.R.T.
10-21	RADIO CHECK		* GIVE VEHICLE MILEAGE, LOCATION, TIME STARTED
10-22	SECURITY CHECK		
10-23	TIME CHECK		
10-24	WEATHER & ROAD CHECK		



(4) DURESS CODE: Word or a phrase that can be fitted into normal conversation and used during emergencies to indicate to another person that the person using the code is under duress.

(5) AUTHENTICATION CODE: Is a letter and numeral grid system placed on the back of a "handie talkie" radio to certify authenticity of a message. By following the horizontal and vertical coordinates, the intersecting block becomes the authenticating response which is then transmitted back to the originating post or patrol.

(6) TELEPHONE SYSTEM: Used by security forces includes field phones, jack phones, commercial telephone, and intercom. It lacks mobility which limits its use to stationing posts.

Commander Security Police Squadron	2109
First Sergeant	2750
Woodbridge CSC	6636
Bentwaters CSC	2175
Armory Woodbridge	6432
Weapons Systems Security Bentwaters	2225
Armory Bentwaters	2225
IDE Monitor	2771
Plans	2771
Bentwaters SPOL	2204
Pass and Registration	2267
Reports and Analysis	2138

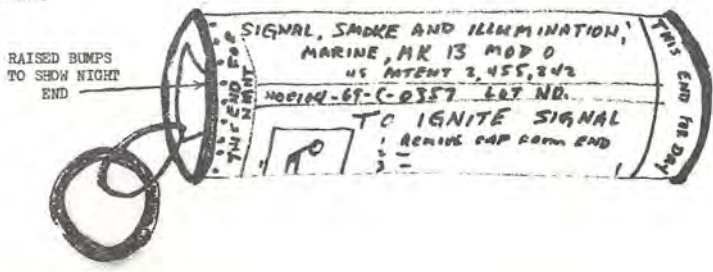
(7) INTRA BASE RADIO SYSTEM:

RADIO NETS

POLICE CONTROL	LAW ENFORCEMENT	FREQUENCY 1
SECURITY CONTROL	BENTWATERS CSC	FREQUENCY 2
FOXTROT ONE	WOODBRIDGE CSC	FREQUENCY 2
WHISKEY ONE	BENTWATERS ALT CSC	FREQUENCY 2
WHISKEY TWO	BENTWATERS USA NSCF	FREQUENCY 2

(8) SIGNAL, SMOKE AND ILLUMINATION, MARINE, MK 13 MODO OPERATING INSTRUCTIONS:

- (a) Remove cap from end to be ignited.
- (b) Flip pull ring over signal rim.
- (c) Push ring down to break seal.
- (d) If seal does not break, push ring until it binds against case.
- (e) Flip bent ring back to original position and use as lever to break seal.
- (f) Ignite signal by quick pull on ring.
- (g) Hold at arms length 45 degrees from horizontal.
- (h) If smoke signal flames, douse momentary in water.
- (i) After using one end, douse signal in water to cool. Save for use of other end if needed.



SECURITY OPERATIONS

NORMAL

- A. Security Option IV: A normal security operations posture is formed to develop to the maximum degree the following five capabilities, in the order presented:
1. The capability to DETECT hostile ground actions against operational resources.
  2. The capability to initiate immediately an ALARM.
  3. The capability for appropriate and immediate ARMED RESPONSE to a detected hostile event.
  4. The capability to DISCRIMINATE on the SPOT between real and probable hostile actions and other types of occurrences.
  5. The capability of the security force to EXPAND immediately into an effective emergency security operation (ESO).
- B. USAF Emergency Security Options: Three postures have been developed to provide an appropriate level of response to operations, conditions or threat situations requiring implementation of emergency security operations. Readiness options may be IMPLEMENTED by the security force FLIGHT CHIEF OR HIGHER AUTHORITY and must be cancelled by equal authority directing implementation of emergency security operations.
1. SECURITY OPTION III: This posture will provide maximum protection and detection capability while remaining in a normal post manning configuration. Readiness Posture.
  2. SECURITY OPTION II: Increased Readiness Posture. This posture will provide reinforced protection for restricted areas and operational resources during increased threat periods or operations which require expanded security but do not warrant a maximum ESO posture not to exceed 72 hours.
  3. SECURITY OPTION I: Maximum Readiness Posture. This posture will provide security for the installation, restricted areas and operational resources during increased threat periods or operations requiring a full ESO posture for an indefinite time period.
- C. Attack Posture: The attack posture is supported by two options. The first option will provide for defense of areas containing nuclear resources and planning for recapture and recovery of nuclear resources seized by hostile forces. The second option will provide for total base defense.
1. DEFENSE OPTION II: Site Defense Posture. This option will provide for defense of nuclear areas and resources against ground, airborne, and heliborne attack by guerilla or terrorist forces.
  2. DEFENSE OPTION I: Base Defense Posture. This option will be planned to defend the installation against ground, airborne, and heliborne attack.
- D. USAF Formal Alerting System. Refer to 81TFW OPLAN 207-XX.

## Security OPTION MANNING

## IV NORMAL

ESO

- III NORMAL POSTING Increased vigilance
- II Reinforced protection for restricted areas and operational resources expanded security but NOT MAX ESO NOT TO EXCEED 72 HRS
- I MAX POSTURE

4 MFT CSC  
 4 MFT WSA  
 2 ART? WSA  
 2 ART?  
 2 SRT CSC OR PATROL  
 1 AREA SUP  
 15 MEN

SECURITY RESPONSE FORCES

1. RESPONSE FORCE (RF): 15 armed security force members capable of responding to the WSA or other priority "A" areas within 5 minutes. The RF is composed of ARTs, SRTs, MFTs, and the Area Supervisor. 15 in 5
2. MOBILE FIRE TEAMS (MFT): MFT is a four man fire team which provides initial backup for ART responses. An MFT is normally housed within a hardened structure within each WSA area. The MFT may be physically located outside a WSA area if adequate facilities are not available within the area. 4 at CSC 4 at Bldg-663
3. SECURITY RESPONSE TEAM (SRT): Normally a team of two security force members. SRTs function in any or all of the following ways: SECURITY 3 & 4 (W/B)
  - a. Support and respond to priority "A", "B", and "C" area(s).
  - b. External patrol of areas containing priority "A" resources, investigation of possible hostile acts affecting these resources and surveillance of logical avenues of approach to these areas.
  - c. Support of priority "A" weapon ground convoys.
  - d. As an element of a mobile fire team. In this role the combined SRTs will be equipped and armed to satisfy MFT requirements.
4. ALARM RESPONSE TEAM (ART): ARTs are comprised of two security force members and are associated with and dedicated to areas containing priority resources prescribed in the system security standards. ARTs are the immediate response and investigative elements for alarms received within their assigned area from any source to include all types of intrusion detection systems (IDS). ARTs assigned to WSA areas will not be deployed outside of their assigned area. A minimum of two (2) ARTs still be assigned to each area containing priority "A" resources.
5. RESPONSE TIMES:
  - a. RF: 5 minutes
  - b. SRT: 5 minutes from the time the incident was detected.
  - c. ART: Within areas containing priority "A" resources, the response time must be less than the time that it would take an individual to breach the inner-most boundary barrier. But in no case more than 1 minute.
  - d. ART: Within areas containing priority "B" or "C" resources must provide immediate response to the scene of the alarm.
6. WEAPONS:
  - a. RESPONSE FORCE: Each four man fire team will have at least three M16s, one grenade launcher and one M60. The M60 gunner will have a .38 caliber revolver for close range and personal protection. Minimum armament for an RF is two M60s and two grenade launchers. All other members will be armed with M16s. M60 = 500 rds, .38 = 18 rds, 40mm = 12 rds.
  - b. SECURITY RESPONSE TEAM: Two M16s and one grenade launcher. M16 = 120 rds, 40mm = 12 rds.
  - c. ALARM RESPONSE TEAM: Two M16s and one grenade launcher. M16 = 120 rds, 40mm = 12 rds.
7. EQUIPMENT: (Other than personal issue gear and weapons)
  - a. Each fire team will be issued smoke grenades, two radios, and an appropriate vehicle.
  - b. Each ART and SRT will have two radios and an appropriate vehicle (minimum of a 3 passenger vehicle). The SRT vehicle must be fully equipped, i.e., siren, p.a. system, mobile radio, blue rotating lights and security police markings. Each SRT must have one set of bolt cutters.



- c. The dedicated MFTs must have one set of bolt cutters, whether positioned inside his area of responsibility or outside the area. An MFT located inside or outside his area of responsibility must have a fully equipped vehicle. (See paragraph 7b) Loaner vehicles must have removable magnetic security police markings and emergency warning lights, siren, p.a. system.

8. AREAS OF RESPONSIBILITY AND LIMITATIONS:

- a. MFTs: Area dedicated MFTs will remain within their assigned restricted area except for exercises, during tactical deployment in response to a security incident, for protection of priority "A" weapons movements, and for response to logistic aircraft. NOTE: Dedicated MFTs housed within the restricted area may leave the restricted area for meal breaks only if weapons/equipment integrity and 5 minute response capability can be maintained. During chow relief both MFTs will not be mobile at the same time. One will always be stationary at their predesignated location. When MFTs are dispatched to a scene, they must use access routes which are different and which provide "access under cover" to the affected area.
- b. ARTs: ARTs must remain posted in their assigned restricted areas at all times. In the WSA ARTs must also remain in their assigned sector. ARTs in priority "A" areas must be able to bring any sector/area under fire within the amount of time it would take to breach the inner-most boundary barrier. They must always be available to respond to their assigned sectors.

## ENTRY AND INTERNAL CONTROLS

1. **ENTRY AND INTERNAL CONTROLS:** The control of entry and internal movement of personnel in restricted areas is a necessary element of security operations. Basically, personnel entry and internal controls are security measures applied against the threat of physical penetration of a restricted area by unauthorized persons. Their purpose is to provide a required degree of assurance that a restricted area is kept free of unauthorized persons. The security priority of the resources contained in an area, and the significance of the threat of area penetration, dictate the degree of assurance needed and, therefore, the degree of effort that must be provided in entry and internal control.

2. Five areas of security action have bearing on the effectiveness of an entry and internal control system:

- a. The administrative actions taken in granting restricted area entry authority or through the actions of designated escort officials.
- b. The actions taken to enforce boundary controls for the restricted area.
- c. The personnel identification and verification actions employed at established entry points.
- d. The internal control actions implemented inside the restricted areas in close support of priority resources.
- e. The Security Education and Motivation Program.

3. The number of personnel permitted to enter a restricted area will be severely limited at all times. Only the persons absolutely needed to perform essential official tasks will be allowed to enter. When such a need is established, a person may gain entry either by being granted unescorted entry authority or by being escorted.

- a. **UNESCORTED ENTRY:** In determining whether a person qualifies for the granting of unescorted entry authority for a restricted area, the frequency of his/her being needed is the basic determining factor. Authority for unescorted entry applies to a person of the local base who has regular and frequent need for entry; that is, a person assigned to perform recurring duties within the area on at least a weekly basis. If operational units or forces are deployed to a base other than their own, they may be considered to be personnel of that base in the same way as the regularly assigned base personnel. Aircraft or missile crew members, mechanics, refueling systems operators, and so forth, regularly assigned within an area, are typical examples of personnel who could qualify for unescorted entry.
- b. **ESCORTED ENTRY:** Escorted Entry applies to all other personnel who may be needed within the restricted area, but who do not qualify for unescorted entry. This includes personnel requiring entry into a restricted area only on a one-time basis or to perform duties on an infrequent "on call" basis. Civil engineers, utility repair crews, certain staff personnel, official visitors, and the like, are examples of such personnel. The investigative prerequisites explained in AFR 205-32 are not required for persons who are to be escorted.
- c. **ENTRY FOR NON-U.S. NATIONALS:** The following procedures apply for non-U.S. nationals:
  - (1) A non-U.S. national will not be routinely permitted escorted entry into restricted areas containing priority resources. However, unescorted entry may be granted if the non-U.S. national's place of duty is within restricted areas and the individual meets the investigative requirements of AFR 205-32. The restricted area badge issued to the non-U.S. national will be controlled by the employing agency or the unit to which the non-U.S. national is assigned and will not be kept in the individual's possession except when needed for entry into and movement within the restricted area.
  - (2) Free zones will be established in lieu of issuing the restricted area badge to non-U.S. nationals unless local conditions preclude their establishment.
  - (3) Non-U.S. national military personnel may be authorized unescorted entry to restricted areas containing priority "B" or "C" resources when they are required to provide operational or maintenance support for USAF operations on a continuing basis. (AFR 207-1/USAFE Sup 1, para 10-2c(1)).



- d. DESIGNATING ESCORT OFFICIALS: Escort officials will be designated by the installation commander either by name, or the installation commander may appoint a person on his/her immediate staff to exercise his/her authority to designate escort officials. Escort officials will be designated in writing through the use of the AF Form 2586.
  - e. PROCEDURES FOR ESCORTING PERSONNEL: When escorted entry by a person is required, a designated escort official bearing a USAF restricted area badge (AF Form 1199b) properly annotated for escort authority for the restricted areas involved, will meet the person at the entry point, confirm his/her need to enter, and insure that he/she is escorted until departure from the area.
  - f. A person who has been permitted to enter, based on an escort official's authorization, is required to be kept under escort continuously while he/she is within the area. There are a number of allowable techniques. Unnecessary inconvenience can be avoided by implementing the techniques best suited for the particular situation:
    - (1) The escort official may keep the person constantly in his/her company until he/she has finished his/her business and then accompany him/her back to the entry point.
    - (2) The escort official may specifically designate another person assigned within the area to escort and remain with the person until he/she has finished his/her business and then accompany him/her back to the entry point.
  - g. In all instances, it is the responsibility of the escort official to explain the rules applicable to movement within the area to persons permitted to enter a restricted area under escort.
4. Entry Control Procedures: The fundamental objective of any entry control procedure is to verify the authority of each person seeking to enter a restricted area. If a person who is authorized unescorted entry to a restricted area seeks to enter such an area, the entry controller identifies that person and allows him/her to enter. If a person who does not possess unescorted entry authority seeks to enter, a designated escort official, assisted by the entry controller, identifies that person and allows him/her to enter under escort. One of the techniques listed below will be used to establish a person's identity and verify his/her authority to enter a restricted area.
- a. EXCHANGE BADGE PROCEDURE: This is a positive control identification and verification technique requiring the issuance of two badges for each person controlled by the system. One badge is issued to the person in the normal manner. The second badge, similar to the first except for a distinct color and only reflecting the number of the area concerned, is issued directly to the security force in a secure manner, and then to the restricted area entry controller. When the person enters or leaves the restricted area, he/she must exchange his/her badge for the badge possessed by the entry controller. During the exchange process, the entry controller will match the two badges to insure that they contain identical information (for example, photograph, identity data, signature, and so forth) and then compare the badge data with the person. Accountability and any additions or deletions of exchange badges will be annotated in the AF Form 53. (The AF Form 1199b and the AF Form 1199c are used in the Exchange Badge Procedure at RAF Bentwaters).
  - b. SINGLE BADGE PROCEDURE: This entry control technique involves only one badge (AF Form 1199b) for each person to be controlled. When the possessor of the badge proceeds to an established entry point, an entry controller will physically touch the badge and compare the photograph and other data with the person's features. By itself, any single badge procedure can be defeated with relative ease. Therefore, when this procedure is applied, a supporting identification and verification technique will be employed.
5. Supporting Identification and Verification Techniques:
- a. PERSONAL RECOGNITION: This is a highly valuable adjunct to security in connection with entry controls and other security activities. Although personal recognition can be used under a wide variety of circumstances, it is especially valuable when employed as a formal procedure where relatively small numbers of persons are under control. If personal recognition is to be used as a standard procedure, the entry controller position will be occupied by a security force member regularly assigned that duty.



- b. SIGNATURE AND CREDENTIAL CHECK: When these procedures are applied in an entry control system, a person will be asked to sign his/her name and produce a DD Form 2AF, Armed Forces Identification Card, a driver's permit, or a similar personal credential for comparison with data on his/her restricted area badge.
- c. ENTRY AUTHORITY LISTS: Entry authority lists are readily adaptable as a supporting technique for single badge procedures. When such lists are established as an element of an entry control system, formal procedures will be established for compiling and authenticating the lists to be used.
  - (1) CSC maintains a file of AF Form 2586s for all personnel assigned to RAF Bentwaters/Woodbridge Base who have been issued restricted area badges.
- d. RADIO OR TELEPHONE VERIFICATION: This type of verification is useful as an entry control supporting technique. It involves the notification of CSC by a unit dispatching agency, or similar authority, of a person's need to enter an area. CSC will inform the entry controller of the area in each case after verification of the notification.
- e. Verification checks will be conducted for all civilian, transit/TDY and non-USAF military personnel. During heavy traffic periods, periodic verification checks, not to exceed every tenth person, will be conducted for assigned USAF personnel. (AFR 207-1, USAFE Sup T, para 10-8b).

6. INTERNAL CONTROL TECHNIQUES: Within every restricted area, certain internal controls will be applied to govern the movement of personnel within the area. Basically, internal controls serve the main purpose of making the interior of a restricted area a hazardous environment for unauthorized persons, while at the same time facilitating the movement of authorized personnel within the necessary restrictions inherent in such controls. Internal controls associated with security operations range from exact procedures specifically required for priority A resources to relatively simple but effective local procedures and disciplines. These can and will be implemented whenever possible.

- a. INTERNAL CONTROLS FOR PRIORITY B OR C RESTRICTED AREAS: During normal operations, non-security force personnel on duty within restricted areas containing priority B/C resources will implement internal controls. The objective is to create a general environment in which the official needs of a person will be determined upon his/her approach to individual priority resources within the area. Security force members will be stationed strategically within such restricted areas or assigned to patrols, to be available promptly to assist using unit personnel who report the presence of an unauthorized person. While assigned such posts or patrols, security force members, by their vigilance, will supplement the efforts of the using unit personnel on duty within the restricted area.
- b. During other than the normal duty day, security force personnel will be increased in accordance with the applicable System Security Standard to maintain the level of surveillance over priority resources within the area. This may be done in the form of additional vehicle patrols.

7. THE RESTRICTED AREA BADGE: The restricted area badge serves as an official document issued to a person who has been granted unescorted entry authority. The person's photograph and other pertinent identification data will be shown on the badge. A series of numbers is provided to indicate the particular areas on the base for which the person has unescorted entry authority. Unused numbers will be blocked out. The use of a locally devised code feature against counterfeiting is required.

- a. You will find a picture of an AF Form 1199 and a listing of the area designations for RAF Bentwaters. The area designations for the areas 1-10 are the same on all USAFE installations, so it is extremely important to insure that you check each badge carefully to insure that it was issued at RAF Bentwaters.

8. DISPLAY OF THE RESTRICTED AREA BADGE: The badge will be laminated between two pieces of durable, flexible plastic and equipped with a button tab or clip so that it may be attached to the outer clothing of the possessor. The person to whom the badge is issued is responsible for its security. The badge will always be displayed on outer clothing when the person is inside the restricted area to which it applies, but it will never be displayed on outer clothing when the individual is outside the restricted area. If lost, the person losing it will notify the badge issuing official and the appropriate unit security manager immediately. (Individuals working in

close proximity to aircraft where wear of the restricted area badge could constitute a safety hazard, are not required to have the restricted area badge displayed on their outer clothing. However, as soon as the individual departs the immediate vicinity of the aircraft, the restricted area badge should be affixed to the outer clothing).

Restricted Area Badges issued to USAFE IG Inspection Team Members will have all numbers open and annotated "USAFE IG TEAM" in red letters above the photograph.

**SAMPLE**

IF FOUND NEAREST		RETURN TO AIR FORCE BASE	
FOR USE OF RESTRICTED AREA ENTRY/CONTROL ONLY.			
<b>WARNING</b>			
This badge is the property of the U.S. Government. Its counterfeiting, alteration or misuse is a violation of 18 U.S.C. 499, 506, and 701, and will make offender liable to a heavy penalty.			
NAME OF HOLDER			
James M. Spurlock			
GRADE		SSAN AND AFSN	
Amn		449-78-8434	
HEIGHT	WEIGHT	EYES	HAIR
71"	140	Blue	Brn
SIGNATURE OF ISSUING OFFICIAL			
<i>J.C. Hawk</i>			
CARD NUMBER			
No 4336889			

**SAMPLE**

ORGANIZATION		BADGE NO.	
HQ USAFE/SF		32	
PREVIOUS EDITION WILL BE USED UNTIL 1 JUL 69			
1			11
2			12
3			13
4			14
5			15
6			16
7			17
8			18
9			19
10			20
SIGNATURE OF HOLDER			
<i>James M. Spurlock</i>			
AF FORM 1199A MAY 69		USAF RESTRICTED AREA BADGE ACCOUNTABLE	

USAFE IG Inspection Team Member Restricted Area Badges may be either 1199, 1199A, 1199B, or 1199C.



COMMUNICATIONS SECURITY  
(COMSEC)

It is estimated that U.S. military communications provide the Warsaw Pact with more of its timely and useful intelligence than all other sources combined.

THE WEAKEST LINK: A maxim often repeated in connection with the security program is that "A chain is only as strong as its weakest link". The fact that Communication Surveillance is the Warsaw Pact's greatest source of intelligence, therefore, COMSEC must be the weakest link in the security chain.

WHY? Stated simply, we all say to much on the telephone and radio.

COMSEC IMPROVEMENT ACTIONS: To reduce the amount of worthwhile intelligence and the ease with which it can be obtained from communications, it is important for every person to.

- a. Develop a sense of self-discipline in using a telephone or radio. You must discipline yourself to limit conversations to strictly unclassified matters and not to discuss information or to "talk around" classified matters.
- b. In doing this, you naturally must have a good understanding of what information is classified and of intelligence value about your job.
- c. You should always use a secure form of communications when it is necessary to communicate something of possible intelligence value, rather than trying to talk around the subject on an unsecure circuit.

COMMUNICATIONS SYSTEMS: Listed below are the six major communications systems used for transmitting information by electrical means.

- a. AUTODIN messages can be encrypted before transmission, therefore, classified messages or unclassified messages of intelligence value can be sent by this method. (Automatic Digital Network)
- b. AUTOVON Never use this system for the transmission of classified information or unclassified information of intelligence value. (Telephone Network)
- c. AUTOSEVOCOM It provides protection for classified information or unclassified information of intelligence value. (Automatic Secure Voice Communications Network)
- d. USAFE ADMINISTRATIVE TELEPHONE NETWORK These are on base telephones. This system is not secure.
- e. USAFE RADIO SYSTEMS HF Radios, UHF/VHF single channel radios and inter-base radio networks. NOT SECURE!
- f. USAFE PRIMARY ALERTING SYSTEM This is a command and control network consisting of voice grade circuits interconnecting the USAFE Command Post and Alternate Command Post with each USAFE Tactical Unit Command Post. Not Secure, Unless transmission is given in code.

Secure Communications Systems Located at RAF Bentwaters/Woodbridge:

Bentwaters Communications Center— Building 113  
 Wing Operations— Building 118  
 Woodbridge Communications Center— Building 150  
 78th Operations— Building 358



One of the most valuable ways of obtaining intelligence from an opposing military force is by intercepting its communications. This has been known ever since the first two armies fought each other. In those days, the man chosen to courier dispatches was always the fastest runner. This was true so that he could avoid capture by the enemy and thus disclosure of the dispatch through torture.

**"DON'T YOU BE CAPTURED"**

#### SAFEGUARDING OF CLASSIFIED MATERIAL

The protection of Classified defense information in the form of documents and supplies is a difficult and complicated matter. The protection criteria were not concocted overnight: the system was established by order of the President, and has developed over a period of years into DOD Regulation 5200.1-R which is implemented within the Air Force by AFR 205-1 and command supplementation, USAFER 205-5. The system basically establishes the following.

- a. Each person must have the right and need to know to have access to Classified information.
- b. That each individual is responsible for protecting all Classified defense information he or she possesses.
- c. Each supervisor is responsible for on-the-job education of subordinates in the protection of classified defense information.
- d. All Air Force military and civilian employees dealing with classified information must be familiar with, and apply, all related directives pertaining to the safeguarding of classified defense information.

There are three categories of U.S. Classified information:

- a. TOP SECRET: Information or material, the unauthorized disclosure could result in exceptionally grave damage to the United States.
- b. SECRET: Information or material, the unauthorized disclosure of which could result in serious damage to the nation.
- c. CONFIDENTIAL: Information or material, the unauthorized disclosure of which could reasonably be expected to cause damage to national security.

All documents or material containing such Classifications must be safeguarded to insure that unauthorized personnel are precluded from access to the contents. Access to classified defense information by unauthorized personnel is deemed to be a breach of national security and is termed as a Compromise. Such breaches of security must be reported immediately to the discoverer's supervisor or unit commander. Failure to do so implicates the discoverer as much as it does the violator. Even though most security violations are unintentional, this does not detract from the fact that a compromise or possible compromise exists.

In closing, each individual must understand that access to classified defense information is based on the "right" and "need" to know and the individual must have the proper clearances. These conditions must be met before one is authorized access to classified defense information. Be cautious that you do not violate security and beware of the fact that others may not be as cautious as you. Always remember that our national defense depends upon the integrity of our security system.

## PERSONNEL RELIABILITY PROGRAM

As a Security Policemen we have been tasked to provide security for the most devastating and destructive device ever created by man - "The Nuclear Weapon". To insure the highest possible standard of individual reliability in personnel performing duties associated with nuclear weapons/nuclear weapons systems, the Air Force designed and implemented the Personnel Reliability Program (PRP) under Air Force Regulation 35-99. This regulation applies only to individuals in, or working, with the Air Force who are presently assigned, to duties involving the control, handling, access to, or control over access to nuclear weapons and nuclear weapons systems.

The ultimate goal of the PRP and other nuclear safety programs are the prevention of the accidental arming, launching, firing or releasing of a nuclear weapon and finally assuring adequate security. With these goals in mind, we must insure that only our most mentally and physically reliable people, are considered for duties associated with nuclear weapons or nuclear weapons systems. While you are in the Air Force, you may hear about the Personnel Reliability Program, nicknamed PRP or 35-99, in a negative aspect, i.e., getting rid of substandard personnel. This is wrong! This is not the intent of the program. Being assigned to a position under the Human Reliability Program does not stigmatize, stereotype nor segregate us from the rest of the Air Force populace. It reflects professionalism and singles out our importance to the Air Force. The PRP is a POSITIVE, valuable, and essential tool of our trade and only our highest caliber personnel will receive PRP status. It insures each individual that the man or woman working alongside with them can and will perform at a high level of efficiency under the most adverse conditions. This assurance is sustained by a close and continuing review of the personnel and medical history of an individual in an attempt to identify the unstable and possibly unreliable individual.

Bearing in mind that we are seeking the most emotionally sound and reliable individuals, let us now investigate how an individual is processed for qualification under the Personnel Reliability Program. The Squadron Commander will initiate an AF Form 286, Personnel Reliability Certificate, and forward it to the Consolidated Base Personnel Office (CBPO) where personnel records are reviewed by the base PRP monitor. Points of interest during this process are: any record of serious involvement with civil authorities, any records of court martial, documentation citing negligence in performance of duties, history of financial problems, alcoholic and drug abuse noted in the past. Should the base PRP monitor detect that the individual's qualifications are doubtful, he returns the AF Form 286 to the commander and requests the commander personally review the personnel record. Should no information of a doubtful nature be present, the AF Form 286 is forwarded to the Medical Services Officer. Step two of the initial screening process is now underway.

The prime concern in this area is to insure that the individual possesses an S-1 in his profile serial. The S-1 is an indicator that the individual is emotionally stable. Also of importance is the presence of any documentation concerning serious mental disorders (i.e., epilepsy, amnesia) or illness, drug dependence, and severe physical illness or medical or mental background, the individual will receive an evaluation. Once the Medical Officer is satisfied that the individual meets all qualification criteria, the Medical Officer provides the Squadron Commander with a recommendation by completing a portion of the AF Form 286. The final phase of the initial screening is the immediate Commander's determination of whether or not the member is acceptable, basing his decision on all of the information available to him.

A second phase of the Personnel Reliability Program is the continuing evaluation once the individual goes to work. This evaluation is conducted by the immediate Commander, supervisors and fellow workers for any evidence of attitude or behavior change which adversely affects an individual's reliability. Let's pause for a minute and talk about your responsibilities as a fellow worker. Needless to say, few, if any, of us have had extensive training in the detection and diagnosis of mental disorders. However, by virtue of working with the same people every day and living in the same dormitory, strong ties of comradeship and loyalty are developed. Through these ties a fellow worker may wisely cover up the errant behavior of a member of his or her group. The morale of any unit would suffer if fellow workers were expected to report constantly on each other's behavior. Only good judgement by all concerned will indicate when to report and when action should be taken. For example, a person may begin drinking to excess, coming to work late, or behaving irritably as a result of some personal problem he cannot resolve. With proper medical or other staff referral help this individual can be restored to his former effectiveness. Keeping in mind the nature of our work, we cannot afford to have irrational personnel in our midst. When in doubt, "Report it!"

The Personnel Reliability Program emphasizes that only our best qualified and most reliable people are accepted for duty involving Nuclear Weapons. Outstanding, stable, sincere and professional personnel are the only ones our Security Police Commanders are going to certify under the Personnel Reliability Program. Nuclear safety and security must continue to be error free. Our contribution to this goal will be the production of sound and stable Security Policemen.



## DEFINITIONS

**HELPING HAND REPORT:** Is an unclassified telephone message transmitted rapidly up the channel of command to inform appropriate higher headquarters that a possible hostile event that could affect the ready general war capability has been detected at a base or dispersed site containing priority A, B, or C resources.

**COVERED WAGON REPORT:** Is an unclassified telephonic report transmitted up the channel of command. It indicates that a condition exists or an event has occurred at a base or dispersed site in connection with priority A, B, or C resources as a result of an Actual or Probable hostile act.

**SAFE WIND MESSAGE:** A down-channel report from a major command or headquarters USAF ordering emergency security operations.

**SABOTAGE:** This is the physical destruction of war ready or associated support equipment designed to impede or destroy the retaliatory capability of the armed forces. This is accomplished by many means, explosives, contaminants, abrasives, liquids, acids, fire and gun fire.

**ESPIONAGE:** This is the act of spying on a country, i.e., of secrecy, or under false pretenses, searching out information, bribery, theft and electronic surveillance.

**SUBVERSION:** As used within USAF Security Programs, this means any act designed to interfere with or destroy the loyalty, morale, or discipline of personnel.

**SECURITY:**

a. Measures taken by a command to protect itself from espionage, observation, sabotage, annoyance or surprise.

b. A condition which results from the establishment and maintenance of protective measures which insure a state of inviolability from hostile acts or influences.

c. With respect to classified matters, it is the condition which prevents unauthorized persons from having access to official information which is safeguarded in the interests of national defense.

d. Protection of supplies or supply establishments, against enemy attacks, fire, threat and sabotage.

**SECURITY FORCES:** The organizations on a base or dispersed site that implements the Air Force Security Program. These forces normally are comprised Security Policemen. However, when personnel of other units augment forces, they will be considered as members of the Security Force. WAF personnel will not be used as augmenters.

**PREVENTIVE PERIMETER:** An outer perimeter formed during emergency security operations by stationing security forces at key vantage points and avenues of approach to vital portions of a base. The preventive perimeter must be located at such a distance that a hostile person will generally be denied the opportunity to approach within effective range of the base operational resources.

**CLOSE BOUNDARY SECURITY:** The measures taken to maintain the boundary of a restricted area or national defense area under security surveillance by posted sentries or IDE.

**PRIMARY & SECONDARY DUTIES OF:**

a. **CLOSE-IN SENTRY:** The primary function of a Close-in Sentry is to maintain constant alertness to detect anything that strikes or is cast towards the resources, or anyone who approaches them. Secondly, the close-in sentry must be aware of other events that occur within or adjacent to the restricted area. **NOTE:** When posted in place of IDA systems for hard or sheltered Priority "A" Systems, the primary function of a CIS is to detect persons attempting to approach or penetrate the area boundary or to approach, penetrate or otherwise tamper with individual resources within the area.

b. **CLOSE BOUNDARY SENTRY:** The primary function of a close boundary sentry is to maintain constant alertness to detect anyone approaching or attempting to penetrate the restricted area boundary and anything that is cast towards Priority "A" systems. Secondly, part of your attention must be directed toward the inner area to movements of personnel and other occurrences.



c. ENTRY CONTROLLERS: The primary function of an entry controller is to implement established procedures that will facilitate entry and exit of authorized personnel and insure the detection of unauthorized personnel attempting to enter. Secondly, you must be aware of other events that occur within or adjacent to the restricted area.

d. ASSISTANT ENTRY CONTROLLERS: Assists the entry controller as required. He will search all hand carried items whether personnel have unescorted or escorted entry.

e. PREVENTIVE PERIMETER SENTRIES: The primary function of a Preventive Perimeter Sentry is to block or maintain surveillance over all avenues of possible approach and local vantage points from which distance type weapons could be employed against operational resources. Secondly, part of your attention must be directed toward the inner area to movements of personnel and other occurrences.

PROTECTION: The physical actions required to safeguard other Air Force resources from loss or damage.

RESTRICTED AREA: A legally established military zone under Air Force jurisdiction into which persons may not enter without specific authorization. As used within AFR 207-1, the term restricted area is limited to the areas that contain Priority A, B, and C operational resources.

CONTROLLED AREAS: A land or water area, building or structure or room to which entry must be controlled to protect Air Force physical resources contained therein (exclusive of Air Force operational resources).

CLOSE-IN SECURITY AREAS: A small area, within a restricted area, that contains an individual priority "A" resource. The Close-in Security area, therefore, is the innermost zone of security.

CLOSE-IN SECURITY: The physical security measures taken inside a restricted area or national defense area in direct support of the Air Force priority "A" resource contained in the area.

SECURITY PRIORITIES: Priority designations that signify the relative importance of the Air Force operational resources to the assigned mission and the interest of the nation. In order of security importance, operational resources are categorized into three priorities for emphasis and concentration of security personnel, equipment and resources. They are designated Priority "A" "B" or "C" resources. The assignment of a security priority is a reflection of the level of threat associated with the resource to which the priority applies.

PRIORITY "A": Strictly limited to those resources vital to the United States War making capability. These resources include: Nuclear Weapons on alert, or in transit; selected Command, Control, and Communication Facilities; World Wide Airborne Command Post alert aircraft; and aircraft designated to transport the President of the United States.

PRIORITY "B": Is applicable to Non-Nuclear alert forces and high value limited number/one of a kind aircraft systems, and selected Command, Control, and Communication Facilities. (Example C-5)

PRIORITY "C": Is associated to non-alert Air Force resources which are operational and can be generated to alert status in a minimum of time, and selected Command, Control, and communication Facilities.

NATIONAL DEFENSE AREA: A defined military zone that contains military resources of security interest, located on property not under the jurisdiction or administration of or in the custody of the Department of Defense or a military department of the Department of Defense.

EXERCISE SMOKE SIGNALS: The following signals have been devised to exercise the Wings capability to react appropriately during simulated problems.

- a. WHITE SMOKE: Fire or accident site (Broken Arrow) or mass casualty.
- b. YELLOW SMOKE: Weapon engulfed in flames. (Broken Arrow)
- c. VIOLET/RED SMOKE: Weapon has detonated. (Broken Arrow)
- d. GREEN SMOKE: Biological/chemical attack (Peacetime Chemical Attack)

**THREAT TO NUCLEAR WEAPONS:** Because of their political and military importance, their destructiveness and the attendant consequences of an unauthorized nuclear detonation, nuclear weapons are considered to face a special threat within the security threats discussed in the preceding paragraphs.

**NUCLEAR SAFETY RULES AND PROCEDURES:** Safety rules for nuclear systems require that only a minimum number of personnel be permitted access to nuclear weapons systems. Security personnel performing duty in support of nuclear loaded aircraft will comply with the two-man concept. The close-in security perimeter will serve to define the no-lone zone. Security personnel will not enter the close in perimeter. All personnel will remain alert and react immediately if a person is observed entering the no-lone zone. This infraction is considered a possible hostile action. The vigilance maintained by the security force and continuous supervision by the security supervisor satisfy nuclear safety requirements insofar as the actions of individual security force members are concerned.

**ACCESS:** A term applicable to an individual nuclear weapon or to a ready nuclear weapon delivery system or vehicle. It means physical access in such a manner as to allow the opportunity to activate or tamper with critical components, which would cause then or later, premature arming, detonation, launching, firing, or releasing. In this context the word "access" has a meaning within the Air Force Systems Security Program.

**SUITABLE TWO-MAN TEAM:** Any two authorized persons. Their selection depends solely on the particular task to be accomplished and the capability of each team member to detect departures from authorized procedures.

**TWO-MAN CONCEPT:** During any operation which may afford access, a minimum of two authorized personnel each capable of detecting incorrect or unauthorized procedures with respect to the task to be performed and familiar with applicable safety and security requirements, shall be present. Two authorized personnel shall be considered to be present when they are in a physical position from which they can monitor the work the other performs.

**NO-LONE ZONE:** Those designated zones containing critical components where the presence of a lone individual is prohibited.

**BENT SPEAR:** Nuclear Incident. An unexpected event involving, for example, damage, malfunction, failure or procedure error affecting a nuclear weapon or nuclear component.

**TAMPER:** To intentionally perform an incorrect procedure or unauthorized act involving a critical component.

**DULL SWORD:** Nuclear Safety Deficiency. A situation, event or condition not reportable as a Broken Arrow or Bent Spear, which degrades or could degrade nuclear safety, e.g., damage, malfunction, or failure of a nuclear weapon/warhead that Air Force organizations are authorized to correct, procedural errors or deficiencies; exposure of weapon/warhead to unusual or severe environment (i.e. flood, earthquake, lighting, etc.).

**NUCLEAR FLASH:** A nuclear occurrence which could create a risk of war.

**FADED GAIN:** A nuclear power system or minor radioactive source mishap.

**NUCLEAR WEAPON:** All weapons capable of producing a nuclear explosion including a nuclear bomb, Warhead, re-entry vehicle, re-entry system or payload section containing a nuclear warhead.

#### **USAFE FORM 324:**

The following information is provided to increase your knowledge on the USAFE Form 324. Detailed information is provided in USAF 55-128 and Squadron Operating Instructions.

**324 INVALIDATION:** The aircraft commander is the only individual authorized to invalidate the 324. He will accomplish this by drawing a diagonal line across the 324 and putting his initials on the line. Normally this will be done during aircrew changeover and download operations.

**DISTANT RECOGNITION SIGNAL:** The distant recognition signal is established locally and is used in place of the 324 during Alert Crew Response only. The distant recognition signal is a classified number given to the Close-in sentry at guardmount. The sentry will employ the number by giving the Aircraft Commander the greater portion of the number, if he responds with the correct answer and there is a suitable two-man team present, the close-in sentry will allow entry. If a wrong number is received, the close-in sentry will stop the Aircraft Commander and verify his identity by using the 324 in his possession, along with his AF Form 1199c.



**PURPOSE OF 324:** The main purpose of the USAFE Form 324 is that it identifies the sole vouching authority (Aircraft Commander). It is an Entry Authority list for a single alert cocked F-4. The form must either be type-written or filled out legibly in pen and ink. Pencil and felt tip pen is not authorized.

**BLOCK I:** The aircraft tail number must correspond with the number on the 324. The shelter/hardstand must also correspond with the information listed on the 324. The date and time indicated when the Aircraft Commander assumed duties as sole vouching authority.

**BLOCK II:** The name of the Aircraft Commander must always be listed in block II of the USAFE Form 324. His full name, rank, and SSAN must be listed. In order to make the USAFE Form valid and to show that he has accepted sole vouching responsibilities the Aircraft Commander must initial Block II above his name.

**BLOCK III:** Should the Aircraft Commander elect to designate a member of the alert Aircrew or Groundcrew to exercise his authority for personnel to enter the close-in security area, the Aircraft Commander must sign his name in Block III. Failure to sign the form indicates that he retains sole vouching authority and only the Aircraft Commander may escort personnel into the close-in security area. If an escort official is listed, his full name, rank, and SSAN must be annotated in Block III.

**BLOCK IV:** Those personnel that sign in Block IV are the ONLY personnel authorized to initiate and fill out the 324. Personnel authorized to sign Block IV are designated by Director of Operations and a list is provided to CSC. The area supervisor will verify the authenticity of the signature by means of a AF Form 577 (Signature Card) and the list provided CSC. The close-in sentry will insure there is a signature in that block.

**BLOCK V:** The form must be authenticated and signed in Block V by a Security Police Representative. Those personnel authorized to sign block V are the Area Supervisor, Flight Chief, and Shift Commander. The form must be distributed to the close-in sentry by a Security Supervisor. At no time will a close-in-sentry accept a 324 from any other individual.

**BLOCK VI:** Block VI: is normally used to list the crew member not listed in Block II or III. It is not mandatory for this block to be filled in.

#### SECURITY THREATS:

a. **GENERAL WAR:** The security threat is that of clandestine operations employed on a broad scale in coordination with soviet attack aimed at achieving the immediate military objective of destroying, damaging or impairing the launch of the initial-phase of the US Air Force war strategic, tactical and defense forces.

b. **LIMITED WAR:** The security threat confronting USAF units and bases engaged in limited war is that of clandestine operations conducted within the operational zone or at support bases to achieve opportunity-type destruction of, or damage to, USAF members, weapons systems or essential resources committed to the limited war engagement, to impair the US Air Force deployed capability; or to lower the esteem of the United States in the minds of the local populace.

c. **COLD WAR:** This threat is primarily that of Sino-Soviet inspired or third world power espionage, subversion, or sporadic covert operations aimed at weakening the US Air Force through destruction of its resources, interference with the system of US alliances, or the creation of massive adverse public or political pressures within the United States or allied foreign countries through acts of sabotage on critical US Air Force Weaponry.

#### COMMON VULNERABILITIES:

a. **ALERT AIRCRAFT:** Aircraft in alert status are prime targets for overt or covert attempts by enemy forces to disable the aircraft from takeoff. Samples of direct vulnerabilities associated with alert aircraft are; small arms fire, severed hydraulic lines, foreign objects thrown into engines, or contaminated fuels. Indirect vulnerabilities which in effect accomplish the same results as actual physical damage to aircraft. Examples of indirect vulnerabilities are; taxiways, runways, crews, aerospace ground equipment (AGE), and munitions.



b. TAXIWAYS AND RUNWAYS: Due to the construction of taxiways and runways they have a low order of susceptibility destruction. The use of taxiways and runways could effectively be denied by disabling an aircraft on the taxiway or runway. A wide range of actions could result in blocking taxiways and runways. Examples are a vehicle positioned at a key location or driven into an aircraft during takeoff; foreign objects spread to puncture tires or damage landing gear, or explosive charges could be detonated in the drainage systems under the taxiway/runway.

c. CREWS: Alert aircraft, maintenance, and munitions crews require security considerations as do other vital elements of the weapons systems. They are susceptible to personal injuries, incapacitation and assassination and when they are on alert duty, they are potential targets for attack.

d. AEROSPACE GROUND EQUIPMENT: Aerospace Ground Equipment (AGE) includes power units, air compressors, oxygen servicing carts and similar devices. For aircraft that are on alert status, supporting equipment are essential targets for attack. Supporting equipment must be afforded security coverage associated with the aircraft.

e. MUNITIONS: Munitions, both nuclear and conventional associated with aircraft delivery systems are less susceptible to ground damage than the aircraft. High velocity small arms fire could cause a detonation of conventional munitions that could easily destroy the system. Under certain conditions fire could cause the same detonation. The major damage to rocket type munitions from small arms fire is to the propellant.

BROKEN ARROW (NUCLEAR WEAPON ACCIDENT): An unexpected event involving nuclear weapons or nuclear components which result in any of the following:

- a. Nuclear detonation.
- b. Non-nuclear detonation/burning of a nuclear weapon.
- c. Radioactive contamination.
- d. Seizure, theft, hijacking, or loss of a nuclear weapon or nuclear component, including jettisoning.
- e. Public hazard, actual or implied.

INTERNAL CONTROLS: Security actions, procedures and techniques initiated within restricted areas to insure that personnel who are present in the area at any given time have the authority and an official reason for being there.

ENTRY CONTROLS: This term applies to the admission of personnel into established restricted areas. It replaces the term "access" which previously has been used in connection with admission of personnel to a restricted area.

AF FORM 1199, RESTRICTED AREA BADGE: A standardized AF Form which is issued to each person granted unescorted entry authority into a restricted area. These forms are available in four colors as follows: Blue (AF Form 1199), Green (AF Form 1199a), Pink (AF Form 1199b), and Yellow (AF Form 1199c). Any color badge may be used for Priority "A" and "B" restricted areas. The two restricted area badges presently used on RAF Bentwaters/Woodbridge are the 1199b and 1199c.

AF FORM 1199 BADGE NUMBERS:

AREA	#1 - Not Locally Used	
	(\$) #2 - Weapons Storage Area	
	(#) #3 - Not Locally Used	
	(g) #4 - Transient Aircraft Parking Area (When used)	
	(\$) #5 - Close Watch Aircraft	
	(g) #6 - Flying Squadron Alert Crew Billets, when located outside a restricted area.	
	(g) #7 - Tactical Aircraft Parking Area	
	(\$) #8 - Alert Area	"SYMBOLS DENOTE PRIORITY "
	(\$) #9 - Conventional Munitions Storage Area	"ASSOCIATED WITH THE AREA"
	(S) #10- Command Post	
	#11- #11 thru 20 are not locally used	\$ PRIORITY A
		* PRIORITY B
		& PRIORITY C
		% CONTROLLED AREA
		g DEPENDS ON PRIORITY OF AIRCRAFT

FLIGHTLINE HAZARDS AND PRECAUTIONS: The following hazards apply to all jet and propeller driven aircraft and associated aerospace ground equipment.

JET AIRCRAFT: The air intake suction ahead of an operating jet engine is sufficient to seriously injure or kill a person who may move into the danger zone. The danger for individual aircraft may differ, but as a general rule, caution must be exercised 25 feet to either side and to the front of the intake opening. A danger to personnel also exists to the rear of the aircraft from high velocity exhaust gases when the engine is running. The safe distance to the rear of the aircraft will increase as the engine power increases.

FOD HAZARDS: Serious damage to jet engines may occur from foreign objects being sucked into the intake. All personnel should be alert to detect and remove such objects from runways, parking aprons and taxiways. Examples of foreign objects are pebbles, pieces of wire, nuts and bolts and small tools.

FUEL HAZARDS: Both jet fuel and aviation gasoline are used in Air Force Aircraft so use only Class "B" (CO2 and CB) fire extinguishers.

a. JET AIRCRAFT FUEL: Jet fuel is a highly refined grade of kerosene. It gives off a flammable or explosive vapor at normal temperature and when mixed with air, a spark can ignite it. Flammable vapor air mixture can occur within fuel tanks in the space above the fuel. Therefore, fire can flash back through a filter or vent of a fuel tank and result in a fuel tank explosion.

b. JET FUEL VAPOR: Jet fuel vapor is heavier than air and will settle to lower levels. If a fuel spill occurs, vapors will spread and become diffused by air currents to create combustible mixtures. Attention must be given to all fuel spills and to the flow of vapor from aircraft fuel tanks especially during hot weather. Open flames or sparks from static electricity, dropped metal objects, cigarettes, etc., could ignite fuel vapors.

OXYGEN: Liquid oxygen for aircraft does not burn, but it supports combustion from any other substance that does burn. Oxygen must be kept away from loose clothing, rags and other absorbent materials that can absorb it and easily ignite by a match or spark. Open flames or fires must not be permitted within 25 feet of oxygen servicing trailers.

CONVENTIONAL MUNITIONS HAZARDS: Hazards to personnel associated with munitions are essentially the same as those above for aircraft fuels. Personnel must not unnecessarily stand in front of aircraft guns, rockets, armed pylons and never stand under bombs, fuel tanks and bomb bay doors during loading, maintenance or operating of aircraft.

AUGMENTATION RESERVE FORCE (ARF): Additional personnel other than those assigned to the on-duty security force or augmentation force, who are trained, equipped, and capable of assisting the security force in the prevention of loss, the recovery or recapture of a nuclear weapon or a nuclear weapon system. The ARF will usually be composed of 20 off-duty personnel capable of response in 4 hours. (The ARF in USAFE will be composed of 40 personnel capable of response in 4 hours)

CENTRAL SECURITY CONTROL (CSC): The normal and emergency command post on a base supporting priority "A", "B", and in some instances priority "C" resources from which Air Force security operations are conducted.

EXCEPTIONS: Where existing facilities, equipment, manpower, or procedures, although not in consonance with the provisions of 207 series directives, provide security equal to or better than directives require and permanent retention of the facilities, equipment, etc., are requested.

HOSTILE ACTION: Activities sponsored or conducted by a nation against another nation, using any means. This may include sabotage, commando or agent activities, intelligence operations, or counter-intelligence operations.

MASTER SURVEILLANCE AND CONTROL FACILITY (MSCF): An elevated observation facility that is the focal point for control of internal and external intrusion detection equipment installed within the restricted area and for communications with and control of the restricted area security operations.

TEMPORARY ALERT AREA: A restricted area established at an installation to contain priority aircraft in a ground alert status no longer than 365 days.



**UNCONVENTIONAL WARFARE:** Includes the three intra-related fields of guerrilla warfare, evasion and escape, and subversion. Unconventional warfare operations are conducted within enemy controlled territory by predominately indigenous personnel usually supported and directed in varying degrees by an external source; Unconventional warfare conditions are outlined in the 206 series of directives.

**WAIVER:** Where existing facilities, equipment, manpower, or procedures are not in consonance with the 207 directives, and do not provide security at least equal to those directives.

**COMPENSATORY MEASURE:** That procedure which employs manpower or equipment to provide security equal to the provisions of the applicable 207 series directives.

**FREE ZONE:** When construction or other work projects of a one-time nature are required in a restricted area, a free zone is established, if possible, within the restricted area to contain the project. The free zone should contain necessary corridors to the restricted area boundary to facilitate the movement of construction personnel and equipment. All operational resources are removed from the free zone. Its boundaries are marked clearly by a temporary rope or wire barrier.

**MEAL:** Maintenance Entry Authority List - Used to establish sole vouching authority prior to placing an aircraft on alert or entry to a staging area.

**STAGING AREA:** Designated area within a Restricted area where AFR 207-10 resources are temporarily stored.

**STANDARD ALARM SIGNALS**

**ALL ATTACKS WILL BE CONSIDERED TO INCLUDE CHEMICALS UNTIL PROVEN OTHERWISE**

SIGNALS	MEANING	ACTIONS
"ALARM YELLOW" (VOICE)	YELLOW	YELLOW
YELLOW FLAG (VISUAL)	ATTACK PROBABLE	FIELD GEAR WORN OUTSIDE
UNBROKEN WARBLING (ONE MIN. DURATION)	RED	RED
"ALARM RED" (VOICE)	ATTACK IMMINENT	DON GAS MASK AND FIELD GEAR. ALL PERSONNEL IMMEDIATELY TAKE COVER; GET IN PRONE POSITION IN A DITCH OR BEHIND A PROTECTIVE OBJECT.
RED FLAG (VISUAL)	IN PROGRESS	
10 SEC ON, 20 SEC OFF BROKEN STEADY, CONTINUOUS BEATING ON MEFAL	BLACK	BLACK
"ALARM BLACK" (VOICE)	WARNING OF IMMINENT ARRIVAL OR PRESENCE OF	DON MASKS AND FIELD GEAR. ALL PERSONNEL, EXCEPT THOSE ENGAGED IN DIRECT MISSION SUPPORT, LIFE SAVING ACTIVITIES. GO TO YOUR PROTECTIVE SHELTER.
BLACK FLAG (VISUAL)	NBC CONTAMINATION	
"ALL CLEAR" (VOICE)	ALL CLEAR	ALL CLEAR RESUME RECOVERY OPERATIONS



## UNITED KINGDOM (UK) CHALLENGE

## PERSONNEL

<u>COMMAND</u>	<u>PURPOSE</u>
"HALT - HANDS UP"	To gain positive control
If not obeyed repeat, "HALT - HANDS UP"	To gain positive control
If situation justifies use of deadly force shout, "STAND STILL or I WILL FIRE".	To insure intruder knows Deadly Force will be used. Under the following circumstances: <ol style="list-style-type: none"> <li>1. Self Defense.</li> <li>2. Defense of Others</li> <li>3. Protection of Property:               <ol style="list-style-type: none"> <li>a. Vital or of Substantial Importance.</li> <li>b. Inherently Dangerous.</li> </ol> </li> <li>4. Apprehension or Prevention of Escape.</li> <li>5. Lawful Order.</li> </ol>
"STAND STILL - KEEP YOUR HANDS UP, AND SPREAD YOUR FEET".	To keep person at disadvantage.
"STATE YOUR NAME AND PURPOSE FOR BEING ON MY POST". If not satisfied with answer, keep in challenge position and call for assistance.	Positive identification.
If positive recognition, terminate challenge and report post to person in chain of command.	

## VEHICLE

Shout "HALT" as loud as possible. Blow whistle if needed.	To gain positive control.
Repeat if needed. If second challenge disobeyed and Deadly Force is justified shout, "HALT THE VEHICLE OR I WILL FIRE".	To insure intruder(s) know Deadly Force will be used as indicated in 1. thru 5. above.
If vehicle stops order the driver to, "TURN OFF IGNITION AND SET THE HAND BRAKE".	Safety.
If at night, "LEAVE HEADLIGHTS ON, TURN ON DOME LIGHT".	Help keep occupants under observation.
Order all occupants to, "KEEP YOUR HANDS UP AND DISMOUNT"(From the same side that you have under observation)	To maintain positive control.
Order all persons to, "ADVANCE SIX PACES TO FRONT OF THE VEHICLE - FACE HEADLIGHTS, KEEP YOUR HANDS UP".	To maintain positive control.
Check the Vehicle.	Inspect for explosives and other personnel.
Proceed with identification check of personnel as indicated above.	

## USE OF FORCE

1. USE OF FORCE POLICY: The minimum degree of force necessary to accomplish the duty. The minimum force necessary may include physical apprehension and restraining techniques, chemical dispensers, the baton, or the military working dog; all of which result in less than deadly force.

2. USE OF DEADLY FORCE POLICY: That force applied with the intent of causing, or which a reasonable person would know would cause death or serious bodily harm. It is prohibited, except as a last resort under the following circumstances:

- a. SELF DEFENSE, to prevent death or serious bodily injury to oneself.
- b. DEFENSE OF OTHERS, to prevent death or commission of a serious violent offense threatening serious bodily injury to others.
- c. PROTECTION OF PROPERTY, to protect against theft or damage to property which is:
  - (1) Vital or of substantial importance to national security, or
  - (2) Inherently dangerous to others.
- d. APPREHENSION OR PREVENTION OF ESCAPE, to apprehend or prevent the escape of persons against whom the use of deadly force is authorized by b or c, above.

e. LAWFUL ORDER, when specifically authorized or directed by lawful order.

3. RESTRICTIONS ON THE USE OF FIREARMS: Any person armed with a weapon upon detecting a situation where deadly force is justified (para 2, above) will:

a. WITHIN REASON, give a clearly stated and understood UK challenge before firing a shot.

b. Not fire if it is likely to endanger innocent bystanders, except:

(1) When it reasonably appears necessary, or

(2) When it is necessary to prevent the unlawful or unauthorized seizure of lethal chemical agents and there are hostages inside an area secured specifically for the protection of lethal chemical agents.

4. ATTEMPTED UNAUTHORIZED BREACH OF RESTRICTED AREA: The actual movement of an individual who is not authorized to do so over, under, or through a clearly defined restricted area boundary. This boundary may be a rope or fence with restricted area signs displayed. The BITFW restricted areas where deadly force is justified for attempted unauthorized breaches of restricted area boundaries are:

a. MSA - At the inner fence of the area boundary. EXCEPTION: During free zone hours, the attempted unauthorized breach justifying deadly force would revert to the free zone boundary (inner most restricted area boundary).

b. NON-ALERT AIRCRAFT PARKING AREA:

(1) At the ECP or area boundary if it is reasonable to believe that the intruder's purpose is to destroy, seize, or otherwise impair the capabilities of the priority resources in the area.

(2) At close-in security area boundaries during loads.

(3) At the area boundary if the area has been declared a Follow On Alert area.

## SECURITY POLICE MANUAL SIGNALS



## HELPING HAND/COVERED WAGON

Wave your helmet, or cap in a circular motion above the head and shout, "HELPING HAND" or "COVERED WAGON".

Alternate Signal Technique:  
Ignition of the standard day/night flare or alternating short and long blasts with the whistle.



## GAS ATTACK

Stretch both arms above the head and shout, "GAS ATTACK".

Alternate Signal Technique:  
Intermittent flashes with the standard flashlight aimed at the person(s) to be contacted or intermittent short blasts with the whistle.



## RELIEF OR HELP NEEDED

Hold the arms outstretched horizontally and shout, "RELIEF" or "HELP".

Alternate Signal Technique:  
Constant beam with the standard flashlight moved vertically up and down in front of the body with the light directed toward the person(s) to be contacted, or long, equal blasts with the whistle.



## LAW ENFORCEMENT

Up to this point, all the information contained in this booklet has been of a general security police nature. In order to help you accomplish your mission of law enforcement the following section has been added exclusively for you; The Law Enforcement Specialist.

I. DEFINITIONS:

Offense: A violation of the UCMJ.

Apprehension: The taking of a person into custody.

Arrest: Under military law arrest is a condition of honor, or a moral restraint. It usually applies when a member is confined to his/her quarters (house arrest) by the order of a superior officer, but is not physically confined.

Search: The lawful examination, by an authorized person, of a person, place, or thing to discover evidence of a crime.

Seizure: The taking, by an authorized person, of evidence, tools, fruits of the crime or contraband found during a lawful search.

Legal requirements for an apprehension: In order to make an apprehension, the SP must have a reasonable belief that a crime has been committed, and that the person in question committed that offense. The apprehension is effected when the subject is told that he/she is being taken into custody.

Source of SP authority to enforce the law: Paragraph 19, Manual for Courts-Martial.

Authority for SPs to make apprehensions: is found in Article 7(b), Uniform Code of Military Justice.

Who is subject to the UCMJ: is set down in Article 2, Uniform Code of Military Justice.

Chain of Custody: A complete accounting of all persons who handled evidence from the time it is found, until the time it is admitted as evidence in court. If the chain is broken, the evidence is usually inadmissible in court.

II. VEHICLE REGISTRATION REQUIREMENTS: In order to be allowed entrance to RAF Bentwaters/Woodbridge POVs must meet the following requirements:

POVs imported by DOD means, or bought in country as a concession vehicle, and in country/owned less than one year;

The vehicle must have:

- (1) A USAFE Form 156, or a Customs and Excise Form 941 as proof of ownership, and to show the date of importation/purchase.
- (2) Valid insurance.
- (3) Hobby shop inspection. (M.O.T. and road tax are not required until the vehicle has been in country/owned for one year. In addition if the vehicle is new it does not require M.O.T. inspection until it is at least three years old.

POVs bought on the economy with British registration, and concession vehicles owned/in country over one year:

The vehicle must have:

- (1) British registration documents, and British number plates.
- (2) Valid insurance.
- (3) M.O.T. (Not required on vehicles less than three years old)
- (4) Valid road tax.

In addition the operators of these vehicles, if military or dependants, must have a valid USAFE Form 374, USAFE Drivers Permit, and their identification cards in their possession when operating the vehicle on base. Vehicles owned by personnel assigned or attached to RAF Bentwaters/Woodbridge must be registered on base within 72 hours of acquisition or introduction onto the installation. (AFR 125-14 and USAFE/BW Supplements)

III. BASE ENTRY REQUIREMENTS: In order to be allowed entrance during normal security operations, the following types of identification can be accepted:

- (1) Personnel wearing the uniform of the U.S. Armed Forces.
- (2) Possession of the following valid credentials:
  - (a) DD Form 2A/AF/N/MC/CG. (active duty or retired)
  - (b) DD Form 1173. (Dependants, OSI, and certain DOD civilians)
  - (c) USAFE Form 77. (civilian employees, contractors and vendors)
  - (d) O89a or O89b cards. (Government Post Office ID)
  - (e) RAF Form 1250. (RAF Military ID)
  - (f) RAF Form 2185. (RAF Civilian ID)
  - (g) AF Form 354. (civilian employees)
- (3) Those personnel whose names appear on an authenticated entry authority list, after their identity has been established.
- (4) Personnel operating a PCV marked with a current AF Form 56, PCV registration sticker, or a USAFE Form 505, Temporary vehicle registration sticker.
- (5) Personnel operating a USAF, USN, USA (or other US government vehicle), RAF, PSA/DOE, Non-appropriated funds, AAFES or GPO vehicle.
- (6) Representatives of Her Majesty's Customs, civil police and other government agencies on official business.
- (7) NATO military members in possession of valid permanent identification.
- (8) Other persons in possession of any other credential as may be authorized by the CSP on a part time, or one time basis. (BOI 125-34)

IV. TRAFFIC STOPS: When making traffic stops insure that you follow these general rules:

- (1) Upon observing a violation, choose a proper and safe location at which to make the stop.
- (2) Upon stopping the subject vehicle, insure that you position your vehicle in such a way as to protect the subject and yourself from traffic.
- (3) Notify the desk, via radio, of the following:
  - (a) Your location.
  - (b) The reason for the stop.
  - (c) The color, make, model, and license number of the subject vehicle.
  - (d) The number, and a quick description of the occupants of the vehicle.
  - (e) Whether or not you require back up.
    - (1) Write the license number of the vehicle down on a slip of paper, and leave it on the seat of your vehicle.
- (4) Carefully approach the violator.
- (5) Advise the violator of your identity, and give the reason for the stop. Remember to use a little TACT and DIPLOMACY at all times.
- (6) Cite or warn as necessary.
- (7) Allow the violator to proceed.
- (8) Above all NEVER argue with the violator. If the violator is difficult, record his/her comments and notify your flight chief.
- (9) If the suspect appears to be intoxicated, insure that the following steps are completed during your investigation:
  - (a) Advise the suspect that he/she is suspected of driving while intoxicated.
  - (b) Advise the suspect of his/her rights, and of the implied consent rule.
  - (c) Administer the first breathalyzer.
    - (1) If the suspect refuses the test, apprehend or detain as necessary, complete the required DD Form 1569 and DD Form 1920, and release to the proper authorities.
    - (2) If the suspect takes the test and passes, release. If the suspect obviously has been drinking attempt to get him/her to call a friend, relative, or taxi to take him/her home. Also remind them that the British law on driving while intoxicated has a lower blood alcohol level than ours. .08% as opposed to .10%.



- (3) If the suspect fails the test, apprehend, and continue with step (d).
- (d) Complete DD Form 1920, and field sobriety test.
- (e) After twenty minutes advise the suspect of his/her rights/implied consent, and administer the second breathalyzer.
- (1) If the suspect refuses the test complete the DD Form 1569, and release the suspect to the appropriate authorities.
- (2) If the suspect passes complete the same actions as step 9(c)(2).
- (3) If the suspect fails continue with step (f).
- (f) Proceed to the dispensary, advise the suspect of his/her rights/implied consent, and have the M.O.D. administer a blood test.
- (g) Complete the required paperwork, and release to the proper authorities.

**V. FUNDS ESCORTS-GENERAL RULES:** The 81st Security Police Squadron is responsible for escorting of government funds on and off base when the amount to be moved is in excess of \$5000.00. When escorting more than \$100,000.00 at least two SPs will be present. On base all escorting SPs will be armed. Off base SPs will escort funds unarmed. Upon starting the escort the Desk Sergeant must be advised off:

- (1) The time of departure, and the name of the person being escorted.
- (2) The destination.
- (3) Route used.
- (4) License number, make, model and color of the vehicle used.
- (5) EPA at the destination.
- (6) Once enroute the escort must check with the desk once every five minutes enroute, and at the termination of the escort.
- (7) During the escort the SP will not do any of the following:
- (a) Handle the funds container.
- (b) Ride in the same vehicle as the funds container.

**VI. BOMB THREATS:** The following key points, if set by a bomb threat caller, have been determined by an FBI survey to be likely indicators of a serious or actual bomb threat.

- (1) The caller will give a short time limit: In the majority of cases when a threat is received the caller (or group) has placed the device in order to gain public attention on a cause or grievance. The key is that they want public attention, but they do not want to cause an excess amount of public outrage. Most terrorists have found that indiscriminate killing and maiming of innocent people is usually more damaging than helpful to their cause due to large amount of public animosity caused by the act. For this reason the callers often give a short time limit. This allows us to evacuate the building, in order that no one will be hurt, but does not leave us sufficient time to find and deactivate an explosive device.
- (2) The caller will identify the group or person responsible: Since bomb threats are used most often as a way of focusing public attention on a cause or grievance, identifying the person or group responsible is a must for the caller. In addition since the caller is out for public attention he or she will often be willing to talk about the device, and the ideology behind his/her or the groups actions.
- (3) The caller will give a specific reason for each specific act: In order to avoid the public impression that the person or group is causing or trying to cause damage purely for the sake of doing so, the person or group will often try to justify each separate act or group of acts by stating that it is in retaliation for a recent event. An example would be the threats of retaliatory actions made by the P.L.O. as a result of the signing of the Egyptian-Israeli Peace Treaty.
- (4) The caller will state that the device has been planted in a logical location: That could mean a location where an explosive device would cause a large amount of damage; such as a fuel dump, a power station, a sewage plant or other public utility. It could also mean a public area. Public areas are good targets because it is easier to enter them and plant a device, and because of the high potential of injuries and death to innocent persons. A logical location could also be the headquarters of a group or organization against which the caller has a grievance.
- (5) General information:
- (a) Cordon size: 300 feet.
- (b) No radio communications within the cordon.
- (c) Evacuation is order by the on-scene commander. That could be the first person to respond if the threat seems serious enough.



- (d) Search teams are formed of one SP, and a person familiar with the area to be searched.
- (e) The search is terminated fifteen (15) minutes prior to the stated detonation time, and not restarted until fifteen (15) minutes after the stated detonation time.
- (f) We respond to all threats regardless of whether they sound real or not. The above information is to help get some idea of the situation you have to respond to.

VII. SEARCHES: In order for any evidence discovered during a search to be admissible in court it must have been discovered during a lawful search, and have a valid chain of custody. In order for a search to be legal it must have been conducted as a result of proper probable cause. Probable cause can be defined as; Evidence which would lead a reasonable person to believe specific person committed an offense, and that the weapons, fruits or instruments of that crime are in a specific place. A search can not be conducted without a specific reason, nor can a search on a hunch be authorized. In addition when a search is authorized, the manner and the extent of the search must be commensurate with the object of the search. i.e... it would be illegal to search an area too small to contain the object being sought. Such as searching a brief case for a 26" color television console.

- (1) Whenever justified the search must be authorized by the commander or his designated representative. The person authorizing the search must be advised of the circumstances surrounding the request before permission can be granted. Within the Air Force written permission to search is granted on AF Form 1176. The commanders authority to search is never delegated to the SJA, because he may later be required to rule on the legality of that search, or the CSP, because he should not be authorized to grant his own searches. In addition, at RAF Bentwaters once the permission to search has been granted, the details of the request will be typed on the reverse side of the AF Form 1176, before it is returned to the commander.
- (2) There are three circumstances when a Security Policeman can conduct a search without prior authority from the commander. They are:
  - (a) Immediate action. When it is required to safe guard evidence which would be removed or destroyed before formal permission to search can be granted, a search without formal permission can be made. However, you must still have sufficient probable cause. Simply put, the immediate action search would be used in a case where you have sufficient probable cause to obtain permission to search, however the evidence would be destroyed or removed before you had time to obtain that permission. Remember, you will be required to prove that probable cause in court.
  - (b) Search incidental to apprehension: This is an immediate search of an apprehended person, and the area under his/her immediate control, for weapons or evidence that he/she could have been able to conceal as he/she was about to be apprehended.
  - (c) Search with consent: A search with the permission of the suspect, after he/she has been advised of the nature and the object of the search. It is not required to advise the subject of his/her rights prior to the search, however, it is highly advisable to do so. If there is any doubt as to whether or not the subject understands the request, or has the authority to grant permission, formal permission should be requested from the commander if the situation allows it. The subject's consent should be obtained on AF Form 1364.

VIII. CONFRONTATION MANAGEMENT:

- (1) The four phases of confrontation management are:
  - (a) Periods of increased tension. Evidenced by increased polarization in living, dining and working areas. May be recognized by remarks made in the form of graffiti, and overheard conversations bearing threats of violence.
  - (b) Scattered minor incidents of violence. This phase might include incidents of harassment between individuals or members of opposing groups.
  - (c) Group oriented violence. Roaming semi-organized groups bent on destruction of property, assault on lone individuals or fights with opposing groups. Leaders may defy orders and authority. This is the first phase that must be met with direct Security Police action.
  - (d) Full riot. Characterized by large scale destruction of property, the total defiance of authority, open mob action, and serious breach of the peace. This phase may result in serious injury or death of innocent persons.
- (2) Riot control forces/equipment/terms:
  - (a) Personal equipment required during confrontation management.
    - (1) Long sleeve fatigues, combat boots, bloused trousers.

- (2) M17/M17A1 gas mask with case.
  - (3) Flack vest.
  - (4) Green webb belt.
  - (5) .38 cal. revolver holster if required.
  - (6) Ammo pouches if required.
  - (7) Steel helmet with liner.
  - (8) Canteen and cover.
  - (9) SP shield.
  - (10) Foul weather gear if needed.
  - (11) 36" riot baton.
  - (12) Black leather gloves with liners.
- (b) **Basic formations:** A basic riot control flight consists of one 49 man formation, four twelve man squads and a leader, in addition to one 13 man tactical squad, three four man TWT squads, and a leader. The TWT squads are broken down into three three man apprehension teams, and three selected marksmen.
- (1) **FLIGHT COLUMN:** Used to move the formation to and from the affected area, and as a show of force.
  - (2) **FLIGHT LINE:** Offensively it is used to push crowds straight back across open fields. Defensively it is used to hold a crowd, or deny access to a restricted or prohibited area.
  - (3) **LINE WITH LATERAL SUPPORT:** Used to pass through areas which are not wide enough for the entire flight, or where protection is required from the sides.
  - (4) **REAR GUARD:** Used to protect the flight from all directions. Formed from the odd numbered members of the 1st and 4th squad, and three unarmed members of tactical team.
- (c) **Terms/Definitions:**
- (1) **Riot baton:** A 36" rosewood or walnut stick  $1\frac{1}{4}$  inch in diameter. It has curled grips located approximately 6 inches from each end. It is an **offensive team** weapon.
  - (2) **Mass detention facility:** A facility used to detain large numbers of persons apprehended during a confrontation. On RAF Bentwaters the base gym handball courts have been designated as the mass detention facility.
  - (3) **Mobile processing facility:** An on scene identification and prisoner processing facility. Designed to quickly process prisoners so that the apprehending SP can quickly return to the scene of the confrontation. Staffed by one driver and an NOOIC, it is usually located in a vehicle such as a metro van and placed behind the police lines, and out of sight of the confrontation.



"What do you want Helen—  
color prints or slides?"



IX. FORMS: The remainder of this booklet is devoted to examples of commonly used forms.

- Fig #1: AF Form 52, Evidential or Acquired property Record as prepared for evidence. Note the following key points:
1. Purpose of acquisition block: EVIDENCE
  2. Exact location where the property was discovered or taken is indicated.
  3. Item nr. and quantity blocks are marked in such a way as to prevent the numbers being changed.
  4. LAST ITEM entered after the last item listed.
  5. The certificate block is filled out completely, and the form is properly signed and witnessed.
- Fig #2: Reverse side of Fig #1:
1. Item nr. and quantity blocks indicate everything that was on the front of the form.
  2. Chain of custody is maintained.
  3. Full name and organization of person accepting custody of the property is required.
- Fig #3: AF Form 52, Evidential or Acquired property Record as prepared for found property.
1. Purpose of acquisition block is marked FOUND PROPERTY.
  2. Name and address of person finding property is filled out. If an SP found the property his name would go there.
  3. The name, of the person finding the property, and the time and location of where it was found are indicated after the LAST ITEM.
- Fig #4: Reverse side of Fig #3:
1. When claimed by owner, the purpose of change of custody is marked "Returned to Owner".
  2. A line is draw diagonally across the blank space, and marked "Final Disposition".
  3. The date and time of release is indicated below the Certificate of Final Disposal block.
- Fig #5: AF Form 1169, Statement of Witness:
1. Date and place lines accomplished.
  2. Identification block completely filled out and initialed at beginning and end.
  3. The "I do hereby...." line initialed beginning and end.
  4. The beginning, end, and any corrections with in the statement itself are initialed.
  5. The "Page — of — page block is filled out and initialed.
- Fig #6: AF Form 1168, Statement of Suspect:
1. The identification and suspected offense lines completely filled out.
  2. Each individual right is initialed to show the suspect understood them.
  3. The correct statement indicating the request for or denial of a lawyer is lined out and initialed.
  4. Adviseement of rights is dated, signed, andwitnessed.
  5. The (beginning, end, and any corrections within the statement are initialed.
  6. Any blank space after the end of the statement is marked out with a "Z", and initialed.
  7. The Page—of—pages block is filled out and initialed.
- Fig #7: AF Form 1170, Continuation sheet for AF Form 1168, 1168a and/or 1169
1. Blank space marked out with a "Z" and initialed.
  2. Item #31 is initialed beginning and end.
  3. Form is witnessed.
  4. Form is sworn to and signed by person making statement.
  5. Form is signed, and date and place lines completed by person taking statement.
  6. Page—of—pages block is filled out and initialed.
- Fig #8: AF Form 1176, Authority to Search and Sziez:
1. Person first requesting authority is indicated on top line.
  2. Exact nature of the offense being investigated is entered.
  3. Exact location, person or thing to be searched is indicated.
  4. Exactly what is to be searched for is indicated.
  5. The person authorized to conduct the search is indicated.
  6. Date line completely filled out.
  7. Person authorizing the search has authority to do so.
- Fig #9: AF Form 1364, Consent for Search and siezure
1. Indicate the exact nature of the object being sought, and the nature of the offense being investigated.
  2. Fully signed and witnessed.



Fig #10: DD Form 1408, Armed Forces Traffic Ticket:

1. #1 self explanatory.
2. #2: insure you record any comments that the violator made. This copy goes to his/her commander.
3. #3: Fully indicate any instructions you gave.

Fig #11: DD Form 1569, Incident/Complaint report:

1. Correctly indicate the nature of the incident or complaint in block 8.
2. The hour and date blocks in block 8 indicate the time that the offense/incident took place.
3. The time that the incident/complaint is report is indicated in the first sentence of the body, block 10.
4. Anyone named in the body should be indicated in block 12.

Fig #12: DD Form 1569, Incident/Complaint report:

1. Fully ID the subject. Multiple subjects assigned to the same organization can be indicated on the same form, otherwise separate forms must be completed for each subject.
2. Fully identify the individual whenever possible for future reference.
3. The rest is completed the same as Fig #11.

Fig #13: DD Form 629, Receipt for Prisoner or Detained Person:

1. The person receiving the prisoner/detained person must be authorized to do so.

Fig #14: AF Form 1361, Pick up/Restriction orders: Self explanatory.

Fig #15: DD Form 579, Temporary Receipt for Property: Used for prisoners property upon being confined. Self explanatory.

EVIDENTIAL OR ACQUIRED PROPERTY RECORD			COMPLAINT OR CASE NR.
NAME AND ADDRESS OF AIR FORCE ACTIVITY RECEIVING PROPERTY		BY WHOM RECEIVED	SIN NR.
81 Security Police Squadron, RAF Bentwaters, UK, APO N.Y. 09755		Sgt James P. Fulkrag	
NAME AND ADDRESS OF PERSON FROM WHOM PROPERTY WAS RECEIVED		PURPOSE OF ACQUISITION	
A1C Hubert Harvey Head, 81 AGS, RAF Bentwaters, UK, APO N.Y. 09755		EVIDENCE	
LOCATION OF PROPERTY (Specific data required when lost or abandoned property is found or recovered)			
Removed from the glove box of a orange 1979 Rolls Royce registered and operated by head			
ITEM NR.	QUANTITY	DESCRIPTION OF ITEMS (Include model, serial number, marks or initials, identifying characteristics, condition and value, as appropriate)	
-1-	-1-	3 inch by 4 inch by 4 inch black plastic box containing 1.2 ounces of white powder believed to be cocaine.	
-2-	-1-	small clear plastic bag containing .5 ounces of suspected marijuana.	
-3-	-2-	small brass pipes (identical) both containing suspected marijuana residue.	
-4-	-1-	small grey plastic 35mm film container containing .25 ounces of suspected marijuana seeds.	
LAST ITEM			
CERTIFICATE			
The undersigned certify that the items listed above constitute a true and complete list of all property(ies) acquired by the Air Force at <u>0030</u> hours on <u>9 APR</u> 19 <u>79</u> from <u>Hubert Harvey Head</u>			
(Typed or printed name)			
PERSON RELINQUISHING PROPERTY	TYPED OR PRINTED NAME	ORGANIZATION OR ADDRESS	SIGNATURE
	A1C Hubert Harvey Head	81 AGS, RAF Bentwaters	<i>Hubert Harvey Head</i>
PERSON RECEIVING PROPERTY	TYPED OR PRINTED NAME	ORGANIZATION OR ADDRESS	SIGNATURE
	Sgt James P. Fulkrag	81 SPS, RAF Bentwaters	<i>James P. Fulkrag</i>
WITNESS	TYPED OR PRINTED NAME	ORGANIZATION OR ADDRESS	SIGNATURE
	T/Sgt Keith B. Koehler	81 SPS, RAF Bentwaters	<i>Keith B. Koehler</i>

## CHAIN OF CUSTODY

(Include typed or printed name and organization, or address of the transferor and transferee and their signature)

ITEM NR.	QUANTITY	DATE	FROM	TO (Include Postal Registry Nrl. Voucher #, etc)	PURPOSE OF CHANGE OF CUSTODY
-1-4	-5-	9 APR 79	<i>James P. Eickwey</i> Sgt. James P. Eickwey, 81 SPS	<i>Michael H. Kuhn</i> Sgt. Michael H. Kuhn, 81 SPS	Safe keeping
-1-4	-5-	9 APR 79	<i>Michael H. Kuhn</i> Sgt. Michael H. Kuhn, 81 SPS	<i>Lori J. Adams</i> Sgt. Lori J. Adams, 81 SPS	Shift change
-1-4	-5-	9 APR 79	<i>Lori J. Adams</i> Sgt. Lori J. Adams, 81 SPS	<i>Thomas H. Eagan</i> Sgt. Thomas H. Eagan	Released to custodian

## CERTIFICATE OF FINAL DISPOSITION

The undersigned certify that the final disposition of the property listed on the face of this Property Record was as follows:

PERSON MAKING FINAL DISPOSITION	TYPED OR PRINTED NAME	ORGANIZATION OR ADDRESS	SIGNATURE
PERSON TO WHOM FINAL DISPOSITION WAS MADE	TYPED OR PRINTED NAME	ORGANIZATION OR ADDRESS	SIGNATURE
PERSON WITNESSING FINAL DISPOSITION	TYPED OR PRINTED NAME	ORGANIZATION OR ADDRESS	SIGNATURE



(found property)

EVIDENTIAL OR ACQUIRED PROPERTY RECORD		COMPLAINT OR CASE NR.
NAME AND ADDRESS OF AIR FORCE ACTIVITY RECEIVING PROPERTY 81 Security Police Squadron, RAF Bentwaters, U.K., APO N.Y. 09755		BY WHOM RECEIVED Sgt Bruce A. Crandall
NAME AND ADDRESS OF PERSON FROM WHOM PROPERTY WAS RECEIVED SSgt John Q. Citizen, 81 CSQ/Base Gym, RAF Bentwaters, UK, APO N.Y. 09755		BIN NR. Purpose of Acquisition Found property
LOCATION OF PROPERTY (Specific data required when lost or abandoned property is found or recovered) Inside of bus stop on main base road, adjacent the base commissary		
ITEM NR.	QUANTITY	DESCRIPTION OF ITEMS (Include model serial number, marks or initials, identifying characteristic condition and value, as appropriate)
-1-	-1-	Wallet, black leather, good condition.
-2-	-1-	DD Form 2AF, #0123456789, issued to Amm Retter, Ricardo F.
-3-	-1-	Mississippi state driver's license 012-34-5678, issued to Retter, Ricardo.
-4-	-1-	Master Charge card #589-40-4455-234-1-23 issued to Retter, R.F.
-5-	-14-	misc. papers.
<del>LAST ITEM</del>		
The above named items were found by SSgt Citizen at 0730 HRS, in the bus stop adj. the base commissary on main base road.		
CERTIFICATE		
The undersigned certify that the items listed above constitute a true and complete list of all property(ies) acquired by the Air Force at 0800 hours on 9 April 1979 from SSgt John Q. Citizen		
(Typed or printed name)		
PERSON RELINQUISHING PROPERTY	TYPED OR PRINTED NAME Sgt John Q. Citizen	ORGANIZATION OR ADDRESS 81 CSQ/Base Gym, RAF Bentwaters
PERSON RECEIVING PROPERTY	TYPED OR PRINTED NAME Sgt Bruce A. Crandall	ORGANIZATION OR ADDRESS 81 SPS, RAF Bentwaters
WITNESS	TYPED OR PRINTED NAME TSgt Jim R. Turner	ORGANIZATION OR ADDRESS 81 SPS, RAF Bentwaters
		SIGNATURE <i>John Q. Citizen</i>
		SIGNATURE <i>Bruce A. Crandall</i>
		SIGNATURE <i>Jim R. Turner</i>

AF FORM 52  
SEP 60

PAGE #3

51

CHAIN OF CUSTODY					
(Include typed or printed name and organization, or address of the transferor and transferee and their signature)					
ITEM NR.	QUANTITY	DATE	FROM	TO (Include Postal Registry or Voucher Number)	PURPOSE OF CHANGE OF CUSTODY
-1-5-	-18-	9 Apr 79	Sgt George A. Crandall, 81 SPS <i>George A. Crandall</i>	A1C Robert W. Maida, 81 SPS <i>Robert W. Maida</i>	Shift change
-1-5-	-18-	9 Apr 79	A1C Robert W. Maida, 81 SPS <i>Robert W. Maida</i>	Amn Ricardo F. Retter, 81 TFW <i>Ricardo F. Retter</i>	Released to owner
<i>Final Disposition</i>					

## CERTIFICATE OF FINAL DISPOSITION

The undersigned certify that the final disposition of the property listed on the face of this Property Record was as follows:

The above property was released to the owner at 1730 hrs., 9 APR 79

PERSON MAKING FINAL DISPOSITION	TYPED OR PRINTED NAME A1C Robert W. Maida	ORGANIZATION OR ADDRESS 81 SPS, RAF Bentwaters	SIGNATURE <i>Robert W. Maida</i>
PERSON TO WHOM FINAL DISPOSITION WAS MADE	TYPED OR PRINTED NAME Amn Ricardo F. Retter	ORGANIZATION OR ADDRESS 81 TFW, RAF Bentwaters	SIGNATURE <i>Ricardo F. Retter</i>
PERSON WITNESSING FINAL DISPOSITION	TYPED OR PRINTED NAME SSgt Robert L. Whitehead	ORGANIZATION OR ADDRESS 81 SPS, RAF Bentwaters	SIGNATURE <i>Robert L. Whitehead</i>

Fig #5

## STATEMENT OF WITNESS

Bldg #30, RAF Bentwaters APO 09755

(Place)

2330 hrs., 1 May 1976

(Date)

DA AIC DANNY D. DOPER, FR123-45-6789, 81st MMS., D/P 1234, hereby state that  
SGT JOHNNY T. DANILES, has identified himself to me  
 as a Security Policeman USAF DA  
 (Special Agent AFOSI, Security Police, Other-Specify)

DA I do hereby voluntarily and of my own free will make the following statement without  
 having been subjected to any coercion, unlawful influence or unlawful inducement. DA  
 START-----

FINISH DA



Fig #6

STATEMENT OF SUSPECT	
<b>PART I</b>	<b>ACKNOWLEDGMENT OF RIGHTS</b>
<p>I, <u>A1C Harvey Hubert Head</u>, state that before I was questioned by <u>SSgt Kevin C. Moore</u>, he identified himself to me as <u>a Security Policeman</u> (Special Agent OSI, Security Police Investigator; etc.) USAF. He told me that I was suspected of being involved in the offense of <u>Possession of Marijuana</u>.</p>	
<p>He told me, and I understand that:</p> <p><input checked="" type="checkbox"/> I have the right to remain silent, that is, say nothing at all; Any statement I make, oral or written, may be used as evidence against me in a trial or in other judicial or administrative proceedings;</p> <p><input checked="" type="checkbox"/> I have the right to consult with a lawyer;</p> <p><input checked="" type="checkbox"/> I have the right to have a lawyer present during this interview;</p> <p><input checked="" type="checkbox"/> I may obtain a civilian lawyer of my own choosing, at my own expense;</p> <p><input checked="" type="checkbox"/> Civilians: If I cannot afford a lawyer, the Air Force will give me reasonable assistance in obtaining a civilian lawyer;</p> <p><input checked="" type="checkbox"/> Military: If I wish, a military lawyer will be appointed for me free of charge;</p> <p><input checked="" type="checkbox"/> I may request a lawyer any time during the interview;</p> <p><input checked="" type="checkbox"/> If I decide to answer questions without a lawyer present, I may stop the questioning at any time.</p> <p>I have also read the foregoing language. I completely understand my rights. I do not wish to exercise my right to remain silent. <del>(I do not want a lawyer.)</del> (I do not want a lawyer.) I want to make the following statement voluntarily and of my own free will. No promises or threats have been made to me and no pressure or coercion of any kind has been used against me.</p>	
<p>WITNESS: <u>Leamon J. Smith</u> <u>Hubert Head</u>  <u>Kevin C. Moore</u> (Signature)</p>	
<p>0830hrs., Bldg #30 RAF Bentwaters, 9 APR 79          (Time, date and location)</p>	
<b>PART II</b>	<b>STATEMENT</b>
<p>Start _____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: right;">finish</p>	
<p>AF FORM 1168 MAY 75</p>	<p>PAGE 1 OF 2 PAGES</p>

Fig #7

## CONTINUATION SHEET FOR AF FORM 1168, 1168a and/or 1169.

070

070

*See Chicago Postcard*

31. I further state that I have read this entire statement, initialed all pages and corrections, and signed this statement, and that it is correct and true as written.

## WITNESSES:

*Jack E. Baker*  
(Signature)

*81st SPSy, APO 09735*  
(Address)

(Signature)

(Address)

*Sam Egan*  
(Signature)

*91st MMS Coy 2308 APO 09735*  
(Address)

Subscribed and sworn to before me, a person authorized by law to administer oaths, this

1st day of May 19 76

at Building #30, RAF Bentwaters APO 09755

*Johnny T. Daniels*  
(Signature of Person Administering Oath.)

JOHNNY T. DANIELS, SGT, SECURITY POLICEMAN  
(Type Name, Grade & Title of Person Administering Oath.)

Fig #8

## AUTHORITY TO SEARCH AND SEIZE

TSgt John Law

has informed me that he is investigating the offense of theft of a G.E. Clock Radio, serial #12345,  
from Room 111, Bldg 594, on 3 June 1976 and has requested that

I authorize a search of the (person of John A Suspect)  
 (premises known as Room 201, Bldg 596, Sample AFB, PA)

and the seizure of the following specified property: General Electric Clock Radio, white, serial  
number 12345

Having carefully considered the matters presented to me in support of that request, I am satisfied that there is probable cause to believe that the property specified above is being concealed on the (person) (premises) described. I am further satisfied from the matters presented that the said property (1) is evidence which will aid in the apprehension or conviction of the person(s) who committed the offense being investigated, or (2) is or has been used, designed, or intended for use, as the means of committing the criminal offense(s) being investigated, or (3) was illegally obtained as the result of the commission of the offense(s) being investigated, or (4) is contraband possessed or controlled in violation of law or regulation, or (5) is a combination of two or more of (1) through (4).

Accordingly, TSgt John Law with the assistance of such person or persons as may be necessary, is directed to search forthwith the (person) (premises) described for the property specified, and if such property be found to seize and secure the same for use as evidence in any criminal prosecution hereafter initiated. This authority to search and seize is issued by virtue of:

- My position as commander having jurisdiction over the (person) (premises) herein described.  
 The delegation to me of the authority to authorize searches and seizures by the commander having jurisdiction over the (person) (premises) herein described.

No search conducted pursuant to the authority herein granted shall be initiated later than three days from the date hereof.

Dated this 3rd day of June, 19 76, at Sample AFB, PA

## CAUTION

RECORD SHOULD BE KEPT OF THE INFORMATION GIVEN TO THE AUTHORIZING OFFICER, ON WHICH THAT OFFICER BASES THE AUTHORIZATION, FOR POSSIBLE USE IN COURTS-MARTIAL. MAKE A SUMMARY OF ORAL INFORMATION. ENSURE THAT THIS SUMMARY AND ANY WRITTEN INFORMATION RECEIVED IS PROPERLY PRESERVED. CONSULT THE STAFF JUDGE ADVOCATE. ALSO SEE AFM 111-1, PARA 1-8.

TYPED NAME, GRADE, AND ORGANIZATION OF AUTHORIZING OFFICIAL

J.A. Signee, Colonel, USAF  
 Commander

SIGNATURE

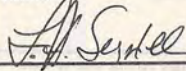




Fig #9

CONSENT FOR SEARCH AND SEIZURE		
NAME (Print or type) Franklin, James C.	GRADE Sgt	SSAN 376-56-2345
ADDRESS (Organization and station) 41 Food Service Sdn., Chanute AFB, IL		
I, <u>Sgt James C. Franklin</u> , state that <u>A1C Fred D. Scott</u> identified himself to me as a <del>XXXXXXXXXXXXXXXX</del> Security Police Investigator, USAF, and he advised me that the nature of the offense(s) of which I am accused or suspected (or matters concerning which I may have knowledge) is as follows:		
<u>Breaking into wall locker #3, Room 134, Building 54, (Supply Sdn</u>		
<u>Barracks) and stealing monies in the amount of 175.00</u>		
<p>He told me, and I now understand that I have the right to remain silent and not to make any statement or answer any questions at all, and that I have the right to consult with a lawyer and to have my lawyer with me during any questioning. He informed me, and I know that I can obtain a civilian lawyer of my own choosing, at my own expense, or if I wish the military will appoint a lawyer to represent me free of charge. If I am a civilian, I know that I can obtain a civilian lawyer of my choosing at my expense, or if I cannot afford a lawyer, the Air Force will give me reasonable assistance in finding one.</p> <p>He also told me, and I know that if I do answer any question or make a statement, oral or written anything I say can be used against me in a criminal trial or in other disciplinary or administrative proceedings. I understand what my rights are and that I can assert any of the above rights at any time.</p> <p>In addition, I know of my absolute right to refuse to give my consent to a search. I know that I may consult with a lawyer and have my lawyer present with me before giving consent, if I so desire. However, I do not want a lawyer.</p> <p>I understand that if I do consent to a search, anything found in the search can be used against me in a criminal trial or in other disciplinary or administrative proceedings. I also understand that if I do not consent, a search cannot be made without a warrant or other authorization or reason recognized in law.</p> <p>With knowledge of the foregoing, I have decided to allow the above named investigator, and whenever he may designate to assist him, to search in the daytime or nighttime <u>My room, to include all enclosures</u> <u>such as closets, lockers, etc., in Building #50, Chanute AFB, IL. The</u> <u>room number is #1250.</u></p>		
<p>Before deciding to give my consent, I carefully considered this matter. I am giving my consent voluntarily and of my own free will, without having been subjected to any coercion, unlawful influence or unlawful inducement and without any promise of reward, benefit, or immunity having been made to me. The investigators have my permission to take any letters, papers, materials, articles or other property they consider to be evidence of an offense, including contraband for use as evidence in any criminal prosecution hereafter initiated. I have read and understand this entire acknowledgment of my rights and grant of my consent for search and seizure.</p>		
<p>Dated this <u>Second</u> day of <u>January 76</u> at <u>Security Police Headquarters, Chanute AFB, IL</u></p>		
SIGNATURE <u>[Signature]</u>		
WITNESS <u>Fred D. Scott</u>		WITNESS <u>Phillip E. Buck</u>
<p>1. Strike out inapplicable words. 2. Insert my person; my dwelling; my apartment and storage area; my room; my footlocker; the premises;</p>		
<p>etc. Describe in detail the property or area to be searched and its location for proper identification.</p>		

AF FORM 1364 REPLACES OSI FORM 88, MAR 71, WHICH WILL BE USED.  
NOV 74

*Example*

Form 1408 - (Rev. 1-1978) (Indel.)

<b>ARMED FORCES TRAFFIC TICKET</b>		<input type="checkbox"/> <b>WARNING</b> (See Remarks below)		
The person named below committed traffic violation set forth at the time and location, and on date shown, and was issued this traffic ticket.				
NAME (Last-First-Middle Initial) <b>DRIVER, George P.</b>				
RANK/GRADE <b>SSgt</b>	DATE OF BIRTH <b>27 Feb 54</b>	SERIAL & SERVICE NO. <b>123-45-6789</b>		
COMMUNICATION OR ADDRESS <b>81 CSQ/Base Operations 2323</b>				
DRIVER IDENTIFICATION NUMBER <b>78-1287</b>		ISSUING AUTHORITY (State or Military) <b>USAFM Pm 374</b>		
VEHICLE TYPE OR YEAR <b>ford</b>	STATE LICENSE OR MAIN NUMBER <b>QN-8518</b>	POLICE TAG NUMBER <b>FMT-123</b>		
DATE <b>9 APR 79</b>	TIME <b>0830</b>	LOCATION <b>Main base road adj. base post office</b>		
VIOLATION	<input checked="" type="checkbox"/> SPEED OVER 10 MPH in 25 MPH zone	<input type="checkbox"/> S. 10 MPH	<input checked="" type="checkbox"/> 10 - 15 MPH	<input type="checkbox"/> OVER 15 MPH
	<input type="checkbox"/> IMPROPER LEFT TURN	<input type="checkbox"/> NO SIGNAL	<input type="checkbox"/> CUT CORNER	<input type="checkbox"/> FROM WRONG LANE
	<input type="checkbox"/> IMPROPER RIGHT TURN	<input type="checkbox"/> NO SIGNAL	<input type="checkbox"/> INTO WRONG LANE	<input type="checkbox"/> FROM WRONG LANE
	<input type="checkbox"/> STOPPING IN INTERSECTION (When Light Turned Red)	<input type="checkbox"/> PAST MIDDLE INTERSECTION	<input type="checkbox"/> THROUGH INTERSECTION	<input type="checkbox"/> HAD NOT REACHED INTERSECTION
	<input type="checkbox"/> STOPPING IN STOP SIGN	<input type="checkbox"/> STOPPED WRONG PLACE	<input type="checkbox"/> FAILED TO STOP	<input type="checkbox"/> ROLLED OVER THROUGH
	<input type="checkbox"/> IMPROPER PASSING AND LANE CHG.	<input type="checkbox"/> INTERSECTION	<input type="checkbox"/> CUT-IN	<input type="checkbox"/> WRONG SIDE OF JAVEMENT
	<input type="checkbox"/> IMPROPER PASSING AND LANE CHG.	<input type="checkbox"/> BETWEEN TPC	<input type="checkbox"/> ON RIGHT	<input type="checkbox"/> ON HILL
	<input type="checkbox"/> IMPROPER PASSING AND LANE CHG.	<input type="checkbox"/> PLANE	<input type="checkbox"/> THROUGH LANE	<input type="checkbox"/> ON CURVE
	<input type="checkbox"/> IMPROPER PASSING AND LANE CHG.	<input type="checkbox"/> THROUGH PLANE	<input type="checkbox"/> THROUGH PLANE	<input type="checkbox"/> THROUGH PLANE
	<input type="checkbox"/> IMPROPER PASSING AND LANE CHG.	<input type="checkbox"/> THROUGH PLANE	<input type="checkbox"/> THROUGH PLANE	<input type="checkbox"/> THROUGH PLANE
SEE REMARKS				
REMARKS	TYPE OF PARKING			TRAFFIC ACCIDENT
	TYPE OF PARKING			
	TYPE OF PARKING			
	TYPE OF PARKING			
	TYPE OF PARKING			
	TYPE OF PARKING			
	TYPE OF PARKING			
	TYPE OF PARKING			
	TYPE OF PARKING			
	TYPE OF PARKING			
REMARKS <b>Speeding, 40 in a 25 MPH zone. Clocked by RADAR.</b>				
NAME OF PERSON ISSUING TRAFFIC TICKET <b>Kevin C. Sherfinski</b>				
COMMUNICATION AND INSTALLATION <b>81 SPS, RAF Bentwaters</b>		RANK/GRADE <b>SSgt</b>		
DO FORM 1408 1 DEC 68				
CO of violator or appropriate civil agency				

*Example*

ISSUING AUTHORITY'S NOTES

INSTRUCTIONS: Note facts and circumstances in addition to those shown on the face of the traffic ticket that will assist you in justifying before a court or providing additional information as required, 2. 6.1.

(1) Any action of violator which increased the hazard of the violation;  
(2) Where violation was observed and where contact was made;  
(3) Total distance traveled during pursuit;  
(4) Condition and attitude of violator and instructions to violator as to reporting.

(1) Violator was speeding on a wet road in heavy traffic conditions.  
(2) Violation was observed on main base road adj. to the B/W Post office. Contact was made on main base road adj. to the Rod and Gun Club.  
(3) .5 mile.  
(4) Condition of the violator was good, attitude was poor, violator stated that the SP's just harrassed people. Subject was told to report the violation to his immediate supervisor within twenty four hours.

WITNESSES

A1C Nathaniel M. Morgan

VEHICLE DEFECTS

BRAKER
HEADLIGHTS
TAILLIGHTS
STOPLIGHTS
WINDSHIELD WIPER
HORN
TIRES
OTHER

AF 151 455

*Example*

INSTRUCTIONS TO VIOLATOR

Inform your commanding officer, supervisor, or sponsor of this violation. The original copy of this traffic ticket will be forwarded in accordance with established procedures.

You may obtain further information concerning this traffic ticket from the installation law enforcement office.

**SPECIAL INSTRUCTIONS:**

**Report this violation to your immediate supervisor within twenty four hours.**

Page #10



Fig #11

## EXAMPLE

INCIDENT/COMPLAINT REPORT (Continue in "REMARKS" on reverse, if necessary)		DATE	INCIDENT/COMPLAINT NO.	INVESTIGATION REPORT NO.
<input type="checkbox"/> INFORMATION <input type="checkbox"/> COMPLAINT <input type="checkbox"/> COMMANDING OFFICER'S REPORT OF ACTION REQUIRED (See reverse)				
THRU:		FROM:		
TO:				
1. SUBJECT	2. GRADE	3. SERVICE NUMBER	4. ORGANIZATION (Include location and phone no.)	
5. DESCRIPTION (Complete on all civilians and military personnel whose identity is in question)				
A. COLOR EYES	B. COLOR HAIR	C. COMPLEXION	D. SEX	E. AGE
				F. WEIGHT
				G. HEIGHT
				H. IDENTIFYING MARKS (Tattoo, scar, etc.)
6. HOW DRESSED (Military or civilian, and condition of clothing)				7. UNDER INFLUENCE OF
				ALCOHOL (Explain in item 10)
				OTHER
8. INCIDENT/COMPLAINT (Specify type and location)				HOUR
ALLEGED THEFT OF PERSONAL PROPERTY (8-TRACK TAPE DECK)				1300-
PARKING LOT ADJACENT TO BARRACKS #758				1340
RAF BENTWATERS, SUFFOLK, ENGLAND				DATE
				1 MAY 76
9. RECEIVED BY (Typed or printed name, grade, and position)				<input checked="" type="checkbox"/> IN PERSON
JOHN T. DANIELS, SGT, USAF				<input type="checkbox"/> BY TELEPHONE
LAW ENFORCEMENT DESK SERGEANT				<input type="checkbox"/> BY MAIL
10. DETAILS OF INCIDENT (Who, what, when, where, how? Include attitude at time of apprehension and give details if uncooperative. Attach statements of medical personnel.) At 1350 hrs., 1 MAY 76, AIC REEL (ITEM #12-A) ENTERED THE LAW ENFORCEMENT OFFICE AND RELATED THAT DURING 1300 HRS., and 1340 HRS., 1 MAY 76, PERSON(S) UNKNOWN HAD ENTERED HIS PMV, A 1958 FORD EDSEL, REG # HOG-4F, WHICH WAS PARKED IN THE PARKING LOT ADJACENT TO BARRACKS #758, RAF BENTWATERS, AND HAD REMOVED HIS 8-TRACK TAPE DECK, SERIAL #123456. REEL FURTHER RELATED THAT THE 8-TRACK WAS A FORD PRODUCT AND DIDN'T HAVE ANY IDENTIFYING MARKS. (CONTINUED)				
11. EVALUATION <input type="checkbox"/> UNFOUNDED <input type="checkbox"/> MISDEMEANOR <input type="checkbox"/> FELONY <input type="checkbox"/> MILITARY OFFENSE <input type="checkbox"/> TRAFFIC				
12. PERSONS RELATED TO REPORT (Insert category of relationship letter opposite name)				
A. COMPLAINANT	B. VICTIM	C. SUSPECT	D. WITNESS	E. MP/SP/AP
				F. INVESTIGATED BY
				G. APPREHENDED BY
	NAME	GRADE	SERVICE NUMBER	ORGANIZATION OR ADDRESS AND PHONE NO.
A	REEL, ROD A.	AIC	789-01-2345	81st QMSq., B/W DP: 2222
	DOB: 24 APR 52			
13. DISPOSITION OF INCIDENT/COMPLAINT				
A. REFERRED TO		C. EVIDENCE (List and describe, or summarize as appropriate)		
PATROL				
SEE REPORT NUMBER AT TOP OF PAGE				
OTHER AGENCY (Specify)				
NONE				
B. OFFENDER				
14. ENCLOSURES (Statements and receipts)		15. DISTRIBUTION		
1-AF FORM 1169/1170		FOR THE COMMANDER (Strike out if inapplicable)		
		TYPED NAME, GRADE AND TITLE OF REPORTING OFFICER		
		SIGNATURE		

DD FORM 1569  
JUN 66

REPLACES AF FORM 49 AND NAVAL DISTRICT FORMS WHICH WILL BE USED.

DD FORM 1569 WITHOUT SUBJECT



Fig #12

## EXAMPLE

INCIDENT/COMPLAINT REPORT (Continue in "REMARKS" on reverse. If necessary)		DATE	INCIDENT/COMPLAINT NO.	INVESTIGATION REPORT NO.		
		LEAVE BLANK	LEAVE BLANK	LEAVE BLANK		
<input type="checkbox"/> INFORMATION <input type="checkbox"/> COMPLAINT <input type="checkbox"/> COMMANDING OFFICER'S REPORT OF ACTION REQUIRED (See reverse)						
THRU: TO: LEAVE BLANK		FROM: LEAVE BLANK				
1. SUBJECT DANNY E. DOPER	2. GRADE A1C	3. SSN 123-45-6789	4. ORGANIZATION (Include location and phone no.) 81st CESq., APO 09755 DP: 2771			
5. DESCRIPTION (Complete on all civilians and military personnel whose identity is in question)						
A. COLOR EYES BLUE	B. COLOR HAIR BROWN	C. COMPLEXION FAIR	D. SEX MALE	E. DOB 24 OCT 1950		
			F. WEIGHT 160	G. HEIGHT 70"		
				H. IDENTIFYING MARKS (Tattoo, scar, etc.) SCAR ON RIGHT SIDE OF CHIN		
6. HOW DRESSED (Military or civilian, and condition of clothing) CIVILIAN-(BLUE JEANS AND BLUE JEAN JACKET) POOR CONDITION						
7. UNDER INFLUENCE OF:						
<input type="checkbox"/> ALCOHOL (Explain in item 10) <input checked="" type="checkbox"/> OTHER						
8. INCIDENT/COMPLAINT (Specify type and location) POSSESSION OF CANNABIS, ARTICLE #134, U.C.M.J. ROOM #4, BARRACKS #777 RAF BENTWATERS, SUFFOLK, ENGLAND				HOUR 1310		
9. RECEIVED BY (Typed or printed name, grade, and position) JOHN D. DOE, SGT, USAP LAW ENFORCEMENT DESK SERGEANT				DATE 1 May 1976		
10. DETAILS OF INCIDENT (Who, what, when, where, how? Include attitude at time of apprehension and give details if uncooperative. Attach statements of medical personnel. At 1305 HRS., 1 MAY 76, CMSGT WASHINGTON (ITEM #12-A) TELEPHONED THE LAW ENFORCEMENT OFFICE AND RELATED THAT WHILE CHOPPING DOWN HIS CHERRY TREE, OUTSIDE BARRACKS #777, HE OBSERVED AN INDIVIDUAL STANDING IN THE WINDOW, IN BARRACKS #777, HOLDING A GLASS PIPE AND PUTTING SOMETHING INTO THE TOP OF IT. WASHINGTON FURTHER RELATED THAT AFTER OBSERVING THE INDIVIDUAL FOR A SHORT PERIOD, THE INDIVIDUAL KEPT TAKING DEEP BREATHS AND HOLDING IT. WASHINGTON ALSO (CONTINUED)(OVER)						
11. EVALUATION <input type="checkbox"/> UNFOUNDED <input type="checkbox"/> MISDEMEANOR <input type="checkbox"/> FELONY <input type="checkbox"/> MILITARY OFFENSE <input type="checkbox"/> TRAFFIC						
12. PERSONS RELATED TO REPORT (Insert category of relationship letter opposite name)						
A. COMPLAINANT	B. VICTIM	C. SUSPECT	D. WITNESS	E. WP/SP/AP	F. INVESTIGATED BY	G. APPREHENDED BY
	NAME	NAME	NAME	NAME	NAME	NAME
		GRADE	GRADE	SSN	ORGANIZATION OR ADDRESS AND PHONE NO.	
A	THOMAS B. WASHINGTON		CMSGT	000-00-0001	D.O.B.: 15 FEB 32 81ST BUZZ PLANE SQ. DP: 2800	
E	JACK E DEALER		SGT	234-56-7890	81ST SFSQ., L/E DP: 2283	
G	JOHNNY T. DANIEL		SGT	987-65-4321	81ST SFSQ., L/E DP: 2283	
13. DISPOSITION OF INCIDENT/COMPLAINT						
A. REFERRED TO LEAVE BLANK			C. EVIDENCE (List and describe, or summarize as appropriate)			
<input type="checkbox"/> PATROL <input type="checkbox"/> SEE REPORT NUMBER AT TOP OF PAGE <input type="checkbox"/> OTHER AGENCY (Specify) <input type="checkbox"/> NONE			LEAVE BLANK			
B. OFFENDER LEAVE BLANK						
14. ENCLOSURES (Statements and receipts) 1-AF Form 1169/1170: WASHINGTON 1-AF FORM 1168/1170: DOPER 1-DD FORM 629		15. DISTRIBUTION LEAVE BLANK		FOR THE COMMANDER (Strike out if inapplicable) TYPED NAME, GRADE AND TITLE OF REPORTING OFFICER LEAVE BLANK SIGNATURE		
DD FORM 1569 1 JUL 72		PREVIOUS EDITION WILL BE USED.				

RECEIPT FOR PRISONER OR DETAINED PERSON			
RECEIVED FROM (Unit or Agency and Station)		TIME	DATE
81st SECURITY POLICE SQDN., APO 09755		0330	1 MAY 76
LAST NAME - FIRST NAME - MIDDLE INITIAL		SERVICE NUMBER AND SSAN	GRADE
SMITH, Roland T.		123-45-6789	A1C
ORGANIZATION		STATION	
81st Security Police Squadron		RAF Bentwaters APO 09755	
OFFENSE			
Drunk and Disorderly, Article #134, U.C.M.J.			
PERSONAL PROPERTY			
RETAINED ON SELF (One Benrus watch, gold, Serial number 12345T) (One topcoat, plaid in color, right pocket torn)			
REMARKS			
NAME AND TITLE OF PERSON RECEIVING ABOVE INDIVIDUAL (Typed or Printed)		SERVICE NUMBER AND SSAN	GRADE
John T. Jones, Commander		987-65-4321	Major
RECEIVING UNIT OR AGENCY AND STATION		SIGNATURE	
81st Security Police Sq., RAF Bentwaters		<i>John T. Jones</i>	

DD FORM 629  
1 MAR 60

Fig #14

PICK UP / RESTRICTION ORDER				TIME	DATE	
				0200	1 Nov 76	
NAME (Last-First-Middle)	GRADE	SSAN	RACE <input type="checkbox"/> BLACK <input checked="" type="checkbox"/> WHITE <input type="checkbox"/> OTHER			
BALLEEY, James Franklin	Sgt	334-56-7654				
ORGANIZATION AND LOCATION	HEIGHT	WEIGHT	EYES	HAIR	DATE OF BIRTH	
88th Security Police Sq	6'	250	Brn	Brn	31 Dec 41	
IDENTIFYING MARKS/FEATURES/CLOTHING						
1" Scar right side of neck, below ear						
OFFENSE (Reason for pick up or restriction)						
Aggravated Assault						
CONDITION OF INDIVIDUAL						
<input type="checkbox"/>	<input type="checkbox"/> DRUNK	<input type="checkbox"/> ON DRUGS	<input type="checkbox"/> DERANGED	<input type="checkbox"/> ARMED/DANGEROUS	<input checked="" type="checkbox"/> VIOLENT	<input type="checkbox"/> NORMAL
REMARKS (Use reverse side if necessary)						
Last seen wearing blue jeans, light blue work shirt, and blue denim western jacket with white piping on back and sleeves						
ISSUING AUTHORITY - NAME (Last-First-MI)	GRADE	DUTY TITLE		ORGANIZATION AND LOCATION		
Frederick A. Reiling	Major	Sqn Commander		88th Security Police RAF Bentwaters, UK		
RECEIVED BY - (Grade - Name)	DUTY TITLE			SIGNATURE		
SSgt Lawton, C.T.	Desk Sergeant 88th Security Police Sqn			<i>C.T. Lawton</i>		
AUTHENTICATED BY - (Grade - Name)	DUTY TITLE			SIGNATURE		
Major Reiling, Frederick A.	Security Police Commander 88th Security Police Sq			<i>Frederick A. Reiling</i>		
CANCELLED BY (Grade - Name)	DUTY TITLE AND ORGANIZATION			TIME	DATE	
Major Frederick A. Reiling	Sqn Commander, 88th SPS RAF Bentwaters, UK			1030	30 Nov 76	

AF FORM 1361  
JUN 74



Fig #15

TEMPORARY RECEIPT FOR PROPERTY		CASE NUMBER
OWNER (Last Name—First Name—Middle Initial) Smith, Joseph R.	GRADE A1C	SSAN AND SERVICE NO. 123-45-6789
ORGANIZATION 81st Supply Sqdn	STATION RAF Bentwaters, England	DATE 26 Mar 74
AMOUNT IN WRITING Seven dollars and forty-two cents		AMOUNT IN FIGURES \$7.42
EFFECTS		
QUANTITY	DESCRIPTION	
1	Wallet, Brown leather, with monogram "J.R.S."	
1	Lighter, "Zippo" chrome	
1	Wristwatch with brown leather strap, "Bulova" #779854	
1	DD Form 2AF, #5836522	
1	Drivers license, Mass. #77234900	
1	Comb, "Ace" Hard rubber, black	
1	Key ring, chrome with three keys	
//////////////////////LAST ITEM////////////////////////////////////		
DELIVERED BY (Signature of Service/Police) <i>John A. Law</i>		
SIGNATURE OF WITNESS <i>Joseph R. Smith</i>		
VERIFIED BY (Signature of Owner) <i>Joseph R. Smith</i>		
SIGNATURE OF WITNESS <i>J. Redman</i>		
DISPOSITION		
I HAVE DELIVERED THE PROPERTY LISTED ABOVE TO THE OWNER WHOSE SIGNATURE APPEARS BELOW.	DATE	SIGNATURE OF CUSTODIAN
RECEIPT OF THE PROPERTY LISTED ABOVE IS ACKNOWLEDGED.	DATE	SIGNATURE OF OWNER
DD FORM 1 OCT 61 579 EDITION OF THIS FORM NOT HAVING SSAN IS OBSOLETE AFTER 30 JUN 68.		



## X. INCIDENT FACT GATHERING GUIDE

1. "WHEN" questions you should attempt to answer:
  - a. When did the crime occur?
  - b. When was the crime discovered?
  - c. When was the crime reported?
2. "WHERE" questions you should attempt to answer:
  - a. Where was the crime committed and/or discovered?
  - b. Where are possible suspects located?
  - c. Where are possible witnesses located?
  - d. Where was the victim located before, during and after the crime was committed?
  - e. Where was the stolen property located before the theft?
3. "WHO" questions you should attempt to answer:
  - a. Who discovered the crime?
  - b. Who reported the crime?
  - c. Who are possible witnesses to the crime?
  - d. Who are possible suspects?
  - e. Who can identify the offender?
  - f. Who can identify or help identify the stolen property?
4. "WHAT" questions you should attempt to answer:
  - a. What happened?
  - b. What does the victim know about the crime or the offender?
  - c. What might other witnesses be able to tell about the crime?
  - d. What evidence might be sought?
  - e. What knowledge, skill, strength, tools or weapons were needed to commit the offense?
  - f. What was the modus operandi (method of operation)?
  - g. What was stolen (NOTE: A detailed description of the stolen property must be obtained, including item, make, model, year, size, color, material, weight, warranty brochures, sketches, serial numbers, engraved markings, defects, replacement parts, marks/scratches, value, etc.)
5. "HOW" questions you should attempt to answer:
  - a. How was the crime committed?
  - b. How did the suspect get to and leave the scene?
  - c. How was the crime discovered?
  - d. How much damage was done?
6. "WHY" questions you should attempt to answer:
  - a. Why was the crime committed?
  - b. Why was the crime committed when it was, where it was and how it was?

## XI. EMERGENCY FIRST AID

During basic military training all military personnel are instructed in the proper procedures for rendering emergency first aid. Due to the immediate availability of trained medical personnel, security policemen are primarily concerned with the procedures for severe bleeding, shock and stoppage of breathing. Here are some reminders:

1. BLEEDING - the two types of severe bleeding are venous (steady flow of dark blood from a vein) and arterial (spurting flow of red blood from an artery). Bleeding may be controlled by:
  - a. Direct pressure - apply clean, folded piece of cloth to the wound and hold it firmly in place until the bleeding stops or slows down to a point of no concern.
  - b. Elevation - Raising the bleeding part slows but does not normally stop the flow of blood to and through the wound. This method should be used only if the wound is on the arm or leg, and only after the direct pressure method has not effectively stopped the flow of blood. DO NOT use this method if there is reason to believe that the arm or leg has been broken.

- c. Pressure Points - At certain points in the body, large arteries lie near the bones, and may be compressed against the bone, and slow the flow of blood. These pressure points are located on the head in front of the ear, on the jaw, in the neck behind the collar bone, on the inner side of the upper arm and in the groin. The pressure point method should be used only when bleeding cannot be controlled or stopped by direct pressure or elevation. When using the pressure points in the neck, DO NOT apply pressure to both neck points at the same time because this would cut off the blood supply to the brain, causing unconsciousness and eventually death. (Fig. 11-1 thru 11-6)
- d. Tourniquet - A tourniquet is a device used to stop pulsating (arterial) bleeding. It is to be used only as a last resort and with the full knowledge that the victim may lose the limb due to the use of the tourniquet. However its use may save a life. The tourniquet is always placed between the heart and the wound, and as low as possible above the wound. The tourniquet is never placed on the wound or directly over a joint. Loosening of the tourniquet is done only by medical personnel. (Fig. 11-7 thru 11-10)

2. PROTECT THE WOUND - Protecting the wound from infection and further injury is a vital part of emergency first aid. No matter how slight a wound or burn may seem it can become extremely dangerous if improperly cared for or left unattended. The job of the rescuer is to prevent germs or foreign matter from entering the wound; leave the rest to trained medical personnel.

3. TREAT FOR SHOCK - Shock is a condition of great weakness of the body. It can, and often does, result in death. Regardless of whether or not there are signs of shock, the rescuer treats for shock by keeping the victim calm, preventing the victim from seeing the wound, making the victim comfortable and warm, and reassuring the victim until the arrival of medical personnel.

4. STOPPAGE OF BREATHING - Stoppage of breathing may be caused in a number of ways, however, the reason for the stoppage is of secondary importance. The primary concern of the rescuer is to restore breathing immediately or death will result. The method used to restore breathing is called mouth to mouth respiration and is performed as follows:

- Turn the victim on his back.
- Clean out the mouth, nose and throat. If they appear clean, start artificial respiration immediately. If foreign matter is present, wipe it out with a cloth or your fingers. (Fig. 11-12)
- Hold the victims head in the "SWORD SWALLOWING" position. Place the head as far back as possible so that the front of the neck is stretched. (Fig. 11-13)
- Hold the lower jaw up. Insert your thumb between the victim's teeth at the midline - pull the lower jaw forcefully outward so that the lower teeth are further forward than the upper teeth. Hold the jaw in this position as long as the victim is unconscious. (Fig. 11-14)
- Close the victims nose by compressing the nose between your thumb and forefinger.
- Blow air into the victims mouth. Take a deep breath, cover the victims open mouth with your own, so that the contact is air tight, and blow until the chest rises. If the chest of the victim does not rise when you blow, improve the position of the victims air passageway and blow more forcefully. Blow forcefully into adults and gently into small children. (Fig. 11-15)
- Let air out of the victim's lungs. After the chest rises, quickly separate lip contact with the victim allowing him/her to exhale.
- Repeat steps "c" and "g" at the rate of 12 to 20 times per minute. Continue rhythmically without interruption until the victim starts breathing, until medical help arrives, or until the victim is declared dead by competent medical authority.



Bleeding in  
scalp above ear



Bleeding in  
cheek



Bleeding on out-  
side of head



Bleeding in arm  
lower arm



Bleeding in  
wrist or leg

Figures 11-1 thru 11-6  
Pressure Points





Take loop around limb



Pass stick under loop

Tighten just enough  
to stop bleeding

Secure in place

Figures 11-7 thru 11-10  
Steps in applying a tourniquet



Figure 11-11  
Clean out mouth, nose and throat



Figure 11-13  
Sword swallowing  
position



Figure 11-14  
Sword swallowing  
position



Figure 11-15  
Mouth to mouth breathing

Steps for mouth to mouth breathing



5. RESCUE OF ELECTRICAL SHOCK VICTIM - The victim of electrical shock is dependent upon you to give him or her first aid promptly. Observe these precautions:
- Shut off the high voltage.
  - If the high voltage cannot be turned off without delay, free the victim from the live conductor. REMEMBER:
    - Protect yourself with dry, insulated material.
    - Use a dry board, your belt, dry clothing or other non-conducting material to free the victim. When possible PUSH - DO NOT PULL the victim free of the voltage source.
    - DO NOT touch the victim with your bare hands until the high voltage contact with his/her body has been removed.
- After resuscitating, stop bleeding, protect the wounds and treat for shock as required.
6. POISONING AND SNAKE BITE CASES: Due to the immediate availability of medical assistance, the role of the security policeman at the scene of a poisoning or snake bite case is normally limited to:
- Treat for bleeding, stoppage of breathing, or shock as necessary.
  - Keep the victim as calm as possible. Allow no strenuous exertion on the victims part.
  - In the case of poisoning, confiscate any pills, powder, medicine containers, etc, about the victim and hold them for identification by medical personnel when they arrive. In the case of snake/insect bites, try to determine the exact type of snake/insect involved. If the snake/insect is still at the scene, using extreme caution, attempt to capture and retain same for release to and subsequent identification by medical personnel.
  - The same procedures as listed above may also be applied in drug overdose cases.
7. OTHER CASES: Other types of injuries, such as burns, broken bones where there is no immediate threat to life through bleeding or shock, foreign objects in the eye, etc, may be referred directly to the hospital. If the victim is to remain at the scene with the security policeman until the ambulance arrives, the treater's primary responsibility is to insure that the victim is made as calm and comfortable as possible, and that no further injuries occur while waiting.
8. EMERGENCY ASPECTS OF CHILDBIRTH:
- Pains or contractions close together every 2-5 minutes, delivery may be minutes away. Every effort should be made to help the mother relax. Do not use drugs or sedatives of any kind.
  - If the bag of water breaks. If the mother is not in labor she will soon be. If she has been in labor, the gush of water may signal the coming of delivery. Prepare.
  - Cover the mother for privacy and warmth.
  - Do not touch the birth area with hands or any other object.
  - Let the baby come naturally. When the head is out, support it to prevent injury and to keep it's face out of any fluid. If the water bag is covering the baby's face (like cellophane) take your fingernails or a sharp instrument and quickly and carefully tear it away so that the baby can breathe.
  - If the cord is wound around the neck, it should be loosened gently from the neck to relieve pressure. If it is easily loosened, slip it over the baby's head. Never pull on the cord.
  - After the baby is born elevate it slightly by it's feet (grip firmly so the baby will not slip out of your grasp) with it's head down for a few seconds for drainage. Check the mouth for mucus. If the baby does not cry and breathe, rub it's back vigorously Lay the baby on the mother's abdomen and gently snap the bottom of it's feet with you fingers several times. If this does not cause the baby to breathe, you must start mouth to mouth breathing. (BREATHE VERY GENTLY)

- h. Keep the cord slack. DO NOT PULL ON CORD. Place the baby on a clean blanket or clothing. Lay the baby on the mother's abdomen, or between her legs. Keep the baby covered, except for the face, and keep the head lowered slightly.
- i. Wait for the placenta (after birth) to come. Do not hurry it, it may take as long as 30 minutes to come.
- j. When the placenta does come:
- (1) Do not be in a hurry to cut the cord - it can wait up to 24 hours.
  - (2) Wrap the placenta separately with wax paper, newspaper, or clean cloth. The doctor will want to inspect it. Wrap it and the baby together.
  - (3) Clean only the baby's face - the vertex (white creamy covering over the baby's skin) is for protection of the baby.
  - (4) Place hands over the mother's lower abdomen and massage gently. Repeat as necessary to keep the uterus firm.
- k. Do not leave mother and baby alone.

1. CONDITIONS WHICH CALL FOR SPECIAL URGENCY IN GETTING MOTHER AND BABY TO HOSPITAL OR DOCTOR:

Baby:

- (1) Head born first.
- (2) Cord born first.
- (3) Buttocks or legs appear first.
- (4) Baby who isn't breathing or having trouble breathing.
- (5) Premature baby. (under five pounds)
- (6) Jaundiced baby. (yellow color of skin)

Mother:

- (1) Excessive bleeding. If this occurs, continue gentle massaging of uterus until medical help arrives.

Tying and cutting the cord:

- (1) Boil the tie, tape or shoe string at least  $\frac{1}{4}$ " wide, and the scissors for ten (10) minutes.
- (2) Wash hands thoroughly.
- (3) Tie the cord tightly in two places about two inches apart. The tie nearest the baby should be 6 to 8 inches from the navel. Cut the cord between the two ties. Do not attempt to cut the cord unless there is no medical help available, it can wait for up to 24 hours. If you do have to cut it, wait at least until the cord has become limp.

XII. STANDARD ABBREVIATIONS: As an aid to speedy and complete note taking, it is highly recommended that the security policeman develop and use a standardized set of abbreviations for commonly used words of description. Following are some abbreviations suggested for use:

COLORS

BLD - Blond  
 BLK - black  
 BLU - blue  
 BRN - brown  
 GRY - gray  
 GRN - green  
 RD - red  
 WHT - white  
 CHK - checked  
 HAZ - hazel  
 LT - light  
 DK - dark

CLOTHING

Blc - blouse  
 Ct - coat  
 Jkt - jacket  
 O'ct - overcoat  
 Pts - pants  
 Sht - shirt  
 Skt - skirt  
 Swrt - sweater  
 Trsr - trousers  
 Wrg - wearing

WEAPONS AND DIRECTIONS

BSP - blue steel pistol  
 BSR - blue steel revolver  
 NFP - nickel plated pistol  
 NRP - nickel plated pistol  
 RIF - rifle  
 Esc - escape  
 N - north  
 S - south  
 E - east  
 W - west  
 S/GUN - shot gun  
 KNF - knife

AUTOS

CHRY - Chrysler  
 CAD - Cadillac  
 CHEV - Chevrolet  
 FALC - Falcon  
 FD - Ford  
 LINC - Lincoln  
 PLY - Plymouth  
 PONT - Pontiac  
 AUST - Austin  
 TOY - Toyota

AUTOS

JAV - Javeline  
 A/H Austin Healey  
 MAV - Maveric  
 OLDS - Oldsmobile  
 VAUX - Vauxhall  
 VW - Volkswagon  
 TRPH - Triumph  
 JAG - Jaguar  
 MAZ - Mazda  
 HON - Honda

BODY STYLES

Ch - coach (2 doors)  
 Conv - convertible  
 S/W - station wagon  
 Sdn - sedan  
 B - bus  
 P/U - pick-up  
 Trk - truck  
 Trlr - trailer

## XIII.

## ADVISEMENT OF RIGHTS

## MILITARY

I am \_\_\_\_\_, a Security Policeman. I am investigating the alleged offense(s) of \_\_\_\_\_ of which you are suspected. I advise you that, under the provisions of Article 31, UCMJ, you have the right to remain silent, that is, to say nothing at all. Any statement you do make, oral or written, may be used as evidence against you in a trial by court-martial or in other judicial or administrative proceedings. I advise you also that you have the right to consult with a lawyer and to have a lawyer present during this interview if you desire. You may obtain a civilian lawyer of your choosing, at your own expense, or the Air Force will appoint a military lawyer for you free of charge. You are further advised that you may request a lawyer at any time during this interview and if you decide to answer questions without a lawyer present, you may stop the questioning at any time.

Do you understand your rights?

Do you want a lawyer at this time?

## CIVILIAN

I am \_\_\_\_\_, a Security Policeman. I am investigating the alleged offense(s) of \_\_\_\_\_ of which you are suspected. I advise you that under the provisions of the Fifth Amendment to the United States Constitution, you have the right to remain silent, that is to say nothing at all. Any statement you do make, oral or written, may be used as evidence against you in a trial or in other judicial or administrative proceedings. I advise you also that you have the right to consult with a lawyer and to have a lawyer present during this interview if you desire. You may obtain a civilian lawyer of your choosing, at your own expense, or if you cannot afford a lawyer, one will be appointed for you. You may request a lawyer at any time during this interview or, if you decide to answer questions without a lawyer present, you may stop the questioning at any time.

Do you understand your rights?

Do you want a lawyer at this time.

## WAIVER OF RIGHTS:

After the warning has been given, and in order to secure a waiver, the following questions should be asked and a reply secured to the questions:

1. Do you understand your rights as I explained them to you?
2. Do you wish to consult with an attorney at this time?
3. Do you wish to make a statement, or answer my questions?



## XIV. WORDS MOST OFTEN MISPELLED IN POLICE REPORTS:

A.	abandoned	credence	K.	knife
	absence	custody		knowledge
	accelerator	D.	L.	latch
	accessory	deceived		license
	accessible	defective	M.	malicious
	accordance	defendant		measurement
	additional	deficiencies		mental
	address	degenerate		miscellaneous
	adjoining	delinquent		mischief
	aggravate	derogatory		misdemeanor
	alcohol	described		municipal
	alcoholic	description		mustache
	alienate	despondent	N.	narcotic
	amount	discretion		nausea
	analysis	dismissed		nauseated
	anonymous	disposition		neurotic
	antidote	dissipation		necessary
	apprehend	disturbance		notified
	apprehended	duress		notoriety
	apprehension	E.	O.	obscene
	argument	efficiency		observed
	arterial	embezzlement		occasion
	articles	employment		occurrence
	asphyxiated	epilepsy		occurred
	assault	equipment		operator
	attacked	escaped		ordinance
	attorneys	evidence		original
	attribute	F.		oxygen
	authority	flagrant	P.	participate
	available	forgery		pedestrian
B.	barricaded	foreign		perjury
	beige (color)	frequent		permission
	belligerent	G.		perpetrated
	boulevard	grievances		personnel
	building	guardian		pertinent
	bureau	H.		physician
	burglary	habitually		pneumonia
	business	hazardous		poisoned
C.	canceled	hemorrhage		polygraph
	caused	homicide		possession
	chief	I.		possible
	chiropractor	identified		potentially
	circumstances	illegal		precinct
	cited	immediately		premises
	citizen	impact		prerogative
	classification	impaired		preservation
	clothing	inadequate		prima facie
	comatose	incident		principal
	committing	injurred		prisoner
	complaint	interference		privilege
	complainant	intermittently		procedure
	complexion	interrogation		proceeded
	concealed	intersecting		processes
	conspicuous	intersection		profusely
	containing	J.		promises
	continued	jeopardy		prostitution
	contribute	jewel		prosecute
	controlled	jewelry		
	convenience			
	coroner			
	counterfeit			

## R.

ransack  
receipt  
receptacle  
reciprocity  
recovered  
registered  
registration  
replevin  
resisted  
respiration  
restitution

## S.

scalp  
scene  
scheduled  
schedule  
seizure  
separation  
sergeant  
serial

## serious

several  
sheriff  
sobriety  
sodomy  
submitted  
subpoena  
substantially  
subterfuge  
supplement  
suspicious

## T.

technique  
tenant  
threatened  
throat  
tourniquet  
towed  
towing  
traveling  
trousers

## U.

unconscious  
ultimatum  
unconcerned  
undergarment  
unintelligible

## V.

vagrancy  
vehicle  
vicinity  
visibility

## W.

warrant  
witnesses  
wrapper

IV. PUNITIVE ARTICLES, UCMJ: The punitive articles define offenses by military law.

Article #

77 - Principles  
78 - Accessory after the fact  
79 - lesser included offense  
80 - attempts  
81 - conspiracy  
82 - solicitation  
83 - fraudulent enlistment  
84 - effecting unlawful enlistment  
85 - desertion  
86 - AWOL  
87 - missing movement  
88 - contempt toward officials  
89 - disrespect toward officers  
90 - Assaulting or willfully disobeying a commissioned officer  
91 - Insubordinate conduct toward a warrant/non-commissioned officer/petty officer  
92 - Failure to obey an order or regulation  
93 - cruelty and maltreatment  
94 - mutiny and sedition  
95 - Resistance to, breach of arrest, escapes  
96 - Releasing prisoner without authority  
97 - unlawful detention  
98 - Noncompliance with procedural rules  
99 - Misbehavior before the enemy  
100 - subordinate compelling surrender  
101 - Improper use of countersign  
102 - forcing a safeguard  
103 - captured or abandoned property  
104 - aiding the enemy  
105 - misconduct as a prisoner  
106 - spies  
107 - false official statements  
108 - loss, damage, destruction of US property  
109 - waste, spoils of property other than US  
110 - improper hazarding of vessel  
111 - drunken or reckless driving  
112 - drunk on duty  
113 - misbehavior of sentinel or lookout

Article #

114 - dueling  
115 - malingering  
116 - riot  
117 - provoking speeches or gestures  
118 - murder  
119 - voluntary/involuntary manslaughter  
120 - rape, carnal knowledge  
121 - larceny  
122 - robbery  
123 - forgery  
123a - making, drawing or uttering checks, drafts without sufficient funds  
124 - maiming  
125 - sodomy  
126 - arson  
127 - extortion  
128 - assault  
129 - burglary  
130 - housebreaking  
131 - perjury  
132 - frauds against the US  
133 - conduct unbecoming an officer  
134 - general article

#### XVI. CASE DECISIONS INVOLVING LAW ENFORCEMENT ACTIVITIES:

Police lacking a warrant could not ransack a home but must confine their search to the suspect and his immediate surroundings. (*Chimel vs. California*, 395 U.S. 752 (1969))

Police may search an automobile without a warrant if they have probable cause to believe it contains illegal articles. (*Terry vs. Ohio*, 392 U.S. 1 (1968))

A police officer may "stop and frisk" a suspect when his suspicion that the person is engaged in criminal conduct is based on an informant's tip that the officer considers to be reliable. (*Adams vs. Williams*, 407 U.S. 143 (1972))

Police without a warrant burst in on Antonio Richard Rochin. They spotted two morphine capsules in his room, but Rochin swiftly swallowed the evidence. The police tied him up, rushed him to a hospital, pumped out his stomach, and recovered the capsules. The Supreme Court decided that he had been denied not only of the contents of his stomach but of due process. (*Rochin vs. California*, 342 U.S. 165 (1952))

Police also lacking a warrant barged into the house of a lady with the melodious name of Dollree Mapp. They did not find the betting slips they were after but seized some "lewd and lascivious books and pictures". The Supreme Court ruled that a state could not prosecute a person with unconstitutionally seized evidence. (*Mapp vs. Ohio*, 367 U.S. 643 (1961))

A man named Mamel Valtierra was shot in the back and killed. Police picked up his brother-in-law, Danny Escobedo, a laborer. He was questioned, released, picked up ten days later, and interrogated again. He asked to see his lawyer, but the request was refused. During the long night at police headquarters, Danny Escobedo confessed. Under the Sixth Amendment a suspect is entitled to counsel even during police interrogation once the process shifts from investigatory to accusatory. (*Escobedo vs. Illinois* 378 U.S. 478 (1964))

Ernesto A. Miranda, an indigent twenty-three year old man, described by the court as mentally disturbed, was arrested in March 1963, ten days after the kidnapping and rape of an eighteen-year old girl near Phoenix. The girl picked Miranda out of a police lineup, and after two hours of interrogation during which he was not told of his right to silence and a lawyer, he confessed. The Fifth Amendment's protection against self incrimination requires that suspects be clearly informed of their rights before they are asked any question by police. Prior to any questioning, the person must be warned that he has a right to remain silent, that any statement he does make may be used against him and that he has a right to the presence of any attorney, either retained or appointed. Although a defendant may knowingly waive these rights, he cannot be questioned further if at any point he asks to see a lawyer, indicates in any manner that he does not wish to be interrogated. (*Miranda vs. Arizona*, 384 U.S. (1966))

If a statement were made by a suspect without proper Miranda warnings, it could be used to discredit his testimony at a trial. The defendant claimed at his trial that he had sold baking soda, not heroin, to an undercover narcotics agent. The prosecution then read a statement the defendant had made, with out police warnings, just after his arrest, in which he admitted the sale and made no mention of baking soda. (*Harris vs. New York*, 401 U.S. 222 (1971))



**XVII. AFR 39-6 RESPONSIBILITIES OF NONCOMMISSIONED OFFICERS (NCOs)**

1. This regulation states Air Force policy on the responsibilities of noncommissioned officers and provides guidance concerning such responsibilities to individual airmen in grades E-4 through E-9 and to all commissioned officer charged with management of military personnel.
2. The role of a noncommissioned officer. A noncommissioned officer carries out the orders of those appointed over him a effectively utilizing the people, materials, equipment and other resources assigned to him. He represents the Air Force to airmen of lesser grade and the civilian community; therefore, his personal integrity, loyalty, and devotion to duty must remain above reproach at all times. As an Air Force leader, he must uphold its policies and traditions and promote the Air Force as a career and way of life.
3. NCO Responsibilities. Each NCO will:
  - a. Attain a skill level commensurate with his grade and maintain a high degree of proficiency in his awarded specialty.
  - b. Develop a thorough understanding of Air Force leadership and personnel management techniques and fully accept related responsibilities.
  - c. Maintain exemplary standards of behavior including personal conduct, courtesy and personal appearance.
  - d. Assure proper custody, care and safe keeping of property or funds entrusted to his possession or supervision.
  - e. Execute instructions and responsibilities on a timely basis, with a minimum of supervision from superiors.
  - f. Be familiar with:
    - (1) The Uniform Code of Military Justice (MCM-1969-Rev), the US Fighting Man's Code (AFF 34-10-1), and Air Force Standards (AFR 30-1)
    - (2) History of the Air Force and significant accomplishments of his present unit or assignment.
  - g. Understand and actively support the Air Force Social Actions Program (Drug and Alcohol Abuse Control, Equal Opportunity, and Race Relations Education) as outlined in applicable directives (AFRs 30-19, 35-78 and 35-11).
  - h. Participate in the Air Force safety program by:
    - (1) Counselling subordinates on matters relating to excessive use of alcohol, drug abuse, or other conduct on or off duty which may be detrimental to an individual's safety.
    - (2) Implementing accident prevention measures to reduce ground safety accidents, especially vehicle caused injuries both on and off duty.
  - i. Plan, supervise, and conduct individual and group on the job training in technical and military subjects.
  - j. Conduct drill and ceremonial procedures as required.
  - k. Help subordinates:
    - (1) Adjust to their military environment and organization assignments.
    - (2) Resolve personal problems whenever possible.
  - l. Supervise, counsel and correct subordinates on matters of duty performance, individual conduct, courtesy, safety, and personal appearance both on and off duty.
  - m. Insure that appropriate action is taken when the conduct or duty performance of a subordinate is marginal or substandard.
  - n. Counsel subordinates about an Air Force career.

**TO BE AN EFFECTIVE NCO YOU MUST:**

1. Know your job.
2. Know yourself and seek self-improvement.
3. Know your people and look out for their welfare.
4. Set the example.
5. Be sure the task is understood, supervised and accomplished.
6. Train your people as a team.
7. Make sound and timely decisions.
8. Seek responsibility and develop a sense of responsibility among your subordinates.
9. Employ your command according to it's capabilities.
10. Take responsibility for your actions - follow up.

**ATTRIBUTES OF AN EFFECTIVE LEADER**

Integrity

Willing to assume responsibility

Competent

Enthusiastic

Confident

Professional

Intelligent

Sensitive

Humane

Receptive to problems of others



"You want to swap jobs with someone from Miami, Hawaii, or Bermuda?? This may take awhile, so don't call us, we'll call you!!"

DRUG USED	PHYSICAL SYMPTOMS	LOOK FOR
Glue sniffing	Violence, Drunk appearance Dreamy or blank appearance, expression.	Tubes of glue, glue smears large paper or cloth hand- kerchiefs.
Heroin Morphine Codeine	Stupor/drowsiness, needle marks on the body, watery eyes, loss of appetite, blood stains on shirt sleeve, running nose.	Needle or hypodermic syringe, cotton, tourniquet cord/rope/ belt, burnt bottle cap or spoons, glassine envelopes.
Coughmedicine (containing codeine and/or opium)	Drunk appearance, lack of coordination, confusion excessive itching.	Empty bottles of cough medicine.
Marijuana	Sleepiness, wandering mind enlarged eye pupils, lack of coordination, craving for sweets, increased appetite.	Strong odor of burnt leaves, small seeds in pocket lining and ash trays, cigarette rolling papers.
LSD DMT STP	Severe hallucinations, feeling of detachment, in- coherent speech, cold hands and feet, vomiting, laughing and crying.	Cube sugar with discoloration in center, strong body odor, small tube of liquid.
Amphetamines	Aggressive behavior, giggling, silliness, rapid speech, confused thinking, no appetite, extreme fatigue, dry mouth, shakiness.	Jar of pills of varying colors, chain smoking.
Barbiturates	Drowsiness, stupor, dull- ness, rapid speech, confused thinking, no appetite, extreme fatigue, dry mouth, shakiness.	Pills of varying colors.

"Gentlemen, Lubwitz has just broken down his M-16 in record time. Will someone get him another M-16, please."





### XIX. OBTAINING DISCRPTIONS OF SUSPECTS

When obtaining descriptions of suspects or objects from victims or witnesses Security Policemen should remember that these persons have been under an emotional strain from which they may not yet have fully recovered. Therefore, it may be necessary for the patrolman to question these people in order to obtain a complete and accurate description. In obtaining descriptions it is always good to question more than one person since no two people will see the same thing.

When obtaining descriptions of persons start from the head and work down.

- |            |                           |  |
|------------|---------------------------|--|
| 1. Sex?    | 7. Color of hair?         | 13. Coat?  |
| 2. Height? | 8. Color of eyes?         | 14. Tie or open collar?  |
| 3. Weight? | 9. Any visible scars?     | 15. Shirt (type and color)?  |
| 4. Age?    | 10. Right or left handed? | 16. Trousers?  |
| 5. Build?  | 11. Wearing a hat?        | 17. Shoes?   |
| 6. Race?   | 12. Glasses?              | 18. Any noticeable defect such as a lisp, hare lip, crossed eyes, limp, ect? |

When obtaining description of objects such as automobile, firearms, luggage, etc., use the following:

1. Type (convertible, station wagon, etc., if firearms, was it a revolver, automatic rifle, etc.)
2. Model
3. Make
4. Color
5. New or old
6. Value
7. Distinctive markings

#### PHYSICAL DESCRIPTION

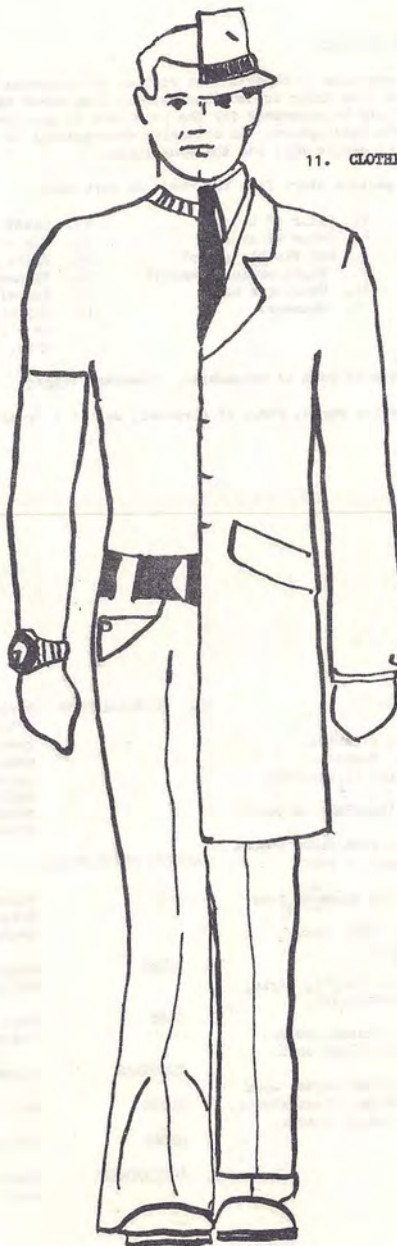
- |               |   |                             |   |
|---------------|---|-----------------------------|---|
| 1. SEX        | Male or female  | 10. PEGULIARITIES           | Marks, scars, deformities, artificial limbs, mustache, goatee, beard, wigs, toupees, manicure, make up, voice (pitch, tone, rasp, lisp, high, low) Speech (well modulated, slang, accent, literate) |
| 2. COLOR      | White, negro, oriental, Puerto Rican, Mexican, National origin if possible.                 | <b>CLOTHING DESCRIPTION</b> |   |
| 3. AGE        | Approximate (as close as poss)  | 1. HAT                      | Color, style, block, cap, fedora, hood, etc., ornaments, feathers.  |
| 4. HEIGHT     | In comparison with fixed object of known height or self.                                    | 2. SHIRT                    | Color, design, sleeves, collar style.   |
| 5. WEIGHT     | Approximate (as close as pass)  | 3. COAT                     | Suit, Top coat, overcoat, buttons, color, material.   |
| 6. BUILD      | Huskey, slim, thin, heavy, light, muscular.   | 4. TROUSERS                 | Color, styles, material.  |
| 7. HAIR       | Color, texture, length, style, groom, cut, artificial.                                      | 5. SOCKS                    | Color, design, type.  |
| 8. EYES       | Color, shape, lashes, brows, slant, clear or blood shot.                                    | 6. SHOES                    | Color, style, design.   |
| 9. COMPLEXION | Color, pores, pock marks, acne razor rash, bumps, clean shaven, unshaven, 5 O'clock shadow. | 7. ACCESSORIES              | Sweater, scarfs, gloves, neckties.  |

## STANDARD DESCRIPTION

1. NAME
2. COLOR
3. SEX
4. AGE
5. HEIGHT
6. WEIGHT
7. HAIR
8. EYES
9. COMPLEXION
10. PHYSICAL MARKS,  
SCARS, LIMP,  
TATTOOS, ETC.

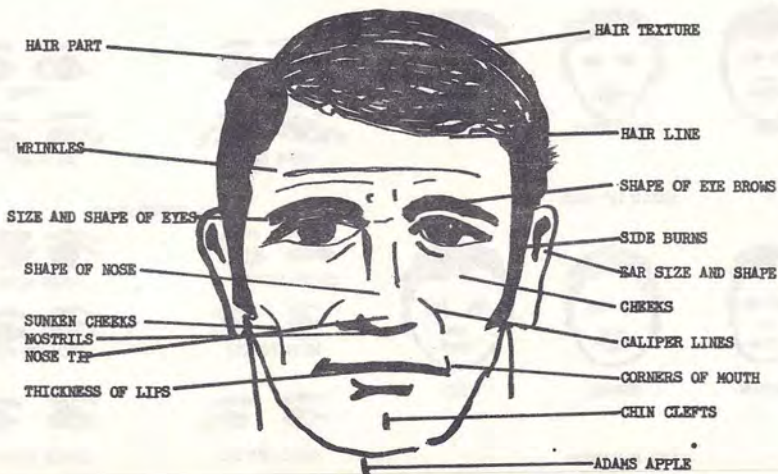
## 11. CLOTHING, HEAD TO FOOT

- a. HAT
- b. SHIRT AND TIE
- c. COAT AND/OR SWEATER
- d. TROUSERS
- e. SOCKS
- f. SHOES
- g. ACCESSORIES
- h. JEWELRY
- i. GENERAL APPEARANCE
- j. ODDITIES



12. WEAPONS
13. VEHICLES

FACIAL DETAILS



HAIR STYLES





## SHAPE OF HEAD



ROUND



TRIANGULAR



SQUARE

## EYE SHAPES



ROUND

DOWN SLANT



OVAL

UP SLANT

## WIDTH OF HEAD



NARROW



NORMAL



WIDE

## EYE EXPRESSIONS



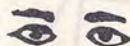
CLOSE LIDDED

HIGH PUPILS



WIDE OPEN

LOW PUPILS



SMALL PUPILS



LARGE PUPILS

## EYE PLACEMENT



WIDE



NORMAL



CLOSE

## EYE BROWS



ARCHED

DOWN SLANT



STRAIGHT

UP SLANT



IRREGULAR



IRREGULAR

## CONTINUED FROM PHYSICAL DESCRIPTIONS:

8. **JEWELRY** Rings watches, bracelets, tie clasp.
9. **GENERAL APPEARANCE** Neat, clean, well groomed, dirty, sloppy, etc.
10. **ODDITIES** Clothing too small, or too large, odd color, patched.

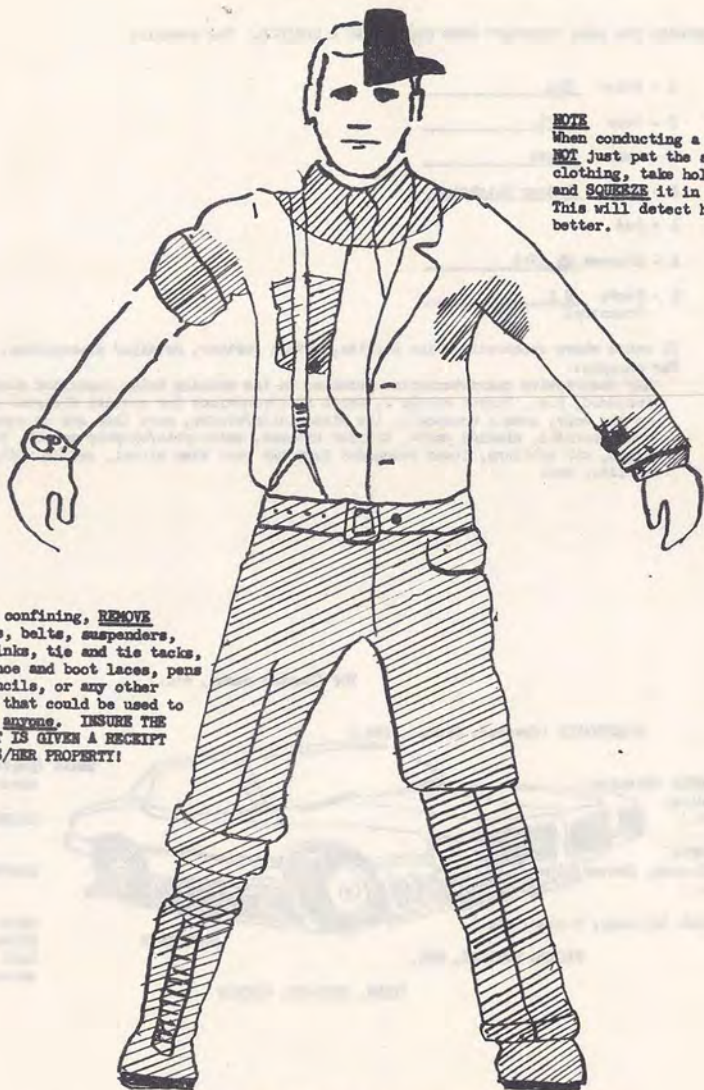
## WEAPONS:

1. Revolver
2. Pistol
3. Shotgun
4. Rifle
5. Knife
6. Other

## VEHICLES:

1. Make
2. Model
3. Type
4. Color
5. License number
6. Oddities

## SEARCHING SUSPECTS

NOTE

When conducting a search DO NOT just pat the suspects clothing, take hold of it and SQUEEZE it in your hand. This will detect hidden items better.

NOTE

Before confining, REMOVE watches, belts, suspenders, cuff links, tie and tie tacks, long shoe and boot laces, pens and pencils, or any other object that could be used to injure anyone. INSURE THE SUSPECT IS GIVEN A RECEIPT FOR HIS/HER PROPERTY!

SHADED AREAS MUST BE WELL SEARCHED

## IX. DESCRIPTIONS OF VEHICLES:

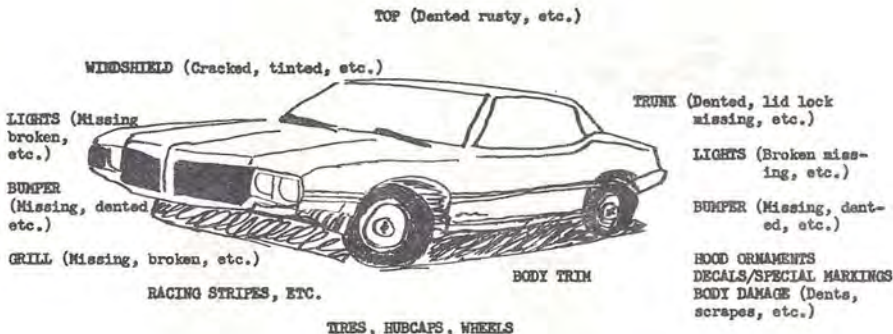
REMEMBER THE WORD "CIBRAIS" WHEN DESCRIBING A VEHICLE. For example:

C - Color Red  
 Y - Year 1978  
 M - Make Nasda  
 B - Body 2 door hatchback  
 A - And  
 L - License OW 8518  
 S - State U.K.  
 (country)

In cases where observation/time permits, obtain further, detailed description.

For example:

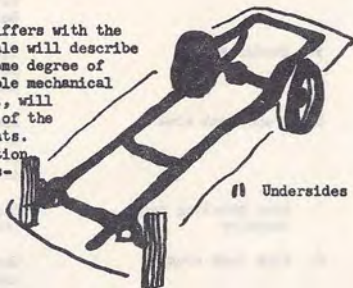
Any descriptive characteristics peculiar to the vehicle being described should be included, i.e., bumper stickers, names or expressions (or unusual designs) painted on the body, decals mounted on the windshields/window, more than one or unusual radio aerials, missing parts, trailer hitches, motorcycle/bicycle mounts, luggage racks, air spoilers, items suspended from the rear view mirror, and/or radio aerials, etc.





### XII. IDENTIFICATION OF VEHICLES, AND PLACES OF CONCEALMENT ON VEHICLES:

Remember the identification of an automobile differs with the interest of the viewer. Generally, an adult male will describe the make and model of the car, and give with some degree of accuracy the year of manufacture, plus noticeable mechanical defects such as engine knock, oil burning, etc., will be noticed. An adult female notices the color of the vehicle, its general appearance and the occupants. Teenagers will usually give a detailed description of the year, model, make, color, type of accessories, general appearance, and the driver.



#### AREA OF CONCEALMENT

#### METHOD OF CONCEALMENT

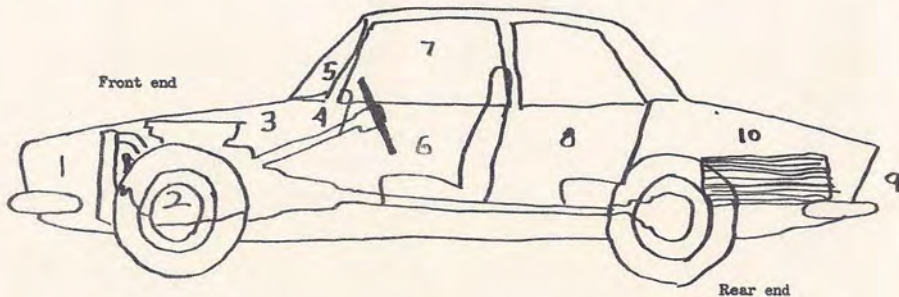
1. Bumper, grill and radiator

Attaching with tape, magnet or container to the rear of the license plate, or the front of bumper. License plate altered by painting or deleting number or letter. License plate placed over another. Package secured to the grill by tape or wire, or suspending in waterproof container by wire in radiator.

2. Fenders, front wheels

Securing item in the under surface of the front fender or attaching to the wheels. Concealing contraband behind the hubcaps, or inside the headlight assemblies.

#### Interior



3. Motor areas

Tying to radiator hoses or to the electrical wiring. Hiding in the air filter under the voltage regulator cover, distributor cap, in the ventilating ducts and the windshield washer bottle. Attaching to the motor block, steering column, fan blade guard and the under side of the hood. Weapons are often placed on the battery, and in it's corner.

4. **Cowling and Dashboard Area**  
Securing to the cowling panels or hiding behind removable panels. Concealing under the floor mat or placing in compartment built into flooring. Attaching to the steering column, wiring under the dashboard or to the back of the foot pedals. Placing inside the ventilation ducts, on top of the radio unit or attaching to the outside surfaces of the glove compartment. Placing small items in the ash tray or the glove compartment (may be wrapped in cloth or paper) Activate all knobs and switches found on dashboard as they may open a hidden compartment.
5. **Header area**  
Concealing under the fabric of sunvisor. Taping to the back or placing under a card or mirror attached to sun visor. Concealed under the upholstery of the overhead.
6. **Front seat area**  
Hiding between the springs of the front seat. Placing in the crevice between the seat and the back seat. Under the front seat or in the upholstery of seat covers. Look for buttons or switches in front seat area which may operate hidden compartments.
7. **Door paneling and hardware**  
Hiding in cutout portions at the bottom of the door or behind paneling. Attaching to the arm rests.
8. **Back seat areas**  
Contraband may also be concealed under the floor mat or seat cushions, ash trays, dome lights and paneling of the upholstery. The rear deck may contain a hidden compartment.
9. **Rear fender and bumper area**  
Attaching to the under surface of the fender, the back surface of the license and the bumper. Hiding in the area of the light assemblies.
10. **Trunk area**  
Contraband may be hidden in the space between the trunk lid and the reinforcing frame. The spare tire wheel or the area under the spare tire provides concealment. Attaching to the outer surfaces of the spare wheel and tire. Hiding in hollows or door handles. Under the floor boards.
11. **Framework of automobile**  
Attached to frame by magnet or secured by tape or wire. Placed in hidden compartments attached to frame.





### XIII. PATROL PROCEDURES:

Security Policemen assigned to base patrols protect personnel and property, prevent pilferage, supervise traffic movements, enforce traffic regulations, enforce standards of conduct and discipline, and furnish information and directions. Base patrol effectiveness is largely the result of the individual security policeman's knowledge of base traffic policies and regulations, and of his proficiency in patrolling techniques. Personnel assigned to base patrols must thoroughly understand the proper techniques and tactics of patrolling - such as the effective deploying of security police vehicles.

1. Use of vehicles - Base patrolmen may use different types of vehicles. The type is of little significance; how the vehicles are used is important. Security police regulate traffic just by being present in a marked vehicle. It is highly important for that reason, that the patrolman regulates his speed so as not to interfere with the normal and safe flow of traffic. It is also important that the security police patrol not commit any traffic violations.
2. Varying routes - RAF Pentwaters/Woodbridge is divided into separate patrol areas, with a patrol assigned to each area; however, because of the lack of vehicles or personnel, one patrol may be assigned more than one area. Patrolmen assigned to such areas must vary the route and time of their patrols so that no predictable pattern is established. This is the very essence of effective patrolling. Sometimes, parking the patrol vehicle in a conspicuous place is more effective than driving through the area. This tactic also aids in conserving our dwindling energy supplies.
3. Essential traits of the patrolman - Because of close public scrutiny, mature judgement, tact, and diplomacy are essential traits for personnel assigned to base patrols. Even if the planning, organization and equipment of a base patrol is the very best, one patrolman who is unsuited for work of this nature could easily jeopardize the mission, and affect the public image of the entire security police organization. Base patrolmen can represent themselves well to the public by:
  - a. Standing erect and alert.
  - b. Being well groomed in uniform and personal appearance.
  - c. Displaying pride in themselves and in the unit.
  - d. Being courteous and respectful.
  - e. Displaying good manners.
  - f. Using correct speech and good tone of voice.
  - g. Being enthusiastic in their work.
  - h. Being friendly, natural, and sincere in their attitude.
4. Duties of the base patrolman:
  - a. Know the area - It is essential that patrolmen know thoroughly the geography of the area they patrol. They must know every street in the area, the dead ends, the alarmed facilities and other such features. They must be able to give accurate detailed directions to personnel unfamiliar with the base. They must know where the "trouble spots" are located, and focus constant attention on them.
  - b. Learn to observe - While patrolling, make it a point to improve your ability to observe. Look at individual's body build, color of hair, eyes, complexion and distinguishing characteristics, such as walking with a limp, scars, tattoos, ect. Pay particular attention to clothing, it's color, style and how it is worn, eye glasses and jewelry, and other distinguishing factors. Constantly try to improve your ability to observe by trying to describe individuals, vehicles, objects, etc., in your mind at a glance. You should look at the individuals you see on the street, and notice buildings, vehicles, and areas you pass during normal patrolling. Be specially watchful of darkened areas, and suspicious activities. One "old cop" once described patrolling as "Looking for something that does not belong."



**IXIII. PRESERVATION OF THE CRIME SCENE:**

When the initial inquiry by security police discloses that an offense is of the type which should be referred to the OSI, the security police investigative action will be limited to the following:

1. Preventing the escape of the offender.
2. Securing aid for any injured persons.
3. Isolating and safeguarding the area or scene of the offense.
4. Obtaining names and addresses of witnesses.
5. Preventing trespasses, handling of articles, or any other interference with possible evidence.
6. Fully noting matters of conditions which may change before the arrival of the investigator, such as weather, visibility, odors, the position and conditions of injured persons who may have to be moved, etc.
7. Notifying Security Police Headquarters as soon as possible of the nature of the offense.
8. Reporting all important matters and observations to the investigator as soon as he arrives.

**HYPOTHETICAL:**

The desk sergeant receives a telephonic complaint reporting that the occupant of room #111, barracks #777, has been behaving in a rather strange manner and we are requested to respond. Upon arrival at the above mentioned location the charge of quarters provides an escort to the room. The charge of quarters opens the door. You observe that the occupant of the room has opened both doors of his wall locker, attached his Air Force necktie to the metal clothes bar and hung himself. If there is a suicide letter/note or weapon don't examine or move them. Remember that the OSI must reconstruct the death scene. The window(s) should be closed. Secure the room via the locking device and post a guard. Seal the area. Notify the LE desk sergeant and stand-by for instructions. Ordinarily you will be plagued with curious personnel. If senior officers (colonel, etc.) are curious and demand entry, indicate that the scene has been secured and that you respectfully request that they refrain from entry until such time as the OSI arrives.

**PHOTOGRAPHS:**

Until the OSI arrives, no one will be allowed entry into the area. OSI knows what pictures are required (quantity, angles and approaches, etc.).

**DOCTORS:**

Ordinarily the MOD will respond. His/her action will be to examine the individual and to effect a pronouncement of death. Other medical personnel should be denied entry until the OSI concludes their investigation, and authorizes their entrance to the area.

**PROTECTING THE CRIME SCENE:**

1. Is it a crime of violence? If so is the victim present.
2. Can the victim describe his assailant(s)? If the suspect is not present at the scene get a complete description and get it on the air immediately.
3. Give the victim first aid, call an ambulance if needed.
4. If the victim appears dead, request a doctor at the scene.
5. Restrict movement around the scene. Be polite, do not offend spectators, they may be witnesses.
6. If the area is large, call for additional help.

7. Establish boundaries around the scene, use rope, traffic cones, barricades, etc. Use additional patrolmen to walk the perimeter if necessary.
8. Allow only necessary personnel inside the perimeter.
9. If a body or other evidence must be moved, outline it with chalk or some other marking device before it is moved.
10. Protect any evidence that might be damaged or destroyed by weather. The use of rain-coats, cardboard boxes, plastic bags, etc., is recommended.

**CONTACT OF OFFENDERS WITH THE SCENE AND THE VICTIM RESULTS IN PHYSICAL CHANGES, AND THE TRANSFER OF MATERIALS:**

PHYSICAL CHANGE

\* In victims condition

.....Physical injuries caused by weapons (guns, knife, blunt instrument), chemicals (poison, acids, drugs), impact with vehicle, etc., resulting in the loss of blood, skin, hair, etc.

\* In suspect's condition

.....Physical injuries caused by a fight with the victim (scratches, bruises, wounds, etc.), by impact of the collision or other accidental means (cuts from broken glass, falls from high places, etc.)

\* In scenes condition

.....Things broken such as windows, locks, doors, headlights, bumpers, etc.

.....Things dented or marked such as fenders, window sills, door jams, earth, wet paint, soft putty, etc.

.....Things moved such as furniture, window shades, curtains, drawers, windows, doors, etc.

.....Things destroyed such as a building burned, serial numbers on metal items etched or ground away, etc.

TRANSFER OF MATERIAL

\* Things taken from the scene/victim

.....Deliberately:

.....Tools used in the commission of the offenses, an automobile involved in hit and run accident etc.

.....The property of the victim.

.....accidentally:

.....from the victim, blood, hair, clothing fibers, etc.

.....from the scene, rug fibers, dust, animal hairs, paint chips, glass fragments, safe filler, twigs, wet paint, splinters, metal filings, etc.

\* Things left by an offender on the victim/at the scene

.....Deliberately:

.....Bad checks or other fraudulent documents, bullets, tools, weapons, cigarette butts, matches, ransom notes, debris from auto accident (glass, water, oil, etc.), clothing, semen, etc.

.....Accidentally:

.....Fingerprints, palmprints, footprints, and cloth impressions, hairs, clothing fibers, tool-marks, skin scraped off by victim's fingernails, or by sharp objects at the scene, blood, parts of a vehicle, tool fragments, etc.

## XIIV. A GUIDE TO EVIDENCE:

<u>ITEM</u>	<u>INVESTIGATIVE VALUE</u>	<u>PRECAUTIONS IN HANDLING</u>
<b>FIREARMS</b>		
handguns	May be matched positively with bullet's or cartridges found at the scene. Ballistic tests may also link weapon to other crimes. Sale and ownership may be determined through registration records.	Do not touch or move until checked for fingerprints. Pick weapon up by trigger guard or knurled handle grips. If the gun is loaded, remove the ammunition and draw a diagram of the rear face of the cylinder or of the ammunition clip to show the position of each cartridge. Number the cartridges to correspond to their position in the cylinder or in the clip.
rifle/ shotgun	A rifle found at a crime scene may be matched with bullets or casings also found at the scene. Ballistic tests may also link it to other crimes. A firing test with a shotgun found at the scene helps to establish the probable distance the victim was from the gun. It may also be matched with fired cartridges found at the scene.	
<b>AMMUNITION</b>		
bullets	May indicate the type (revolver, automatic, rifle) and the caliber of the weapon used in the crime. If a weapon is found, the recovered bullets can determine whether or not it was used in the crime.	Do not strike or damage the bullet with a probe or a knife when collecting. Place the identifying mark on the container of small caliber bullets. Larger caliber bullets may be marked on the nose or the base. Pack firmly in a container so that the bullet does not strike the side.
shot	The size of the shot may be consistent with other ammunition found in the suspect's possession.	No special precaution with the exception of properly identifying the container in which the shot is placed.
wadding	Helps in identifying the gauge of the shotgun, the make of the shell and the type of powder.	careful handling and labeling.
cartridge case	Marks from the firing pin, the ejectors or the chamber may be matched against the suspected weapon. May also serve to indicate the type of weapon used.	Avoid destruction of fingerprints which may be on the brass casing. Search for fingerprints before placing the identifying mark on the side of the cartridge case near the mouth or inside the mouth.
shotgun shell	Determines the gauge of the gun used in the crime. The marks from the firing pin, ejector, etc., may be matched against a suspected weapon.	Search for fingerprints before identifying mark is written with ink or indelible pencil on the paper or plastic tube. Do not mark on the brass case.
<b>CLOTHING</b>		
gun-powder residue	A powder pattern can indicate the approximate distance (up to three feet) between the gun and the victim at the time the shot was fired.	Help the laboratory technician locate the powder residue by circling the stain with chalk or marking pencil. Fold the garment so that the stained area is flat. Pack each article of clothing separately to guard against contamination or destruction of the powder residue evidence. Do not shake out the clothing.



Seminal stains	Semen is identified by laboratory examination. In some cases, the blood groupings of the individual may be identified. May be used to prove element in the crime of rape.	Dry clothing in air, avoid heat or fan. When the stained area has dried, cover it with a clean paper. Do not cut or fold through the stain. Fold the cloth so the stained area is flat. Note if the stains were wet or dry when they were discovered.
blood stains	Determine if blood is either human or from an animal. Blood stains may be analyzed to determine blood grouping and the blood alcohol level. May be used to determine if the blood stains found on a suspect are his or others.	Same as above
paint	The value is dependant on the amount of paint, and the layers of paint. Significance may vary from giving direction to the investigation to providing conclusive evidence.	Avoid shaking clothing. Employ same precautions as with other stains.
<b>TOOLS</b>		
Axes, bits, screwdrivers, drills, etc.	An examination by microscope may reveal traces of metal, wood, plaster, paint or some identifying characteristic. A relationship of the tool to the crime may be established.	Do not touch until it is checked for fingerprints. Protect the working surface of the tools by placing in a plastic bag or a similar protective covering. Do not try to match the tool with markings found at the scene.
tool marks	The degree of relationship depends upon the irregularities of the marking on the tool face. The reproduction of the imprint is often conclusive evidence. The marks can also give information on the tool and thus narrow the search.	Photograph from a distance and closeup. Cast of the impression may also be made. In some instances, that portion of the wood or the metal containing the tool marks may be removed to the laboratory for further study or comparison.
<b>FIBERS</b>		
wool, cotton, nylon, etc.	Any examination by microscope can determine: (a) the source, whether the fibers are animal, vegetable or synthetic; (b) the coloring of the fibers; (c) comparison with standards.	Package individually to avoid contamination and crushing. If the fibers are collected with tweezers, check to see that no fibers have adhered to them and that they have been removed from the container.
hair	Examination by microscope can determine the type (human or animals), the color. It may also be used for comparison with standards.	Sames as "Fibers"
<b>BLOOD</b>		
on objects which can be removed for examination	Blood grouping and nature (human or animal) of blood can be determined.	Dry stain in air. Note if the stain is wet or dry when it was discovered. Protect the stain with clean paper affixed with either adhesive or cellophane tape.

on floors, rugs, walls, etc.	Splatters and drops can indicate distance, direction and speed of travel from wound or blood-covered object to the point of discovery.	Protect the floor stain by placing a clean pan or a box over the stain if the assistance of a laboratory technician is available at the scene. Label the pan or box with information as to who found it and the date and time of the discovery. If the stain is dry, remove the crust without breaking.
<b>PAINT</b>		
on tools	Its importance depends upon the amount of paint and the collection of standards for comparison.	Allow for a fingerprint search before handling. Do not deface, bump or mishandle cutting surface.
chips	Paint chips from automobiles are useful to determine the make and year of the car. Chips found in trousers, cuffs may match with the paint found at the crime scene	In hit-and-run investigation, preserve the paint flakes or chips as they may be useful to establish if they fit into the outline of a certain area of metal surface.
<b>LIQUOR</b>		
residue in bottle	To determine the alcoholic content of the liquid.	Package in a container to prevent breakage.
<b>DOCUMENTS</b>		
letters and writings	Possible identity of authorship depends upon the amount of writings of known authorship submitted for comparison.	Do not touch object until checked for fingerprints. Submit enough for analysis.
Altered documents	To determine the alterations, erasures, or forgery.	Place document in envelope and do not fold. It is recommended that the marks and other identifying information be written on the envelope before the documents are placed in it. This will avoid unnecessary imprints to be made on the document. Have victim, whenever possible submit suspected letters to the police before opening envelopes so that they may be checked for fingerprints.
checks	Identity of check writer may be determined if sufficient known writings are available for comparison.	Do not fold or deface. Seal in envelope, manila folder and the like.
mechanical check writers	Compare with known checks.	Submit the original checks for analysis, not copies or photostats. Do not touch until checked for fingerprints. Do not operate the machine. Note amount at which it is set.
<b>IMPRESSIONS</b>		
shoe	The investigative value depends upon the details of manufacture and irregularities in wear. Important from comparison purchases with shoes of a suspect.	Protect imprint from damage. Photograph from distance and then from closeup with a ruler in the photograph to establish size.
<b>POISONS</b>	Identification of poison will simplify the autopsy. If the victim is alive, it will guide the physician in treating the victim. Identification of the poison can direct investigation.	Any envelope, bottle, container which might have contained poison, even though it is not certain, should be collected. It is often desirable to take all the contents of a medicine chest, freshly used glasses, and partially empty beverage bottles.



## DRUGS:

dangerous  
or  
narcotics

May show the substance is  
not a narcotic or will  
identify the kind of drug  
used.

The admission of a suspect narcotic user should not  
be accepted as proof; chemical analysis may show the  
recovered substance is not a narcotic. The drug or  
pills should be removed from their original container.  
Preserve any can, box, envelopes, or wrappers connected  
with the evidence. All narcotics should be weighed  
or if in pill form, counted and recorded in your notes.

## GLASS

glass frag-  
ments at the  
scene of a  
hit-and-run  
accident

May provide identification as  
to the type of lens and from  
this to discover the year and  
type of car involved in the  
accident. Fragments can also  
be used for comparison pur-  
poses if the suspect's auto  
is located.

Photograph fragments as they lie on the ground before  
collecting them. Pieces should be placed together  
loosely in the manner of a jigsaw puzzle and held  
with cellophane tape. Do not place in metal container  
which may further damage the fragments.

## SOIL

hit-and-  
run  
accidents

Samples of dirt knocked loose  
from a vehicle by the impact  
of a collision may be collected  
at the scene, and later be used  
for comparison with soil recovered  
from body of a suspect vehicle.

Proper labeling of container, collect enough soil for  
laboratory tests.

## XIV. CHECK SHEETS FOR INVESTIGATIONS:

## A. ASSAULTS:

1. An assault is an attempt or offer with unlawful force or violence to do bodily harm to another.
2. An assault with intent to commit any felony is an assault made with a specific intent to commit manslaughter, sodomy, murder, rape, or other felony.
3. A battery is an assault in which force is applied, by material agencies to the person of another, directly or indirectly. (para 207 MCM)
4. The following are suggestions for developing information on an assault investigation:
  - a. Describe the assault.
  - b. What was the extent of injuries, if any?
  - c. What was the purpose of the assault?
  - d. What was the intent of the accused? Robbery, rape, manslaughter, sodomy, bodily harm, etc? Obtain complete information.
  - e. Obtain complete facts and circumstances surrounding the assault.
  - f. Did the accused use a weapon? Describe it and how it was used.
  - g. Was any other offense committed in addition to the assault? Describe it.
  - h. Was there intent on the part of the accused to do corporal hurt to the victim?
  - i. Was the assault successful? If not what prevented it's completion?
  - j. Was there a battery? Was anyone else involved?
  - k. If assailant is unknown, obtain complete description.



1. Obtain any weapon left at the scene, arrange for any laboratory examination deemed necessary, photograph scene of the attack, if necessary, prepare sketches if necessary.
5. **PROOF:** The investigator must show that:
  - a. The accused assaulted a certain person.
  - b. The facts and circumstances indicate the existence, at the time of the assault, of the specific intent of the accused to:
    - (1) Do bodily harm to such person.
    - (2) Murder, or commit manslaughter, rape, robbery, sodomy or other felony.
    - (3) Use a weapon, instrument, or other thing in a manner likely to produce death or great bodily harm.
6. **HELPFUL INFORMATION:**
  - a. A homicide caused by negligent operation of a motor vehicle is involuntary manslaughter.
  - b. The driver and the person in charge of the vehicle may be charged jointly for such a homicide, as the element of intent is not involved in involuntary manslaughter.
  - c. In order to justify a conviction of involuntary manslaughter, the negligence must be "culpable", simple or ordinary negligence (mere carelessness) is not sufficient.
  - d. Operating a vehicle while under the influence of alcohol or drugs, flagrant violation of traffic laws (excessive speed, etc.) are examples of "culpable" negligence.

#### **B. HOUSEBREAKING/BURGLARY**

1. Burglary is the breaking and entering in the night, of another's dwelling house, with the intent to commit a felony therein. Housebreaking is unlawfully entering another's building with intent to commit a criminal offense therein. (see para 208-209 MCH)
2. The following suggestions are presented without regard to the legal distinctions between burglary and housebreaking. The purpose is to suggest courses of inquiry when a structure is entered with criminal intent.
  - a. Record the address, or location and description of the structures entered. Is the structure a residence, store, office building, warehouse, garage, or other type of structure.
  - b. Record the date and hour of entry.
  - c. Where were the owners or occupants at the time of the crime?
  - d. When did they leave? Were all doors and windows secured? Where were the keys? Check other burglaries and housebreakings in the same section to see if the same method of operation was used.
  - e. Develop information as to any recent visitor to the premises. Get descriptions of all apparent visitors, tradesmen, and utilities inspectors. Was the crime committed by someone inside or outside the premises? Were the premises occupied at the time? Was entry gained by force? If an outside job, how did the criminal enter?
  - f. Examine locks to determine whether or not entry was effected by picking a lock, by taking wax impressions, or by using skeleton keys or other burglar tools.
  - g. Have photographs taken and prepare sketches of the building indicating the place of entry.
  - h. Obtain a complete list of the property stolen including a detailed description with identifying data.

- i. Describe all recovered property. Where, when, and how was it recovered? Did the owner identify it?
- j. Did the thief limit himself to one kind of property or take other valuable items?
- k. Did the criminal conduct a systematic search? Did the search indicate a knowledge of the area? Were any alarm wires cut?
- l. Examine the area carefully for fingerprints. Note the location, also examine the area for tire prints and footprints. Have pawn shops and second hand stores checked for loot. Check the base bulletin boards periodically for sales notices of items matching the description of the stolen property. Record all details as to the thief's characteristics and habits. Describe his method and system of operations.
- m. Did the thief do anything else besides search and steal, did he eat, smoke or commit a nuisance? Were any cigarette butts or matches found.
- n. Were any tools discovered at the scene? Record their description.
- o. Were any tools recovered from the suspect or his dwelling? Describe them.
- p. Arrange to have laboratory comparison made of any recovered tools and tool marks found at the scene of the crime.
- q. Obtain a complete description of any persons seen loitering about the premises. Did anyone observe the criminal leaving the premises? Were any clues observed in or around the premises.
- r. Interview the neighbors.

### 3. PROOF:

- a. To prove a burglary charge the investigator or patrolmen must show that:
  - (1) The accused broke and entered a dwelling of a certain person.
  - (2) Such breaking and entering was done in the nighttime.
  - (3) The facts and circumstances of the case (for instance the actual commission of felony) indicates that such breaking and entering was done with the intent to commit a felony therein.
- b. To prove a charge of housebreaking the investigator or patrolman must show that:
  - (1) The accused entered the place alleged.
  - (2) Such entry was unlawful.
  - (3) The facts and circumstances of the case indicate that the intent was to commit a criminal offense therein.

### C. ROBBERY:

1. Robbery is taking, with intent to steal, of the personal property of another from his person or in his presence, against his will, by violence or intimidation.
2. Suggestions: The following are suggestions for developing evidence in robbery investigations. Many of the suggestions included in the section on burglary/housebreaking may also be useful in the investigation of robbery.
  - a. What was the address or location, and time, date of the robbery?
  - b. What were the general circumstances of the robbery? What were the weather conditions.
  - c. What were the names and addresses of all witnesses? What were the victims and persons with them doing at the time of the robbery?

- d. How many robbers participated? What was the part played by each robber?
  - e. What was the complete description of each robber, including as many elements of description as the witnesses remember?
  - f. Did the robbers use force, violence, or intimidation? To what extent? Were they armed? What type of weapons?
  - g. What were the movements and words of the robbers and their victims? Has an attempt been made to reconstruct the crime?
  - h. What is the description of the property taken? Who was the owner and the custodian? In whose possession was it at the time of the robbery?
  - i. Did the robbers take the property from the person or in the presence of the person robbed?
  - j. What route did each robber take on leaving the scene of the crime?
  - k. What is the description of the car used by the robbers?
  - l. Were there any similar robberies in the vicinity?
  - m. Obtain complete statements from victims and witnesses.
3. PROOF: The investigator must develop all information establishing:
- a. Larceny of the property.
  - b. Such larceny was from the person or in the presence of the person alleged to have been robbed.
  - c. Taking was by force and violence or putting in fear.

#### D. LARCENY:

1. Larceny is the taking and carrying away, by trespass, of personal property which the trespasser knows to belong either generally or especially to another, with intent to deprive such owner permanently of property therein.
2. Suggestions - The following are suggestions for developing evidence in larceny investigations:
  - a. Record the date, time and location of the offense.
  - b. Describe the property taken - take a complete list - ascertain the value.
  - c. Who owned the property? Who had possession of it at the time of the offense? Obtain proof of ownership.
  - d. Where was the property at the time of the theft?
  - e. Record complete details of how the theft was accomplished?
  - f. Who knew the location and value of the property stolen?
  - g. Who is suspected?
  - h. Was the property carried away by the thief?
  - i. Develop evidence that the thief intended to deprive the owner permanently.
  - j. Was the stolen article personal or government property?
  - k. Was the property obtained by false pretense? Obtain details.



1. Obtain description of suspects.
  - m. Collect all documents and other evidence connected with the offense.
  - n. If military property is involved, obtain proof that the property belonged to the United States and was furnished or intended for the military service.
3. PROOF: To prove a larceny charge, the investigator must show:
- a. The taking by the accused of the property in question.
  - b. The carrying away by the accused of such property.
  - c. That such property belonged to a certain other person named or described.
  - d. That such property was of a certain value.
  - e. The facts and circumstances of the case indicate that the taking and carrying away were with a fraudulent intent to deprive the owner permanently of his/her property or interest in the goods, or of their value, or a part of their value.

#### E. MURDER:

1. Murder is the unlawful killing of a human being with malice aforethought (see para 148a, MCM). Manslaughter is unlawful homicide without malice aforethought and is either voluntary or involuntary. (see para 149a, MCM)
2. Suggestions - The following are suggestions for developing evidence in murder investigations, and may be of assistance in manslaughter investigations:
  - a. Obtain name, rank, serial number and organization of the deceased.
  - b. Who discovered the body - what other persons were present at the scene of the crime? Who can identify the body of the deceased? Record the names and addresses for future reference.
  - c. Question any available witnesses.
  - d. Ascertain the date and exact time of the discovery of the crime.
  - e. Was the deceased alive when first found? Did he/she make any statements or accusations?
  - f. Describe the exact location of the body when found. Was the body moved before the investigator arrived, and if so by whom, why, and what change was made in the body's position.
  - g. Describe the position and appearance of the body.
  - h. Photograph the body as found, if possible, and photograph the surrounding area, if necessary.
  - i. Record the condition of the weather, the visibility, the direction and force of the wind, and the illumination afforded the scene by the sun, moon, street lamps or other sources of light.
  - j. Arrange, if possible, to have a medical officer or physician make a brief preliminary examination of the body before it is moved. Record his name.
  - k. With the assistance of the medics obtain a complete autopsy report which should show:
    - a. List of all apparent injuries, dirt, blood, or other marks on the body.
    - b. Complete physical description of the body.

- c. Medical opinion as to time and cause of death. Note: An autopsy will be performed upon the body of any person dying in the military service when the commanding officer of the hospital or the surgeon of a station or command deems such procedures necessary in order to determine the true cause of death. Complete autopsy records are kept for inclusion in this report.
1. When the body is moved, mark it's position. Search the area underneath and around the body.
  - m. Arrange to obtain the victim's clothing and make a careful search of it. Describe it in your notes. Preserve and identify for use as evidence.
  - n. Conduct a thorough search of the crime scene.
  - o. Search any suspects and their residence, when necessary.
  - p. Prepare necessary photographs, sketches, and notes.
  - q. Describe the crime scene in detail.
  - r. Collect all available evidence, taking precautions to identify and preserve it.
  - s. Submit any bullets, shells, weapons, hairs, bloodstains, fingernail scrapings, empty bottles, suspicious chemicals, fingerprints, footprints, and documents to a criminal laboratory for analysis.
  - t. Search scene and victim's effects for diaries, journals, letters, addresses, telephone numbers or other documents which may reveal information about the crime.
  - u. Record the location, color, shape, size and density of any blood spots found. Collect, preserve and identify them.
  - v. Record the location, appearance, condition and ownership of each article of clothing found at the scene.
  - w. What is the general appearance of the exterior and interior of the scene of the crime. In what condition are the furnitures, rugs, curtains, and articles on tables? Are there any injuries, marks, secretions, scratches, stains or other soiling of furniture, carpets, cushions and windows. Were the telephone wires cut? Did a search of the crime scene uncover any hair, cloth, buttons, or cigarette butts? Were these traces left by the victim, murderer or someone else.
  - x. Do the premises contain any clues as to the motive, identity, means of entry, or method of the culprit?
  - y. How did the murderer escape?
  - z. Does a reconstruction and search of the route of the murderer reveal footprints, damaged bushes/flowers, articles dropped while fleeing? Where there any traces along the road?
  - aa. What are the names, descriptions, addresses, peculiarities and habit of associates of the probable murderer? Where may the murderer be found? What is the description of the vehicle he used? Was he wounded or injured? What were his probable means and direction of escape and place of rendezvous? Has a general alarm put in for his apprehension.
  - bb. Was robbery, revenge, anger, jealousy, profit, racism, sex, insanity, or self defense a possible motive for the crime. Was the crime a case of murder, manslaughter or suicide.
  - cc. Was the crime preceded by a quarrel or assault? Who was involved, and where were they at the time of the murder.
  - dd. What were the character, background, habits, and haunts of the deceased, the suspects and of their associates.

- ee. Were any unguarded statements made by the witnesses and bystanders?
  - ff. Were the suspects armed shortly before the crime? Were they seen at or near the scene of the crime under suspicious circumstances at the time of its occurrence?
  - gg. What were the movements of the suspects during the days preceding the crime, and the day of the crime?
  - hh. What were the suspect's actions and demeanor subsequent to the crime? Did they take flight or go into hiding? Did they make any false statements?
  - ii. What persons frequently visit the suspects at their homes and places of employment?
  - jj. What are the suspect's channels of communication, and what information passes through them?
  - kk. What movements are made by suspects' associates, sweethearts, and family?
  - ll. From whom do they receive mail?
  - mm. Were weapons, ammunition, empty shells, stains, or other incriminating facts disclosed by a search of the suspect's residence? From whom, by whom and when were the weapons secured?
  - nn. What were the location and condition of all weapons or incriminating evidence found in the suspect's residence or office?
  - oo. If the suspect has been arrested, did a search of his clothing and fingernails reveal any blood or particles which would contact him with the scene of the crime?
  - pp. Secure evidence of all statements by accused, both before and after the crime.
  - qq. Check all statements for truth.
  - rr. Obtain dying declaration from victim if possible. List persons present, and record time declaration was made.
  - ss. Interview all close associates and barracks-mates of deceased for possible leads.
3. PROOF: In order to prove a charge of murder, the investigator must develop information that:
- a. The accused killed a certain person, named or described, by certain means.
  - b. The person alleged to have been killed is dead, and died as a consequence of an injury received by him/her.
  - c. Such injury was the result of an act of the accused.
  - d. Death took place within a year and a day from that act.
  - e. Such killing was with malice aforethought.

#### F. RAPE:

1. Rape is the unlawful carnal knowledge of a woman by force and without her consent. (see para 148b, MCM)
2. The following suggestions are made for developing a rape investigation:
  - a. Record the time, date, and place of the offense.
  - b. Record the name, age, address, employment, marital status, and family relationships of the victim. Obtain the name, serial number, organization, marital status, and family relationships of the subject. If the suspect is unknown get a complete description.



- c. Obtain a complete written statement from the victim. Remember to treat her with the utmost care and sympathy, as her mental attitude may not be good.
  - d. Arrange for an immediate physical examination of the victim by a physician for evidence of injuries, sexual relations, blood, or semen.
  - e. Arrange for immediate laboratory examination of the victim's and suspect's clothing, bed linen, or other articles for evidence of blood or semen.
  - f. Ascertain whether the subject used force, and to what extent the victim resisted. Force includes the offer by the subject to seriously harm or kill the victim. Did the victim scream, or was there any witnesses. Were there any dwellings or buildings near by from which someone might have witnessed the offense.
  - g. To whom did the victim first report the offense? Did she voluntarily tell, or was she persuaded. How soon after the offense did she report it?
  - h. Were the victim and suspect acquainted? For how long? Did they meet each other often? What was their relationship?
  - i. Ascertain whether or not the victim is pregnant, and get details as to the approximate date of conception.
  - j. Ascertain the character of the victim and the subject. What type of reputations do they have.
  - k. Has the victim any motive for a false accusation?
  - l. Record the place and date of birth for the victim and subject.
  - m. When the victim is under the age of consent (statutory rape), obtain information as to other sexual acts with the accused, and others.
  - n. Describe the scene of the attack, and prepare any necessary sketches or photographs.
  - o. Obtain a complete description of all measures taken by the victim to prevent the execution of the attack (it may be possible to match victim's actions with scratches or bruises on the accused).
3. PROOF: In order to prove a charge of rape, the investigator must develop information that:
- a. The accused had carnal knowledge of a certain female.
  - b. The act was done by force (or a valid offer of force) without her consent.

#### G. FORGERY:

1. Forgery is the false and fraudulent making or altering of an instrument which would, if genuine, apparently impose a legal liability on another or change his legal liability to his prejudice. (see para 149j, NCM)
2. The following suggestions for forgery investigations are offered:
  - a. Develop evidence that there was an intent to defraud, by setting out lies told, stealth in making out the forgery, and other facts which disclose a guilty frame of mind.
  - b. Obtain from the person receiving the forged instrument a complete account of the story told when the instrument was passed.
  - c. To whom was the forged instrument presented? Where and when was it presented? Obtain a complete statement.
  - d. Was the instrument presented in exchange for money or goods? What was said by all parties concerned at the time of purchase?
  - e. Obtain the original forged instrument or a photographic or photostatic copy.

- f. Secure the name and address of the person whose name was forged, and the name and address of their bank, or other establishment, if any.
  - g. Obtain a statement from the person whose name was forged showing that signature is a forgery. In forged check investigations, develop all information as to the cashing of similar checks at other establishments. Interview bank employees and officials for any information they may be able to provide.
  - h. Obtain specimen of the handwriting of any suspects.
  - i. Obtain information as to previous convictions for forgery on the part of the suspect. Report description of all outstanding forgeries and forged checks to other law enforcement agencies.
  - j. Develop any evidence of direct or indirect gain to the forger as a result of the forgery.
3. PROOF: To prove a forgery charge, the investigator must show that:
- a. A certain writing was falsely made or altered.
  - b. Such writing was of a nature which would, if genuine, apparently impose a legal liability on another, or change his legal liability to his prejudice.
  - c. It was the accused who so falsely made or altered such paper.
  - d. The facts and circumstances of the case indicate the intent of the accused thereby to defraud or prejudice the right of another person.

H. ARTICLE #134, UCMJ - THE GENERAL ARTICLE:

1. Article 134 makes punishable all acts not specifically prescribed in any other article of the code when they amount to disorders or neglects to the prejudice of good order and discipline in the armed forces, or constitute noncapital crimes or offenses denounced by acts of congress or under the authority of congress. Under a specification alleging a violation of article 134, a finding of guilty may be properly returned by a court martial if the court is convinced beyond a reasonable doubt that the acts of the accused constituted a disorder or neglect to the prejudice of good order and discipline in the armed forces, or that his conduct was of a nature to bring discredit upon the armed forces, or that his conduct violated an applicable statute enacted by or under the authority of congress, although evidence presented at the trial of an offense alleged under article 134 may be insufficient to establish a disorder or neglect to the prejudice of good order and discipline or service-discrediting conduct and thus support a conviction. Various types offenses punishable under article 134 are:
- a. Disorders and neglects to the prejudice of good order and discipline in the armed forces.
  - b. Conduct of a nature to bring discredit upon the armed forces.
  - c. Assault with:
    - (1) intent to commit murder.
    - (2) intent to commit voluntary manslaughter.
    - (3) intent to commit rape.
    - (4) intent to rob.
    - (5) intent to commit sodomy.
  - d. Indecent assault.
  - e. Indecent acts with a child under 16 years of age.
  - f. False swearing.

- g. Disloyal statement undermining discipline and loyalty.
- h. Mispriison of a felony.
- i. Dishonorable failure to pay debts.
- j. Dishonorable failure to maintain funds for payment of checks.
- k. Bigamy.
- l. Communicating a threat.
- m. False and unauthorized passes, permits, discharge certificates and identification cards.
- n. Wrongful sale or disposition of a pass, permit, discharge certificate or identification card.
- o. Negligent homicide.
- p. Escape from correctional custody.
- q. Breach of correctional custody.
- r. Receiving stolen property.
- s. Abusing a public animal.
- t. Adultery.
- u. Bribe or graft (accepting, asking, receiving, offering, or promising).
- v. Burning with intent to defraud.
- w. Criminal libel.
- x. Disorderly: In command, quarters, station, camp or on board ship under such circumstances as to bring discredit upon the armed forces.
- y. Drunk, aboard ship, in command, quarters, station, or camp, or under such circumstances as to bring discredit upon the armed forces.
- z. Drinking liquor with a prisoner.
- aa. Prisoner found drunk.
- bb. Drunk, incapacitating self to perform duties through prior indulgence in intoxicating liquor.
- cc. Drunk and disorderly.
- dd. Obtaining services under false pretenses.
- ee. Discharging firearms.
- ff. Fleeing from the scene of an accident.
- gg. Gambling by a NCO or Petty Officer with a person of lower military grade.
- hh. Impersonating an Officer, Warrant Officer, NCO or Petty Officer, or agent of Superior Authority.
- ii. Indecent exposure.
- jj. Indecent, insulting or obscene language to a female.
- kk. Indecent or lewd acts with another.



- ll. Taking, opening, abstracting, secreting, destroying, stealing, or obstructing mail matter in the custody of the Post Office Department, or in the custody of any other agency, or not yet delivered or received.
  - mm. Depositing or causing to be deposited obscene or indecent matter in the mail.
  - nn. Nuisance, committing.
  - oo. Obstructing justice.
  - pp. Fandering.
  - qq. Violation of parole.
  - rr. Allowing a prisoner to do an unauthorized act.
  - ss. Public record, willfully altering, concealing, destroying, mutilating, obliterating, removing or taking and carrying away with intent to do one or more of the aforementioned offenses.
  - tt. Breaking medical quarantine.
  - uu. Breaking restriction (administrative or punitive).
  - vv. Loitering or sitting down while on duty (sentinel).
  - ww. Found with unclean accouterment, arms, equipment or other military property.
  - xx. Appearing in unclean uniform, not in prescribed uniform or wearing uniform in other than a manner prescribed.
  - yy. Unlawful entry.
  - zz. Carrying a concealed weapon.
  - aaa. Wearing unauthorized insignia, medal, decoration or badge.
  - bbb. Wrongful cohabitation.
2. There is a copy of the Manual for Courts-Martial containing the UCMJ on the Law Enforcement desk, and in the training section. Consult the MCM for specific information concerning any offense.

**XIVI. CHECKLIST FOR VEHICLE ACCIDENTS:** The following checklist is suggested as a guide to be used in accident investigations:

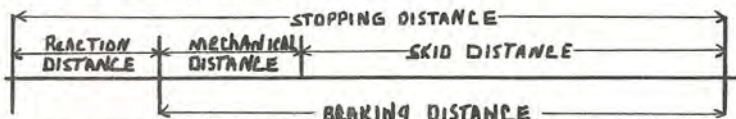
1. Who notified you of the accident? What time were you notified and how?
2. Record time, date, and location of accident.
3. Who is involved? (Get names and all pertinent data.)
4. The type of vehicle(s) involved (make, model, color, license number, etc.)
5. The mechanical condition of the vehicle(s) prior to the accident, if possible.
6. Speed limits in the area.
7. Weather and road conditions.
8. Type of road.
9. Visibility at time of accident.
10. Width of road.

11. Distance vehicle(s) traveled after impact. (was this under power, or did the vehicle just roll to this point)
12. Length of skid marks, if any. Do not mark with chalk until they have been photographed.
13. Obtain statements of all witnesses and all pertinent data concerning witnesses as soon as possible.

a. Questioning principles and witnesses in accident cases:

- (1) Exactly where were you when you saw the other car? (or whatever was involved in the accident—pedestrian, fixed object, etc.) Can you determine the first point of awareness of the impending accident? (the subject may have only heard or felt the warning of an impending collision) It is a good spot to establish the spot on the roadway, and look your self to see that the driver or witness saw what he says he saw.
  - (2) What were you doing at the first moment you saw the other car? Let the driver tell you in his own words first. Then if he/she can not tell you clearly, ask further about two things; His movement, speed direction, was he speeding up or slowing down. His attention, where had he been looking? Had he been talking to anyone?
  - (3) Where were you when you first realized you were in trouble? The question is intended to establish the point of perception. It is best to have the driver show you if possible.
  - (4) What exactly did you do, if anything, to avoid the accident. How soon did you do this after you first realized you were in trouble. Do not urge the person for an answer to this one, as they might say what they should have done, and not what they actually did. This is where you are trying to establish the last clear opportunity to avoid, and if the driver took it. Some drivers feel that if they are in the right, they have no need to avoid. Failure to do so is as much a violation as anything the other driver does.
  - (5) Then what happened? The driver describes in his/her own words.
  - (6) Where did the impact occur. There is no need to ask this if you have already located this spot with physical evidence.
  - (7) Where did you stop after the accident. Do not ask if you have already established this.
  - (8) What is the last thing you remember before the impact?
  - (9) Who was the first person you saw after the accident? This may establish a witness.
  - (10) What did you say to him/her? You are trying to find out if the driver said anything about his/her responsibility for the accident before he/she had a chance to calm down, and get his/her story together.
14. Make a detailed sketch of the scene with all measurements and paths of vehicles shown. Use the accident template, and draw to scale.
  15. Run test skids, and compute the minimum speeds with the formula established by the North-Western Traffic Institute.
  16. Obtain photographs of scene with all tire tracks. Do not handle or mark any evidence until after the photographs are taken. The photographs are evidence, so they must not be tampered with, such as marking the skid marks with chalk to outline them.
  17. Measure the width, length and wheel base of vehicles.
  18. Determine if alcohol is involved. If there was any abnormal driving or behavior by any of the drivers, ask them to take a breathalyzer if possible. If not have a doctor examine them if they are injured. Complete the ID Form 1920. To establish that a person is under the influence of alcohol it must be shown that his faculties are impaired. Any impairment, however slight, is sufficient to prove that the individual is under the influence. Remember also, that there is no such charge as DUI in the UCMJ. The correct charge for military personnel is "Drunk Driving".

19. In the case of a fatality:
- Record time and date of death.
  - Name of doctor who pronounced the victim dead.
  - Cause of death.
  - Complete identification, and next of kin.
20. Were the vehicles properly registered and insured?
21. Were the drivers in possession of valid licenses?
22. Were the operators operating the vehicles legally? With the owner's permission if the owner was not driving?
23. If a government vehicle is involved:
- Was the vehicle legally dispatched?
  - Was the authorized driver behind the wheel.
  - Who was in charge of the vehicle at the time?
  - Who was the highest ranking person in the vehicle?
24. In hit and run cases, the following should be accomplished, in addition to a routine investigation as outlined above:
- Get as complete a description as possible of the vehicle and its occupants.
  - Attempt to apprehend the vehicle immediately. Close gates, and notify the PC's.
  - Preserve all evidence carefully to match with suspect vehicle.
  - When the vehicle is found, allow no one to touch it until it has been examined for evidence of the collision.
25. STOPPING DISTANCES, AND SKID MARKS:



STOPPING DISTANCE: Distance travelled from notice of stop until full stop.  
 REACTION DISTANCE: Distance travelled from notice of stop until foot starts to move.  
 MECHANICAL DISTANCE: Distance travelled from when foot moves until wheels lock.  
 SKID DISTANCE: Distance travelled from when wheels lock until full stop.  
 BRAKING DISTANCE: Distance from when you start to brake until full stop.

#### MINIMUM SPEED FORMULA

$$\text{MIN. SPEED} = 5.5 \sqrt{\text{AVERAGE LENGTH OF SKID MARKS} \times \text{COEFFICIENT OF FRICTION}}$$



### COEFFICIENT OF FRICTION FORMULA

$$\text{COEFFICIENT OF FRICTION} = \frac{\text{SPEED IN TEST SKID} \times \text{SPEED IN TEST SKID}}{30 \times \text{BANKING DISTANCE IN SKID TEST}}$$

$$\left( \frac{S^2}{30T} = \text{L.D.F.} \right)$$

If skidmarks are found on a grade the percent of grade must be added or subtracted from the coefficient of friction for that type of surface.

**EXAMPLE:** Skidmarks downhill on a 5% grade. Coefficient of friction for that type of surface is normally .65, on the level. The vehicle would skid farther downhill, so to correct for the grade, subtract the percent of grade from the coefficient of friction (.65 - .05 = .60). If the vehicle were skidding uphill, the percent of grade would be added to the coefficient of friction (.65 + .05 = .70). The percent of grade can be found by using the template as designed, and explained in the template instructions.

**FEET PER SECOND FORMULA:** Feet per second = 1.5 x MPH

