

Directorate of Emergency Services Provost Marshal Office

Commander's Handbook for Emergency Services Support



MEMORANDUM FOR Unit Commanders, National Training Center, Fort Irwin,
California 92310

SUBJECT: Commander's Handbook for Law Enforcement Support

1. As the Directorate of Emergency Services, we take pleasure in supporting and assisting you during your tenure as a commander here at the home of the National Training Center.
2. This handbook is offered to each commander to assist in fulfilling the myriad of responsibilities and tasks inherent in command. It is not meant to be all-inclusive but a quick reference to assist you in your command responsibilities relative to discipline, law and order, Physical Security, and Fire Prevention.
3. Recognizing that changes are frequent in today's dynamic environment, I encourage you to contact any Directorate of Emergency Services section for assistance. The Law Enforcement Operations section coordinates police, fire, and physical security support for the installation. The Fort Irwin Police Desk is manned 24 hours daily and can provide after-hours assistance at 760-380-8056.

JOSHUA W. DONECKER
LTC, MP
Director of Emergency Services/
Provost Marshal

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FORT IRWIN
DIRECTORATE OF EMERGENCY SERVICES PHONE NUMBERS

Emergency	911
Fort Irwin Police Desk	380-8056
Director, DES	380-1258
Deputy Director	380-2591
Sergeant Major, DES	380-8348
Operations, DES	380-3466
Training, DES	380-3466
Chief of Police	380-7490
Criminal Investigative Division	442-9316
Police Operations Officer	380-9218
Police Administration	380-3729
Military Working Dog Kennel	380-3773
Military Police Investigators	267-8069
Traffic Accident Investigators	267-7982
Physical Security	380-4210

DOs AND DON'Ts

DO

- Report when an AWOL Soldier has returned to the unit (AR 190-9/AR 630-10).
- Report Soldiers listed as AWOL to the Military Police Investigation (MPI) section within 24 hours of an unauthorized absence. Soldiers reported as DUSTWUN will be reported to MPI or MP station immediately.
- Treat every bomb threat as real. EOD and CID should interview the person who receives a bomb threat on the scene.
- Complete DA Form 4833 (Commander's Report of Disciplinary Action) and forward it to the Fort Irwin Police Station administration section (380-3729) within 60 days of receiving notification.
- Ensure that if the commander elects to take no action, the reason must be stated in the "Remarks" block of the DA Form 4833.
- Call 911 for all fires, including those on the ranges.
- Report any loss of sensitive items, including Arms, Ammunition, and Explosives (AA&E), to the Fort Irwin Police Desk at 380-8056 when you discover the item missing.
- Missing I.D. Cards should be reported to units S2 or security management, then report to Fort Irwin Department of Human Resources before receiving assistance from Fort Irwin Military Police Station.

DON'T

- Let anyone other than EOD or Military Working Dog teams approach suspected explosive devices.
- Allow unit personnel to drive motor vehicles on the designated PT route from 0630 to 0730 hours, Monday through Friday.
- Allow personnel to transport government weapons or sensitive items in privately owned vehicles (POVs).
- Carry loaded privately owned firearms or handguns in POVs on post.
- Store firearms, handguns, or other privately owned weapons in barracks, work areas, or POVs.

DISCOVERING AND REPORTING CRIMES

1. Army Regulation 600-20 requires you to report all criminal offenses to the Military Police (380-8056). Call the Fort Irwin Police Desk when you discover or become aware of a crime.

2. Immediately upon discovering a crime:

a. Instruct personnel in the vicinity to stop what they are doing and exit the area without touching anything. Everything must be left exactly as it was at the time of discovery, including bodies of deceased persons, bodily fluid pools, and open or broken doors or windows. Found drugs or other contraband should be left where it was discovered. Do not conduct an inventory, straighten up, or remove evidence for better viewing. By tampering with vital elements of a crime scene you significantly reduce the evidentiary value of the items, and you may eliminate all sources of proof needed to identify and convict an offender. There are two exceptions to this:

(1) If there is a possibility that an unconscious person may still be alive, immediately take life-saving measures. In such an instance, call 911. The life of a victim will always be placed above the protection of a crime scene.

(2) If weather or other circumstances that would harm the scene or damage property exist, move the items in danger the minimum distance to a safe spot. Note or photograph (if possible) the object's original location before moving it. Handle the object as little as possible to preserve fingerprints.

b. Define and secure the perimeter of the crime scene, which is the location where the crime occurred and any objects possibly involved, such as doors and windows.

c. Use Soldiers not involved in the crime to secure the scene by not allowing anyone inside the perimeter, including the victim(s) and unit leadership. The commander or his designated representative identifies the perimeter to the first Police Officer on the scene.

d. Identify and isolate all persons related to the crime, including the victim(s), suspect(s), and witnesses. Place guards as necessary to ensure no related person departs the area and no one talks to anyone else. All associated persons must be unbiased by each other's version of what happened.

e. If you have found and recovered stolen property, do not remove it from the scene until cleared by Military Police personnel to do so. Safeguard the property like you would a crime scene, as the item may have clues about the theft.

3. The responding police patrol will do an initial report. Police Investigators and CID may be called to the scene. The person in charge of the scene will identify themselves to the unit Commander and may ask for assistance gathering information, witnesses, or

evidence. Once a crime (or suspected crime) has been committed, the lead law enforcement officer has jurisdiction and authority over the crime scene and anything and anyone related to the offense and may require the Commander's support.

4. Unit Soldiers may be escorted to the Fort Irwin Police Station or CID office for further processing. When the Soldier is ready for release, the Police will notify the unit to come pick up their Soldier. In accordance with the Provost Marshal/Director's policy, a SFC or above (or someone higher in rank if the subject is a SFC or above) must sign for the subject. The Desk Sergeant will brief the leader on the details surrounding the Soldier's apprehension and release.

5. The Desk Sergeant will process the report and make the appropriate Blotter entry. A copy of the Blotter is posted electronically in a private MS Teams Blotter Distribution channel every weekday morning (to gain access to this channel, please coordinate with the Chief of Police (380-7490) or the DES Deputy Director (380-2591)).

6. Upon completion of the investigation, the commander will receive a copy of the final police report and the Commander's Report of Disciplinary or Administrative Action (DA Form 4833). The time for the final report's completion is 60 days.

UNIT 15-6/COMMAND INVESTIGATIONS

1. Commanders should consult their assigned Trial Counsel before conducting a 15-6. However, there are a couple of areas that are law enforcement-related to be aware of:

a. Rights Advisement. Investigating Officers (IO) conducting a command-appointed 15-6 investigation should use and properly fill out the DA Form 3881 (Rights Warning Procedure/Waiver Certificate) before questioning any individual suspected of committing a crime. IOs must consult with a legal advisor before beginning their investigation. Please understand that our police officers will not be dispatched to administer a DA Form 3881 supporting a unit 15-6 investigation. It is a public form that anyone can use, not just the military police.

b. FOIA Requests. IOs needing supporting police documentation do not need to submit a FOIA request if their request is in conjunction with their investigation. However, they must have a copy of their Commander's appointment letter to facilitate this.

c. Investigating Soldiers from Another Command. Commanders are not authorized to investigate Soldiers from another command. They are encouraged to coordinate with that Soldier's assigned command to relay the importance of initiating an investigation within their unit.

IAW AR 190-45:

(1) The commander will submit a self-initiated DA Form 4833 to their installation PMO/DES based on the following criteria: the commander has completed their

command investigation and determined to take action against the offender. The commander will annotate the final disposition of the case on the DA Form 4833; the commander must indicate on the DA Form 4833 the type of action taken (that is, judicial punishment, non-judicial punishment, administrative reprimand, administrative separation, counseling, and so on).

(2) Commander's self-initiated DA Form 4833 reporting process overview, if a unit commander has conducted a criminal investigation about an incident not investigated by law enforcement and meets the reporting requirements in AR 195-2, table B-1, the unit commander will access the DA Form 4833 on the Army Publishing Directorate's forms Web site and complete the relevant fields. The unit commander will email the completed and signed DA Form 4833 with the supporting documents (record of commander's inquiry, Article 15, court-martial paperwork, and so forth) to the supporting installation PMO/DES. Police Records Office 520-533-0894.

POLICE ADMINISTRATION

The Fort Irwin Provost Marshal Office (PMO) and MP Desk are at BLDG 326 on Barstow Ave. We offer a variety of administrative services in BLDGs 326 on Barstow Ave, in which we pride ourselves on providing excellent customer service. The following is a detailed list describing the protocol for when a Soldier is involved in an on/off post-arrest, along with the services we can provide your Soldiers.

Offender Disposition Procedures

1. Purpose. To provide a brief overview of installation regulations about offender disposition and procedures.

2. Facts.

a. Apprehension of Soldiers by Fort Irwin Police.


(1) After the Fort Irwin Police Desk Sergeant is informed of the apprehension's circumstances, they will contact the service member's unit and request a unit representative of the rank of SFC or above report to sign for the subject within one hour. If the subject is of the rank of SFC or above, a unit representative of at least equal rank must report. Police will not release subjects to their unit until all case paperwork is completed.

(2) Upon arrival of unit personnel, they will be given a verbal summary of circumstances surrounding the apprehension and sign for the Soldier on a DD Form 2708, along with all the subject's personal effects.

(3) Unit First Sergeants are encouraged to personally pick up their Soldiers as an evident means of obtaining first-hand knowledge of the circumstances.

b. Arrest of Soldiers by Local Law Enforcement Agencies. Each morning, the Fort Irwin Police Desk receives information indicating any military personnel confined or arrested during the previous non-duty hours. The Fort Irwin Police Desk Sergeant notifies appropriate units of any Soldiers detained, confined, and released.

b. Intoxilyzer Tests. Commanders can request a command-directed blood alcohol content (BAC) at any time. Commanders may contact the Fort Irwin Police Desk Sergeant (380-8056) via telephone to request this, but a formal MFR must be submitted to the Fort Irwin Police Desk within 24 hours of making the request (see below). The unit representative that escorts the subject may bring this MFR to the Fort Irwin Police Desk, or a scanned email copy will be accepted. After completing the test, police will provide the unit with a copy of the final results for their Commander's use as required.

	LETTERHEAD			
<i>Office Symbol</i>		<i>Date</i>		
MEMORANDUM FOR RECORD				
SUBJECT: Breathalyzer Commander's Release Memo – <i>Rank/Name of Soldier</i>				
1. The following individual is suspected of consuming alcohol. <i>Describe incident relating to need of command-directed BAC.</i> Request the Fort Huachuca Military Police Station to conduct a breathalyzer test and release the results for the following service member.				
<i>Rank</i>	<i>Name</i>	<i>SSN</i>	<i>RA</i>	<i>Age</i>
2. The point of contact for this memorandum is the undersigned at (520) 000-0000.				
JOHN M. DOE CPT, MI Commanding				

3. Please contact the Chief of Police at 380-7490 for additional information.

Confinement

1. Contact the Office of the Staff Judge Advocate for additional information regarding pre-trial/post-trial confinement authorization.

Commander's Report of Disciplinary Action (DA FORM 4833)

1. Reference. AR 190-45, Law Enforcement Reporting, 27 September 2016.

2. Purpose. To provide a brief overview of DA Form 4833, Commander's Report of Discipline Action Taken.

3. Facts.

a. The Military Police Report (DA Form 3975) informs the commander of incidents and offenses involving personnel within their command. A final report is accompanied by a Commander's Report of Disciplinary Action (DA Form 4833), which the commander uses to report the action taken regarding the Soldier (AR 190-45, para 4-7). A copy of both reports is provided to the United States Army Crime Records Center (USACRC) for certain offenses.

(1) IAW AR 190-45, the commander of the subject identified in block 12 of the DA Form 3975 must complete all appropriate blocks on the DA Form 4833 and return it by the suspense date (60 days). Commanders will receive an automated email from the site after the police report is finalized; a copy of the complete report will be attached to the attachment tab of the DA Form 4833.

(2) The commander must return the original to the MP Administration Section (380-3729). The unit will retain a copy in order to attach it to the commander's copy of the DA Form 3975, maintained in the unit files.

(3) Specific action taken against the Soldier must be included on the DA Form 4833 in the "remarks" section. This is a requirement of AR 190-45. The punishment imposed on a Soldier by an Article 15, for example, must be detailed, instead of simply reporting that Article 15 punishment was administered. Action may also include or strictly be administrative (i.e. counseling, bar to reenlistment, etc.).

(4) The normal suspense for a report of commander's action is 60 days. If the final disposition of the case cannot be completed within the 60-day period, or in cases where the commander's action is pending either "judicial or non-judicial," and the unit cannot meet the suspense, the Commander must notify the Provost Marshal with a Memorandum Request for Extension. Do not return the action to the PMO until the commander takes action or completes the form.

(5) If the commander takes *Administrative Action*, complete Sections 3, 4, 6, 7-9 (as applicable) and use the remarks section of the form for further explanation. In cases where the commander does not take action (Section 3) or there are extenuating and/or mitigating circumstances as to why a certain punishment, or lack of punishment, has been imposed, the circumstances should be explained in the remarks section.

(6) For Judicial/Non-Judicial action complete Sections 3, 4, 5, 8 and 9.

(7) The commander must digitally sign and submit the form in order for the LE Records Office to approve/disapprove. Enter your rank in Section 11 click *signature*, a second button for "submit" will appear, select *submit* and the form will be digitally returned to law enforcement. The unit will retain/print a copy to attach it to the commander's copy of the DA Form 3975, maintained in the unit files. If the Form is disapproved, you will receive an automated email with instructions for the corrections needed.

NOTE: Proper completion of this form is vital in clarifying questions regarding criminal record checks. Should no action be taken by the commander and the DA Form 4833 not returned, the MP Administration Section will sign on the DA Form 4833 "no action taken" and forward the case to USACRC. The subject will remain in the Army files as a titled subject, which could severely hurt the Soldier later in his/her career in the Military or as a civilian.

4. Please contact the MP Administration Office (380-3729) for additional questions.

Military Protection Orders (MPO) / Civilian Orders of Protection (OOP)

1. Reference. AR 27-10, Military Justice, 03 October 2011

2. Purpose. To provide a brief overview of Military Protection Orders (MPO) and Civilian Orders of Protection (OOP).

3. Commanders should normally use DD Form 2873, Military Protective Order, when issuing a written no-contact order. Commanders should consult with their servicing judge advocate before taking administrative measures to protect a victim (AR 27-10).

4. The PMO is not the proponent for writing MPOs or OOP. However, the PMO should receive a completed copy of the MPO/OOP IOT input into our law enforcement database for tracking purposes. In addition to the MPO/OOP, we will need the following information IOT completely upload into our database and track properly: full name, DOB, SSN, height, weight, eye & hair color.

5. MPOs can only be completed on Service Members, not civilians. All other civilian OOPs must be obtained off-post at the San Bernardino County Magistrate Office, but only if that civilian is a resident of San Bernardino County. All others must be obtained from the residing county courthouse. (See page 22, para 6, for additional information).

Off-Post Arrests

1. If you suspect or are informed your Soldier has been arrested off-post, here are some contact numbers for local police departments and the Fort Irwin Police Liaison Officer that may assist you in obtaining additional information.

- a. Barstow Police Department: (760)-256-2211
- b. San Bernadino County Sheriff's Office: (909)-884-0156
- c. Victorville Police Department: (760)-241-2911
- d. Apple Valley Police Department: (760)-240-7400

- e. LAPD Headquarters (213)-486-1000
- f. Las Vegas Police Department: (702)-828-3111

2. Soldiers may be ticketed or arrested off-post without Fort Irwin PMO having knowledge of the event. If discovered and additional information is needed (i.e. follow-on court appearances, disposition of court hearings, etc.), feel free to contact these police stations and they will put you in touch with the exact people to speak with.

3. If all else fails, contact the Fort Irwin MP Desk and we will do our best to assist and accommodate your questions.

Privately Owned Weapons (POW) Registration

1. Purpose: This regulation establishes procedures and regulations concerning the registration, possession, storage, transport, and use of privately owned weapons (POWs) and ammunition at the National Training Center and Fort Irwin Military Installation.

2. Policy

a. The registration, possession, storage, transport, and use of POWs and ammunition at the National Training Center and Fort Irwin will be controlled by NTC Regulation 190-1. This regulation is punitive.

b. All personnel possessing, storing, transporting, or using POWs and ammunition at Fort Irwin will comply with all applicable local, state, and federal laws and regulations about firearms and ammunition.

c. Any civilian or family member under 18 is prohibited from using firearms on Fort Irwin unless accompanied and supervised by a parent or legal guardian 18 years or older.

d. Violations of this regulation's provisions provide a basis for disciplinary action under the Uniform Code of Military Justice (UCMJ) for personnel subject to its provisions. Military and civilian personnel may also be prosecuted through the Magistrate Court System, U.S. District Court, or California judicial system.

e. Newly assigned personnel will be briefed on NTC Regulation 190-1. All personnel will be made aware of any material changes to this regulation or other guidance concerning this matter by their chains of command.

3. Applicability

a. It is unlawful and a criminal offense for any person to carry or possess any POW while on Fort Irwin unless such item is previously registered with the DES IAW NTC

Regulation 190-1. External law enforcement personnel, in the performance of their duties, are exempt from this requirement. Rotational unit personnel on orders to the NTC are not authorized to purchase weapons from AAFES while here for training.

b. All POWs brought onto Fort Irwin will be locally registered. Local weapons registration is conducted at the Fort Irwin Police Station (Bldg. 326). All personnel (military and civilian) residing and storing firearms on Fort Irwin are required to register their POWs within 24 hours of introducing the weapon onto the installation. Personnel not residing on Fort Irwin may bring a firearm onto Fort Irwin for the express purpose of authorized target practice and recreational use; however, all weapons brought onto post for these purposes must be registered with the Provost Marshal prior to being introduced onto the installation.

4. Registration Procedures

a. Personnel requiring weapons registration will complete NTC Form 655, Registration of Privately Owned Weapons, and email it to the weapons registration box at usarmy.irwin.imcom.mbx.weapons-registration@mail.mil or hand deliver it to the Desk Sergeant at Bldg. 326 for completion of a background check and registration in ALERTS. If the registration form is emailed, the message must be encrypted as the form contains Personally Identifiable Information (PII). NTC Form 655 is available on the NTC website at or at building 326. The form is fillable and should be completed digitally. Illegible handwritten forms will not be accepted.

b. Upon completion of registration in ALERTS, the form will be returned to the registrant, who will furnish it to the applicable unit commander/director.

c. The commander will determine eligibility for POW possession/ownership and storage location. The commander will only approve requests for POW possession/storage after verifying:

(1) Proof of legal ownership of the firearm.

(2) The individual has received appropriate safety training on the use and storage of the firearm and is knowledgeable of federal, state, and local laws and regulations concerning the possession, use, storage, and transportation of the firearm.

(3) A favorable background check has been completed.

(4) The individual is not prohibited from possessing a firearm. Per AR 190-11 and HQDA EXORD 240-18, personnel prohibited from possessing a firearm include:

(a) Any person convicted of a felony.

(b) Any person convicted in any court of any crime of domestic violence (misdemeanor or felony).

(c) Any person who is a fugitive from justice, including AWOL/Desertion, while other charges were pending.

(d) Any person who has been convicted in any court of possession, use, or sale of marijuana or dangerous or narcotic drugs. The term convicted includes nonjudicial punishment under UCMJ, Article 15.

(e) Any person who is presently declared as mentally incompetent or who is currently committed to any mental institution.

d. Commanders/directors will document their determination on NTC Form 655. The form will then be emailed to the weapons registration box at [usarmy.irwin.imcom.mbx.weapons- registration@mail.mil](mailto:usarmy.irwin.imcom.mbx.weapons-registration@mail.mil) or returned to the Desk Sergeant at Bldg. 326 within ten calendar days. A copy of the form will be:

(1) Provided to the registrant to accompany the weapon(s).

(2) Maintained on file within the unit.

(3) Provided to the armorer if the approved storage location is the unit armory.

e. The Weapons Registration Clerk will verify the information entered in ALERTS conforms to the information entered on NTC Form 655 and complete the Registration Clerk's portion of the form.

f. Personnel not residing in Fort Irwin may bring a firearm onto Fort Irwin for the express purpose of authorized target practice and recreational use; however, all weapons must first be registered with the DES before being introduced to the installation. The registration form (NTC Form 655, Registration of Privately-Owned Weapons) will be presented to the guards at the Installation Access Control Point (IACP) to verify the weapon(s) is registered. Personnel without the registration form cannot bring the weapon onto the installation. Target practice and recreational shooting will be conducted only at the Fort Irwin Sportsman's Range, military range facilities, or at the Morale, Welfare, and Recreation (MWR) Skeet and Trap range and in compliance with the instructions of designated supervisory personnel. All personnel engaged in these activities will present proof of registration to facility/range supervisory personnel before conducting activities with the firearm.

5. Transfer of Ownership or Storage Location

In the event of a weapon's transfer of ownership or a change of storage location, the owner will submit an updated weapons registration form within 24 hours to amend the registration record. Note: Most firearm transfers (including the loan of a firearm) must be completed through a licensed firearm dealer under Cal. Penal Code § 27545.

6. Clearing

When personnel who store POWs on the installation depart (e.g., PCS or ETS), their clearing process shall include Weapons Registration at the Police Desk (Bldg. 326).

Weapons Exempt from Registration: The following weapons are authorized and need not be registered at Fort Irwin:

- a. Bows and arrows and crossbows.
- b. Air guns.
- c. Trophy weapons that have been rendered permanently inoperative.
- d. Knives, swords, sabers, or military blade devices that are mounted or otherwise used only for decoration, display, or ceremony.
- e. Slingshots.
- f. Hunting or fishing knives when utilized for these purposes.

7. Concurrent Jurisdiction. Fort Irwin is a concurrent jurisdiction installation, which means that both California and Federal laws apply to the installation. Generally, California no longer permits the possession of personal assault weapons. California laws and legislation regarding firearms are frequently revised. It is recommended that the California DOJ BOF website <http://oag.ca.gov/firearms> be visited regularly for guidance. Residents or new residents of California have 60 days to report their ownership of firearms to the DOJ or sell/transfer them in accordance with California law.

8. Sponsorship. Sponsorship is an essential part of integrating Soldiers into their units. As part of the sponsorship process, units will ensure incoming Soldiers understand, prior to their reporting, the procedures and requirements for registering and storing POWs on Fort Irwin and will assist them in the process from start to finish, to include providing NTC Form 655 as early as practical.

9. Newly Reporting Soldiers. All POWs brought onto post by newly reporting Soldiers will be secured in an arms room or a GSA-approved Class 5 security container designed for weapons storage until the commander authorizes an alternate storage location. POWs will not be stored at the Landmark Inn. Upon arrival, the sponsoring unit will immediately take custody of any POW, regardless of whether the Soldier is authorized housing, unless the POW is stored off post. Soldiers who are authorized housing will not be allowed to draw their weapon until after signing for housing, and then only with their commanders authorization on NTC Form 655. Soldiers will be directed to complete NTC Form 655 and email it to the weapons registration box or deliver it to the Police Desk at building 326 within 24 hours of arrival. Under no circumstances will the weapon(s) be brought into building 326 for registration purposes. Gaining units without a weapons storage facility will maintain established procedures for the storage of POWs in an alternate arms room or GSA-approved Class 5 safe. Newly reporting Soldiers who have not yet been assigned to a unit are considered in transit and may temporarily store their POWs in their vehicle, providing the weapon is secured as described in section 5-1 of this regulation and the vehicle is locked.

10. Residents. Soldiers who reside in Barracks, BEQ/BOQ or Geo-Bachelor Quarters, will have POWs secured in a unit arms room. Personnel assigned privatized housing may store POWs in their quarters provided they have their commander's written authorization on NTC Form 655 and the POWs are properly registered and secured. Firearms stored in privatized housing will be secured in a locked container or with a trigger lock. Ammunition for the firearm will be secured separately from the firearm in a locked container.

11. Concealed Weapons The carrying of a concealed weapon on the installation, whether or not a concealed carry permit has been obtained, is prohibited. A concealed weapon is any instrument used or designed for the purpose of inflicting grievous bodily harm that is carried on the person in such a way as to be hidden from ordinary view. Folding knives with blades shorter than 3 inches are excluded from this definition. Local, state, federal and military law enforcement personnel are excluded from this provision while in a duty status, provided they are authorized to possess a concealed weapon while performing their assigned duties.

a. Carrying a concealable firearm in the utility console or glove compartment of a motor vehicle violates California law (Penal Code § 25140). Carrying an exposed, loaded or unloaded firearm is also prohibited.

b. Except while engaged in authorized sporting activities.

12. Prohibited Weapons/Accessories Listing. The following weapons/accessories are prohibited and will not be brought onto the installation:

a. Any firearm on which the manufacturer's name, serial number, or other identification marks have been changed, altered, removed, or obliterated.

b. Any weapon not legally obtained through purchase, importation, or received as a bona-fide gift.

c. Any weapon whose possession/use is prohibited by local, state, or federal law to include Generally Prohibited Weapons as defined under Cal. Penal Code § 16590.

d. Silencers, incendiary devices, explosives, military training ammunition (blank or otherwise), armor-piercing ammunition, and ammunition for weapons greater than .50-caliber that fire fixed ammunition (other than a shotgun).

e. Any instrument or weapon of the kind s usually known as sand clubs, blackjacks, saps, metal knuckles, nun-chucks, and throwing stars/discs. Throwing stars/discs and nun-chucks may be stored in the unit arms room, providing the owner can satisfactorily prove to the organization commander that he or she is involved in martial arts training, and is actively progressing in the various levels of training.

f. Spring blade knives, swords, or any knife whose blade is automatically released by a spring mechanism or other mechanical device, or any knife having a blade that opens, falls, or is affected into a position by the force of gravity on an outward, downward, or centrifugal thrust of movement, or any knife with a blade length in excess of three inches.

Revocation of Driving Privileges

If a Soldier or Civilian is involved in serious misconduct regarding the operation of a vehicle, the Garrison Commander has the authority to revoke their driving privileges on the installation. Following the misconduct, DES will present the incident matters to the Garrison Commander, who will decide whether or not to revoke the individual's driving privileges. If this occurs, the Commander will be notified to have the individual come to the MP Station to sign an acknowledgment for the revocation letter signed by the Garrison Commander. Each letter discusses the rebuttal process on how to apply for reinstatement of driving privileges on and off the installation.

ABSENCE WITHOUT LEAVE (AWOL) / DESERTERS

1. Reference. AR 630-10, AWOL, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings, 13 January 2006

2. Purpose. To provide a brief overview of required actions in regard to AWOL personnel.

3. Facts.

a. The Military Police Investigations (MPI) Section coordinates with civilian law enforcement agencies, processes initial information, and assists units in returning absentee Soldiers to military control. The unit must take the following steps upon learning of an AWOL Soldier.

(1) Establish the Soldier is indeed AWOL with an unauthorized absence of 24 hours (continuous). Conduct an immediate inquiry to determine the Soldier's location and reason for absence (possible injury, hospitalization, natural disaster). OR HAVE THE APPEARANCE THAT THE SOLDIER MAY HAVE GONE AWOL.

(2) Once the absence is verified as unauthorized, the unit will notify the MPI Section (Bldg. 31044) within 24 hours and provide a copy of the DA Form 4187. IMMEDIATELY

(3) The unit will forward a copy of the DA Form 4187 to the servicing personnel office.

PERSONNEL ACTION		
<small>For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.</small>		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended		
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.		
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.		
DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.		
1. THRU (Include ZIP Code)	2. TO (Include ZIP Code)	3. FROM (Include ZIP Code)
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI) Stuffy, Joe N.	5. GRADE OR RANK/PMOS/AOC E-2/PV2/35F	6. SOCIAL SECURITY NUMBER 000-00-0000
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above Soldier's duty status is changed from <u>PRESENT FOR DUTY (PDY)</u> to <u>ABSENT WITHOUT LEAVE (AWOL)</u> effective <u>1700</u> hours, <u>15 April</u> <u>2016</u>		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reassignment	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)	10. DATE (YYYYMMDD)	
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
The above effective AWOL date includes the 24 hour grace period IAW AR 630-10.		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<input checked="" type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE (YYYYMMDD)
DOE, JOHN A., CPT, CDR		

(4) The unit must notify the next of kin by letter, mailed on the tenth day, that the Soldier is AWOL.

<i>(Letterhead)</i>	
<i>(Address of Next of Kin)</i>	<i>(Date)</i>
Dear	
<p>I regret to inform you that <i>(name of Soldier)</i> has been absent without leave from this unit since <i>(date absence began)</i>. Your <i>(husband's) (wife's) (son's) (daughter's)</i> absence could result in a trial by court-martial with loss of pay and allowances which could mean that <i>(his or her)</i> dependents would lose all rights to receive allotments, medical care, commissary and post exchange privileges, and other military benefits. Continued absence could also result in confinement or dismissal with other than honorable or bad conduct discharge.</p>	
<p>If you know where <i>(he or she)</i> is please urge <i>(him or her)</i> to return immediately to military control at the nearest military installation in order to avoid serious consequences or prolonged unauthorized absence.</p>	
<p>Rest assured that (he or she) will be given a fair hearing and the opportunity to present any information on <i>(his or her)</i> behalf.</p>	
Sincerely,	

Note: If the absentee is in the pay grade of E-4 (4 years or less service), E-3, E-2, E-1, and the conditions in paragraphs 2-7(b) apply, add the following paragraph to the letter:

Should your (husband/wife/son/daughter) fail to return to duty within the next 20 days, you may be eligible to receive a basic allowance for quarters to financially assist you for a period not to exceed two (2) months beginning with the first duty day of unauthorized absence. I am enclosing an application for you to complete and return to me as soon as possible.

b. DES will strive to ensure the absentee is quickly apprehended by:

(1) Ensuring a preliminary case file/investigation is activated on the Soldier.

(2) If an AWOL Soldier is detained outside the Fort Irwin area of responsibility by civil authorities, one of the three following arrangements will occur: Reference AR 190-45 for areas of responsibility.

(a) The MPI Office that has the Soldier in custody will complete a DD Form 460 (Provisional Pass) and make arrangements through their local transportation office to transport the individual to Fort Irwin.

(b) The unit that the Soldier is AWOL from will dispatch two personnel, one being an NCO, to escort the individual back to Fort Irwin. This office will assist and advise the unit making arrangements for the escort.

(c) If the AWOL Soldier is pending serious criminal charges in addition to AWOL/Desertion, then MPI escorts will be considered by the Director/Provost Marshal with funding either provided by the unit or the installation.

a. If the Soldier is dropped from rolls (DFR), he/she will be transported to the nearest Personnel Control Facility (PCF) for final processing.

PERSONNEL ACTION		
For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended		
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.		
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.		
DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.		
1. THRU (Include ZIP Code)	2. TO (Include ZIP Code)	3. FROM (Include ZIP Code)
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI) Snuffy, Joe N.	5. GRADE OR RANK/PMOS/AOC E-2/PV2/35F	6. SOCIAL SECURITY NUMBER 000-00-0000
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above Soldier's duty status is changed from <u>ABSENT WITHOUT LEAVE (AWOL)</u> to <u>DROPPED FROM ROLLS (DFR)</u> effective <u>1700</u> hours, <u>25 April</u> <u>2016</u>		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)	10. DATE (YYYYMMDD)	
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
The above effective AWOL date includes the 24 hour grace period IAW AR 630-10.		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<input checked="" type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE (YYYYMMDD)
DOE, JOHN A., CPT, CDR		

5. The point of contact for this action is the MPI Office at 267-8069.

Deserters

1. Purpose. To provide a brief overview of procedures in regards to personnel categorized as a deserter.

2. Facts.

a. A Soldier is categorized as a deserter after he/she has been absent without leave for a period of 30 consecutive days, fails to return to the unit from which the Soldier is AWOL after return to military control (RMC) at another location, or departs prior to the completion of administrative, judicial, non-judicial action for a previous absence. For these reasons the unit can drop the Soldier from the rolls (DFR). Additionally, if the Soldier is identified as a Special Category Absentee IAW AR 630-10, chapter 3, paragraph 3-3, he/she may be DFR'd.

b. The unit commander should take the following steps.

(1) Complete DD Form 553 (Deserter/Absentee Wanted by the Armed Forces) and write in item 19 the suspected reason for the absence found in the first inquiry. If the unit wants to have the Soldier returned to the unit to face court martial charges for any additional violations of the UCMJ, additional supporting statements/papers are required. The phrase "See Attached" will be entered in item 19, and the documents will be attached to the form. The original of this form will be brought to the Fort Irwin Police Station within 48 hours where the MPI Section will enter a USACRC (Crime Records Center) number on the document. Once the USACRC number is entered, the form will be sent through the unit PSB addressed to CDR, U.S. Army Deserter Information Point, ATTN: ATZK-PMF-D, 1481 Old Ironsides Ave, Fort Knox, KY 40121. All forms and examples can be found at <http://www.apd.army.mil/>. Fort Knox POC can be reached at commercial 502-626-3710 or email, knox.usadip.ncic@conus.army.mil.

(2) When a unit is going to pick up an apprehended deserter to return him/her to the unit, the unit commander must send an escort team to the MPI Section for a briefing. Cost of transportation will be incurred IAW DFAS-IN Manual 37-100.

3. The point of contact for this action is the MPI Office at 380-8056.

DOMESTIC VIOLENCE AND INTERVENTION

1. Reference. AR 608-18, The Army Family Advocacy Program, 30 October 2007 (RAR 13 September 2011)

2. Domestic violence (spouse and child abuse) is handled both criminally and clinically. You are responsible to ensure judicial due process of the offense, and to ensure the family receives treatment to enhance the family dynamics.

3. As a commander, you are required to report all suspected cases of child or spouse abuse, which occur both on and off-post, to Family Advocacy Program (FAP) at Army Community Services (380-3776) and the Fort Irwin Police Desk at 380-8056. Reporting after hours or on non-duty days is made through the Fort Irwin Police Desk at 380-8056.

4. The Family Advocacy Program is congressionally mandated and directed from the DOD Office of Personnel and Readiness. It is a dual mission program to prevent and to treat child/spouse abuse. Here, both the Army Community Services (ACS) and Family Advocacy Program (FAP) have roles in prevention. Command and community education is the responsibility of the ACS. Treatment and case management are the roles of the FAP.

5. If you are the commander of a Soldier apprehended for a domestic violence offense, you must comply with the provisions of AR 608-18, The Army Family Advocacy Program. Commanders must issue a no contact order (Memorandum for Record) for 72 hours. Soldiers should be given a room in the barracks or other accommodations within the unit area for a 72-hour cooling off period. Soldiers are required to make their counseling and training appointments, and Commanders and First Sergeants must attend Incident Determination Committee (IDC) meetings. The IDC evaluates the preponderance of indicators/information to determine if an abusive instance did occur; evaluates what factors (problems) contributed to the events; and develops a treatment plan to address all identified problems for all individuals involved including the abuser, victim, and children who were witness to family violence. The objective of the treatment plan is to increase individual and family skills and thereby reduce the potential for violence. Every effort will be made to keep the Soldier and family informed on case progress. The IDC is non-punitive and non-judicial.

6. If any of your Soldiers or their family members need a protective order, they may go to the San Bernadino County Courthouse (this is for people who live on post or in San Bernadino County. Families residing in other counties must get the order from that county's courthouse). To get a protective order, the person must bring all police reports and documentation pertaining to the need for a Protective Order with them for review. Commanders also may impose a Military Protective Order (MPO) on active-duty service members only. An MPO is the military equivalent of a civilian order of protection (OOP).

a. Commanders must ensure to send completed copies of the MPO or OOP to the Fort Irwin Police Desk for upload into the law enforcement reporting database. In addition to the MPO or OOP, the Police Desk will need the following information of the individual being protected against: Full Name, DOB, SSN, height, weight, eye & hair color.

7. Fort Irwin has victim advocates. These personnel understand the problems a victim is facing and can assist the victim in obtaining services. This is one of your best resources to help families restore self-reliance and well-being when abuse occurs. The victim advocate helps with:

(1) Crisis intervention and assistance provided in response to reported incidents of abuse.

(2) Safety planning and referral to military and civilian shelters.

(3) Liaison with medical facilities, financial and legal resources, law enforcement, community agencies, and the command.

(4) Assistance in securing medical treatment.

(5) Information concerning legal rights and resources available through military and civilian programs.

(6) Pre-trial and post-trial support for victims.

(7) Assistance in applying for transitional monetary compensation and other benefits when the sponsor is separated as a result of dependent-abuse offense.

(8) Specialized education for military personnel, victims, Soldiers, and Families.

8. Transitional Compensation Program. This program was implemented to encourage victims to report domestic violence without fear of losing financial stability. It grants benefits to dependents when the Soldier is separated from the service or sentenced to total forfeiture of pay and allowances for domestic violence offenses. It provides for:

(1) Monetary compensation payable for 12 months or the Soldier's ETS date, whichever is longer, up to 36 months. Contact FAP for monthly payment details.

(2) Family member ID card.

(3) Dental care through military facilities and medical care as TRICARE beneficiaries.

(4) Access to commissaries and exchanges (subject to host nation agreements overseas).

(5) Split payments to spouses and legal guardians or the estates if spouses do not have custody of eligible minor children.

9. Under the Lautenberg Amendment to the Gun Control Act of 1968; effective 30 September 1996, if a Soldier is convicted of a domestic violence offense in either an off-

post court or by special or general court martial, he is subject to the provisions of the Lautenberg Amendment. This law makes it a felony for those convicted of misdemeanor crime of domestic violence to ship, transport, possess, or receive firearms or ammunition. The Amendment also makes it a felony to transfer a firearm or ammunition to an individual known, or reasonably believed, to have such a conviction. Summary court-martial convictions, non-judicial punishment under Article 15, UCMJ, and deferred prosecutions (or similar alternative dispositions) in civilian court *does not* constitute qualifying convictions within the meaning of the Lautenberg Amendment. As a commander, you:

- a. Must notify all Soldiers that it is unlawful to possess firearms and ammunition if they have a conviction of a misdemeanor crime of domestic violence (qualifying conviction).
- b. Must conduct local unit files checks and will report Soldiers known to have qualifying convictions and Soldiers reasonably believed to have such convictions to HQDA through command channels. A MILPER Message (MILPER Message 09-071, 25 March 2009, subject: Procedural Guidance on the Reporting of Soldiers Affected by the Lautenberg Amendment) provides updated instructions on reporting Soldiers affected by the Lautenberg Amendment to PERSCOM.
- c. Must detail Soldiers who you have reason to believe have a qualifying conviction to duties that do not require the bearing of weapons or ammunition.
- d. May not take adverse action solely on the basis of an inability to possess a firearm or ammunition due to a qualifying conviction if the act that led to the conviction occurred on or before 30 September 1996 (but may initiate action, including bars to reenlistment or elimination on the basis of an inability to possess a firearm or ammunition, if the act that led to the conviction occurred after that date).
- e. May initiate involuntary separation actions on the basis of the conduct that led to the qualifying conviction, or for a civilian conviction (under AR 635-200, para 14-5), regardless of when the misconduct or conviction occurred.
- f. Will ensure that newly arrived or assigned Soldiers with qualifying convictions or those whom commanders have reasonable cause to believe have convictions of misdemeanor crimes of domestic violence will not be assigned or attached to TOE or MTOE units and will be denied appointment to leadership positions that would give them access to firearms and ammunition.
- g. Will report all Soldiers identified as non-deployable.
- h. Should know that:

(1) Soldiers with qualifying convictions or those who commanders have reasonable cause to believe have convictions of misdemeanor crimes of domestic

violence are not authorized to attend any service school where instruction with individual weapons or ammunition is part of the curriculum.

(2) Soldiers with qualifying convictions or those who commanders have reasonable cause to believe have convictions of misdemeanor crimes of domestic violence are not authorized to reenlist but may extend for one year if otherwise qualified.

(3) The DoD and Army policies *do not* apply to major weapons systems or crew served weapons such as tanks, missiles, and aircraft.

(4) The DoD and Army policies also apply to privately owned firearms and ammunition. You must therefore establish procedures addressing Soldiers with qualifying convictions who store privately owned weapons in unit arms rooms. Procedures may allow Soldiers to sell or transfer their weapons to authorized persons directly without taking physical possession of the weapons in violation of the Lautenberg Amendment.

(5) All Soldiers known to have, or Soldiers who commanders have reasonable cause to believe have, a conviction of a misdemeanor crime of domestic violence are non-deployable for missions that require possession of firearms or ammunition.

CIVIL LIAISON

1. Purpose. To provide a brief overview of the Fort Irwin Police Desk role in civil liaison.

2. Facts.

a. The Fort Irwin Police Desk is responsible for coordinating with the local police agencies on cases involving military members in the following areas.

Serving Arrest Warrants

Failure to pay (fines)
Theft by coordinating
Insufficient funds
Failure to appear

Serving Civil Summons

Paternity suits
Failure to pay child support
Divorce proceedings
Small claims court

b. Arrest Warrants and Civil Summons.

(1) Once notified, commanders of Soldiers with warrants will have that Soldier escorted to the Fort Irwin Police Station Bldg. 326, for transfer to civilian authorities.

(2) Upon arrival at the Fort Irwin Police Desk, the appropriate civilian police official will serve the warrant on the Soldier. The commander's representative should remain until the warrant is served in order to notify the chain of command of the Soldier's disposition. By designating the Fort Irwin Police Station as the central location

for these procedures, confusion is minimized, the Soldier is not needlessly embarrassed in front of his fellow Soldiers and his peers, and the chain of command is kept informed of the Soldier's status.

(3) To coordinate serving a warrant with the unit, the Fort Irwin Police Desk will contact the respective unit of the Soldier when there is an outstanding warrant..

(4) It is the unit's responsibility to notify the Fort Irwin Police Desk of Soldiers who are no longer at Fort Irwin due to chapter, ETS, PCS, or confinement.

(5) Soldiers who are not present for warrant service will be subject to apprehension by Military Police for the purpose of transfer to civil authorities.

c. Repossession Actions. Repossessions are only authorized when coordinated through the Fort Irwin Police Desk and SJA. If someone shows up at a unit location to conduct a repossession without prior notification to the unit, the Commander or 1SG should notify the Police Desk immediately. Only voluntary repossessions are authorized (the Soldier voluntarily turns his/her vehicle over to the repossession agent).

3. The point of contact for this action is the Fort Irwin Police Desk at 380-8056.

PROCEDURES FOR LOST WEAPONS/SENSITIVE ITEMS

1. Purpose. To provide guidelines for all leaders (commanders to squad leaders) and to assist them in the event of a lost/stolen sensitive item.

2. Facts.

a. Sensitive items include weapons, Night Vision Devices (NVDs), military radios, and COMSEC equipment. Commanders should initiate a search immediately when any sensitive item is discovered missing.

b. Immediately notify the entire chain of command after discovering a loss. Notify the Fort Irwin Police Station at 380-8056 of the loss and update the chain of command as necessary. Notify adjacent units regarding the incident.

c. After initiating reporting procedures, the reporting unit and all other units involved should immediately use all assigned personnel to search for the missing item(s). All areas where the item may reasonably have been lost will be isolated, and access will be strictly controlled.

d. Units should initiate a detailed search with a complete inventory of all weapons and sensitive items. The unit will remain in the field or the unit area until the weapon or sensitive item is found, or the unit receives a release from the search by the commanding general.

e. Inspection of unit barracks, work areas, and POVs should be conducted if appropriate. Commanders should coordinate with the SJA before inspections and searches. Probable cause searches should also be coordinated with the SJA.

f. Segregate all suspects and witnesses. The unit will make these personnel available for CID investigators to interview.

g. Grants of immunity and offers of amnesty must be coordinated with the SJA before they are made or discussed with the troops involved.

3. The point of contact for this action is PMO Operations at 380-9218.

CHILD SUPERVISION

1. Purpose: These guidelines define the Fort Irwin and the National Training Center Policy governing the supervision of children 17 years old and younger should be prescribed for the adequate and appropriate supervision of minor children within the Fort Irwin community. This policy is directed toward and applies to all military personnel, their family members at Fort Irwin, and civilian personnel who may reside or perform official childcare duties on the post.

2. Applicability: This policy applies to all National Training Center (NTC) and Fort Irwin Soldiers, Civilians, and Family Members living on the installation and using installation facilities.

3. Reference.

a. AR 608-10, Child Development Services, 11 May 2017.

b. AR 608-18, The Army Family Advocacy Program (FAP), 30 October 2007, Rapid Action Revision (RAR) 001, 13 September 2011.

c. AR 608-75, Exceptional Family Member Program (EFMP), 27 January 2017.

d. AR 420-1, Army Facilities Management, 12 February 2008, RAR 001, 24 August 2012.

4. Policy. This policy applies to all military and civilian employees of the Department of Defense (DOD) and invited Contractors that reside on the installation (hereafter collectively referred to as "sponsors" or individually as a "sponsor"). Sponsors/Parents will be held accountable for their decisions regarding child supervision. Parents should be aware of their children's whereabouts and activities. Parents are encouraged to continually evaluate their child's level of maturity and determine the degree of supervision that best meets their child's needs. Violations of this policy may subject personnel to administrative action, civil liability, and may result in an investigation by FAP and an assessment by Social Work Services (SWS). Failure to comply with the

guidelines outlined in this policy can result in referral to the Indent Determination Committee (IDC).

a. At all times, sponsors are ultimately responsible for their children's safety, well-being, and actions. Sponsors are responsible for ensuring Family Members comply with the provisions of this policy.

b. In all cases, interpretation of this policy should be made in favor of the child's safety.

c. No child will be left unattended under circumstances involving potential or actual risk to the child's health and safety.

d. Chronological age will take precedence over a child's grade in school.

e. The child supervision age matrix serves as a guideline for making decisions regarding the safety and proper supervision of children. Each child is unique, with different personalities, environments, developmental progress, and maturity levels. The matrix cannot account for every possible situation regarding the supervision of children. At no time should a child be left unattended or not properly supervised under circumstances that involve potential or actual risk to the child's health, safety, or overall well-being.

f. A "parent designee" is a responsible adult that the parents trust, or a responsible youth, at least 13 years old, who has completed the recommended Child & Youth Services (CYS) Babysitter Course IAW AR 608-10. This individual must be capable of being in a supervisory role and providing adequate care for a child's welfare and safety in all appropriate circumstances. Below are the requirements for children supervision:

- (1) Children 0-3 years old require close supervision and will be under direct visual contact. The parent designee must be able to respond to any emergency or threatening situation.
- (2) Children 4-6 years old require direct supervision (See Child Supervision 5a., "Direct Supervision").
- (3) Children 7-9 years old require direct supervision within "Line of Sight," with two exceptions: 1) during travel to and from school, and 2) while playing in a designated safe area, during which time the parent or designee must check on the children at least every 15 minutes.
- (4) Children 10-11 years old may be left at home or a designated safe area under monitored care for up to 90 minutes. If children are left alone under monitored care, parents must provide the children with an emergency safety plan in advance and ensure that the children know

and can follow through with the plan. It is recommended that children in this age bracket complete the CYS Home Alone Course (Ages 10-14). Otherwise, parents or the parent designees must remain sufficiently close to be able to physically respond to children within five minutes.

(5) Children 12-14 years old may be left unattended for up to four hours during the day and early evening hours. Parents may not leave children in this age bracket at home alone overnight. If left unattended, parents must provide children with an emergency safety plan in advance and ensure that the children know and can follow through with the plan. Children in this age bracket are highly recommended to complete the CYS Home Alone Course (Ages 10-14) or the CYS Babysitter Course (ages 12-17). To babysit for siblings or care for other families' children, a child must be at least 13 years old and have completed the CYS Babysitter Course.

(6) Children 15-17 years old may be left unattended during the day and early evening hours. Occasionally, but not to exceed more than once per week, children in this age bracket may be left home alone overnight. If left home alone, parents must provide these children with an emergency safety plan in advance and ensure that the children know and can follow through with the plan. Children 16-17 can babysit their siblings or other children alone overnight, but not to exceed more than once per week. The 16-17-year-old child providing overnight care must have completed the CYS Babysitter Course (ages 12-17).

g. Children who meet the criteria for EFMP, as defined in AR 608-75, Exceptional Family Member Program, 27 January 2017, require special supervision. These guidelines are to be modified by their special needs.

h. Children who are in the care of a CYS-certified Family Child Care (FCC) provider who has entered into a contract with the children's parents for such care will be supervised by the FCC Provider according to guidelines outlined in AR 608-10, Child Development Services, 11 May 2017; AR 608-18, the Army Family Advocacy Program, 30 October 2007, RAR 001, 13 September 2011, and local procedures.

i. All children must have the supervising adult's work and home phone numbers and necessary emergency phone numbers, and the sponsor must be within the local area. Children who are not in direct supervision should know, at a minimum, what to do in case of emergency, i.e., injury, assault, parents not returning as expected, etc. Note: a local area is defined as an area or location that is no more than one hour away by car.

5. Definitions:

a. Direct Supervision: Line-of-sight supervision of children maximizes safety and minimizes potentially inappropriate behavior. The parent or parent designee must

be close enough to respond immediately to emergencies or threatening situations. Children should not be left alone at any time except while sleeping, and periodic checks must be made on sleeping children.

- b. Child/Children: All family members and guests 17 years old and younger who reside on the installation and use post facilities.
- c. Monitored Care: An arrangement in which a parent or parent designee is aware of the children's location/activities and physically available within five minutes to the children. The children are familiar with that person and know that person's name, location, and telephone number. The parent designee must know they are responsible for the children for the designated period. The parent must contact the parent designee immediately upon return to notify the parent designee that they are released from responsibility.
- d. Early Evening Hours: 1800-2000 hours.
- e. Non-Duty Hours: When at least one parent is not working and is physically available to the children.
- f. Adult: A person who is 18 years of age or older.
- g. Parent: Any person having legal custody of a child as the child's natural or adoptive parent, as the child's legal guardian, or as the person to whom legal custody of the child has been given by a court order.

6. Parents are responsible for their children's safety, even when in the care of a designee. Babysitters should be selected carefully, ensuring they are mature and experienced enough to supervise a child adequately. Children who complete the CYS Babysitters Course must be 13 years old before they are allowed to perform services as a babysitter on-post. Parents can find more information on babysitter qualifications, the CYS Babysitter Referral List, or class schedules, including the CYS Babysitters Course (ages 12-17), the Home Alone Course (ages 10-14) and other childcare options, by contacting CYS Parent Central Services in Building #21, or by calling (760) 380-2257/2270/4695. Please contact (760) 380-3646/2268 for further questions regarding CYS.

7. Violations of this policy should be reported to the Military Police (MP) at (760) 380-8056. Parents are responsible for ensuring compliance with the minimum standards of this policy. Violations of this policy place children at risk and may result in actions by agencies including the Directorate of Emergency Services (DES), Office of the Staff Judge Advocate (OSJA), Housing through the Garrison Commander's (GC) office, the Family Advocacy Program (FAP), Department of Social Work Services (SWS), and the Department of Children and Family Services (CFS).

8. The Good Neighbor Policy allows families to leave their children under adult

supervision, in the home of a trusted neighbor or friend, on-post for up to 10 hours per week. Money may not be exchanged as part of this Good Neighbor Policy.

9. Unauthorized in-home childcare on-post (i.e., non-CYS FCC and without a permit to operate a business on-post from FMWR) is not an acceptable form of childcare, nor does it fit within the guidelines of this Child Supervision Policy #2. Community members found to be providing unauthorized in-home childcare on-post may contact the Family Child Care (FCC) Program Manager at (760) 380-2268/3502 to find out about becoming an authorized FCC Provider.

10. Curfew for minor children is from 10 PM to 5 AM. As outlined in Policy #1.

11. Disciplinary Actions:

a. The following adverse administrative actions may be taken against sponsors, spouses, or anyone providing childcare who is found to be violating this policy: issuance of a warning letter, termination of on-post housing privileges, and prohibition of entering Fort Irwin. Parents, guardians, and childcare providers should also be aware that the state of California can take administrative and criminal action for child neglect and endangerment, as well as hold parents legally and financially liable for their children's actions in certain circumstances.

b. In addition, service members may be prosecuted under the Uniform Code of Military Justice (UCMJ) for child endangerment if the service member is found to have been culpably negligent in the care of their child

ANIMAL CONTROL

1. Purpose: Establish an installation pet control policy on Fort Irwin.

2. Applicability: This policy applies to all personnel at Fort Irwin.

3. Punitive policy: This policy letter constitutes a lawful order issued by the Commander, United States Army Garrison, and Fort Irwin. Violations of this policy may result in punitive action against Service Members under the Uniform Code of Military Justice and adverse administrative action against service members, civilians (including contractors), and family members on the installation.

4. References:

a. Pet Policy for Privatized Housing Under the Army's Residential Communities Initiative (RGI) Privatization Program, 5 January 2009.

b. San Bernardino County Development Code – Chapter 84.04 Animal keeping, private kennels.

5. Background:

a. Maintaining privately owned animals (hereinafter "pets") on the installation is a privilege, not a right. Exercising and retaining this privilege depends on the animal's ability to live harmoniously within the community.

b. The Garrison Commander is tasked with maintaining the morale, welfare, and discipline of the installation and has the inherent authority to take action necessary to avert danger or threats to the installation's morale, welfare, and discipline. In accordance with this mission and authority, the Garrison Commander may direct the permanent removal of any animal from the installation if the animal threatens the health and safety of persons and other animals or is a public nuisance.

6. Policy:

a. All pets must be registered at the Veterinary Treatment Facility (VTF) within ten days of acquisition or arrival at Fort Irwin.

b. The breeding or raising of animals for commercial purposes and profit is prohibited on the installation.

c. All personnel on Fort Irwin, including visitors, must adhere to and comply with the following requirements:

(1) Comply with all applicable state, federal, and local laws and all installation specific requirements associated with pet ownership, registration, control, and vaccination.

(2) May not possess or board on the installation any dog of a breed (including a mixed breed) that is deemed "aggressive or potentially aggressive" unless the dog is a certified military working dog being boarded by its handler/trainer. For purposes of this policy, "aggressive or potentially aggressive" breeds of dogs are defined as Pitt Bulls (America Staffordshire Bull Terriers or English Staffordshire Bull Terriers), Rottweilers, Doberman Pinchers, Chows and wolf hybrids. Prohibition also extends to other dogs that demonstrate a propensity for dominant or aggressive behavior as indicated by any of the following types of conduct:

(a) Unprovoked barking, growling, or snarling at people approaching the animal.

(b) Aggressively running along fence lines when people are present.

(c) Biting or scratching people.

(d) Escaping confinement or restriction to chase people.

d. Tenants of privatized housing that were boarding prohibited pets before the issuance of DA Policy Letter, Pet Policy for Privatized Housing Under the Army's Residential Communities Initiative (RCI) Privatization Program, 5 January 2009, will be "grandfathered" and may continue to board the pet until they vacate privatized on-post housing unless the pet demonstrates a propensity for dominant or aggressive behavior.

e. A leash held by a person must always control pets. The only exception is if the pet is secured inside the owner's residence, fenced yard, vehicle (accompanied by person), or travel cage. Should the pet find itself outside one of the above-mentioned secured areas, the owner will be held responsible for failing to control it.

f. All animals that are found not under the immediate control of the owner will be taken to the VTF and processed.

(1) First Offense. The VTF will verify the proper animal requirement for shots and Registration and the owner will receive a warning of possible future consequences. Michaels Organization will also be notified to verify proper housing registration.

(2) Second Offense. The Fort Irwin Police Department will issue a citation for failure to control animal(s). In addition, the sponsor's chain of command will be notified, and the owner will receive another warning about possible future consequences.

(3) Third Offense. The Fort Irwin Police Department will issue another citation and the Garrison Commander will direct the animal to be permanently removed from the installation.

g. Regardless of prior offenses, the Garrison Commander may direct any animal that threatens the health or safety of persons and animals to be removed from the installation. Examples of this type of animal behavior include but are not limited to, attacking or attempting to attack a person or another animal, or acting threateningly, such as growling.







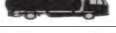

h. Animals are not allowed in public buildings except for those facilities designed for their use or care, i.e., dog parks, etc. Additionally, animals are prohibited at any public event, indoors or outdoors, unless the event specifies that certain animals are authorized. Certified animals, such as "seeing eye dogs," "rehabilitation dogs," and "hearing dogs," are authorized to go anywhere their owners are authorized, as long as they are kept under control.

BOMB THREATS

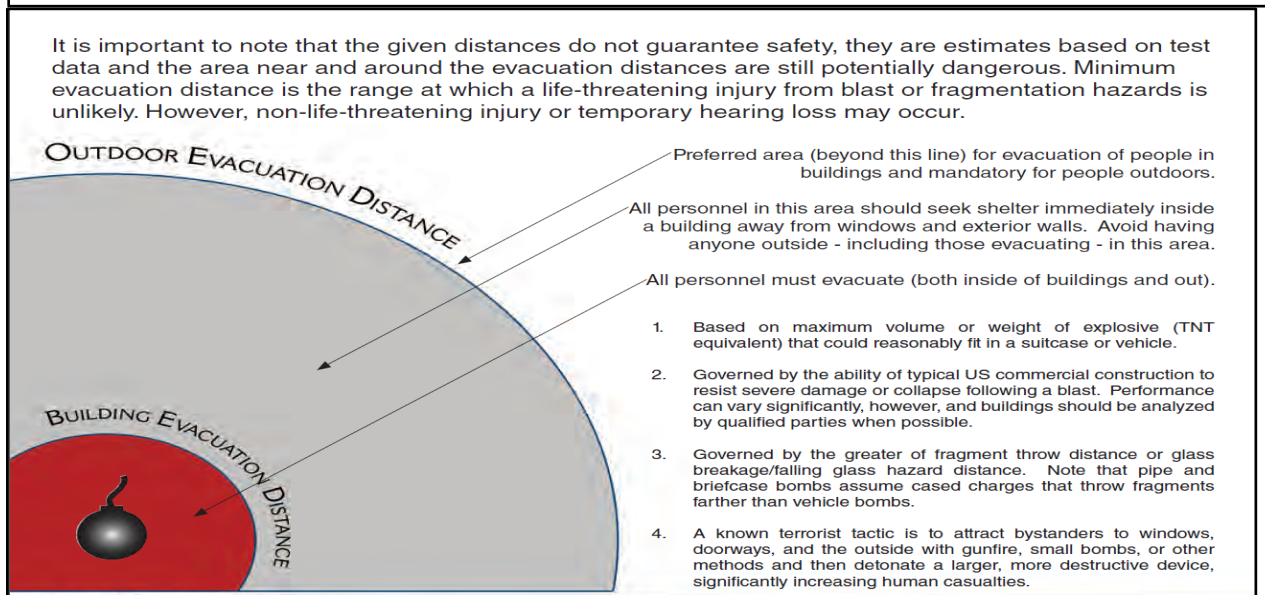
1. Purpose. To provide a brief overview of the actions units should take upon receiving a bomb threat.

2. Facts.

a. The unit should immediately secure the area and evacuate all persons upwind and away from the area at a distance of at least 100 meters as a minimum. Do not allow personnel to evacuate in POVs, as K-9 will search them upon arrival. Contact the Fort Irwin Police immediately and provide as much detailed information as possible. Unit SOPs should address evacuations. Do not allow anyone other than police, the K-9 search team, EOD personnel, or fire and ambulance personnel to enter the area. The unit should notify the supervisors of any adjacent buildings at the threat's location. Those supervisors should consider evacuating their buildings as well.

Threat Description Improvised Explosive Device (IED)		Explosives Capacity ¹ (TNT Equivalent)	Building Evacuation Distance ²	Outdoor Evacuation Distance ³
	Pipe Bomb	5 LBS	70 FT	1200 FT
	Suicide Bomber	20 LBS	110 FT	1700 FT
	Briefcase/Suitcase	50 LBS	150 FT	1850 FT
	Car	500 LBS	320 FT	1500 FT
	SUV/Van	1,000 LBS	400 FT	2400 FT
	Small Moving Van/ Delivery Truck	4,000 LBS	640 FT	3800 FT
	Moving Van/ Water Truck	10,000 LBS	860 FT	5100 FT
	Semi-Trailer	60,000 LBS	1570 FT	9300 FT

1. These capacities are based on the maximum weight of explosive material that could reasonably fit in a container of similar size.
 2. Personnel in buildings are provided a high degree of protection from death or serious injury; however, glass breakage and building debris may still cause some injuries. Unstrengthened buildings can be expected to sustain damage that approximates five percent of their replacement cost.
 3. If personnel cannot enter a building to seek shelter they must evacuate to the minimum distance recommended by Outdoor Evacuation Distance. These distance is governed by the greater hazard of fragmentation distance, glass breakage or threshold for ear drum rupture.



b. Upon notification of a bomb threat, police will proceed to the location. Personnel will use issued handheld radios and limit the use of cellular phones within 50 meters of a threatened area. Doing so might detonate the explosive device.

c. Upon Police personnel's arrival at the scene, the patrols will notify the Fort Irwin Police Desk of their arrival and patrol locations (perimeter). The patrol supervisor will inform the desk of any additional assistance needed to secure the area.

d. Units should not search for the explosive device themselves. Anyone who notices an explosive or suspicious device or package should not touch or allow anyone other than EOD/ K-9 Search Team personnel near it. The Fort Irwin Police Desk Sergeant will contact K-9 search teams, the fire department, ambulance, and EOD as necessary to respond to the scene.

e. Once K-9 personnel arrive, they will ask unit personnel who are familiar with the building and its contents to accompany them searching for the device. Room occupants will help search their rooms if necessary.

f. The search should be terminated 30 minutes before the caller stated the device would detonate or when the building has been thoroughly searched. If an actual explosive device is located, K-9 and unit personnel searching will evacuate pending arrival of EOD.

g. The responsible officer (Commander/IC) must authorize the re-entry of building occupants. It is recommended that this decision is not made until the building has been thoroughly searched (and no device located) and at least 60 minutes have elapsed from the time the caller stated the bomb would detonate.

h. Personnel who receive a bomb threat over their phone should annotate any information concerning the caller's mannerisms on the Fort Irwin Bomb Threat Telephone Checklist. Commanders should ensure that at least one Checklist is placed next to every phone within their unit area.

ACTIVE SHOOTER PREPAREDNESS

1. Reference. OPORD 16-045, Mandatory Active Shooter Training.

2. Purpose. To provide a brief overview of the actions units should take upon receiving an active shooter threat.

3. Facts. On 3 December 2015, the Fort Irwin Commanding General signed a memorandum regarding implementing annual active shooter training. The memorandum directs all Fort Irwin organizations to complete two training venues: watch the video "RUN, HIDE, FIGHT" and complete the distance learning FEMA Course "IS 907 Active Shooter" (See OPORD 16-045 for additional details).

4. Actions. The following is a quick reference for actions to take in the event of an active shooter. Please refer to the reference above for additional details.

- a. **RUN**. When an active shooter is in your vicinity:
 - (1) If there is an escape path, attempt to evacuate.
 - (2) Evacuate whether others agree to it or not.
 - (3) Leave your belongings behind.
 - (4) Help others escape if possible.
 - (5) Prevent others from entering the area.
 - (6) Call 9-1-1 when you are safe.
- b. **HIDE**. If an evacuation is not possible, find a place to hide.
 - (1) Lock and blockade the door.
 - (2) Silence your cell phone.
 - (3) Hide behind large objects.
 - (4) Remain very quiet.
- c. Your hiding place should:
 - (1) Be out of the shooter's view.
 - (2) Provide protection if shots are fired in your direction.
 - (3) Not trap or restrict your options for movement.
- d. **FIGHT**. As a last resort, and only if your life is in danger:
 - (1) Attempt to incapacitate the shooter.
 - (2) Act with physical aggression.
 - (3) Improvise weapons.
 - (4) Commit to your actions.
- e. 9-1-1. When law enforcement arrives:

- (1) Remain calm and follow instructions.
- (2) Keep your hands visible at all times.
- (3) Avoid pointing or yelling.
- (4) Know that help for the injured is on its way.

PHYSICAL SECURITY

1. References.

- a. AR 190-11, Physical Security of Arms, Ammunition and Explosives, 05 September 2013.
- b. Army Directive 2014-05, Policy and Implementation Procedures for Common Access Card Credentialing and Installation Access for Uncleared Contractors, 07 March 2014.
- c. USAG Policy 14-018, Installation Bar Letters, 21 May 2014.
- d. USAG Policy 15-056, Denial/Bar Waiver Committee, 27 February 2015.

2. Purpose. To provide a brief overview of scope and responsibilities of the Physical Security Division.

3. Facts.

a. The Physical Security Division of the Directorate of Emergency Services is responsible for conducting physical security inspections on Fort Irwin. Areas inspected include arms rooms, motor pools, NBC rooms, communication rooms, key controls, vehicle security, building security, and any areas that provide security of equipment and property. The Physical Security Section is responsible for training and providing personal identification ciphers (PIC) for access to the arms room and other storage areas equipped with the Integrated Commercial Intrusion Detection System (ICIDS) security system.

b. Inspections of Arms, Ammunition and Explosives (AA&E) will be conducted every 18 months, and all other inspections will be conducted every 24 months. If AA&E are rated "Not Adequate" it will be re-inspected within 6 months. The commander or unit representative will be contacted prior to the inspector going to the unit. A copy of the inspection will be forwarded to the next higher headquarters. The higher headquarters will forward a copy of the report to the commander for corrective action and "Reply by Endorsement" to the physical security section.

c. ICIDS instruction is given when personnel receive their PIC. The ICIDS security system is monitored 24 hours by personnel working at the Fort Irwin Police Desk.

d. PICs are generated and issued after the unit submits an unaccompanied access roster with the names of the personnel. These PICs will only be released to the individual that is on the unaccompanied access roster. As changes occur in the unit, the chain of command is responsible for updating the unaccompanied access roster so that new personnel may receive their PICs. The most current roster will supersede the roster filed with Physical Security. Therefore, the previous names and the new names must be annotated on the current roster for the system to operate properly and not compromise security. Unaccompanied access rosters may be dropped off at the Physical Security Office (BLDG 31122). Access rosters are required to be updated annually.

4. Alarms.

a. Fort Irwin has over 100 alarms on the installation, so it is paramount that facility managers, units, or owning organizations ensure the most up-to-date contact information is given to our Military Police Station (380-8056); this ensures our patrols successfully contact the correct personnel to shut the alarm down. Please contact our Physical Security office for additional questions (380-4210).

5. Installation Access Control.

a. IAW Army Directive 2014-05, Installation Commanders are responsible for establishing and maintaining a Visitor Control Center (VCC) to ensure only authorized individuals enter the installation. The program established means to a person's need to have access to the installation.

(1) The CAC holders, military retirees, and military Family Members have an inherent official purpose and are authorized access to Army Installations.

(2) Non-CAC holder visitors, contractors, and vendors must have a DOD component-validated need for one-time, intermittent, or routine physical access to the installation. These individuals will require an official sponsor (active-duty service members or DA civilians assigned to Fort Irwin) and must be screened and vetted at the VCC through the NCIC III database before being issued a permanent (contractors/vendors) or temporary visitor badge (infrequent visitors).

(3) A check through the National Crime Information Center (NCIC) Interstate Identification Index (III) is the Army's minimum baseline background check for entrance onto Army installations for non-CAC holders to include entrance of visitors. The FBI permits the use of NCIC III for vetting visitors to ensure the security of military installations.

(5) All 50 States participate in NCIC III. Depending on the criminal history presented

back through NCIC III, the vetted individual, at a minimum, may be denied access to the installation. The result of this denied entry may also lead to the issuance of an installation bar letter signed by the Garrison Commander.

(6) All visitors in need of a visitor's temporary badge must go to the VCC located at the Fort Irwin ACP gate for vetting procedures. Sponsors should meet visitors at the VCC for expedited service.

6. **Bar Letters.**

a. Installation Commanders have inherent authority to act in order to avert dangers to morale, welfare, and discipline of the installation. This authority includes authority to enforce the removal of, or denial of access to, persons who threaten order, security, or discipline of the installation. USAG Policy 19-018 implements the Commanding General's delegation of authority to the Garrison Commander to establish policy for issuing, revoking or modifying Bar Letters that deny or limit an individual(s) access to the installation.

b. The Garrison Commander has authority to issue a Bar Letter to any civilian person upon finding credible evidence that the person committed an offense outlined in Enclosure 1, USAG Policy 19-018.

c. Bar Letters will NOT be issued to active-duty Soldiers.

d. Limited Bar Letters (ex. permitting access to AAFES, Commissary, medical, and dental facilities, or places of employment for civilian employees) may be imposed on the following individuals:

(1) Family Members of Active-Duty Soldiers.

(2) Retirees.

(3) Civilian Employees.

(4) Contractor Employees.

(5) Minors.

e. Requests for Bar Letter Reconsideration. Individuals may request that the Garrison Commander modify or remove a Bar Letter at any time. Requests for consideration should include matters in extenuation or mitigation that support the request to modify or remove the bar.

f. If a commander is chaptering a Soldier for conduct that is dangerous to morale, welfare, and discipline of the installation, that commander may submit a Bar request to the Garrison Commander.

7. Please contact the Physical Security Division at 380-4210 for additional questions regarding physical security operation.

TRAFFIC MANAGEMENT & COLLISION INVESTIGATIONS (TMCI)

1. References.

- a. Fort Irwin NTC Regulation 190-5, Motor Vehicle Traffic Code, 12 April 2018.
- b. Fort Irwin NTC Regulation 190-11, Registration, Possession, and Use of Privately Owned Weapons and Ammunition, 8 January 2019
- c. USAG Policy 045, Restriction of Imagery and Photography Activities on Fort Irwin, 08 July 2013.

4. Purpose. To provide a brief overview the traffic laws, regulations, and enforcement on Fort Irwin.

4. Facts.

- a. The privilege to operate a vehicle on this installation is reserved for persons of maturity, responsibility, sobriety, and to those who show good judgment.
- b. Authority to revoke, suspend, or restrict installation driving privileges is the Garrison Commander.
- c. Commanders of units and supervisors of activities should educate their personnel about these traffic regulations.
- d. Installation Driving Privileges. The Garrison Commander may revoke or suspend installation driving privileges.
- e. All personnel operating a vehicle, motorcycle, bicycle, skateboard, scooter, or off-highway vehicle (OHV) and all pedestrians on this installation will comply with NTC Reg 190-5 and other applicable laws and regulations.
- f. For traffic accidents occurring on the installation, please allow up to 14 business days for completion of the traffic accident police report to be processed. For more extreme traffic accidents, processing time may exceed 14 days. Individuals requesting their traffic accident police report may call 267-7982 to check on the status of their report.

g. **Parking.**

- (1) Except as necessary to comply with the law, the direction of a Police Officer,

or an official traffic control device, no person shall stop or park a vehicle in any area not specifically designated as a parking area. Personnel shall not park along any yellow or red-painted curb, a seeded area, or in any manner that will block traffic flow.

(2) Units are prohibited from marking any parking as reserved unless authorized through a work order submitted through DPS and approved by the Garrison Commander.

4. **Vehicle Inspections.**

a. Any POVs entering or leaving the installation is subject to search or inspection at any time by persons having lawful authority. Prior to any search, the specific consent of the vehicle operator will be requested. If consent is withheld, search may be made if reasonable or probable cause has been found or proper authority granted. An individual who refuses permission for inspection of his or her vehicle may be required to identify him or herself and may be denied the privilege of bringing the vehicle onto or entering the installation.

b. Search of a vehicle may be conducted incident to the lawful apprehension of an individual.

5. A breakdown of some key requirements for operating motorcycles, mopeds, motor-assisted cycles, and off-highway vehicles (OHV).

a. All **motorcycles** or OHVs utilized on Fort Irwin or operated on the streets and roads of the installation must adhere to the requirements in this section. Mopeds and other motor-assisted cycles are considered motorcycles on Fort Irwin.

b. To operate a motorcycle on the roadways of Fort Irwin, military personnel must successfully complete an approved Motorcycle Safety Course. Motorcycle Safety Training is mandatory for all active-duty military personnel operating motorcycles on or off-post. The required safety course is the Motorcycle Safety Foundation (MSF), Specialty Vehicle Institute of America (SVIA), or MSF-Based state approved curriculum taught by certified or license instructors. Hands-on training and a performance-based and knowledge-based evaluation are required.

c. To operate an All-Terrain Vehicle (ATV) on the roadways of Fort Irwin, military personnel must successfully complete an ATV safety course. The safety course must meet the requirements of DoD 6055.4 paragraph E3.2.3.1. Failure to attend a safety program may be considered in making Line of Duty determinations if injury occurs due to noncompliance.

d. Motorcycles, mopeds, and OHVs must have headlights turned on at all times, except where prohibited by local laws, and will not exceed a noise level of 85 decibels.

e. Motorcycle, moped, OHV, and Specialty Utility Vehicle (SUV) operators and passengers will wear required PPE at all times while on Fort Irwin. Soldiers will wear required PPE on or off Fort Irwin even during non-duty hours. Soldiers will ensure passengers are wearing appropriate PPE on or off the installation.

(1) Helmets. All helmets will be properly fastened under the chin. Helmets will be certified to meet DOT Safety Standard 218 or SNELL Standard M2005.

(2) Eye Protection. Eye protection includes goggles, wraparound glasses, or a full-face shield properly attached to a helmet. A windshield or fairing does not constitute eye protection. Eye protection must be designed to meet or exceed ANSI Z87.1 (z).

(3) Protective Clothing. Protective clothing includes a long-sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens made from leather or other abrasion-resistant material.

(4) Foot Protection. Foot protection includes sturdy over-the-ankle footwear that affords protection for the feet and ankles.

6. Abandoned Vehicles/Towing Procedures.

a. Law Enforcement Personnel have the authority to impound and remove, at the owner's expense, vehicles in public areas that are impeding traffic, threatening public safety, lack of proof of financial responsibility, or are deemed a liability to the government.

b. Law Enforcement Personnel will exhaust all means to identify the owner of a reported abandoned vehicle. Once all means have been exhausted, towing procedures will commence.

c. When a vehicle is towed, it is the responsibility of the owner or operator to pay for the civilian towing service.

7. Cell Phone Use While Operating a Vehicle.

a. IAW NTC Regulation 190-5, vehicle operators on a DoD installation and operators of government owned vehicles will not use cell phones unless the vehicle is safely parked or unless they are using a hands-free device. The wearing of any other portable headphones, earphones, or other listening devices (except for hands-free cellular phones) while operating a motor vehicle is prohibited.

b. The use of non-hands-free cellular telephones or Blackberry devices while operating a motor vehicle on Fort Irwin is prohibited for all personnel. This prohibition is extended to all Soldiers operating any motor vehicle, regardless of location. The use of a hands-free cellular telephone is authorized if the use does not impede the operator's ability to control the vehicle.

8. Video/Photographic Surveillance on the Installation.

a. We understand it may be frustrating if another driver of a vehicle cuts you off or appears to be driving in an unsafe manner. We ask that in this circumstance you report this activity to the Military Police (533-3000) and not investigate it yourself with video/photography. Any attempts of video/photographic surveillance is in violation of USAG Policy 045.

b. IAW USAG Policy 045, the following activities are not permitted on Fort Irwin without prior written notification from the Garrison Commander. Requests for authorization should be routed through the DPTMS Antiterrorism Officer and/or the Public Affairs Office (PAO).

(1) No commercial photography, videography, or global positioning surveys.

(2) No person may photograph or videotape critical facilities and/or infrastructure, designated restricted areas, High Risk Targets (HRT), Mission Essential Vulnerable Areas (MEVA), Access Control Points, or Vehicle Search Areas.

(3) No photographing and videotaping of Child Development Centers (CDC), Child Youth & School Services (CYSS), and other Morale, Welfare, and Recreation facilities unless during special events, and with prior written authorization.

(4) No picture-taking or construed as intelligence gathering, or around housing when such pictures or images include name identification with rank and address. Non-residents should not be taking photographs in housing areas without prior permission from the OPSEC Officer (DPTMS). Patients in medical facilities will not be photographed or videotaped.

9. Parking/Speeding Issues.

a. The PMO will enforce parking violations for illegal parking in only the following types of parking spots: 1) General Officers, 2) Handicapped, 3) Gold Star Family Members. We will not enforce violations for any other types of parking spots. If called, we will send a patrol to meet with the complainant, but the most likely recommendation our police officers will suggest is for the complainant to get with the facility manager to discuss the issue. Most of the specialty parking spots (i.e. Sergeants Major, Company Commander/1SG, etc.) were likely created by the owning organization or unit, and are not legally enforceable.

b. Speeding tickets are issued only when necessary and at the discretion of our police officers. Contrary to belief, there is no quota for our officers to issue speeding tickets each month. All fines off citations go to the U.S. Department of Treasury and in no way directly benefit Fort Irwin.

c. If you or your Soldiers would like to contest a traffic citation, please understand that we at the PMO cannot remove that citation. We will gladly sit down with you or take a written complaint and will look into the issue to ensure we maintain accountability of our police officers. Within 60 days following the issuance of the citation, the cited individual will receive a letter in the mail detailing a court date on post. This is the time to contest your citation which could result in removal altogether.

d. Speeding issues or complaints are not taken lightly, so please report any concerns to the PMO and we will adjust our law enforcement support to look into the matter.

10. Types of Citations.

a. A Central Violations Bureau (CVB) form (U.S. District Court Violation Notice) is issued for routine traffic or misdemeanor violations that require the recipient to do one of the following:

(1) Pay the fine assessed on the citation by mailing to:

Central Violations Bureau
P.O. Box 780549
San Antonio, TX 78278-0549 or online at <http://www.cvb.uscourts.gov>

(2) Contest the citation and appear in the U.S. Magistrate Court or trial. To request appearance before the federal magistrate, the violator need not take action. Non-payment of the fine results in the U.S. Magistrate Court notifying the violator through mail of the appointed date and time of the hearing.

b. Department of Defense (DD) Form 1408 (Armed Forces Traffic Ticket) is a military citation that:

(1) Police forward through command channels to the Soldier's unit or Department of the Army (DA) Civilian's organization informing the unit commander or supervisor of the violation.

(2) Requires no payment of fines.

(3) Allows the unit commander or supervisor to take appropriate administrative or judicial action.

(4) DD Form 1408 must be returned to the Fort Irwin Military Police Station within 14 days of receipt.

(5) The Directorate of Emergency Services/Provost Marshal maintains the citation when issued to a Family member, contractor, or a Civilian not affiliated with the government.

(6) On duty law enforcement officials under the operational control of the DES are the only persons authorized to issue CVB forms and DD Forms 1408.

MILITARY POLICE INVESTIGATIONS (MPI)

1. Reference. AR 190-30, Military Police Investigations, 01 November 2005

2. Purpose. To provide a brief overview of scope and responsibilities of the Military Police Investigations Section.

3. Facts.

a. The Fort Irwin Military Police Investigations (MPI) Section is the investigative branch of the PMO. MPI investigates criminal offenses, which carry a maximum punishment of confinement for one year or less. In addition to these misdemeanor offenses, MPI investigates property offenses involving dollar of \$4999,99 or less. The MPI Section can be contacted at 267-8069 for assistance.

b. All criminal offenses must be reported to the Fort Irwin Police Station IAW AR 190-30. Commanders should use these guidelines.

(1) Report the crime to the Fort Irwin Desk Sergeant at 380-8056 at the time of occurrence or as soon thereafter as possible.

(2) The PMO will dispatch patrols to the scene, and if warranted, will dispatch an MPI detective as well.

(3) Following MPI's investigation, the detective will brief the report to an attorney from the Office of the Staff Judge Advocate (OSJA) to obtain a legal opinion (OPINE) that will either concur/non-concur with the findings of the report. If the charges are founded, a 4833 will be generated and the unit commander will be provided a copy of the entire case.

(4) After receiving the final report, the commander must complete a DA Form 4833 (Commander's Report of Disciplinary Action).

4. Investigative Support / Crime Prevention Surveys.

a. In the event you begin to notice a location or specific event that is vulnerable to criminal activity, notify the PMO (380-8056) and our Military Police Investigations (MPI) detectives can conduct a Crime Prevention Survey. They will conduct a survey of the vulnerable location, write up a report with a plan of action to minimize this vulnerability, and submit their survey to the PMO and to the requesting Commander. This plan of action may/may not include law enforcement support, but instead might recommend mitigation measures the Command can implement.

5. Found Property.

a. Notify the MP station if you or your Soldiers identify any property that is unaccounted for and unclaimed by anyone. The MP station will most likely ask you to deliver the property to the MP Station, which will be accounted for in our Found Property room for at least 90 days. After 90 days, if no one has come to claim the property, it can be disposed of and/or destroyed.

6. The point of contact for this action is the Military Police Investigations Section at 267-8069.

MILITARY WORKING DOGS (MWD)

1. Reference. AR 190-12, Military Working Dogs, 11 March 2013

2. Military Working Dogs are under the operational control of the Fort Irwin Directorate of Emergency Services and one of our primary missions is to support the installation commander in enforcing the Department of Defense drug and contraband policy. MWDs are trained to detect six Narcotic substances: Cocaine, Ecstasy, Methamphetamine, Heroin, Marijuana and Hashish. The MWDs used to support your unit are all Certified Drug Detection Teams. They are trained and certified to detect legal and illegal narcotics substances with a 95% and higher proficiency rate. When the phrase Certified MWD Teams is used, that is to mean that both the handler and dog are certified as a team. The MWD Program is strictly a team concept, ONE Dog, ONE Handler.

3. Occasionally, the Directorate will interject a Certified Explosive Detection Team to support you and your unit. There are several reasons:

a. As a Military Police Organization, DES is tasked to keep illegal ammunition, explosives, fireworks, and weapons out of the hands of unauthorized personnel.

b. The unit commander can request support to help ensure that illegal ammunition, explosive training aids, and weapons are not being kept in their billets, barracks, and or facilities.

4. The MWD Team(s) that support you are there to detect illegal substances and contraband only; they will not participate in the physical search. Physically searching areas after an alert by the MWD Team will limit their further use.

5. The Kennel Master and/or PMO Operations will contact the Military Police Investigations (MPI) section and the CID Drug Suppression Team prior to the inspection. MPI and the drug suppression personnel can greatly help a unit commander with searching areas of possible illegal substances. They are trained on the proper procedures for searching areas where illegal substances are often hidden. They are also able to process possible illegal substances.

6. Prior to the inspection, the Commander or the First Sergeant must come to the MWD kennels and receive a briefing from the Kennel Master or the Plans NCO. They must review and sign the checklist verifying they understand their requirements. The requirements of attending this briefing are to prevent past poor performances, misunderstandings, and security breaches. During this briefing the areas below will be discussed and agreed upon:

a. Only the Commander or First Sergeant can call to verify the time and date of an inspection, or cancel an inspection. If any other Company personnel call, the Kennel Master will automatically cancel the inspection. The only exceptions are personnel on assumption of command orders, which will be attached to this form.

b. Location to meet the unit Commander and/or their senior Noncommissioned Officer at least fifteen minutes prior to the inspection time.

c. Building number(s) of the area, number of rooms, areas, and/or vehicles to be searched.

d. Time and date.

e. Prior to the inspection, the unit commander will meet with the kennel master, to conduct a demonstration to verify the reliability of the K-9 team. This checklist will again be re-iterated.

f. For impartiality reasons, the unit commander will remain in their office area and/or out of the inspection area, during the inspection. In the event of a response by the detector dog, the room will be secured and an NCO placed as a guard on the room until the completion of the inspection. After the completion of the inspection the commander will be notified of all responses and contacted for verbal authorization to search the area in question. This procedure is to keep the unit commander as a disinterested party.

g. If vehicles are to be inspected, units must coordinate their search ahead of time with the Kennel Master. If prior coordination is not accomplished, MWD handlers will not search vehicles on the day of the inspection.

h. All areas belonging to the company will be searched by the MWD teams to include the rooms of Soldiers on leave, pass, TDY, quarters, and to include additional barracks and/or overflow barracks.

i. Unit escorts: Unit escorts, a SFC or above, is required for each MWD Team. The escort will remain with the MWD Teams throughout the entire inspection. Up to four escorts could be required depending on the number of MWD teams provided and the total area to be inspected.

j. Rooms cleared. For safety reasons, the unit commander ensures that all personnel, except escort personnel, have vacated the search area prior to the MWD team's arrival. This includes Soldiers from other units residing in the inspected unit's barracks, Soldiers on leave, and Soldiers on quarters (for medical reasons). This is required to protect the integrity of the inspection and for the individual's safety. MWDs are trained to attack without command from the handler when they feel the handler may be in danger. The perception of danger to a MWD can be as trivial as a person unknown to the dog walking by in the vicinity of the handler. Any person or persons who attempt to disrupt the search either physically or verbally are subject to apprehension by Police for interfering with a Police Officer in performance of their duties.

k. Security. There will be NCOs, preferably SSG or above, posted on each floor of the barracks that do not reside in the barracks. Their mission is to ensure that personnel do not re-enter the barracks after they exit and to maintain security of the unsecured rooms.

l. Doors unlocked. All rooms to be inspected must be open/unlocked prior to the MWD team's arrival. If occupants are deployed, the room must have a security seal on the main door and will not be inspected; if no seal is present the room will be inspected.

m. At the time of the inspection, if the above listed guidelines are not followed (i.e. rooms not unlocked prior to arrival, persons found in the rooms to be searched, unit is not prepared to start the inspection at the appointed time, or the dog handler has any reason to believe there is a breach of confidentiality suspected), the senior handler on scene will terminate the search. Note. MWDs are trained to perform a search pattern with an efficient search pace, forcing them to stop while doors are locked breaks their search pattern, concentration, and drive to work.

n. If an inspection is terminated for cause, this briefing is then void. Kennel/MWD Section will forward a memorandum for record to the unit's next higher command and to the DES Director/Provost Marshal. The commander is then required to return to the MWD Section for a new briefing and to reschedule the inspection.

o. Following the inspection, the MWD team will conduct an after-action review/briefing with the unit commander.

7. Any questions, cancellations or requests for changes can be made by contacting the Kennel Master at 380-3773.

CRIMINAL INVESTIGATION DIVISION (CID)

1. Reference. AR 195-2, Criminal Investigation Activities, 09 June 2014

2. Purpose. To provide a brief overview of scope and responsibilities of the Criminal Investigation Division.

3. Facts.

a. The Fort Irwin CID Office provides criminal investigative support to the United States Army Intelligence Center of Excellence and Fort Irwin. The Fort Irwin CID office also provides support to the entire state of California. They investigate criminal offenses which carry a minimum punishment of more than one year of confinement; all narcotic offenses including the sales/trafficking of marijuana, cocaine, and other dangerous drugs; and larcenies where the property stolen is valued at \$5000 or more.

b. All criminal offenses should be reported to the Fort Irwin MP Desk (380-8056). When it is appropriate, the PMO will refer the case to the CID.

c. Units will be notified once a case is transferred to CID. CID will provide units with status reports. The final CID Report of Investigation (ROI) will provide a complete accounting of the facts and circumstances surrounding the investigation and will provide guidance for submission of the Commander's Report of Disciplinary Action Taken (DA Form 4833).

d. CID also investigates all cases involving a possible sexual assault. Although the on-duty CID agent contact number will not be released publicly, this number and roster is maintained at the MP Desk (380-8056). This number will be released to commanders or individuals acting in an official capacity of a command.

FIRE PREVENTION

1. The Fire Prevention Office is the point of contact for any fire safety issues or questions, please contact 577-9221.
2. Ensure each facility is assigned a facility manager/fire marshal. The assigned personnel must contact USAICoE Safety to sign up for the next available facility manager course.
3. All facilities will have an annual fire inspection conducted. The inspection report must have mitigation measures in place for any fire deficiencies identified. The inspection report must be signed, dated and returned to the Fire Prevention Office.
4. All facilities are required to have an annual fire drill scheduled with the Fire Prevention Office by the facility manager.
5. All facility occupants are required to receive an annual fire extinguisher training which the facility manager is required to schedule with the Fire Prevention Office.
6. Fire extinguisher inspection and annual servicing is the responsibility of each unit.

7. Ensure personnel occupying Fort Irwin barracks are aware of authorized cooking appliances. Ensure personnel occupying Fort Irwin barracks are not vaping in rooms.
8. Ensure unit personnel are familiar with Fort Irwin authorized Designated Tobacco Area and policy.
9. In the event of a fire alarm activation, ensure personnel call 9-1-1 and all personnel evacuate to the designated assembly points to take accountability.

Bicycle and Personal Transportation Devices (PTD)

1. Purpose: To establish safety requirements for operating bicycles and personal transportation devices (PTDs) at the United States Army Garrison-Fort Irwin. This policy aims to enhance the welfare, morale, and safety of all personnel on the installation. Leaders are expected to enforce these guidelines to ensure the well-being of everyone on the installation.
2. Applicability: This policy applies to all Department of Defense (DoD) military and civilian employees, family members, and visitors operating PTDs on the installation. Devices covered under this policy include:
 - a. Self-Propelled: Bicycles, scooters, skates, skateboards
 - b. Electric-Powered: E-bikes, golf carts, electric scooters, one-wheels, hoverboards
 - c. Gasoline-Powered: Mopeds, pit bikes, and gasoline-powered scooters
3. Policy:
 - a. This policy supplements NTC REG 190-5 and will remain in effect until NTC REG 190-5 is updated to include PTD.
 - b. In accordance with California laws, motorized, motor-assisted, and non-motorized bicycles, as well as personal transportation devices (PTDs), are classified as motor vehicles and must adhere to all traffic regulations. Riders must use the far-right side of roadways, bicycle paths, trails, or bikeways, and are prohibited from riding on sidewalks.
4. Requirements and Restrictions.
 - a. Operator Responsibilities:
 - (1) All operators must comply with applicable traffic laws, including speed limits,

road signs, and signals.

(2) PTD operators must yield to pedestrians and avoid areas marked for pedestrian use only.

(3) Operating under the influence of alcohol, drugs, or medications that impair motor skills is strictly prohibited for all types of PTDs.

b. Helmet and Protective Gear:

(1) All operators of motorized PTDs must wear helmets that comply with Department of Transportation (DOT) standards, including those operating e-bikes, motorized scooters, pit bikes, and mopeds.

(2) Pit bikes and gasoline-powered scooters must follow the same helmet regulations as motorcycles in California.

(3) For non-motorized, gasoline, or electric devices (bicycles, skateboards, etc.) are required to wear helmets.

c. Visibility and Lighting:

(1) All PTDs must be equipped with appropriate visibility gear:

(a) White front light visible from 300 feet and red rear reflector visible from 500 feet during nighttime operation.

Electric scooters, golf carts, pit bikes, and e-bikes must comply with California's lighting standards, especially during dark or low-visibility

5. Specific Requirements for Electric and Gasoline-Powered Devices:

a. Speed Limits:

(1) Electric scooters, golf carts and hoverboards may not exceed 15 mph on roads. Class 3 e-bikes may not exceed 28 mph and must remain on roads or designated bike lanes.

(2) Pit bikes and gasoline-powered scooters cannot be operated at speeds greater than 28 mph, and operation is limited to private property or designated off-road areas. They are prohibited on public highways unless they are street-legal and meet all California DMV requirements.

7. For non-TMP government owned vehicle (i.e. golf carts), will require a bumper vehicle number in the absence of California registration for road use and have

annotated on their government issued license.

8. Road and Trail Usage:

a. Pit bikes and gas-powered scooters are not allowed on sidewalks, bike paths, or pedestrian walkways. These vehicles are restricted to private property, designated trails, or approved off-road areas.

b. E-bikes and motorized scooters may use bike lanes but must adhere to the local ordinances and posted speed limits.

c. Class 3 e-bikes are prohibited from using recreational trails unless adjacent to a roadway.

9. Registration and Licensing:

a. Pit bikes and gasoline-powered scooters are not street-legal unless they are registered, equipped with proper safety features (headlights, taillights, mirrors, and turn signals), and pass a VIN inspection.

b. A Class C driver's license is required for operating motorized scooters on public roads. For pit bikes, a motorcycle endorsement (M1 or M2) is required if operated on the street.

10. Enforcement for Violator(s) (Civilians) at Age 17 years old or under.

a. First Offense. Fort Irwin Police will issue a warning on an Armed Forces Traffic Ticket (DD FM 1408). In addition, violator's Sponsor will be notified.

b. Second Offense. Fort Irwin Police will issue an Armed Forces Traffic Ticket (DD FM 1408). In addition, the violator's Sponsor and Sponsor's chain of command will be notified.

c. Third Offense. Fort Irwin Police will issue a Armed Forces Traffic Ticket (DD FM 1408). In addition, the violator's chain of command will be notified.

11. Enforcement for Violator(s) (Civilians or Soldiers) at Age 18 years and above will issue a Central Violations Bureau (CVB) ticket IAW California State Law.

12. Parents are responsible for educating their children on the dangers of operating PTDs and required safety measures. Commanders and supervisors, at all levels, should disseminate this policy to all members within their command.

COMPLAINTS

Any complaints against the conduct of one of our police officers is not taken lightly and can be completed in person or written on a formal request at the MP Station. We will gladly set time aside to discuss a complaint and will thoroughly review all supporting documentation and all/any associated video footage. If necessary, we will contact the complainant once the review is complete. We take accountability of our actions very seriously and strive to maintain excellence and accountability among our law enforcement operations. Please contact the DES Director at 380-1258 or DES SGM at 380-8348.

CONCLUSION

We hope this guidebook serves as a quick reference guide for all command teams on Fort Irwin. Please remember that the content in this guidebook is a reference guide only. All official references are outlined in the above content and are available through the Army Publishing Directorate, Fort Irwin Home Page. Good luck with your time in command, and always know your law enforcement team is here to assist!