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FIELD MANUAL

MILITARY POLICE ADMINISTRATION AND OPERATIONS

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HEADQUARTERS, DEPARTMENT OF THE ARMY

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HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D. C., 19 October 1970

MILITARY POLICE ADMINISTRATION AND OPERATIONS

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PART ONE
ADMINISTRATION
CHAPTER 1
INTRODUCTION

1-1. Purpose

a. This manual provides information and guidance on the administration and operation of military police activities. It is also intended as a source of information for commanders in their use of provost marshals and military police in the fulfillment of command responsibilities.

b. The commander has the assistance of many qualified personnel and agencies in executing his responsibilities for discipline and maintenance of order. The provost marshal assists the commander by providing professional and technical advice and recommendations in determining command policies and directives.

c. Military law enforcement agencies provide the commander continuous support through the enforcement of law, prevention of crime, investigation of offenses, apprehension of offenders, and confinement and rehabilitation of sentenced offenders. Military law enforcement agencies also have the professional competence and technical expertise to advise the commander on: the current state of discipline and order in the command and surrounding area; crime and other problem areas that will affect discipline within the command; and procedures for preventing or counter-

ing offenders, violation of law, and disruption of command discipline.

1-2. Scope

This manual is divided into two parts: Part One, Administration, covers the provost marshal, provost marshal office, jurisdiction and authority, military police records and reports, crime prevention and vice control, selective enforcement, and military police community relations, Part Two, Operations, covers military police station operations, routine operations, and other military police operations.

1-3. User Comments

Users of this manual are encouraged to submit recommended changes or comments to improve the manual. Comments should be keyed to the specific page, paragraph, and line of the text in which the change is recommended. A reason should be provided for each comment to insure understanding and complete evaluation. Comments should be prepared using DA Form 2028 (Recommended Changes to Publications) and forwarded direct to the Commandant, United States Army Military Police School, ATTN: USAMPS-DDLP, Fort Gordon, Georgia 30905.

CHAPTER 2

THE PROVOST MARSHAL

Section I. PROVOST MARSHAL FUNCTIONS

2-1. General

At post, camp, or station, the provost marshal is a member of the staff. His principal mission is to advise on the promulgation and enforcement of orders and regulations for the maintenance of order and discipline.

2-2. Specific Functions

In addition to the above, the provost marshal:

a. Advises on police intelligence operations, special investigative efforts, and other associated police duties.

b. Determines and makes recommendations concerning requirements for and employment of Military Police (MP) units and coordination with civilian police and other civilian regulatory agencies.

c. Monitors and supervises the MP portion of the training program and exercises staff supervision over MP training in the command.

d. Plans and supervises the following MP operations:

(1) Confinement, care, and correction of military prisoners in stockades, detention facilities, and hospitalized prisoners wards.

(2) Control of circulation and identification of military personnel and civilian personnel subject to military control.

(3) Apprehension of military offenders and civilians who commit offenses in areas under military control.

(4) Control of traffic.

(5) Internal security of command posts and other critical facilities.

(6) Prevention and investigation of crime.

(7) Protection of government property, including the prevention of pilferage of equipment and supplies in transit and in storage.

(8) Conduct of physical security inspections and physical security surveys.

(9) Measures for aid to military or civil authorities in civil disturbances and disasters and coordination of these measures.

(10) Administers the vehicle and firearms registration programs established by the commander under the provisions of AR 210-10.

Section II. STAFF RELATIONS

2-3. General

The staff relationships discussed in this section apply to the provost marshal assigned as a staff officer. In addition to those discussed herein, he also maintains close liaison with all other staff sections and major unit commanders in order to coordinate military police activities of mutual interest.

2-4. Provost Marshal—G1 Relationship

a. Many provost marshal activities are related to personnel as individuals. The daily contacts between the military police and the troops constitute a valuable source of information to the G1; therefore, the provost marshal and the G1 coordi-

nate closely on policies and operations pertaining to individuals. The coordination facilitates manpower economy, high morale and discipline, and a more effective selection and assignment of military police personnel.

b. The provost marshal is responsible for receiving, evaluating, preparing, consolidating, and disseminating reports covering his activities. From these reports and by liaison with the inspector general, staff judge advocate, chaplain, and surgeon, he arrives at meaningful conclusions regarding the status of law enforcement; an aid to the G1 in his assessment of the state of morale and discipline within the command.

c. Matters of mutual concern to the provost marshal and G1 include:

(1) Supervision of the enforcement of laws, rules, regulations, and policies relating to conduct, discipline, and maintenance of order throughout the command area.

(2) Study and analysis of military police operations as a basis for planning and for formulating new policies.

(3) Furnish information and advice on all phases of military police activity related to morale, conduct, and appearance of military personnel; vice control; enforcement of pass and curfew regulations; apprehension of absentees; prisoners of war; and military prisoners.

2-5. Provost Marshal—G2 Relationship

a. The close relationship between the provost marshal and the G2 should extend throughout the command to include all military police and intelligence personnel. Military police criminal investigators and intelligence personnel should limit their activities to their respective fields of investigation, except in those cases where a request for assistance is made. Military police criminal investigators do not assume military intelligence or G2 functions, although all military police are always on the alert to observe and report any activity that may violate security regulations. Neither do military intelligence or other G2 personnel perform apprehension, criminal investigations, and other strictly military police functions, except as required in emergencies and in cases of disciplinary action normal to chain of command. The procedure for the reception and custody of persons apprehended by G2 agencies should be clearly understood by military police.

b. Matters of mutual concern to the provost marshal and the G2 include:

(1) Compliance with pertinent provisions of international law.

(2) Background and character investigations.

(3) Military aid to civil authority.

(4) Security of industrial installations of paramount interest to the Department of Defense.

(5) Police intelligence.

(6) Personal security of designated personnel. (CID has responsibility for security of designated personnel.)

c. Background and character investigations are conducted to determine the loyalty, integrity, and trustworthiness of personnel prior to their service in or employment by the Army in sensitive capacities. When derogatory information is developed affecting the loyalty of an individual, the information is referred to the G2. The PM

and the G2 should closely coordinate the efforts of their respective personnel in continuance of an investigation of mutual interest to both staff agencies.

2-6. Provost Marshal—G3 Relationship

a. In fulfilling the mission of supervising and preparing plans for activities within the command pertaining to organization, training, and operations, the G3 coordinates with the provost marshal.

b. Matters of mutual concern to the provost marshal and the G3 include:

(1) Organization of military police units.

(2) Training of military police units.

(3) Number, type, and assignment of military police units.

(4) Troop movement and traffic control.

(5) Military aid to civil authorities.

(6) Physical security.

(7) Military police mobile training teams.

c. Recommendations for changes in military police unit tables of organization and equipment, processing of MTOE and MTEL, organization of provisional military police units, and changes in the designation of military police units are coordinated with the G3 by the provost marshal.

d. Training programs, training aids, and training supervision for military police units and personnel, as well as for correctional training of prisoners, are coordinated with the G3 by the provost marshal.

e. In troop movements, close liaison and coordination is necessary among the G3, the G4, the provost marshal, and the units involved.

f. The provost marshal provides technical advice and assistance to the G3 in plans for the employment of troops providing military aid to civil authorities.

2-7. Provost Marshal—G4 Relationship

a. The equipment, supply, and service requirements of military police units must be carefully coordinated with the G4. In addition to these matters, the provost marshal and the G4 have other common interests, such as:

(1) Traffic circulation and control.

(2) Physical security of the installation, assigned activities, and facilities.

(3) Military aid to civil authorities.

(4) Military supplies and equipment in the black market.

b. The provost marshal and the G4 coordinate activities with regard to traffic control, as follows:

(1) The provost marshal advises the G4 on current traffic conditions, and the engineer officer on the need for traffic control aids such as permanent signs and markers.

(2) When there are tactical movements, the traffic headquarters issues the provost marshal copies of convoy clearances containing all pertinent data on such movements.

c. The provost marshal coordinates with the G4 with regard to plans, policies, and procedures for insuring the physical security of logistical and administrative installations and activities.

d. Close cooperation is necessary between the provost marshal and the G4 to prevent United States supplies, captured supplies, and other items of monetary value from reaching black-market channels, as well as to prevent them from being diverted to individuals for use and/or profit.

2-8. Provost Marshal—G5 Relationship

a. The G5, civil-military operations (CMO) officer, is the principal staff assistant to the commander in all matters pertaining to political, economic, social and psychological aspects of military operations. He has primary staff responsibility for those actions embracing the relationships between the military forces and civil authorities and people in the area of operations. His areas of special concern include:

(1) The maintenance of discipline, law, and order among US military personnel which always has a bearing upon the relationship of the command to civilian authorities and people.

(2) The control of vice, including locating and placing "off limits" gambling places and houses of prostitution, and enforcement of regulations pertaining to the sale of drugs or intoxicants, and coordination with the Armed Forces Disciplinary Control Board (AFDCB).

b. Command policy with regard to the relationships of the US military police and the civil police is also a matter of common interest to the Provost Marshal (PM) and the G5.

2-9. Provost Marshal—Military Police Unit Relationship

a. The provost marshal normally exercises operational control over the military police units(s), providing support for his assigned area of responsibility in the name of the commander.

This does not mean that the provost marshal *commands* the military police unit. He simply specifies, to the unit, the military police mission or tasks which must be performed and the number of personnel required to accomplish them. The unit is then responsible for providing the number of properly trained and equipped men required. The provost marshal is responsible for directing, supervising, and inspecting personnel performing these missions and tasks.

b. In some situations, the military police unit commander may perform in the dual capacity of commander and provost marshal, retaining both command and operational control over the assigned military police unit.

c. Due to the centralization of the Criminal Investigation Division (CID), the tenant detachment or field office at the installation is normally neither under the installation commander nor under the operational control of the installation provost marshal. Despite this, the CID unit must be responsive to the needs and requirements of the installation. Consequently, liaison and coordination must be established among all concerned to insure that this response is effective. (AR 195-10 and FM 19-20 contain additional information pertaining to this subject.)

2-10. Provost Marshal Staff Judge Advocate Relationship

a. The provost marshal should establish a close working arrangement with the Staff Judge Advocate. This relationship can facilitate the exchange of information relating to military justice. Reliance on legal advice concerning the reasonableness of contemplated police action such as search and seizure can lessen the chance of adverse court rulings.

b. The U.S. Supreme Court ruling that trials of soldiers for crimes not service-connected must be conducted in civilian courts requires close liaison between the commander and civil courts. Commanders may establish liaison teams including Provost Marshal and Staff Judge Advocate representatives to monitor the civilian investigation of crimes committed by soldiers on a non-service-connected status, and the civilian trial and disposition of military offenders. The liaison team monitors civilian procedures to determine legal and investigation requirements for the commander as they pertain to the on-going civilian investigation or trial, and to provide advice to the commander on appropriate military action upon disposition of the case by the civil authorities.

2-11. Provost Marshal—Engineer Relationship

The procurement of engineer materiel and service requirements must be carefully coordinated with the Post Engineers. Matters in which the Provost Marshal and the Engineer Officer have other common interests are:

- a. Preparation and posting of traffic signs and issuance of materiels.
- b. Maintenance and repair of roads, highways and bridges.
- c. Installation of barriers.
- d. Assistance in the development of traffic circulation plans.

2-12. Provost Marshal—Signal Officer Relationship

A reliable and rapid system of communication is essential to efficient military police operations. The Provost Marshal must coordinate with the Signal Officer for:

- a. Advice pertaining to the type of signal equipment available.
- b. Installation, operation and maintenance of signal equipment.
- c. Frequency allocation.
- d. Signal procedures.

2-13. Provost Marshal—Comptroller Relationship

Matters concerning financial services must be carefully coordinated with the Comptroller. Other areas in which the Provost Marshal and Comptroller have common interests are:

- a. Programming/budgeting.
- b. Cost analysis.

2-14. Criminal Investigators

Though assigned to a unit other than that to which the provost marshal is assigned, the criminal investigator is assigned duties within an area which may contain one or more provost marshals. In the absence of a provost marshal, the senior military police officer on a staff may act as coordinator for police matters. As such, the criminal investigator serves the local commander and keeps the local commander's provost marshal (or military police officer acting in the capacity of coordinator for police matters on the local commander's staff) informed as to the status of investigations conducted or to be conducted concerning matters of his command. This may take the form of written or oral briefings (or both) in addition to the forwarding of required written reports of investigation.

2-15. Provost Marshal—Other Agency Relationships

a. *General.* In addition to close cooperation and coordination with Army staff agencies, the provost marshal should establish liaison with appropriate Federal, State, and local law enforcement agencies and other civil organizations which may be of assistance to him in the accomplishment of his missions. The provost marshal should maintain a close relationship with these agencies and organizations in order to achieve a mutual understanding of common problems; he should give all possible assistance to competent agencies, and officials within the limitations of existing laws, orders, and regulations.

b. *Federal Law Enforcement Agencies.* Many Federal law enforcement agencies exist that may be of assistance to the provost marshal, and with whom relations should be established and maintained, include the following:

(1) *Department of Justice.*

(a) *Federal Bureau of Investigation (FBI).* The FBI investigates violations of Federal laws except those violations that have been assigned by legislative enactment or otherwise to another Federal agency. This bureau has investigative jurisdiction, for example, over violations of espionage, sabotage, treason, Federal criminal statutes, and other matters pertaining to the internal security of the United States. The FBI assists in returning deserters and escaped prisoners to military control. The FBI disseminates pertinent information to all local and state law enforcement agencies that participate in its enforcement program. The facilities of the FBI include extensive fingerprint files, the national stolen property file, card indexes on persons whose names have come to its attention, the National Crime Information Center (NCIC), and a scientific laboratory for analyzing and identifying criminal evidence. On all matters pertaining to the military police criminal investigation program at Department of the Army level, direct coordination with the FBI is made through The U.S. Army CID Agency. At the local level, criminal investigation detachment commanders and provost marshals establish liaison on these matters with area FBI agents. Such liaison facilitates the operations of the investigative agencies under the control of the commander and encourages a mutual exchange of information.

(b) *Immigration and Naturalization Service.* The Immigration and Naturalization Service assists in the apprehension of absentees who pass through its control points or through ports of entry. It also maintains files on aliens

and immigrants (which include photographs, fingerprints, and brief biographies) that may be of assistance to the provost marshal and criminal investigators.

(c) *United States attorneys.* Federal attorneys represent military personnel in Federal civil courts in actions initiated by third persons against the individual arising as a result of the individual's duties. A United States attorney should be consulted when a Federal offense has been committed and the military lacks jurisdiction.

(d) *United States marshals.* A need for advice and assistance of the United States marshals may be required to effect the disposition of certain military personnel convicted of Federal offenses and requiring transfer to the Federal prison system. Processing of Federal property held as evidence in court proceedings can be determined by these officials. Liaison should be maintained with U.S. marshals to prepare for such contingencies.

(e) *United States magistrates (commissioners).* United States magistrates (commissioners) are specially designated personnel who have jurisdiction to try persons charged with petty offenses (misdemeanors) committed on certain military reservations. (AR 27-44).

(f) *Bureau of Narcotics and Dangerous Drugs.* This bureau is charged with the investigation, detection, and prevention of violations of Federal narcotic and dangerous drug laws.

(2) *Department of the Treasury.*

(a) *United States Secret Service.* This bureau investigates cases of counterfeiting, forgery, illegal negotiation of government instruments, and violations of certain other Federal acts; it also protects the persons of the President and Vice President of the United States and other designated personnel.

(b) *Intelligence Division, Internal Revenue Service.* This division investigates violations of Federal tax laws.

(c) *Alcohol, Tobacco, and Firearms Division, Internal Revenue Service.* This division investigates violations of the internal revenue laws relating to alcoholic beverages and tobacco, and violations of the National Firearms Act of 1968, and firearms provisions of the Omnibus Crime Control and Safe Streets Act of 1968.

(d) *Federal Bureau of Customs.* This bureau investigates smuggling and enforces compliance with customs laws. Pertinent customs laws and regulations should be published for the

information of the command. Where Army personnel are stationed in a foreign country, close contact should be maintained with indigenous customs authorities.

(e) *Veterans' Administration.* Information relating to former members of the Armed Forces can be obtained when required.

(f) *United States Maritime Commission.* Information relating to merchant seamen may be necessary in a theater of operations.

(g) *Federal Communications Commission.* Information pertaining to radio or wire communications and services.

(3) *Post Office Department.* In the continental US and its territories and possessions, the Post Office Department investigates depredations upon the mails and violations of the postal laws. The provost marshal should coordinate with postal officials in cases of loss of, and pilferage from, the mails intended for the military establishment.

(4) *Department of State.* Among other matters that may be of interest to the provost marshal, the Department of State can provide information pertaining to passports and visas.

(5) *United States Coast Guard.* The Army area commander may have a vital security interest at ports of entry, docks, and water frontiers in areas where the United States Coast Guard has personnel on duty.

c. *Civilian Law Enforcement Agencies.*

(1) A mutual understanding of common problems, close friendly relations and working agreements should be sought by the provost marshal with local, State, county and municipal law enforcement agencies; the coordination of military police activities, particularly with regard to the custody, detention, and disposition of military personnel held by civil authorities or desired by civil authorities must be coordinated through the Staff Judge Advocate (SJA) and local/State officials. In military police operations in civil communities, such as town patrolling, it may be desirable to collocate a branch military police headquarters at the civil police headquarters.

(2) Some of the other local agencies or officials, in addition to the local police or sheriff departments, with whom the provost marshal may have occasion to maintain contact are the local courts, city and county attorneys or prosecutors, coroners, and medical examiners.

d. *Other Services.* A close working relationship is necessary between the provost marshal and his counterparts representing the other services which

may be located in the provost marshal's area of jurisdiction. Joint agreements between the Department of the Army and the Department of the Navy and Air Force pertaining to law enforcement, jurisdiction, and related matters govern such coordinating activities.

e. Civilian Health Services. Especially in over-sea areas, coordination will be required (through the Surgeon) with civilian health services with reference to sanitation of public places frequented by U.S. personnel, control of venereal disease, and similar matters.

CHAPTER 3

ORGANIZATIONAL STRUCTURE

AND FUNCTIONS OF THE PROVOST MARSHAL OFFICE

Section I. ORGANIZATIONAL STRUCTURE

3-1. General

A definite organizational structure cannot be prescribed for the provost marshal office. The mission of the command, the type command, its size, location and special requirements, the local operating conditions, the availability of personnel, and the emphasis to be placed on each provost marshal function are among the factors that must be considered in determining the basic structure of the office.

3-2. Objectives

The provost marshal should construct an organization which will accomplish the fundamental objectives of a military organization, which are to accomplish the mission; to insure coordination and control; to fix responsibilities; to group closely related functions; and to economize on personnel and equipment.

3-3. Principles

An examination of the organization of installations, of commerce and industry, and of public agencies indicates that there are certain basic principles of organization that are successful in accomplishing a mission. This does not imply that these principles are applicable in every situation; however, the following should be regarded as questions which the organization planner must answer in the light of the organizational structure:

a. Clarity of Objective. The organization should have a clearly understood objective, and every segment of the organization should understand its purpose in relationship to the accomplishment of the organization objective.

b. Definition of Responsibility. The responsibility assigned to all segments and members of the organization should be specific, clear-cut, and understandable so as to avoid duplication,

omission, and neglect resulting from an unassigned duty.

c. Decentralization. Authority to act should be delegated to the lowest level practicable and should be sufficient to carry out the responsibilities assigned to that level.

d. Unity of Command. Every member of the organization should report to one and only one superior.

e. Span of Control. Individuals reporting directly to a supervisor should not exceed the number which he can control, supervise, or direct effectively. For example, within the military structure the squad is most usually thought of as being the smallest element which one individual controls, supervises, and directs. The maximum span of control varies greatly and will depend upon such factors as:

(1) Experience, training, and personality of superiors and subordinates.

(2) Degree of similarity among subordinate jobs.

(3) Distance by which superiors and subordinates are separated.

(4) Complexity of organization.

f. Clear Channels of Communication. Every member of the organization should know to whom he reports and who reports to him.

g. Functional Organization. Each necessary function should be assigned to a single segment of the organization. Related functions should be grouped; unrelated functions separated.

h. Command and Staff Relationship. Staff sections should act only within the scope of their responsibilities. Directives to subordinate units should be properly staffed and follow the command channel.

i. Consistency of Organization. To the maximum extent practicable, consistent patterns of organization should be used at all levels.

j. Management by Exception. Authority and responsibility should be sufficiently delegated to free the delegator of burdensome detail. Heads of organizations may thus manage by exception rather than by review of all routine subordinate

actions. Hence, they will become involved only in those actions which are out of the ordinary (exceptional) and cannot or should not be handled by their subordinates.

Section II. ORGANIZATION CHARTS

3-4. General

a. Organizational structure should be reduced to writing and/or chart form so as to relate structure, assignment of functions, and relationships that members of the organization need to know in order to carry on their work efficiently. Military police units and provost marshal sections are noted in Tables of Organization and Equipment (TOE) and/or Tables of Distribution (TD) which are supplemented by further explanation of functions, relationships, procedures, and techniques prescribed by Army regulations, field manuals, administrative orders, operations orders, and standing operating procedures.

b. There are several types of charts that may be used to portray graphically the plan of organization of a provost marshal office. These include the structural chart, functional chart, position chart, and combination chart.

3-5. Structural Chart

This is a chart depicting the structure of an organization. Its purpose is to outline the basic relationship of various components of an organization without including an excessive amount of distracting information (fig 3-1).

3-6. Functional Chart

This chart is used primarily to fix responsibilities or duties by assigning them to specific components or segments of an organization. Within each of the various boxes on the chart, a statement or listing is presented of the function assigned to the particular organizational segment represented by that box (fig 3-2).

3-7. Position Chart

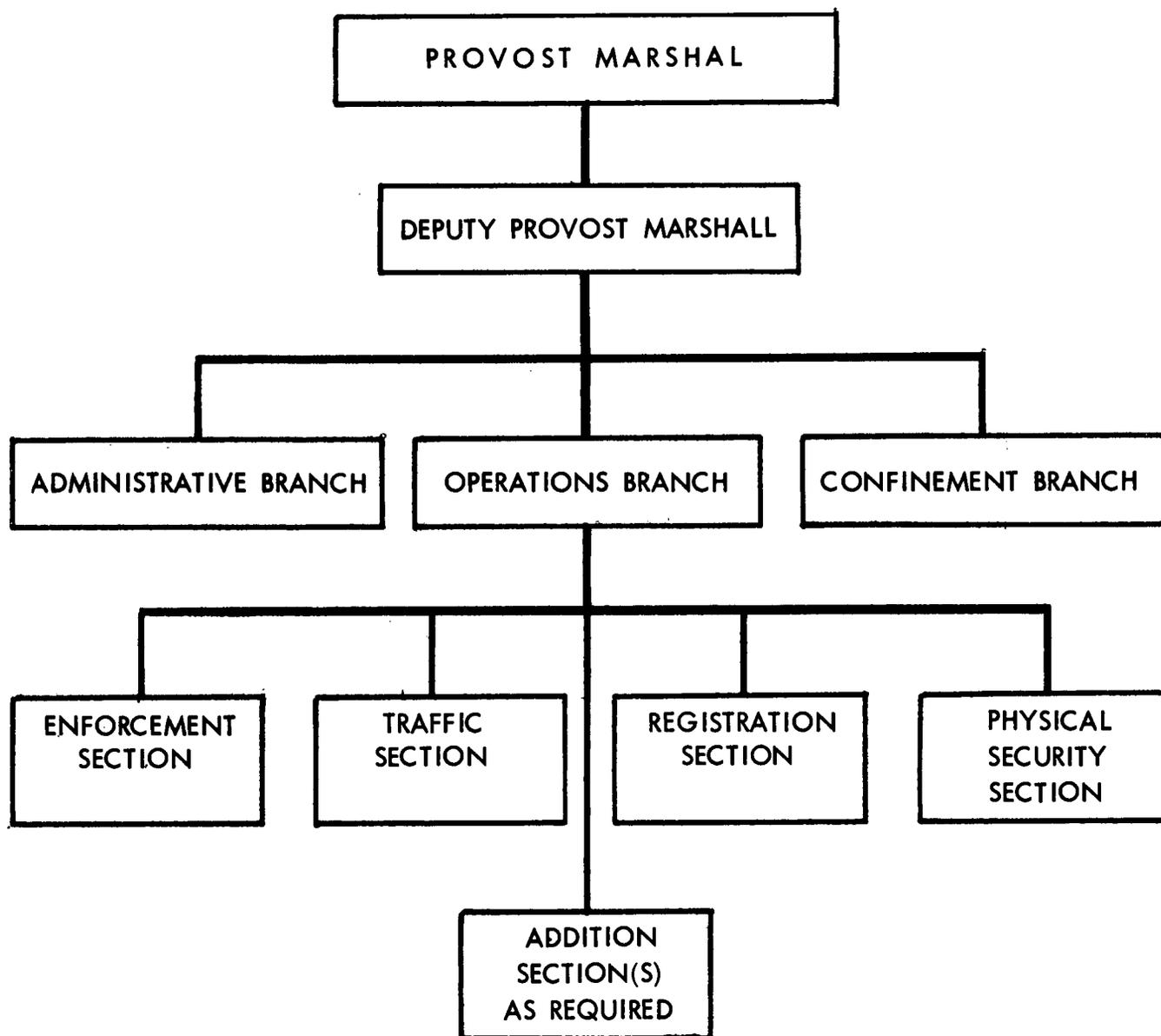
This chart shows the names, positions, and titles or grades of personnel as they fit into the plan of organization (fig 3-3).

3-8. Combination Chart

Structural, functional, and position charts may be combined by including in each box all of the data that would be carried separately on two or more of them. This is practical when the organization is simple; however, when many levels and subdivisions exist within an organization such a chart may become of impracticable or unmanageable size.

3-9. Summary

In summary, it should be remembered that an organization is not static; hence, it must be constantly reviewed to insure continuing effective direction of all organizational operations.



*e.g., Absentee/Deserter Apprehension Section;
Investigation Section

Figure 3-1. Structural chart of a type provost marshal office.

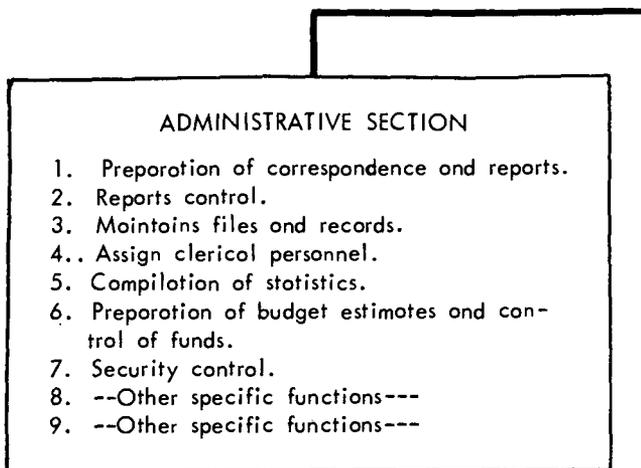


Figure 3-2. Functional chart of administrative section of a type provost marshal office.

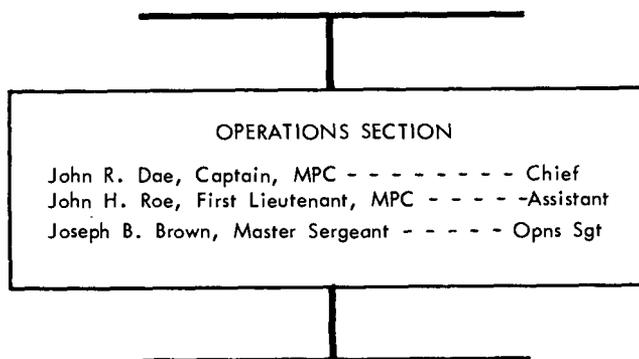


Figure 3-3. Position chart of operations section of a type provost marshal office.

Section III. OFFICE LAYOUT

3-10. General

A well organized provost marshal office will be inefficient if it is inconveniently located and poorly laid out. Since its location is usually determined by authority other than the provost marshal, only intra-office layout (the arrangement of personnel and equipment within an office) will be discussed.

a. Office layout is the physical arrangement of the available work areas based upon detailed planning.

b. A layout study is an analysis of the flow of materials, transportation, and distances as well as space arrangements used in a selected work area. The techniques used in making these studies range from a cursory observation to the use of detailed flow charts and scaled models of buildings and equipment. Layout studies should be repeated periodically, to insure that the organization is the best, most efficient possible. The objectives of such a study are to provide the following:

(1) The greatest physical ease to the largest number of individuals.

(2) As straight and short a distance as possible in the processing and travel of materials, documents, personnel and related activities.

c. From the layout study a layout chart is made. This chart is a plan or sketch of the physical facilities upon which the flow of work may be traced. By using templates or overdrawings the best arrangement for the placement of facilities and equipment, space requirements, and utilization may be shown.

3-11. Space Allocation

Space is the most important element in office layout, with 80 square feet being the widely accepted average total office space required by each person. This figure includes space for desks, chairs, aisles, filing cabinets, and other office equipment.

3-12. Principles of Office Layout

The following principles must be carefully considered in deciding on the physical layout of the provost marshal office. It is recognized that space availability will be the most vital factor affecting this decision; however, these principles must also be examined (sec VIII, DA Pam 1-52 and AR 1-65):

a. *Function.* After the amount of available space has been determined, the paramount considerations in the arrangement of the office must be the various functions of the office and workers within the office. The manner in which the office is laid out must insure that the procedural flow is followed as closely as possible and that documents and material will flow in as straight a line as possible (para 3-14 and 3-15).

b. *Control.* Control (administration and supervision) must be exercised by responsible key personnel over all work performed in the provost marshal office; hence, their location must be considered in the office arrangement. These personnel should be located within or near the operation or section for which they are responsible. In some instances, because of the type work which these key personnel are required to per-

form, there may be sufficient justification for private offices. It should be remembered when deciding whether or not to allocate space for a private office that it is costly since it usually requires additional equipment and facilities, frequently interferes with effective use of the general office area, permits less supervision of and by the occupant, and occupies space adequate for two or three people. The question to ask is—"Is a private office necessary to accomplish this task?"

c. Appearance. The appearance of the office should be taken into account after the matter of function and control. If possible and practicable, desks and chairs should be of the same type, size, color and finish. All of the desks, chairs, and other equipment should be arranged so as to avoid offsets, jogs, and angle arrangements. When arranging their respective sections, the section chiefs should not sacrifice the principle of function for that of appearance; however, the points mentioned above should be adhered to as closely as possible. The entire office should appear, and be, efficient, and businesslike.

d. Environment. The working conditions of the office should promote efficiency and reduce individual strain and fatigue. Particular attention must be paid to the environmental factors of light, heat, ventilation, noise abatement, convenience, and comfort.

(1) *Lighting.* Natural light should be used to the maximum extent possible, with desks arranged so that the worker's back is to the window or so that the light comes over his left shoulder. Natural light should be supplemented by artificial light in order to reduce glare, harsh shadows, and uneven distribution of the natural light.

(2) *Heat and ventilation.* Adequate heat and ventilation must be provided in order to enhance the working conditions within the office. During the winter months the ideal office temperature should be between 68° and 74° F depending upon the personnel working in the office as women usually prefer a warmer temperature. During the summer months adequate ventilation should be provided by use of electric fans or air conditioning in order to prevent the personnel from becoming drowsy or unduly tired.

(3) *Noise abatement or elimination.* A noisy office is very seldom an efficient office. There are four ways in which the provost marshal may reduce noises: move the entire office to a quieter area; have the walls, floors and ceilings covered with material to deaden the noise; reduce or elim-

inate the source of the noise; and segregate the sources of the noise from the remainder of the office.

(4) *Convenience and comfort.* Commonly used items such as pencil sharpeners, coat racks, and dictionaries should be centrally located yet close to the people who use them regularly. Adequate lounges or snack bars should be provided for all personnel to utilize, and short "coffee breaks" should be authorized particularly if the personnel are engaged in monotonous or tedious work.

3-13. Steps in Laying Out a Provost Marshal Office

The steps listed below should be followed, time permitting, when planning for the occupancy of a new or renovated provost marshal office. They may also be utilized to rearrange an already existing provost marshal office if it is not adequate based upon what is stated in this chapter.

a. Procure a blueprint or drawing of the building to be occupied.

b. Visit the building and note such factors as entrances exits, stairways, restrooms, columns, and pipes. Note any particularly favorable or unfavorable factors.

c. Determine precisely the quantity, size, and type of physical sections to be included in the building and tentatively calculate where each will be located.

d. Confer with the chiefs of each section for any particular needs or suggestions which they might have.

e. Make cardboard templates of each large item of equipment and arrange these over the drawing of the floor plan.

f. Check electrical outlets, lighting fixtures, telephone outlets etc., and note these on the drawing.

g. If relevant, check the capability of the building to insure it can accommodate any necessary heavy or bulky equipment.

h. Call upon the post engineers for their assistance if the type of lighting, heating, and ventilation is to be specified.

i. Have the section chiefs check the layout for any errors or inadequacies.

j. Submit the overall plan to the proper authority for approval, after insuring that the principles listed in paragraph 3-12 have been taken into consideration, the steps outlined above have been followed, and that the plan has been carefully thought out.

Section IV. WORK FLOW**3-14. General**

The term "work flow" means the movement of work from one operation to another and includes the quantity of work and the rate and smoothness at which it flows. Neither bottlenecks, interruptions, nor obstructions in the flow of work can be tolerated. However, unless each step and operation can be clearly traced, such conditions will occur. Determination of the best arrangement to expedite the flow of work is based on the premise that functionally there is a proper place for every person, machine, tool, and piece of equipment. Hence, the final decision on procedures and office layout must be based on achieving the most efficient practicable flow of work.

3-15. Principles

The basic principles of work flow are as follows:

a. Straight-Line Flow. The movement of work between any two points should be in a straight line, in a U-shape or O-shape, or some other regular pattern. This means that the work should move smoothly forward, not reversing it-

self, not crossing its own path. It will probably be necessary for some types of work to flow in circuitous routes, and possibly even some counter-currents, but there should be a dominant routine, proceeding in a straight line flow. The theory behind this principle is that elimination of backtracking and sidetracking will reduce the distance, time, and labor required to complete the work.

b. Continuous Flow. The work should move as smoothly as possible, since spasmodic or interrupted flow causes confusion and delay.

c. Concentrated Operations. Related operations should be concentrated to minimize physical movement, time, and space in handling the workload.

d. Least Handling. Handling not absolutely essential is wasteful of time and energy, and adds possibilities for errors; therefore, handling should be reduced to a minimum.

e. Balanced Workload. Workloads should be balanced as much as possible so all workers have the same relative amount of work to do (DA Pam 1-52).

Section V. POLICY FILE**3-16. General**

A policy file is a summary of current policies of the provost marshal, of higher headquarters, and of basic operating principles for the divisions of the provost marshal office. It covers all provost marshal activities and functions and is based on existing orders, on experience, and on past decision of higher headquarters. The purpose of keeping such a file is to:

a. Provide a source of ready reference for the provost marshal.

b. Insure continuity of action in the provost marshal office.

c. Enable personnel joining the provost marshal office to acquaint themselves with existing policies.

3-17. Use of a Policy File

When the provost marshal or higher headquarters announces statements of policy, they should be recorded, indicating the time and date of announcement. The policy file insures that decisions that serve as precedents for future actions are readily available for reference. There is no standard format for a policy file. At frequent intervals the policy file should be reviewed to verify that the contents are current and that obsolete items have been deleted.

Section VI. STANDING OPERATING PROCEDURE**3-18. General**

As many instructions as practicable concerning routine activities for which the provost marshal is responsible should be incorporated in the standing operating procedure (SOP). This promotes teamwork and administrative efficiency and reduces the necessity for the preparation and dissemination of many administrative instructions. An SOP must:

a. Be a summary.

b. Be current.

c. Simplify procedure.

d. Explain procedure.

e. Facilitate and expedite operations.

f. Be in the hands of personnel.

3-19. Scope

Each provost marshal office should develop appropriate and effective SOP's based on applicable

portions of published procedures of higher headquarters, the desires of the provost marshal, and habitual procedures which have been de-

veloped through experience. SOP's are changed as necessary to meet various conditions and existing practices. An outline for an SOP is found in appendix B.

Section VII. PROVOST MARSHAL EMERGENCY PLANS

3-20. General

a. Planning by the provost marshal is, as is the case with any type organization or activity, a continuing process in preparation for accomplishing future assigned or assumed tasks. Planning involves detailed and systematic examination of all aspects of contemplated operations.

b. The planning of the provost marshal should conform to the policies and directives of the commander. In the absence of specific or pertinent orders or directives, and pending the approval of the commander, the planning is based upon assumptions that are consistent with sound judgment and a thorough knowledge of the mission. For instance, the planning may be based on the mere anticipation of a forthcoming event, incident, or condition. Although in the initial stages some portions of a plan may be based entirely upon assumption, as additional information becomes available and as the estimate of the situation changes, corresponding modifications are made in the plan.

c. A developed plan should be flexible and practicable, and should be thoroughly coordinated with other staff section. Requirements for manpower, equipment and supplies, construction, communications, transportation, and similar factors are essential and must be incorporated in the plan.

d. Periodic, unannounced tests of specific elements or of the entire plan must be conducted to insure timeliness and feasibility and to insure all personnel are knowledgeable of their responsibilities. Lessons learned in these tests will provide a sound basis for the periodic updating of the plans which must take place.

3-21. Requirements for Planning

a. Units and personnel. The situation and the mission generally determine the military police units and personnel that are required for the support of an operation. Some of the requirements which the provost marshal should consider are:

(1) Capabilities of organic military police units.

(2) Additional military police or other support required.

(3) Geographic, social, and political aspects of the area of operations.

b. Equipment. The equipment required by military police units to perform their mission is determined by analyzing such factors as the:

(1) Organic equipment of assigned and other available military police units.

(2) Special equipment required for civil disturbances or other emergency and special operations.

(3) Estimated equipment wear-out, maintenance, and replacement rates.

c. Facilities.

(1) The following facilities may be required for the performance of military police operations.

(a) Military police headquarters for directing military police operations.

(b) Confinement facilities for military prisoners who are to be handled by the provost marshal.

(c) Facilities for harbor patrols and other special activities assigned to the provost marshal.

(2) The number, size, and location of the facilities are determined by analyzing such factors as:

(a) Assigned missions; e.g., enforcement, traffic control, and control of individuals.

(b) Estimate of military prisoners to be confined.

(3) In planning the location of military police facilities, every attempt is made to consolidate functions to reduce administrative overhead.

3-22. Planning for Civil Disturbances

a. Since the military may be directed to furnish adequate and timely assistance when civil agencies are unable to cope with an emergency situation within the continental limits of the United States and its territories and possessions, the military must formulate plans for such an eventuality. The plans must be kept simple, flexible, and current; they are revised to meet changing circumstances and conditions as indicated by intelligence and other reports.

b. Planning by the provost marshal for civil disturbances is generally limited to planning for military police and military police-type activities; however, the provost marshal considers the

types of troops that may be employed, the manner of their employment, and the military police or other support that may be required. Normally, his planning is predicated upon the emergency, disaster relief, and damage control plans of the command.

c. If his analysis of existing conditions, or information from higher headquarters, does not disclose all the data needed for planning, the provost marshal makes assumptions that are based on sound judgment.

d. The provost marshal drafts, coordinates, and publishes realistic plans for providing effective aid. The assistance that can be provided may be dependent upon various factors, including the following:

- (1) The type and extent of the emergency.
- (2) The legal authority for the military act.
- (3) The amount of assistance required by the civil authorities.

- (4) The military forces available.

e. A plan for the employment of military police in providing aid to civil authorities should include the following:

- (1) Purpose.
- (2) Authority for use of military police.
- (3) Chain of command.
- (4) Degree of control and authority to be exercised over civilian population.
- (5) Reciprocal responsibilities of military police and related civil government authorities.
- (6) Duration of military control. (Not the time, but the conditions which, when achieved, will result in control reverting to civil authority.)
- (7) Mission of military police.
- (8) Policy in sufficient detail to insure that military police can determine the limits and conditions under which they must operate.

f. See FM 19-15 for further information. Army Subject Schedules provide guidance for training in this subject area.

3-23. Military Aid to Civil Authority

a. The employment of troops in the aid of civil authority during civil disturbances and disasters is based on constitutional and statutory provisions of law as well as Department of the Army policies and directives.

b. State and local authorities are primarily responsible for protecting life and property, maintaining order, and enforcing laws within their territorial jurisdiction. The President of the United States may direct the Department of the Army to intervene with Federal troops. Intervention with Federal troops takes place only after

state and local authorities have utilized all of their own forces and are unable to control the situation, or when it is apparent that the situation is beyond their capabilities, or when state or local authorities do not take appropriate action.

c. Military aid to civil authorities may be necessary to assist duly constituted officials in the proper exercise of their duties and responsibilities in instances such as:

(1) A breach of the peace constituting a hazard and danger to life and property, and of a magnitude beyond the ability of local law enforcing agents to handle adequately. Participation of military personnel in quelling a disorder in an election, however, is strictly forbidden by law.

(2) An emergency created by the forces of nature, such as fire, flood, hurricane, or earthquake; or by any other disaster, such as an explosion.

(3) An emergency resulting from an actual assault upon the perimeter of the United States or its possessions, an attack by atomic weapons, an attack by an airlanded assault force, or an attack from within by subversive elements.

3-24. Correctional Facility Emergency Plans

Army regulations require that emergency plans be maintained at each stockade and hospitalized prisoners wards. Plans for the apprehension of escapees, fire prevention and evacuation, and the quelling of riots and disorders are required. All personnel will be thoroughly trained in the execution of the emergency plans.

a. *Apprehension Plan.* This plan will be all-inclusive for the post and its surrounding territory and will consist of the measures to be taken to recover military personnel who have escaped from the confinement facility. A map of the installation outlining the provisions of the apprehension plan will be included.

b. *Fire Plan.* This plan should be in two sections and contain a fire prevention program and an evacuation and immediate action plan to govern the activities of assigned personnel in the event of a fire.

(1) The fire prevention program will be designed within the limits of the post fire marshal's plan to include frequent inspections for combustible material and availability of fire fighting equipment.

(2) The evacuation and immediate action plan will be based upon the fact that the saving of life is paramount, and that the custody of prisoners and the saving of government property are of secondary importance.

c. Emergency Control Plan. This plan will include the notification of such individuals as the plan may encompass. The priorities of force to be used will be outlined in this plan, to include written authority of the installation commander concerning the use of weapons as prescribed in pertinent Army regulations.

3-25. Other Plans

There are numerous other plans that may be required in the provost marshal's office, as determined by the policies of the commander, location, and the situation, e.g., weather warning plans, storm plans, emergency exit plans from the post. Simple plans can assist the provost marshal in the performance of his mission. An overabundance of plans for "eye wash" will confuse and detract from the overall purpose of emergency plans. Plans are kept simple, flexible, and current. A format for a plan is found in appendix C.

3-26. Legal Aspects of Emergency Planning

During declared emergencies military jurisdiction may be, and usually is, broadened. Plans for emergencies should contain exact definitions of the limits of added jurisdiction and consequent military police responsibilities.

3-27. Effect of Policy on Planning

a. Since the policies of the commander include the commander's concept of the operating methods, they form the basis of the provost marshal's plan.

b. Policies are formed after analyzing the directives of higher authority, the information contained in strategic studies and national intelligence surveys, the principles and practices of international law, the requirements of the military situation, and similar factors. Policies must be complete and definitive, yet broad in scope and flexible in application. Announcements of policies should cover not only possible changes but also policies that are to continue in effect without alteration.

CHAPTER 4

JURISDICTION AND AUTHORITY

4-1. General

To assist all military police to effectively perform their respective duties, it is necessary that all concerned have a basic understanding of the law pertaining to their work. Law is a very broad and complex subject which is constantly changing both by enactment or new laws and court decisions on old ones. This chapter gives a basic background on the law and on matters of jurisdiction and authority as they relate to the military police. Specific legal questions should be referred to the staff judge advocate.

4-2. Jurisdiction

The authority of military police to investigate crime, to apprehend offenders, and the jurisdiction to dispose of offenses and offenders are not necessarily concurrent. Each depends upon the status of the offender, the nature of the offense, the geographical location and status of the site of the offense, international and interdepartmental agreements, and other factors. Military authorities have exclusive jurisdiction to try persons subject to the UCMJ for offenses which are purely military; they may have the primary right to exercise jurisdiction in other cases, particularly those having some service connection in addition to the military status of the accused. In other cases, the civilian courts may have exclusive jurisdiction. Commanders contemplating action under the UCMJ should consult with the appropriate staff judge advocate to determine whether military jurisdiction exists in a particular case.

4-3. Military Jurisdiction

a. Military jurisdiction is the extent of, and limitations on, the right of an armed force to exercise authority and control.

b. Military jurisdiction is exercised through the application of military law, the law of war, military government, martial rule, and military orders and regulations.

(1) *Military law.* Military law is the law that regulated the entire Military Establishment of the United States.

(2) *Law of war.* The law of war is that segment of conventional and customary international law applicable to the conduct of warfare.

(3) *Military government.* Military government is the form of administration by which an occupying power exercises executive, legislative, and judicial authority over occupied territory.

(4) *Martial rule.* Martial rule is the exercise of control over domestic territory by a military commander as authorized by the President.

(5) *Military orders and regulations.* Orders and regulations are used in a military organization for its internal direction.

c. Military jurisdiction extends to military personnel whether or not they are in an area under military control.

d. Military jurisdiction is exercised and thus applied to the individual through various military agencies and representatives. These are:

(1) *Command jurisdiction*—officers, NCOs, MPs, and guard personnel;

(2) *Judicial jurisdiction*—military commissions and provost courts, courts-martial, certain commanding officers, and courts of inquiry;

(3) *Legislative jurisdiction*—staff sections responsible for producing orders and regulations for the commanders.

4-4. Civil Jurisdiction

Under the Constitution, the states retain the right of regulating the conduct of persons within their boundaries. This regulation is effected by penal laws declaring certain acts to be felonies or misdemeanors. These laws are enforced by appropriate State, country, and local police agencies and courts. The Federal Government also has enacted certain penal laws pertaining to specific matters and areas within its civil jurisdiction that it enforces through its own agencies.

4-5. Territorial Jurisdiction

CONUS military installations as a general rule are under either exclusive Federal jurisdiction or concurrent jurisdiction. Additionally, the Federal Government may hold territory in a status of "proprietary interest."

a. Exclusive Jurisdiction. The term "exclusive jurisdiction" refers to the power to exercise exclusive legislation granted to Congress by the United States Constitution, and to the like power acquired by the United States through cession by a state, or by a reservation made by the United States in connection with the admission of a state into the union. In the exercise of such power as to an area with a state, the Federal Government displaces that state of all its authority, executive and judicial as well as legislative. In order to avoid the probably insurmountable task of enacting and maintaining a code of criminal laws appropriate for all the areas under its legislative jurisdiction, Congress has passed the so-called Assimilative Crimes Act. In this statute, Congress has provided that all acts or omissions occurring in an area under Federal jurisdiction which would constitute a crime if the area were under state jurisdiction will constitute a similar crime, similarly punishable, under Federal law. The act does not assimilate crimes based on state statutes which are contrary to Federal policy.

b. Concurrent Jurisdiction. The term "concurrent jurisdiction" applies when the United States is granted authority which would otherwise amount to exclusive legislative jurisdiction over an area but the state concerned has reserved to itself the right to exercise, concurrently with the United States, all the same authority. Under concurrent jurisdiction, the Federal Government and a state both occupy the area, each having all the rights accorded them under the Constitution with the broad qualification that such rights run concurrently with those of the other. State criminal laws are, of course, applicable in the area of enforcement by the state. The same laws apply for enforcement by the Federal Government under the Assimilative Crimes Act, which by its terms is applicable to areas under the concurrent as well as the exclusive legislative jurisdiction of the United States. The Federal criminal laws also apply. Most crimes fall under both Federal and state sanction, and either the Federal or state government, or both, may take jurisdiction over a given offense.

c. Proprietary Interest. The term "proprietary interest" applies to those instances wherein the Federal Government has acquired some right

or title of ownership to an area in a state but has not obtained any measure of the jurisdiction. Where the Federal Government has no jurisdiction over its land, it holds such land in a proprietary interest only and has the same rights only as does any other landowner. In addition, however, there exists a right of the Federal Government to perform the functions delegated to it by the Constitution without interference from any source. The state retains all the jurisdiction over the area which it would have if a private individual rather than the United States owned the land.

4-6. Basis of Authority

Authority is the legal power to act or command. The authority of military police to enforce military law, orders, and regulations, by apprehension if necessary, is derived primarily from the constitutional powers of the President of the United States as Commander in Chief of the Armed Forces. With respect to apprehension, see the Uniform Code of Military Justice (UCMJ), AR 633-1, and the Manual for Courts-Martial. Military police should familiarize themselves with the contents of the Articles of the UCMJ in order to perform their duties more effectively.

a. In a domestic territory under martial rule, the authority of military police in respect to persons other than those subject to the UCMJ is derived from policies and orders of the military commander; which must be based upon Federal law, as appropriate.

b. Various provisions involving the authority of military policemen are contained throughout this manual. It is emphasized that the authority of military police in a friendly foreign nation or territory may be, and in most cases is, different from the authority which they have in the United States. This difference arises basically from the concept that the law of the country concerned, except as otherwise provided by agreement, is applicable to all persons, including military policeman, in that country. Consequently, in the absence of an international agreement to the contrary, U.S. troops in a friendly foreign nation are subject both to the UCMJ and to the laws of the nation in which they are stationed.

c. In the post WW II period, recurring jurisdictional conflicts were embarrassing to the U.S., and provided material for enemy propaganda. It became evident that in order to preserve our country's position, agreement would have to be reached in order to settle in advance how jurisdictional conflicts would be resolved.

d. The agreement used for this is the Status of Forces Agreement (SOFA). Basically, the SOFA consists of recognizing the jurisdictional conflict, settling on a policy that only one government will take action even when both could take action, and deriving a formula in advance to determine which government will act in a particular one.

The North Atlantic Treaty Organization (NATO) SOFA was the first significant agreement negotiated, and has become the model for most of the other agreements which have followed. The NATO SOFA settles conflicts of criminal jurisdiction in the following manner:

<i>Examples</i>		
OFFENSE AGAINST LAWS OF THE HOST NATION ONLY	Treason, Sabotage, Espionage	ONLY HOST NATION MAY TAKE ACTION EXCLUSIVE JURISDICTION
OFFENSE AGAINST LAWS OF THE U.S. AND HOST NATION	Assault, Robbery, Larceny	EITHER U.S. OR HOST NATION MAY TAKE ACTION CONCURRENT JURISDICTION
OFFENSE AGAINST UCMJ ONLY	AWOL, Desertion, Disrespect	ONLY U.S. MAY TAKE ACTION EXCLUSIVE JURISDICTION

e. Where there is concurrent jurisdiction, the determining of which country will handle the offense (to include apprehension, investigation, trial, and punishment) is made by consulting the agreement to see, under the circumstances, which country has the "primary right" to proceed.

f. Determination of primary right, in general:

(1) U.S. has primary right where:

(a) The offense is solely against the property of another member of the US forces, a dependent of the latter, or a member of a civilian component of the U.S. forces.

(b) The offense arises out of any act or omission done in the performance of "official duty." Usually an administrative determination of official duty is accepted by the host nation.

(2) The host nation has the primary right in all cases other than those set forth above.

g. *Waiver of the primary right:*

(1) SOFA's commonly provide that waiver of the primary right may be requested by the nation that shares concurrent jurisdiction but does not have the primary right in a particular case, and that such a request will be given "sympathetic consideration."

(2) Some host nations have, by supplemental agreement, waived their primary right in advance so that the U.S., in those countries, usually will handle all concurrent jurisdiction cases.

(3) It is the U.S. policy to request a waiver in every case in which advance waivers have not been given and the host nation possesses the primary right. Host nations vary in their response to such requests.

4-7. Authority Over Persons and Areas

a. In the execution of their duties, military police have authority to take appropriate action

in respect to persons subject to the UCMJ or subject to trial thereunder. This authority is applicable to all members of the Armed Forces who are on active duty and certain retired and other personnel.

b. Military police exercise *no* authority over members of the National Guard, the Army Reserve, or the Reserve Officers Training Corps who are not on active duty in Federal service, except in their rights as private citizens to apprehend in certain cases.

c. Ordinarily in the continental United States, military police have the same authority to apprehend friendly foreign military personnel as military police have to apprehend civilians under their rights to make a citizen's arrest. However, after authorization by the President and upon the request of the commanding officer of a friendly foreign force having service courts in this country, the military police may apprehend a designated member of the friendly foreign force and deliver him to United States military authorities for redelivery to the custody of the requesting force.

d. In areas within military jurisdiction, military police (in proper cases) may take persons into custody whether or not they are in the military service.

(1) Civilians not subject to the UCMJ who are found committing a felony or a misdemeanor amounting to a breach of the peace on a military reservation may be apprehended and detained long enough to be turned over to civil authorities.

(2) Civilians not subject to the UCMJ also may be apprehended for violation of post regulations, in the application of the authority of the commander. These persons then may be escorted to the exit of the post and the commander may refuse them re-entry onto the post.

e. Outside military reservations in the continental United States, military police authority is applicable only to persons subject to the UCMJ, except in situations involving martial rule or hostilities.

4-8. Authority to Apprehend

The authority to apprehend is inherent in customary police authority and is specified in the Manual for Courts-Martial, and AR 633-1. It is within the scope of military authority over persons. For a full discussion of apprehension, see FM 19-5.

4-9. Citizen's Arrests in U.S.

a. The military policeman, or civilian guard employed by the Army, has no more authority to apprehend a civilian not subject to the UCMJ than any other citizen enjoys. The only authority to apprehend such persons lies in the so-called "citizen's arrest" power. AR 633-1 states in part: "Persons not subject to military law may be apprehended or restrained by members of the Department of the Army, other than in foreign countries, as follows:

(1) *General.* All members of the Department of the Army have the ordinary right and duty of citizens to assist in the maintenance of the peace. Where, therefore, a felony or a misdemeanor amounting to a breach of the peace is being committed in his presence, it is the right and duty of every member of the military service, as of every citizen, to apprehend the perpetrator.

(2) *Restraint.* The restraint imposed under the provisions of a above will not exceed that reasonably necessary, nor extend beyond such time as may be required to dispose of the case by orderly transfer of custody to civil authority or otherwise, under the law."

b. In applying the law authorizing apprehensions in the capacity of a private person, the following terms should be understood.

(1) A felony is defined as being any offense punishable by death or imprisonment for a term exceeding one year.

(2) A misdemeanor is any offense not a felony.

(3) A breach of the peace is a public offense done by violence or one causing or likely to cause an immediate disturbance of public order. Any act which involves the use of force or the threat of an immediate use of force towards the person or property of another which constitutes a crime is a breach of the peace.

(4) A "private person" means any person other than a peace officer or policeman, irrespective of whether he is or is not a citizen of a particular state or area or resident therein.

(5) The phrase "in his presence" means that the person by the use of his senses knows that the act is being committed.

(6) The authority of a private person to make an apprehension may be broadened under local law at the place of the apprehension.

c. While the laws of most jurisdictions are relatively clear as to the arrest authority of peace officers, they are somewhat obscure with respect to such things as the degree of force which a citizen may use in making an arrest, his right to make a search incident to a "citizen's arrest" and similar matters. The post or staff judge advocate should be requested to conduct a complete survey of the law relating to "citizen's arrest" on his installation. As the authority for the citizen's arrest is the law of the local jurisdiction and not AR 633-1, any variance between it and AR 633-1 should be made clear to all concerned.

d. The fact that only limited authority exists to apprehend persons not subject to the UCMJ does not mean these offenders must go unpunished. If administrative measures are not considered sufficient and punishment is felt necessary, action may be taken as provided in AR 27-44, which sets forth procedures for filing complaints with U.S. magistrates (commissioners).

4-10. Authority to Search and Seize

a. *Source of Authority.* The authority of military police to perform searches and seizures is closely related to, and implied in, their authority to make apprehensions in the course of their enforcement of military law, orders, and regulations.

b. *Extent of Authority.* Military police perform searches and seizures in places and areas within military jurisdiction or where otherwise lawful in the exercise of their police authority for purposes of apprehending a suspect or securing evidence that tends to prove an offense has been committed. Military police can lawfully search and seize in places not within military jurisdiction only as incidental to an authorized apprehension or with consent of the person who is the legal occupant of the place at the time of search. Military police can make lawful entry into private property without consent only when in the course of hot pursuit of a felon who is subject to military jurisdiction. For a search to be lawful, it must be reasonable in relation to

locating contraband, concealed weapons, stolen property, or other matter relative to a specific offense. Furthermore, the extent of the search must be reasonable in comparison to the offense giving rise to the necessity for the search. The apprehension must occur prior to the search and must be lawful. A search coincident to an apprehension, the sole purpose of which is to provide a basis for that search, is an illegal search and any evidence obtained would be inadmissible, i.e., the use of an apprehension as a subterfuge to gain access for the purpose of conducting a search is unlawful. A purely exploratory search for material having some general evidentiary value only is not lawful.

c. Authorized Searches.

(1) Military police have general authority to perform the following searches upon probable cause:

(a) A search of an individual's person, of the clothing he is wearing, and of the property in his immediate possession or control to which he would have immediate access, conducted incident to lawfully apprehending him and for the purpose of securing instrumentalities or other objects connected with the offense for which he is apprehended, or weapons.

(b) A search when circumstances demand immediate action to prevent the removal or disposal of property believed on reasonable grounds to be illegally possessed.

(2) A search conducted with the voluntary consent of the owner, lessee, or bailee of the property to be searched when it is in his possession. There should be witnesses to the consent to search, and when possible, the consent should be obtained in writing.

(3) Military police may make the following searches only after obtaining specific authority from the commanding officer (including the officer in charge) or from a person to whom the commanding officer has delegated his authority to order searches (AR 190-22):

(a) A search of property owned or controlled by the United States and under the control of the Armed Forces. This includes property located within a military installation or in a foreign or an occupied territory which is owned, used, or occupied by persons subject to military law or to the law of war. However, in many countries, while military law may authorize the commander to order a search off-post, to do so may be a violation of the laws of the host nation. Prior coordination should be made in each case with the staff judge advocate and G5 civil affairs officer.

(b) A search of vehicles and persons entering, on, or leaving a military reservation. The commander authorizes these searches incident to his control of the installation.

(4) Military police may search military premises and articles, such as storerooms, files, desks, and similar property, provided the officer who is directly responsible for the premises and articles authorizes the search.

d. Authorized Property Seizure. During an authorized apprehension or search, military police are authorized to seize property of evidentiary value, contraband, or prohibited property (AR 190-22). When property is seized during a search, it is advisable, but not legally necessary, that the seizure be made in the presence of the accused. A receipt will be given to the person from whom property of evidentiary value or prohibited property is seized.

(1) Property of evidentiary value includes anything that tends to prove the existence of a matter of fact.

(2) Contraband consists of items that Federal statutes forbid persons to have in their possession and it includes such items as counterfeit money, counterfeiting equipment, narcotics, and dangerous drugs.

(3) Prohibited property is any property, other than contraband, the possession of which is forbidden by law or appropriate regulations to any person subject to military law. It includes such items as unauthorized weapons, gambling equipment, and subversive literature.

4-11. The Posse Comitatus Act

a. History of the Act. The "Posse Comitatus Act" was originally passed by act of Congress in June 1878 to limit certain uses of U.S. Army troops during the reconstruction period following the Civil War. The Present Act provides: "Whoever, except in cases and under circumstances expressly authorized by the Constitution or act of Congress willfully uses any part of the Army or Air Force as a posse comitatus or otherwise to execute the laws, shall be fined no more than 10,000 or imprisoned not more than two years, or both."

b. Administrative Interpretation of the Act.

(1) Either military or civilian personnel, or both, may violate the Act. The user of any part of the U.S. Army or U.S. Air Force for the prohibited purpose is the offender. A subordinate complying with an order which violates the Act would be a principal to the violation if he knew the order to be unlawful.

(2) The word "willfully" means only that the act which violates the law be done intentionally. It does not mean that the offender must intend to violate any specific criminal statute such as the Posse Comitatus Act.

(3) "Any part of the Army or Air Force."

(a) The Act prohibits the use of the Army and Air Force or any part thereof in the prescribed fashion. This means not only that the entire Army or Air Force may not be used for the prohibited purpose but also that specific organizations, such as brigades, battalions, companies, and individual members, such as individual military policemen, may not be so used.

(b) The Act denounces the use of the Army or Air Force as a law enforcement agency. The "Army" quite clearly is the body of military personnel provided by the Federal Government as the land component of our national defense establishment. The National Guard is purely a state force, available to the state for such use as is permitted by the law of the state. Not being

a part of the Army at such time, its use is not within the purview of the Act.

(4) "To execute the laws." The execution of laws except to the extent permitted by the Constitution or specific statutes is prohibited. In practice, this has been construed to mean the execution of the civil laws, that is, the laws enacted by the Federal, state, or local governments for the government of the community as a whole, without regard to the military or civilian status of the individual members thereof. It is the character of the laws executed and not the person against whom they are enforced which is important.

(5) The Posse Comitatus Act does *not* prohibit the use of troops pursuant to the constitutional or statutory authority of the President, for example, in civil disturbance control or disaster relief activities when the capabilities of state and local forces have been overextended, or to prevent bodily harm to civilian law enforcement personnel. (See AR 500-50 and AR 500-60.) The Act is not applicable in foreign countries.

CHAPTER 5

MILITARY POLICE RECORDS AND FORMS

Section I. INTRODUCTION

5-1. General

a. The effectiveness of a provost marshal's law enforcement program is directly related to the quality of the records which his activity maintains. Based upon these records, which are developed and established from facts reported by the individual military policeman, the provost marshal is better able to plan for the enforcement of laws, the maintenance of orders, the control of traffic and the performance of other military police functions. These records make it possible for him to place emphasis on the prevention of crime rather than concentrating on it only after it has been committed.

b. Records are continuously evaluated to determine whether the desired results are being obtained. The analysis of records, both of offenses and of corresponding police activities, provides a guide for the consistent and effective employment of military police. Offense records, over a period

of time, provide indications of trends of criminal activity and the degree of success achieved in crime prevention programs.

5-2. Safeguarded Official Information

Records are unclassified except when they include defense information as defined in AR 380-5, or privileged information as defined in AR 340-16.

5-3. Records Administration

Files will be maintained and disposed of in accordance with instructions and standards prescribed in AR 340-18-1 and 340-18-5.

5-4. Release of Records and Information

See Army Regulations and Special Regulations of the 345-, 360-, and 380-series; and AR 27-45 for matters in litigation.

Section II. USE, PREPARATION, AND DISPOSITION OF FORMS

5-5. Military Police Property Identification Tag (DA Form 19-23)

a. General. This form will be prepared and attached as a means of identification only, to bulky objects and items of property which are found, seized as evidence, or received by military police from prisoners or other persons for safekeeping. This form is used in conjunction with DA Form 19-31 (Military Police Receipt for Property) which serves as the accounting document.

b. Preparation. Complete all applicable spaces on the tag (fig 5-1). The space titled "Evidence Log Number" will be cross-referenced to the DA Form 19-31 originally used to receipt for the object.

c. Disposition. The property tag will remain attached to the property until final disposition is made; it will then be destroyed.

5-6. Military Police Receipt for Property (DA Form 19-31)

a. General. This form will be used as a receipt for property seized as evidence, or received from prisoners or detained persons for safekeeping. Also see AR 190-22 and AR 210-174.

b. Preparation. The form normally is prepared after a careful inventory of the property received or impounded. The inventory and listing of property on the receipt should be accomplished in the presence of the person from whom the property is taken or received and witnessed by a third person when possible. The person from whom the property was obtained will review the completed form and sign the original below the last item. Should the person be incompetent or refuse to sign the receipt at the time of surrendering property, that fact will be stated beneath the last item and one person in addition

MILITARY POLICE PROPERTY		IDENTIFICATION TAG (AR 190-45)
REPORT NUMBER MPR 88-70	DATE 70-2-15	
UNIT AND LOCATION PMO, Camp Start, Mo.		
<input type="checkbox"/> TAKEN FROM <input type="checkbox"/> RECEIVED FROM <input checked="" type="checkbox"/> FOUND		
PFC John R. Doe		
ORGANIZATION AND STATION Co C, 18th Tng Co, Camp Start, Mo.		
LOCATION WHERE FOUND Rear of Bldg 891 (PX)		
DESCRIPTION OF ARTICLES (Use reverse side if necessary)		
1 Ea. Boy's (Brand Name) Bicycle, Blk. in color, Ser.#R-0000 Post Decal 0-6100. Rear Fender Missing		
<u> Last Item </u>		
Bob A. White Qtrs #8		
ALLEGED OWNER AND STATION		
John J. Easy Desk Sergeant		
PROPERTY RECEIVED BY (Print or type name)		
Hold For Safe Keeping		
SPECIAL DISPOSITION INSTRUCTIONS		
EVIDENCE LOG NUMBER		
N/A		
FORM DA 19-23 1 MAY 58	PREVIOUS EDITION OF THIS FORM IS OBSOLETE	

Figure 5-1. DA Form 19-23. Military Police Property Identification Tag

to the individual taking custody of the property will witness the transaction, check the property, and sign the receipt below the statement of incompetency or refusal. The form will be signed by the person taking custody of the property.

c. *Releases.* When property is released, the recipient will acknowledge receipt by signing the original copy in the space "Received By" in the chain of custody section of the form.

d. *Disposition.* The original form and third copy stay with the property for use by the property or evidence custodian; the first copy is given to the person from whom the property was received; the second copy is attached to Military

Police Report (DA Form 19-32) or retained by the criminal investigator who acquired the property, as appropriate.

5-7. Evidence Log (Utilizing DA Form 19-31)

a. *General.* The evidence log consists of the originals of DA Forms 19-31 and extracts which are used as subvouchers. The original DA Form 19-31 and extract subvouchers (para 5-8) will be maintained by the custodian of evidence and will be filed in the evidence log. A separate log will be maintained for narcotics. Property which has no evidential value will not be placed in the evidence room or accounted for in the evidence log (para 9-16).

b. *Preparation.* DA Form 19-31 will be assigned voucher numbers by the custodian of evidence immediately upon receipt of evidence property. Voucher numbers will be placed on the lower right margin of the form in numerical sequence for each calendar year with the suffix of the year added. Temporary release of evidence or release of specific items for analysis or as an aid to investigation will be as discussed in paragraph 5-8.

5-8. Chain of Custody

a. *General.* Custody means keeping, and implies responsibility for the protection and preservation of things in custody. A complete chain of evidence, tracing the custody of the evidence from the original to the final custodian, is necessary to assure admissibility of evidence in a court.

b. *Interim Release.* An "Interim release" is the release of evidence for any purpose other than final disposition and will be accomplished as follows:

(1) By receipting for all or part of the evidence on the original DA Form 19-31. This method is utilized when evidence is used in furtherance of investigation of inquiry and will remain under direct control of the person to whom released.

(2) By preparing a DA Form 19-31 extracting information and description of articles from the original DA Form 19-31. This method is used when evidence is forwarded by mail or courier to another agency, or when evidence is expected to pass through two or more hands prior to returning to the custodian of evidence.

(a) When evidence is released utilizing extract receipt, the original copy of the extract will remain with the evidence and will reflect a continuous chain of custody for the entire period during which the evidence is not in the posses-

MILITARY POLICE RECEIPT FOR PROPERTY		COMPLAINT OR CASE NR (if any)		
For use of this form, see AR 190-22; the proponent agency is Office of The Provost Marshal General.		87/70/5(1K)70-15		
UNIT DESIGNATION OF RECEIVING HEADQUARTERS PMO, Camp Start, Mo. 12345		LOCATION Fry, Mo. 12345		
NAME OF PERSON FROM WHOM PROPERTY IS OBTAINED <input checked="" type="checkbox"/> OWNER <input type="checkbox"/> OTHER Joe CORN (NMI), Pvt, 435 74 7272		ADDRESS (Include ZIP Code) 15th Tng Co, Camp Start, Mo. 12345		
LOCATION OF PROPERTY This location will be where the property is obtained from, or where it is found.				
PURPOSE FOR WHICH OBTAINED Safekeeping or for evidence.				
ITEM NR	QUAN-TITY	DESCRIPTION OF ARTICLES (Include model, serial Nr., Identifying marks, condition, and value, when appropriate)		
1	1	Key case W/3 keys.		
2	1	Identification Card No. B427964 (DA Form 2A).		
3	1	Lighter, "Zippo".		
4	1	Billfold, Leather, Brown		
5	1	Tie, Black		
6	1	Belt, Black (Ident mark G-7272)		
7	10	Monies five (5) one dollar bills, two (2) twenty-five cent pieces, three (3) one (1) cent pieces. (Total: Five dollars and fifty three cents - \$5.53).		
8	1	Service hat, Ident mark G7272.		
9	1	Knife, bone handle, with three (3) inch blade.		
//////////////////////////////////////LAST ITEM//////////////////////////////////////				
WITNESSED BY:		/s/ Joe CORN		
s/Hugo Eying		JOE CORN		
HUGO EYING, Cpl, 573 20 1912, Camp Start, Mo.		Pvt., 15th Tng Co		
I CERTIFY THAT I HAVE RECEIVED AND HOLD MYSELF RESPONSIBLE FOR THE ARTICLES LISTED ABOVE.				
DATE 70-1-20	TYPED NAME, GRADE AND BRANCH JOHN J. EASY, SSG, Desk Sergeant	SIGNATURE /s/ John J. Easy		
CHAIN OF CUSTODY				
ITEM NR	DATE	RELINQUISHED BY	RECEIVED BY	PURPOSE OF CHANGE OF CUSTODY
1 thru 7	70-1-20	TYPED NAME, GRADE AND BRANCH JOHN J. EASY, SSG	TYPED NAME, GRADE AND BRANCH JOE CORN, Pvt.	Returned to owner
		SIGNATURE /s/ John J. Easy	SIGNATURE /s/ Joe Corn	
8 & 9	70-1-20	TYPED NAME, GRADE AND BRANCH JOHN J. EASY, SSG	TYPED NAME, GRADE AND BRANCH PHIL P. BOON CID	Released to CID for investigation
		SIGNATURE /s/ John J. Easy	SIGNATURE /s/ Phil P. Boon	
8 & 9		TYPED NAME, GRADE AND BRANCH PHIL P. BOON CID	TYPED NAME, GRADE AND BRANCH CALVIN R. TORT CID	Released to Evidence Custodian
		SIGNATURE /s/ Phil P. Boon	SIGNATURE /s/ Calvin R. Tort	
8 & 9	70-1-20	TYPED NAME, GRADE AND BRANCH CALVIN R. TORT CID	TYPED NAME, GRADE AND BRANCH JAMES R. ALFA, CPT, SJA	Released to SJA for trial 15-70-SV-1
		SIGNATURE /s/ Calvin R. Tort	SIGNATURE /s/ James R. Alfa	

DA FORM 19-31 1 JUN 55

15-70

Figure 5-2. DA Form 19-31, Military Police Receipt for Property.

MILITARY POLICE RECEIPT FOR PROPERTY		COMPLAINT OR CASE NR (if any)		
For use of this form, see AR 190-22; the proponent agency is Office of The Provost Marshal General.				
UNIT DESIGNATION OF RECEIVING HEADQUARTERS PMO Camp Start, Mo. 1234		LOCATION Fry, Mo. 12345		
NAME OF PERSON FROM WHOM PROPERTY IS OBTAINED <input checked="" type="checkbox"/> OWNER Joe CORN (NMI) Pvt, 435 74 7272 <input type="checkbox"/> OTHER		ADDRESS (Include ZIP Code) 15th Tng Co, Camp Start, Mo.		
LOCATION OF PROPERTY This location will be where the property is obtained from, or where it is found.				
PURPOSE FOR WHICH OBTAINED Evidence or safekeeping				
ITEM NR	QUAN-TITY	DESCRIPTION OF ARTICLES <i>(Include model, serial Nr., identifying marks, condition, and value, when appropriate)</i>		
8	1	Service hat, Ident Mark C-7272		
9	1	Knife, bone handle, with three (3) inch blade.		
////////////////////////////////////// LAST ITEM //				
The Sub-Voucher is used by Evidence Custodian personnel only. Nothing will be placed in this section following the last Item.				
I CERTIFY THAT I HAVE RECEIVED AND HOLD MYSELF RESPONSIBLE FOR THE ARTICLES LISTED ABOVE.				
DATE	TYPED NAME, GRADE AND BRANCH	SIGNATURE		
This section will be left blank using the Sub-Vouchers.				
CHAIN OF CUSTODY				
ITEM NR	DATE	RELINQUISHED BY	RECEIVED BY	PURPOSE OF CHANGE OF CUSTODY
8 & 9	70-	TYPED NAME, GRADE AND BRANCH CALVIN R. TORT CID	TYPED NAME, GRADE AND BRANCH JAMES R. ALFA, CPT, SJA	Released to SJA for Trial
	20	SIGNATURE /s/ Calvin R. Tort	SIGNATURE /s/ James R. Alfa	
		TYPED NAME, GRADE AND BRANCH	TYPED NAME, GRADE AND BRANCH	
		SIGNATURE	SIGNATURE	
		TYPED NAME, GRADE AND BRANCH	TYPED NAME, GRADE AND BRANCH	
		SIGNATURE	SIGNATURE	
		TYPED NAME, GRADE AND BRANCH	TYPED NAME, GRADE AND BRANCH	
		SIGNATURE	SIGNATURE	

DA FORM 19-31 JUN 55

Figure 5-3. DA Form 19-31, Military Police Receipt for Property Utilizing Voucher Numbers.

sion of the custodian of evidence. Only one extract should be necessary for several interim releases of the same piece of evidence. Extracts of DA Form 19-31 will be cross-referenced to the voucher number of the original DA Form 19-31. Cross-referencing will be accomplished by designating the extract by a suffix SV-1 etc., (e.g., Subvoucher 1 to voucher number 1 for 1960 should be numbered 1-60-SV-1, the second 1-60-SV-2, etc.). The subvoucher number, together with the extract purpose of the change of custody, will be entered in the "Purpose of Change of Custody" column on the original DA Form 19-31.

(b) When evidence released in an interim status is returned to the custodian of evidence, an entry on the next unused line in the "Chain of Custody" section of original DA Form 19-31 will be completed with cross-reference to the subvoucher. The subvoucher will be attached to the original voucher.

(3) The following entries will be made in the "Chain of Custody" section of the *original* DA Form 19-31 when interim release is accomplished by a subvoucher:

(a) *Item number.* Number(s) will correspond to the item number(s) listed in the "Description of Articles" section of the form.

(b) *Date.* The date on which transfer of possession was effected.

(c) *Relinquished by.* This space will be signed by the Custodian of Evidence.

(d) *Received by.* If the evidence is physically received by another person for use or subsequent delivery, the signature of the person receiving the evidence will appear in this space. When evidence is transmitted through postal channels it will be registered and a return receipt requested. The "Received by" space will indicate the postal registry number.

(e) *Purpose of change of custody.* This space will reflect the appropriate subvoucher number and the exact purposes for the change of custody.

(4) The initial entry in the "Chain of Custody" section of the interim release *extract subvoucher* will contain the following:

(a) *Item number and date.* This entry will reflect the same item(s) and date information that is entered on the original DA Form 19-31 concerning the transaction.

(b) *Relinquished by.* This space is initially signed by the custodian of evidence and subsequently by others in the chain of custody who relinquish possession of the evidence.

(c) *Received by.* This block will contain the signature of the person physically receiving the evidence.

(d) *Purpose of change of custody.* Reflect the exact purpose for the change of custody. An entry in the "Chain of Custody" section will be made each time possession of the evidence changes; e.g., if the evidence passes from the photography section of the crime laboratory to the chemistry section, a change of custody entry will be accomplished.

(e) *Disposition.* When no longer needed for courtmartial or other purposes, property of evidentiary value generally should be disposed of as follows: Coordinate with the staff judge advocate for a legal opinion on disposal of property; if the owner of the property is known, and it is not illegal for him to possess the property, return it to the owner; if it is legal to own the property in question, but the owner is not known, turn the property over to the property disposal officer, unless the property is money, in which case it should be turned over to the finance officer; and if the property is such that it is illegal to possess it, then destroy it and keep a record of the destruction.

5-9. Military Police Report (DA Form 19-32)

a. *Use.* This form is used to—

(1) Record data concerning information or complaints received, incidents observed by or reported to military police, and actions taken by military police related thereto.

(2) Apprise the commander concerned of incidents involving personnel of his command.

(3) Report commander's action taken against offender, when such report is desired by the installation or higher commander (reverse side of form).

b. *Purpose.* The report provides—

(1) The basic military police record of information or complaint and case or report developing therefrom.

(2) Administrative control of complaint followup.

(3) Statistical data for analysis and review.

(4) Information for the unit commanders.

(5) A record documenting actions taken by the unit commander regarding the complaint, when report of action taken is required.

c. *When Prepared.*

(1) The Military Police Report is prepared on all complaints received and incidents observed or reported to military police except routine traffic violations (para 5-19) and those

CHAIN OF CUSTODY (Continued)				
ITEM NR	DATE	RELINQUISHED BY	RECEIVED BY	PURPOSE OF CHANGE OF CUSTODY
8 & 9	70- 1- 20	TYPED NAME, GRADE AND BRANCH JAMES R. ALFA, CPT., SJA	TYPED NAME, GRADE AND BRANCH CALVIN R. TORT CID	Released to Evidence Custodian
		SIGNATURE s/James R. Alfa	SIGNATURE s/Calvin R. Tort	
		TYPED NAME, GRADE AND BRANCH	TYPED NAME, GRADE AND BRANCH	
		SIGNATURE	SIGNATURE	
		TYPED NAME, GRADE AND BRANCH	TYPED NAME, GRADE AND BRANCH	
		SIGNATURE	SIGNATURE	
		TYPED NAME, GRADE AND BRANCH	TYPED NAME, GRADE AND BRANCH	
		SIGNATURE	SIGNATURE	
		TYPED NAME, GRADE AND BRANCH	TYPED NAME, GRADE AND BRANCH	
		SIGNATURE	SIGNATURE	
		TYPED NAME, GRADE AND BRANCH	TYPED NAME, GRADE AND BRANCH	
		SIGNATURE	SIGNATURE	
		TYPED NAME, GRADE AND BRANCH	TYPED NAME, GRADE AND BRANCH	
		SIGNATURE	SIGNATURE	
		TYPED NAME, GRADE AND BRANCH	TYPED NAME, GRADE AND BRANCH	
		SIGNATURE	SIGNATURE	
		TYPED NAME, GRADE AND BRANCH	TYPED NAME, GRADE AND BRANCH	
		SIGNATURE	SIGNATURE	
		TYPED NAME, GRADE AND BRANCH	TYPED NAME, GRADE AND BRANCH	
		SIGNATURE	SIGNATURE	
		TYPED NAME, GRADE AND BRANCH	TYPED NAME, GRADE AND BRANCH	
		SIGNATURE	SIGNATURE	
		TYPED NAME, GRADE AND BRANCH	TYPED NAME, GRADE AND BRANCH	
		SIGNATURE	SIGNATURE	

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Figure 5-4. DA Form 19-31, Military Police Receipt for Property Utilizing Subvoucher Numbers.

minor violations noted by military police where corrective action consists only of a verbal warning. The form is prepared in every case where an apprehension is made or military person is restored to US Army control from another apprehending agency.

(2) The report is initiated by the desk sergeant upon receipt of information which indicates that police action is required. Completing the form to the extent possible when information is initially received assures that complaints are recorded, systematically assigned for followup, disposed of or referred, and posted to the desk blotter (DA Form 19-50).

(3) The report may also be initiated, and completed, by a military policeman who takes a police action (e.g., an apprehension) without referral from the desk sergeant. He will use his notebook to record pertinent data at the scene; he will later use his notes to complete his report. (See also FM 19-5.)

d. Preparation as a Complaint.

(1) Preparation of DA Form 19-32 when used to record an initial complaint. (A completed Form 19-32 will be found as figure 8-3 in FM 19-5.)

(a) The form will be prepared by the military policeman receiving a complaint, or observing, or receiving information on an incident. The appropriate box at the top of the form will be checked to indicate the type of report, i.e., information, or complaint. When such information is received by military police on duty outside the military police headquarters, a verbal report is made to the desk sergeant or supervisor who will determine what action or disposition is required. Within the military police headquarters the desk sergeant or his designated representative prepares the form.

(b) Reports will be numbered in sequence for each calendar year with the suffix of the year added; e.g., 1-60. Report number will be placed in the block provided at the top of the form. The desk sergeant will assign report numbers to those reports initiated by patrols or other military police.

(2) Disposition of complaints.

(a) The original copy of the report is filed in the Military Police Report file. The first and second copies are given to the military policeman or agency assigned to investigate or dispose of the complaint.

(b) Upon completion of preliminary investigation the second copy of the report will be returned to the desk sergeant for attachment to

the original and filed in the Military Police Report file. The first copy will be retained by the investigator working the incident.

e. Military Police Reports Forwarded to Commanders (Exempt Report, AR 335-15).

(1) Preparation of DA Form 19-32 when used as a complaint report and forwarded to unit commander.

(a) The report normally is prepared by extracting information from the office file copy of the Military Police Report. The report is addressed to the authority interested in the incident, or the commanding officer of the unit to which the subject is assigned or attached. The appropriate box is checked to indicate the type of report. When a commander's report of action is required, this box will also be checked to indicate the requirement. The report number will be identical to the office file copy of the Military Police Report; however, a suffix number will be added for accounting purposes, e.g., 9-60-2 (ninth Military Police Report of 1960 and the second report forwarded by the military police headquarters to a specific unit commander for information or action). The purpose of the suffix number is to provide statistics for each unit of the command.

(b) All applicable items on the form will be completed. When report is forwarded as a complaint, or as initial information concerning an alleged offense, item 6 should indicate the classification, so far as practicable, in accordance with the type of the offenses as indicated in the Manual for Courts-Martial, United States 1969. A concise statement of facts to include identification of any weapons, vehicles, or property will be shown in item 8. Should persons involved receive medical attention they will be identified and a brief statement including the name of the attending physician and address of the medical treatment facility will be included. Persons related to the incident will be listed in item 10. Evidence will be listed. When additional space is required to complete any entry the "Remarks" section on the reverse of the form will be utilized. Cross-referencing the "Remarks" entry will facilitate identification of the item number, e.g., item 8, continued.

(c) When a "Report of Action Taken" is required, the reverse of DA Form 19-32 will be completed. Printing this form on the reverse of DA Form 19-32 is an economy measure and should not be interpreted to imply that completion is required or desired in every instance when a Military Police Report is forwarded to a unit commander. Use and disposition of this report

DOE John A. <small>LAST NAME - FIRST NAME - MIDDLE NAME</small>		524-97-7345 <small>SOCIAL SECURITY ACCOUNT NO.</small>		
OTHER NAMES OR ALIASES USED ROE, Richard		SEX M	RACE Cau	SERVICE OR IDENTIFICATION NO.
DATE OF BIRTH <small>(Mo., Day, Yr.)</small> 35-6-10	PLACE OF BIRTH Washington, D.C.	FORMER SERVICE NO. NA		NO. CO-SUBJ NA
ROI NUMBERS	REPOSITORY USE ONLY	DATE OF ROI	SUBJECT	VICTIM
SCAR - Ft Gulick- 70-10		5 May 70	X	
DA FORM 2804 1 OCT 67	REPLACES PREVIOUS EDITIONS, WHICH ARE OBSOLETE.	TMPG CRIMINAL DATA REFERENCE <small>(AR 190-45, AR 195-10)</small>		

Figure 5-5. DA Form 2804, TPMG Criminal Data Reference.

will be governed by local command policy. The report is executed only when the check box on the face of the form indicates the requirement.

(d) The utilization of DA Form 19-32 by the Criminal Investigation Division is governed by the provisions of AR 190-45 and AR 195-10.

(2) Disposition.

(a) *Routine complaints.* The original (and one copy when "Report of Action Taken" is required) together with any supporting papers will be forwarded. The office copy will be filed with the original Military Police Report related to the complaint.

(b) *Special categories of complaints.* One copy of DA Form 19-32, accompanied by completed TPMG Criminal Data Reference (DA Form 2804) for each subject will be forwarded directly to the Criminal Records Division, U.S. Army Investigative Records Repository (USAIRR), Fort Holabird, Maryland 21219, by the preparing office, for the following offenses committed by all personnel, in addition to those which are investigated by CID and reported on CID Report of Investigation DA Form 2800:

1. All violations of Articles 111 through 133 of Uniform Code of Military Justice.

Command	Symbol
U.S. Army, Pacific -----	GP
8th U.S. Army -----	EUSA
U.S. Army, Hawaii -----	HC
U.S. Army, Ryukyu Islands -----	RI
U.S. Army, Japan -----	USARJ

2. The second entry will identify the post or installation from which the report originated.

3. The last entry in this section will be the year and suffix number of the pertinent Military Police Report (see e(1) (a) above).

(c) The space for Date of ROI will be used to reflect the date of the pertinent Military Police Report (DA Form 19-32).

(d) An "X" will be placed in the space under "subject."

(e) The space under "victim" will be left blank.

5-10. Military Police Radio Log (DA Form 19-43)

a. *General.* The Military Police Radio Log is the official record of all military police radio traffic, and is filed chronologically by date in the provost marshal's office or the military police station operating radio communications.

b. *Preparation.* Instructions for completing the log are printed on the reverse of the form.

5-11. Military Police Desk Blotter (DA Form 19-50)

a. *General.*

(1) This is a daily chronological record of police activity developed from reports, complaints, incidents, or information received and actions resulting therefrom. The desk blotter does not serve as a substitute for the Military Police

Report. Entries will be in narrative form and will contain the essentials of the report, concisely stating the who, what, when, where, and how; identity of persons related to the incident; and directing reference to the Military Police Report for details. The action taken and the name of the person recording the entry will be indicated in the columns provided.

(2) Information concerning the administration of the military police station, e.g., personnel changes, inspections, visitors, etc., and other administrative data will not be recorded on the blotter. DA Form 1594 (Daily Staff Journal or Duty Officer's Log) may be used for this purpose.

b. Preparation. The desk blotter covers the period from 0001 to 2400 hours. Time recorded in the "time column" will be the time the information is received. The first daily entry on each blotter is always "blotter opened." The desk sergeant is responsible for preparation of the blotter during his tour of duty. The station commander or duty officer will verify the entries and sign the blotter immediately following the last entry when the blotter is closed at 2400 hours and/or upon completion of his tour of duty.

c. Disposition. The desk blotter will be retained and filed at the police station readily accessible to the desk sergeant until disposed of in accordance with AR 340-18-5.

5-12. Military Police Desk Reference (DA Form 19-51)

a. General. This form will be maintained in an alphabetical card index file readily accessible to the desk sergeant. (Provisions of AR 340-18-5 govern disposition.)

b. Preparation. One form will be completed on each person, except police personnel, whose name appears in the Military Police Report as the subject, complainant, victim, suspect, or witness to a complaint. A brief description of the incident, e.g., "Assault," the date, the person's part in the incident, and the Military Police Report number will be recorded. Subsequent entries concerning the same individual will be recorded on the form bearing his name.

5-13. Military Police Traffic Accident Investigation (DA Form 19-68)

a. General.

(1) The effective investigation of accidents is fundamental to the prevention of accidents. The collection and analysis of facts—

CORN, Joe E. NAME (Last-First-Middle Initial)	Pvt E-1 GRADE	435-74-7277 SERVICE NO. SOCIAL SECURITY ACCT NO.
15th Tng Co ORGANIZATION	Camp Start, Mo. STATION	12345
BLOTTER ENTRY #4 20 Jan 70		
Assault (Subject) MPR 87-70		

DA FORM 19-51 1 NOV 56 MILITARY POLICE DESK REFERENCE (AR 190-45) GPO: 1964 O - 688851

Figure 5-8. DA Form 19-51, Military Police Desk Reference.

(a) Permit commanders to implement selective enforcement measures; i.e., to direct enforcement effort at the location and time when violations, congestion, and accidents frequently occur.

(b) Provide data on contributing physical factors that may be corrected through engineering effort.

(c) Furnish factual material for use in the local educational program to improve traffic safety.

(2) Facts disclosed through military police investigation of accidents are also used to—

(a) Determine whether or not a violation was committed in connection with the accident and, if so, to gather evidence to support disciplinary actions.

(b) Determine how the accident occurred and what measures can be taken or recommended to prevent future occurrence for the same cause or violation.

(c) Serve as reference data in the event claims are brought against the U.S. Government at a later date.

(d) Provide data for preparation of other required reports.

b. Preparation. DA Form 19-68 is used by military police personnel to record information obtained during the investigation of a traffic accident. When the form is completed from information received after the vehicle or vehicles involved have been moved or removed from the accident scene, or from reports of other agencies, e.g., civil police, the report will be completed in as much detail as possible; an entry will be made in item 16 identifying the source of the information reported. Instructions for preparation of the

DA Form 19-68 are printed on the reverse of the form. (See also FM 19-5 and FM 19-25.)

c. Disposition. The completed report will be typed or hand printed, and one copy, together with statements of investigator's witnesses, photographs, sketches, etc., will be forwarded to the commander concerned, utilizing the Military Police Report DA Form 19-32), as the transmitting document. The statement "Military Police Traffic Accident Investigation (DA Form 19-68) attached" will be typed in item 8 of the Military Police Report. No other information need be included in that space. One copy of the final report, with inclosures, will be retained and filed in the originating office.

5-14. Physical Security Operations

a. Physical Security Surveys (DA Form 2806). Annual physical security surveys of installations or facilities will be conducted by Military Police Corps personnel trained to perform this function; or specifically trained civilian employees, utilizing DA Form 2806. See AR 190-13 and FM 19-30 for further details.

b. Physical Security Inspections. Physical security inspections will be conducted annually of those activities at each installation or facility that are either mission essential or particularly vulnerable to sabotage, theft, robbery, burglary, and other forms of criminal activity. See AR 190-13.

5-15. Provost Marshal Activities (DA Form 2819)

This form is used to provide The Provost Marshal General with statistical data relating to crime trends, prisoners confined in Army confinement facilities, manpower resources and other military police activities. See AR 190-46 for further details.

5-16. Statement by Accused or Suspect Person (DA Form 2820) and Witness Statement (DA Form 2823)

These two forms are discussed and illustrated in FM 19-5.

5-17. Provisional Pass (DD Form 460)

a. General. The provisional pass will be used when it is necessary to provide members of the Armed Forces with valid passes for use during travel to their units under conditions such as those stated below:

(1) Persons apprehended for violations not serious enough to warrant further custody, but delayed to the extent that they are unable to re-

port to their stations within the time limit of existing orders or pass.

(2) Absentees whose detention is not warranted.

(3) Persons whose pass or leave papers have been lost or destroyed.

b. Preparation. The pass will be typewritten or printed in triplicate and signed by the desk sergeant. The person to whom the pass is issued will sign the three copies on the reverse.

c. Disposition. The original (white) will be given to the serviceman; the duplicate (yellow) copy will be forwarded to the subject's commanding officer and the blue copy will be retained by the preparing agency.

5-18. Receipt for Prisoner or Detained Person (DD Form 629)

a. General. The Receipt for Prisoner or Detained Person (DD Form 629) will be prepared in duplicate by the agency or command relinquishing custody of the prisoner. The form will be signed by the individual authorized to receive the prisoner.

b. Disposition. The signed original copy of the receipt for prisoner form will be filed by the unit relinquishing custody of the prisoner. The duplicate copy will be filed by the unit receiving custody of the prisoner.

5-19. Armed Forces Traffic Ticket (DD Form 1408)

a. The Armed Forces Traffic Ticket is a three-part set of forms bound in books for use in reporting traffic violations. Each set is numbered to facilitate accounting for tickets issued. DD Form 1408 will be prepared in triplicate and will be issued and processed as follows:

(1) The original (white) copy will be forwarded through command channels and administratively processed in accordance with AR 190-5. DD Form 1408 does not require any supporting forms or letters of transmittal.

(2) The second (yellow) copy will be filed in the office of the provost marshal.

(3) The third (pink) copy will be given to the violator. In unattended vehicle violations, the third (pink) copy will be placed under the windshield wiper of the vehicle, or otherwise conspicuously affixed to the vehicle.

b. The DD Form 1408 may be used as a warning notice; when used as such, the warning

block will be checked and reason for warning notice written in the remarks section by the issuing military policeman.

c. Void traffic tickets will be marked VOID in large letters, and all three copies turned in to the desk sergeant to complete the accounting procedure.

5-20. Vehicle Registration and Driver Record DA Form 3626

a. *General.* This form is used to record date for registration of privately owned motor vehicles, motor vehicle traffic accidents, and violations of traffic regulations, and will be administratively processed in accordance with AR 190-5. This form may also be used to provide a cross-reference file for the registering office by installation tag number, State license, and insurance termination date. Installation motor vehicle registration records will make no reference to the amount of public liability insurance coverage carried by an individual. (See AR 608-10. For registration of motor vehicles overseas, see AR 643-25.)

b. *Preparation.* Personnel making application to register private vehicles will complete the form in one copy. This form may be used as a cross-reference file by extracting pertinent information as required.

c. *Disposition.* Applications will be filed alphabetically by name as a cross-reference file

used in conjunction with other vehicle registration files.

5-21. Vehicle Identification

When installation regulations require that visiting vehicles be identified, the form for such identification will be procured locally. The form should include a notice that "Vehicles entering, leaving, or while on a military reservation are subject to search, without warrant, if such search is necessary to protect national defense material, national defense premises, and national defense utilities from loss, injury, or destruction." (See AR 210-10.)

5-22. Certificate to the Possession and Maintenance of Motor Vehicle Liability Insurance (DA Form 3562)

a. *General.* This form will be used to certify possession and maintenance of motor vehicle liability insurance when applying for installation driving privileges.

b. *Disposition.*

(1) The original or file copy of the certificate will be attached to the file copy of the DA Form 3626 (Vehicle Registration and Driver Record) initiated by the applicant.

(2) The applicant will retain the second copy of the certificate, which must be produced upon request by enforcement personnel.

CHAPTER 6

CRIME PREVENTION AND VICE CONTROL

Section I. CRIME PREVENTION

6-1. General

Formulating a comprehensive crime prevention program, to be effective both within an installation and the surrounding community, is a command responsibility. While all commanders and staff officers have certain crime prevention responsibilities, the provost marshal, as the chief law enforcement official of the command, carries primary staff responsibility for crime prevention. The provost marshal cannot, however, expect to develop and maintain a successful crime prevention program through his resources alone. He must elicit the support of the members of the staff, subordinate commanders, members of the governmental and law enforcement agencies of the civilian community, and all agencies that in some way contribute to minimizing the opportunity to commit crime. Through skillful coordination, frequent personal conferences, liaison visits, and reports of activities, he must seek interest and support for the program.

6-2. Definitions

a. Crime. A crime is an act or an omission of an act prohibited or enjoined by law for the protection of the common good and punishable by constituted authority in a judicial proceeding in its own name. Under the criminal code of the United States, a felony is a crime for which the punishment may be death or imprisonment for more than one year. Those crimes for which the maximum penalty may not exceed imprisonment for one year are termed misdemeanors.

b. Crime Prevention. The application of measures necessary to minimize or eliminate the opportunity or desire to commit or engage in criminal activities.

c. Crime Repression. The reduction of crimes and offenses through the application of such measures as patrolling, physical security and crime prevention surveys and inspections, observation of persons and places considered crime,

producing, and employment of off-limits procedures to preclude military personnel from participating in activities conducive to crime.

d. Crime Control. The detection and investigation of crimes and offenses and the apprehension and prosecution of offenders.

e. Crime Prevention Program. A program for the planning, coordination, execution, and reviewing of courses of action for the prevention of crimes and offenses.

6-3. Factors of Crime

Usually there are two factors present in the commission of any criminal act: first, the desire; second, the opportunity. In order to have maximum effect, the crime prevention program must be directed toward both of these factors. Crime prevention is designed specifically to nullify the individual's desire to commit criminal acts and to eliminate or neutralize the opportunity of committing such acts. By elimination of the opportunity to commit crime by the application of effective police preventive techniques, and minimization of desire to commit crime by the application of social welfare techniques available to the commander, actual offenses can be minimized, and much effort expended on the prosecution of offenders can be avoided.

6-4. Measures for Enforcing Law and Maintaining Order

Law and order activities of the commander and his staff can be grouped into preventive and corrective measures.

a. Preventive measures. Preventive measures are those which bring about habits and attitudes in military personnel conducive to obedience to and respect for authority and which seek to eliminate existing or potential causes of law violations. They include—

- (1) Disciplinary training.

(2) Employment of sound leadership principles at all echelons.

(3) Careful and complete orientation of the soldier as to his obligations, the meaning of his oath of enlistment, his privileges, the necessity for law and order, and provisions of the Uniform Code of Military Justice (UCMJ).

(4) Ceremonies and programs to develop military smartness, pride in organization, personal appearance, and personal accomplishment in the Army.

(5) The proper employment of military police.

(6) Cooperation between military units and local civil authorities.

(7) Reasonable adjustment of disciplinary measures to local conditions.

(8) Issuance of only such regulations and orders as can be enforced.

(9) Use of measures sufficiently rigorous to accomplish their purposes without undue hardship.

(10) Use of suggestion, advice, and tactful criticism by commanders to keep men out of trouble.

(11) Reasonable and fair leave policies.

(12) The posting of troublesome civilian establishments and areas as "off limits" following the procedures as outlined in AR 15-3.

(13) Private rebuke and considerate counsel in cases of initial minor offenses.

(14) Study and analysis of causes of violations and elimination of such causes.

(15) Avoidance, to the extent practicable, of punishment which removes the offender from training and from hazards and hardships of combat.

(16) Maintenance of factual data relative to morale and discipline and to the current status of men in confinement, delays in trial, and nature of offenses in order to detect early undesirable trends in discipline or in the administration of discipline.

(17) Insuring that personnel are afforded an opportunity to be heard regarding complaints and that, when warranted, proper corrective measures are taken.

(18) The establishment of a program which will provide for a voluntary turn-in of unauthorized or prohibited weapons on an amnesty basis. (See para 6-7.)

b. Corrective Measures. Corrective measures deal with actual offenses and with major or frequent offenders. They are means of enforcing law and maintaining order in cases where preventive measures have failed. They include military police

patrols and posts, apprehension of offenders, courts-martial, punishment, confinement, and rehabilitation.

6-5. The Provost Marshal Interest

The prevention of crimes and offenses requires action on a broad front against offenders and potential offenders, and the provision of adequate physical security measures for the protection of property. All provost marshals and military police are vitally concerned with the crime prevention program.

6-6. Crime Prevention Program

a. The purpose of a crime prevention program is to reduce the incidence of crime within the command and to provide each individual in the command with the protection of his property and person, which is his right under law.

b. A program of crime prevention within the Army has its basis in two distinct approaches:

(1) A strong preventive program must endeavor to make certain that soldiers do not become offenders.

(2) Offenders must be apprehended, tried, convicted, and disposed of promptly through procedures best suited to rehabilitation in order that they will not commit further offenses.

c. The suppression of criminal impulses is extremely broad in its psychological and sociological implications and, therefore, is generally beyond the scope of law enforcement personnel. The Army, however, through training, discipline, religion, and the fostering of high morale, acts to restrain impulses or tendencies that may lead to criminal acts. The Army also takes positive steps to prevent known criminals or persons with criminal tendencies from serving within its ranks.

d. The program further requires the development of supplementary plans by unit commanders and enforcement agencies for determining the appropriate courses of action that are available for reducing crimes and offenses, and the selection of the course of action that will be conducive to the quickest achievement of the objective.

e. The provost marshal, as the chief law enforcement officer of the command, prepares his plan for the full utilization in crime prevention of the military police under his operational control. The review, analysis, and evaluation of the effectiveness of the program by the provost marshal is continuous. He develops new plans to meet changes in the crime situation and to pro-

vide for the continued reduction of crimes and offenses.

f. The provost marshal ascertains the frequency of crimes and offenses through the compilation of statistics. These statistics reflect the number, type, time, location, and persons or organizations involved in violations reported to military police stations or to the provost marshal by military police, by other military personnel, and by civilians. The rates for the various categories of crimes and offenses are reported to the commander by the provost marshal.

6-7. Amnesty Programs in Crime and Incident Prevention

a. The majority of the problems incident to the prevention of crime, offenses and incidents which are experienced in the Army are largely attendant to command and control matters. Solutions to these problems are matters of concern to all military police officers, but especially provost marshals who are directly involved in recommending solutions to the commander. Wherever possible, these recommendations should enhance the command and control of subordinate units. An example of such a solution can be found in "amnesty programs." These programs are designed to reach unit level, rather than remain under the auspices of higher headquarters; however, they are most effective when they are designed to be carried out by the unit commander. By doing so, the prerogatives of the unit commander are not usurped and the benefits derived from these programs are accredited to the unit commander and his men. Typical of such programs is the successful effort described in the following sample message to reduce the number of weapons/munitions incidents and offenses in a command:

Subject: Control of Individual Weapons

1. Several recent various incidents involving the lack of weapons control, accountability, and receipting have come to the attention of this command and reflect adversely on command and control.

2. Effective immediately, commanders will take the following actions:

a. Cause a 100% physical inventory of all unit weapons to be conducted by serial number and insure the accountability for every government and privately-owned weapon.

b. Solicit the voluntary one time turn-in of all US Government weapons not accounted for under unit control. US Government-owned weapons not on Unit Property Books will be turned in through supply channels as property found on post with no questions asked and with no disciplinary action taken against personnel who voluntarily turn in weapons, privately or government-owned.

c. All war trophies in the unit will be accounted for and secured in Unit Arms Room.

d. Issue a standing written order that no person in the unit may have any weapon other than the weapon the unit commander authorizes the individual to have and is issued from a Unit Arms Room and accounted for on the Unit Property Book. Include within that order the information that, subsequent to the voluntary turn-in of all weapons, unauthorized weapons found in the possession of unit personnel will constitute a violation of a standing lawful order. Personnel found in violation of such an order are subject to trial by courts-martial or other appropriate disciplinary action and other administrative actions.

3. Following the opportunity to voluntarily turn-in these weapons, an organized thorough, unit shakedown inspection will be conducted. This inspection will include bunkers, motor parks/pools, mess halls, latrines, vehicles and other more remote areas around the unit as well as unit billets and areas immediately adjacent to them.

4. Reports of actions taken at unit level will be consolidated by addresses and forwarded to this headquarters in writing, ATTN: PM, so as to arrive NLT 17 Apr 69. Reports will contain the following:

a. Date and time unit order was brought to the attention of unit personnel.

b. Date and time shakedown inspection was conducted.

c. List of weapons found in the inspection.

d. Number, type and final disposition of weapons voluntarily turned in.

5. It should be brought out to all concerned that handling of firearms pertains to the safety and well being of all men in the unit as well as those people in the civilian community. It is expected, therefore, that all members of the unit will cooperate to assist in insuring that all of the objectives of this one time clean up are met.

b. The result of this program was a voluntary turnin of 995 assorted weapons. A follow-up inspection revealed 110 additional weapons. A second voluntary turn-in two months later added 118 weapons.

6-8. Physical Security Inspections and Surveys

a. Physical security inspections and surveys, as tools to eliminate criminal acts, are directed toward a detailed examination of the many specific internal installation facilities which are not subject to crime prevention surveys.

b. They are primarily concerned with physical safeguard, controls, and procedures employed to protect personnel, areas, supplies, equipment, funds, real estate, and other property from loss, theft, trespass, damage, unauthorized entry, and other forms of criminal or disruptive conduct.

c. The prevention of incidents is enhanced when items such as weapons, ammunition, and munitions are secured effectively. The individual soldier must realize the importance of safeguarding these items. Arms rooms and arms racks require strict security measures. Dangerous instrumentalities and personal weapons, such as

knives, swords, metal knuckles, blackjacks, and war trophies may require controls and procedures established for their accountability, storage, safeguarding, and disposal.

d. Physical security inspections and surveys develop specific recommendations for the application of measures which negate the opportunity to commit criminal acts. Such measures include security force operations, barriers, circulation control of individuals in exclusion areas, pass systems, and intrusion detection devices. The objective is to determine and obtain the optimum degree of protection.

e. For a detailed discussion of physical security inspections and surveys, see FM 19-30, and AR 190-13.

6-9. Crime Prevention Survey

a. A crime prevention survey is conducted to minimize or eliminate the opportunity or desire to commit or engage in criminal activities. Such a survey may examine internal installation activities or external areas or conditions. Internal activities consist of the accountability procedures and fund handling activities of banks, post exchanges, finance offices, open messes, commissaries, sales stores, thrift shops, and related activities. External areas and conditions include establishments or areas frequented by command personnel, with emphasis on the type and manner of operation, management attitudes and policies, character of patronage, associated activities, physical conditions, and such other factors as may have an effect on the welfare and morale of personnel.

b. Crime prevention surveys are conducted when requested by a commander or as required. A vigorous program to identify crime conducive areas and conditions must be initiated and requests for crime prevention surveys submitted in accordance with established procedures. Reports of such surveys are complete, factual, and based upon established investigative techniques. Remedial recommendations must be constructive, impersonal, and reflect sound consideration of all facts developed during the investigation.

c. The results of crime prevention surveys should receive wide circulation in order to keep the command informed of existing conditions and insure support for the crime prevention program.

6-10. Importance of Information

a. *For Programming.* Good programming requires the collection and evaluation of detailed information concerning:

(1) Exact types of crimes and offenses being committed and personnel and organizations involved.

(2) Methods of operation of offenders.

(3) Targets of criminal attack.

(4) Administrative and physical security measures that will prevent crimes and offenses.

(5) Coordination of military police and other police forces.

(6) Utilization of informants.

(7) State of morale and discipline in the command.

(8) Known or suspected trouble spots.

(9) Special personnel problems, such as high absentee rate.

(10) Agencies available for assistance in the reduction of crimes and offenses.

b. *For Selective Enforcement.* The collection of detailed information on all factors influencing the commission of crimes and offenses enables the provost marshal to make an estimate of the crime situation and to utilize *most effectively* the available military police force against offenders and potential offenders.

6-11. Crime Prevention Operations—Sources of Information

a. *Military Police.* A major source of information about offenders and potential trouble spots is the military police patrolman. He should report his observations, by means of a patrol report, to his immediate superior for transmittal to the provost marshal. In order to insure that information obtained is clear, complete, and concise, the patrols should be debriefed and reports checked, upon the completion of their tours of duty, by the patrol supervisor, desk sergeant, or duty officer.

b. *Civil Police.* Municipal, county, and state police are good sources of information. They can furnish detailed information on local trouble spots and the modus operandi of local offenders.

c. *Offense Statistics.* In addition to statistics concerning offense rates, military police records contain detailed information on specific crimes and offenses, including the names of the offenders, places, times, and techniques. Verbal or written reports of military police, statements of offenders, and scenes of specific crimes and offenses can also provide valuable information. Statistical analysis of information should disclose definite facts and trends that will be of value in planning and in the crime prevention program.

d. *Informants.* In addition to victims and witnesses who can furnish information with refer-

ence to specific crimes and offenses, information of value to crime prevention can be collected from other informants. An informant may be any person who gives information to military police. Informants may report not only suspicious actions and criminal intent or capabilities of individuals, they may also furnish information with regard to weak or inadequate security. All military personnel are potential informants in that, as lawabiding citizens, it is in their best interest to aid military police and to help prevent delinquencies and the commission of crimes and offenses by fellow members of the armed forces.

e. Informers. An informer is a person who usually gives his information for financial gain or personal advantage. Although informers can often furnish reliable information that will permit military police to apprehend offenders, the information that they provide must always be evaluated, to determine the purpose for which it is offered, and the return desired by the informer. Military police cannot grant informers immunity from punishment for crimes or offenses in which they may be implicated. However, if the potential informer is a civilian, the local authorities should be contacted. In many cases, a state can grant partial immunity to informers who aid in the investigation and prosecution of criminals.

f. Intelligence Agencies. The command intelligence officer and other intelligence agency personnel may furnish timely information with regard to crimes and offenses and other activity not conducive to good order and discipline.

g. Morale Agencies. Morale and welfare agencies such as the chaplain, the inspector general, and others, may be source of information with regard to the morale and discipline of personnel.

h. Civil Agencies. Various civil agencies at Federal, state, and local levels assist in the prevention and control of crimes and offenses. These agencies can give assistance in the form of statistics, programming, and consultation.

6-12. Command Crime Prevention Activities

a. Character Guidance. The character guidance program assists in crime prevention by attacking the desire of individuals to commit crime. The character guidance program provides for councils to assist all commanders in promoting healthy mental and moral attitudes on the part of military personnel. These councils serve as instruments through which information for improving troop morale is received and acted upon in accordance with the broad objectives of the charac-

ter guidance program. The provost marshal is a member of the council and as such can advise the council with regard to offense and enforcement matters. He can recommend for council action aspects of the crime prevention program that can be publicized or brought to the attention of the command through this medium.

b. Armed Forces Police Coordination. Regional Armed Forces Disciplinary Control Boards (para 11-7) coordinate crime prevention activities within designated areas. Installation provost marshals represent their commands at meetings of these boards. Along the actions taken by the boards are recommendations for placing trouble spots and areas conducive to crime "off-limits" to military personnel.

c. Military Justice. The deterrent effect of military justice policies, as well as the successful correctional treatment of military prisoners, is of significance in a crime prevention program.

(1) The potential offender may be deterred from committing a crime or an offense if he knows that disciplinary action will be swift and just.

(2) Correctional treatment is designed to correct the attitude and improve the discipline of military prisoners. (See AR 190-4 and FM 19-60.)

d. Other Activities. In addition to the above mentioned activities there are courtesy patrols (para 10-13), counseling periods, complaint and grievance periods, legal assistance, troop information and special services activities to assist the commander in his command crime prevention program.

6-13. Public Information and Relations

a. The provost marshal, in coordination with the public information officer, utilizes all available public information media such as television, radio, newspapers, and posters to:

(1) Introduce military police and their mission in order that there will be understanding and cooperation between military police and all members of the command.

(2) Explain enforcement plans, policies, and programs, and changes thereto in order that all members of the command may know the reasons and govern themselves accordingly.

(3) Explain pertinent provisions of agreements entered into with local civil police.

(4) Explain the part that all members of the command must play in helping prevent crimes and offenses and the actions they may take to as-

sist military police if the members are victims of crimes and offenses.

(5) Publicize outstanding accomplishments of military police and other members of the command in preventing crimes and offenses.

b. The provost marshal, in order to encourage good community relations, directs and supervises the training and performance of military police to insure that courteous service is rendered. Courteous military police service reminds the public that police service is for the protection of law-abiding persons from offenders. The physical appearance, speech, and conduct of military police should be developed through training to a point where the public will commend rather than criticize military police. (See chapter 8 for further information.)

6-14. Military Police Enforcement

a. The deterrent effect of the enforcement of laws, regulations, and orders is an important factor in the prevention of crimes and offenses. The knowledge that offenders will be apprehended helps to maintain a law-abiding attitude among military personnel. Military police enforcement must be firm and impartial. Policy statements with regard to military police enforcement should clearly define the desired degree of enforcement. Thorough public understanding should create positive support for impartial enforcement. The effect should be such that law and order will be maintained even during periods when military police must be diverted from their routine activities.

b. The promotion of good order and military discipline, and the maintenance of proper military conduct and standards of military dress, require that corrective and regulatory action be taken by military police within the limits of their authority against military personnel observed commit-

ting breaches of regulations. Relatively minor offenses are offenses that are normally interpreted as being noncriminal. The enforcement of regulations requires tactful observation and approach, and corrective action or assistance by military police. They avoid to the greatest extent possible an overbearing attitude and harsh treatment. Regulatory action may be accomplished by correcting the violation on the spot, warning the violator, or taking the subject into custody.

6-15. Operational Techniques

a. *Military Police Assistance.* The offering of information and assistance by military police is a procedure that can be used to further the crime prevention program. By using this technique, military police establish favorable relations with the public and make their presence known.

b. *Assistance to Military Police.* Military police can accomplish much at potential trouble spots by seeing that law-abiding individuals cooperate actively in helping their fellow soldiers to act properly. Friends or "buddies" may be encouraged to remove troublemakers from the scene. Proprietors should be encouraged to call military police when there may be disorders.

c. *Presence of Military Police.* The presence of military police at trouble spots is a deterrent to the commission of offenses. The observation and reporting of conditions at potential trouble spots are important phases of military police patrolling.

d. *Military Police Surveillance.* Surveillance may sometimes be used to prevent trouble. Criminal investigators may utilize surveillance techniques not only to apprehend criminals, but also to discover the intentions of criminal organizations and/or dissident groups. Military police patrolling on foot or by motor vehicle in an area may also engage in limited surveillance.

Section II. VICE CONTROL

6-16. General

To initiate an adequate program of crime prevention, it is necessary for a provost marshal to suppress various types of vice that contribute to criminal incidents and to control the other vices to insure that their effort on the health, morale, and welfare of the command is minimized.

6-17. Liquor

The introduction, sale, possession, and use of alcoholic beverages is permitted on Army installations to the extent and in the manner author-

ized by AR 210-65. This regulation requires commanders to encourage abstinence, enforce moderation, and punish overindulgence.

a. *Definitions.* The following definitions are applicable:

(1) *Adult.* A person who has passed his or her 21st birthday.

(2) *Intoxicating beverage.* Any alcoholic beverage including distilled spirits, wines, and malt beverages, except malt beverages having an alcoholic content not in excess of 3.2 percent by weight.

(3) *Nonintoxicating malt beverage.* Any alcoholic malt beverage having an alcoholic content not in excess of 3.2 percent by weight.

(4) *Dispensing.* Selling by the drink where the sale of each drink or group of separate drinks becomes a completed transaction, as opposed to sale by the bottle or in bulk.

b. General Provisions (AR 210-65).

(1) Within the United States and the District of Columbia, major commanders are authorized to permit the following at installations or activities within their respective commands:

(a) The introduction, possession, and use of alcoholic beverages in quarters other than barracks assigned to enlisted personnel.

(b) The dispensing of alcoholic beverages by the drink in open messes for consumption on the premises by Armed Forces personnel, their dependents, and bona fide guests.

(c) The sale of packaged malt beverages of regular commercial strength to members of the Armed Forces in open messes in reasonable quantities. All packaged malt beverages so sold are for the personal use of the purchaser only and under no circumstances will any person sell or give such packaged beverages to any person who is ineligible to purchase them.

(2) Alcoholic beverages may be used or consumed at social gatherings which are:

(a) Private, individual affairs, including open mess functions.

(b) In buildings or areas which normally are used for social rather than military or official purposes.

(c) So located that persons, other than those invited to the gathering, will not be unwilling witnesses thereto.

c. Command Responsibility. It is required that all commanders concerned exercise continuous supervision of activities authorized in *b* above, to insure rigid enforcement of the following:

(1) No person under 21 years of age will be permitted to use, possess, buy, or introduce intoxicating beverage in any form unless the laws of the state allow. Employment, in any capacity, of any person under 21 years of age for the sale, handling, dispensing, or serving of any intoxicating beverages is also expressly prohibited.

(2) No alcoholic beverages may be sold, used, consumed, or permitted in or on or about the premises of any service club, crafts facility, youth activity facility, or enlisted barracks.

(3) No intoxicating beverage may be sold, used, consumed, or permitted in any Army exchanges or central post fund-operated bowling alleys.

(4) No alcoholic beverage may be sold or consumed on board any Army aircraft, vessel, or vehicle.

(5) No intoxicating beverage may be sold, used, consumed, or permitted on premises while in use for unit recreational activities.

d. Drunkenness as a Crime. The consumption of alcohol is socially important because of its physical effects, the prevalence of social attitudes opposed to its use, and the indirect effects of penalizing its sale. The effects of alcohol upon the human include a blurring of judgment and a loosening of control over tendencies and desires which are either consciously or unconsciously controlled. Criminal behavior which occurs during a period of drunkenness is by no means caused by alcohol; rather, alcohol depresses those factors which have been directed at suppressing the criminal tendencies of the individual. Alcoholism itself is indicative of severe emotional conflict, and treatment of such individuals in the beginning at least should be delegated to the psychiatrist. Occasional episodes of drunkenness in an individual who is not a confirmed alcoholic can be handled best by counsel, advice, rebuke, etc.; it appears that too early punitive measures in such cases are inappropriate, and tend to increase the likelihood of later antisocial outbursts rather than to control them.

e. Military Police Responsibilities. Military police enforce the regulations of the military commander pertaining to the sale and use of intoxicants. Military police enforcement is not concerned with the manner in which a soldier's free time is utilized if his actions do not jeopardize his health or welfare or the health or welfare of others. Wherever possible, military police encourage self-policing among owners of taverns and bars, e.g., refusal to serve liquor to a soldier who appears to have been drinking excessively. Other control measures are quick apprehension of any soldier who becomes intoxicated, and "off-limits" enforcement against places which continually contribute to the delinquency of military personnel (para 11-7).

6-18. Gambling

Department of the Army policy in regard to gambling stresses control rather than suppression as is the case with prostitution and narcotics. Army regulations prohibit gambling in service clubs and gambling by disbursing officers. Article 134 of the Uniform Code of Military Justice makes gambling with subordinates a military offense. No other restrictions are placed on

this vice by Army-wide activities. Nonetheless, gambling is a serious problem in that it may lead to such crimes as wrongful appropriation of government property, larceny, and crimes of violence. Gambling with subordinates can injure severely the morale of a unit and impair the efficiency of the personnel involved. In the same manner, gambling by military police with members of other units may tend to destroy the effectiveness of those MP's when on duty with regard to the people with whom they have gambled.

6-19. Prostitution

a. General. AR 15-3 provides that prostitution will be suppressed by appropriate commanders in areas under Army control and among persons subject to Army jurisdiction. It also specifies that places of prostitution will be placed "off-limits" to military personnel. Commanders are enjoined to cooperate with agencies engaged in activities designed to suppress prostitution affecting military personnel.

b. Suppression. The suppression of prostitution is an established policy of the Department of the Army in its program for the welfare of personnel, the development and guidance of character, and the control of venereal disease. The policy applies to all oversea commands as well as those commands within the continental limits of the United States, and it is the responsibility of all commanding officers to secure compliance with this policy. All practices which can in any way be interpreted as fostering, regulating, or condoning prostitution will be prohibited and violations handled through appropriate disciplinary action. All identified houses of prostitution will be declared "off-limits" to all United States military personnel. Action taken in this connection will be coordinated with proper authorities of the other services. In the United States the civil authorities have complete control over the suppression of prostitution. The policy of suppression is accomplished through cooperation with civilian law enforcement agencies and health organizations. Full cooperation will be given civilian and other government agencies engaged in the suppression of prostitution and the elimination of sources of venereal infection. Where local authorities fail to cooperate, the commander may appeal to higher authority to negotiate an improvement of conditions and take necessary measures such as temporarily declaring affected areas or establishments "off-limits" to soldiers.

c. May Act.

(1) Title 18, U.S. Code, Section 1384 which is commonly known as the May Act, was in-

itially enacted by Congress in 1941 as an emergency measure to prohibit prostitution within such reasonable distances of military and/or naval establishments as the Secretaries of the Army or Navy should determine to be needful to the efficiency, health, and welfare of the Army and Navy. The Act makes it unlawful within such "reasonable distance" to engage in prostitution, to aid or abet prostitution, or to procure or solicit for the purpose of prostitution. Persons or organizations not subject to the Articles of the Uniform Code of Military Justice who are guilty of violating the May Act will be deemed guilty of a misdemeanor and will be punishable by a fine of not more than \$1,000, or by imprisonment for not more than 1 year, or by both such fine and imprisonment.

(2) The Secretaries of the Departments concerned and the Federal Security Administrator are authorized and directed to:

(a) Take necessary steps to suppress and prevent violations of the May Act.

(b) Accept the cooperation of the authorities of the state and their counties, districts, and other political subdivisions in carrying out the purpose of the Act.

(3) While the Secretaries of the Military Departments may invoke the May Act whenever it is considered necessary, the Federal Bureau of Investigation will enforce it; military authorities are not authorized to make criminal investigations, searches, seizures, or apprehensions of civilians charged with violations of the Act.

(4) Areas affected by any invocation of the Act will be designated in general orders or bulletins published by the Department concerned.

6-20. Narcotics

The unauthorized use, possession, sale, purchase, or receipt of narcotic drugs is a violation of Federal law and Article 134 of the Uniform Code of Military Justice. The responsible Federal agency for the conduct of narcotics investigations in the United States is the Bureau of Narcotics and Dangerous Drugs. Provost marshals who encounter cases involving the use of narcotics by persons subject to the UCMJ or on the military reservation should coordinate closely with the Federal Bureau of Narcotics and Dangerous Drugs for reasons of possible mutual interest.

a. Federal Statutes.

(1) *Harrison Narcotic Act.* This act requires registration with the Director of Internal Revenue and payment of a graduated occupational tax by all persons who import, manufacture, produce, compound, sell, or give away narcotic drugs.

(2) *Marihuana Tax Act.* This enactment was passed by Congress with the intent of controlling traffic in marihuana through mandatory registration and taxation on all persons who import, manufacture, sell, produce, compound, administer, or give away marihuana.

(3) *Narcotic Drug Import and Export Act.* Under this law, the importation of opium and cocoa leaves is restricted to the amount found to be necessary for medical and scientific needs. Determination of the amount and types of narcotic

drugs authorized for importation is made by the Commissioner of Narcotics.

b. Military Police Interest. The costliness of drugs and difficulty in obtaining them often results in the soldier addict resorting to criminal acts to obtain them. Larceny, robbery, and even betrayal of trust or treason are means that may be or have been used to obtain money for the purchase of drugs. Commanders and provost marshals at all levels must curb the use or sale of narcotics through education, detection of trafficking, and prompt apprehension and disposition of addicts and suppliers.

Section III. POLICE INFORMATION

6-21. General

a. The primary value of a police information system lies in its ability to file, retrieve, or transmit information to the commander. It may be used as a tool for developing data needed to improve the state of discipline in a command.

b. Police information systems can support activities such as law enforcement, management, and confinement administration in the following manner:

(1) *Law enforcement application.* It includes the recording, reporting, and management tasks associated with military police reports, criminal investigation reports, traffic accident reports, Armed Forces traffic tickets, and with U.S. civil police, U.S. Federal agencies, and international police intelligence or law enforcement reporting agencies.

(2) *Confinement administration application.* Includes many of the recording and managerial tasks for stockades, hospitalized prisoners wards, rehabilitation training centers, and correctional training facilities.

c. Features of an effective police information system are:

(1) The smallest possible number of source documents with the optimum goal being a single document.

(2) The inclusion of necessary input data recognizing subjective judgment limitations.

(3) The provision for an input source for each informational item desired as an output.

d. Regardless of the system developed, it will contain information which is highly sensitive and safeguards must be implemented to prevent unauthorized release. Care should be taken that comparative analysis between different units/commands is not used as the ultimate, or only, technique when determining the state of discipline.

6-22. National Crime Information Center

a. The National Crime Information Center (NCIC) is a computerized information system established by the Federal Bureau of Investigation (FBI) as a service to all law enforcement agencies, local, State, and Federal. The system operates by means of computers, data transmission over communication lines, terminal devices, and most important, people. Its objective is to improve the effectiveness of law enforcement through the more efficient handling and exchange of documented police information.

b. The NCIC makes centralized criminal data rapidly available. Patrol tactics and investigative habits must be reviewed in light of this development if the system is to attain optimum use. The success of the system will depend on the extent to which patrols and investigators intelligently use it in day-to-day operations.

c. The US Army participates in the NCIC system in conjunction with other law enforcement agencies. The system affords timely police information regarding wanted persons, stolen automobiles, boats, securities, license plates, weapons and other identifiable property.

d. The Provost Marshal General is responsible for overall Army participation in the NCIC. In addition to operating the Army's central terminal in the NCIC system, he maintains liaison with the FBI on NCIC matters. Currently Army field terminals in the NCIC are located within each CONUS Army area and Military District of Washington. Army Regulation 190-27 specifies procedural requirements for Army users of the NCIC system. The FBI publishes a manual containing standards, procedures and instructions for NCIC participants. Provost marshals maintain and update copy of the NCIC operating manual and refer to the manual when questions about possible uses or proper procedures for use with the NCIC arise.

6-23. State and Local Police Information Systems

a. A state law enforcement information system for recording and disseminating criminal intelligence may be available to the commander, the U.S. Army Criminal Investigation Group, and its CID detachment assigned to respective states, and the U.S. Army Criminal Investigation Agency (USACIDA) Criminal Information Center. Respective state systems for criminal intelligence serve state and local law enforcement agencies concerned with organized crime and other criminal activities. State criminal intelligence systems provide information concerning organized crime and other criminal acts to all law enforcement agencies having jurisdiction in the state. Military

liaison provides the commander an access to available recorded data to assist him in furthering command discipline functions. The information provided by these systems can be of particular importance to the deliberations of AFDCB's (para 11-7).

b. The larger metropolitan areas have police information systems for criminal intelligence. These systems are normally a part of the state system and, therefore, are indirectly tied into the USACIDA Criminal Information Center by way of the NCIC. The commander can request criminal information directly from the metropolitan areas to assist in the development and execution of his responsibilities, or he may request the same information from the USACIDA Criminal Information Center.

CHAPTER 7

SELECTIVE ENFORCEMENT

Section I. INTRODUCTION

7-1. General

The provost marshal should continually strive to reduce the "guesswork" in his operations. Selective enforcement is one of the best tools that the provost marshal has at his disposal to remove his decisions from the realm of intuition. Selective enforcement assists the provost marshal in determining crime causation, projecting operating costs, forecasting personnel requirements, and maintaining accurate and positive reports regarding the status of discipline in the command. By its very nature, selective enforcement provides for a more efficient use of manpower and lends direction to crime prevention and law enforcement activities.

7-2. Definitions

a. Selective Enforcement. The planned distribution of military police and control devices so that the enforcement effort is applied where and when it is needed. It is enforcement in relation to time, place, type, and frequency of incidents, accidents or violations.

b. Enforcement Data. Statistical information pertaining to time, place, type, and frequency of incidents, accidents or violations.

c. Analysis. The examination of enforcement data to determine the causes of incidents including the who, what, where, when, how, and why.

Section II. COLLECTION AND COMPILATION OF SELECTIVE ENFORCEMENT DATA

7-3. Sources

It must be initially realized that the data which are used in determining selective enforcement requirements will be in statistical form. The proper collection, classification, tabulation and interpretation of military police statistics are of great importance to the provost marshal in his enforcement and other activities. He may facilitate his finding of solutions to continuing problems, such as high incidences of crimes or accidents, by gathering and studying the pertinent facts. These facts are, or can be made, readily available in data that are contained in the numerous records and reports that are available to the provost marshal, as has already been discussed (chap 5). By the very nature of these sources it is apparent that the provost marshal must ascertain that his routine day-to-day reports are accurately and completely accomplished. If his operating personnel, e.g., desk sergeant, patrols, investigators, etc., fail to record incidents, accidents, or violations accurately, the resulting data

will not be factual and may cause the provost marshal to draw faulty conclusions while planning his enforcement effort.

7-4. Collection and Compilation

The collection and compilation of enforcement data should be approached systematically. An essential and very basic principle to be applied concerning this aspect of selective enforcement planning is the issuance of clear-cut instructions. Much time could be lost and perhaps even an erroneous decision reached as a result of the misunderstanding of a provost marshal's instructions. To assure proper collection and compilation of data, the responsibility of collecting and compiling must be assigned to an individual or section, and it must be made certain that there is no question concerning what information is required and in what form. Obviously, the methods which are used to compile enforcement data depend to a great extent upon what is to be determined from the available sources. Some methods used to organize enforcement data are:

- a. Unit breakdown.
- b. Personnel breakdown (civilian or military).
- c. Age groups.
- d. Length of service; branch or arm of service.
- e. Daily, weekly or monthly tabulations.
- f. Time of day and day of week tabulations of offenses.
- g. Places of offenses (spot maps are helpful; see para 7-15).

7-5. Frequency Distribution

From the complex, and at times unorganized, data received, the provost marshal must be able to organize and summarize these data into clear and meaningful form. One commonly used method of organizing and summarizing statistical data is the formation of a frequency distribution table. The reason for constructing a frequency distribution table is to simplify analysis by presenting the data in a logical order which will enable the analyst most easily to observe and interpret the characteristics. Further, it provides a condensation and simplification of data without the loss of essential detail. Analysis of frequency distribution tables will assist the provost marshal in determining where his problem areas are. With this knowledge he can shift his enforcement effort to that area.

a. In the frequency table, the various items of a series are classified, or placed into groups, and the number of items falling into each group is stated. For example, consider the results of a special reaction test conducted for the provost marshal, Fort Zebra. Results of the test in raw or unclassified form are listed in figure 7-1. The arrangement of grades is according to the alphabetical order of the names of individuals tested (names have been omitted to facilitate the analysis). Considering the grades as shown in figure 7-1, it is apparent that very little information is forthcoming unless the figures are rearranged. It is a tedious task to find even the lowest grade and the highest grade. It is even more difficult to ascertain around what value the grades tend to concentrate. These and other steps in analysis are facilitated by rearranging and summarizing the data as illustrated in figure 7-2.

b. In figure 7-2 the same grades have been rearranged in descending order. Such an arrangement (whether ascending or descending) is called an *array*. An array arranges the items in order of magnitude. We have not summarized; that will be done when we construct the frequency distribution. A consideration of the array

puts us in the position to learn something from the data. First, the array enables us to see at once the range of the grades, which varied from 72.1 to 89.9. Second, it may also be observed that there is a concentration of grades between 77 to 80. Third, a somewhat more extended examination gives us a rough idea of the distribution of the grades. We may observe, for example, that there are few grades below 74 or above 86. This particular feature of the series will be much more readily studied when we have the frequency distribution. Thus, with the array, we have further refined the raw data by rearranging the grades.

c. The array of figure 7-2 rearranged the grades. The frequency distribution of figure 7-3 summarizes the grades into nine groups or classes. Note that all the class intervals, or groups of the distribution are two percent. Charting and computations are facilitated when the class intervals are equal. It is obvious that the frequency distribution does not show the details given in the array, but much is gained from the summarization. We can see that the lowest grade is not below 72 and the highest grade is not quite 90; we cannot ascertain the exact values of the highest and lowest grades as we did from the array. The concentration of grades in the neighborhood of 78 through 80 is apparent at a glance.

d. The examples illustrated in figures 7-1, 7-2, and 7-3 could be easily applied to enforcement activities as to the data shown. The methods of compiling data pertaining to apprehensions, for example, are the same as those previously discussed. Figure 7-4 shows raw data pertaining to all offenses for a year broken down by age groups and months. Figure 7-5 depicts this raw data as it is arrayed prior to being summarized in a frequency distribution. In figure 7-6 the array has been summarized into a frequency distribution (para 7-12).

e. Notice that the class interval for the distribution encompasses two years of age. In dealing with large numbers of figures it is best to combine the classes to make the distribution easier to handle. Other uses for the frequency distribution table are:

- (1) Accident frequencies.
- (2) Accident fatalities or injuries.
- (3) Offenses by categories, e.g., assaults, robberies, etc.

(Raw Data)

75.6	84.5	81.8	79.6	73.8
76.0	76.5	79.4	83.8	79.0
85.9	80.7	78.2	87.6	80.3
75.2	78.4	81.3	80.6	83.6
78.5	81.6	82.3	77.6	78.9
77.5	79.9	77.2	76.3	72.9
82.2	77.5	79.6	74.6	77.0
79.4	85.7	83.3	79.2	80.5
79.8	81.3	78.0	82.6	83.4
75.6	79.7	75.3	75.0	78.8
83.9	81.9	83.7	77.8	76.8
79.6	79.2	89.9	80.5	72.5
86.7	77.1	79.3	87.4	82.7
79.1	76.5	77.3	76.9	79.9
75.1	77.2	81.9	78.1	80.1
78.5	81.7	79.9	83.7	78.7
84.3	77.1	84.8	85.7	72.1
74.2	82.5	80.9	84.0	76.6
88.7	81.0	75.8	75.9	76.7
77.8	79.5	79.2	86.2	82.9

*Figure 7-1. Grades Received for Special Reaction Test
No. 1 by 100 Drivers at Fort Zebra, Ga.*

7-6. Calculating Percentages

Another statistical aid to the provost marshal in analyzing his enforcement data is the calculation of percentages. With his information in percentage form he can more readily see where his problem areas lie. Percentages are also helpful in the presentation of enforcement data in briefings or reports. A percentage is that part which is considered in relation to the whole and calculated on the basis of 100. The following is an example of the calculation of percentage:

Example: If 800 offenses occurred at Fort Zebra during a certain month, 40 AWOL's would constitute 5 percent of the total number of offenses. To arrive at this result, the following computations are made:

Base figure: 800 (Offenses)
Figure compared to base: 40 (AWOL's)

Divide the base figure into the figure being compared to the base and multiply the result by 100 for percentage:

$$40 \times 100 = 5 \text{ percent}$$

800

This method may also be used to determine percentage of increase or decrease in troop strength. The only difference is that an additional computation must be made to determine the actual increase or decrease involved.

Example: 1st Brigade increased in strength from 4,852 in July to 5,294 in August. The percentage of increase is 9.1 percent.

5,294	August strength
-4,852	July strength
<hr style="width: 10%; margin: auto;"/>	
442	

The base figure is 4,852. The figure being compared to the base is 442. The formula for this example is:

$$442 \times 100 = 9.1 \text{ percent}$$

4,852

(The Array)

89.9	82.6	79.9	78.5	76.5
88.7	82.5	79.9	78.5	76.5
87.6	82.3	79.8	78.4	76.3
87.4	82.2	79.7	78.2	76.0
86.7	81.9	79.6	78.1	75.9
86.2	81.9	79.6	78.0	75.8
85.9	81.8	79.6	77.8	75.6
85.7	81.7	79.5	77.8	75.6
84.8	81.6	79.4	77.6	75.3
84.5	81.3	79.4	77.5	75.2
84.3	81.3	79.3	77.5	75.1
84.0	81.0	79.2	77.3	75.0
83.9	80.9	79.2	77.2	74.6
83.8	80.7	79.1	77.1	74.2
83.6	80.6	79.0	77.1	73.8
83.4	80.5	78.9	77.0	73.7
83.3	80.5	78.8	76.9	73.7
82.9	80.3	78.7	76.8	72.9
82.7	80.1	78.5	76.7	72.5
	79.9		76.6	72.1

Figure 7-2. Array of grades received for Special Reaction Test No. 1 by 100 drivers at Fort Zebra, Ga.

Grade	Number of EM
88.0-89.9	2
86.0-89.9	4
84.0-85.9	7
82.0-83.9	11
80.0-81.9	15
78.0-79.9	27
76.0-77.9	18
74.0-75.9	10
72.0-73.9	6
TOTAL	100

Figure 7-3. Frequency distribution of grades received for Special Reaction Test No. 1 by 100 Drivers, Fort Zebra Ga.

Percentage of decrease is calculated in the same manner.

7-7. Determining Rates

A "rate" is generally expressed in terms of frequency per some standard unit as 100; 1000; 100,000; 1,000,000. These figures (100, 1000, etc.) are arbitrary figures and act as a common denominator to facilitate evaluation and comparison. An example of rate determination is the following:

Example: If 600 offenses occurred at Fort Zebra during a certain period and 30,000 troops were stationed there during this period, the offense rate per 1000 troops is 20 (offenses per 1000). The formula used to arrive at this result is:

$$\frac{\text{Number of Offenses X Standard Unit}}{\text{Strength}}$$

equals rate per standard unit

In applying this formula to our example it would appear thus:

$$600 \times 1000 \text{ equals } 20 \text{ (rate per 1000 troops)}$$

$$\frac{\quad}{30,000}$$

AGE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
17	4	2	3	2	5	9	11	9	7	5	3	9
18	9	5	7	4	5	8	9	12	5	3	2	9
19	14	11	9	12	14	21	27	26	31	24	16	19
20	13	9	12	8	15	17	23	32	25	17	14	18
21	12	9	11	12	9	15	21	17	15	11	9	17
22	9	8	6	9	7	12	18	15	17	13	11	16
23	5	3	2	4	6	8	10	11	8	6	4	7
24	6	4	3	2	5	8	11	8	9	4	6	8
25	3	2	4	3	6	7	9	7	4	2	2	5
26	4	2	3	2	6	3	8	5	7	3	0	4
27	3	2	4	0	3	3	5	7	6	3	1	4
28	2	0	1	2	2	4	6	4	3	0	2	3
29	2	2	0	1	3	5	3	5	6	4	2	4
30	3	0	1	0	4	2	5	3	9	2	0	3
31	2	2	0	0	3	1	4	8	7	0	1	2
32	2	1	0	1	2	1	3	5	4	2	0	1
33	1	2	2	0	1	2	2	4	5	2	0	2
34	2	0	1	2	0	2	3	5	2	0	1	1
35	1	0	1	0	1	0	2	4	5	2	0	1
36	0	1	2	1	0	2	3	5	2	1	1	0
37	1	0	0	2	1	0	2	4	3	0	1	1
38	0	0	1	0	2	1	0	2	2	1	0	1

Figure 7-4. All offenses at Fort Zebra during 1969 by age groups.

<u>AGE</u>	<u>OFFENSES</u>	<u>AGE</u>	<u>NUMBER OF OFFENSES</u>
19	220	17-18	145
20	203	19-20	423
21	158	21-22	299
22	141	23-24	145
18	76	25-26	111
24	74	27-28	72
23	71	29-30	69
17	69	31-32	52
26	57	33-34	42
25	54	35-36	35
27	43	37-38	25
29	37		
30	32		
31	30		
28	29		
33	23		
32	22		
34	19		
36	18		
35	17		
37	15		
38	10		
		TOTAL	1,418

Figure 7-6. Frequency distribution of offenses classified by ages for 1969.

Figure 7-5. Array of offenses by ages.

Section III. APPLICATION OF SELECTIVE ENFORCEMENT MEASURES**7-8. General**

a. Enforcement Problems. When enforcement problems arise or are recognized, they should be subject to immediate and prompt concentration. As incident or accident experience of the command changes, the enforcement effort should be adjusted.

b. Emphasis. Selective enforcement is a continuous process, not a series of campaigns or drives. It is easy to engage in undesirable enforcement practices and give them the name of selective enforcement. The results of undesirable enforcement practices will not serve to further the enforcement effort but, to the contrary, will create poor public relations between the military police and those under their jurisdiction. The provost marshal must plant the seed of voluntary compliance in individuals and nurture that seed with fair, prompt, and adequate enforcement and protective measures. Several undesirable enforcement practices which appear to be selective are:

(1) The assignment of apprehension quotas or the insinuation by supervisory personnel that a certain number of apprehensions or reported violations is desirable.

(2) Sporadic campaigns and drives. These are ineffective substitutes for a uniform, consistent type of enforcement.

(3) Discrimination against individuals or groups.

(4) Speed traps operated solely to catch large number of vehicle operators who commit minor offenses.

c. Selection of Personnel. The provost marshal, through observation and reports, can learn who among his patrol force can be counted on to perform his duties exceptionally and who among them does average work. This determination is a factor in selective enforcement planning. By considering the performance of his patrolmen and assigning the most capable men to his most current problem areas the provost marshal has applied the principle of the proper type of enforcement at the proper place.

d. Strength. Quantity is not synonymous with quality. Carefully selected, well-trained, and informed personnel will be most effective.

e. Distribution of Personnel. Personnel must be distributed in relation to time, place, type, and frequency of anticipated incidents or accidents after analysis of enforcement data. Appendix D explains a method of patrol distribution.

f. Proper Briefing. Each man must have a clear understanding of his mission and the aims of the selective enforcement program.

7-9. Analysis and Utilization

Information in complaint reports, vehicle accident reports, and offense reports should be tabulated, marked on spot maps, and filed in the proper location files. Each complaint or offense for which a report has been made should be studied. Since incidents are caused by certain conditions and acts that usually continue to cause trouble unless corrected, an analysis of data accumulated over a period of time should indicate the nature of the enforcement problem, recurring problems, and the requirements for the most effective assignment of military police. Selective enforcement, for example, can be applied in traffic control. In order to be effective in the prevention of traffic accidents, military police must know the types of accidents that occur most frequently, the times of day when accidents are most frequent, the places where accidents are most likely to occur, and the factors that tend to precipitate accidents. On the basis of an analysis of these factors, military police can—

a. Be distributed effectively during the hours when and at the places where congestion is greatest or where accidents are most likely to occur.

b. Be instructed to give particular attention to the types of violators that are causing accidents.

c. Make recommendations for engineering improvements to eliminate hazards that are influencing accident frequency, and for the most effective use of traffic devices and safeguards.

d. Emphasize driver training and pedestrian education.

e. Evaluate the effectiveness of traffic enforcement measures.

Section IV. GRAPHIC PRESENTATION OF SELECTIVE ENFORCEMENT**DATA****7-10. General**

An aggressive and imaginative provost marshal will use many different techniques in presenting

selective enforcement data. Each presentation should be accurately and carefully tailored to fit the situation and the facts being presented. A

graph or chart provides the provost marshal with a medium for presenting in a clear, understandable, logical, and interesting manner, a collection of facts whose meaning if presented in another medium might not be clear. A graph or chart assists the commander and staff to analyze and compare data quickly, permits the condensation of facts and figures, and demonstrates deficiencies and trends. A graph provides the same information as a table, but usually has the advantage of greater simplicity and clarity.

7-11. Graphic Presentation

a. Care should be exercised by the provost marshal in the preparation of graphs in order to avoid faulty presentation and interpretation. For example, a graph depicting rates per thousand of occurrences for numerically unlike organizations may not be correctly interpreted without the strength data of each organization being given. Accident frequencies in different organizations cannot be compared unless it is clear that their missions, strengths and vehicle allocations as well as other controlling factors, are similar.

b. The following are features found in most graphs:

- (1) A distribution of a group of values or of a trait or characteristic.
- (2) A brief, simple, and direct title describing what the graph represents.
- (3) The unit or units of measure used.

7-12. Tabular Presentation

a. Data are usually obtained from various reports, records, or surveys and appear as unorganized groupings or statements of numbers or facts. By systematic rearrangement or classification, the provost marshal may give meaning and significance to data, thus facilitating comparisons with other groups of similar data as well as further analysis of the rearranged facts.

b. The basic data may be rearranged as follows:

- (1) The largest and smallest numerical values are located.
- (2) The difference between these two values, i.e., the range, is determined.
- (3) The values are grouped in the order of their magnitude, in groups of twos, threes, fours, fives or tens. The size of this grouping factor, called the class interval, normally is such that not less than ten nor more than twenty of such groupings result. Consideration is given, however, to the total number of numerical values with which it is necessary to deal. The completed

tabulation is described as a frequency distribution (figure 7-6).

7-13. Fundamentals of Graphic and Tabular Charts

a. Curve Chart. The curve or line chart (graph) (fig 7-7) is probably the most widely used form of graphic presentation. It is very simple to construct and is most effective when the emphasis is on movement rather than an actual amount. The curve chart is normally used when data cover a long period of time. It is also possible to compare two or more series on the same chart. The curve or line chart may be used to show trends in various enforcement activities such as total AWOL's, vehicle registrations, offenses, apprehensions, etc.

b. Vertical Bar (Column) Chart. Another chart frequently used to depict enforcement data is the vertical bar or column chart (fig. 7-8). This chart is also used to depict numerical values of a given item over a period of time. The chart is simple to construct and readily understood. The vertical bar chart is preferable to the curve chart when a sharper delineation of trend is to be shown.

c. Horizontal Bar Chart. The horizontal bar chart (fig. 7-9) is the simplest form of graph. Its primary use is to compare different items as of a specified date. In military police work the horizontal bar chart is used to break down offenses by units; traffic violations by specific violation over a given period and for a specified date; and similar categories.

d. Pie (Sector) Chart. The circle graph or pie chart (fig. 7-10) compares various components with each other and with the whole. This chart serves to direct attention to extreme areas. The primary disadvantage of the pie chart is that where many segments are involved the chart will appear confusing. The small sections of the chart will be difficult to label in a case of that type. A bar chart is recommended when dealing with many components.

7-14. Frequency Distribution Table

The frequency distribution table (fig. 7-11) is considered an essential element of selective enforcement. The primary purpose of this table is to show the number and time or place of violations by category. In figure 7-11 the frequency distribution table is used to depict the number of apprehensions and type of offenses committed by personnel in various units during a 1-month

Total Offenses for Calendar Year 1969 as Compared to 1968 (by month)

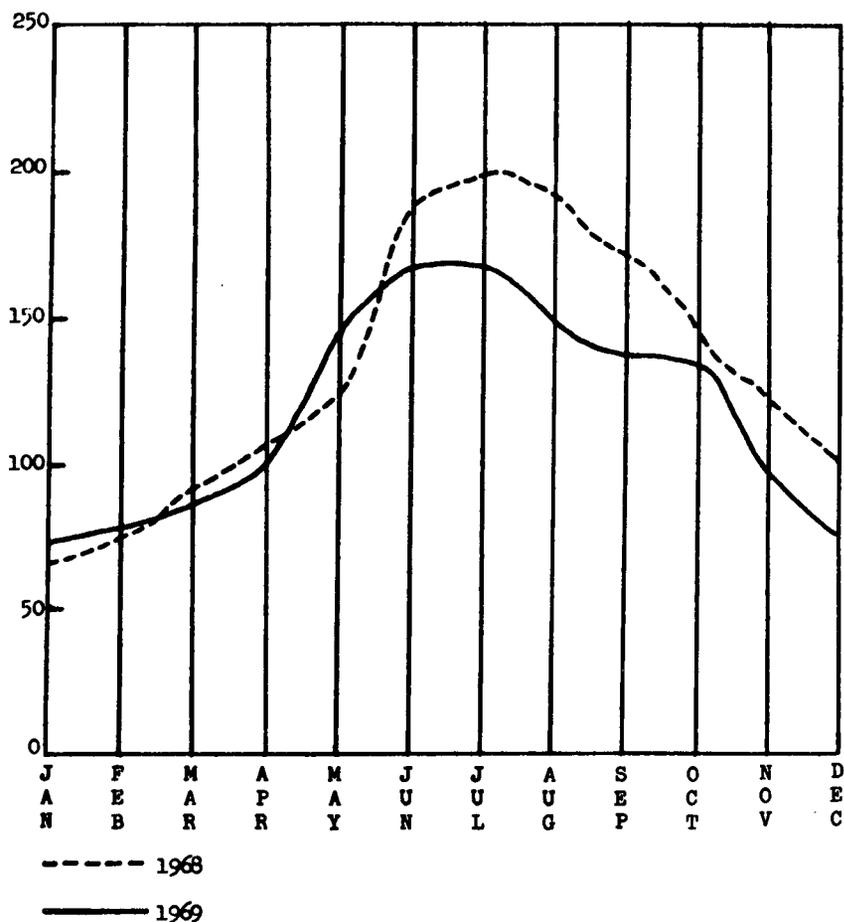


Figure 7-7. Curve chart

period. This table may as easily be applied when working with traffic statistics or major crimes.

7-15. Spot Map

The spot map is another way of graphically presenting data pertaining to frequency, type, and location of accidents or incidents. This chart is also considered to be an essential element of selective enforcement planning. A map of an area is mounted on a board capable of holding pins that are stuck into it. Locations of accidents or incidents are indicated by pins stuck into the map at the location where the incidents or accidents occurred. Different types of accidents or incidents (e.g., injury, fatality) may be depicted by different colored pins or ones with different markings. The spot map may be utilized

as a yearly record and, if photographed, may be compared with succeeding years.

7-16. Chart Planning

No matter what type chart, graph or table is chosen for presentation, there are certain principles that one should be familiar with when planning a graphic presentation:

- a. Determine the message that is desired to be presented through use of the chart.
- b. Have knowledge of the various types of charts and select the best type to present the message.
- c. Meet the audience on its own level.
- d. Give detailed and intelligible instructions to those preparing the chart.

MONTHLY AWOL RATES

First Half Calendar Year 1969

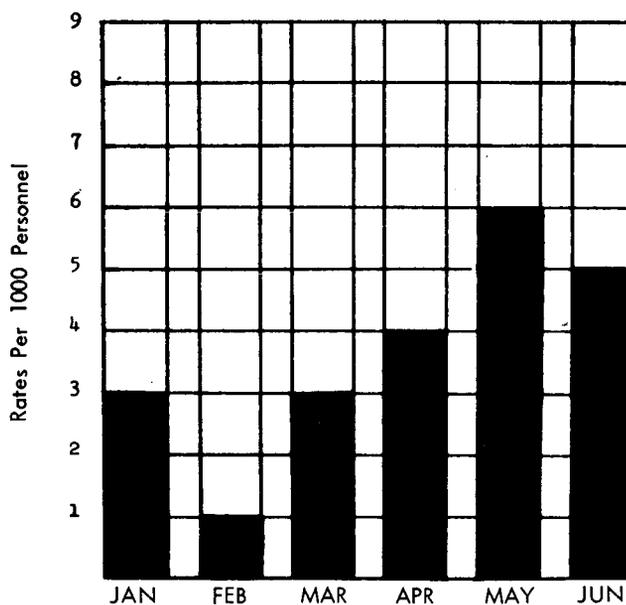


Figure 7-8. Vertical bar (column) chart.

Selected Military Offenses for July 1969

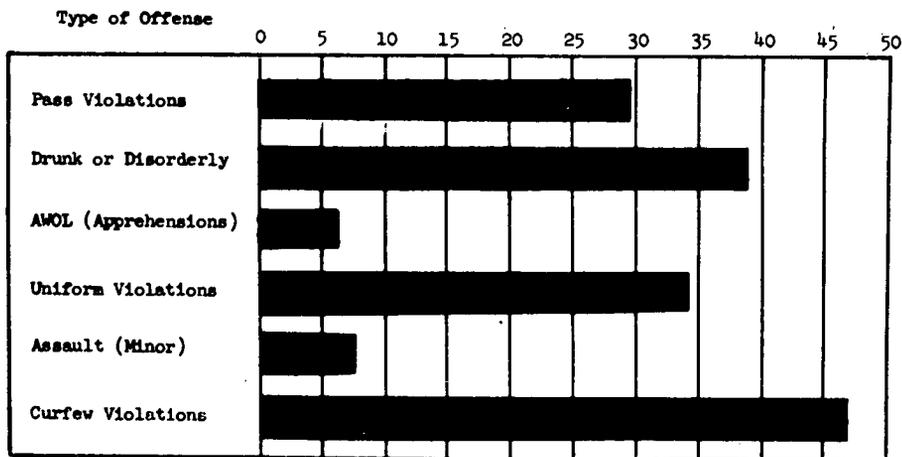


Figure 7-9. The Horizontal bar chart.

FM 19-10

ALCOHOL FACTOR IN ALL APPREHENSIONS
OF THE OOTH DIVISION PERSONNEL
JUNE 1969

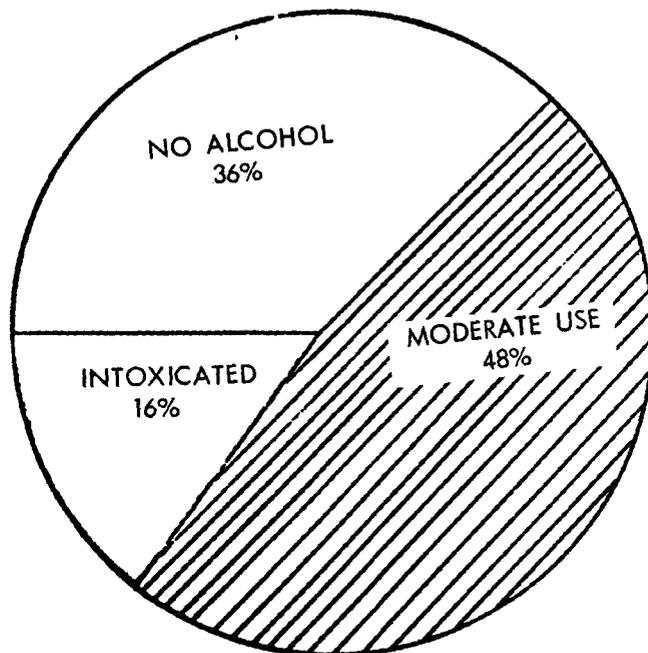


Figure 7-10. Pie (sector) chart.

The various units will be listed in this column	ANOL	DRUNK	DRUNK & DISORDERLY	DRUNKEN DRIVING	DISORDERLY CONDUCT	OFF LIMITS	TRAFFIC	NO POST TAGS	UNIFORM VIOLATIONS	VICE	PASS VIOLATION	OTHER	TOTAL
	12	2	2				2	2	2			2	12
	1												1
													0
													0
													0
													0
													0
													0
													0
													0
	5	2	3	3	3		2	1	2		2	2	69
		1		4	3		9	1				7	25
	1	5		2	2		16	1				6	31
					1								1
							1						1
		1		1								2	2
							3	3				2	8
	2	4	1	2	1		1	1					31
	29	24	7	18	10		56	17	2		2	17	182

Figure 7-11. Frequency distribution table. Monthly report of apprehensions, January 1969.

CHAPTER 8

MILITARY POLICE COMMUNITY RELATIONS

Section I. THE COMMUNITY RELATIONS PROGRAM

8-1. Definition

Community relations, insofar as it relates to the military police, is the sum total of the attitudes, impressions, and opinions of the community in its relationship with the provost marshal and all other military police.

8-2. Purpose

The success of the police force in its mission is largely measured by the degree of support and cooperation it receives from the people whom it serves. It is, therefore, of paramount importance to secure the confidence, respect, and approval of the community.

8-3. Scope of the Community Relations Program

The military police community relations program should make provisions for establishing cordial relations with the community, both military and civilian, the press, and local civilian law enforcement agencies.

8-4. Principles

The principles involved in gaining a proper relationship with the community are simple and easily applied. They must be observed by any agency which deals with the community if that agency is to be successful in accomplishing its

mission. In order to create proper community attitude toward the military police, three important principles must be considered:

a. Community Resentment Must be Avoided. The police cannot hope to retain the friendship and cooperation of the community if their conduct is unfair or unreasonable. Constant care must be taken to avoid embarrassing, humiliating, annoying, or inconveniencing individuals who collectively make up the community.

b. Community Good Will Must be Developed. Small courtesies and services will go far toward improving the standing of the military police in the eyes of the community which they serve.

c. The Community Must be Kept Advised of Regulations and Policies as Well as the Reasons for Their Adoption. A "knowing" community tends to be a cooperative community. Frequently, cooperative citizens can furnish vital information to the police.

8-5. Responsibility

While the provost marshal is responsible for establishing the community relations program for personnel under his control, every military policeman and supervisor is responsible for the implementation of the program. Information concerning the community relations program should be included in the initial briefing of newly assigned personnel and in the unit training program.

Section II. MILITARY POLICE RELATIONS WITH THE COMMUNITY

8-6. Appearance

The military policeman on duty at the gate of an Army post or walking town patrol in a city is representative of all commands of the Army. For this reason personal cleanliness, neatness, demeanor, and bearing are of special importance. Sufficient uniforms must be obtained to permit at least a fresh summer uniform daily during the period when cottons are worn. Suitable clothing and equipment for inclement weather are also

necessary if the military policemen are to do their job effectively. Equipment of all kinds, including vehicles, must also be kept clean.

8-7. Information

The community invariably goes to police personnel for information. When information is requested, the military policeman should first determine definitely what is wanted. He should then give a clear and concise answer. If he does

not know the answer to a question, he should make every effort to obtain the answer from the patrol supervisor or the desk sergeant, or to refer the questioner to an appropriate agency to obtain the answer. A map of the post or city should be standard equipment for military police on posts or patrols. Locations of hospitals, fire departments, and neighboring police agencies should be well known to all military police personnel who are placed on duty in public places. The giving of information as an expedient of building good will defeats its own purpose unless it is done cheerfully and courteously. Each member of the force should be advised that the giving out of restricted police information or classified military information to unauthorized personnel is prohibited.

8-8. Patrol Procedures

a. Smoking on duty in the public view should be prohibited.

b. Conversations with the public should be limited. Many civil police agencies limit informal conversations to three minutes.

c. Loitering, leaning, or aimless wandering creates a bad impression and should be prohibited.

d. While driving a military police vehicle, the military policeman should use restraint in emergencies, caution in danger, and drive slowly while on routine patrol.

e. Military policemen should be instructed in the proper methods of handling incidents and controlling crowds at the scene of incidents or accidents. This is an important method of gaining community confidence and good will.

f. A follow-through by a policeman at the scene of an accident in requesting the notification of relatives, a call to the hospital, a search for valuables and personal property at the scene, securing them after their location, and making the injured as comfortable as possible pending arrival of medical aid, where applicable, is an unforgettable service to the victim(s) and creates a picture of efficiency and service to the on-lookers.

g. Each military policeman must be constantly reminded that he can do but three things when an infraction of the law has been committed:

- (1) He can inform.
- (2) He can warn.
- (3) He can apprehend.

h. He *cannot* punish as this is a court function.

8-9. Patrol Activities

a. Proper procedure in answering calls indicates a capable military policeman and builds good military police community relations by developing the confidence of the caller and his neighbors. A military police vehicle patrolling slowly through a housing area at night has a desirable effect. Security checks of offices, business establishments, and sensitive areas on post are a basic part of military police doctrine and contribute to good community relations as well as good police work.

b. The military police motto—OF THE TROOPS AND FOR THE TROOPS—must be stressed in practice as well as words. Whenever the feeling and confidence of the troops is favorable enough toward the military police so that the soldier who is in trouble or out-of-line will seek a military policeman for assistance instead of evading him for fear of apprehension, the efficiency of the military police is the very highest.

c. The proper use of a notebook lends an air of professionalism to the military policeman. The military policeman who must borrow a pencil or scribble notes on the back of an envelope is a poor community relations figure and, certainly, a substandard policeman.

d. All military police vehicles should be equipped with flares or warning lights, first aid kits, a map of the local area, and a fire extinguisher. This emergency equipment can be important at the scene of many incidents with which the police routinely come in contact.

e. The most important factors in gaining the good will of the community for patrol personnel are:

- (1) Professional competence which is the product of police training and experience.
- (2) An attitude of courtesy and good will toward the people with whom they come in contact.

Section III. THE PRESS AND PUBLICITY

8-10. General

The heart of the press problem rests in effecting a mutual understanding between the police and

the press as to each other's objectives, methods, and attitudes. Newspaper reporters and editors who cover local news are in general hard-pressed

PMG 15	Techniques of Interviewing and Interrogating.
PMG 16	Investigation of Procurement Frauds.
PMG 19	Crime Prevention.
PMG 20	Crimes Involving Explosives.
PMG 21	Crimes Involving Poisons.
PMG 22	Polygraph Examinations.
PMG 23	Military Police Water Patrols.
PMG 24	The Investigation of Sex Offenses.
PMG 25	Investigation of Frauds.
PMG 27	Crime Scene Processing.
PMG 28	Observation, Description, and Identification.
PMG 30	Investigation of Assaults, Homicides and Suicides.
PMG 31	Investigation of Larceny, Robbery, and Housebreaking.
PMG 32	Investigation of Blackmarket Activities.
PMG 33	Glass Fractures.
PMG 34	Protective Lighting.
PMG 35	Investigation of Juvenile Offenses.
PMG 36	Prisoner Counseling Program.
(FOUO) PMG 37	Personal Security.
<i>l. Supply Manuals.</i>	
3-4 4240-A40	Safety Equipment, Set, Respiratory, 2 Man (FSN 4240-510-0204).
5-4 1080-502	Camouflage Training Set, Co. (FSN 1080-375-0980).
10-4 7520	Fingerprint Identification Kits.
<i>m. Supply Bulletins (SB).</i>	
3-39	Basic Loads of Chemical Nontoxic Ammunition.
<i>n. Miscellaneous.</i>	
	MCM 1969 (Revised Edition).
	Defense Disposal Manual DOD 4160.21-M.

APPENDIX B
PROVOST MARSHAL OFFICE (POST, CAMP, OR STATION)
STANDING OPERATING PROCEDURE

Section I. GENERAL

B-1. Purpose

Indicate the purpose for which the SOP is prepared.

B-2. Scope

State in general terms information contained in the SOP.

B-3. Mission

Copy mission verbatim as stated in Table of Organization and Equipment or the Letter of Instructions which accompanies a Table of Distribution.

B-4. Area of Responsibility

Should be a definite description of the area for which the provost marshal is responsible. If the area is extensive or difficult to define in words, or is otherwise not well defined by limiting factors of boundary, reference should be

made to a map or an overlay attached as an Annex.

B-5. Completed Staff Work

Provide for method of producing completed staff work in the section, including method of securing necessary coordination.

B-6. VIP Orientation

Statement of method of orientation of VIPs.

B-7. Staff Meetings

Indicate when staff briefings will be held (daily, twice daily, weekly, etc.) including information to be brought to the meeting by individuals in attendance.

B-8. Visits and Inspections

Indicate when, and by whom, they are made, and procedures for unscheduled visits and inspections.

Section II. ORGANIZATION

B-9. General

Statement on the organization and relationship of branches to branches and personnel to personnel. Refer to structural chart to aid in clarifying general statement on organization.

B-10. Functions

State in specific terms the functions and responsibilities of each branch and subbranch in the sec-

tion. These can be stated in a functional chart of the organization or, if they are too lengthy, include a statement of functions as an Annex.

B-11. Duties of Personnel

State in clear, specific terms the duties to be performed by each member of the section. Attach as an Annex if they will be too voluminous for the body of the SOP.

Section III. ADMINISTRATION

B-12. General

Include procedures for leaves, passes, establish office hours, provide for courtesies of the service and uniform regulations. State general functions of the Administrative Branch.

B-13. Correspondence

Provide for the preparation of correspondence, use of message forms and disposition forms, distribution of incoming material, and writing and circulation of documents within the office. State

procedures of screening prior to transmittal and authority for the signing of correspondence.

B-14. Message Center and Mail

Provide for pickup and delivery of distribution and mail, including the logging of distribution.

B-15. Records and Files

Establish necessary records, files, filing procedures, and procedures for records retirement. Establish system for keeping the Section Journal.

B-16. Reports

Provide for the responsibility for preparation and submission of reports from subordinate units or internal branches and for routine or special reports destined to higher headquarters. (Examples are: Daily action status report, personnel daily status report, report of civilian employees, station list forecasts, MP organization's daily

activities summary, serious incident reports, and the command report.)

B-17. Suspense File

Provide for establishment of a suspense file. State who is responsible for its maintenance, how it is to operate, and what purpose it will serve.

B-18. Classified Material

Indicate the method of receipting for, transfer of, control, and safeguarding of classified material. Designate a TOP SECRET control officer and direct the handling of this type document.

B-19. Duty Rosters

Provide for the establishment of a duty roster for officers and EM to operate as standby duty teams. Include instructions on personnel to remain on duty during a 24-hour period, including the noon hour.

Section IV. OPERATIONS

B-20. General

State the methods of operation, performance of personnel, or particular desires of the commander or provost marshal relating to law and order enforcement. State general functions of the Operations Branch.

B-21. Aid to Civil Authorities

State the extent and circumstances in which aid may be rendered.

B-22. Agreements with Civil Authorities

In this paragraph, set forth in their entirety or make reference to an attached Annex any agreements existing between your section and any civil authorities. Place them in the order of their importance, starting with the agency of the highest level of government. Provisions would be included to bring the details of these agreements to the attention of all personnel periodically to assure that violations are not committed by your personnel.

B-23. Law and Order

a. Crime Prevention. Outline in detail crime prevention activities and procedures, including military police authority, handling of offenders, both military and civilian, and direct communications authorized by military police units.

b. Enforcement. Prescribe the method and standards of performance for motor and foot patrols, fixed posts, supervision of patrols, personnel distribution, conduct of personnel (off-limits areas, patrol routes, and trouble spots).

c. Military Police. Provide for requirements of military police units in conducting traffic control to include traffic activities, enforcement of regulations, impounding vehicles, and necessary reports.

B-24. Apprehension and Search

Specify the offenses for which apprehensions may be made. Detail the types of searches for the various categories of personnel apprehended.

B-25. Use of Force

Establish the necessary controls to insure that police personnel in their performance of duty do not resort to brutality and use only that force which is necessary to perform their duty. Priorities of force should be listed.

B-26. Use of Firearms

Detail specific instructions governing the handling and use of firearms.

B-27. Communications

Outline methods of communication used.

- a. Routine.
- b. Long Distance.
- c. Emergency.

Describe each of the above categories in specific detail and list controlling and limiting factors in use and operation. Include radio, telephone, teletype.

B-28. Registration and Identification

Include specific instructions on registration of vehicles and firearms on post and necessary identification of vendors and other transient type personnel.

B-29. Emergencies

List major types of emergencies that can arise and the specific actions of personnel in coping with these situations. Various emergencies are fires, severe storms, riots, sabotage attempts, floods, and explosions.

B-30. Special Operations

Include such details as VIP escorts, honor guards, escort of prisoners with procedural instructions, raids and raid procedures with necessary liaison with civilian police agencies.

B-31. Miscellaneous

a. *Army Safety Program.* State the role of the provost marshal and participation by your personnel in the safety program (If applicable.)

b. *Off-Limits, Vice Control, V. D.* Include information for enforcing, reporting, and combating these conditions.

c. *Impounding and Confiscation Procedures;* including disposition of government and private property.

B-32. Civil Disturbances

Outline limitations on military police actions and coordination with civil police.

Section V. INVESTIGATIONS

B-33. General

Statement on supervisory responsibility for investigations.

B-34. Types of Cases

Describe types of cases to be handled by accredited and nonaccredited investigators. Outline methods of handling cases administratively to in-

clude numbering, identification, and suspense date. Enumerate reports required for investigators.

B-35. Evidence

Outline procedures for handling identification, tagging, transmission, receipting for storage, and disposal of evidence.

Section VI. CONFINEMENT

B-36. General

Outline confinement and detention policies and procedures to include submission of necessary reports, in accordance with applicable Army Regulations.

B-37. Conditions of Confinement

Outline the necessary elements for legal confinement and/or detention including who may confine and/or detain and who may release individuals from confinement or detention.

B-38. Military

a. *PM Section.* State procedures for assignment, strength, and authority for, and grades authorized.

b. *Military Police Units.* Establish relationship to exist between the provost marshal and the supporting military police units. State in definite terms the responsibilities of unit commanders in the support of the provost marshal mission. Include any details on uniform for on-duty military police, or any other instructions on what is expected of the units in their supporting mission.

B-39. Civilian (If applicable)

- a. Prerequisites for employment.
- b. Employment procedures.
- c. Severance of employment.
- d. Causes for termination of employment.
- e. Security clearances.

Section VII. REFERENCES AND RESCISSIONS

B-40. References

List any publications or documents on which this SOP is based or which are cited in the body of the SOP. Place in this order: AR's, SR's, DA Cir's, FM's, TM's, Army Directives.

B-41. Rescissions

Refer to any prior SOP that has been made obsolete by publication of this document.

APPENDIX C

PROVOST MARSHAL EMERGENCY PLAN

(Classification)

Headquarters
Place
Date

Title, Annex or Appendix (Note 1).

1. (U) General. This paragraph should contain the purpose of the plan and the circumstances under which it is implemented.

(U) (Note 2)

2. (U) Mission. A clear concise statement of the task to be accomplished by the unit, installation, or headquarters. This normally requires the inclusion of the WHO, WHAT, WHEN, and WHY of the scope of the plan. The WHERE may be included if needed for clarity. The HOW more properly belongs in paragraph 3, EXECUTION. The mission is stated in full.

3. (U) Execution. This paragraph is for the inclusion of the details of the operation with Specific instructions enumerated as required. Normally this paragraph will have at least two subparagraphs: Concept of Operations, and Coordinating Instructions. Other subparagraphs are included as required by the plan and the situation or by the number of subordinate echelons involved.

4. (U) Administration and Logistics. A statement of pertinent administrative instructions and the way administrative support is to be provided for the operation. If an administrative order is in effect or is issued separately, or if an administrative annex is being issued, make reference thereto. (Note 3.)

5. (U) Command and Signal. Instructions relative to the operation of signal communications and command. This paragraph may have as many subparagraphs as are required. Normally two subheadings are listed:

a. Signal. Signal instructions may refer to an annex, but as a minimum, should list the annex and issue number of the signal operation instructions (SOI) which is in effect.

b. Command. Command instructions include command post location of subordinate and higher units. Designation of alternate command post and succession of command will be entered in this paragraph if not adequately covered in the SOP or annex.

(Commander)

(Note 4)

Annexes (by letter or title)

Distribution

Authentication (Note 4)

(by preparing staff officer)

(Classification)

(Classification)

Notes: 1. When required, a code title may also be included.

2. This symbol designates security classification of the various paragraphs of the plan; (U), or (C), or (S), or (TS).

3. Reference to an annex may be at any time it is desired to call the reader's attention to the annex. One such reference is all that is required.

4. The name and grade of the commander will appear on all copies of the plan. The original copy must be signed by the commander of a specifically authorized representative. This is the historical copy which remains in the files of the headquarters. If the commander or his authorized representative signs the master copy, the use of which permits automatic reproduction of the document with his signature thereon, further authentication is not required. If this signature is not reproduced, authentication by the preparing staff officer is required on all subsequent copies. See the example of the authentication block below:

OFFICIAL:

s/Smith

t/SMITH

S3

5. Note the similarity of this format to that of an operation order format. This format will provide more flexibility and serve as a guide subject to modifications adaptable to the situation.

APPENDIX D

PATROL DISTRIBUTION*

D-1. General

a. The provost marshal, like all modern police administrators, has learned through training and experience that he must disperse his patrol force when and where the police problems are likely to occur. This section will describe a concept of patrol distribution whereby a provost marshal can economically, yet effectively, distribute his military police over the 24 hours of the day, 7 days a week.

b. Historically, it is known that the amount or volume of crime occurring is not evenly distributed over the 7 days of the week or the 24 hours of the day. That is, if 100 offenses were reported during a 7-day period, one would expect more crimes to be reported on certain specific days of the week than on other, and at certain times of the day. It is, therefore, mandatory that an analysis be made of the need for police service and the need matched to the number of military police available through the patrol force.

D-2. Data

a. As has already been stated, the provost marshal has most of the basic data available to make a careful analysis of the past events occurring within his area of jurisdiction. This data may be extremely valuable in projecting or anticipating the future as well as the current police needs.

b. Listed below is some of the information that probably is being collected by most provost marshals, although not necessarily being used, as part of the normal receipt of complaints and the dispatching of patrols:

- (1) How the complaint/request is received.
 - (a) Radio.
 - (b) Telephone.
 - (c) Teletype.
 - (d) Letter.
 - (e) In person.

(2) Nature of the complaint or service requested.

- (3) Location of occurrence.
- (4) Date and time complaint received.
- (5) Date and time crime/complaint occurred.
- (6) Date and time unit dispatched.
- (7) Date and time assignment completed.
- (8) Unit assigned.

c. Only item (5), date and time crime/complaint occurred, will be used in the following discussion. However, it should be remembered that any of the above or combination thereof, or any other information which might be available to the provost marshal may be utilized, depending upon his particular situation.

d. Figure D-1 shows the basic method of organizing the data which is normally collected by the day, week and month, and then summarized yearly. This figure represents the total number of complaints received by month, for the year. Observe the number of offenses reported to the military police; note also the range, that is the month with the greatest number of offenses reported, and the one with the least number reported. What was the average number of offenses reported to the police during this period? In this example, the average was 167.17 offenses reported per month. It may be said with a conservative degree of confidence that in the next month, January, there is a high probability that approximately 167.17 offenses will be reported and the range expected will be within a high of 251 and a low of 124. (At installations where figures are available for a period of years, this number may be further refined by averaging January's statistics over the period of years. In such computation caution must be exercised to consider any changes in factors which may affect the rate such as changes in troop strengths).

e. The provost marshal with the data available in figure D-1 as limited information concerning the number of offenses or workload to expect in the next month. The next step is to determine the variations by day and hour when offenses occurred in the past. Using the yearly figures, one

*This section is adapted, with the author's permission, from an article "A Simplified Method of Patrol Distribution," by Walter E. Kreutzer, from "The Police Chief," July 1968.

is able to develop a percentage distribution of offenses/complaints received by the 7 days of the week and 2 hours of the day. It will be noted that in figure D-2 such a daily and hourly percentage distribution has been developed. From these distributions it is observed that a large percentage of these offenses/complaints occurred on Friday and Saturday. There is a pattern beginning on Sunday with a low of 10.0 percent of all offenses reported to a high on Saturday of 18.2 percent. Friday and Saturday account for 35.4 percent of all offenses reported during the week. The provost marshal may wish to give additional weight to certain offenses—that is, give more serious offenses more than one unit of weight. No additional weight has been added to any of the distributions contained herein. The important thing to remember is that this distribution must reflect the logical requests for police service in the area.

f. Next, an analysis is made of the time of day when the offenses were reported. How many offenses/complaints are reported to the military police between 0800-0900 and so forth throughout the day? The assumption is made in this strategy that the past performance or pattern will continue basically as in the past, but with subtle deviations or variations which are based on uncontrollable variables. With this basic data, one may now proceed to develop meaningful information for the distribution of the patrol force by shifts and days of the week.

D-3. Computation

a. How many military policemen are available for patrol duty to serve the command in your area? Or rephrasing the question, one may ask: How many hours are available? That is, the time a man is actually on duty, excluding days off. A type military police organization should be used in which 35 personnel are available to the provost marshal, for patrol duty, per 2 hours; or stated in other terms, there are 1400 manhours of available patrol service per week. This figure is obtained simply by multiplying the number of men by the number of hours worked each week, or 35 men times 40 hours equals 1400 manhours.

b. Here, days off have been eliminated and are no longer considered, thus, there are 35 military policemen working on patrol duty 8 hours a day, 5 days a week or 100 manhours. It may be desirable for the purposes of a particular provost marshal office to project into manhour availa-

bility the leave time or other increments of time that may reduce manpower availability such as a sick call or court-martial appearances.

c. The traditional 0001 to 0800; 0800 to 1600; and 1600 to 2400 hour shifts were selected for the distribution of the type patrol force. Any combination, however, might have been selected. Local criteria may obviously dictate specific hours for a particular jurisdiction. Possibly a cover shift—a shift that overlaps two of the shifts may also be required.

d. The following will describe the manner in which figures D-3 and D-4 should be developed:

(1) Figure D-3.

(a) From the top of figure D-2, disperse the daily Sunday through Saturday percentages across the top of the figure.

(b) Enter the total number of men and manhours available.

(c) Determine the shift period to be used and place the percentage distributions for each of the three shifts, from figure D-2, down the left side.

(d) Disperse the total number of manhours of patrol service available by the percentage of patrol service required for each day by each shift. That is, 20.4 percent of 1400 manhours for the 0001-0800 shift is 286 manhours. This number is then divided by 40 manhours worked each week by one man, which gives 7 military policemen (personnel available) for the 0001-0800 shift. To compute the average manhours, multiply 40 manhours by the 7 personnel available for a total of 280 manhours on the 0001-0800 hour shift. This procedure should be accomplished for the other two shifts.

(e) The manhours are then dispersed by the percentage of offenses reported for each day of the week which was presented in figure 6-2. That is, 280 manhours of patrol service is percentage by 10.0 percent (Sunday), or 10.0 percent of 280 is 28 manhours; 11.5 percent (Monday) of 280 is 32 manhours, and so forth throughout the week. That is, of course, also done for the other two shifts. Remember that some numbers will have to be rounded and they should be rounded up when the number is 0.55 or over. It is recommended that the person making the calculation carry them out at least three decimal places.

(2) Figure D-4.

(a) The next task is to develop figure D-4, which is to convert manhours of patrol service

into actual working personnel. Obviously, one must deal in increments of eight for each man which is equal to 8 manhours of work.

(b) In figure D-3 note that 28 manhours have been assigned to Sunday on the 0001-0800 shift. The nearest increment of eight is 3×8 or 24 manhours, or 4×8 equals 32 manhours. The 3 men on 24 manhours were selected for this particular shift. This means that 4 of the 28 manhours must be shifted to another day on the 001-0800 shift. Manhours are not moved from one shift to another, only from day to day.

(c) This procedure is followed for all days and shifts.

D-4. Determining Military Police Shift Efficiency

Military police patrols on many installations operate on three shifts, starting at 0800, 1600 and 2400 hours. Minor variations might include the overlapping of shifts by a half-hour to provide continuous coverage. But, by and large, the shift hours on your installation were probably established arbitrarily some time ago. And, because no major problems have developed, they have never been changed. An easy statistical method exists to test the efficiency of your operations. Nothing more complicated than long division is used. Outlined below is the step-by-step method for determining the shift efficiency of an mythical post. Three 8-hour shifts are used in the example, but the method can be adapted for any shift arrangement as long as the data are organized properly. If, for example, shift changes occur on the half hour, the data would have to be organized to reflect that fact.

Step 1

a. Select a criterion which accurately reflects the workload of your patrols. Depending upon your own particular situation, you might choose the number of blotter entries, the number of radio log entries, the number of MP Reports prepared, or quantified offense data from the PM Activities Report. In any case, you are seeking the best yardstick available to measure the actual quantity of work performed during a specified period of time. Blotter entries were selected as the criterion in the example.

Step 2

b. Determine the time frame to be used as the basis for measurement. The optimum period would be one year because it would take into account seasonal variations. Again, depending on

your historical data might limit the period to less than a year.

Step 3

c. Compile the data (blotter entries in this instance) by hour of the day as shown in column A of figure D-5. Obtain a total for the hourly figures.

Step 4

d. Calculate the hourly workloads by dividing each hourly figure in Column A by the total obtained in Step 3 and multiply by 100. As an example, the figure for 0801-0900 hours is 86; divide 86 by 2006 and obtain approximately .043; multiply by 100 to determine the percentage of entries (hourly workload) for 0801-0900 hours (4.3 percent). Enter each hourly workload in its hourly row as shown in Column B. The total of Column B should equal 100 percent. If it doesn't, adjust the rounded-off percentages up or down as necessary to obtain a 100 percent total (fig. D-5).

Step 5

e. Select several sets of arbitrary, but practical, shift hours. In this example, the three shift sets shown in figure D-6 were selected. Theoretically, up to eight different sets of shifts could have been evaluated.

Step 6

f. Total the percentages from column B for each 8-hour shift selected in step 5 and compile the data as shown in column C of figure D-6.

Step 7

g. Calculate the average hourly workload for each shift by dividing each figure in column C by 8. Show your results as depicted in column D.

Step 8

h. Determine the total hourly deviation from the average hourly workload (calculated in step 7). Figure D-7 shows how the total hourly deviation is determined for the 0801-1600 hour shift. Show your results in column E of figure D-6. (See figure D-7.)

Step 9

i. Divide each figure in column C by 100 and record your results as shown in column F.

Step 10

j. Multiply each value in column E by its corresponding value in column F and show your results as depicted in column G (corrected total deviation).

Step 11

k. Add the three values obtained in Step 10 for each shift and show your results as depicted in Column H. The lowest figure in column H re-

flects the most efficient shift set. In this example, the 0800, 1600, 2400 shift set is the most efficient. The 0900, 1700, 0100 shift set is the least efficient. Once you have established the most efficient shift set for your post by using this method you will have a firm basis for making a decision which might replace the somewhat arbitrary decisions of the past.

D-5. Summary

a. This section has described two methods which the provost marshal may use in computing the distribution of is patrol force. It should be noted, however, that after the number of per-

sonnel required is computed the geographical distribution of these personnel must be determined. This geographical distribution will be based upon the rate of crime or crime potential within the various areas of the provost marshal's overall area of jurisdiction.

b. The patrol force distribution, at the very minimum, should be examined monthly. Better still, a weekly or possibly daily analysis should be conducted. For the most part, changes will be subtle, however, through a careful analysis the provost marshal will be able to observe them and then anticipate the police service that will be required in the future.

Month	Total 2,006	Percentage	Rank
January	124 Lowest	6.2	12
February	143	7.1	10
March	157	7.8	6
April	147	7.3	8
May	138	6.9	11
June	178	8.9	4
July	210	10.5	2
August	251 Highest	12.5	1
September	186	9.3	3
October	177	8.8	5
November	150	7.5	7
December	145	7.2	9
Average number of offenses reported per month-----			167.17
Average number of offenses reported per day-----			5.67

Figure D-1. Crimes/complaints reported to the military police.

Crime Complaint Occurred	Day of the Week when Occurred								
	Number	Percent	Sun	Mon.	Tue	Wed	Thur	Fri.	Sat.
TOTAL	2006		200	231	259	301	305	345	365
Percentage - - - - -		100.0	10.0	11.5	12.9	15.0	15.2	17.2	18.2
TIME									
0001-0100 - - - - -	61	3.1	10	5	4	8	10	15	9
0100-0200 - - - - -	94	4.7	7	5	7	14	18	20	23
0200-0300 - - - - -	43	2.1	6	3	4	10	8	7	5
0300-0400 - - - - -	31	1.6	3	4	4	6	2	5	7
0400-0500 - - - - -	37	1.8	1	3	5	7	6	7	8
0500-0600 - - - - -	35	1.7	3	2	4	7	6	5	8
0600-0700 - - - - -	45	2.2	9	7	5	4	8	2	10
0700-0800 - - - - -	64	3.2	7	10	10	5	8	9	15
0800-0900 - - - - -	86	4.3	4	20	10	9	15	18	10
0900-1000 - - - - -	105	5.3	9	10	15	17	18	16	20
1000-1100 - - - - -	56	2.8	10	8	9	8	10	5	6
1100-1200 - - - - -	68	3.4	10	9	7	10	15	8	9
1200-1300 - - - - -	70	3.5	15	9	8	15	10	7	6
1300-1400 - - - - -	97	4.8	18	10	15	18	17	14	5
1400-1500 - - - - -	92	4.6	10	8	12	20	10	15	17
1500-1600 - - - - -	102	5.1	5	7	18	15	16	27	14
1600-1700 - - - - -	113	5.6	7	9	15	20	19	30	14
1700-1800 - - - - -	125	6.3	10	20	17	16	19	25	18
1800-1900 - - - - -	103	5.1	7	17	14	12	15	18	20
1900-2000 - - - - -	108	5.4	5	15	20	18	13	12	25
2000-2100 - - - - -	132	6.6	9	14	18	20	22	21	28
2100-2200 - - - - -	113	5.6	12	19	14	13	10	15	30
2200-2300 - - - - -	125	6.2	15	10	15	18	16	20	31
2300-2400 - - - - -	101	5.0	8	7	9	11	15	24	27

Figure D-2. Day and time crime/complaint occurred.

Shift	Percent of Offenses Per Shift	Personnel Available	Average Man Hours	Percent of Distribution by Days of Week by Man Hours						
				Sun	Mon	Tue	Wed	Thu	Fri	Sat
Total	100.0	35	1400	10.0%	11.5%	12.9%	15.0%	15.2%	17.2%	18.2%
0001-0800	20.4	7	280	28	32	36	42	43	48	51
0800-1600	33.8	12	480	48	55	62	72	73	83	87
1600-2400	45.8	16	640	64	74	83	96	97	110	116

Figure D-3. Patrol manpower distribution utilizing 35 military policemen.

Shift	Percent of Offenses Per Shift	Personnel Available	Available Man Hours	Days of Week						
				Sun	Mon	Tue	Wed	Thu	Fri	Sat
Total	100.0	35	1400	10.0%	11.5%	12.9%	15.0%	15.2%	17.2%	18.2%
0001-0800 Hours Personnel	20.4	7	280	24 3	32 4	40 5	40 5	40 5	48 6	56 7
0800 1600 Hours Personnel	33.8	12	480	48 6	56 7	64 8	72 9	72 9	80 10	88 11
1600 2400 Hours Personnel	45.8	16	640	64 8	72 9	80 10	96 12	96 12	112 14	120 15

Figure D-4. Actual personnel distribution based on 8-hour increments.

Period	(A) Blotter Entries	(B) Percent of Total Workload (A ÷ 2006)
0001 - 0100	61	3.1
0101 - 0200	94	4.7
0201 - 0300	43	2.1
0301 - 0400	31	1.6
0401 - 0500	37	1.8
0501 - 0600	35	1.7
0601 - 0700	45	2.2
0701 - 0800	64	3.2
0801 - 0900	86	4.3
0901 - 1000	105	5.3
1001 - 1100	56	2.8
1101 - 1200	68	3.4
1201 - 1300	70	3.5
1301 - 1400	97	4.8
1401 - 1500	92	4.6
1501 - 1600	102	5.1
1601 - 1700	113	5.6
1701 - 1800	125	6.3
1801 - 1900	103	5.1
1901 - 2000	108	5.4
2001 - 2100	132	6.6
2101 - 2200	113	5.6
2201 - 2300	125	6.2
2301 - 2400	<u>101</u>	<u>5.0</u>
TOTALS	2006	100.0

Figure D-5. Time distribution.

	(C) Workload Distribution	(D) Average Hourly Workload (C:8)	(E) Deviation From Average Hourly Workload (Figure 3)	(F) Corrected Total Deviation (ExF) (C:100)	(G) Corrected Total Deviation (ExF)	(H) TOTALS
SHIFT	0701-1500	31.9	4.0	6.1	.319	1.9459
SET	1501-2300	45.9	5.7	3.7	.459	1.6983
	2301-0700	22.2	2.8	9.0	.222	1.9980
SHIFT	0801-1600	33.8	4.2	6.0	.338	2.0280
SET	1601-2400	45.8	5.7	3.8	.458	1.7404
	0001-0800	20.4	2.6	6.8	.204	1.3872
SHIFT	0901-1700	35.1	4.4	6.9	.351	2.4219
SET	1701-0100	43.3	5.4	6.1	.433	2.6413
	0101-0900	21.6	2.7	8.2	.216	1.7712

Figure D-6. Example showing the determination of shift hour efficiency.

	(X)		(Y)		(Z)
	Hourly Distribution (Col B, Fig 1)		Average Hourly Workload (Col D, Fig 2)		Hourly Deviation from Average (X-Y)
0801 - 0900	4.3	minus	4.2	=	0.1
0901 - 1000	5.3	minus	4.2	=	1.1
1001 - 1100	2.8	minus	4.2	=	1.4*
1101 - 1200	3.4	minus	4.2	=	0.8*
1201 - 1300	3.5	minus	4.2	=	0.7*
1301 - 1400	4.8	minus	4.2	=	0.6
1401 - 1500	4.6	minus	4.2	=	0.4
1501 - 1600	5.1	minus	4.2	=	0.9
			TOTAL DEVIATION		6.0

*Consider only absolute difference

Figure D-7. Calculating the deviation.

APPENDIX E

SAMPLE, ARMED FORCES POLICE DETACHMENT AGREEMENT

HEADQUARTERS
10th US ARMY
FORT NAGORSKI, MAINE

HEADQUARTERS
12th SEA FRONTIER
McHALE NAVAL STATION
MILLERSVILLE, MAINE

HEADQUARTERS
11th AIR FORCE BASE
TAYLOR AIR FORCE BASE
MILLERSVILLE, MAINE

8 July 1970

1. SUBJECT: AGREEMENT GOVERNING ADMINISTRATION OF
THE 100th ARMED FORCES POLICE DETACHMENT
Ref: Agreement establishing the Hagen Area Joint Commit-
tee (23 Nov 68)

The following AGREEMENT between the Commanding General, 10th US Army; the Commander, 12th Sea Frontier; and the Commander, 11th Air Force, governing the operations of the 100th Armed Forces Police Detachment, will become effective when signed.

This AGREEMENT is in accordance with paragraph 4 of reference and supersedes the agreement dated 8 July 67.

When any service department directive prohibits or restricts participation by its service in the activity prescribed herein, this AGREEMENT will be considered modified to reflect such a change upon notification to the commanders of the other services.

2. Command

a. The Commanding Officer of the 100th Armed Forces Police Detachment will be designated from the Army, Navy, and Air Force on an alternating basis in the following order:

Fiscal Year

1968-69-70	Army
1971-72-73	Navy
1974-75-76	Air Force
1977-78-79	Army

b. The Executive Officer of the 100th Armed Forces Police Detachment will be designated from the Army, Navy, and Air Force on an alternating basis in the following order:

Fiscal Year

1968-69	Navy
1970-71-72	Air Force
1973-74-75	Army
1976-77-78	Navy

c. Relief of the Commanding Officer and Executive Officer billets will be spaced at least 30 days apart in order to provide administrative and operational continuity for the Detachment.

d. The tour of duty of the Commanding Officer and Executive Officer of the Armed Forces Police Detachment will normally be for three years. Such tour may be terminated at the discretion of the service furnishing these officers with the appropriate notification to the other two service commanders. The rank of the Commanding Officer normally be in the grade of Lieutenant Colonel or Commander, and the rank of the Executive Officer normally will be Major or Lieutenant Commander. No service will assign to the detachment officers senior in grade to the Detachment Commanding Officer.

3. The mission of the Armed Forces Police Detachment—Hagen Area

a. Peacetime.

(1) To preserve order among military personnel within its area of mission responsibility.

(2) To render assistance and provide information to Armed Forces personnel.

(3) To exercise preventive action for the reduction of incidents and offenses.

(4) To conduct preliminary inquiry into all reported offenses and incidents.

(5) To apprehend, remove, or make on-the-spot corrections pertaining to violations of military laws, regulations, or orders of competent authority.

(6) To apprehend all Armed Forces unauthorized absentees as reported on DD Form 553 (Absentee Wanted by the Armed Forces) or other official communication.

(7) To advise and assist the local Armed Forces Disciplinary Control Board on matters affecting the health, safety, welfare, morals, and morale of Armed Forces personnel.

(8) To make appropriate disposition of all traffic citations and warrants issued on Armed Forces Personnel that are forwarded to the detachment by civil law enforcement agencies.

(9) To maintain liaison with civilian courts and report action taken on all Armed Forces personnel who appear before such courts and take custody of such personnel, as appropriate, upon their release or discharge from the court.

b. Mobilization. The mobilization mission will include the above peacetime mission with the following duties to be added on mobilization:

(1) To expand patrolling and the frequency of patrolling dependent on requirements determined by selective enforcement studies.

(2) Establish train patrols and terminal guards as required.

(3) Establish information booths in all large transportation terminals in conjunction with transportation information offices.

(4) Continuously examine area of jurisdiction and make recommendations for any necessary changes.

(5) Provide support for such other missions as may be directed by the signatory commanders.

4. Operational and Administrative Responsibilities

a. The Commandant, Naval District is responsible for:

(1) Operational and coordination control of the 100th Armed Forces Police Detachment. Operational control is defined as that direction and supervision necessary to accomplish the mission outlined in paragraph

2, of this AGREEMENT. Coordination control is defined as that control exercised to insure integrated and harmonious relationships between Army, Navy, and Air Force in the accomplishment of the aforementioned mission.

(2) Initiating discussion with the services concerned on all changes affecting the policy and mission of the Armed Forces Police Detachment.

(3) Scheduling periodic joint inspections of the Armed Forces Police Detachment at least annually as mutually agreed upon by Commanding General, 10th US Army; Commandant, 12th Sea Frontier; and Commander, 11th Air Force. This provision for inspections does not preclude normal staff visits by representatives of the signatory commanders or normal inspections performed by a service of its personnel or equipment.

b. The Commanding Officer of the Armed Forces Police Detachment is responsible for:

(1) Accomplishment of the mission as stated in paragraph 2, above.

(2) The efficient administration and operation of the detachment and the normal conduct of Armed Forces Police activities within the specified area of mission responsibility.

(3) Maintaining liaison regarding administration, supply, personnel, and any other matters peculiar to a particular service, respectively, with the:

Commanding General, Fort Nagorski

Commandant, 12th Naval District

Commander, 11th Air Force

(4) Maintaining close liaison with all court and law enforcement authorities in the area of responsibility.

(5) Armed Forces Police Detachment action within the following areas: cities of Martinsville and Austintown; all land areas of Exeter, Andover, and Deerfield Counties, Middleburg (exclusive of military reservations) within a perimeter formed by a line drawn between and including the cities of Choote, Williston, Mount Herman, Wilbraham, Cushing, Josey, and Butler; thence westward on Highway 5 to Highway 10; thence southward along the northern perimeter of Fort Nagorski to Choote and all portions of Highway 5 and its immediate approaches from Scott Army Hospital turn-off northward to Mount Herman.

(6) Upon request of the Canadian officials, either military or civilian, of Denoux, Canada, and with the consent of the coordinating authority, establish patrols in the city of Fountaine, Canada, as required.

(7) Determining the need and providing requested assistance when deemed appropriate, outside the areas described in (5) and (6) above.

5. Personnel

a. Personnel to fill the troop spaces listed in subparagraph 4b will be provided by the Commanding General, 10th US Army; Commandant, 12th Naval District; and Commander, 11th Air Force. These personnel will be assigned for duty with the detachment normally for a 2-year period but not less than 1 year, except that the Navy may provide enlisted personnel in a temporary duty status for periods not less than 90 days and in numbers not to exceed 55 percent of the Navy quota of enlisted personnel and that the length of assignment of TAD personnel from visiting ships shall be limited to the stay of the ship in port if it is for less than 90 days. Personnel in addition to those normally provided under subparagraph 4b will be provided by the three services on a temporary basis when required by a large influx of transient personnel from any one service. Request for such additional personnel needed to take care of peak

transient periods will be referred to the Commandant, 12th Naval District by the Commanding Officer of the Detachment.

b. Personnel troop spaces for the 100th Armed Forces Police Detachment will be provided on the following basis:

U.S. Army -----	55%
U.S. Navy -----	27%
U.S. Air Force -----	18%

c. The numbers, qualifications, and pay grades of authorized personnel will be in accordance with manning tables, Annex A, approved by the services concerned. These manning tables will be based on percentage factors indicated in the preceding subparagraph and the total personnel requirements of the Armed Forces Police Detachment. Biennially, or upon the request of any signatory commander, manpower surveys will be conducted under the supervision of the Commandant, 12th Naval District. Advance notification of the survey will be given to the signatory commanders so they may participate. Proposed changes in the personnel authorization of the Armed Forces Police Detachment will be referred by the Commandant, 12th Naval District to the Army and Air Force commanders for concurrence or comment.

d. The Commanding Officer of the Armed Forces Police Detachment may initiate requests to the coordinating authority for changes to annexes A or B of this AGREEMENT. All such requests will contain full justification and explanation for the desired change.

e. Enlisted personnel assigned to duty with the Detachment will meet the following minimum qualifications unless prior waiver has been granted by Commandant, 12th Naval District:

- (1) Be over twenty-one (21) years of age.
- (2) Have a clean service record with better than average rating.
- (3) Be at least five feet eight inches (5' 8") tall (male personnel).
- (4) Be temperamentally suited for assigned duty.
- (5) Have an AGCT of one hundred (100) or higher (or equivalent).
- (6) Have a good command of the oral and written English language.
- (7) Meet own service requirements for assignment to Armed Forces Police detachments or similar duties.
- (8) Possess a valid civilian or Armed Forces vehicle operator's license.

6. Facilities

The 100th Armed Forces Police Detachment Headquarters will be located at the US Naval Supply Depot, Martinsville, Maine. Armed Forces Police Divisions will be located in Exeter and Deerfield, Maine.

7. Logistical Support

a. Supplies and Equipment

(1) Nonexpendable supplies and equipment will be issued by the three services as authorized by approved table of allowances, annex B. Upon approval of a revised manning table, a new table of allowances will be prepared by the Commanding Officer of the Detachment.

(2) Distinctive items of individual equipment will be issued by the respective services.

(3) The repair and replacement of equipment is the responsibility of the respective services except as outlined in subparagraph c, below.

b. Pay. Individuals will be paid by their own service.

c. Operating costs. Except for the items specifically noted below, operating costs will be adjusted by the participating services so as to avoid excessive cross-servicing. Reimbursement for the necessary cross-serv-

icing will be accomplished by the submission of a Standard Form 1080 supported by an itemized statement.

(1) The Commandant, 12th Naval District will furnish the following logistic support for the 100th Armed Forces Police Detachment, without reimbursement except as provided in subparagraph (3) below:

(a) Space (including equipment and maintenance) for administration and housing of the Detachment in Exeter and Deerfield.

(b) Office supplies and equipment (including repair).

(c) Detention facilities.

(d) First aid equipment.

(e) Telephone service.

(f) Utilities (heat, light, water, garbage disposal).

(g) Gas, oil, periodic maintenance, and repair (to include labor and parts for all motor vehicles).

(h) Electronics equipment (to include installation, maintenance, and repair).

(i) Medical and dental care.

(j) Messing.

(2) The Commanding General, Fort Nagorski will furnish the following logistic support for the 100th Armed Forces Police Detachment without reimbursement. All required arms and ammunition, including repair and maintenance.

(3) Pursuant to subparagraph 6c, reimbursement will be made to Commandant, 12th Naval District for logistic support as detailed in subparagraph 6c(1) above, as follows:

(a) By Commanding General, 10th U.S. Army, for item (g).

(b) By Commander, 11th Air Force, for item (f).

(c) Messing costs adjustable at department level.

8. Medical

Personnel detailed by the Armed Forces Police who require medical attention will be delivered to the nearest military establishment equipped to furnish this aid. In an emergency or serious injury, these personnel will be treated at the nearest medical facility, either civil or military.

9. Distinctive Markings for Operational Vehicles

All vehicles used for patrol activities will be marked in accordance with Department of Defense instructions as implemented by appropriate service directives.

10. Discipline

The authority of the Commanding Officer of the Armed Forces Police Detachment to administer discipline is limited to verbal reprimands. An offender who may be deserving of more serious punishment or who proves to be undesirable, may be relieved from duty, and with the concurrence of the service concerned, returned to his respective service. The Commanding Officer of the Detachment will provide the service commander concerned with complete details in writing regarding all incidents requiring disciplinary or reassignment action by the appropriate service commander.

11. Off-Post Regulations

The Commanding Officer of the Detachment will recommend to the coordinating authority such changes as are necessary to provide uniformity in existing off-base regulations in order to facilitate military law enforcement and eliminate confusion.

12. Uniform and Equipment

a. When on duty, members of the Armed Forces Police Detachments will wear the appropriate uniform as prescribed by their service. The

Armed Forces Police armband will be worn in lieu of normal Service Police or Shore Patrol armband. This armband will be black, four inches (4") wide, with gold letters, "ARMED FORCES POLICE" one inch (1") high, first line to read "ARMED"; second line to read "FORCES"; third line to read "POLICE."

b. Armed Forces Police when on duty will wear distinctive items of equipment as prescribed by their respective services.

c. When approved by the Commandant, 12th Naval District, the Detachment Commanding Officer may authorize the carrying of sidearms. Before authorizing the carrying of sidearms, the Detachment Commanding Officer will insure that personnel are thoroughly trained in the use of the weapon, including familiarization firing. A certificate to this effect must be maintained in each individual's Armed Forces Police Detachment file. In addition, every individual authorized to carry sidearms shall be instructed as to when, where, under what circumstances, and to what extent sidearms may be used. The carrying of sidearms in the Dominion of Canada is prohibited.

13. Training

The Detachment Commanding Officer will be responsible for individual specialized training to insure that assigned personnel perform their duties effectively and properly. Such training will be geared to the needs of each individual and take into consideration the basic requirements of the various services.

14. The AGREEMENT set forth is hereby concurred in jointly by the Commanders of the services concerned.

P. O. CHAGNON
Lieutenant General, U.S. Army
Commanding General
10th US Army

P. D. POND
Rear Admiral, U.S. Navy
Commander
12th Sea Frontier

C. N. CUNNINGHAM
Major General, U.S. Air Force
Commander, 11th Air Force

Annexes:

A—Personnel

B—Organizational Equipment

**ANNEX A TO ARMED FORCES POLICE DETACHMENT
AGREEMENT**

PERSONNEL ALLOWANCE AND RATING STRUCTURE

OFFICERS	ARMY	NAVY	AIR FORCE	TOTAL
LTC/CDR	1	0	0	1
MAJOR/LCDR	0	1	0	1
CPT/LT (NAVY)	1	0	0	1
1ST LT/LTJG	0	0	1	1
	<hr/>	<hr/>	<hr/>	<hr/>
	2	1	1	4

- NOTE:**
1. The Commanding and Executive Officers of the Detachment are rotational among the services in accordance with paragraph 1 of the AGREEMENT.
 2. When the Commanding Officer is rotated, the service of the outgoing Commanding Officer will substitute a Major or Lieutenant Commander (Navy) who becomes the Executive Officer.
 3. The above table is modified in accordance with the rotational schedule of paragraph 1 and paragraph 4c.

ENLISTED	ARMY	NAVY	AIR FORCE	TOTAL
E8	8	0	0	8
E7	10	4	3	17
E6	10	5	4	19
E5	14	8	6	28
E4	18	10	5	33
	<hr/>	<hr/>	<hr/>	<hr/>
	55	27	18	100

ANNEX B TO ARMED FORCES POLICE DETACHMENT

AGREEMENT

ORGANIZATIONAL EQUIPMENT

ITEM	ALLOWANCE BASIS		SUPPLIED BY		
	TOTAL	ENGINEER	ARMY	NAVY	AF
Auto, Lamp, Electric Warning, Red Beacon Type 360 Degree	19	1 Per Patrol Vehicle AFPD	10	5	4
Instrument, Drawing ES 26-2, Office Set	1	Per AFPD	1	0	0
Pen, Lettering, Leroy with Guides	1	Per AFPD	1	0	0
Flashlight, Baton	10	1 Per Patrol Vehicle AFPD	19	0	0
ORDNANCE					
Automobile, Sedan Light 5 Passenger, 4 dr, 4X2, Vehicle Code 0301	14	Per AFPD	10	0	4
Holster, Pistol, M1916	104	1 Per Off and	57	28	19
Iron, hand	104	Per AFPD	57	28	19
Kit, Pistol Cleaning M1912	8	Per AFPD	3	0	0
Padlock, 2" w/2 Keys	5	Per AFPD	5	0	0
Pistol, Automatic, Cal .45 M1911 A1	104	1 Per Off and AFP	104	0	0
Rack, Pistol, Cal .45	2	Per AFPD	2	0	0
Trucks, 1/2 ton, 4X2 Panel Delivery, Veh Code 0602	5	Per AFPD	0	5	0
Tool, Set (Complete w/tools) Carpenter #2	1	Per AFPD	1	0	0
Siren, 12 Volt	19	1 Per Vehicle AFPD	10	5	4
SIGNAL					
Crystal, Unit, CR-27/U	19	Per Patrol Veh AFPD (For 12 Volt)	See Par 6c (1) (h)		
Crystal, Unit, CR-32/U	19	Per Patrol Veh AFPD (For 12 Volt)	See Par 6c (1) (h)		
Punch Set	1	Per AFPD	1	0	0
Radio AN/FRC-21 (Fixed Station)	4	Per AFPD	0	4	0
Radio AN/VRC-6X (12 Volt)	21	Per Veh AFPD and spares	See Par 6c (1) (h)		

ITEM	ALLOWANCE BASIS		SUPPLIED BY		
	TOTAL	MEDICAL	ARMY	NAVY	AF
Kits, First Aid GP	19	1 Per Veh AFPD	19	0	0
Litter, Folding	19	1 Per AFP Vehicle	19	0	0

ORGANIZATION CLOTHING AND EQUIPMENT

Belt, Leather, MP Black	104	1 Per Off and EM	85	0	19
Brassard, AFP	208	2 Per Off and EM	208	0	0
Cap Cover, White	152	2 Per Ind, Army and AF	114	0	38
Carrier, Club, Policeman, Black	104	1 Per Off and EM	85	0	19
Case, Hand Iron, Black	104	1 Per Off and EM	85	0	19
Club, Military Police	104	1 Per Ind, AFPD	57	28	19
Gloves, White	208	2 Per Ind, AFPD	170	0	38
Lanyard, Pistol, White	208	2 Per Ind, AFPD	114	56	38
Leg Irons	4	Per AFPD	4	0	0
Pocket, Magazine Double Leather, Black	104	1 Per Ind, AFPD	85	0	19
Pouch, First Aid, Leather, Black	104	1 Per Ind, AFPD	85	0	19
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By Order of the Secretary of the Army:

W. C. WESTMORELAND,
General, United States Army,
Chief of Staff.

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Major General, United States Army,
The Adjutant General.

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