



DEPARTMENT OF THE AIR FORCE

foreword

1. **PURPOSE AND SCOPE.** This Manual provides basic information for airmen performing air police duties. It may also serve as a reference text for refresher training or self-teaching.

2. **CONTENTS.** The Manual begins with a discussion of the air policeman, outlining his responsibilities and showing how he fits into the air police organization and career field. This is followed by information on the aspects of military law with which an air policeman must be familiar. Internal installation, security measures, and patrol activities are then discussed in detail. The proper techniques for apprehension and search are explained, along with other special duties and functions. The Air Force system of corrections is described, and the proper procedures set forth. The Code of Ethics for Air Police is furnished in appendix I, and suggested forms for statements are in appendix II.

3. **RECOMMENDATIONS.** Recommendations for the improvement of this Manual are encouraged. Comments may be forwarded to the Director of Training, Headquarters USAF, Washington 25, D. C.

BY ORDER OF THE SECRETARY OF THE AIR FORCE:

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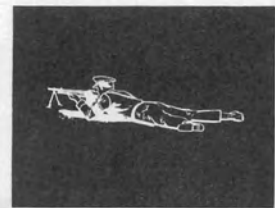
This Manual corresponds to the provisions of FM's 19-5 and 19-10 and TM 19-275, which are no longer applicable to Air Force activities.

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CHAPTER 1

the air policeman

Air police duty requires individuals who want to progress, who like a variety of assignments, who can exercise leadership, and who can meet, handle, and solve unexpected situations on the basis of their own judgment. Above all, it requires individuals whose moral integrity is beyond reproach.

As an air policeman you must be prepared to do many things. Some of the duties that you may have to perform are the following: Direct traffic at a busy intersection. Take charge of the scene of a violent crime. Investigate automobile accidents where perhaps death and injury have occurred. Take up a rifle in the defense of an air base.

In addition, you must be able to detect saboteurs attempting to enter a restricted area. Operate armored cars and automatic weapons. Give aid and assistance to military personnel when they have no one else to turn to. Apprehend both the meek and the violent, and supervise prisoners in confinement.

your immediate interest

Your immediate personal interest in the air police is to learn what your responsibilities are and the type of conduct that is expected of you.

You want to know what your career possibilities are, the air police grade spread, and the

training opportunities open to you.

You further want to know where you fit into the air police organization, and what equipment you use in the performance of your duties. This chapter provides this information.

Conduct and Responsibility



As an air policeman you bear a great responsibility.

You must set an example for other airmen in appearance, conduct, efficiency, military bearing, and courtesy.

You must exercise reasonable judgment and be exceptionally tactful with all persons you come in contact with, whether on or off duty.

Not only are you charged with the mission of security, but you are a representative of law and order for the base commander and the United States Air Force. As such, you assist in the protection of airmen from injustice and abuse, both from themselves and others.

Always bear in mind that your conduct as an air policeman must be above reproach at all times, under all conditions. This is especially true when you are on duty before the public. The entire Air Force may be judged by your individual actions.

Never exceed the scope of your authority by using unnecessary force, cursing, or otherwise abusing individuals, with little or no regard for their inherent rights. Misuse of your authority casts a reflection on the whole Air Force.

Your power to apprehend is a trust. Remember that the power of final judgment or punishment has not been given to you. After effecting an apprehension, you must take or refer the violator to the proper authority for disposition. The facts of the incident as shown in your report will be entered as evidence against him, and competent authority will deal with his case.

Your duties are many, and your responsibilities are great. Upon your good judgment, much depends.

You make your greatest contribution if you live up to the Code of Ethics for the Air Police. The Code, which appears in appendix I of this manual, is designed as a guide to help you perform your duties in the most efficient manner possible.

Career Field

The Air Force career program is set up especially for your advancement and encouragement. The career program is intended to provide you with an orderly and systematic plan of assignment, training, and promotion. It is designed to make the air police a dignified and an attractive career.

A series of classification tests concerning your aptitudes, experiences, and interests are used to determine whether you are fitted mentally and physically to be an air policeman.

You can climb from your initial air police trainee classification up through warrant officer.

Between the starting point and the top, several skill levels and grades are established which provide for career progression within the Security and Law Enforcement Career Field. If you can qualify, you can apply for officers' school and become a commissioned officer. Remember that progress and advancement in air police work is up to you.

Although an entire career lies between the private and warrant officer levels, the steps upward are established and the requirements are clear. In order to progress in the air police field, you should clearly understand the nature of the jobs which must be performed.

job specifications

When you first entered the Air Force, you were given an Air Force Specialty Code Number. This number was 00010, and identified you as a basic airman.

Upon leaving the indoctrination center, the first two digits of your AFSC are changed to those designating your career field. For example, if you are sent to the air police school, or to an air base to perform air police duties, your AFSC changes to 96010. The first two digits, 96, indicate the airman Security and Law Enforcement Career Field. The three digits following the 96 show the amount of training you have in that particular career field. The 010 after the 96 simply means that you are starting at the bottom of the career field as an air police trainee.

When you complete a period of air police training at a school or with your unit, your

AFSC changes to 96130, showing that you have finished a course of training in the air police career field and are ready to prove your ability.

Upon satisfactorily completing your apprenticeship of on-the-job training, you are ready for the next step up the air police career ladder which calls for an AFSC of 96150. This number indicates that you are an experienced air policeman, who has completed satisfactorily the apprenticeship period, and have become a senior air policeman.

The next higher step following the 96150 is 96170, air police supervisor, or 96171, a correction supervisor. These AFSC's are as high as you can go as an airman.

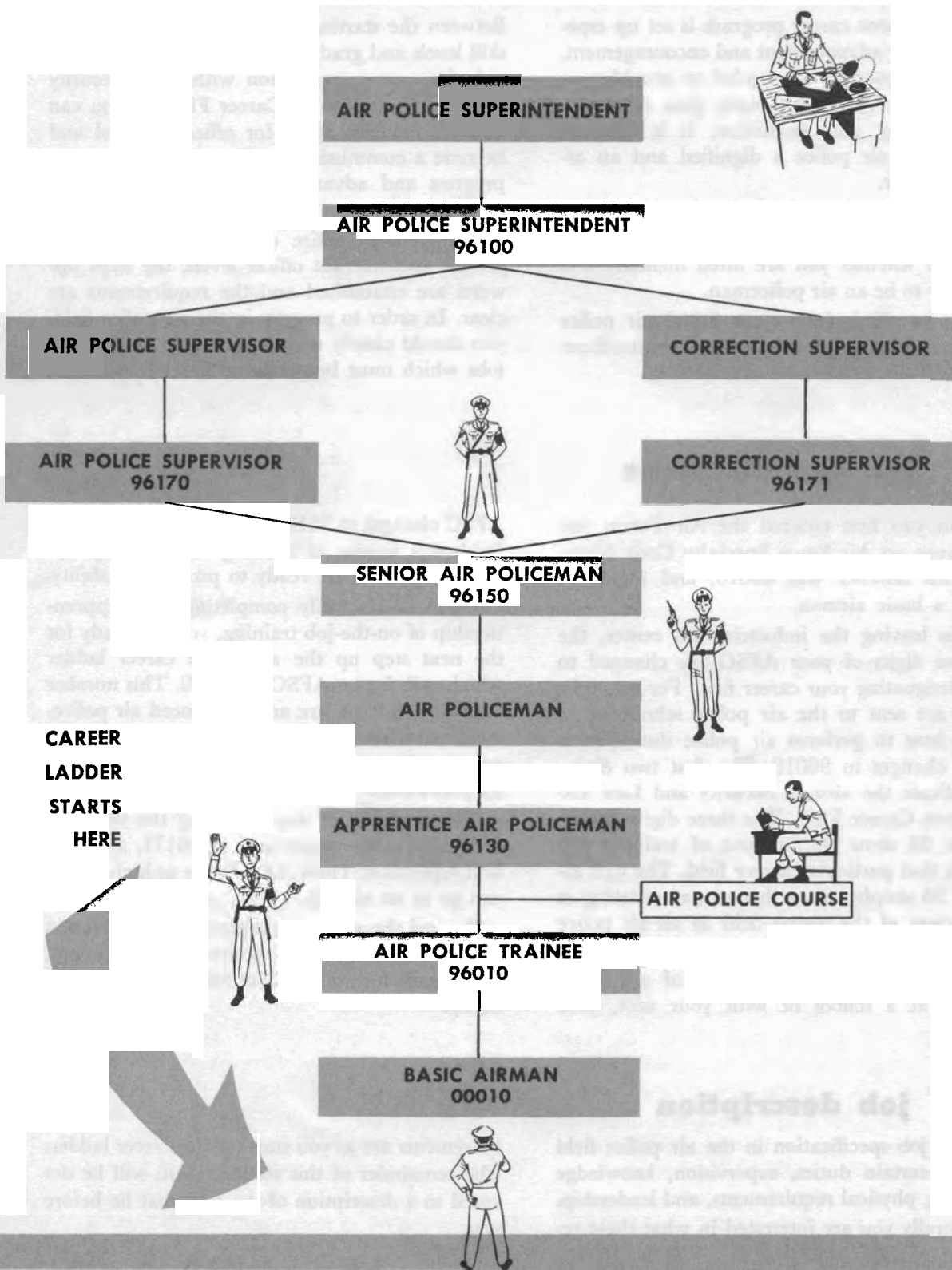
Beyond the air police supervisor or correction supervisor is the air police superintendent, which calls for an AFSC of 96100 (warrant officer).

job description

Every job specification in the air police field requires certain duties, supervision, knowledge and skills, physical requirements, and leadership.

Naturally you are interested in what these re-

quirements are as you start up the career ladder. The remainder of this section, then, will be devoted to a description of the jobs that lie before you.



air police trainee

As an air police trainee AFSC 96010, you will perform certain air police duties in connection with law enforcement, security and protection of property, ground defense, and operation of confinement facilities.

More specifically, you may be directing and routing pedestrian and vehicular traffic at congested points, both on and off the base. You may patrol specified areas in enforcing traffic regulations and be working with more experienced air policemen in escorting military convoys.

You will be responsible for protecting Government property and performing security duty. In this connection, you can expect to perform sentry duty in maintaining security of property, buildings, and restricted areas in order to prevent pilferage and sabotage. Passes and identification records also may be prepared by you.

In ground defense the air police squadron forms the nucleus of the installation defense force. Your unit will be the first to take up arms in active defense of the installation and will per-

form other ground combat duties calling for greater skill than other units on the base possess.

The guarding of prisoners constitutes one of the important duties of an air police trainee. This means that you will guard prisoners assigned to work details outside confinement facilities, search prisoners and seize contraband articles, and move prisoners to and from such places as dining halls, hospitals, and courtrooms.

Then there is the part you will play in ceremonies. You can expect to participate in military ceremonies and serve as a member of an honor guard for very important persons.

You won't exercise supervision over any other air policeman as a trainee, but that is not to say you have no powers of supervision. You do exercise supervision and control of personnel and situations when performing air police duty.

Close supervision during your trainee status will be given you by a senior air policeman.

job requirements

Neither previous work experience, nor formal on-the-job training is required of you as a trainee, but certain knowledge, skill, and aptitude are necessary.

You must be prepared to expend a considerable amount of energy in performing police and sentry duties, both of which require constant alertness.

Some knowledge of highway traffic rules, traffic control methods, apprehension of personnel, protection of evidence, first aid, the care and the use of weapons is essential. Too, you must have a thorough understanding of both the security instructions and special instructions.

Considerable care and coordination of movement in the use of weapons and unarmed combat techniques are additional requirements.

You don't have to be a star athlete to be an air policeman, but if you have some athletic

ability, so much the better. The job does require a high degree of physical stamina. You can expect to be exposed to adverse weather conditions, for most of your work as a trainee will be outdoors.

Some adaptability and resourcefulness are required in performing duties such as directing traffic, handling small groups of persons, and preserving law and order. Then there are your dealings with prisoners, their families and visitors which require both courtesy and tact.

While your job as a trainee imposes no responsibility on you for the work of others, it does call for some responsibility for the prevention of misuse or waste of equipment such as assigned weapons or vehicles.

You will be responsible for the safety of others when directing traffic or performing tasks requiring the use of firearms.

apprentice air policeman

As an apprentice air policeman (96130) you are semiskilled. As a result you will not be under such close supervision as you were while a trainee. As you advance, your responsibilities

increase while supervision over you decreases.

Your task as an apprentice air policeman will be practically the same as those you exercised as a trainee.

air policeman

Your next step forward is to become a full-fledged air policeman without a change in your AFSC. Here again your duties may not vary greatly from those you performed as an apprentice, but your responsibilities increase because of

your greater skill.

Supervision over you is further reduced, but the air police officer, the air police superintendent, air police supervisor, and the senior air policeman still exercise authority over you.

senior air policeman

As a senior air policeman your AFSC will change to 96150. Your job duties will call for performing air police duties as well as supervising and instructing other air policemen in the performance of their duties. You will continue to receive formal and on-the-job training. You will need a greater degree of knowledge and skill in performing your duties.

Looking ahead from the senior air policeman level, you will find that there are two higher career levels open. You can become an air police supervisor, with an AFSC of 96170, or a correction supervisor, with an AFSC of 96171. The step you take here may be a matter of preference as to whether you want to specialize in corrections or remain in air police work.

air police supervisor

Among the more important duties an air police supervisor must perform are the following:

Plan and schedule work assignments, establish standards of performance for air police tasks, such as sentry duty, minor investigations, care and use of equipment, controlling traffic and rendering honors.

Coordinate with correction supervisors in rotating air policemen between corrections duty and other sections of the air police unit.

Supervise maintenance of law and order on

Air Force installations and military personnel in surrounding areas.

Determine need for individual and group training from observations of work performance, and prepare training schedules.

Insure that personnel are familiar with security, police, and uniform regulations. Take part in indoctrination and training of other personnel in security policy and procedures for handling, transmitting, transporting, administering, and storing classified material.

Inspect personnel for security alertness. Recommend precautions against espionage, sabotage, or other subversive activities.

Act as a flight leader in the employment of the air police squadron in ground defense either with or without immediate officer supervision.

Check individuals or formations for proper

dress and appearance, knowledge of security instruction, special instructions, and duty assignments.

The air police supervisor has supervision over senior air policemen, and in turn receives general direction from the air police superintendent and air police officer.

correction supervisor

In the event you become a correction supervisor, your job will be concerned with supervising the confinement and retraining of Air Force prisoners.

More specifically, you will plan and schedule work assignments relative to guarding, employing, and retraining prisoners. This calls for the development of procedures for control, discipline, and working of prisoners.

The correction supervisor has to observe the work performance of guards and other guardhouse personnel. In this way he can insure efficient operation, post prisoner details, and expedite the return of casual prisoners to their home stations.

Other duties of the correction supervisor:

Instruct individuals and groups in methods of handling prisoners, posting guards, the care and use of firearms, and the maintenance of guardhouse records.

Help deal with emergency problems such as guardhouse breaks, fires, evacuations, or riots. Advise guards how to properly control unruly prisoners.

Exercise supervision over the guarding of pris-

oners within and without the confinement area, searching of prisoners, and seizing of contraband articles.

Maintain guardhouse records and reports, process prisoners' requests for medical care, and arrange interviews with the confinement officer, chaplain, and commanding officer.

Arrange for training materials, instruction and counseling in connection with the prisoner retraining program. Analyze conduct and retraining records of prisoners, and recommend parole, suspension, special discipline, classification and other action.

Inspect all phases of guardhouse operations. This includes inspection of guards for alertness and correctness of procedures for guarding prisoners, as well as safety measures for the protection of prisoners.

Check cleanliness and sanitation of confinement buildings and area, food, barracks, and personal hygiene of prisoners.

The correction supervisor exercises general supervision over all personnel assigned to the confinement activity. He in turn receives general direction from the air police superintendent.

job requirements

Considerable formal and on-the-job training in procedures relating to the confinement and retraining of prisoners, experience in guarding and controlling prisoners, and use of unarmed defense techniques are required.

The importance of the correction supervisor in the air police field cannot be overemphasized.

His responsibilities are great, and much depends on the resourcefulness of his leadership.

His job requires considerable adaptability and skill in meeting such emergency situations as guardhouse riots and breaks. He is responsible for the scheduling and control of guards and supervision of the retraining program.

air police superintendent

The superintendent level tops the Security and Law Enforcement Career Field, and is divided into two grades: The warrant officer, junior grade, generally known as Pay Grade W-1, and chief warrant officer, which is divided into three pay grades of W-2, W-3, and W-4.

In brief, the air police superintendent's job is

to direct air policemen engaged in security, law enforcement, the confinement and retraining of prisoners, and ground defense.

He exercises general supervision over both the air police supervisor and the correction supervisor, and is supervised in turn by the officer-in-charge.

job requirements

Extensive training and knowledge in all phases of air police duty are required, along with wide experience in this field.

The air police superintendent also must have a substantial knowledge of military, federal, state, and local laws governing jurisdictional authority over military and civilian personnel; laws governing apprehension, search, and seizure of personnel or property.

When it comes to leadership and control, great resourcefulness is needed in meeting changing situations. A high degree of tact and diplomacy in promoting courteous and cordial

relationships with other base organizations and civilian agencies is likewise required.

In addition, a considerable degree of responsibility is demanded in supervising subordinates engaged in keeping records and reports, preparing and processing correspondence pertaining to security and air police matters, operating base or town patrol, guarding and retraining prisoners, and operating the guardhouse and air police headquarters.

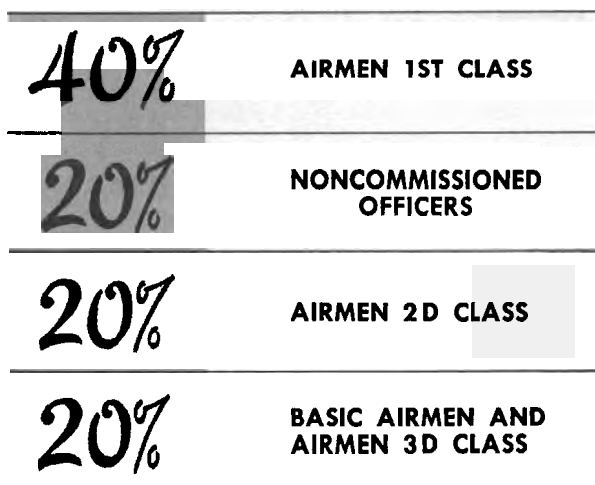
This is your career ladder. Accept the challenge by sincere and productive work.

Grade spread

You make an intelligent decision in selecting the air police field, particularly if you are interested in advancement.

The Security and Law Enforcement Career Field is large and growing steadily, with an attractive grade spread. As a result, your future opportunities in the air police are limited only by the degree to which you apply yourself.

Opportunities for promotion are better than in many other air base squadrons. For example, tables of organization provide an air police grade spread of 20 percent basic airmen and airmen 3d class, 20 percent airmen 2d class, 40 percent airmen 1st class and 20 percent noncommissioned officers.



Training

There are a number of training opportunities open to you, all of which are designed to increase your skill and help you to become a better air policeman.

Not only will the training enable you to become more proficient in performing your job,

but it may well increase your knowledge in such a way as to be beneficial to you in later life.

Proficiency as an air policeman can be attained through attendance at an air police school, on-the-job training, unit training, and self-improvement.

air police school

Sometime during your career as an air policeman, you may receive training at an air police school.

The course may vary in length according to existing air police needs, just as greater emphasis may be placed on certain topics from time to time.

Some of the more important subjects you can expect to study while at school are:

GENERAL MILITARY SUBJECTS. Ethics, ceremonies, leadership, first aid, organization, mission, and map reading, etc.

AIR POLICE SUBJECTS. Traffic control, minor investigations, unarmed defense, air police records and forms, communications, confinement procedures, authority and jurisdiction, and civil disturbances.

AIR BASE SECURITY. Patrols, vulnerability inspections, safeguarding military information and government property, sabotage, antisabotage measures, and personnel control.

GROUND DEFENSE. Functioning, maintenance and employment of individual and crew-served weapons and combat tactics.



on-the-job training

On-the-job training is designed to help air policemen to attain the highest standards of efficiency, appearance, and conduct.

Such training is conducted under the close and constant supervision of qualified air policemen and augmented by classroom instruction.

If you are taking on-the-job training, your program will probably consist of the following essential and related subjects:

LAW ENFORCEMENT. You will be instructed on your mission, conduct of an air policeman, method of patrolling, the mechanics of appre-

hension, handling of prisoners, and the method of search.

TRAFFIC AND GATES. Instruction in this subject includes control of individuals and vehicles entering or leaving the air base, operation of fixed traffic control posts, accident investigations, submission of reports on traffic violations, and enforcement of base traffic regulations.

CORRECTIONS. You will learn the duties of confinement facility guards and disciplinary guards, and the retraining and administration of prisoners.



SECURITY ENFORCEMENT. You, as a trainee, will be instructed as to your mission, posting and relief system, method of challenge, protection of restricted areas, the special orders applicable to your assignment, the enforcement of internal security regulations, and the preservation of order.

INVESTIGATION OF MINOR CRIMES. Instruction on this subject will cover the techniques of prevention, suppression and investigation of minor crimes among Air Force personnel and civilian employees; the gathering and safeguarding of evidence; recovery of lost, stolen, or abandoned property; apprehension of personnel engaged in minor crimes; and methods of report writing.

unit training

Unit training is actually a continuation of all your previous air police training. It is a periodic refresher of pertinent subjects intended to help you better perform your duties as an air policeman.

In addition to the subjects taught in the air police school which you may have attended, there will undoubtedly be certain other topics that are of particular interest to your squadron

or base. The mission of your air base will govern the emphasis placed on various air police duties.

For example, at an installation containing vital and critical materials and equipment, anti-sabotage techniques and base defense may well receive the most attention in unit training.

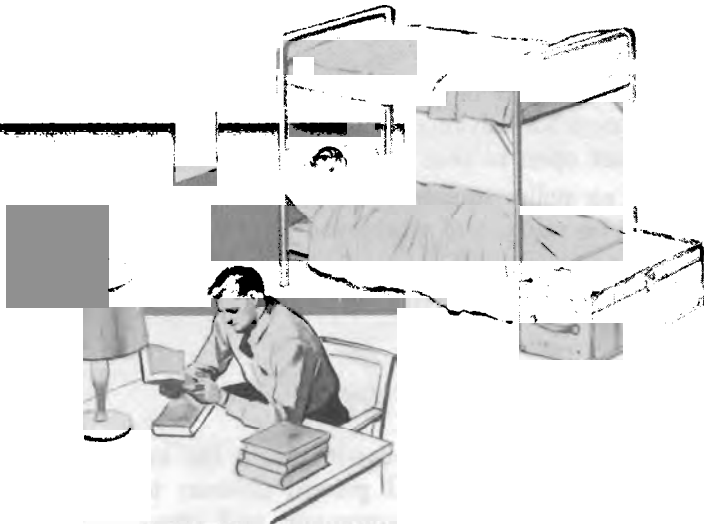
The air police squadron commander is responsible for unit training and determines how often it should be conducted.

self-improvement

Self-improvement means that you can decide for yourself what correspondence courses you wish to take in the law enforcement field, which may better help and equip you for your present job and for police work later in civilian life.

Correspondence courses are available from a number of sources. Some of them are:

UNITED STATES ARMED FORCES INSTITUTE. Your information and education officer will assist you in applying to USAFI and will help you find out about course descriptions, tests, instructional aids, and supplementary materials available for group study programs.



Services of USAFI, which is located at Madison, Wisconsin, include correspondence courses, self-teaching courses, and educational advice and information.

COLLEGE COURSES. The police field is professionalized to the extent that courses in law enforcement are offered at such schools as the University of Washington, Northwestern University, University of Southern California, Yale University, University of California, Michigan State College of Agriculture and Applied Science, State College of Washington, San Jose State and Fresno State Colleges, and the University of Louisville.

You may want to contact these schools relative to such courses (either now or later if you follow up the police career field in civilian life).

air police training will help you in civilian life

As an air policeman you are starting up the path that may lead you into a good job in the law enforcement career field. Assignment to the air police, far from being a dead end, actually opens all sorts of job opportunities for you.

The knowledge, experience, and training you gain in the air police field will help you on your return to civilian life to qualify for jobs with such governmental agencies as State Police, Federal Bureau of Investigation, Immigration Service, U. S. Secret Service, U. S. Border Patrol, liquor control boards, Alcohol Tax Unit, and many others.



Organization

You have already learned what qualities are expected of you as an air policeman, how to deal with the public, your chances for advancement in the career field, and the training opportunities which are open to you.

Now you will learn what the functions of the air police squadron are, how it is organized, its mission, the equipment you will be using, and where you fit into the picture.

air police squadron's function

The air police squadron is set up to enforce law and order and maintain Air Force standards of conduct and discipline, provide for interior security and protection against sabotage (including safeguarding military information), and to accomplish the confinement, retraining, and transportation of Air Force prisoners.

The squadron is charged with being the installation nucleus for local ground defense, to include the manning of automatic and crew-served ground-type weapons.

Air police squadrons are varied in strength according to the requirements of the mission, by adding or deleting extra flights.

air police organization

At the very top of the organizational pyramid, (chart appears on the opposite page), is the headquarters of the air base group to which the air police squadron is usually assigned.

The air police squadron headquarters is com-

posed of three sections, personnel, materiel, and operations. Under operations there are three types of flights which can be enlarged or increased in number according to local needs. They are the retraining, security, and patrol flights:

retraining

RETRAINING. This flight operates the confinement facility.

security

SECURITY. If you are assigned to this flight, you will find that its duties involve providing security at an Air Force installation, to include manning of restricted areas by the use of security post and foot or motorized patrols, and the maintenance of personnel circulation control systems.

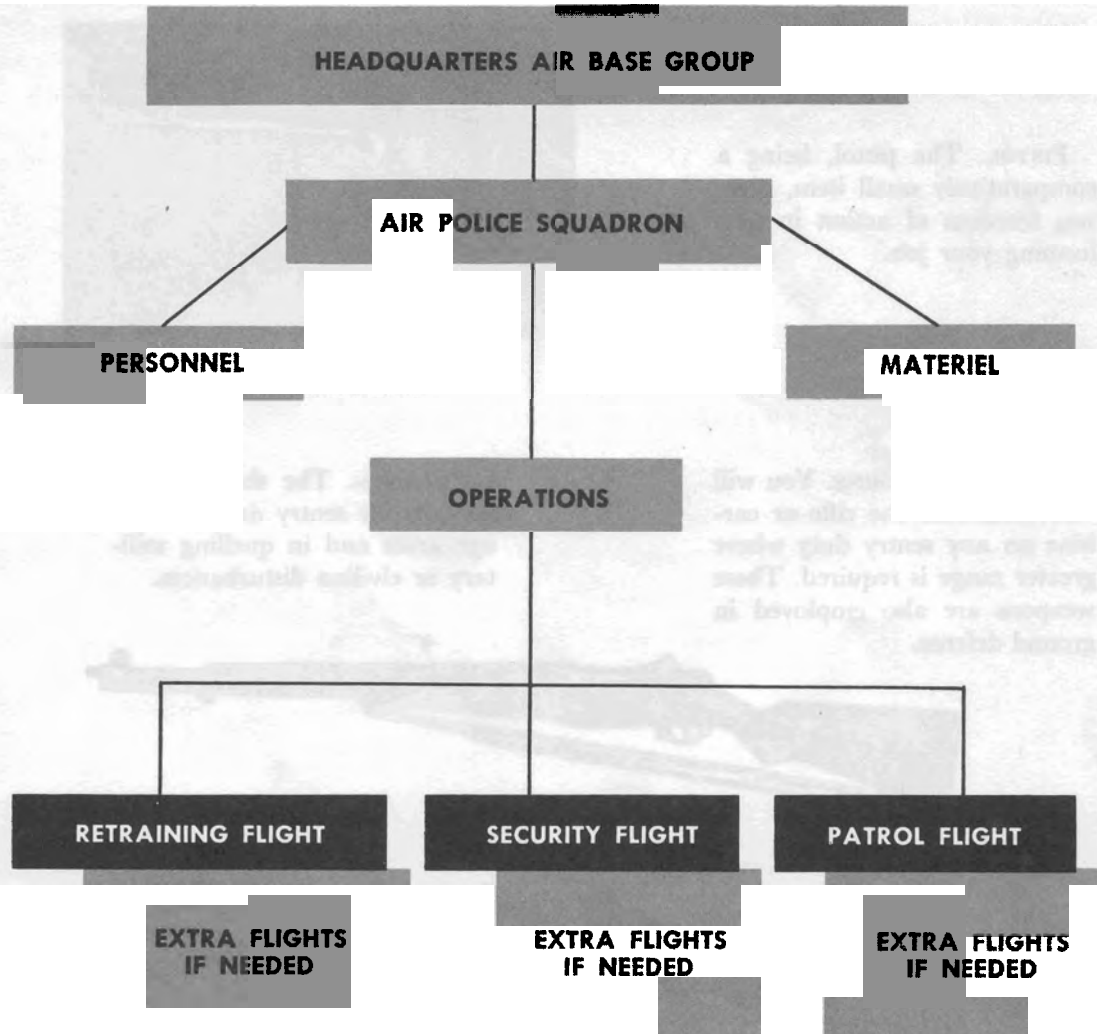
patrol

PATROL. In the event you are assigned to this flight, you soon learn that it is concerned with the enforcement of law and order, and control of conduct and discipline of military personnel and civilians under the jurisdiction of the military at Air Force installations.



**Organization chart
For Air Police Squadron**

T/O 1-8035



Equipment

The items of equipment that you will be using in the performance of your duties as an air policeman are many and varied. These include weapons, vehicles, and communications items.

weapons

As an air policeman you will have to maintain proficiency in the weapon with which you are primarily armed. You will also be trained in the use of other weapons authorized your squadron.

Pistol. The pistol, being a comparatively small item, gives you freedom of action in performing your job.



Pistol automatic, caliber .45

RIFLE AND CARBINE. You will be armed with the rifle or carbine on any sentry duty where greater range is required. These weapons are also employed in ground defense.

SHOTGUN. The shotgun may be used for sentry duty in storage areas and in quelling military or civilian disturbances.



Rifle, caliber .30



Carbine, caliber .30



Shotgun

One thing to remember, however, is that normally you will not be equipped with any weapons while performing duty as a disciplinary guard of Air Force prisoners.

AUTOMATIC WEAPONS. The automatic weapons which you may have to use at some time during your career as an air policeman are the Browning automatic rifle and the caliber .30 and .50 machine guns.

Machine guns can be mounted in guard towers and on the armored utility vehicles, and used in base defense.

The Browning automatic rifle is primarily a ground defense weapon.

BAYONETS. Bayonets are designed to fit rifles for use in riot duty and close combat. Bayonet knives are provided for use on carbines for the same purposes.



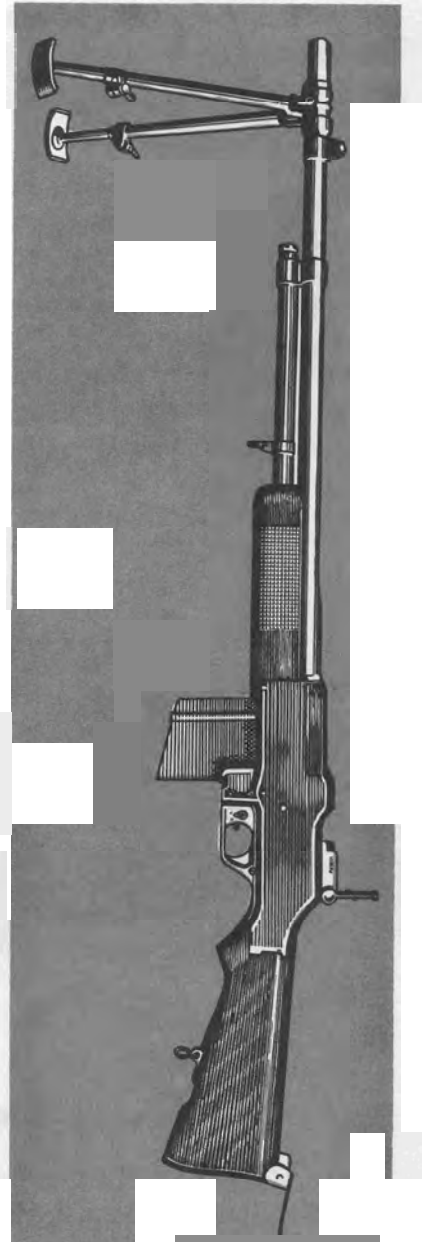
Bayonet

PYROTECHNIC PISTOLS. Pyrotechnic pistols are used to shoot flares producing light of high intensity for signals or to light up an entire area.

GRENADE LAUNCHERS. The grenade launchers are devices attached to either a rifle or a carbine for the purpose of launching grenades. They are more accurate than hand grenades and can be used at a greater distance from the target.



Pyrotechnic pistol



Browning automatic rifle

SPECIAL GROUND DEFENSE WEAPONS. Mortars are used where high trajectory fire is needed. Recoilless rifles are employed against enemy emplacements and armored vehicles.

vehicles

The different types of vehicles you can expect to be using as an air policeman include the armored utility car, M20; truck, stake and platform, 1½-ton, 4 x 2; station wagon, metal body, 4 x 2, ½-ton, 4 door; or the truck, pickup, ½-ton, 4 x 2; and in some overseas areas the truck, 2½-ton, cargo; ¾-ton weapon carrier;

and the ¼-ton utility jeep.

In general commercial-type vehicles only are authorized for air police. In areas where these vehicles cannot be satisfactorily utilized, other vehicles may be substituted therefore when justified by the major Air Force command and approved by the Department of the Air Force.



communications equipmen

Mobile and fixed radio sets, handy-talkies, field and conventional telephones are the basic items of communications equipment you will be using.

Both security and nonsecurity patrol vehicles are usually radio-equipped.

HANDY-TALKIES. Handy-talkies, which have a limited range, are employed by perimeter sen-

tries. The principal purpose of the handy-talkies is to maintain contact between sentries and air police headquarters when telephone service is not available.

FIELD TELEPHONES. Telephones may be strategically located so that you can use them to report to air police headquarters. Field telephones also may be installed at gates, in towers, and at other key points on the base.

CHAPTER 2

military law

Most of your duties as an air policeman will be tied in with the Uniform Code of Military Justice (UCMJ), which is the statutory law governing military justice in the Armed Forces

To be a successful air policeman, it is essential that you learn these laws. By becoming familiar with them you will find out what your authority is and what its limitations are. This knowledge will help you to develop confidence and become more skilled in your job.

All airmen have as vital an interest in the preservation of the discipline of the Air Force and of the other Armed Forces as in the protection of their property against theft. Their lives and their stake in our country's survival may depend on the discipline of the Armed Forces.

Military Jurisdiction

Military jurisdiction is derived from the Constitution of the United States and International Law. The specific provisions of the Constitution relating to military jurisdiction are found in the powers granted to Congress, in the authority vested in the President, and in a provision of the fifth amendment.

The three types of military jurisdiction are: military government, martial law, and military law.

Military government is defined as the military jurisdiction that is exercised by a belligerent occupying enemy territory.

Martial law is that law which temporarily governs the civil population of a locality through its military forces, without the authority of written law, as necessity may require.

Military law, which is of primary interest to you, is in general that branch of the law that regulates the conduct of individuals in the Armed Forces. That part of military law which most concerns you is published in The Manual for Courts-Martial and is known as the Uniform Code of Military Justice.

The agencies through which military jurisdiction is exercised include military commissions, provost courts, courts-martial, nonjudicial powers of a commanding officer, and courts of inquiry.

Uniform Code of Military Justice

The Uniform Code of Military Justice became effective 31 May 1951. The Articles of War, the Articles for the Government of the Navy, and the Disciplinary Laws of the Coast Guard were replaced by UCMJ.

Under the Uniform Code, members of the Air Force, Navy, Army, and Coast Guard are gov-

erned by the same laws. The trial and punishment of offenders in all the Armed Forces is covered by a single set of laws.

The code consists of 140 numbered articles. The code was enacted by Congress, which is empowered by the Constitution to "make rules for the government of the land and naval forces."

Courts-martial

A court-martial is an agency which tries persons subject to military law, who violate the punitive articles.

The commanding officer decides what kind of court-martial charges are appropriate when administrative and disciplinary measures fail.

Charges are tried by the lowest court that has power to adjudge an appropriate and adequate punishment—not necessarily the maximum punishment authorized.

Unlike a civilian criminal court, a court-martial is not a permanent body. It is created only when ordered by a competent military authority. The members are selected by the officer who appoints the court. A sentence may be executed only when he, or some higher authority, orders it and only after the review of the case required under the UCMJ has been completed. In all other respects, a court-martial follows the same general principles of law as civilian courts.

kinds of courts-martial

There are three types of courts-martial: general, special, and summary.

A general court-martial consists of a law officer and not less than five members.

A special court-martial consists of not less than three members.

A summary court-martial always consists of one commissioned officer.

None of these courts are permanent. The appointing authority may change members by issuing amending orders, or he may appoint a new court.

jurisdiction of courts-martial

The jurisdiction of courts-martial is entirely penal and disciplinary. There is no authority under which a court-martial may adjudge the payment of damages or private debts. Actions

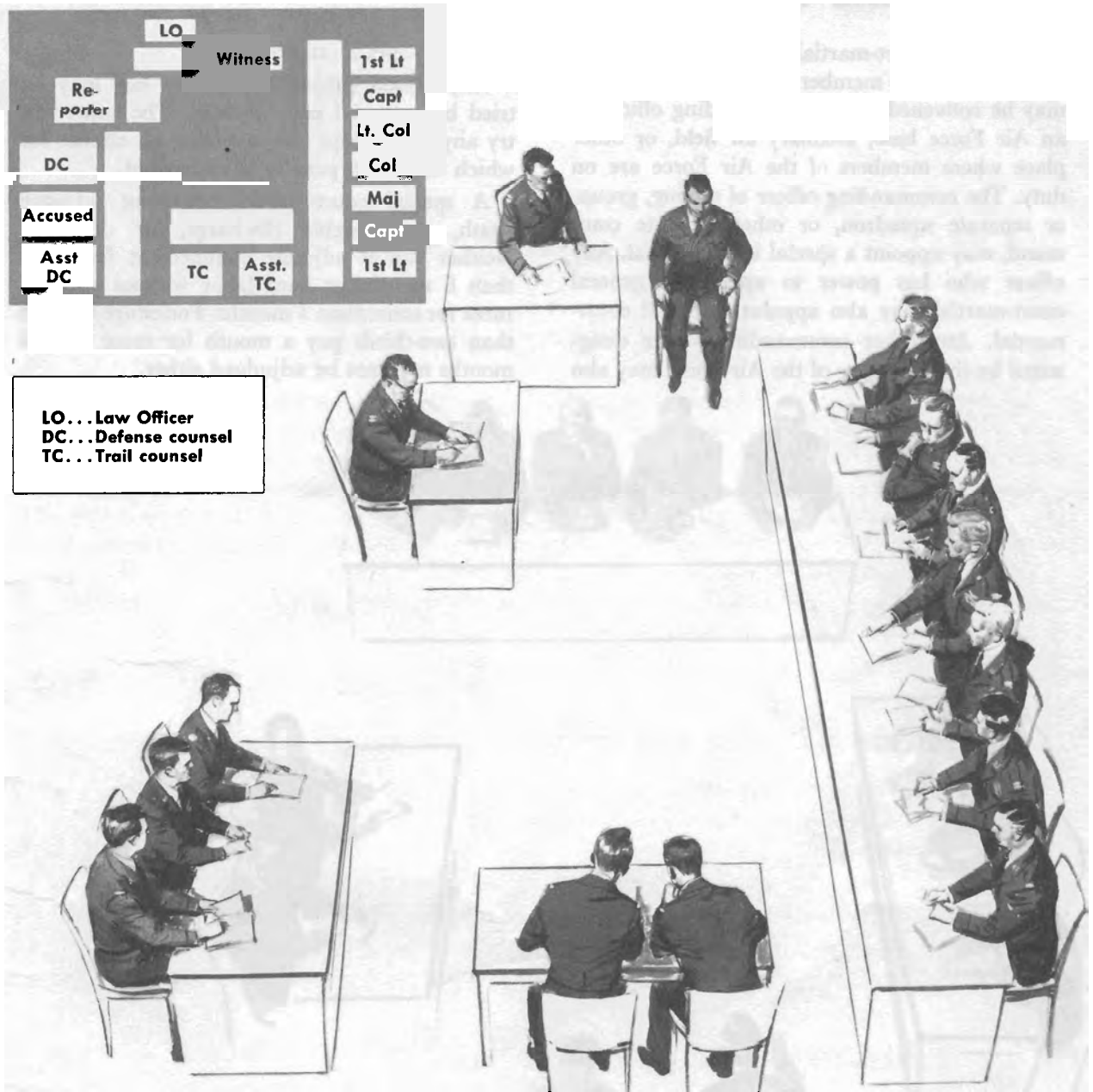
executing sentences that have been finally reviewed and approved are binding on all departments, courts, agencies, and offices of the United States.

general court-martial

A general court-martial consists of a law officer and at least five members. In the Air Force a general court-martial may be convened by the President of the United States, the Secretary of the Air Force, the commanding officer of an air

command, air force, air division, or a separate wing, as well as any other commanding officer, designated by the President or Secretary of the Air Force.

The law officer is a lawyer. He is a member



of the bar of a Federal court or of the highest court of a state. In either case, he must be certified as competent to perform such duty by the Judge Advocate General of the branch of service of which he is a member.

Except when the court is deliberating and voting, all proceedings must be held in the presence of the law officer. The law officer is not a member of the court. He does not vote on the findings and the sentence. His duties are similar to those of a civilian judge except that he does not pronounce a sentence.

A general court-martial may try any person subject to military law, regardless of rank. Any crime or offense punishable by the Uniform Code of Military Justice may be tried by a general court-martial. It can adjudge any punishment not forbidden by the code. However, in the trial of airmen, a general court-martial may not exceed the limits prescribed by the President in the Table of Maximum Punishments. Only a general court-martial may adjudge a death sentence, dismissal, dishonorable discharge, or confinement for more than 6 months.

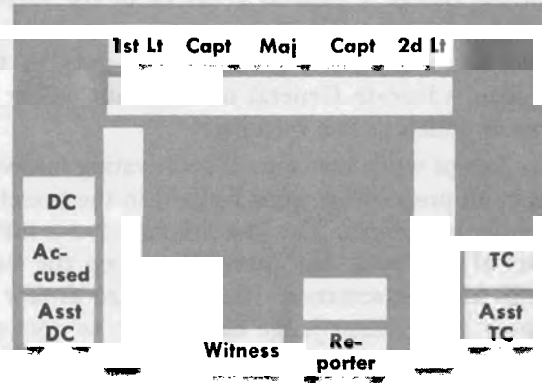
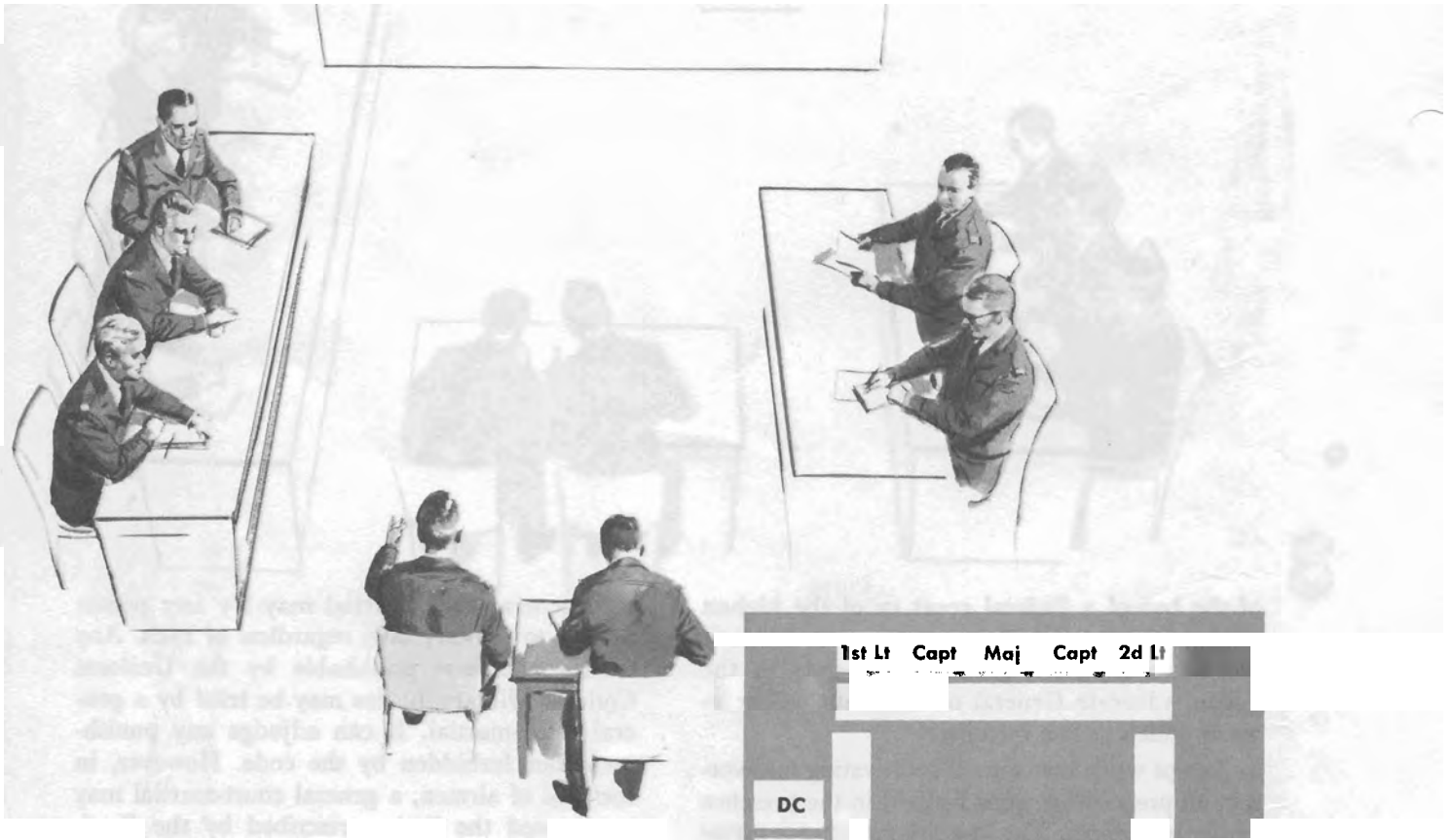
special court-martial

A special court-martial is composed of not fewer than three members. In the Air Force it may be convened by the commanding officer of an Air Force base, auxiliary air field, or other place where members of the Air Force are on duty. The commanding officer of a wing, group, or separate squadron, or other separate command, may appoint a special court-martial. Any officer who has power to appoint a general court-martial may also appoint a special court-martial. Any other commanding officer designated by the Secretary of the Air Force may also

appoint a special court-martial.

Any person subject to military law may be tried by a special court-martial. The court can try any case except one involving an offense for which the death penalty is authorized.

A special court-martial may not adjudge death, dishonorable discharge, or dismissal. Neither can it adjudge confinement for more than 6 months or hard labor without confinement for more than 3 months. Forfeiture of more than two-thirds pay a month for more than 6 months may not be adjudged either.



summary court-martial

A summary court-martial consists of one officer, whenever practicable a captain or higher ranking officer. He is appointed by the commanding officer of an Air Force base or other place where members of the Air Force are on duty. Or the commanding officer of a group or separate command or detached squadron may appoint him. Any officer who may appoint a general or special court-martial or any commanding officer designated by the Secretary also has the power to appoint a summary court-martial.

Summary courts have power to try any person subject to military law except officers, warrant officers, cadets, aviation cadets, or midshipmen. Any offense except an offense for which the death penalty may be adjudged is triable.

No person may be tried by a summary court-martial if he objects to such a trial, with one exception. The exception is if he has already

been given an opportunity to accept punishment for the offense under Article 15 and has elected to refuse punishment under that article.

A summary court cannot give the following punishments:

Dishonorable or bad conduct discharge.

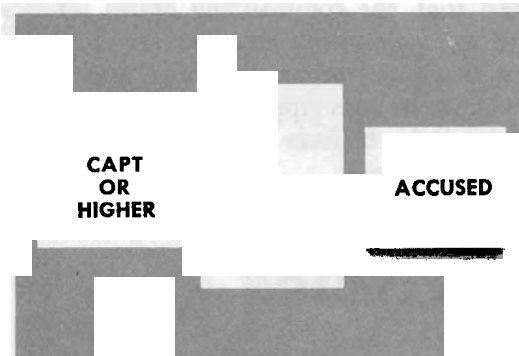
Confinement for more than 1 month.

Restriction to limits for more than 2 months.

Forfeiture or detention of more than two-thirds of 1 month's pay.

In the case of noncommissioned officers above the rank of airman, 1st class, a summary court-martial may not adjudge confinement, hard labor without confinement, or reduction except to the next lower grade.

A summary court-martial has the power to adjudge a reprimand or admonition.



Disciplinary Punishment by the Commanding Officer



Minor offenses may be dealt with by the commanding officer of a unit under the powers granted him by Article 15 of UCMJ. In the Air Force this is commonly known as squadron punishment.

When an offense is brought to the commanding officer's attention, he makes an informal investigation. This is to satisfy himself that the airman did commit an offense, and that the of-

fense is actually a minor one which can be punished under Article 15.

He talks to persons who know the facts and gives the accused an opportunity to present his side of the case.

If the commanding officer decides that action under Article 15 is necessary, he notifies the accused that he intends to punish him, unless trial by court-martial is demanded.

In the Air Force an accused has a right to demand trial by court-martial instead of accepting punishment under Article 15. He is not entitled to know, however, what punishment he will receive if he waives his right to demand trial (MCM 1951, par 132).

Charges ordinarily will be preferred against the accused if he demands trial. If he does not demand trial, the commanding officer informs him of the punishment imposed under Article 15. At that time the accused must also be informed that he may appeal to the next higher authority if he believes the punishment to be unjust or too severe.

The Punitive Articles

Articles 77 through 134 of the UCMJ are known as the punitive articles.

The crimes and offenses made punishable by these articles may be divided into three general groups.

First, the crimes common to both civil and military law, for example, murder, rape, arson, robbery, burglary, larceny, sodomy, and frauds against the United States.

Second, the offenses which are purely military in nature, arising out of military duties and having no counterpart in civilian life. Examples are desertion, willful disobedience of lawful orders of superior officers and noncommissioned officers, misbehavior before the enemy, and sleeping on post.

Third, a general group of offenses based on

Articles 133 and 134. These articles do not specify any particular acts of misconduct. They do cover in general terms a variety of acts harmful to the service.

Article 133 applies only to officers, cadets, and midshipmen. It makes punishable "conduct unbecoming an officer and a gentleman."

Article 134 pertains to all persons who are subject to military law. Offenses punishable under this article include:

Disorders and neglects directly prejudicial to good order and the maintenance of military discipline.

Conduct of such a nature as to bring discredit upon the Armed Forces.

Crimes and offenses, not capital, denounced by Federal laws other than the UCMJ.

Important UCMJ Articles for Air Police Duty

Most of your duties as an air policeman consist of providing security and enforcing military laws and regulations.

Your authority for enforcing military laws and regulations is derived generally from The Manual for Courts-Martial, 1951, and more specifically from the articles contained in UCMJ.

Therefore, to perform your duties correctly you should be familiar with all the articles of UCMJ. However, there are certain specific articles which you must know.

The pertinent portions of 10 of these articles have been selected because of their special importance. They are included in this section.

article 31 – compulsory self-incrimination prohibited

You are primarily interested in this article because it limits your authority in obtaining information from an individual. As an air policeman you will be called on to investigate minor crimes and incidents. (The investigation of major crimes is the responsibility of the Office of Special Investigations). A statement from an accused to be admissible in evidence must be made voluntarily. One obtained by force, duress, or coercion can never be used as evidence. Essentially, this article means that you cannot require a person to incriminate himself.

Further, any time you question a person, accused or suspected of an offense, you are required to inform him of his rights against self-incrimination.

He must be informed of the following:

The nature of the accusation. The explanation may be in general and will not include a discussion of the case, or any disclosure of witnesses, informants, testimony, or facts which have been obtained.

That he does not have to make any statement regarding the offense of which he is accused or suspected.

That any statement made by him may be used as evidence against him in a trial by court-martial.

If a statement is obtained by you without giving this warning to a person accused or suspected of an offense, the statement cannot be used as evidence against him.



For your guidance recommended forms for use in obtaining statements from witnesses and accused or suspected persons are included in appendix II.

article 77 – principals



This article binds you to prevent any violation of military law which you are responsible for enforcing. Failure to carry out this duty may make you equally as guilty as the person committing the offense.

For example, you may be on sentry duty and see a person stealing Government property which you are responsible for guarding. You know that he is stealing it, because he is not authorized to have the property. If you do not try to keep him from taking this property, you are equally guilty.

article 92 – failure to obey order or regulation



This article covers failure to obey a lawful order. This means disobedience of the lawful order given by a person not a superior if there is a duty to obey the order. One example of this is a lawful order given by an air policeman in the execution of his duties. In other words, members of the Armed Forces, although they may outrank you, must abide by your lawful orders while you are performing air police duties.

article 95 – arrest and confinement



The two parts of this article in which you are interested pertain to resisting apprehension and escape from custody.

RESISTING APPREHENSION. Resisting apprehension is defined as an active resistance by a person whom you have apprehended. This resistance, by the person you have apprehended, must be accomplished by his striking or assaulting you, or by his running away from you. Merely arguing, swearing, or attempting to escape after you have apprehended him, does not constitute the offense.

If the attempted apprehension on your part was illegal to begin with, then resisting the apprehension would not be illegal.

ESCAPE FROM CUSTODY. Custody means restraining an individual and preventing his freedom by lawful apprehension. When an individual either submits to apprehension or is forcibly

taken into custody, the apprehension is considered complete. If this person escapes after you have taken him into custody, it is a violation of Article 95 and is termed "Escape from Custody."

article 97 – unlawful detention of another



This article states that you may not illegally apprehend or detain another member of the Armed Forces. This illegal detention may be committed anywhere, even without the use of force. However, any illegal detention or apprehension must be against the individual's will. A reasonable belief by you that the restraint was lawful is a defense.

article 108 – military property of United States – loss, damage destruction or wrongful disposition



Article 108 covers the suffering of loss, damage, destruction, sale or wrongful disposition of military property.

Such loss, damage, destruction, sale, or disposition may be said to be willfully suffered by one who, knowing the act to be imminent or actually going on, takes no steps to prevent it.

A suffering through neglect implies an omission to take such measures as were appropriate under the circumstances to prevent a loss, damage, destruction, sale, or wrongful disposition.

For example if you see a readily extinguishable fire in Government property and allow it to burn, you may be prosecuted under this article.

article 113 – misbehavior of a sentinel or lookout



This article covers three kinds of misbehavior of a guard or sentry:

Being found drunk on duty.

Sleeping while on post.

Leaving your post before you are properly relieved.

This is a very important article for you, the air policeman, mainly because of the responsibility with which you are charged when performing guard or sentry duty.

article 116 – breach of peace



In military law, a breach of the peace is an unlawful disturbance of the peace by an outward demonstration of a violent or turbulent nature. For instance, it is an act that would disturb a number of people, such as the use of vile and abusive words in a public place, unlawful discharge of firearms in a public street, or fighting.

Every type of disorder or misconduct is not a breach of the peace. An airman appearing in an unclean uniform in a public place might commit an offense in violation of Article 134, but would not ordinarily create a breach of the peace under this article.

article 131 – perjury



As an air policeman, you will be called upon to testify in court-martial proceedings and possibly other types of judicial proceedings. Under such circumstances you will be giving information or testifying under oath. Under oath or affirmation you swear or affirm that you will tell the truth. If you willfully and corruptly tell a lie, you commit perjury. The words “willfully and corruptly” mean that the person falsely testifying did not believe his testimony to be true.

If you express an opinion, when under oath, that a certain person was drunk when in fact you believe he was not, you would be committing perjury.

article 134 - general article

Appearing in unclean uniform, not in prescribed uniform, or in uniform worn otherwise than in the manner prescribed.

Discharging firearms through carelessness, or wilfully, under such circumstances as to endanger life.

Refusing wrongfully to testify before a court-martial, military commission, court of inquiry, or board of officers.

Falsely swearing to an untrue statement under lawful oath, either orally or in writing.

The disorders and neglects punishable under Article 134 include those acts or omissions to the prejudice of good order and discipline not specifically mentioned in other articles.

Some of the violations of this article which are punishable by a general, special, or summary court-martial, according to the nature and degree of the offenses are:

Assault upon a commissioned officer of the Air Force, Army, Coast Guard, Navy, or a friendly foreign power, a warrant officer, a noncommissioned or a petty officer, not in the execution of his office.

Assault upon any person who in the execution of his office is performing air police, military police, shore patrol, or civil law enforcement.

Behaving in an insubordinate or disrespectful manner toward or striking or assaulting a sentinel while in the execution of his duty.

Falsely swearing to an untrue statement under lawful oath, either orally or in writing.

Refusing wrongfully to testify before a court-martial, military commission, court of inquiry, or board of officers.

Drunk or disorderly, or both, in command, quarters, station, camp, on board ship, or under such circumstances as to bring discredit upon the military service.

Drinking liquor with a prisoner.

Allowing a prisoner to perform an unauthorized act.

Impersonating an officer, warrant officer, noncommissioned or petty officer, or agent of superior authority with intent to defraud.

Pandering—procuring a woman to engage in acts of prostitution for hire and reward.

Fleeing from the scene of an accident.

Knowingly receiving stolen property.

Discharging firearms through carelessness, or wilfully, under such circumstances as to endanger life.

Appearing in unclean uniform, not in prescribed uniform, or in uniform worn otherwise than in the manner prescribed.

Apprehension, Arrest, and Confinement

As an air policeman, it is essential that you know and understand the terms apprehension, arrest and confinement. A thorough knowledge of the meaning of these terms will spell out your authority and its limitations.

definition of terms



APPREHENSION. The taking of a person into custody. It is the act you perform when you first restrain an individual subject to the code upon reasonable belief that an offense has been committed and that the person apprehended committed it.



ARREST. The restraint of a person by an order, not imposed as punishment for an offense, directing him to remain within certain specified limits.



CONFINEMENT. The physical restraint of a person. This means that the individual is either under guard or in a stockade, jail, or similar facility.

who may apprehend

If there is a good reason to believe that a person subject to the code has committed an offense, any officer, warrant officer, noncommissioned officer, or petty officer of any Armed Force may apprehend the offender.

In the execution of guard or police duties, military policemen, air policemen, members of a shore patrol of the Navy or Coast Guard, and other persons designated to perform police duty may apprehend such offenders.

In performing duty as an air policeman, you are empowered to apprehend a disorderly soldier,

sailor or marine.

You should apprehend a commissioned or warrant officer only when immediate apprehension is necessary to prevent:

Disgrace to the service.

The commission of a serious offense.

The escape of a person who has committed a serious offense.

Otherwise, you may only apprehend a commissioned or warrant officer when ordered to do so by a commissioned officer.

procedure to apprehend

An apprehension is effected by clearly notifying the person to be apprehended that he is being taken into custody. It is not necessary to touch the individual.

The order of apprehension may be either oral or written.

Any person empowered to apprehend an offender is authorized to secure the custody of an alleged offender until proper authority may be notified. This authorization to secure may include physical custody in a confinement facility when absolutely necessary.

nature of restraint

Whether or not an accused is restricted or confined while awaiting trial depends upon the offense and the character of the person involved. He need not be restrained at all, if it is believed that he will be present at the trial and will not commit any other offense in the meantime.

An accused in arrest is his own guard. He is restrained within certain limits, not by physical force, but by his moral and legal obligation to obey the order of arrest. When placed in arrest he must remain within the limits of the area specified.

who may order arrest or confinement

Any commissioned officer may order an enlisted person into arrest or confinement. He may do it personally or through another person subject to UCMJ.

The commanding officer of any unit may delegate to his warrant officers and noncommissioned officers the power to arrest or confine enlisted persons belonging to his unit or other units under his jurisdiction.

For example, the first sergeant or charge of quarters may be authorized to arrest or confine any enlisted person who commits an offense in the squadron area.

Only a commanding officer may order officers, warrant officers, or civilians who are subject to his authority into arrest or confinement. The arrest or confinement must be effected by an order, oral or written, delivered in person or

by another officer. The authority to order such persons into arrest or confinement may not be delegated.

For this particular purpose, the term "commanding officer" means an officer commanding a base, auxiliary airfield, or other place where members of the armed forces are on duty.

An officer authorized to arrest may choose to restrict the offender to certain specified limits instead of ordering him into arrest. This type of restraint differs from an arrest because the offender participates in all military duties and activities of the organization. He is not, however, allowed to leave the limits of the specified area.

procedure for arrest and confinement

PRELIMINARY INVESTIGATION. No person should be placed in arrest or confinement unless the individual ordering it either has personal knowledge of the offense or has made an investigation of it. This is to prevent anyone from being deprived of his liberty on mere suspicion.

The investigation need not be formal. But it should be detailed enough to furnish reasonable grounds for believing that an offense has been committed by the person to be restrained.

ARREST. An arrest is imposed by notifying the person that he is under arrest and informing him of the limits of the arrest. The order may be oral or in writing, and no particular formality must be observed. It is desirable to explain to the person the meaning of the arrest and the penalty which may be imposed if he breaks his arrest.

CONFINEMENT. A person to be confined is placed under guard and taken to the guardhouse or other place of confinement. The authority ordering confinement will give the confinement officer a written statement of the name, grade, and organization of the prisoner, and the offense of which he is accused. If a written statement is not delivered with the prisoner, the confinement officer may refuse to receive him.

REPORTING. When a person is placed in arrest or confinement, the fact should be reported promptly to his squadron or unit commander. This is done so that he may take disciplinary

action, if necessary, and make the proper entries in the morning report.

If a person is placed in confinement, the confinement officer, within 24 hours after such a confinement, reports to the installation commander the name of the prisoner, offense charged, and the name of the officer who ordered the confinement.

ACTIONS IN INTEREST OF PRISONER. Immediate steps are taken to inform the person placed in arrest or confinement of the specific wrong of which he is accused.

Immediate steps also should be taken to try him or dismiss the charges and release him.

LENGTH OF CONFINEMENT. No definite time limit is stated within which he must be released, if charges are not preferred. Normally, charges should be preferred within 72 hours after he is restrained. However, the accused is not automatically released merely because of delay in preferring charges.

CONTROL OF PRISONER. The person must remain in arrest or confinement until released by proper authority. The proper authority to release the accused from arrest is normally the officer who imposed the arrest. The proper authority to release from confinement is normally the base commander.

Once a prisoner is ordered into confinement, he passes beyond the control of the officer who first ordered him to be confined, unless that officer is the base commanding officer.

Your Authority to Apprehend Persons not Subject to UCMJ



You, the air policeman, have the right as a citizen to help maintain the peace.

Generally, this means that you have the authority to apprehend any person committing a felony or any person who in your presence commits a misdemeanor amounting to a breach of the peace. (Breach of the peace was discussed earlier in this chapter.) This authority may be exercised either on or off a military installation and the person apprehended need not be subject to UCMJ. As indicated in the following discussion, this authority should not be exercised off the military installation unless urgent action is required.

Although this is the general rule, the law of apprehension varies considerably from one locality to another. Therefore, make certain of the local law before you exercise this authority.

authority to apprehend on a military installation

While performing sentry duty, you may apprehend, and hold, an individual, not subject to military law who illegally enters or attempts to enter a restricted area. In such a case you will turn the person over to your air police officer as soon as possible.

While on patrol, you have the power to stop any individual for an offense such as a traffic violation which does not amount to a breach of the peace. In this situation you obtain the

identification and other necessary information and release the offender. However, in the event the offender resists or creates a disturbance amounting to a breach of the peace, you are authorized to apprehend and hold him until your air police officer assumes control.

In all cases, special instructions by the air provost marshal or the air police officer will define your action and procedure for the apprehension of persons not subject to UCMJ.

authority to apprehend outside the limits of military jurisdiction

On duty, such as town patrol, you are responsible for the welfare of military personnel. Let civilian police take care of civilians.

Avoid contacts with civilians that might lead to undesirable reflection on you and the Air Force.

Call for civilian police assistance in any situation involving military personnel and civilians.

Many servicemen wear civilian clothing on pass or liberty. When an offender in civilian clothing is suspected of being a serviceman, a civilian policeman should be located to investigate the status of the individual. It is far better to allow a serviceman in civilian clothing to escape apprehension for a minor offense than to exercise unauthorized control over a civilian.

Outside the United States your authority to apprehend civilians is established by the command in which you serve.



In the course of your duties, you may find it necessary to apprehend a dangerous person or defend yourself. Under such conditions you may have to resort to the use of force.

authority to apprehend outside the limits of military jurisdiction

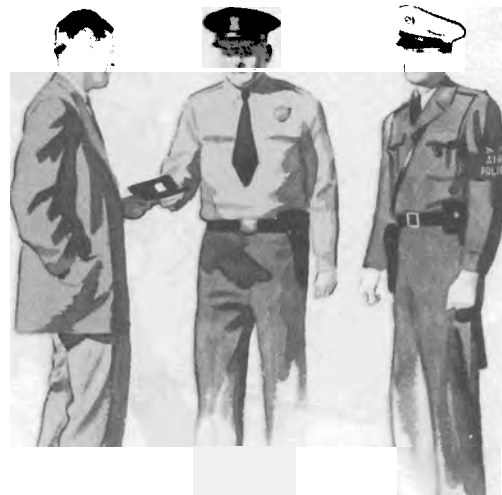
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Use of Force



In the course of your duties, you may find it necessary to apprehend a dangerous person or defend yourself. Under such conditions you may have to resort to the use of force.

using force in making an apprehension

You are permitted to use only that amount of force which is reasonably necessary to make an apprehension. If you use more force than is needed, you may be subject to punishment by a military or civilian court. You also may be liable for damages in a civil action.

While making an apprehension, you are justified in using only such force necessary to:

- Secure and detain the offender.
- Overcome his resistance.
- Prevent his escape.
- Capture him if he escapes.

You are never justified in using unnecessary force, treating the offender with unwarranted violence, or resorting to dangerous methods if the apprehension can be executed without it.

use of firearms

You must always use great caution and prudence in the use of firearms. Never forget that only extreme necessity justifies the taking of human life.

Air police resort to the use of firearms only when all other means of accomplishing their mission have failed. Firearms are never drawn and used as a bluff, and are never fired at persons unless you intend to wound or kill. The use of weapons against individuals who have committed minor offenses is not justifiable. It is better to allow a person to escape rather than wound or kill someone who has committed only a minor offense.

Using firearms to apprehend violators of traffic laws is never condoned. Air police will never draw firearms except under the following circumstances and as a last resort:

- To apprehend a known dangerous criminal.
- To prevent the commission of a crime which endangers human life or property critical to the defense effort.
- In self-defense where all other means have failed.
- To protect the lives of others.

the policeman's club



The policeman's club may be employed in the apprehension of a dangerous person or in self-defense. Never remove the club from its holder unless you are going to use it for one of these purposes.

Remember that the club is used as an extension of your arm, for jabbing at an opponent. Avoid hitting him on the head. Instead, blows to the shoulders, arms, legs, or stomach will usually subdue him without inflicting serious injury.

Search and Seizure



If evidence is obtained as a result of an unlawful search and seizure, the crime may be solved, but the criminal may get off because the evidence has been made inadmissible at a trial. There are strict rules governing search and seizure. The Constitution of the United States protects individuals' privacy and forbids unreasonable searches and seizures. A person making an illegal search can, in some instances, be prosecuted. The rules for search vary, depending upon whether a search is made under Federal authority, State authority, or military authority, and depending upon whether a search is made with a search warrant. The military rules of evidence on searches pattern after the rules of the Federal courts.

definition

SEARCH. An examination of a person or of property for the purpose of finding evidence of a criminal offense.

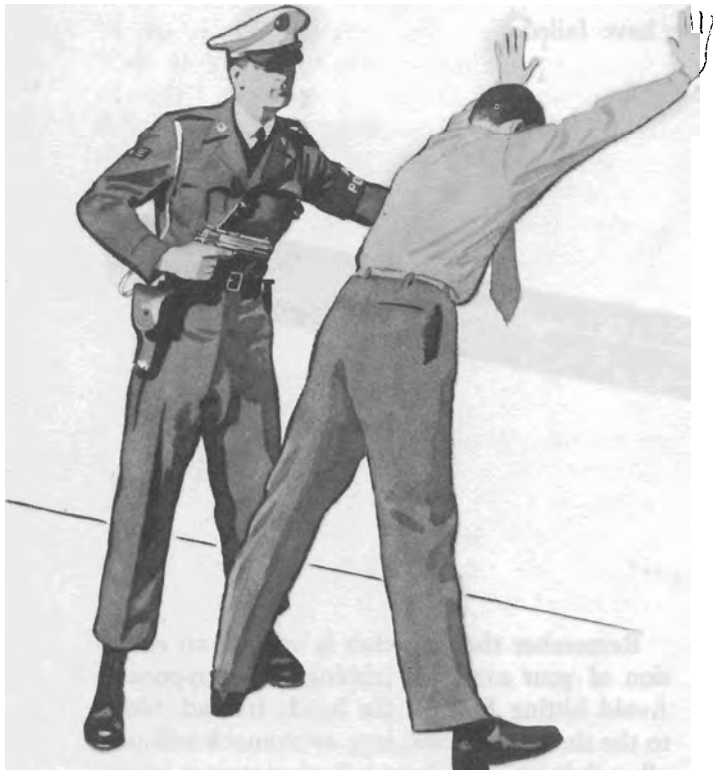
SEIZURE. The taking away of evidence so found.

SEARCH WARRANT. A paper signed by a magistrate or comparable official, ordering a policeman or similar agent, to search the house or other possession or property of a named person for clearly described property, and to bring any such property found to the proper magistrate. The search warrant may also order the policeman to bring along the person occupying a searched property.

CONTRABAND. Something which is unlawful for a person to have in his possession, such as stolen property, smuggled goods, tools of crime, counterfeit money, unauthorized narcotics, unauthorized military passes, etc.

on a military reservation

A search warrant is not needed for a search inside a military reservation (except possibly in such facilities as Wherry housing where legal advice should be obtained prior to search); how-



ever, in most cases a competent military authority must authorize the search.

A base commander can give you permission to search any place on the base; a group commander, any place in his group; and a squadron commander, any place in his squadron. If you cannot contact the commander, you can get permission from that officer to whom the commander has delegated the power to authorize searches in his absence.

WITH PRIOR AUTHORITY. If you need to search a man, or his automobile, barracks, etc., you should contact the officer having command over the area in question, explain what offense you suspect has been committed, what you expect to find, and why you expect to find it in that location, and obtain the officer's authorization to make the search. Then you can proceed.

You are not authorized to search places other than those you were given specific authority to search. You are not authorized to seize any property other than that which you were authorized to search for, with the exception of contraband. An airman may assert an objection to a search without his consent and without proper authorization. If you are questioned by the airman involved or by someone else occupying the area to be searched, you should, therefore, state who you are and by what authority you are making the search.

Make out a receipt for all property seized. This receipt can be made on a plain piece of paper, and should contain the date, the name of the person making the search, the name of the officer authorizing the search, and an exact list of all property taken. The receipt should be given the owner, if he is around; otherwise, it should be left in the place from which the property was taken.

WITHOUT PRIOR AUTHORITY. As indicated above, prior authority to make a search should always be sought; however, there are some cases where a search on a military reservation can be made without first obtaining prior authority, where necessity demands. These are explained below.

Whenever property is seized without prior authorization, you, as an air policeman, should take the property promptly to the air police

headquarters and obtain a receipt. The air police officer can notify the person who could have authorized the search originally. A receipt also should be given to the person from whom the property is seized, or left in the place from which the property is taken.

As part of a lawful apprehension. The apprehension must be made before and not after the search. The apprehension itself must be lawful, that is, it must not be made merely as an excuse for conducting the search but for some other sufficient, independent reason. The search must be made at the same time and the same place as the apprehension. When made as part of a lawful apprehension of an individual, the search can cover not only those articles on his person but also those items under his immediate control. Anything pertaining to the crime for which the person is apprehended can be seized, even though it belongs to someone else. In addition, contraband or anything which might help him escape, such as a weapon or tickets to available transportation can be seized. Money and valuables should not be seized unless connected with the offense, or unless there is good reason to believe that they will be used as a means of escape. If a man is apprehended for one crime, a search cannot be made for some other crime. Thus, if a man is apprehended for burglary, he cannot be searched for letters tending to show that he has two wives, nor can such letters be seized if found. However, in making any search you should always keep your eyes open for evidence of other crimes, inasmuch as you can report what you have seen and a further search, if justified, can be authorized.

Where the appearance of an article furnishes believable evidence of a crime. Thus, if a person were driving out the gate and plainly visible in the automobile was a new washbowl, and if no washbowls were sold on the base but there was plumbing work being carried on, the car could be searched. On the other hand, if a ham were in plain view and there was a commissary on the base, the car could not be searched without permission.

When reliable information has been received that a felony has been committed, and immediate action is necessary to prevent destruction or disposal of the criminal goods. For example, if the commissary calls the gatehouse and reports,

"Someone just stole a ham and was seen driving off in a blue car," then if shortly thereafter a car answering the description comes through the gate, the air policeman can search it without permission. On the other hand, if the report was that some lumber has been stolen and taken to an airman's private residence on the reservation, a search without prior authority would not be legal, because *immediate* action would not be absolutely essential. Furthermore, the law makes stricter rules for the search of a house than it does for the search of a ship, motor boat, wagon, or automobile. This applies only when there is cause to believe the vehicle contains criminal goods and it is not practicable to secure prior authorization for fear the vehicle will be quickly moved out of the locality. In cases when there is no good reason to believe the vehicle is about to be moved, prior authority must be obtained.

At the request or with the freely given consent of the occupant of the property. Note the mere failure to object is not consent. The occupant must show a willingness which is not induced merely by respect for superior military authority. A peaceful submission to a search out of regard for the authority of the law is not enough.

OUTSIDE A MILITARY RESERVATION. In the continental United States, a search and seizure outside a military reservation must be made in accordance with the same rules that govern local civilians. If the evidence seized is to be admissible in a court-martial, the search must be made according to Federal rules. Generally, a search warrant must be obtained.

WITH SEARCH WARRANT. If a State warrant is sought, it is applied for from a local judge, magistrate, or justice of the peace. If a Federal warrant is sought, a United States Commissioner, a Federal judge, or a State judge of a court of record may issue it. Whoever applies for the warrant should be prepared to swear on personal knowledge—not hearsay—or else should take someone along who can so swear, that he has probable and reasonable grounds to suspect a certain person's guilt of a certain offense and that he expects to find a certain type of evidence in a certain location. The warrant should preferably be issued to a civilian policeman.

A warrant must be executed within 10 days of its date. If the place to be searched is locked

and there is no one near to open the lock, or if admittance is refused after authority and purpose have been stated, then a lock, window, or door may be broken to gain admittance to the place to be searched. Only the specific place described in the warrant can be searched, and only the property described in the warrant or contraband can be seized. If more than one dwelling or vehicle is to be searched, separate warrants are obtained for each. A copy of the warrant and a receipt for all property seized must be given the occupant of the property or left at the place from which the property was taken.

Sometimes the warrant calls for the apprehension of the person found in possession of the property. Of course, an air policeman cannot apprehend a civilian unless the circumstances are such that a private citizen could make an apprehension.

Bring the property seized, together with the person possessing it, if appropriate, to the magistrate issuing the warrant or to such other official as is named in the warrant.

If before you present your search warrant at the place to be searched, you receive willing consent to the search from a person qualified to give such consent, then the search warrant need not be shown and you can search for any evidence such persons will let you search for, whether named in the warrant or not.

WITHOUT SEARCH WARRANT. Searches and seizures *without* a search warrant may be made by air policemen outside the military reservation, if necessity demands, under the following circumstances. These are, in general, the same as those which apply to search and seizure made on a military reservation without prior authority. (See the discussion under that subject.)

As part of a lawful apprehension.

Where the appearance of an article furnishes believable evidence of a crime.

When reliable information has been received that a felony has been committed, and immediate action is necessary to prevent destruction or disposal of the criminal goods.

At the freely given consent of a person qualified to give such consent. If the accused consents, the evidence seized will be admissible in evidence; but if the *occupant* of the property objects, you may be faced with a damage suit

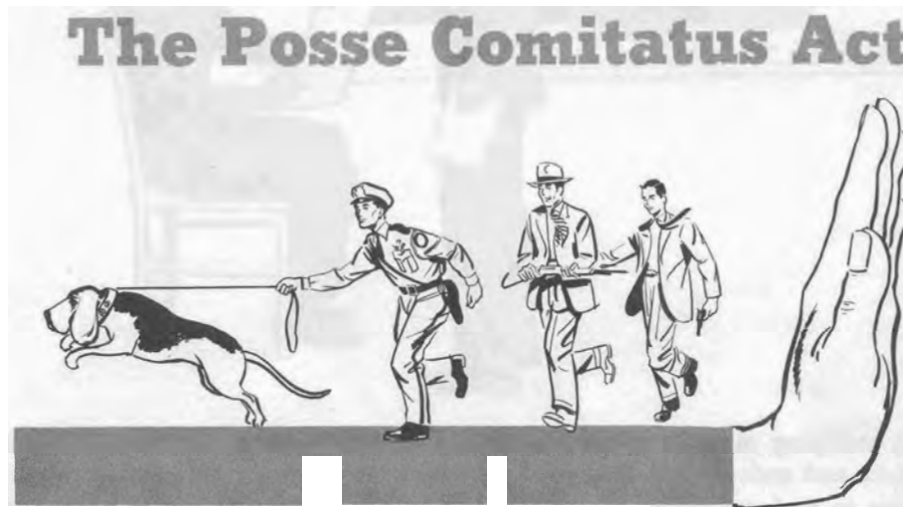
if you proceed without a warrant. The person to give consent is the person who has a present right of possession of the place to be searched. Normally, this will be the owner, occupant, renter, or guest who is dwelling on the premises.

A mere casual or temporary visitor can neither object to the search nor give consent. Unless the accused lives at the place to be searched or has some right of possession to the place, he cannot object to the search.

in occupied territory

In searches conducted outside a military reservation in an occupied country, guidance must be obtained from the theater directives on search

and seizure. Search authority varies with local conditions and changes as the period of occupation lengthens.



As a member of the Air Force, and particularly as an air policeman, you may be called upon by civil authorities to enforce regulations against the civil population.

The "posse comitatus" means the entire manpower of a county which the sheriff may summon to aid him in keeping the peace and in pursuing and apprehending criminals.

The Posse Comitatus Act expressly prohibits the use of military personnel for purposes of assisting civil officers in the apprehension of violators who are not subject to military law.

The act has this to say on the subject:

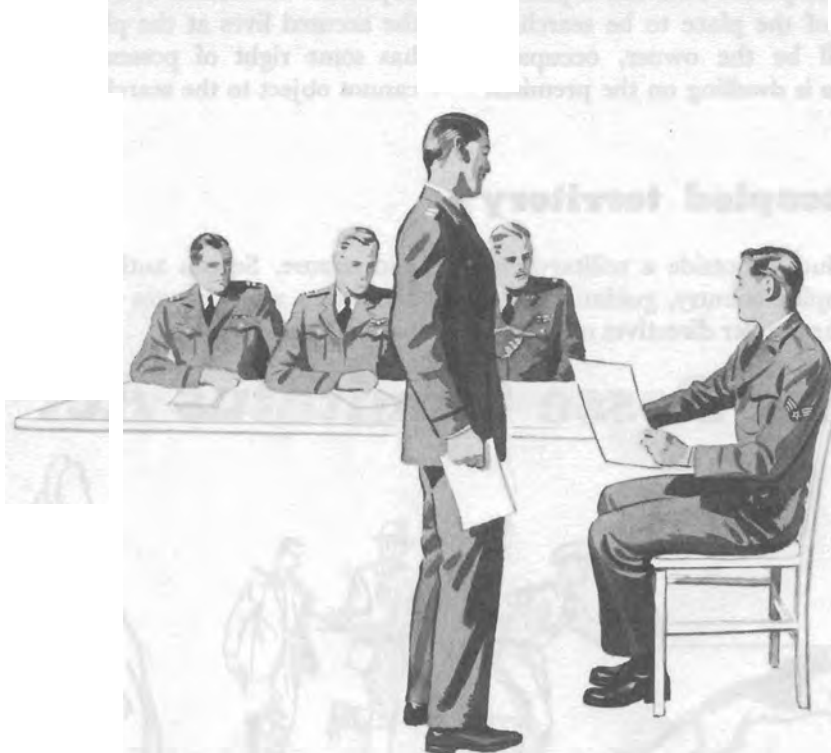
"It shall not be lawful to employ any part of the Army of the United States as a posse comitatus, or otherwise, for the purpose of executing the laws, except in such cases and under such circumstances as such employment of said force may be expressly authorized by the Constitution or by Act of Congress."

Civil authorities are forbidden to employ air police to assist them in the general work of suppressing vice or illegal traffic in liquor.

Troops cannot be used at the request of civil authorities to search, under guise of a training maneuver, for a criminal supposed to be hiding nearby. This holds true even if there is an understanding that civilian agents will be present to apprehend such a person if his presence is revealed by the troops.

The Posse Comitatus Act does not, of course, prohibit the use of troops pursuant to the constitutional and statutory authority of the President.

Conduct of a Court-martial Witness



Appearing and testifying at a court-martial trial is an important and serious duty that you may be called upon to perform.

When you are informed that you are to testify at a trial, learn the name of the accused and the nature of the charge. Refresh your memory of the part you played in the circumstances surrounding the case.

The primary purpose for your appearance at a trial is to give the court all the information you have regarding the incident under consideration.

Make certain that you are in the proper uniform and that you are neatly groomed. Comply with all military courtesies. Maintain good posture and present a military bearing. Speak in a loud and clear voice. Answer all questions in a direct and courteous manner, such as "Yes, sir," "No, sir," or "I do not know, sir." In the event that a "Yes" or "No" answer is not sufficient, ask to be permitted to qualify your answer by further explanation. In case that you do not understand the question, ask that it be repeated.

Make an approximation and stick to it when you cannot answer a question exactly. For example, if you have stated that an automobile

was traveling about 30 miles per hour, do not vary from your original estimate when subjected to further questioning. Do not come down to 25 miles or go up to 35 miles per hour.

Your attitude at a court-martial trial is all-important. You must be objective and impersonal. You have not been summoned to prosecute personally the individual on trial, nor have you been summoned to give the accused an undeserved break.

Give only that information of which you have a personal knowledge. Do not manufacture information that will hurt the accused. By the same token, do not withhold facts which may tend to indicate his guilt.

Be yourself when giving testimony. Do not attempt to outwit the counsel. Try to keep from losing your temper. Regardless of the nature of the questions remain calm. Do not let yourself become confused.

In most instances you will probably be only one of several witnesses who testify. Evidence other than testimony also will be presented. Your testimony, along with all the other evidence submitted, will assist the court in arriving at a just conclusion.

C H A P T E R 3

internal installation security

You, the air policeman on sentry duty are the first in line of defense against sabotage at an Air Force installation. Therefore, your ability to prevent and detect sabotage determines to a great extent the success of the over-all security program.

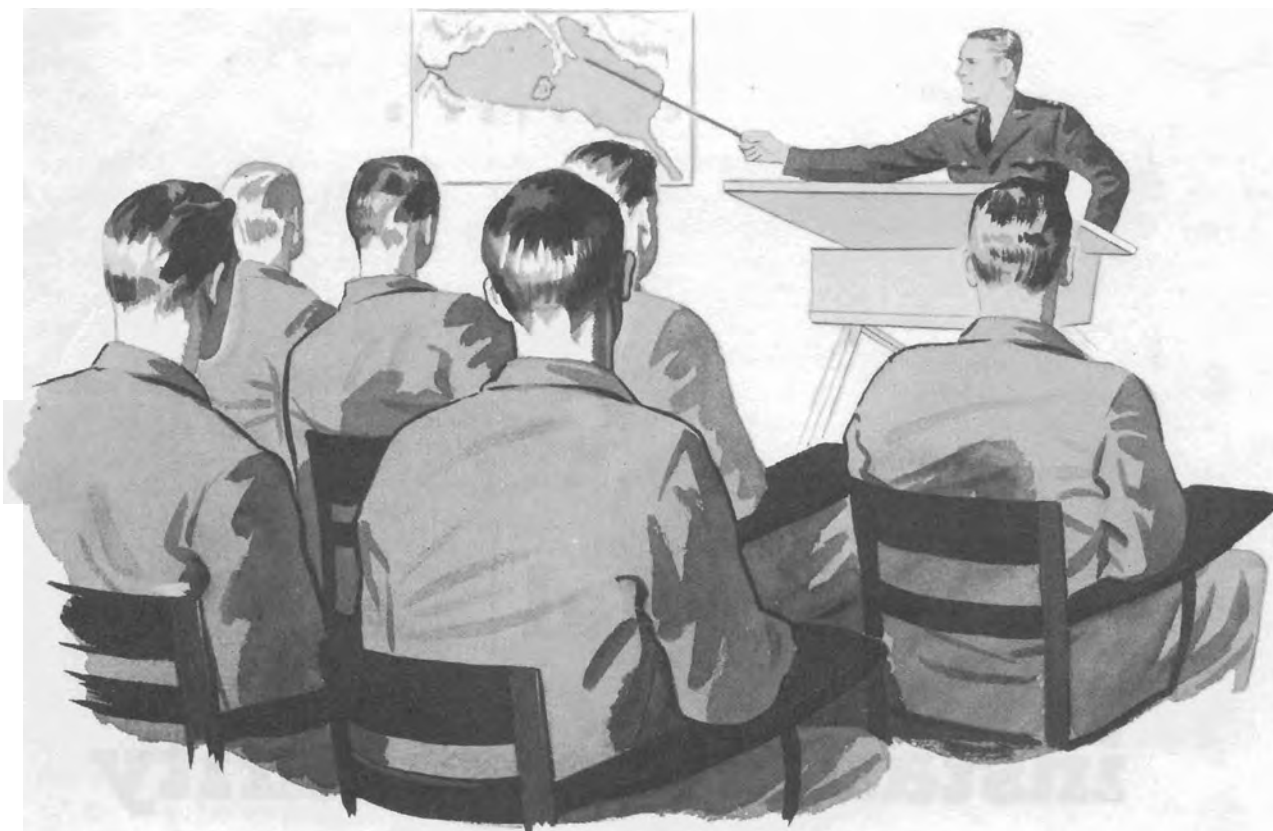
Your duty in maintaining internal security includes protection of aircraft and materiel against destruction by sabotage; protection of classified documents against theft or espionage; and protection of personnel against injury by subversive elements. In other words, you must prevent unauthorized persons—military or civilian—from crossing your post, because they may be enemy agents.

security program

Important though your part is in insuring the internal security of the base, you do not do the job singlehanded. A security program is developed at every base requiring a practical application of security measures including security indoctrination, personnel security clearances, restricted areas, physical safeguards, circulation control systems, communication systems, sabotage alert procedures and supervision and inspection.

This program will help you to perform your sentry duty more successfully.

SECURITY INDOCTRINATION. The purpose of security indoctrination is to obtain constant adherence to the best security practices. No system of protection against



the attack of sabotage, espionage and subversion can be successful unless all Air Force personnel both military and civilian fully understand their individual security responsibilities. To assure effectiveness of the over-all security program, each individual has the inherent obligation to know and actively discharge his responsibilities for security, on and off the job. Security consciousness is alertness that inspires both deliberate and reflex action to promote internal security.

PERSONNEL SECURITY CLEARANCES. These clearances are obtained by investigations conducted by military and civilian agencies to determine if there are any disloyal or subversive military or civilian personnel in the Air Force. If an individual does not receive a security clearance, he will not be given the necessary credentials that establish his "right-and-need-to-be-there" in a restricted area.

RESTRICTED AREAS. Special areas that contain

aircraft, materiel, or key personnel considered vital to the combat mission are isolated and declared to be restricted. Therefore, if your duty is to guard a restricted area, you can expect to find it marked and consolidated and it will usually contain physical safeguards such as fences, lights, and/or towers.

PHYSICAL SAFEGUARDS. Restricted areas are normally protected by physical safeguards that are designed to aid in preventing, or hindering unauthorized persons from entering that area. Physical safeguards, as mentioned previously, consist of fencing, lighting, guard towers, and protective alarm systems.

CIRCULATION CONTROL SYSTEMS. Circulation control systems govern the movement of personnel and vehicles into, out of, and within an installation or restricted area. This system not only provides a positive identification of those who desire to enter or leave, but also facilitates the

detection of unauthorized personnel who are attempting to enter or who have gained illegal entry. Passes may be used as part of this system.

COMMUNICATION SYSTEMS. Communication systems for security purposes are established to provide speedy transmission of routine and emergency reports and instructions between air police headquarters, guard posts, and guard patrols. They are further designed to insure the rapid transmission of requests for assistance to outside sources in the event of an emergency beyond the capabilities of a guard force.

SABOTAGE ALERT PROCEDURES. These are procedures for reporting acts of attempted or committed sabotage, apprehending suspected per-

sons and investigating suspected incidents of sabotage. They also include alerting other sentry personnel and the employment of the air police reserve force when necessary. The procedure provides an orderly plan of action in the event sabotage is attempted or committed.

SUPERVISION AND INSPECTION. Trained air police officers and noncommissioned officers work with you and are available 24 hours a day, 7 days a week, to help you perform your job. Frequent inspections and evaluations are conducted by air police officers and other persons responsible for the enforcement of security for the purpose of studying the operating effectiveness of all parts of the security program.

Targets to Protect from Sabotage

Your duty as an air policeman and sentry is to protect against sabotage combat aircraft committed, or which may be committed, to combat readiness.

You also will protect vital materiel and key facilities, which are required in direct support to such aircraft, consisting of POL (petroleum, oil, lubricants) storage and flight line systems, maintenance facilities, communications, and electrical power systems including aircraft con-

trol and radar sets, ammunition storage areas, and areas housing key personnel.

In addition you may be responsible for guarding other targets which are of secondary importance to the mission. These targets, which may be vital to the general operation of an Air Force installation, are administrative aircraft, water systems, fire fighting equipment, and materiel and facilities determined by a commander to be of critical support nature.

restricted areas make your job easier

The restricted areas are protected by you with the aid of physical and mechanical safeguards. These physical and mechanical safeguards are secondary to your personal efforts and are designed to help you accomplish your sentry duty more successfully.

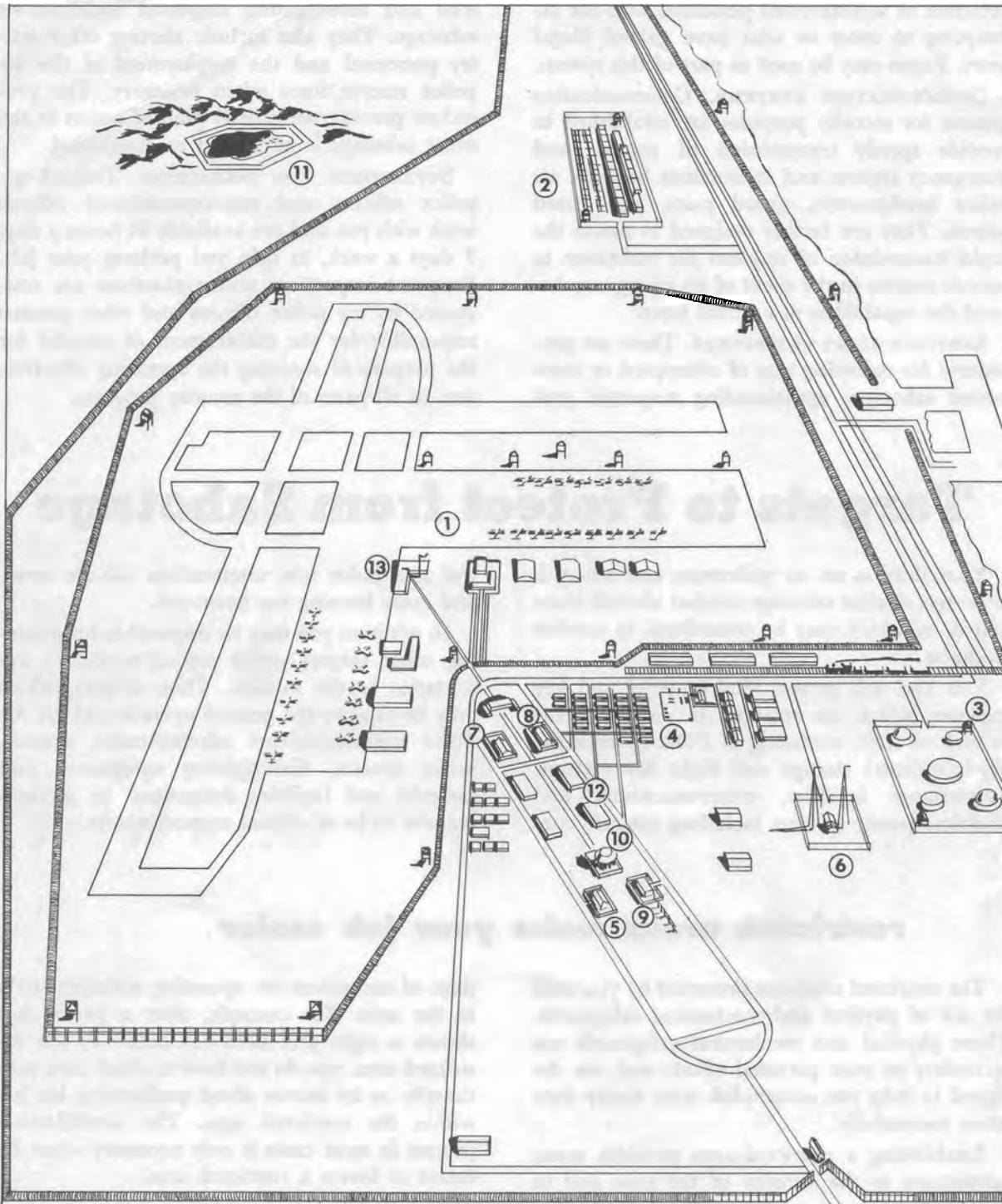
Establishing a restricted area provides many advantages to the security of the base and to you as a sentry.

First, you benefit because the items to be secured are put into a single security operation or unit which results in greater protection for the area as a whole. It simplifies security operations and therefore makes it possible for you to guard these critical items more efficiently.

Second, it provides you with increased free-

dom of movement on operating activities within the area. For example, after a person has shown a right and need for access to the restricted area, you do not have to check him continually as he moves about performing his job within the restricted area. The identification process in most cases is only necessary when he enters or leaves a restricted area.

Conditions vary according to the mission of the air base. In some cases the major portions of a base may be a restricted area and subject to extensive security measures. In other instances, a restricted area might be a small portion of the air base housing only one vital operation, such as a cryptographic center or a small section of a headquarters.



TYPICAL EXAMPLES OF RESTRICTED AREAS

1 Aircraft Area
 Ramps
 Runways
 Aprons
 Hangars, Shops
 Transient Terminal

2 Bomb Dump Site
3 Tank FARM
4 Fill Stand
5 Receiving Site
6 Transmitter Site
7 Communications Center

8 Cryptologic Building
9 Electric Power Transformer
10 Water Tower
11 Water Reservoir
12 Air Police Headquarters
13 Operations

Establishment of "Right-and-Need-to-Be-There"



Establishment of the right and need for being in a restricted area is of extreme importance.

The authority for establishing the right and need of personnel for access into restricted areas is vested in a commander or such subordinate officers as he designates. Under no circumstance can this responsibility be delegated to or assumed by the sentry.

With respect to the determination of "right-and-need-to-be-there," your only responsibility as a sentry is to make a positive identification of the individuals attempting entry. This can be done by carefully checking credentials such as badges or other identifying devices. Where absolute identification cannot be made, persons who attempt entry to a restricted area must be detained by you until proper disposition can be determined by higher authority.

You do not have the power to release a detained person unless directed to do so by proper authority. Should the person detained have been attempting sabotage or espionage, *his release would only free him to seek entry again at some other time or some other location.*

Pass and Identification Systems



The objectives of a pass and identification system are to provide a means of positively identifying all personnel who are authorized access to a restricted area.

Individuals authorized to enter an area must present an acceptable pass, or badge, or be personally recognized so you and other sentries can

identify them and allow them to enter the area.

Armed Forces identification cards such as DD Form 2 AF, Identification Card, should not be used as passes for access into a restricted area.

Examples of pass systems used to govern entrance into restricted areas are the single, duplicate, and multiple.

single pass system

In a single pass system, a pass of specific color for a specific restricted area is issued to the individual who is authorized access into the area.

The front side of the pass contains the photograph of the bearer, name, title, organization, and authentication signature. Also, on the front may appear a series of numbers or letters, each referring to a special area within a restricted area. The numbers or letters which are blocked out indicate the special areas to which the bearer is not entitled access; he does, however, have

complete access to all other special areas shown on the pass.

The reverse side of the pass includes date of birth, height, weight, color of eyes, color of hair, other identifying data, signature of bearer, and fingerprints.

The pass may or may not be retained in possession of the bearer after working hours.

The bearer, while performing his duties and while passing through the gate at the restricted area, must wear the pass at a designated spot on his outer clothing.

duplicate exchange pass system

Under this system two passes are issued.

One pass has a diagonal strip across the front, and the same information on the front and back that is on the single pass. In addition, a larger pass, otherwise similar to the original one is prepared. The front of the larger pass includes a photograph, gate number, pass number (corresponding to the pass number on the diagonal pass), the name, grade, signature of individual authorized the pass, and authenticating signature.

The reverse side contains height, weight, color of hair and eyes, date of birth, clearance status, and area to which access is permitted.

The passes are issued in various colors, a different one for each restricted area. These passes may or may not be laminated.

The diagonal-lined pass is forwarded to the commanding officer of the squadron to which the individual is assigned. It is retained by the organization for the duration period of the pass. The other pass is forwarded to the gate where

the individual will obtain entry.

For example, when a group of men reports for duty, the diagonal passes are distributed to the individuals concerned by the noncommissioned officer in charge of the flight or the supervising officer of the group. When an NCO marches a flight or group to the designated entrance gate, he personally identifies each member of his group to the gate sentry. However, whether individuals are marched to the gate as a group or proceed singly, you must exchange the larger pass for each diagonal pass following your positive identification of the individual. This identification is done by checking the individual against the passes and comparing the passes. The reverse procedure is followed when the group or an individual leaves the restricted area.

Each time an individual passes through the gate, the exchange process takes place. At night, all passes must be returned to the gate sentry and squadron commander, respectively.

multiple pass system

The multiple pass procedure provides an effective method whereby the air policeman can determine the right of a person to enter a restricted area. This procedure requires the issuance of three passes.

One is issued to the person requiring admission. This pass contains the bearer's picture, signature, pertinent identifying information, and authenticating signature.

The duplicate of the pass is maintained in the files of the circulation control office, and the triplicate copy is kept at the point of entry into the designated restricted area. When a pass is presented to the air policeman at the point of entry, he compares it with the triplicate pass in his possession and assures himself that the identifying information on both passes corresponds to the physical appearance and description of the bearer.

In all instances where doubt exists regarding the validity of the pass or the person, the individual must be detained until the arrival of the air police officer whom you should call.

Designation of a different color for the original, duplicate, and triplicate copies of the pass provides an additional safeguard. The triplicate may be identified by a large "X" across its face or a similar outstanding identifying feature. When a person desires to enter the restricted area, exchange your copy of the pass which is identified with the "X" for the individual's pass or badge. This provides every person entering a restricted area with a pass or badge which he wears on his outer clothing. This badge may be immediately and easily recognized at a distance as a proper identification because of its identifying "X."

On leaving the restricted area, the visitor again exchanges passes, turning in his "X" pass and receiving his original pass in return. This exchange of passes and the special identifying features permit you to identify persons in the restricted area. It also will enable you to make a check of your files and determine who entered the area and who is remaining in the area after normal duty hours.



Personal Recognition

In establishing positive identification of personnel who are authorized access to restricted areas, personal recognition is considered the most positive method of identification, provided the number of persons entering is small.

You become acquainted with personnel who continually cross your post. Where there is the least doubt in your mind as to the personal recognition of individuals, you should check further with your superiors. A register of persons authorized entrance is often maintained under this procedure.

Identification of Visitors

There will be occasions when both military and civilian personnel on temporary duty will have access to restricted areas.

Their "right-and-need-to-be-there" will be established by higher authority and appropriate passes issued.

Qualities of a Good Sentry

To be a successful sentry you must develop and possess certain minimum qualities outlined below.

alertness

Your responsibilities require you to be keen and observant. You may have hundreds of contacts with individuals who can show proof of the right and need to enter a restricted area. But the situation invariably arises where you must challenge a person because in your own mind there is something wrong. To be able to detect this one incident means that you must be constantly alert.

self-confidence and sound judgment

Self-confidence can be developed by knowing your duties thoroughly and the reason you are performing them. You are fully supported by higher authority so long as you perform your mission courteously and to the best of your ability.

Sound judgment is the application of common sense to the process of thinking out a problem and making the right decision. You must develop sound judgment because of your great security responsibilities. Follow your instructions and when in doubt call your immediate superior.

willingness to assume responsibility

There may be times while performing sentry duty that you have to challenge a senior officer and question his "right-and-need-to-be-there." There have been cases where individuals have dressed in an officer's uniform and have attempted to enter illegally a restricted area. Your responsibility here is to hold this individual until the arrival of the air police officer.

physical toughness

You should keep yourself physically tough, since your physical fitness may determine the security of a restricted area or even your own life.

ability to respond and cope with unusual situations

An unusual situation might be an automobile accident, a fire, or some emergency intentionally planned to divert your attention. Under such circumstances you must remain calm and request assistance. A rule of thumb is — remain on your post.

habit of being close-mouthed

Because you will have knowledge of classified information, saboteurs, or espionage agents will try to get this information from you. Beware of individuals who ask questions pertaining to your duty or to the base, that are of no concern to them. Report all such individuals to your supervisor.

ability to be firm without arousing antagonism

Be tactful but firm. These qualities are necessary when you restrict and hold an individual who thinks he has the right to cross your post. By your action you may educate the individual to the importance of your mission and the security program.

keep control of your temper

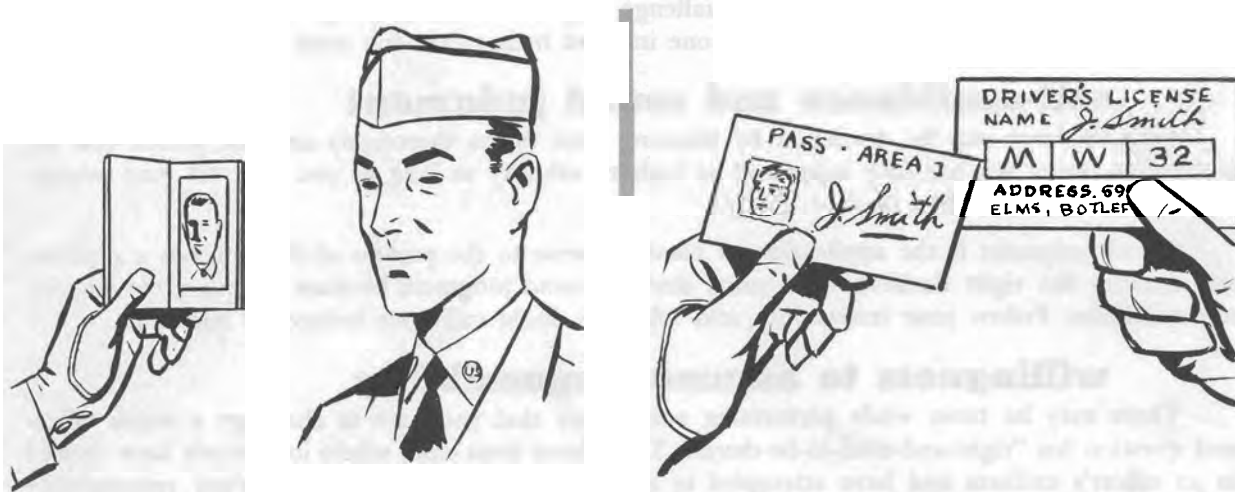
There will be times when individuals, whom you stop and question or prevent from crossing your post, become sarcastic and insulting. Be impersonal in such instances and think only of your primary mission as defined in your security instructions and special instructions.

Gullibility of Sentries

Almost every illegal entry of unauthorized individuals into a restricted area is made possible by the gullibility of a sentry. (The word gullible means to be fooled, deceived, or taken in.)

The sentry must always be alert to prevent an illegal entry through trickery and deceit or by pure gullibility. Examine all passes thoroughly.

Some tips for preventing illegal entry follow:

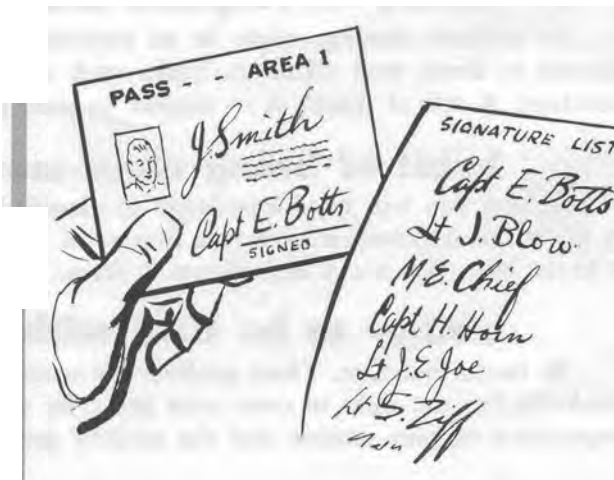


Check the features of the individual against the photograph on the pass.

Check the pass with other identification carried by the individual, when in doubt.



Where applicable, check card numbers or colors designating the areas in which the pass or badge is valid.



Check the signature of the validating or issuing officer.



Examine the inks, dyes, and composition of the pass which may be affected by heat, erasure, or relaminating processes.



Don't accept stories about "lost passes."



Don't let anyone into your area unless he has the correct credentials.



Question the individual about information contained on the credentials such as age, height, weight, and other physical characteristics. An imposter may not be able to answer readily these questions.

Types of Sentry Duty

Some of the types of sentry duty involved in the protection of restricted areas are gate, boundary, tower, and aircraft and ramp.

You probably will be performing duty at all

of these sentry posts at some time during your career as an air policeman, so you should know what specific responsibilities to expect. A description of each follows.

gate sentry

Gates in restricted areas are placed at locations affording security and operational convenience. Every person passing through a gate must be positively identified and show a "right-and-need-to-be-there."

The "right-and-need-to-be-there," as you have learned earlier, does not rest with you but is determined by higher authority.

If you cannot positively identify an individual who attempts entry, you have no choice but to detain him and notify the NCO in charge.



boundary sentry

You protect the restricted area by patrolling the boundary which is defined by fences or natural barriers, and usually illuminated by floodlights.

You may patrol the post alone at any hour of the day or night in all kinds of weather. Patrol your post at night in such a manner as to take advantage of shadows and not expose yourself to the light where you can be observed. Be careful to patrol in such a way that your movements cannot be clocked.

If you patrol a post 200 yards long, do not march systematically back and forth every 15 minutes. Instead, vary your patrol so far as permitted by your special orders.

It is essential that you check your post often. Make sure the fence has not been tampered with, and observe closely for other signs of trespassers.

Every individual approaching your post must be challenged. Report all suspicious activities on or near your post to the NCO in charge.

tower sentry

Towers are located along a boundary or, in the case of a small restricted area, they may be located in the area itself.

Towers may be equipped with searchlights, communications equipment, and weapons.

The boundary towers are usually so situated that searchlight beams illuminate the fence line

and fields of fire. A tower located in the center of a restricted area enables the sentry to cover the entire area with searchlight beams.

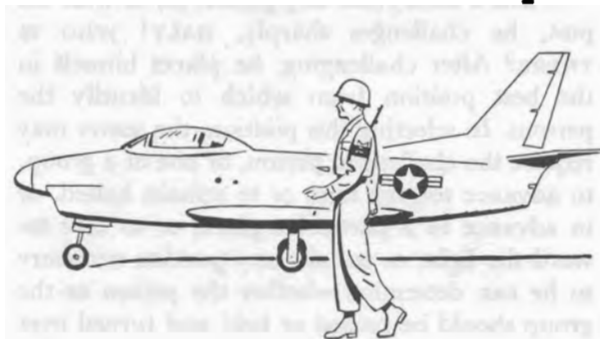
Performing sentry duty in a tower is a difficult task due to the lack of physical activity. Nevertheless it is a very important job because of the security mission involved.

You must not let yourself become bored or indifferent although this may be difficult. If you are lax for a moment, saboteurs may cross your post, attack and kill you, and cripple the combat

mission of the Air Force.

To avoid the desire to sleep, ventilate the tower. If the tower is equipped with a catwalk, use it to get fresh air and exercise.

aircraft and ramp sentry



When performing sentry duty on a ramp, you may be responsible for guarding one or more aircraft.

Again, alertness is the chief weapon to employ. Protection of the aircraft is your primary mission.

Patrol your post in such a manner as to prevent unauthorized individuals from coming any closer to the aircraft than security permits.

Challenge all persons who approach your post. Do not allow them access to aircraft without proper authority.

Properly identify all persons who want access to aircraft on the ramp.

AIRCRAFT REGISTER. In many cases a register will be maintained in each aircraft, whether on a flight line, in periodic maintenance docks, or in field maintenance.

All personnel gaining access to the aircraft must sign this register. This register will indicate the signature, grade, and section or shop to which they are assigned. The time of arrival, time of departure, the nature of business or system to be worked upon, and the work order number also will be included. It will normally be your responsibility to maintain this register, except when the maintenance supervisors are in control of the aircraft.

Security Instructions

You and all sentries are required to know the following 11 Security Instructions:

1. *I will take charge of my post and protect personnel and all Government property in view.*

All persons, regardless of rank, must respect and obey sentries in the performance of their duties.

A sentry reports immediately to the air police headquarters by telephone or other means every unusual or suspicious occurrence noted.

He apprehends all suspicious-looking persons and all persons involved in a disorder occurring on or near his post. He turns over to his superior all persons apprehended.

The number, limits, and extent of his post constitute part of the Special Instructions of a sentry. The limits of his post are so defined as to include every place where he can go and what

he must do in the performance of his duties.

2. *I will secure my post in an alert manner and observe everything within sight or hearing.*

A sentry in a restricted area will take advantage of cover and concealment when the success of his mission warrants it.

3. *I will report all violations of orders I am instructed to enforce.*

A sentry apprehends anyone violating the orders he is instructed to enforce, notifies the air police headquarters, and holds the individual until his superior arrives.

4. *I will relay all messages and distress signals from other posts to air police headquarters.*

The sentry relaying calls or signals will use the fastest means available whether it be voice, telephone, handy-talkie, or some other mechanical device.

5. *I will quit my post only when properly relieved.*

If relief becomes necessary because of sickness or other reasons, the sentry will notify his superior by telephone or other means designated.

If a sentry is not relieved at the expiration of his tour, he will notify his superior according to instructions and remain on duty until properly relieved.

6. *I will give the sentry who relieves me all instructions that I have received from the officers and noncommissioned officers of the air police.*

During his tour of duty, a sentry is subject only to the orders of the commanding officer and officers and noncommissioned officers of the air police.

A sentry on duty never gives up his weapons to anyone for inspection or other reasons.

7. *I will not talk to anyone except in line of duty.*

When persons make inquiries that do not violate security and are in line of duty, the sentry will give courteous answers.

When talking with any person, a sentry on foot armed with a shoulder weapon takes the position of port arms.

8. *I will give the alarm and notify air police headquarters in case of fire, disorder, or any emergency.*

In case of fire or similar emergency the sentry also will maintain the security of his post and be alert for possible security violations during the

emergency.

9. *I will call the noncommissioned officer in charge in any case not covered by instructions.*

10. *I will be especially watchful at night and challenge all persons on or near my post and allow no one to pass without proper authority.*

When a sentry sees any person on or near his post, he challenges sharply, HALT! WHO IS THERE? After challenging, he places himself in the best position from which to identify the persons. In selecting this position, the sentry may require the challenged person, or one of a group, to advance toward him, or to remain halted, or to advance to a particular place, or to face toward the light, or to take any position necessary so he can determine whether the person or the group should be passed or held and turned over to the air police NCO in charge.

If the persons challenged are mounted in a vehicle, the sentry proceeds as if they were on foot. If necessary, to carry out his duty, he may have one or all of the passengers dismount, but all must be positively identified.

The sentry permits only one of a group to approach him for the purpose of being recognized.

The sentry must satisfy himself that those challenged are what they represent themselves to be and that they have the right to pass. If he is not satisfied, he calls, by the nearest telephone or by other means, the NCO in charge.

11. *I will apprehend and turn over to the air police officer, or NCO in charge, any person who is on my post or who attempts to cross my post without proper authority.*

Special Instructions

Special Instructions for sentries on duty are in addition to the Security Instructions. They will differ for various posts, depending upon the nature of the area being guarded.

Special Instructions for the different posts must be read, understood, and complied with. Any doubt as to their meaning is clarified by the NCO in charge before posting a sentry.

Copies of Special Instructions are posted where all sentries may refer to them.

The Special Instructions for each post contain a word picture, and a diagram if necessary, showing the exact location and boundaries of that post.

Special Instructions supplement the Security Instructions and together they govern a sentry while on duty.

Additional Special Instructions received by a sentry before going on duty or while on post are passed on to the sentry who relieves him.

C H A P T E R 4

patrol

As an air policeman on patrol, you should discharge your duties in a manner which is friendly, helpful, impartial, and just. Too rigid police supervision is bad for morale and causes friction.

Traffic, town, and train patrols give assistance to service personnel and enforce Air Force standards of conduct and discipline. On traffic patrol, you will supervise and regulate the flow of traffic in order to reduce both congestion and accidents. Town patrol is concerned with protecting the health and welfare of members of the Armed Forces. It also involves the prevention of law violations by military personnel, reporting offenders, and taking them into custody. On train patrol, you will keep order, give aid and information, and when necessary, apprehend and remove law violators.

Traffic Patrol

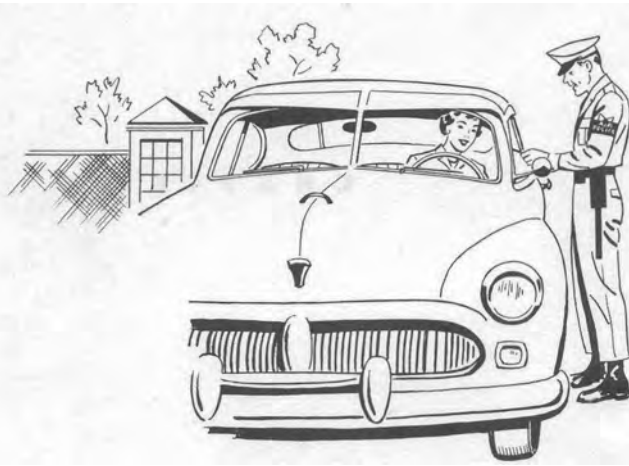
Traffic duty consists of directing traffic at gates and intersections, patrolling streets and parking areas, enforcing traffic regulations, and investigating accidents.

You perform these duties in order that traffic may be kept moving with minimum delay and maximum safety.

gate and intersection control

The primary purpose of gate and intersection control is to regulate the flow of traffic in order to eliminate accidents and congestion. The need for such control is present at all times, but particular consideration must be given to rush hours and special occasions.

The action taken by you in directing traffic from a gate is covered by the Special Instructions. This includes such duties as checking passes, searching vehicles, checking trip tickets, and regulating special types of traffic flow.



position at a gate or intersection

The position you take at a gate or intersection is determined by the design of the intersection, traffic characteristics, whether daylight, night or blackout conditions exist, and the degree of control required. In taking your position, keep these factors in mind:

- Be visible to approaching traffic.
- Be able to see approaching traffic.
- Do not interfere unnecessarily with the flow of traffic.

Choose the best location to exercise necessary control.

Assume a "parade rest" position. Distribute your weight equally on both feet. Keep your body erect but relaxed to permit free movement and prevent undue fatigue. Keep your hands at your sides unless signaling. Make any changes in body position in a natural manner. You are not required to make facings as in close order drill.

manual signals

Manual signals are used for controlling traffic flow in an intersection. They are standardized to prevent misunderstanding by drivers.

Efficient traffic control requires the use of clearly visible, readily understandable, and uniform signals by which information and directions can be transmitted.

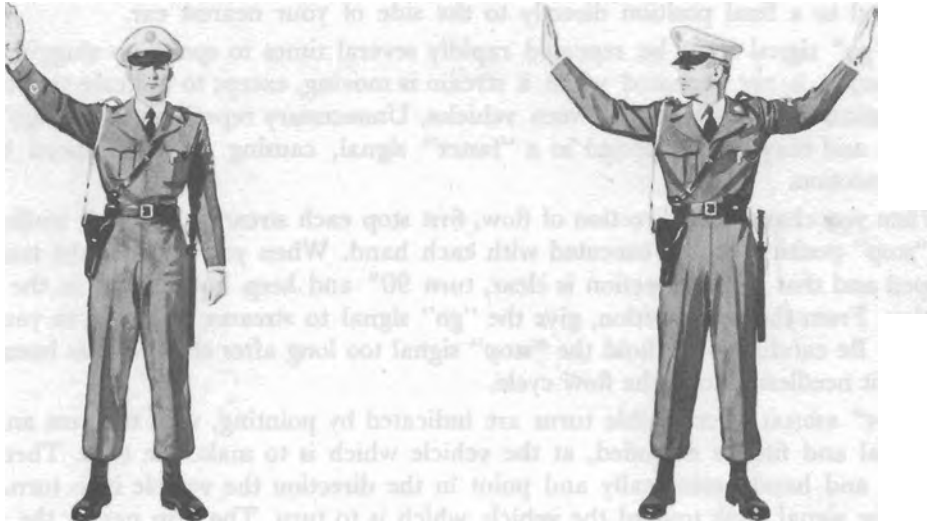
Clarity of signals must not be sacrificed in attempts to make them mechanical. Only such signals are given as are necessary to prevent conflict. Over-regulation is harmful; if traffic becomes so light that regulation is no longer necessary, leave the intersection until needed.

When you give a signal, look toward the vehicle or vehicles for which the signal is intended. Give only one signal at a time. Check to see that your signal is recognized and understood. Hold or repeat it if necessary. Keep looking in all directions to see that no vehicle approaches without your knowledge.

Give oral directions only when manual signals do not convey the necessary information. Such an occasion might arise in the case of a person requesting route information, and when he is close enough to hear.

Whistle signals are used for indicating a change in flow directions and to attract the attention of a driver not complying with directions. Use a single blast of the whistle to stop and start traffic. Quick, short blasts are sounded to attract a driver's attention, after which you can give the appropriate manual signals or verbal instructions.

Manual signals to pedestrians are similar to signals to drivers. However, they are modified to minimize movement of hands and arms. Be careful that drivers do not misinterpret signals meant for pedestrians. Pointing to pedestrians before giving signals helps prevent such misunderstandings.



“STOP” SIGNAL. To signal a vehicle or stream of traffic to stop, extend your arm toward the vehicle for which the signal is intended. Raise the upper arm to an angle of 45 degrees above the horizontal. Hold your hand vertical with the fingers together and palm toward the approaching traffic. The hand thus is higher than your head and clearly visible to approaching traffic.

“Go” SIGNAL. Your hand nearest a stream of traffic is used to signal that stream to “go.”

The signal is started when your hand and arm are first pointed horizontally, with fingers extended, toward the stream for which the signal is intended. The upper arm is either lowered to or maintained in a horizontal position. Bring your forearm and hand through a vertical arc. If traffic passes in front of you, bring your hand to a final



position directly in front of your nearest shoulder. If traffic is to pass behind you, bring your hand to a final position directly to the side of your nearest ear.

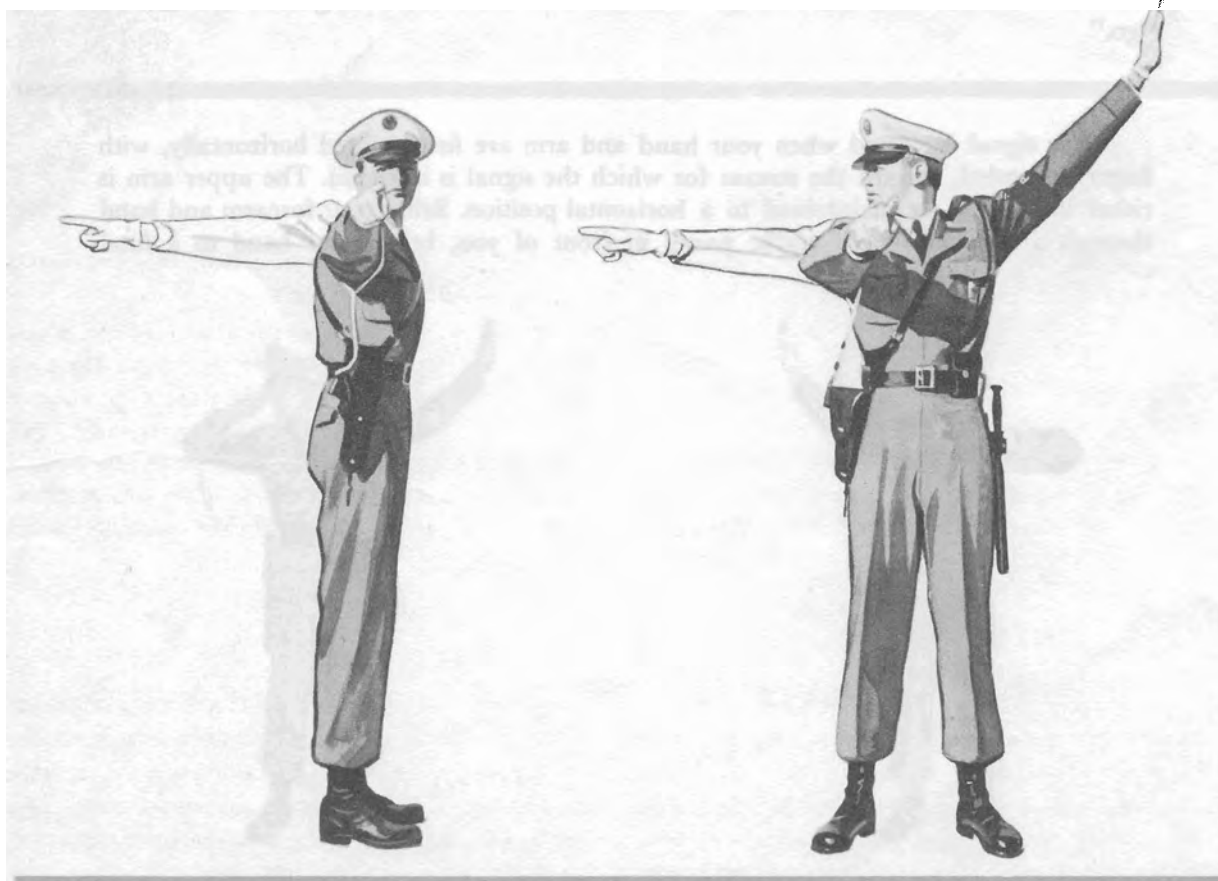
The "go" signal must be repeated rapidly several times to speed up sluggish traffic. Otherwise, it is not repeated while a stream is moving, except to indicate that the flow is to continue after a break between vehicles. Unnecessary repetition of the "go" signal is tiring, and may be interpreted as a "faster" signal, causing excessive speed through the intersection.

When you change the direction of flow, first stop each stream of moving traffic. Hold the "stop" position as it is executed with each hand. When you see that the traffic has stopped and that the intersection is clear, turn 90° and keep both hands in the "stop" position. From the new position, give the "go" signal to streams of traffic to your right and left. Be careful not to hold the "stop" signal too long after the turn has been made, because it needlessly slows the flow cycle.

"TURN" SIGNAL. Permissible turns are indicated by pointing, with the arm and hand horizontal and fingers extended, at the vehicle which is to make the turn. Then swing the arm and hand horizontally and point in the direction the vehicle is to turn. While giving the signal, look toward the vehicle which is to turn. The arm nearer the turning vehicle is used to indicate the turn. Use the other arm to stop traffic, if necessary.

When the vehicle is to turn behind you, twist your legs and body to complete the signal to the rear. Keep your feet stationary.

You must be alert to receive drivers' signals indicating their desired turns. If a driver wishes to make a prohibited turn, shake your head "No." Use your whistle to attract the driver's attention, if necessary. Indicate by appropriate arm signal whether the vehicle is to proceed straight through the intersection or stop until signaled to turn.



right-of-way

When regulating traffic flow at an intersection, you must frequently give right-of-way to certain columns or individual vehicles.

The following general rules are usually observed when applicable:

In combat areas, traffic moving to the front has the right-of-way.

Loaded vehicles have the right-of-way over empty vehicles.

Organic tactical units moving in column formation are not broken.

March units of a column are not broken.

If the above rules do not apply, and two columns approach the intersection simultaneously, stop the column for which delay would be least harmful.

Generally, a short column is given right-of-way over a longer column. If the two columns are equal in length, the faster column is given right-of-way over the slower column.

The column or vehicle first to reach the intersection has right-of-way.



emergency vehicles

Assure emergency vehicles, such as an ambulance, fire truck, or emergency crash truck, safe passage through an intersection with a minimum of delay. These vehicles will give you proper warning when they are making an emergency run. Keep calm and give your signals clearly so they will not be misunderstood.

As the emergency vehicle approaches, halt all traffic except that which would block the path

of the emergency vehicle. Direct this interfering traffic to move quickly out of the way.

Watch to see whether the driver of the emergency vehicle intends to turn, and clear the path for a turn if required. When clear passage is provided, give the driver the appropriate "go" or "turn" signal. After the emergency vehicle has passed, make certain that no other emergency vehicle is following before starting traffic.

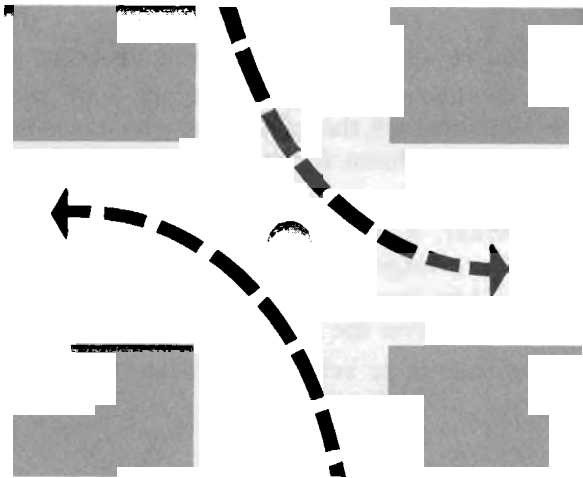
traffic jams

Seek to prevent traffic jams at your intersection by anticipating causes and taking preventive action before a jam occurs.

Provide full use of road width by directing vehicles into proper lanes. In this manner, two streams can frequently be moved in the same

direction. Or, vehicles waiting to make a left turn can be kept from blocking through traffic.

When practicable, cause left turns to be made to the left of the center of the intersection. This provides easier turning and permits opposing turns to be made simultaneously.



patrolling

On a traffic patrol you supervise traffic movements and enforce traffic regulations. Try to prevent or minimize the danger of road and traffic blocks.

You will perform these duties while patrolling:

- Observe and report necessary road repairs.
- Recommend changes in the traffic control plans to increase traffic efficiency.
- Report need for new traffic signs.
- Enforce traffic regulations.



patrolling in civilian communities

In the United States, off-base traffic regulation and control is the responsibility of the civil police. However, during military movements, air police may be called upon to control traffic along

Instruct any driver requesting information to move his vehicle off the roadway. You may have the driver approach you on foot if traffic requirements do not permit you to leave your post.

Coordinate traffic through your intersection with adjacent intersections to prevent congestion.

When a jam occurs, immediately stop traffic and caution all drivers not to move until directed to do so. Determine the cause of the jam, and provide for movement of the vehicle causing the jam. You may do this by moving one or more vehicles off the road or having vehicles back up or close up. Then move vehicles or streams of traffic as space becomes available, until the congestion is relieved.

Furnish information and directions.

Investigate traffic accidents and control traffic at the accident scene.

Assist traffic control personnel at fixed posts, such as gates and intersections, when necessary.

Regulate traffic, when necessary, at locations where control is not otherwise provided.

Report the progress of convoys.

Provide escorts when necessary.

the routes taken by the convoys.

Control is exercised primarily over personnel and vehicles of the Armed Forces unless special instructions are issued by supervisors.

technique of patrolling

Patrols generally divide their time between cruising their area and parking near high-accident intersections to observe traffic. Such patrolling should be on roads and in the open where

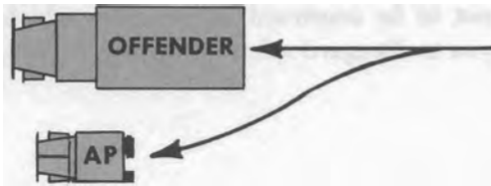
the patrol will be visible to any alert motor vehicle operator. Visible patrols encourage voluntary compliance with regulations by potential violators.

pursuit

1. PACE OFFENDER AT A SAFE DISTANCE



2. PULL ABREAST AND SIGNAL OFFENDER



3. STOP IN REAR OF DETAINED VEHICLE



Provided it is not too dangerous, the pursuit and pacing of a traffic violator to secure a speedometer reading is desirable. The vehicle should be paced at a constant distance long enough to establish how fast it is traveling.

When you overtake the pursued vehicle, pull abreast and signal the driver to move off the road to the right and stop.

Speedometers of patrol vehicles must be checked frequently. This is necessary so that you can testify that the speed registered by the speedometer at the time of the violation is correct.

Speed estimation by observation is subject to error and is not used except when the speed is so **excessive that the possible error in estimating is essentially immaterial.**

making an apprehension



When you stop a vehicle, pull alongside on the left and order the driver to come to a stop. Have him stop his vehicle off the road or at the edge of the road if the shoulder is not adequate.

Inform other traffic of the impending stop by the proper hand signal. Then drop behind in order not to be in the headlights of the stopped vehicle or in direct observation of the occupants.

A military traffic violator is seldom criminally inclined. However, exercise caution when stopping and approaching a driver until you are reasonably certain that he or other occupants of the vehicle will offer no resistance.

If there are two air policemen, one of you should approach from the rear, making a quick observation of the occupants of the halted vehicle. The other member of the patrol dismounts near the patrol vehicle in such a position that he can observe, assist, and provide protection for his partner.

enforcement of technique

While supervising traffic, you must be alert at all times and give signals in a clear and decisive manner to prevent misunderstanding.

On traffic patrol, set a good example to other drivers by your driving skill and road courtesy. Never exceed the speed limit, except when it is absolutely necessary to perform a vital police

duty. Even a vital police duty does not justify excessive speed when your safety and the safety of other users of the road is endangered. For example, the escorting of ambulances and fire trucks and the pursuing of traffic violators are not to be construed as situations which entitle you to disregard safety by driving too fast.

apprehension technique

When approaching an individual who has committed a traffic violation, exercise courtesy and tact. Be impersonal in your relationship with the violator. Avoid being harsh, surly, and sarcastic.

Identify yourself, ask the individual for his driver's license, identification card, and his trip ticket or vehicle registration card. Tell him the reason you have stopped him.

When you ask the individual for his credentials, accept only the credentials and refuse to take his billfold if he offers it to you. The reason for this is that later he might accuse you of taking money or other valuables from the billfold.

Present a military bearing and avoid putting your feet on the running boards or leaning against the vehicle.

Remember, you have no authority to reprimand individuals for traffic violations. You decide whether you will call the violation to the driver's attention and ask him not to repeat it, or write out a traffic violation ticket.

In the event that you do write out a traffic violation ticket, make it out in triplicate.

Issue the original to the driver who will present it to his organization commander, or in the case of a civilian, to his supervisor, immediately upon return from his current trip.

Turn in the second and third copies to your air police headquarters.

In some cases it may be necessary for you to take the driver to air police headquarters. If he is not familiar with the location of the headquarters, you may suggest that he follow you.

Do not drive too fast, because he may lag too far behind. You will be able to observe him through your rear view mirror.

If the driver knows the location of the air police headquarters, it is better that you follow him. If you do not take the driver to air police headquarters, check the traffic before allowing him to pull out onto the highway and proceed. As soon as the road is clear, tell him that it is safe for him to drive away.

action in event of accidents

A knowledge of detailed procedure for handling and investigating traffic accidents is essential. The primary purposes for accident investigation are to gather complete data on the accident which will be used in the prevention of future accidents and to ascertain whether one or more drivers involved violated the law and, if so, to obtain evidence of the offense.

PROCEED TO THE SCENE OF THE ACCIDENT QUICKLY, BUT SAFELY. Prompt arrival is necessary because:

Injured persons may need first aid.

Other accidents or serious traffic congestion may be prevented.

Facts of the accident and statements of witnesses may be obtained.

Park the air police vehicle at the scene of the accident in such a way that it will not be a traffic hazard. At night, under normal conditions, park the vehicle so that the headlights light up the entire scene. Lighting will help you in caring for the injured, in preparing reports, and serve as a warning to approaching vehicles.

CARE FOR INJURED. When necessary, give first aid and secure medical assistance.

If the body of an injured person blocks traffic, reroute vehicles.

PROTECT PROPERTY. Take possession and protect property of injured persons. Make out an itemized list in triplicate of all property. Turn in the original and duplicate copies with the property to the air police headquarters. The individual you give the property to at the headquarters signs the triplicate copy which you keep. This is your receipt for the property you turned in.

The original copy accompanies property of civilians when such property is turned over to the civilian police. The property is receipted for on the duplicate copy which is filed with other records of the case at air police headquarters. The claimant receipts for such property on the original copy which is then filed with the records of the accident.

ESTABLISH TRAFFIC CONTROL AT THE SCENE. Traffic hazards are reduced by posting signs, flags, or flares, or placing control personnel on approaches to the scene of the accident. Untrained military personnel and various civilians should not be used in traffic control at the scene of an accident if trained personnel are available. At least one air policeman should control traffic, discourage onlookers, and make the road passable for other traffic.

Take steps to eliminate danger from fire, explosives, and broken power lines.

Although the area should be cleared as much as possible to permit traffic movement, physical evidence should not be disturbed until facts are gathered and measurements and official photographs taken. However, if traffic cannot be resumed and its movement is more important than detailed physical evidence, the scene is cleared before the investigation begins. In any event, traffic should be restored as soon as possible.

SECURE ACCIDENT INVESTIGATION FACTS. In cooperation with appropriate unit commanders,

safety officers, and others, obtain all facts about the accident, using standard accident forms.

These facts should include the layout of the roadway, road widths, location of fixed objects, traffic control devices, view obstructions, and type and condition of road surface. The weather conditions must be recorded. The time of day and type and approximate volume of traffic passing the accident scene should be indicated.

Courses of the vehicles, both before and after the collision, and skid marks made by the vehicles should be noted. Make accurate measurements of distances and indicate the point of impact. Examine vehicles for the approximate extent of damage. Try also to determine if the vehicles had any existing defects before the collision. Obtain notes of all facts. When necessary, request air police headquarters to have photographs taken.

SECURE STATEMENTS. Injured persons are questioned at the scene, if possible, or at the hospital as soon as advisable.

Witnesses, drivers, passengers, and pedestrians involved in the accident are questioned individually, each out of hearing of the others. All such persons are encouraged to make and sign a written statement.

Full identification, place of employment, street address, and telephone number are shown at the beginning of each statement to insure that the individual may be later located if necessary. The statement will include all facts pertinent to what the individual saw in connection with the accident.

A careful check of each statement made against other statements will disclose discrepancies or omissions in the testimony. These discrepancies will be clarified at the scene of the accident if possible. A statement should be, as nearly as possible, in the exact words of the person giving it. Include the statement with the other records of the accident.

DRIVER'S ACCIDENT REPORT. Remind drivers of military vehicles of the requirement that they fill out the operator's report of motor vehicle accident form at the scene. Give the driver necessary aid in completing the form. In the event the driver is incapable of filling out the report, let the assistant driver complete it. If neither is able, the senior passenger of the vehicle completes the accident report.



Care of Injured



Protect Property



Traffic Control



Investigation Facts

When the driver and passengers of the military vehicle are unable to complete the driver's accident report, you must complete it and send it to the driver's commanding officer.

CLEAR SCENE AND COMPLETE REPORT. Units normally remove their own vehicles, but if this is impractical, arrange for the removal. Civilians are usually required to have their own vehicles removed. Personally remove whatever debris you can to prevent future accidents. Arrange

with your headquarters to clear the remainder of the debris.

Apprehend military personnel when necessary, or submit appropriate reports of the violation. In preparing an accident report, keep in mind the importance of providing accurate information.

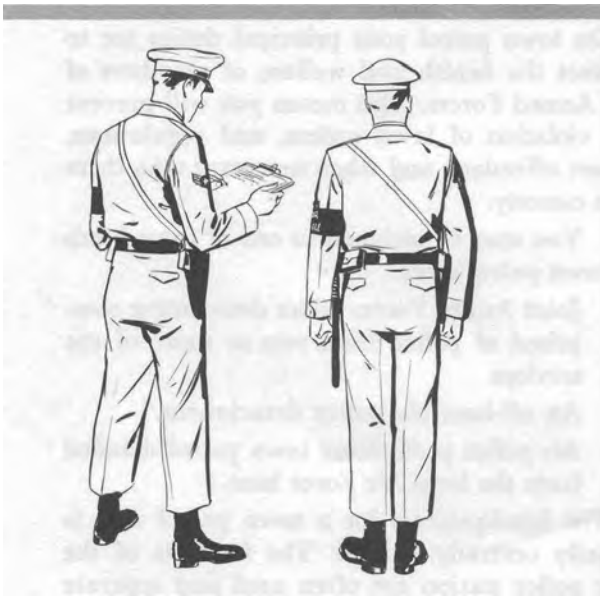
RECHECK REPORT. Carefully recheck the information recorded on the accident report to insure that there are no omissions.



Clear Scene and Complete Report



Statements



Driver's Accident Report



Recheck Report

Before leaving the scene, ask yourself these questions:

Does the diagram of the accident give a clear view of what happened?

Does it include street dimensions?

Is the presence or absence of obstruction noted?

Are the location and description of traffic signs and devices complete?

Have statements been taken from all wit-

nesses and have the addresses of all witnesses been secured?

If there are injured persons, has a doctor's diagnosis been obtained? Are the doctor's name, address, and telephone number included in the report?

On completion of the investigation, fasten together all reports, statements, diagrams, and pictures and turn them in to air police headquarters.

hit-and-run accidents

In the event the motor vehicle accident appears to be the hit-and-run type, the following procedure will usually apply:

Make certain the accident is a hit-and-run. Get a description, if possible, of the driver and the vehicle.

Notify your headquarters of the information you have obtained so that other patrols may be alerted.

Examine the scene for evidence of the vehicle and driver. Such evidence might in-

clude hub caps, headlight lenses, and pieces of the grill from the vehicle, or the driver's hat or other articles of his clothing.

Find all the witnesses to the accident and obtain their statements.

If the vehicle is found, have the witnesses identify it. In addition check any evidence found on the vehicle or at the scene of the accident for further identification.

Question the suspected driver as soon as possible if the vehicle is identified.

Town Patrol



On town patrol your principal duties are to protect the health and welfare of members of the Armed Forces. This means you will prevent the violation of laws, orders, and regulations, report offenders, and when necessary take them into custody.

You may be assigned to one of three kinds of town patrol units:

Joint Armed Forces police detachment comprised of police from two or more of the services.

An off-base air police detachment.

Air police performing town patrol detailed from the local Air Force base.

The headquarters for a town patrol unit is usually centrally located. The facilities of the city police station are often used and separate quarters are provided for the air police operations.

personnel

A town patrol headquarters has the following supervisory and administrative personnel on duty: the desk sergeant, police clerk, patrol sergeant, and radio operator. A large operation may have a large administrative and supervisory staff, whereas in a particularly small detach-

ment all these administrative duties may be performed by one individual.

DUTIES OF THE DESK SERGEANT. These duties include:

Operation of town patrol headquarters and supervision of administrative personnel.

Supervision over processing of persons taken into custody, including search, booking, custody of personal effects, confinement, feeding, and disposition.

Assignment of air police to patrols and dispatching members of the reserve to answer emergency calls.

Maintaining liaison with the civil police and other branches of the Armed Forces.

DUTIES OF POLICE CLERK. The police clerk maintains the police records at air police patrol headquarters. Where the headquarters is large, additional clerks may be required.

DUTIES OF PATROL SERGEANT. The patrol sergeant is the noncommissioned officer in charge of patrols. His duties include:

Instructing the air police in their duties and orders.

Posting and relieving the details.

Inspecting and checking the air policeman on duty.

Handling special and important cases that arise during his tour of duty.

Visiting places and areas not covered by patrols to observe conditions and take necessary action.

organization of patrols

A community is divided into areas in which one or more types of patrols operate. The usual types of patrols are the following:

FOOT PATROLS. Stationary patrols (fixed posts) may be used to control and aid service personnel at transportation terminals, amusement centers, and areas designated "Off Limits." Walking patrols cover sections of a town where trouble is likely to occur.

MOTOR PATROLS. The term motor patrols as used here includes traffic patrols and supervising patrols. Motor patrols supplement foot pa-

trols, and are employed to:

Control traffic in towns.

Provide escorts for military motor movements.

Cover large areas and outlying districts of the town.

Check places of amusement in areas not covered by foot patrols.

Supervise the activities of foot patrols.

RESERVE DETAIL. A mobile reserve may be maintained to answer emergency calls, reinforce other details, and handle special events.

disposition of patrols

The route to be covered by each patrol is prescribed and plotted on a map which points out areas requiring police attention.

The degree of coverage desired and the number of establishments to be visited determine the

length of the patrol. Generally, the shorter the patrol, the more frequently it is covered. Denser coverage is provided in specific areas by overlapping two or more patrols or by assigning additional patrols.

communications

Rapid and efficient communication between air police town patrol headquarters and patrols is maintained.

A two-way radio is used to the fullest possible extent between air police headquarters and motor patrols. Such a radio permits the flow of instructions and information both to and from the patrols.

Radio communication is supplemented by the use of commercial telephone facilities and call boxes (when such use is permitted through agreement with the civil police). Information and instructions also are forwarded by supervising patrols. Patrols report to air police headquarters by telephone or radio at regular prearranged times.

the individual air policeman on town patrol

The principal duties of air policemen on town patrol are:

Knowing what you are patrolling, improving your ability to observe, approaching an individual who is to be questioned, making apprehensions, booking, disposition of the individual and the use of the provisional pass.

Reporting the presence of prostitutes or panders to the air police town patrol headquarter-

ters, as well as any violations of liquor laws. The latter might involving serving liquor to servicemen not of age, the sale of moonshine whiskey, and overcharging.

It is advisable to stay out of public places such as hotels and restaurants, unless ordered to visit them by your superiors. Your presence may imply oversupervision of airmen and is likely to create friction with the civilian proprietors.

assume your authority with dignity

Your attitude and conduct in town patrolling must be above reproach. Avoid being "cop happy." This is a term that is applied to both air and civilian police who are overeager. Be tactful and firm without getting tough.

Remember that most of your work on town patrol will be in giving assistance to service

personnel, rather than in making apprehensions.

You are not concerned with the manner in which personnel use their free time while on pass or leave. Do not seek to exercise control over them, provided that their actions do not reflect discredit on the military service, and are not detrimental to their health and welfare.

know what you are patrolling



A thorough knowledge of the geography of the area you patrol is essential. You should know every street in the area, the dead ends, the railroads, rivers, and other such features.

It also is necessary for you to know the locations of the bus terminals, railroad stations, and

service clubs which may be of interest to service personnel. Know the location of public buildings, hospitals, churches, hotels, telegraph offices, places of amusement, military installations in the vicinity, historical points and points of interest, police call boxes, and fire alarm boxes.

improve your ability to observe



While patrolling make it a point to improve your ability to observe. Look at the individuals on the street, notice the buildings, glance at the occupants in the automobiles, and observe all service personnel.

Practice describing individuals in your own mind at a glance. Learn to estimate weight, height, and age. Look for features that make one person differ from another in appearance. Notice such things as body build and color of eyes, hair, and complexion, as well as peculiarities in walking. Pay particular attention to clothing and how it is worn, eye glasses (if any), and other distinguishing factors.

approaching an individual



In approaching a member of the Armed Forces who is to be questioned, remember that your first words will either control the situation or create a disturbance.

Keep your voice low, but distinct with a tone of quiet authority and friendliness.

Never give the individual the impression that he is being placed in a situation in which he must fight his way out. When questioning a member of the Armed Forces, do so privately away from a crowded area. Only one air policeman does the interrogating, while the other one stands in the background.

You and your partner take positions to either side of the serviceman whom you are questioning. A direct frontal position makes you vulnerable to a sudden blow to the stomach, an uppercut, or a knee in the groin.

Remember, merely approaching a person does not necessarily mean that you will apprehend him.

apprehension and search on town patrol

When necessary, make an apprehension immediately. Be certain to employ the proper techniques in apprehending an individual. These techniques are explained in chapter 5.

In most cases when you apprehend a person search him immediately for weapons. Use either the simple frisk or wall search, depending on the individual and the gravity of the offense.

apprehension of servicemen in civilian clothing

One of the big problems you will face when on town patrol is the apprehension of servicemen wearing civilian clothing. Whenever you suspect an offender dressed in civilian clothes as being a serviceman, locate a civilian policeman

to investigate the status of the individual. It is better to permit the serviceman in civilian clothing to escape apprehension for a minor offense than to take a chance on the illegal apprehension of a civilian.

booking

The police clerk records the incident in the desk journal. He gives the offender a receipt for all personal effects and money taken from him.

In some cases air police headquarters makes

arrangements with the civil police for photographing and fingerprinting persons held by the air police under suspicion of having committed serious crimes.

interrogation

The offender is searched and interrogated immediately after being brought in. Usually a room is set apart for questioning. Personal data is obtained from the offender's identification

tags, pass, and other papers. Any additional information needed by the air police is obtained by questioning. Remember to warn the individual of his rights before questioning begins.

detention

If it is determined that the offender should remain in custody, he is placed in the detention room as soon as he has been booked. If there is no suitable detention room or cell block avail-

able, the air police headquarters usually makes arrangements with the nearest military installation with suitable facilities for the detention of prisoners.

disposition

The disposition of offenders depends upon the nature of the offense which they have committed.

If the offense is serious enough that the offender must be returned to his organization under guard, arrangements for his return are made with the commander concerned. This is usually accomplished by delivering the offender for processing to the nearest Air Force installation designated by the air police officer.

Persons who have committed only minor offenses are normally released immediately after booking. A provisional pass is issued when necessary.

In all cases a report of delinquency and any allied papers are forwarded by the air police officer to the offender's commanding officer. Serious crimes are reported to the Office of Special Investigations by the air police officer.

provisional passes

Provisional passes are issued by the air police officer under the following circumstances:

Upon apprehension for a minor violation which does not require detention, but which may result in a failure to report to proper station within the time limit prescribed in orders or pass.

When a pass has expired or the individual is without a pass or leave orders, but is en route to

his destination as evidenced by a ticket for a transportation facility.

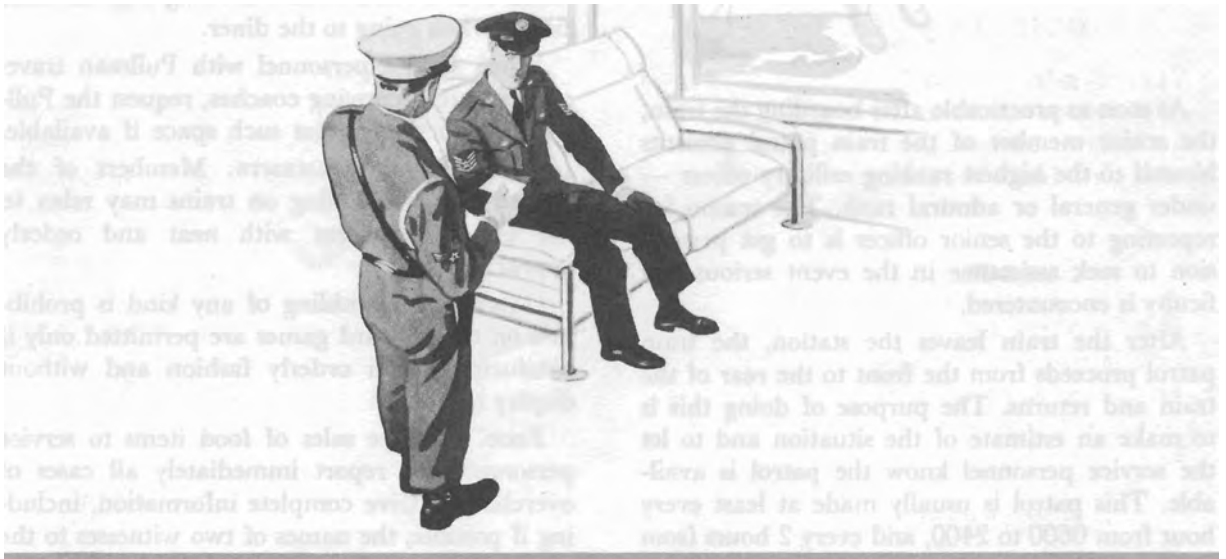
When he can present evidence of having reported or having attempted to report his delay.

When, through extenuating circumstances, he has missed his transportation and is delayed through no fault of his own and voluntarily reports his status to proper authority.

Train Patrol

Your primary mission on train patrol is to preserve order among members of the Armed Forces. This involves giving assistance, furnishing information, and, when necessary, apprehending and removing personnel violating laws and regulations.

Your secondary mission is apprehension of deserters and those members of the Armed Forces who are absent without leave.



reporting for duty

Report to the senior station patrol before departure time of the train to which you are assigned. Then supervise personnel boarding the train.

Before the train departs, contact the train

conductor and give him a copy of your orders. The conductor will probably assign spaces to you near the space which he occupies.

Before leaving the station, locate flashlights and first-aid kits on the train.

relations with train crew

Train patrols will cooperate with the train conductor and crew. Offer all assistance necessary to maintain order and discipline among service personnel.

Never assist the train crew in the handling of

civilians. Do not help in collecting tickets, supervising loading, or controlling lines forming at the dining car. Such action may involve civilians as well as military personnel and might be resented by civilians.

procedure on trains



As soon as practicable after boarding the train, the senior member of the train patrol presents himself to the highest ranking military officer — under general or admiral rank. The reason for reporting to the senior officer is to get permission to seek assistance in the event serious difficulty is encountered.

After the train leaves the station, the train patrol proceeds from the front to the rear of the train and returns. The purpose of doing this is to make an estimate of the situation and to let the service personnel know the patrol is available. This patrol is usually made at least every hour from 0600 to 2400, and every 2 hours from 2400 to 0600.

absent without leave

Service personnel without proper orders will be detained until their status is determined.

When a serviceman is absent without leave but has transportation and is traveling toward his proper station, a provisional pass may be

issued requiring him to continue to that station.

Personnel absent without leave who are not returning to their proper station will be apprehended regardless of the number of days they have been absent.

During the initial inspection of the train, determine the presence and location of any medical officer, nurse, medical corpsman, or pharmacist's mate who may be called upon in an emergency.

If unsatisfactory conditions or lack of safety precautions, drinking water, or insufficient lights are noted, report these facts to the conductor.

Following the inspection, check the status of all enlisted personnel of the Armed Forces, including women, by examining orders, leave papers, and passes.

Make certain that service personnel who have coach tickets refrain from entering Pullman cars except when going to the diner.

When service personnel with Pullman travel requests are occupying coaches, request the Pullman conductor to allot such space if available.

UNIFORM REQUIREMENTS. Members of the Armed Forces traveling on trains may relax to the extent consistent with neat and orderly appearance.

GAMBLING. Gambling of any kind is prohibited on trains. Card games are permitted only if conducted in an orderly fashion and without display of money.

FOOD. Observe sales of food items to service personnel and report immediately all cases of overcharges. Give complete information, including if possible, the names of two witnesses to the overcharge.

use of intoxicants

Service personnel who are obviously intoxicated will not be allowed to board the train. Personnel observed to be drunk during the journey will, if their conduct requires such action, be apprehended immediately and turned over to the proper authorities as soon as practicable.

Members of the Armed Forces will be permitted the moderate use of intoxicants in the

dining car or club car. The use or display of intoxicants is otherwise prohibited.

In any other place on the train, liquor openly in the possession of military personnel will be taken and retained as evidence. Liquor contained in luggage, packages, or sacks but not being consumed will not be considered as being in open possession.

troop movements

Train patrols assist service personnel traveling in groups and maintain order when the group commander fails to do so. However, the authority of the officer, or enlisted man, in charge of the group must be respected.

All violations committed by members of such groups will be called to the attention of the group commander as well as to the attention of the individual offender. If a commander fails to cooperate, report the incident.

apprehension

In any instance where an enlisted man fails to correct his improper behavior after being warned, obtain his name, grade, serial number, organization, and station. Verify this by examining his pass, leave papers, or travel orders. The offender will then be apprehended and turned over to the service police at the next railroad terminal or to the nearest Air Force prisoner receiving station.

In all cases where members of the Armed Forces are put off the train short of destination, arrangements will be made through the conduc-

tor for later use of the unused portion of the ticket.

If the conduct of a servicewoman offender is such that apprehension is necessary, place her in the custody of a woman of the Armed Forces, preferably of her own service. Retain custody of the offender until she can be turned over to the service police at a station accessible to a woman's service unit.

Under no circumstances will train patrols confine a woman member of the Armed Forces in a compartment or baggage car.



restraining devices

Train patrols are authorized to use the wrist-let and strap apparatus, the flexicot, or hand irons to restrain service personnel who may become violent.

These restraining devices will not be used to fasten service personnel on trains to fixed or stationary equipment such as seat arms, straps, stanchions, or berth railings.

reporting

In the course of your duties on train patrol, you make out routine trip reports and delinquency reports, and issue provisional passes.

In addition, there are times when you must make special reports covering such instances as:

Damage to railroad property by service personnel.

Serious injury or illness of service personnel.

Death of any member of the Armed Forces on train or in station.

Transportation deficiencies.

Evidence of prostitution.

Illegal sale of liquor or narcotics to service personnel.

Failure of railroad personnel to cooperate.

Conditions causing misconduct.



C H A P T E R 5

special duties and functions

A general knowledge of certain duties and functions in the air police field is essential, regardless of what your duty assignment may be. For instance, you will have to know how to apprehend and search individuals, and apply first aid. Too, you must be familiar with the air police radio system. Then you should know crime scene procedures and be able to care for the injured and cope with the curious at the site of an aircraft crash. In addition, you must know how to control a mob or riot and the various types of formations employed to break up an unruly crowd.

Apprehensions

When you are making apprehensions, remember that you are enforcing military laws that were made by Congress and approved by the President. Therefore, when a serviceman violates a law and you must apprehend him, do not consider the violation a personal affront.

Make apprehensions in an inconspicuous manner. Choose, if possible, a place offering few avenues of escape and a minimum of interference from service personnel or civilians.

Unless necessary, apprehensions should not be made on crowded streets or in other public places where pursuit may be difficult. A location for the apprehension should be selected where the use of force will not endanger innocent persons, and where associates of the offender will not have an opportunity to come to his assistance.

considerations in making apprehensions

You must be reasonably certain that the individual to be apprehended is actually the person wanted. If the offender is not known to you, he must be pointed out by one who knows him, or the description ought to be positive enough to rule out the possibility of mistaken identity. (See discussion of Article 97 in chapter 2 of this manual).

The principal points that you should consider when you effect an apprehension are: manpower, plan, and surprise.

MANPOWER. Sufficient air police must be available to cope with any known or unforeseen circumstances.

Two air policemen ordinarily make an apprehension. While one makes the apprehension, the other remains alert to prevent interference and acts as a witness.

When you find it necessary to obtain assistance to effect an apprehension, you may request additional air police or call upon service personnel or civil police.

PLAN. Movements must be according to a pre-arranged plan. All avenues of escape should be blocked and resistance overcome with the least practicable delay. Each air policeman must know the location of every other member of the apprehending party.



The plan for making the apprehension must be as simple as the occasion permits. All personnel must be thoroughly familiar with the plan.

SURPRISE. The element of surprise is used whenever possible in effecting an apprehension.

In planning the apprehension you can determine what degree of the element of surprise is needed. Surprise usually makes the apprehension easier.

techniques of apprehension

Your knowledge and skillful application of techniques will determine whether it will be easy or difficult for you to make an apprehension.

The essential techniques are:

Whenever an apprehension is indicated, make it immediately.

After approaching the individual, identify yourself, explain that you are apprehending him, and why.

Obtain command of the situation. Be firm but avoid unnecessary force.

Make the apprehension in an orderly, efficient manner.

Insist upon immediate response to orders. Do not allow the apprehended person to delay.

Search the person for concealed weapons or evidence at the scene of the apprehension by the simple frisk or wall method.

Ignore requests by the individual until he has been escorted to the air police headquarters and thoroughly searched.

Always consider the possibility of escape or retaliatory action by the apprehended person.

In apprehending more than one individual,

keep them together, never allow them to separate.

Guard individuals carefully to prevent escape while they are being escorted or transported.

Before leaving the scene of apprehension, search the immediate vicinity in the presence of the person apprehended. You may find articles he has discarded or evidence of

his criminal activity if such is suspected.

If the offender has a vehicle at the scene of the crime, search it, but do not transport the apprehended person from the place of apprehension in his own vehicle. If the vehicle is connected with the crime, guard it carefully in the same manner as other evidence until all necessary facts have been ascertained.

apprehending an officer

The apprehension of an officer is effected by another officer, if available, or by the senior non-commissioned officer present. (See chapter 2.)

In case neither is available, the apprehension is made by any other air policeman, but the apprehension of officers by enlisted personnel is effected only in emergencies.

If you find it necessary to take an officer into custody, salute and address him in this manner: "Sir, I must ask that you please accompany me to air police headquarters." Then take the officer, using force if necessary, direct to the air police headquarters. Obtain the assistance of an officer as soon as practicable.

apprehension of women in the service



In the event that you must apprehend any woman in the Air Force, Army, or Navy, avoid the use of physical force. Only use that amount of force absolutely necessary to accomplish the apprehension.

Guard against creating a scene and causing embarrassment to yourself and the servicewoman.

If the cause of the apprehension is the violation of a serious crime or you suspect that the woman may be armed, search her overcoat, purse, luggage, or packages. Defer searching her until another servicewoman or civilian woman of appropriate status is available to do this. Civilian police departments usually have policewomen on their staff who will cooperate in searching the woman that you apprehend.

If it is necessary to commit a woman of the Air Force to custody, the air police officer will arrange for her immediate delivery to the commanding officer of the nearest Air Force installation where suitable custodial facilities are available.

If a woman member of an Armed Service other than the Air Force is apprehended, the air police officer will make every effort to place such an offender in the custody of the commanding officer of an installation of the service to which the woman belongs.

apprehending intoxicated service personnel



In some cases you will be called upon to apprehend a serviceman who is intoxicated.

The first thing you must determine is whether the man actually is intoxicated. Someone suffering from a head injury, diabetic shock, or other physical disability may give the impression of being drunk. Usually such a person is unconscious. Upon examination, you can determine whether he is drunk by the odor of his breath, his speech, and his demeanor.

If there is a doubt as to whether the individual is ill, despite indications of intoxication, do not hesitate to call an ambulance and have him taken to a hospital for observation. *If it is determined at the hospital that he is drunk, you have made less of a mistake than if you had placed a sick man in a cell.*

Once you have decided to apprehend a serviceman who is drunk, do so as rapidly as possible. Remember to search him before putting him into a police car. In most cases a drunk is not dangerous. However, it is entirely possible that he may be armed with a knife or gun which he may use on you, or on himself.

Avoid being overeager in apprehending a drunk, and be discreet in using force. The drunk is usually less of a problem if he is treated properly. Guide him, but do not drive or order him.

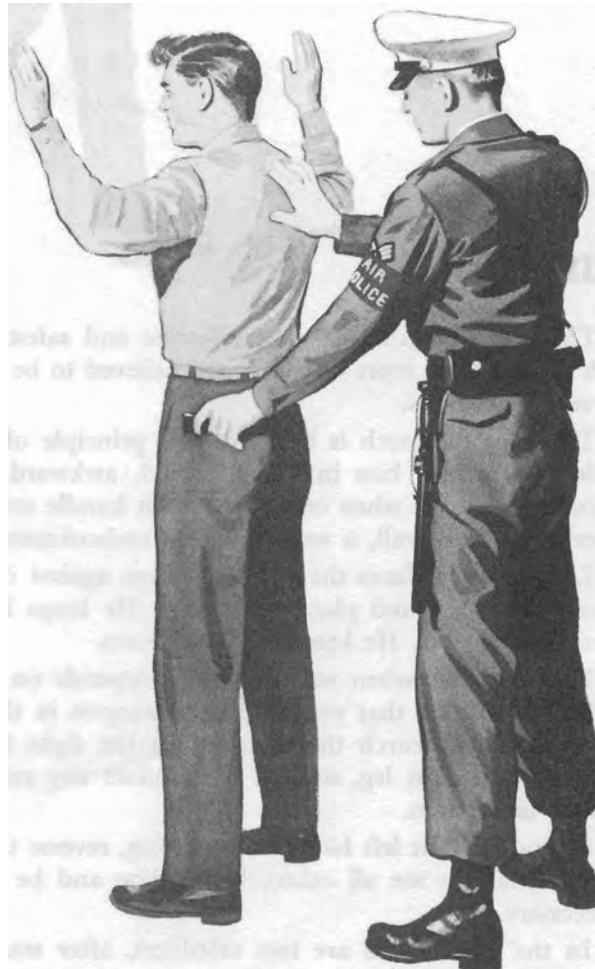
Keep in mind that you are responsible for his welfare from the time you apprehend him until you turn him over to higher authority.

Methods of Searching Persons

Immediately after apprehending a person, search him for weapons. This search may save your life and prevent the escape or injury of the offender.

Make a thorough search when transporting the individual to the place of detention.

The two methods generally used in searching a person are the simple frisk and wall method.

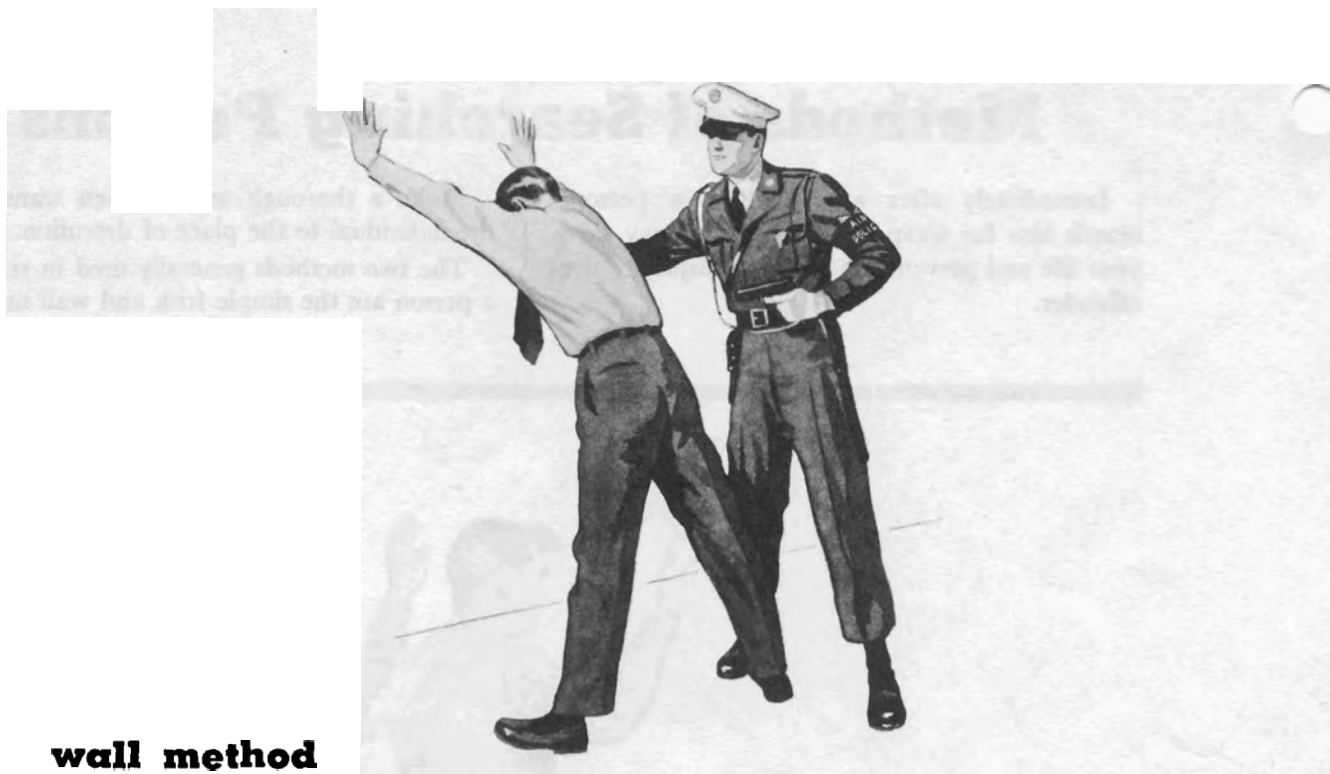


simple frisk

When making this search, have the offender stand with his arms upraised and his back to you. Search him for weapons, papers, valuables, and evidence.

Be alert for any movement or action by the offender to escape or cause injury to you. Slide your hands over his entire body to locate weapons. Never pat the individual. Do not expose your weapon or give him any opportunity to grab it.

A frisk search of the prisoner is made preferably in the presence of a witness.



wall method

The wall search is the most effective and safest method of conducting a search when one or more offenders are believed to be dangerous or are charged with serious offenses.

This type of search is based on the principle of rendering the individual harmless by placing him in a constrained, awkward position. This method is particularly effective when one or two men handle several persons. Any upright surface, such as a wall, a vehicle, or an embankment may be used.

Each offender faces the wall and leans against it, supporting himself with his hands upraised and placed far apart. He keeps his feet well apart and as far back as possible. He keeps his head down.

Your position when searching him depends on which hand you use for searching, assuming that you hold your weapon in the other hand. If you use your right hand, search the offender on the right first. Place your right leg in front of his right leg, so that if he offers any resistance, you can pull his leg from under him.

If you use your left hand for searching, reverse the procedure. From either position, you can see all others in the line and be ready to deal with them as necessary.

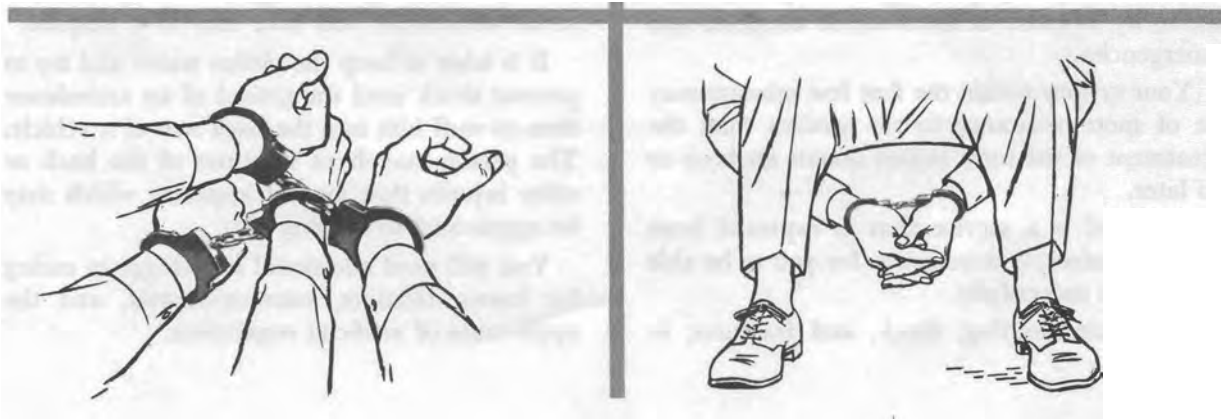
In the event there are two offenders, after searching the first, have the second change places with the first, and see that both keep their hands well raised during the shift.

If there are three or more to be searched, line them up with you on the right, usually with an assistant on the left. After searching the offender at the right of the line, move him to the left end of the line.

Keep the entire group covered at all times. The assistant stands away from the line and well to the left of you, so that neither of you will be in each other's line of fire.

While the offender is changing position, do not touch or approach him too closely, as he may suddenly turn and disarm or knock you down.

restraining offenders



If it is necessary because of the violence of the offender to restrain his actions, handcuff him by securing his hands behind him.

If it is desired to secure a prisoner's hands in front of him, his belt should be passed over the chain of the cuffs between his hands in such a manner that he cannot reach the belt buckle.

These methods of restraint are necessary because handcuffs can be a dangerous weapon on the wrists of a determined prisoner who is able to swing his arms.

Four men can be held in one group with two pair of hand irons. First, secure two of the individuals with one pair of hand irons. Second, secure the third person with one half the other pair of hand irons. Third, place the wrist of the fourth person and the chain of the first pair of hand irons in the remaining hand iron.

transporting offenders

Objects such as tools, boxes, and loose pieces of wood or metal, which might be used as weapons, should be removed from those parts of

vehicles in which offenders are carried. Seat them where you can control them best.

court-martial charges

Any person subject to military law may prefer court-martial charges. However, air police normally do not prefer charges against persons taken into custody. The offender and the circumstances of the offense are usually reported

to the commanding officer of the apprehended individuals. Since immediate steps must be taken to try the person apprehended, or dismiss him, air police must notify the air police headquarters immediately of all apprehensions made.

First Aid

You will probably be the first person with authority to arrive at the scene of accidents and emergencies.

Your actions within the first few minutes may be of more assistance to the victims than the treatment of the most skilled doctor an hour or so later.

First aid is a service that is expected from you. Therefore, it is necessary for you to be able to apply it successfully.

Treat for bleeding, shock, and fractures, in

that order, and ignore suggestions to put a man in an automobile and take him to a hospital.

It is wiser to keep the victim warm and try to prevent shock until the arrival of an ambulance than to stuff him into the back seat of a vehicle. The person may have fractures of the back or other injuries that are not apparent which may be aggravated by moving him.

You will need additional knowledge in caring for burns, frostbite, unconsciousness, and the application of artificial respiration.

how to stop bleeding

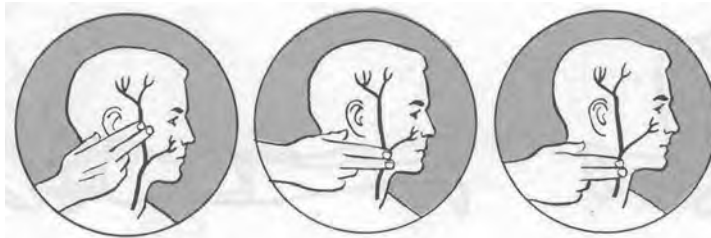
Pressure Bandage. If bleeding is not severe, you can control it with a bandage pressing tightly on the wound.

Tourniquet—for the arm or leg. If a pressure bandage fails to stop the bleeding from a wound in the arm, leg, foot, or hand, strap on a tourniquet from the first-aid kit. Place the tourniquet as close to the wound as possible—above the wound if any artery has been cut (real spurting of VERY BRIGHT red blood); below the wound if a vein has been opened (flowing of blood). Do not leave the tourniquet on for more than 15 minutes at a time. Take it off or loosen it for a few seconds every 15

minutes; if necessary, use pressure point control while the tourniquet is off. Remove the tourniquet as soon as bleeding is sufficiently controlled.

Pressure point control for bleeding from arteries. If a pressure bandage fails to control bleeding from a wound in the head or trunk, use pressure point control. It can also be used for bleeding from an artery in the arm or leg. You press your fingers on the artery and compress it—you can often tell you're on the artery by feeling the pulse throb when you first touch it. With a little practice, it is easy to put your fingers on the right point. Following are the points:

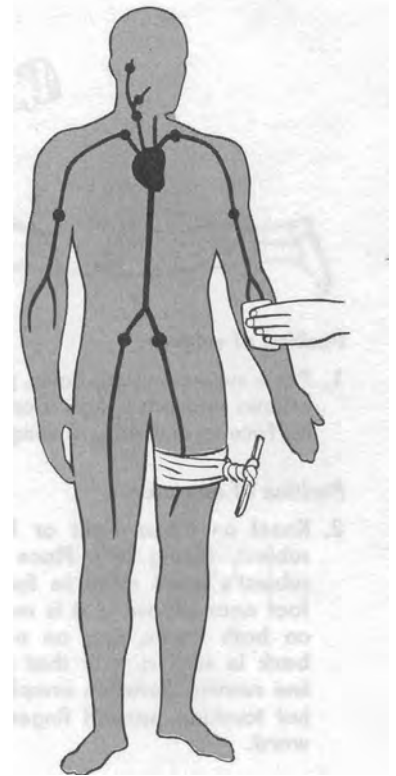
place of bleeding



1. Bleeding in scalp above ear.
2. Bleeding in cheek.
3. Bleeding on outside or inside of head.



4. Bleeding in arm.
5. Bleeding in lower arm.
6. Bleeding in thigh or leg.



7. Bleeding below knee.

pressure point

1. Light pressure in front of middle of ear.
2. Very light pressure in a notch on the under edge of jaw two-thirds back from tip of chin.
3. Moderate pressure on neck about four fingers' breadth below ear and two-thirds up from between jaw and collar bone—push artery against spine.
4. Firm pressure behind middle of collar bone—push artery against first rib.
5. Strong pressure on inside of arm halfway between shoulder and elbow.
6. Strong pressure in groin with heel of hand—push artery against pelvic bone.
7. Use tourniquet between crotch and knee.

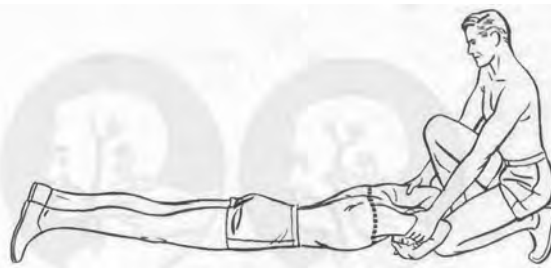
unconsciousness or semi-consciousness

Oxygen lack, carbon monoxide poisoning, and injury to the head are important causes. If breathing stops, artificial respiration must be started IMMEDIATELY (seconds delay may be too late). Keep patient warm.

1. Give artificial respiration, using arm lift—shoulder blade pressure method.
 - a. Patient is placed face down with head resting on hands.
 - b. Open his mouth, remove foreign articles, including false teeth, and assure that tongue is forward.
 - c. Kneel at patient's head, grasp elbows drawing them up and forward.
 - d. Release elbows and push down on both shoulder blades.
 - e. Repeat above in rhythm 12 times per minute.
2. The hip lift—prone pressure method of artificial respiration.

(A satisfactory alternate method if Method No. 1 is impracticable.)

 - a. Place patient face down, head turned to side, with arms extended over head.
 - b. Follow step "b" of Method No. 1.
 - c. Kneel astride patient's knees, with your knees even with his. Place hands under patient's hips and lift approximately 4 inches.
 - d. Lower patient's hips, place palms of hands against small of patient's back, with little fingers on lowest ribs. With arms stiff, swing your body forward slowly, so that your weight is gradually applied over patient's back.
 - e. Release hand with sudden snap to remove all pressure on patient.
 - f. Follow step "e" of Method No. 1.



Position of subject

1. Place subject in face down, prone position. Bend his elbows and place hands one upon the other. Turn his face to one side, placing cheek upon his hands.

Position of operator

2. Kneel on either right or left knee, at head of subject, facing him. Place knee at side of the subject's head close to forearm. Place opposite foot near elbow. If it is more comfortable, kneel on both knees, one on either side of subject's back in such a way that heels lie just below a line running between armpits. With tips of thumbs just touching, spread fingers downward and outward.

Compression phase

3. Rock forward until arms are approximately vertical, and allow weight of upper part of your body to exert slow, steady, even pressure downward up-

on hands. This forces air out of lungs. Your elbows should be kept straight and pressure exerted almost directly downward on back.

Position for expansion phase

4. Release pressure, avoiding a final thrust, and commence to rock slowly backward. Place your hands upon the subject's arms just above his elbows.

Expansion phase

5. Draw his arms upward and toward you. Apply just enough lift to feel resistance and tension at subject's shoulders. Do not bend your elbows, for as you rock backward, the subject's arms will be drawn toward you. Then drop arms to ground. This completes full cycle. The arm lift expands the chest by pulling on chest muscles, arching back, and relieving weight on chest.



burns

For minor burns, apply burn ointment on sterile dressing.

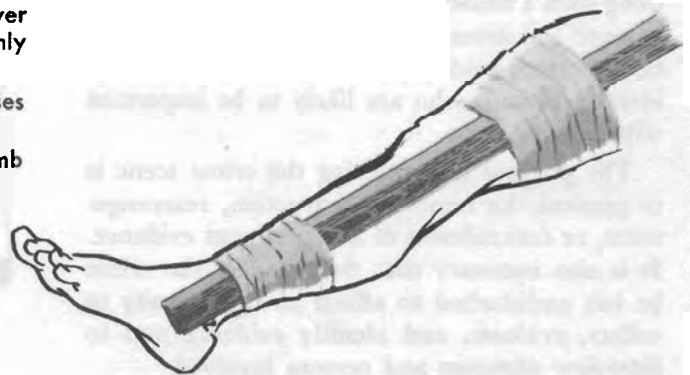
For severe burns:

1. Treat shock.
2. Apply sterile dressing.
3. Never open blisters.



fractures

1. If a broken bone is associated with a wound, cover firmly with a sterile dressing. The dressing if firmly applied will practically always stop bleeding.
2. Do not attempt to set bone. Manipulation causes shock.
3. Splint using wood, metal, skis, etc., immobilize limb by wrapping in blanket.

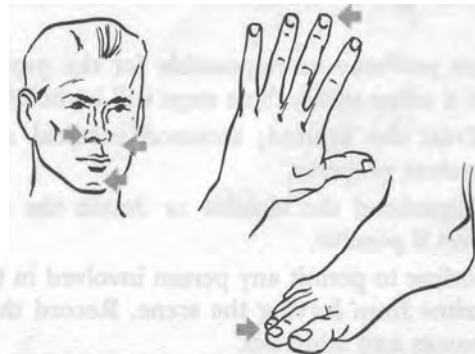


frostbite

Fingers, toes, ears, cheeks, chin, and nose are most commonly involved.

Numbness, stiffness, and whitish discoloration are first symptoms.

If frostbite occurs, warm the part as rapidly as possible. Never rub.



shock

The danger signs are pale, cold, clammy, moist skin, shallow breathing, and sometimes nausea and vomiting.

1. Stop bleeding.
2. Keep warm by blankets or other covering but avoid so much heat it causes sweating.
3. Place in reclining position with head slightly lower than feet.



Crime Scene Procedure and the Handling of Evidence

In performing air police duties, you are usually the first person with authority to arrive at a crime scene. Therefore, it is very important that you secure the crime scene, recognize evidence, and protect it.

Evidence is defined as a medium of proof that is legally submitted to court to help ascertain the truth. Evidence helps determine proof.

Immediately upon arriving at the scene of a crime, take charge and secure the scene. In handling such a situation, you can usually determine at once the items, objects, or articles that may be important evidence. You also may be able to identify persons who are likely to be important witnesses.

The purpose of protecting the crime scene is to prevent the removal, destruction, rearrangement, or concealment of any pertinent evidence. It is also necessary that the scene of the crime be left undisturbed to afford an opportunity to collect, evaluate, and identify evidence and to interview witnesses and persons involved.



protection of crime scene

Since you may be responsible for the protection of a crime scene, these steps will be helpful:

Treat the injured; summon medical aid; protect property.

Apprehend the violator or detain the suspect if possible.

Refuse to permit any person involved in the crime from leaving the scene. Record their names and addresses.

Have all persons other than those involved leave the vicinity of the crime.

Isolate the scene of the crime by any means available, such as roping off the area and closing doors to prevent access.

Do not disturb any evidence or complicate the scene by adding your own footprints, fingerprints, or discarded cigarettes.

Notify your air police officer as soon as possible after your arrival at the scene.

Make a record of any pertinent facts, such as strange odors, time of arrival, and weather conditions.

criminal investigations

Normally, you will not be responsible for conducting criminal investigations. Minor crimes and incidents may be investigated by the air police. This will be determined by the air police officer and will not be your responsibility.

The Officer of Special Investigations is responsible for investigating major crimes. Qualified investigators will conduct the investigation, but it will be your responsibility to protect the scene until their arrival.

handling of evidence

In the event that you collect evidence, it must be unchanged in nature and accounted for from the time it was found until presented in court. This procedure is known as the chain of custody. Every person who had custody of a piece of evidence is called upon to identify it in court.

You must insure that the evidence is not contaminated by mutilation, pollution, contact with foreign matter or other evidence, or alteration.

When it is necessary for you to handle physical evidence, follow the procedure listed below.

Do not move evidence until a sketch showing its location in relation to other objects at the scene is made, or until the scene is photographed.

Handle evidence in such a manner as to guard against its damage or destruction.

Handle evidence so that fingerprints or other marks are not obliterated.

Mark evidence for identification so that it can be identified later.

Label, tag, or seal evidence in separate containers as soon as possible after discovery.

When transferring evidence from one person to another, each individual obtains an itemized receipt. Make notation relative to this transfer in the notebooks of each person.

DISPOSITION OF EVIDENCE. You never retain evidence in your personal possession any longer than necessary. Most air police units have facilities for retention of evidence and a procedure for maintaining the chain of custody.

Aircraft Crash Scene Duties

If you are called to the scene of an aircraft crash, you will be given special orders telling you what to do. You will be under the supervision of your air police officer or noncommissioned officer.

Traffic control points and guard posts are usually established in order that ambulances and other authorized vehicles may pass without interruption.

responsibilities

Your responsibilities will be great. Some of these responsibilities which you will normally perform are outlined below.

Take action, when necessary, to assure that rescue men and equipment are not hampered.

Cover or conceal, if possible, any personnel or classified equipment which should not be exposed to general view.

Leave control of civilians to civilian police officers. The sentry's job at the scene of an off-base aircraft crash is to safeguard Government

property and classified materiel only.

Prevent all individuals from smoking in the crash area, when there is gasoline, gasoline vapors, or other explosive material present.

Allow local officials, such as the coroner or police officers, to accomplish whatever work is necessary.

Refrain from giving information to the press or civilians regarding personnel involved in the accident. Instead, refer them to your air police officer or public information officer.

photographers and reporters

Photographers are not legally authorized to photograph anything of a classified nature. Inform them of **THIS FACT**. In the event photographs are taken of classified matter, immediately notify your supervisor.

Reporters and photographers have a legal right to gain access to off-base aircraft crash scenes. Therefore, it is not the air policeman's responsibility to restrict newspapermen from covering the crash.

Riot Control

A riot is a violent disorder by an unruly gathering whose members, acting under the stimulus of intense excitement, have lost their sense of reason and respect for law.

Weight of numbers or mass hysteria causes individuals to unite behind a leader and to sacrifice their individual will and reason.

principles of control

Federal troops used to control civil disturbances are governed strictly by the orders and instructions of their commanders.

The basic principles of crowd and riot control include rapid dispersion, prevention of assemblage, and apprehension of leaders.

dispersing rioters

The military commander decides upon what methods to use in dispersing a crowd of rioters. The methods generally regarded as most effective and applied in the order listed are:

- A show of force.
- The use of chemicals.
- The use of riot control formations.
- Fire by selected marksmen.
- Full use of fire power.

riot control formations

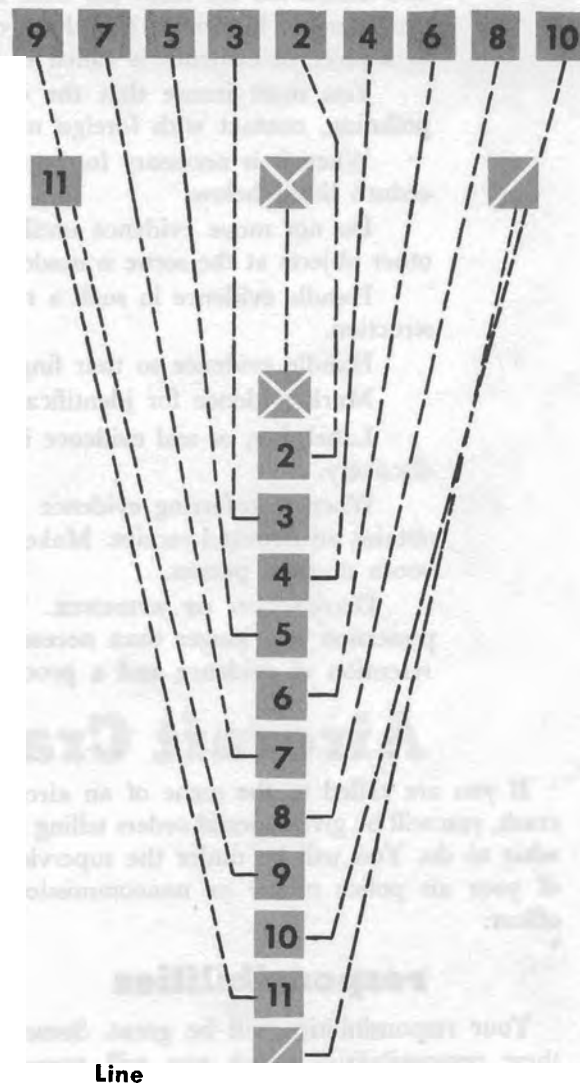
Certain modifications of combat formations are used for the purpose of providing closer control of troops employed for dispersing crowds and unarmed mobs.

Such formations, when used, are executed smoothly and smartly to gain the greatest possible psychological effect.

The basic formations used for dispersal are the wedge, the diagonal, and the line. Other effective formations are obtained by doubling, extending, or combining the basic formations.

WEDGE. The wedge is the primary offensive formation for breaking up, splitting, or striking into a crowd or mob.

It is used for clearing a city street and for apprehending individuals in a crowd. The flanks

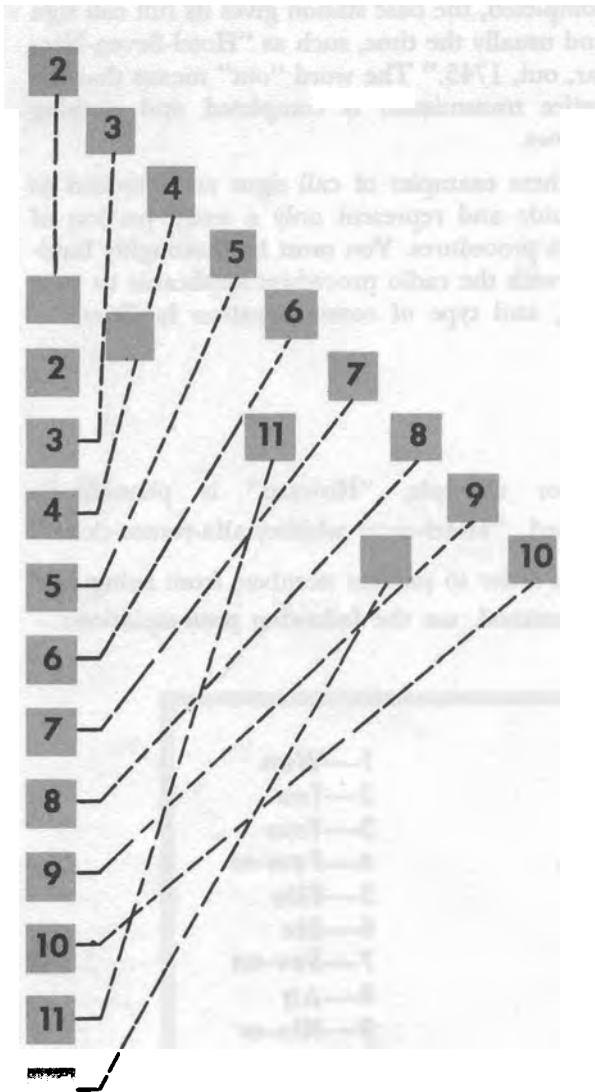


of the wedge may be strengthened by lateral support

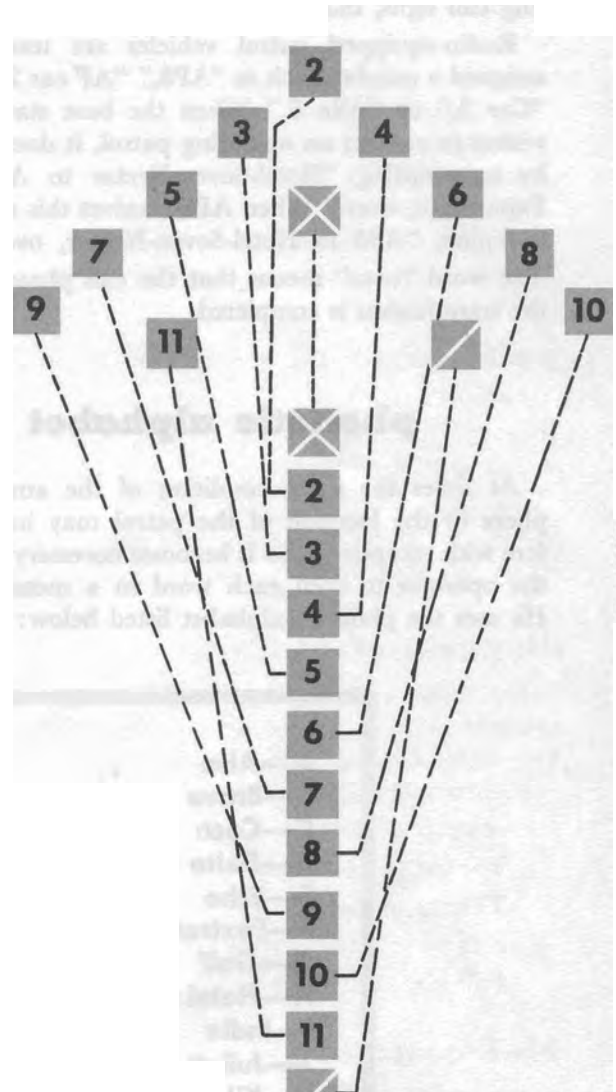
DIAGONAL. The diagonal is designed to move a crowd away from the side of a building, wall, or other object.

It also may be used to turn the direction of movements of a crowd by forcing it down side streets or into open areas. It can further be employed to extend one or both flanks of a wedge.

LINE. The line may be used as a holding formation to deny an area to a crowd. An example might be blocking the entrance to a street. It is equally as effective in driving a crowd from a confined area, such as a courtyard.



Diagonal



Wedge

Radio Communications

The air police radio communications system includes a base station, sometimes referred to as a central station.

Patrol vehicles are equipped with transmit-

call signs

A call sign consisting of a combination of letters and numbers is assigned to each net control station. This affords a simple means of identification without giving the names or location of units.

ting and receiving sets known as two-way radios.

The base station and the vehicles operate on the same frequency so that they can communicate with each other readily.

For example, the net control operating from the air police headquarters may be assigned the call sign "H7N." All transmitting stations and vehicles desiring to contact the base station by radio will use its call sign "H7N."

The phonetic alphabet is used when transmitting call signs, that is, "Hotel-Seven-Nectar."

Radio-equipped patrol vehicles are usually assigned a number such as "AP8," "AP car 21," "Car 3," or "Alfa 6." When the base station wishes to contact an operating patrol, it does so by transmitting "Hotel-Seven-Nectar to Alfa-Papa-Eight, over." When AP8 receives this call, it replies, "AP8 to Hotel-Seven-Nectar, over." The word "over" means that the call phase of the transmission is completed.

phonetic alphabet

At times the static condition of the atmosphere or the location of the patrol may interfere with reception, and it becomes necessary for the operator to spell each word in a message. He uses the phonetic alphabet listed below:

When the entire communication with a car is completed, the base station gives its full call sign and usually the time, such as "Hotel-Seven-Nectar, out, 1745." The word "out" means that the entire transmission is completed and nothing follows.

These examples of call signs are intended as a guide and represent only a small portion of radio procedures. You must be thoroughly familiar with the radio procedure applicable to your unit, and type of communication facilities.

For example, "Howard" is phonetically spelled, "Hotel-oscar-whiskey-alfa-romeo-delta."

In order to prevent numbers from being misunderstood, use the following pronunciation:

A—Alfa	N—Nectar	1—Wun
B—Bravo	O—Oscar	2—Too
C—Coca	P—Papa	3—Tree
D—Delta	Q—Quebec	4—Fow-er
E—Echo	R—Romeo	5—Fife
F—Foxtrot	S—Sierra	6—Six
G—Golf	T—Tango	7—Sev-en
H—Hotel	U—Union	8—Ait
I—India	V—Victor	9—Nin-er
J—Juli-ett	W—Whiskey	0—Zero
K—Kilo	X—Extra	
L—Lima	Y—Yankee	
M—Metro	Z—Zulu	

use of signals

In order to shorten transmissions and deny information to unauthorized listeners, a system of signals may be used in transmitting routine messages by voice radio. These signals usually consist of a series of numbers, each number standing for a message, such as a "Signal 10" may mean "Call base station by telephone."

These are some routine messages which may

be transmitted by use of signals:

- Return to your station.
- What is your location?
- Call base station by telephone.
- Out of service.
- In service.
- What is correct time?
- Bring offender to headquarters.

CHAPTER 6

corrections

The Air Force system of corrections is concerned with the administration of places of confinement, and the treatment and retraining of prisoners. The treatment philosophy of the Air Force is designed to return as many prisoners as possible to duty status better able to perform their military tasks. Retraining must of necessity take place in the proper atmosphere. This atmosphere will encourage in the prisoner a wholesome and favorable attitude toward his immediate environment, as well as toward the Air Force and his fellow men. All prisoners are to be accorded humane, enlightened treatment as a matter of principle.

Most Air Force prisoners have committed only minor offenses or offenses of a purely military nature. Therefore, the Air Force is not normally concerned with the detention and treatment of the vicious and habitual criminal.

A person subject to the Uniform Code of Military Justice who is accused or convicted of an offense may be confined in a guardhouse or stockade. As will be explained later, a person also may be sent to other places of confinement if the court-martial order so directs.

The successful operation of all types of confinement facilities requires, in general, the use of the same principles, techniques, and skills of administration and treatment, and the same specialized personnel. But, since you, as an air policeman, will in most cases be assigned to an air base, you will be concerned primarily with guardhouses and stockades. Most of this chapter deals, therefore, with such installations.

Places of Confinement

There are four types of correctional institutions in which Air Force prisoners are generally confined. They are: Federal institutions, United States Disciplinary Barracks, Air Force retraining groups, and Air Force guardhouses or stockades.

Prisoners are committed to the type of confinement facility which is designated in the court-martial order.

federal institutions

Federal institutions are operated by the Federal Bureau of Prisons which is under the control of the United States Attorney General. They are administered by career civil service personnel, and they have the facilities and industries to properly prepare the prisoner for return to civil life. They afford the prisoner an opportunity to promote self-improvement through educational and vocational training, and useful work in the prison industries. In addition, they have more secure custodial features to assure the detention of vicious and desperate prisoners. All three services (Army, Navy, and Air Force) are authorized to send prisoners to Federal institutions to be confined.

A prisoner is ordinarily sent to a Federal institution to serve his sentence of confinement if the following conditions exist:

He is considered to be nonrestorable or unfit for further military service.

The sentence includes confinement for 1 year or more.

The sentence includes a punitive discharge such as a bad conduct discharge, dishonorable discharge, or dismissal. (Dismissal pertains to officers only.)

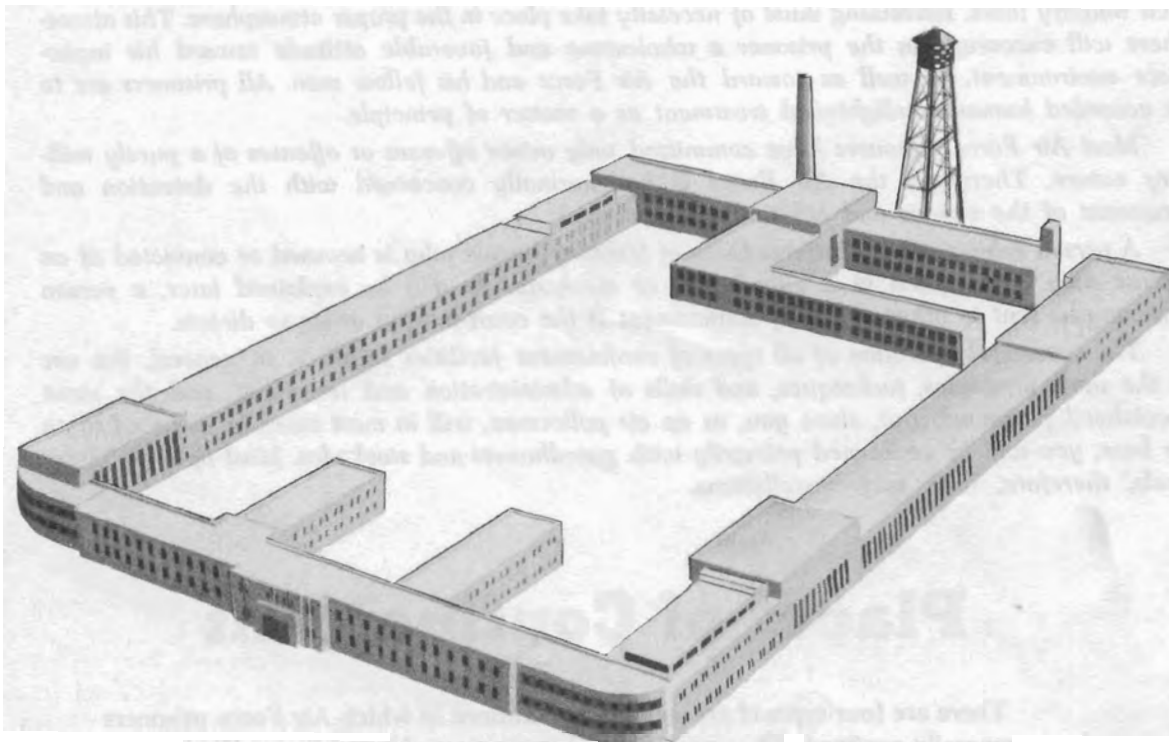
Six months or more of the confinement remains to be served when he is committed to the Federal institution.

The prisoner is convicted of a crime which is generally punishable by imprisonment in a penitentiary.

Any sentenced prisoner confined in an Air Force confinement facility may be recommended for transfer to a Federal institution regardless of offense or length of sentence when:

The prisoner presents a serious custody, behavior, or personality problem.

The prisoner should be separated from minor noncriminal-type prisoners.

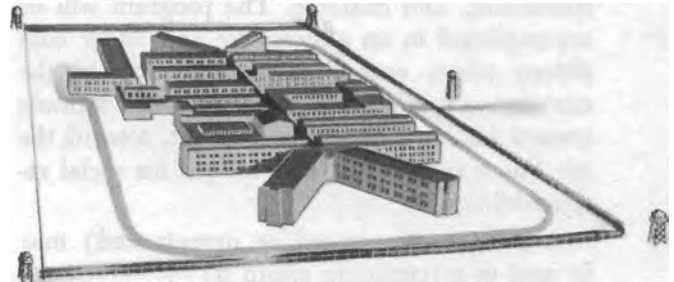


united states disciplinary barracks

United States Disciplinary Barracks (USDB's) are operated by the Army, but the Navy and the Air Force are authorized to send prisoners there to be confined. A number of Air Force personnel are assigned to the USDB's to carry out the Air Force's responsibility in operating these facilities. The Navy also furnishes personnel for staffing these facilities. The USDB's have facilities and industries which are suitable for preparing the prisoner for return to civil life. Here again, the opportunity exists for the prisoner to improve himself through educational and vocational training and on-the-job training in the prison industries. The USDB's also have facilities for the confinement of vicious and desperate prisoners.

A prisoner who is not to be confined in a Federal institution will ordinarily be sent to a United States Disciplinary Barracks if the following conditions exist:

He is considered nonrestorable or unfit for further military service.

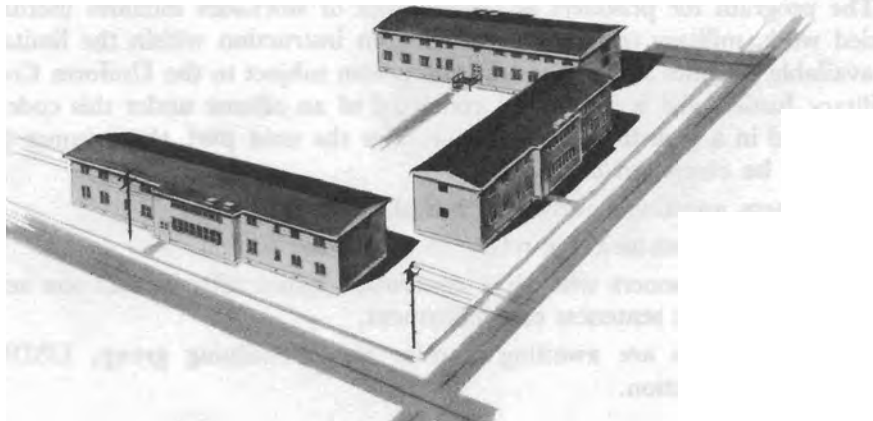


Six months or more of the confinement remains to be served upon his arrival at the USDB.

The sentence includes a punitive discharge or dismissal.

If a sentenced prisoner is confined in a USDB and is determined to be unsuitable for further Air Force service, he will usually be transferred to a Federal institution, providing he meets the required conditions set forth in the previous section.

air force retraining groups



Retraining groups are administered by specially trained Air Force personnel and a few professional civil service personnel. Their program is designed to study the individual prisoner (known as retrainee) and to provide a course of training which will return him to duty improved in attitude, conduct, military efficiency, and able to perform a more useful service to the

Air Force.

The program is broad, active, and well balanced, and predicated on individualized treatment. It is just, firm, dignified, and fair. Mental hygiene, individual and group psychology, education, specialized and military training, religious instruction, athletics, and productive work are important features of the treatment program.

Throughout the program, high standards of appearance, military bearing, and self-responsibility are instilled in the retrainee by instruction, counselling, and example. The program will be accomplished in an atmosphere and under conditions which encourage and develop in the retrainee a wholesome and favorable attitude toward his immediate environment, toward the Air Force and society, and toward his social responsibilities.

A prisoner (sentenced or unsentenced) may be sent to a retraining group if:

He is considered potentially restorable.

He is mentally, physically, and morally fit for military service.

His restoration to duty would not adversely

affect the esprit de corps and good name of the Air Force.

Three or more months of confinement remain to be served upon his arrival at the retraining group.

If a prisoner is confined in a retraining group and is determined to be unsuitable for further Air Force service, he will usually be transferred to a Federal institution or USDB depending on which of the conditions set forth in the preceding sections he meets.

However, if a prisoner is confined in a Federal institution or USDB and is determined to be suitable for restoration to duty, he may be transferred to a retraining group if he meets the conditions set forth in this section.

guardhouses and stockades

Each Air Force base is authorized to have one guardhouse or stockade. The only difference between the two is that a guardhouse is a single building, whereas the term stockade refers to two or more buildings which are used for the confinement of prisoners. They are under the jurisdiction of the installation commander.

The program for prisoners at guardhouses or stockades includes useful and varied work, military training, and classroom instruction within the limitations of available facilities and personnel. Any person subject to the Uniform Code of Military Justice who is accused or convicted of an offense under this code may be confined in a guardhouse or stockade. For the most part, the prisoner population will be composed of:

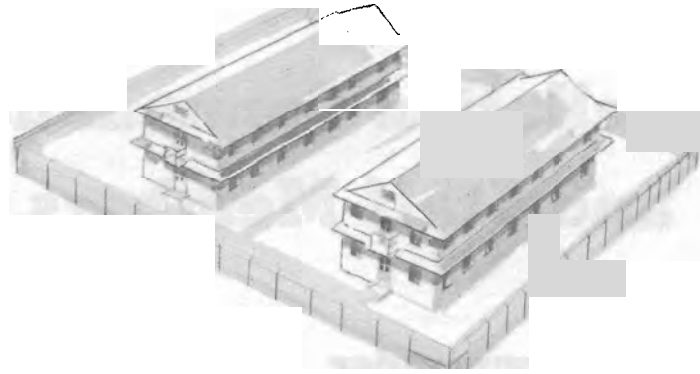
Prisoners awaiting court-martial trial.

Casual prisoners awaiting return to their home station.

Sentenced prisoners who have committed minor offenses and are serving relatively short sentences of confinement.

Prisoners who are awaiting transfer to a retraining group, USDB, or Federal institution.





Confinement of Persons Prior to Court-martial Trial

It is the Air Force policy that Air Force personnel are not to be kept in confinement prior to trial except: (1) to insure the presence of the accused at the trial; or (2) if the seriousness of the offense for which he is charged, and other factors, indicate that his release would present a distinct threat to the safety of life, limb, or property. As will be explained later in the chapter, when either the confinement officer or the classification panel is reasonably sure that neither of the above conditions exist, they will recommend to the installation commander that the prisoner be returned to his squadron to await trial by court-martial.

Certain types of offenders can almost always be allowed to remain in their units while awaiting trial. These include airmen turning themselves in after periods of AWOL, noncommissioned officers facing charges after previously unblemished records, and obviously stable individuals facing minor charges. This policy is to be followed even if an occasional airman betrays his trust by leaving the unit.

The degree of restraint imposed upon absentees from other installations, or from the Army or Navy, who surrender at an Air Force base, will be the minimum necessary to comply with the above Air Force policy.

Guardhouse and Stockade Policy

The entire guardhouse operation is geared to returning each individual prisoner to his organization improved in attitude and conduct and able to perform a service to the Air Force. Because the majority of Air Force prisoners are not of a vicious criminal type, the kind of treatment given them must receive first consideration at all times. It must be remembered that their confinement should not be carried out in a degrading atmosphere.

The Air Force does not propose the pampering of prisoners. They must be handled firmly but fairly. And, at all times, they must be accorded the right of individual dignity that belongs to all airmen, regardless of rank or status. The physical and psychological aspects of confinement should be closely patterned after that of a well-run squadron.

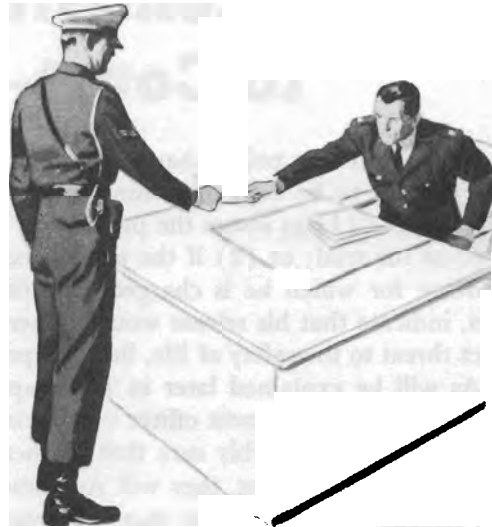
Little reclamation can be accomplished with a prisoner who has no desire to be restored to duty. The incentive for reclamation comes from the prisoner himself. For this reason, the prisoner must be provided with an atmosphere in which he can develop the desire to be reclaimed, together with the opportunity for retraining and restoration to duty. Retraining cannot take place in an atmosphere of repression and hostility.

Exaggerated discipline in a guardhouse can result in excessive violation of regulations, repressive atmosphere, tension, and may eventually result in serious individual or mass disturbances. Good discipline is a willing desire to perform properly and should be based on mental, moral, and physical training. The same principles of leadership and supervision that apply to airmen in a squadron also apply to prisoners.

Installation Commander and Staff Members

installation commander

The installation commander is responsible for the security, administration, treatment, supervision, and retraining of all prisoners under his jurisdiction. He may delegate to his air provost marshal some of his duties. But, the commander assures himself that the guardhouse is being properly run by making personal inspections. To carry out his responsibilities for the proper administration of the guardhouse, he assigns the following personnel to the guardhouse: confinement officer, qualified administrative personnel, and trained guards. The commander also appoints a chaplain for the guardhouse.



air provost marshal



As a member of the installation commander's staff, the air provost marshal has staff supervision over the administration of the guardhouse and the treatment of prisoners. This includes the supervision of the training program for per-

sonnel permanently assigned to the retraining flight. He makes at least one inspection of the guardhouse each week and carries out other duties which are delegated to him by the installation commander.

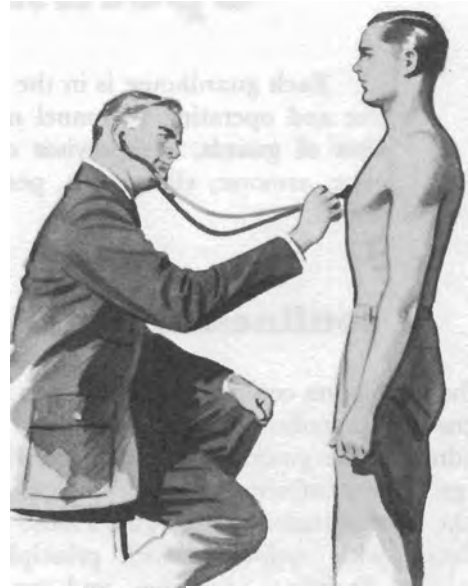
medical officer

The medical officer looks after the health of the prisoners in the guardhouse. He examines each prisoner within 24 hours after the prisoner is committed and conducts a daily sick call for those prisoners needing medical or dental attention. He examines prisoners immediately after placement in disciplinary segregation, and visits them at least once each day while they are there.

The medical officer inspects all close confinement quarters at least once each week to determine the adequacy of sanitation, ventilation, heat, and other conditions which may adversely affect the health of the prisoners.

He also checks menus, samples portions of restricted diets, and recommends changes when necessary.

The medical officer gives a special medical examination to prisoners who are in need of hospitalization or whose actions indicate psychiatric maladjustment, irresponsibility, or lack of control. When appropriate, he recommends that such prisoners be confined in the hospital prison ward or in a ward designated by the hospital commander.



chaplain

The installation commander appoints the chaplain for the guardhouse. This assignment is confirmed in a written order and is often an additional duty for the chaplain. In the performance of his duties the chaplain:

- Provides the necessary religious and character guidance instruction.

- Makes available religious services in accordance with the faiths and beliefs of the prisoners.

- Grants personal interviews and gives counsel to prisoners on request.

- Gives special counsel to prisoners whose personal adjustments have been unsatisfactory.

- Makes informal visits to the confinement facility when it is practicable.

Before visiting the prisoners, the chaplain reports to the confinement officer or his representative.



Administrative and Operating Personnel

Each guardhouse is in the charge of a confinement officer. The administrative and operating personnel may also include a correction supervisor, supervisor of guards, a supervisor of training, supply sergeant, food service supervisor, armorer, clerk-typist, personnel specialist, and a number of guard personnel.

confinement officer

The installation commander, by written order, assigns an air police officer of the air police squadron to the guardhouse and places him in charge. The confinement officer is responsible for the administration of the guardhouse in accordance with well-established principles of treatment, discipline, sanitation, and security.

DUTIES AND RESPONSIBILITIES. His duties and responsibilities include:

- Command of all personnel including prisoners assigned or detailed to the guardhouse.
- Responsibility for Government property and equipment required in the operation of the guardhouse.

correction supervisor

The correction supervisor is the senior non-commissioned officer assigned to the guardhouse or stockade. He is responsible directly to the confinement officer and has general supervision over enlisted personnel.

DUTIES AND RESPONSIBILITIES. His duties and responsibilities include:

- Assisting the confinement officer in all the aspects of administering the guardhouse.
- Assisting the confinement officer in supervising the clerical responsibilities; enforcement of rules and regulations; and the treatment, control, and discipline of prisoners.
- Responsibility for the daily police of the guardhouse.
- Receiving incoming prisoners and making

- Maintenance of all records required by applicable regulations.

- Responsibility for the prisoner's personal property and its disposition.

- Administration of disciplinary measures.

- Supervision of the retraining and useful employment of all prisoners in confinement.

- Responsibility for the training and employment of all non-prisoner personnel assigned to the guardhouse.

- Classifying prisoners into proper custody grades.

- sure that the proper procedure and action are taken.

- Inspecting the guardhouse at irregular intervals to make sure that contraband is controlled, that windows are not broken, and that ladders, tools, and other items are not available which can be used as weapons or means of escape.

- Supervising the preparation and distribution of all reports and records.

- Supervising all personnel assigned to the guardhouse and preparing their work schedules and work assignments.

- Responsibility for prisoner counts and bed checks.

- Responsibility for work schedules.

- Reporting to the confinement officer or his

assistant any unusual circumstances or occurrences, accidents, or deficiencies in utilities that adversely affect the prisoners.

Informing next in command when leaving

guardhouse of his destination and probable time of return.

Assisting in proper classification of prisoners into custody grades.

guard supervisor

The guard supervisor is a noncommissioned officer. He supervises the guards in the performance of their duties, supervises work projects of prisoners to insure the maintenance of good dis-

cipline, inspects the weapons, uniforms, and other equipment of guards prior to their assignment to duty, and checks prisoners periodically for haircuts and personal hygiene.

training supervisor

The training supervisor, a noncommissioned officer, assists the confinement officer in the preparation of schedules for the retraining program.

He obtains the necessary training aids and otherwise assists the confinement officer in the retraining program.

supply sergeant

The supply sergeant is responsible to the confinement officer for the preparation of all supply requisitions and records, and maintenance of clothing records of prisoners. He issues necessary

prisoner clothing and equipment. He stores prisoners' clothing and personal effects (except money and valuables) and supervises the armorer.

food service inspector

He is assigned permanently to the guardhouse mess when one is used, and is provided with an

adequate number of cooks. He is responsible for the proper administration of the mess.

armorer

The armorer is responsible for the maintenance of all weapons assigned to the confine-

ment officer. He provides proper security for all weapons and ammunition.

clerk-typist

The clerk-typist carries out all assignments ordered by the confinement officer and correction supervisor, regarding records, reports, and filing. All guardhouse records and reports required by the Air Force and local regulation must be prepared under the supervision of the

confinement officer or corrections supervisor. It is also the duty of the clerk-typist to type all guardhouse correspondence and be responsible for the 201 files (prisoners' personal files), information and data cards, and the required records and reports.

personnel specialist

The personnel specialist may serve as interviewer and counselor in a confinement facility. He may make recommendations to the confinement officer regarding the prisoner's classification and treatment program, and assist the confinement officer in evaluating the prisoner's adjustment and progress while in confinement. He will counsel prisoners on such matters as allotments, transfers, discharge, pay status, and

papers of public record. He will provide prisoners with needed information and counsel regarding emergency financial assistance available to military personnel and dependents through field offices of the Red Cross, the Air Force Aid Society, and other welfare organizations. He may act as counselor to prisoners on personal and other problems affecting them.

guard personnel

Guard personnel may be assigned to guard prisoners outside, or within a portion of, the guardhouse itself.

Outside the guardhouse, the guard personnel supervise and guard prisoners at work, prisoners participating in athletics or drill, and prisoners

going to or from an assigned place of duty.

Within a portion of the guardhouse or stockade, guard personnel may be assigned as gate, dormitory, compound, or hospital ward guards.

The duties of the various types of guards are discussed in the next section.

Duties of Guards

The general duties of guard personnel, outlined below, will always be supplemented by special instructions. The confinement officer may assign additional duties, which will vary from time to time and from guardhouse to guardhouse.

gate guards



Gate guards are assigned chiefly to control traffic entering and leaving the confinement facility. Gate guards are usually found only in stockades, since guardhouses seldom have gates to guard.

If you are a gate guard, it will be your duty to make sure that no unauthorized persons enter and that no prisoners leave the stockade without permission. Identify all personnel passing through the gate before allowing them to enter or leave. Make a list of all tools and equipment that pass through the gate, and recheck them when they pass back through again.

Make a reasonable search of all packages, re-

ceptacles, and vehicles entering and leaving to assure that maximum custody prisoners do not escape. You need not search laundry packages if they are accompanied by airmen in charge of the laundry detail.

Keep the keys to the gate in your possession at all times and don't permit any loitering.

Never leave your post without an order from a competent authority.

tower guards

Large stockades sometimes have two to four towers on the perimeter, although it is Air Force policy to eliminate the use of them in the guarding of prisoners. Towers are used when there are no other means of preventing maximum custody prisoners from escaping. Their secondary use is to keep unauthorized personnel out of the stockade area.

If you are a tower guard you will keep prisoners clear of the fence. You must report promptly any suspicious behavior that comes to your attention, and relay all calls from other towers. You must allow no one to communicate with prisoners near the stockade fence at any time, nor allow any articles to be handed or thrown to the prisoners.



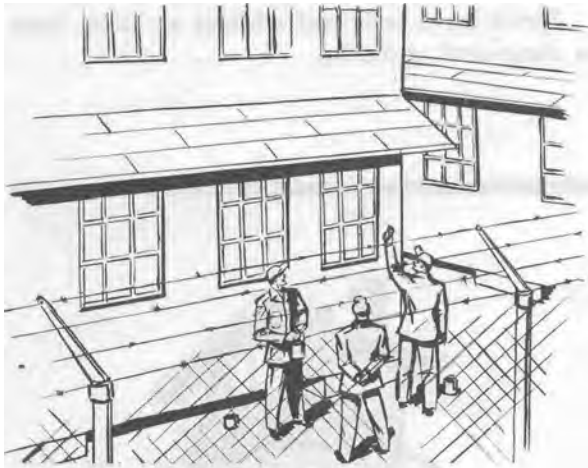
dormitory guards

Guardhouses or stockades with a large prisoner strength are often justified in assigning dormitory guards, especially during waking hours when prisoners are in quarters.

In the event you are a dormitory guard, you will have to keep an accurate count of the prisoners at all times. You will supervise work details of prisoners who remain in the guardhouse during regular work periods. You must be on the lookout for any unauthorized articles and maintain proper conduct among the prisoners at all times.



compound guards



Prisoners are usually permitted to move freely inside the compound at large stockades. This applies especially to minimum and medium custody prisoners, and during recreational periods.

As a compound guard you will be responsible for the maintenance of proper conduct. You should try to quell improper conduct or disturbances at their outset. Such incidents should be reported immediately to the correction supervisor or noncommissioned officer in charge. Obtain assistance immediately if you are unable to quickly quell a disturbance.

hospital guards



The commanding officer of a hospital designates a medical officer to direct the activities of the hospital prison ward in all matters pertaining to medical care and treatment of prisoner patients. The confinement officer directs all activities relating to the discipline, custody, and safekeeping of the prisoner patients, and the policing of the ward.

If you are assigned as a hospital guard, you will be responsible for the discipline, custody, and safekeeping of the prisoners confined in the hospital ward. It will be your duty to see that no prisoner leaves the ward without proper authority. You must further make sure that unauthorized persons do not enter the hospital prison ward. And you must prevent any prisoner from having unauthorized articles in his possession.

escort of individual prisoners



Frequently you will be called on to accompany prisoners to and from the dining hall, military drill area, sick call, place of court-martial, and the offices of the judge advocate, American Red Cross, personal affairs officer, etc.

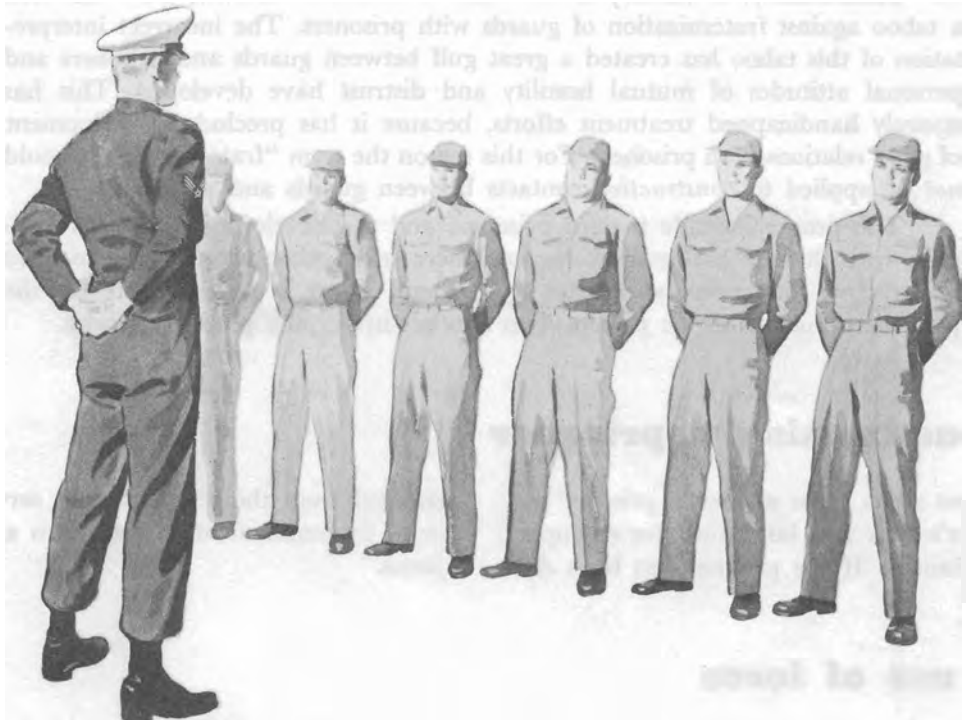
Your primary responsibility in the guarding of prisoners is to supervise and prevent the escape of those prisoners assigned to you. It will be your duty to maintain proper conduct among the prisoners and to require them to perform properly the work assigned to them.

You will receive specific instructions from the correction supervisor or his assistant governing your assignment before taking control of prisoners.

As a guard of prisoners, you may be inspected by the confinement officer, correction supervisor, or their assistants, to ascertain whether you are

properly equipped, understand your instructions, and are properly performing your duties. You will be expected to strictly enforce the rules and regulations prescribed for the conduct and proper control of prisoners. You are not required to salute while guarding prisoners if you are carrying weapons.

Conduct of Guardhouse Personnel



The most significant and effective part of the treatment program at any guardhouse is the influence which can be exerted by guardhouse personnel upon prisoners in modifying and guiding their attitudes into more socially accepted channels. Your relationship to prisoners and your conduct and appearance are highly important factors in the successful administration of guardhouses and in the retraining of prisoners. In your relations with prisoners you must be reasonable, just, and fair, but firm at the same time. Your conduct should always be above reproach.

While guarding prisoners, you are to remain standing at all times unless authorized to do otherwise. Render all military courtesies not inconsistent with the proper supervision of the prisoners. When on duty don't read, write letters, or listen to radios. Don't loiter in the dormitory rooms. Don't participate in any games or other recreation with the prisoners when assigned to dormitory supervision.

You must never sell, buy, exchange, trade, receive, or deliver any article to or from a prisoner or anyone in behalf of a prisoner. Nor are you to accept any gift or money from a prisoner or from anyone else acting in behalf of the prisoner.

conversation

Avoid useless conversation with prisoners, and do not exchange jokes and humorous greetings with them. Never use abusive or insulting lan-

guage, or threaten them with violence. Conversations with prisoners should be in line of duty and be conducted in a business-like manner.

fraternization

Traditionally, in military and civilian confinement facilities, there has been a taboo against fraternization of guards with prisoners. The incorrect interpretation of this taboo has created a great gulf between guards and prisoners and personal attitudes of mutual hostility and distrust have developed. This has severely handicapped treatment efforts, because it has precluded development of good relations with prisoners. For this reason the term "fraternization" should *not* be applied to *constructive* contacts between guards and prisoners.

The proper attitude toward prisoners and the development of good relations with them is encouraged, because there is no other way for you to have constructive influence and impact upon them. There is no substitute for the personal influence of one person upon another in shaping proper attitudes.

addressing a prisoner

When you speak to or address a prisoner use the prisoner's rank and last name, for example, "Airman Smith." If the prisoner has been dis-

charged from the service and is serving a sentence in confinement, address him as "Prisoner Jones."

use of force

When it is necessary to use physical force in the handling of prisoners, use only the amount necessary for the preservation of order and control. Never lay your hands on or strike a prisoner unless in self-defense, or to prevent an escape or injury to a person or property, or to quell a disturbance. If you are armed, you are not to fire or use the weapon except in self-defense or when necessary to prevent the escape of a maximum custody prisoner. (Maximum custody prisoners are defined later in this chapter.) Moreover, never fire your weapon when the safety of other persons is endangered. In the event you must fire, try to disable but not to kill.

discipline

You must be familiar with guardhouse regulations, and require the prisoners to comply.

You, as a guard, have the authority of maintaining discipline consistent with the regulations of the confinement facility. You have no authority to administer punishment.

You may require the prisoners to perform whatever tasks they are legally bound to do. In the event a prisoner refuses to do what you tell him to, you must immediately notify the correction supervisor or the confinement officer, who will take appropriate action.

Committing and Processing Procedure

When a member of the Air Force is committed to a guardhouse, he goes through a processing procedure. As a guard you may be called on to assist other personnel in carrying it out. The procedure is as follows:

1. A written statement or confinement order, signed by an officer, will be presented to the confinement officer or his representative at the time of confinement, showing the prisoner's name, grade, service number, organization, and the offense of which he is accused.
2. Prisoners, except hospital prisoner patients, will be required to bathe. All prisoners will be minutely searched.
3. All clothing, money, official papers, documents, and personal property will be taken from prisoners. These items will be

recorded and will be held in safekeeping. Only necessary clothing and other authorized articles will remain in the possession of a prisoner.

4. When necessary, authorized health and comfort articles will be issued.
5. Each prisoner will be interviewed and informed of his status and custody grade. The guardhouse regulations will be brought to his attention.
6. A copy of the guardhouse or stockade regulations will be given to each prisoner. He will be required to read the guardhouse regulations and to sign a statement that he has read and understands them.
7. Each prisoner will be examined by a medical officer within 24 hours after his confinement.

complete personal search

If you are called upon to make a complete personal search of a prisoner, either at time of commitment, or at any other time, use the technique set forth below.

Conduct the search in a private room, either a special room for that purpose or an office in the guardhouse. It is advisable to have at least one other guard present when you make the search. This will prevent the prisoner from claiming that you made unnatural advances toward him.

Require the prisoner to remove all his clothing. Then examine his entire body for hidden articles. Search every inch of clothing and body, including all hairy surfaces, body openings, and soles of the feet.

In addition check seams, false pockets, lining, hat, shoes, wallet, inside of belt, collar band on shirt, cuffs of pants, possible hollow heels on shoes, inner soles, between soles, and all personal effects. Roll all clothing and crush it between your fingers. The patting method isn't satisfactory, because you may miss concealed articles.

personal property and funds

If you are assisting other personnel in processing a prisoner on his commitment to the guardhouse, you may be required to help with the prisoner's personal property and funds. In such a case his property should be handled in

the following manner.

The personal property of prisoners will be stored in the supply room, or it may be shipped to a person designated by the prisoner, or it may be destroyed. The cost of shipping will be

prepaid from funds belonging to the prisoner. The request for shipment will be in writing and will include the approval of the confinement officer, name and address of the person to whom the property is to be shipped, and the signature of the prisoner. The request for destruction of property will be in writing and will include the approval of the confinement officer.

The personal funds of prisoners will be deposited in the personal deposit fund.

All personal property taken from or received for a prisoner will be listed on a form called: *Receipt for Prisoner's Personal Property*. It will be prepared in duplicate. The original will be filed in the prisoner's 201 file jacket and the duplicate given to the prisoner.

If the prisoner is to be confined for more than 24 hours, a record, called: *Prisoner's Personal Property Record*, will be prepared. Entries on this record, of all personal property or funds taken from or received for the prisoner, will be

made in the proper section and columns. Entries and corrections in the record will be authenticated by signature of the prisoner and custodian.

In addition to the authorized allowances for health and comfort supplies, which will be discussed next in this section, a prisoner is permitted to spend his personal funds in amounts not to exceed \$6.00 a month. This is for any additional health and comfort supplies the installation commander may authorize.

Prisoners may make additional expenditures from their personal funds for special purposes, such as the purchase of educational materials, remittance to dependents, and payments of debts or attorney fees, subject to the approval of the installation commander. The prisoner's request has to be in writing and include the purpose of the expenditure, the name and address of the person receiving the funds, and the signature of the prisoner.

health and comfort supplies

The health and comfort supplies are those items regarded as necessary for the personal hygiene, health, and well-being of all prisoners.

The value of the supplies issued cannot exceed \$6.00 per month for each prisoner. When these items aren't already in the prisoner's possession, he should be issued the following:

ITEM	QUANTITY
Comb	1
Soap	1 bar
Toothbrush and paste	1
Pipe	1
Cigarettes	1 Carton per week
Tobacco, smoking	1 week's supply
Cigarette papers	1 week's supply
Razor and blade, safety	1
Shaving soap and brush	1
Fingernail clippers	1
Matches, safety	3 books

Prisoners receive postage for all authorized mail, but they aren't permitted to keep stamps in their possession. The postage comes out of the \$6.00 monthly allowance. The health and comfort supplies furnished to prisoners in a non-

pay status will be purchased with appropriated funds. Those issued to prisoners in a pay status will be charged against their pay accounts, or paid from personal funds.

interview

When a prisoner is committed to the guardhouse, he is interviewed, within 24 hours, by the confinement officer, or his assistant, and the corrections supervisor. The interview should be accomplished under conditions of privacy and informality. He will not be interviewed while he stands at attention before a desk in a crowded room.

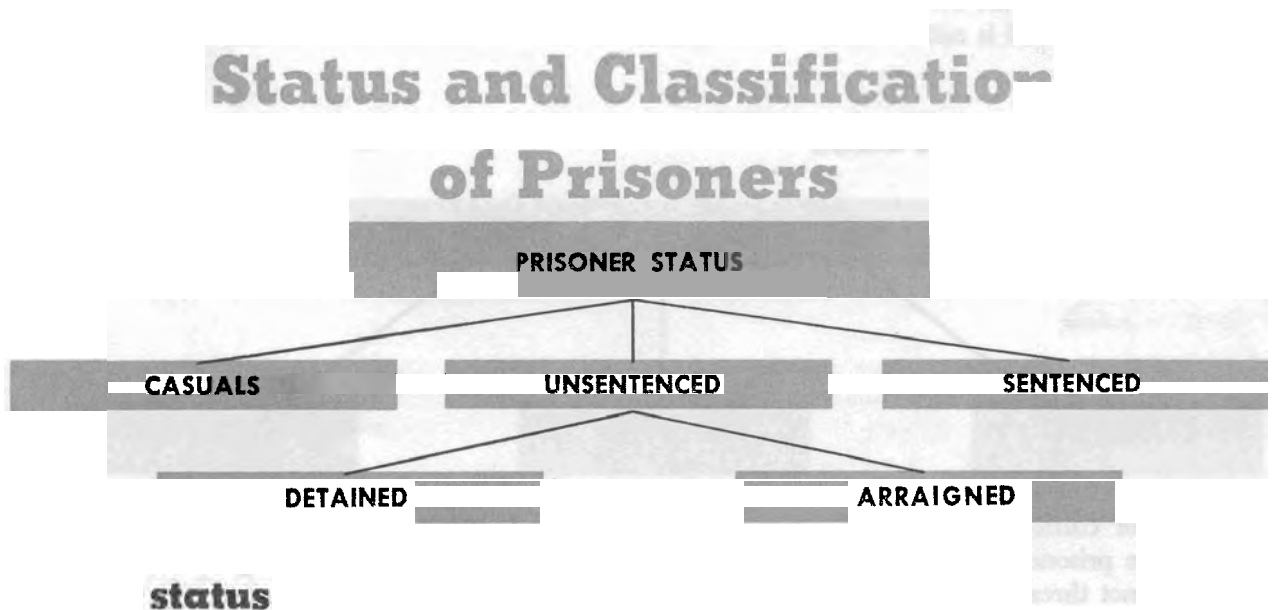
The interview should constructively acquaint the prisoners with what the program has to offer him and what is expected of him during his confinement. He should be encouraged to discuss urgent personal problems facing him as a result of his confinement. These problems may relate to his family affairs, financial status, or

spiritual needs. Action should be started to assist him in the solution of these problems.

During the initial interview, an attempt should be made to establish a harmonious relationship between you and the prisoner. This relationship should be later strengthened and put to use in aiding the prisoner in solving his problems, and constructively influence his attitudes toward the Air Force, his personal situation, society, his responsibility as a citizen, and the confinement personnel. The tone of the interview should be entirely constructive in nature, and threats of what will happen to the prisoner if he does not conform to the rules of the guardhouse must not be added.

orientation

You probably will not be called on to orient prisoners when you are first assigned to the guardhouse as a guard. However, as you progress and obtain more rank you may be called on by the confinement officer or correction supervisor to conduct orientation. This will include a discussion of guardhouse rules, formations, work details, recreational opportunities, medical care, and religious services.



When prisoners are committed to the guardhouse, they are automatically in a "prisoner status." Each prisoner is in either an unsentenced, sentenced, or casual status. The "un-

sentenced status" is divided into two additional categories: "detained" or "arraigned." The various types of status are defined on the next page.

UNSENTENCED. Prisoners who have not been court-martialed, and those who have been court-martialed but whose sentences to confinement have not been ordered into execution.

Detained. Prisoners lawfully in custody, except those who have been arraigned or sentenced by court-martial or other tribunal.

Arraigned. Prisoners who have been brought

before the court to answer to a charge, but whose sentences have not been ordered executed.

SENTENCED. Prisoners whose sentences to confinement have been ordered into execution.

CASUALS. Prisoners who are held temporarily in confinement awaiting return to their home stations.

classification

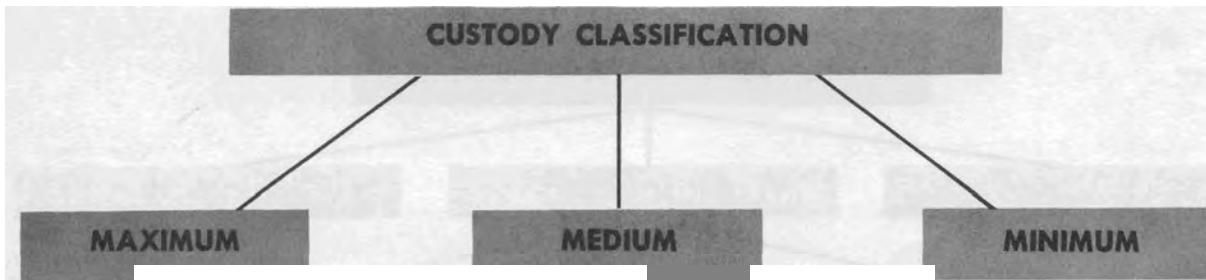
All prisoners in a guardhouse or stockade are classified into maximum, medium, or minimum custody grades. Each prisoner is classified into a custody grade, regardless of his status.

INITIAL CLASSIFICATION. Normally, a prisoner's initial classification will be determined within a week after he has been committed to the guardhouse. Prisoners who show signs of close ties to parents, children, or other stabilizing influences tend to be good custody risks. After a few days of observations, personnel experienced in dealing with prisoners, or experienced in command, can usually distinguish the individuals possessing fairly mature attitudes.

At small confinement facilities, the installation commander may designate the confinement officer to determine the custody grade required for each prisoner. The confinement officer may discuss the case with experienced confinement facility personnel in light of available information.

At larger confinement facilities, the installation commander may designate an informal team to accomplish the custody classification. This team may include qualified base officers and senior noncommissioned officers of the confinement facility and is called a classification panel.

custody grades



Maximum Custody. This custody grade includes those prisoners whose escape would present a distinct threat to the safety of life, limb, or property; and who require special custodial controls and handling because their conduct or known characteristics are of a dangerous or violent nature. Ordinarily, the guardhouse will contain no prisoners of this dangerous, vicious

type, and at no time will maximum custody prisoners compose more than a small fraction of the guardhouse population.

Medium Custody. This custody grade includes those prisoners who require continual custodial supervision, but whose escape would not present a distinct threat to the safety of life, limb, or property. It does not contain men who

possess characteristics of a dangerous or violent nature and who would require special custodial control. This custody group will usually be the largest within the facility.

Minimum Custody. This custody grade includes those prisoners who have been found to be sufficiently stable, dependable, and trustworthy as to require little or no custodial supervision. A number of installation parolees should be drawn from this group.

CLASSIFICATION PROCEDURE. The confinement officer or members of the classification panel should interview each prisoner before the custody classification is made. Available information on each prisoner should be studied.

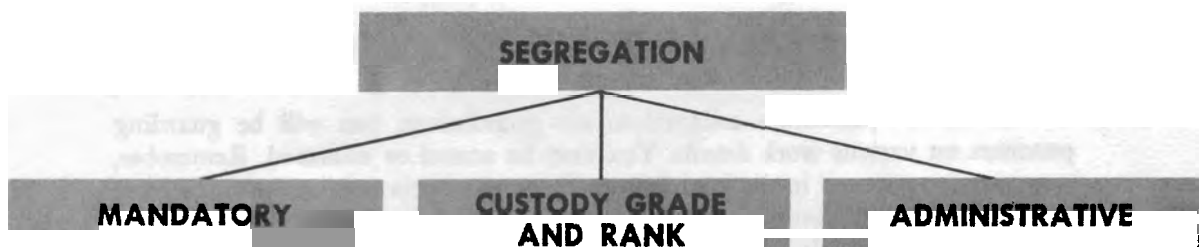
After the prisoner has been interviewed and available information has been studied, the confinement officer or classification panel decides in which custody grade the prisoner should be placed. The prisoner may be called before the confinement officer or classification panel to discuss personally the proper classification as to custody grade. When the decision has been made,

the prisoner should be informed immediately and in person.

RECLASSIFICATION. Each case should be re-considered at least every 30 days to determine whether there is a need for a change in custody classification. In addition to periodic consideration for reclassification, the confinement officer or classification panel may, at any time, change the custody grade of any prisoner.

There is no relation between a prisoner's custody grade and the time he has been in confinement, and no policy on this matter will be established. A lesser custody grade will not be given a prisoner as an automatic result of a stated length of time in confinement, good conduct, or solely as a reward for good conduct while in confinement. The custody grade of a prisoner will be realistically determined, purely on the basis of the degree of custody considered necessary in each individual case. Privileges should be authorized whenever possible. They will not be granted on the basis of custody grade alone.

segregation



Segregation is the separation of prisoners into groups because of status, custody grade, rank, disciplinary action, and administrative or other reasons.

MANDATORY TYPE. There are only two conditions under which it is mandatory that prisoners be segregated.

1. Prisoners of war and foreign nationals who are not members of the Armed Forces of the United States or Allied forces are segregated from other prisoners.
2. Commissioned officers and warrant officers are segregated from enlisted men.

CUSTODY GRADE AND RANK. Whenever possible and practicable, prisoners are to be segregated as follows:

1. Maximum custody prisoners will be kept segregated from minimum and medium custody prisoners and from each other.
2. Minimum custody prisoners will be kept segregated from medium custody prisoners.
3. Noncommissioned officers will be segregated from the lower four grades of airmen.

ADMINISTRATIVE MEASURE. Prisoners may be further segregated as an "administrative measure." There are two administrative measures

known as close confinement wherein the prisoners are placed in individual cells or in small groups to keep them separated from other prisoners.

1. *Administrative Segregation*—Prisoners who require protection from other prisoners, in-

formers, degraded prisoners, homosexuals, and prisoners who are mentally subnormal will be placed in administrative segregation.

2. *Disciplinary Segregation*—Prisoners who commit serious breaches of discipline may be placed in disciplinary segregation.

Establishing Guardhouse Rules

A few rules and regulations are necessary when groups of men must live and work together. However, in guardhouse administration, there is a tendency for creating a large number of rules and regulations to cover every conceivable situation that may possibly occur. The net effect is a highly regimented and repressive routine to which prisoners are inflexibly expected to adhere. This intensifies the maladjustment of individual prisoners and makes them even more unfit for their eventual return to their organizations. The formulation of needless rules and reg-

ulations is, therefore, an abuse of authority.

Only those rules and regulations which are actually necessary to preserve the desirable degree of discipline and order should be established. They are not to be accompanied by stated threats. An effective orientation and counselling program can substantially reduce the number of formal rules necessary and actually improve the discipline of the guardhouse.

Posted rules and notices, which are necessary, will in all cases be signed by the confinement officer.

Supervision of Prisoners

As an air policeman assigned to the guardhouse, you will be guarding prisoners on various work details. You may be armed or unarmed. Remember, weapons are not used in the guarding and control of prisoners except in extreme instances when life, limb, or property can be protected solely by their use. Only at infrequent intervals will a guardhouse contain a prisoner who is a definite threat to the safety of life, limb, or property.

The number of prisoners who will be assigned to you, and whether you will be armed, will depend on the custody grades of the prisoners and the location and type of work project. You should know your prisoners by name. You must observe them closely and be prepared to comment on their custody classification when required to do so.

maximum custody

Maximum custody prisoners will be placed under armed guard only in specific instances where it is considered necessary to protect life, limb, or property; and when these prisoners are employed outside the confinement facility.

Whenever a maximum custody prisoner is taken from the guardhouse for interviews and appointments, he may be accompanied, at the discretion of the confinement officer, by two unarmed guards rather than one armed guard.

medium custody

Medium custody prisoners can normally be allowed to work under the supervision of an unarmed guard. Personnel from air base sections where the prisoners are working often supervise

prisoners who are in this custody grade. In such a case, personnel from that section report to the guardhouse at the appropriate hour and accept supervision of the prisoners.

minimum custody

Minimum custody prisoners can normally be allowed to do their assigned work without any guard supervision. Roving unarmed guards or

supervisors can make periodic checks of the prisoners and their performance of assigned tasks.

installation parolees

The confinement officer may designate trustworthy prisoners as "installation parolees." They must be minimum custody grade, and the confinement officer's selection must be based upon

his evaluation of the prisoners' conduct and adjustment. Installation parolees may be detailed to work projects outside the guardhouse without any guard supervision.

Techniques of Maintaining Custody

The custody of prisoners is a continuing operation and a 24-hour-a-day job. Although Air Force policy places emphasis on treatment of prisoners, guard personnel must develop and learn methods of preventing dangerous custodial conditions. The following techniques of maintaining custody apply to the guarding of maximum custody prisoners. However, they also apply, in a general way, to the guarding and supervision of medium and minimum custody prisoners.

counting of prisoners

The number of prisoner counts taken during each 24-hour period depends, to a large degree, on the custody grades of the prisoners, and on the construction of the guardhouse.

The prisoner strength is verified each day by the confinement officer or his representatives as follows:

Roll call at the reveille formation.
Head count at the assembly of prisoners after the noonday meal.
Head count immediately upon the return of all prisoners from work details.
Roll call at the retreat formation.
Bed checks between taps and reveille.

FORMATION AT ROLL CALL. The formation or roll call plays an important part in counting prisoners. There are any number of formations and procedures which may be used. The following is a good procedure for counting prisoners, but variations may be used when the number of prisoners to be counted is small or where room and other conditions do not permit.

1. When prisoners are formed for roll call, they will fall in at attention at normal interval and dress to the right. The alinement will be verified by the person conducting the roll call.
2. The command **OPEN RANKS** will be given and executed, and the alinement verified.
3. The command **ABOUT FACE** will be given

and executed.

4. The individual conducting the roll call then will call the names of the prisoners, and those present will face to the front and each will answer "Here," as his name is called. When an officer is calling the roll the prisoner will answer "Here, sir." Each prisoner will be checked on the rolls as "present" or "absent."

5. Immediately following the roll call, the individual calling the roll will count the prisoners and compare the total with the number marked present. The number marked present, plus those authorized to be absent (hospital, Defense Council, emergency leave), must equal the total number of prisoners.

guarding prisoners on trucks

When prisoners are being moved in empty trucks, they are required to mount first and proceed to the front of the vehicle and sit down. You and any other guards with you should then mount and be seated in the left rear of the truck, facing the prisoners. This prevents injury and eliminates the possibility of prisoners dropping off the rear of the truck when it stops or slows down.

Other provisions may be made so that you can ride apart from prisoners who are being moved in trucks which they are intermittently loading or unloading. You are located so that you can keep the prisoners under observation at all times without continually getting down from the truck.

All tools, equipment, and loose pieces of wood or metal which might be used as weapons must be removed from those parts of the truck in which maximum custody prisoners are transported. When trucks or jeeps are used, the tool compartments should be locked.

guarding prisoners at trials by courts-martial

It is frequently necessary to designate guards for courts-martial. In such instances you will be responsible for the custody of prisoners. Both you and the prisoner will wear class A uniforms at the trial, and you will instruct the prisoner in courtroom duties and procedures. Whenever possible, you should familiarize yourself with the layout of the courtroom and adjacent rooms.

You will be armed only in extreme cases, as determined by the installation commander. It

will not be necessary to observe military customs when it affects security.

Never discuss the results of the trial with the prisoner or any of the witnesses. You must also prevent all unauthorized contacts between the prisoner and other military or civilian personnel.

If it is necessary for the prisoner to go to the latrine, exercise special care to prevent his escape. In going to and from the place of the trial, don't leave the direct and authorized route.

guarding prisoners on work details

In escorting prisoners to and from work, march them at attention at normal cadence. You follow at a distance consistent with good custody.

March the prisoners in small groups in a single column or in a column of twos. March on the left side of the road facing oncoming traffic. Stop at all intersections or street crossings before marching your prisoners across.

Remember never to become separated from your prisoners or let individuals or vehicles cross between you and the men you are guarding. Further, never allow the prisoners to get in any position which prevents their being seen by you, or where you are at a disadvantage with relation to them.

While at work, be careful not to let maximum custody prisoners become too widely scattered. Keep them close enough so you can maintain constant control over the entire group.

If the prisoners are insubordinate or fail to work, return them immediately to the guardhouse and make a report to the confinement officer. While you should report any breach of discipline, it is not your duty to administer punishment.

Should one of the prisoners become ill, suffer an injury, or refuse to work, assemble all the prisoners in a group for the sake of control. March them to the nearest telephone or air police patrolled road. Notify your correction supervisor or confinement officer and then carry out his orders.

guarding prisoners at mess halls

You may be called on to march prisoners to and from mess halls. If you do, see that all men are properly dressed and march them in a military manner.

After arrival at the mess hall, maintain order among the prisoners while they are eating.

Your confinement officer will publish instructions governing the conduct of the prisoners while eating. He may require specific conduct by the prisoners, such as no loud talking during the meal. He may, or may not, require prisoners to sit down in unison and arise on a given signal.

Contraband Control

In any facility where prisoners are confined, the control of contraband will be an ever present problem. Perfect control of contraband is an undesirable objective, because the rigorous standards needed for its attainment would seriously handicap any retraining effort. Methods of contraband control should, therefore, be adapted to the nature of the prisoner population. The in-

roduction of contraband is often generated by unnecessarily stringent rules limiting the personal effects of prisoners.

The routine stripping of prisoners as a method of controlling contraband is not to be practiced. The prisoners may be stripped and searched when they are first committed to the guardhouse, in accordance with procedures set forth

earlier in this chapter. Thereafter they will not be stripped unless there is good reason to suspect that they are carrying articles of contraband.

Prisoners may be given a frisk at intervals. Maximum custody prisoners may be frisked more often than medium custody prisoners. Minimum custody prisoners and installation parolees should be excused from the frisk unless suspected of carrying contraband.

Quarters of prisoners should be "shaken down" at irregular intervals. The frequency of body frisk should be determined by the prevalence of contraband found. Prisoners should be permitted to have articles that might reasonably be of comfort to them during their confinement, space permitting. All prisoners, except maximum custody prisoners who are known to be vicious and dangerous, should be permitted to have shaving gear in their possession.

simple personal search (frisk)



When you determine that it is necessary to make a simple personal search of a prisoner, or are directed to do so, use the following procedure.

1. Have the prisoner stand with legs apart, arms outstretched, and his back toward you. His hat, gloves, and contents of pockets are held in his hands.
2. Frisk the prisoner's arms simultaneously from shoulder to fingertips and underneath to the armpits; then down his side to ankles, up inside of legs, and around hips, front and back. Don't pat the prisoner. Slide your hands over him with a firm pressure.
3. Check his pockets and articles held in his hands.

search of prisoners' quarters

Prisoners frequently attempt to obtain and conceal various items of contraband in the guardhouses. If you are called on to assist the confinement officer or correction supervisor in the search for contraband, or if you are directed to do it by yourself, use the following procedures as a guide.

1. Make a careful check of cabinets, shelves, boxes, manuals, books, beds, bedding, wooden steps and stairs, utility closets, and commodes. Examine the rafters, studding, floor joists, soap,

face lotions, tooth powder, clothing, and personal effects of prisoners.

2. Be on the lookout for broken glass, sawed bars and locks, broken wallboards, loosened nails and screws, loose flooring, and extra razor blades. Also check for unsanitary conditions.

AUTHORIZED ARTICLES. The articles which the prisoner is permitted and authorized to have in his possession are listed on the next page. These items are in addition to the health and comfort supplies listed earlier in this chapter.

EQUIPMENT

<i>Item</i>	<i>Quantity</i>
Cot, steel	1
Blankets, wool	In the same number as issued troops at the installation.
Sheets	2
Mattress	1
Mattress cover	1
Pillow	1
Pillowcase	1

CLOTHING

Bag, duffel	1
Belt, waist	1
Work uniform	3
Hat for work uniform	1
Shoes or boots, combat	2 pair
Gloves	1 pair
Handkerchiefs	4
Raincoat	1
Socks	4 pair
Towels, bath	2
Underwear	4 sets
Overshoes	1 pair
Overcoat	1

WELFARE ITEMS

Bible or Testament, religious pamphlets, text-books, military training manuals, books, newspapers, and magazines	As authorized by installation commander.
Letters	5
Pencil or pen	1
Tablets	1
Envelopes	10
Pictures (small) (immediately family.) Personal official documents concerning the prisoner.	
Watch, inexpensive.	
Other articles authorized by the installation commander.	

Prohibited Custodial Measures

The following custodial measures will not be used to insure the custody of prisoners.

Dogs to guard prisoners or a confinement facility.

Gas, other than tear gas (CN).

Machine guns as weapons in guard towers or at fixed posts.

Ball and chain as a security device.

Electrically charged wire.

Shackles, handcuffs, and leg irons, except when authorized by the installation commander as a temporary measure. A prisoner will not be secured to a fixed or stationary object.

Disciplinary Measures

Individual behavior problems frequently occur in a confinement facility. Sometimes these problems may be solely chargeable to the prisoner, sometimes they may result from excessively stringent rules or faulty prisoner handling by personnel. Prisoners often worry, and the anxiety over personal problems may result in unruly behavior. Counseling by the confinement officer in many instances is the most effective means of encouraging the prisoner's adjustment. In a minority of cases, only the imposition of disciplinary measures will serve to insure the indi-

vidual prisoner's conformity with necessary guardhouse rules and regulations.

When disciplinary measures are considered necessary, the case should be decided on an individual basis, objectively and without a show of temper or hasty decision on the part of confinement personnel. The measures used should be the minimum considered necessary.

You, as an air policeman, cannot impose disciplinary measures. Only the installation commander and, in some cases, the confinement officer, are authorized to impose them.

authorized measures

The installation commander is authorized to impose the following administrative measures upon prisoners, for reasons of misconduct or action prejudicial to good order and discipline, or violation of rules and regulations:

Reprimand or warning.

Deprivation of one or more privileges.

Extra duty not to exceed 2 hours a day and not to exceed 14 consecutive days. Extra duty will not conflict with essential security measures, regular meals and sleep.

Disciplinary segregation, normally will not be imposed to exceed 15 days at any one time.

The confinement officer may impose the first three disciplinary measures listed above. He reports his action to the installation commander

within 24 hours.

A restricted diet may be imposed in conjunction with disciplinary segregation. Such restricted diet will not be imposed for more than 14 days at any one period, will not be repeated until an interval of 14 days shall have elapsed, and will not be imposed for more than 84 days in any period of 12 consecutive months. The restricted diet will consist of three meals totaling not less than 2,100 calories daily, and will include balanced portions of the regular daily ration, except meats, eggs, butter, sweets, desserts, and the additional condiments which make the prepared meal attractive. Normal food service standards will be observed in preparing and serving restricted diet rations. Water will be the only drink furnished. (Bread and water diet is unauthorized.)

Disciplinary segregation with a restricted diet will ordinarily be used only when lesser methods of discipline prove futile.

other techniques

Techniques other than disciplinary measures may be used and are often more effective. For example, when a prisoner does not adjust well to certain types of employment, it may be found desirable to change his work assignment. This

The absence in regulations of any mention of certain types of punishment does not mean that such punishment is authorized.

should not be done, however, when it is obvious the prisoner merely wishes to shirk duties which are unpleasant. Prisoners who may be having personal conflicts or fights with other prisoners may be shifted to other quarters.

unauthorized measures

Disciplinary measures not approved by regulation will not be used. The following are examples of punitive measures prohibited by regulation:

Clipping of prisoner's hair to an excessive extent, except for medical reasons.

Imposing the use of lock step.

Requiring prisoners to hold arms in a folded position for prolonged periods.

Requiring prisoners to extend arms and retain them in a constrained position.

Requiring silence at meals, except while at attention or as a temporary control.

Assigning useless tasks, such as breaking of rocks as a means of punishment.

Using the ball and chain.

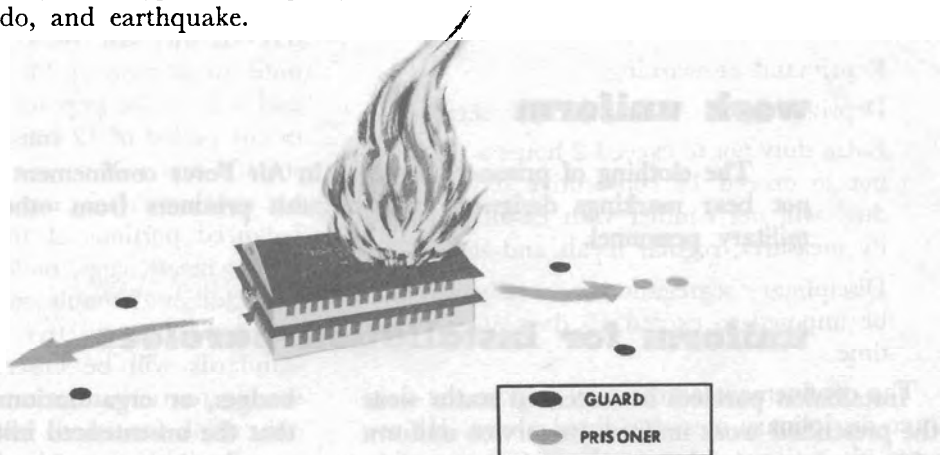
Using irons, single or double, except for the purpose of safe custody.

Flogging, branding, tattooing, or any other cruel or unusual punishment.

Requiring prisoners to sleep on boards.

Corporal punishment.

Detailed emergency plans for the guardhouse are published and posted on the bulletin board in the guardhouse. These plans cover the apprehension of escapees, fire prevention, evacuation, quelling of riots and disorders, power failure, and any other type of emergency common to the locality, such as hurricane, tornado, and earthquake.



In addition to the above plans, a chart known as the Air Provost Marshal Chart No. 1 is also published and prominently posted.

Both the detailed emergency plans and the Air Provost Marshal Chart No. 1 prescribe the "immediate action," the "secondary action," and the "final action." These actions include such things as how to sound the proper alarm, where to take the prisoners, what phone calls

to make, what persons to notify, where to post guards, etc.

All personnel engaged in guardhouse activities must be thoroughly familiar with these plans and must know how to carry them out. You, as a guard, should know them especially well. You can prevent injury and actually save lives by carrying out the plans perfectly when the emergency does arise.

Prisoners' Uniforms

All prisoners, regardless of branch or service, wear either the service uniform or a work uniform as prescribed below. As a guard, it may be one of your responsibilities to require prisoners to wear the proper uniform for the specific assignment.

Prisoners who have not been discharged will be provided clothing through category 11 or 22 sale. Prisoners who have been discharged will be provided clothing, as required, by means of a category 63 sale.

The installation commander may modify these uniform requirements in the interest of comfort and health in extreme climates or under abnormal conditions.

service uniform

UNSENTENCED PRISONERS. Unsentenced prisoners are permitted to wear their prescribed service uniform during visits, religious services, appearances before courts-martial and on other occasions designated by the installation commander to further the treatment mission.

SENTENCED PRISONERS. Sentenced prisoners are permitted to wear the service uniform of a

basic airman, without decorations, medals, badges, or organizational identification. It is worn when the prisoner is on temporary parole, when being transferred from one installation to another, during visits, at religious services, and on other occasions designated by the installation commander for the furtherance of treatment.

work uniform

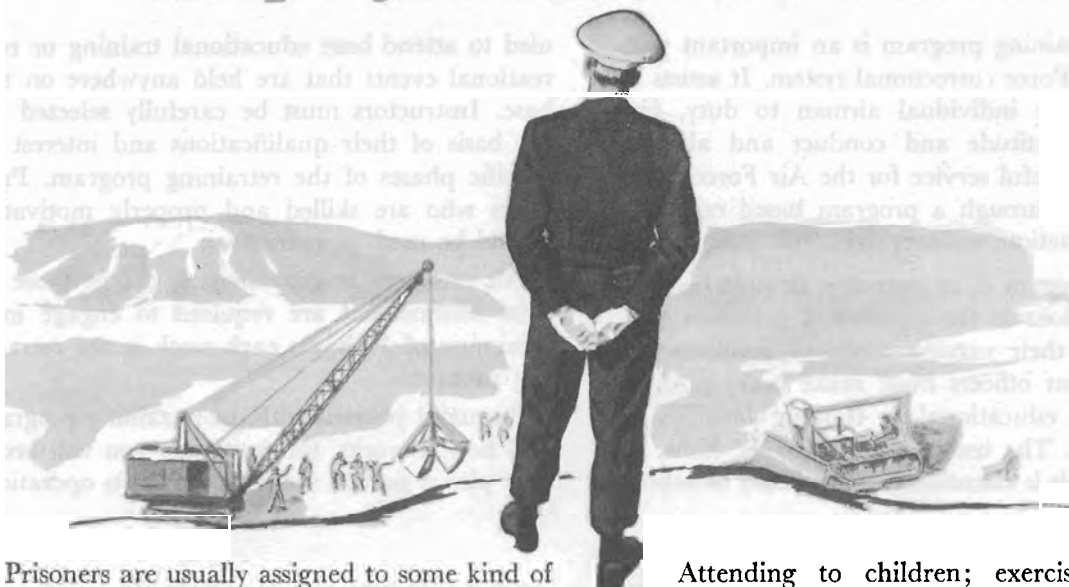
The clothing of prisoners confined in Air Force confinement facilities will not bear markings designed to distinguish prisoners from other Air Force military personnel.

uniform for installation parolees

Installation parolees in sentenced status wear the prescribed work uniform or service uniform of a private, without decorations, medals,

badges, or organizational identification, except that the unsentenced installation parolee will be permitted to wear his chevrons.

Employment of Prisoners



Prisoners are usually assigned to some kind of work soon after they are committed to the guardhouse. Those not undergoing training are usually employed for 8 hours each workday. The work schedule will vary from day to day, depending on the work to be done and the number of prisoners available to do it.

Prisoners should be assigned to work which is productive. For instance, individual prisoners have been successfully employed as clerks in offices, library aids, mechanics, electricians, and carpenters. They have also been employed in other specialized jobs in various organizations on Air Force bases. Large groups of unskilled prisoners can be employed in the nontechnical aspects of salvage, land clearance, building construction, saw mill operation, or other large scale construction and maintenance operations at Air Force bases.

When practicable, minimum and medium custody prisoners should be assigned to base sections providing on-the-job training in their AF specialties. Prisoners whom the medical officer determines capable of performing only light duty are assigned to work projects in keeping with their ability to work.

LIMITATIONS ON EMPLOYMENT. There are certain limitations on the employment of prisoners with which you should be familiar. Prisoners will not be employed in the following duties of a personal or hazardous nature, or which involve possible adverse criticism of the military service:

Attending to children; exercising dogs; cleaning and polishing others' shoes; driving, cleaning, and maintaining private vehicles; running errands; doing laundry work; acting as cooks, or serving meals in individual quarters, and cultivating gardens assigned to other individuals.

Labor resulting in any financial gain, except when specifically authorized by the Secretary of the Air Force.

In assignments which require the handling of, or access to, drugs, narcotics, intoxicants, arms and ammunition, money, or institutional keys.

In work which is inherently dangerous, such as picking up duds on a firing range.

In work which permits close contact with women, without strict supervision.

At labor which has no other purpose than to keep the prisoners employed.

On work projects which place them in competition with civilian labor, other than in the immediate vicinity or within the boundaries of the Air Force base.

"Yard boss" or "barracks chief" or other duties which place them in positions of authority over prisoners.

EXCEPTIONS. It isn't intended that prisoners be restricted from employment in approved work assignments in exchanges, messes, or other service-regulated activities on an Air Force installation.

Retraining Program

The retraining program is an important part of the Air Force correctional system. It assists in returning the individual airman to duty, improved in attitude and conduct and able to perform a useful service for the Air Force. This is achieved through a program based on classroom instruction, military drill, and calisthenics.

This program is, of necessity, flexible because of fluctuations in the number of prisoners confined and their varying terms of confinement. Confinement officers must make every possible use of the educational or training facilities at their bases. The use of guest speakers, films, or training aids is essential. Prisoners may be sched-

uled to attend base educational training or recreational events that are held anywhere on the base. Instructors must be carefully selected on the basis of their qualifications and interest in specific phases of the retraining program. Prisoners who are skilled and properly motivated should be used as instructors.

All prisoners at guardhouses, except those in close confinement are required to engage in a minimum of 11 hours each week in the retraining program.

Acquaint yourself with the retraining program and how it works, for every day you will probably play a part in some phases of its operation.

classroom instructions



A minimum of 5 hours each week is devoted to classroom instruction, including orientation and suitable academic and military subjects. Instruction should take place in a comfortable room, in a relaxed atmosphere, and under circumstances paralleling similar instruction for duty airmen.

Some of the subjects which are used in preparing schedules for classroom instruction of prisoners are: purpose of the retraining program, information and education, personal affairs, military courtesy and customs of the service, religion and the airman, personal adjustment, protection of property, sportsmanship and team work, organization of the Air Force, organization of the Government, American citizenship, map reading, first aid, English, arithmetic, and spelling.

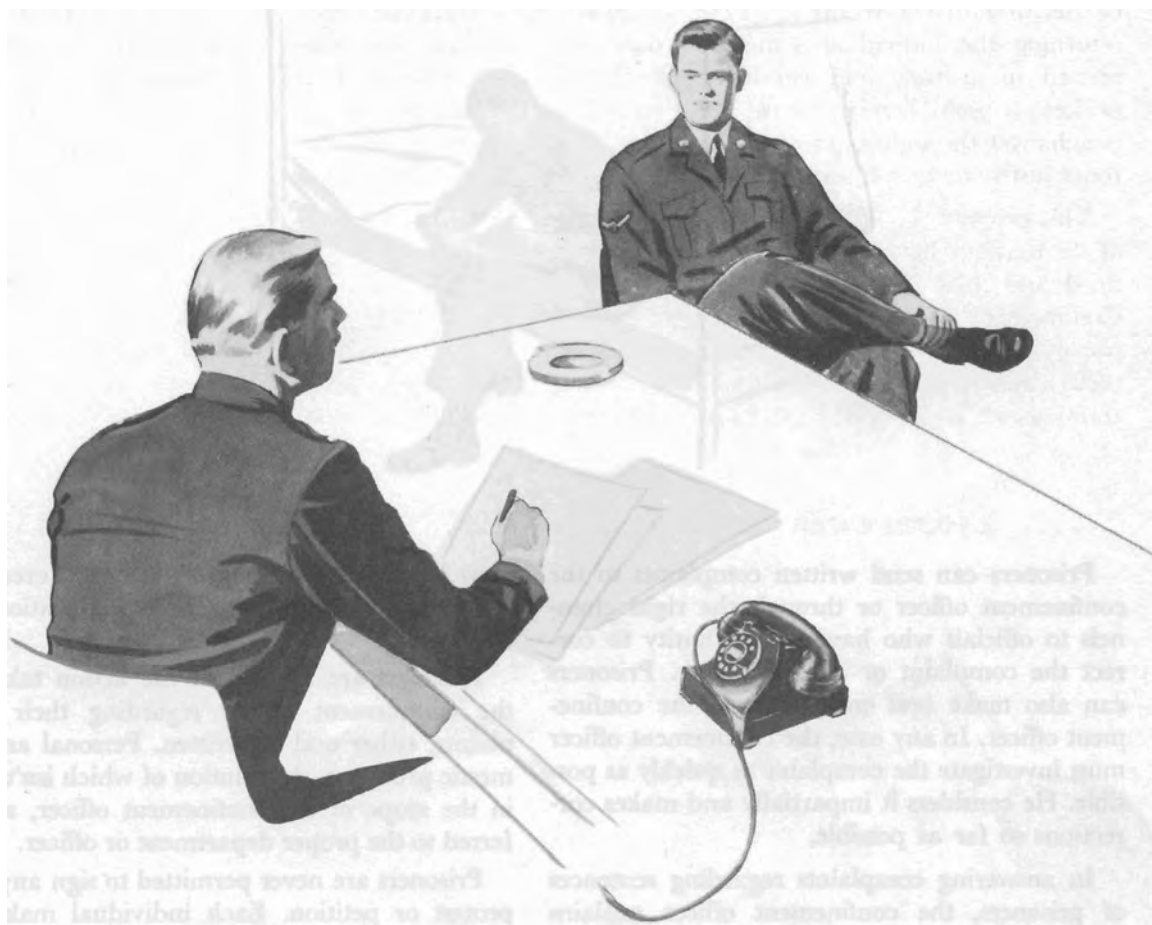
drill and calisthenics



A minimum of 6 hours every week are devoted to military drills and calisthenics. Neatness of person, carriage, and bearing are emphasized on every occasion.

The time used in formations, roll calls or counts of prisoners, movements to and from meals, etc., is not to be considered in the minimum requirement.

Interviews



The prisoners frequently have justifiable reasons for wishing interviews with the commanding officer, inspector general, judge advocate, personal affairs officer, chaplain, Red Cross representatives, or unit commander. Prisoners who desire such interviews may make application in writing to the confinement officer. The request is forwarded to the person concerned who will then arrange for the interview.

Interviews are most effectively conducted under conditions of privacy where strict military formalities are dispensed with. Therefore, every guardhouse should have a small room in which interviews can be conducted under those conditions. Where suitable facilities do not exist, other arrangements, such as temporary use of an office, will insure that interviews are not conducted in the presence of other persons.

Base personnel who can contribute to the treatment program or to the adjustment of the prisoner are encouraged to interview prisoners. Confinement officers and correction supervisors interview prisoners often in connection with classification and reclassification and when specific problems occur. When possible, the commanding officer of a prisoner's organization visits the prisoner at the guardhouse at frequent intervals.



Complaints

Prisoners can send written complaints to the confinement officer or through the right channels to officials who have the authority to correct the complaint or alleged wrong. Prisoners can also make oral complaints to the confinement officer. In any case, the confinement officer must investigate the complaint as quickly as possible. He considers it impartially and makes corrections so far as possible.

In answering complaints regarding sentences of prisoners, the confinement officer explains how sentences are reviewed, including the re-

view by the Department of the Air Force, and also explains the possibilities of restoration and clemency.

Prisoners are advised of the action taken by the confinement officer regarding their complaints, either oral or written. Personal and domestic problems, the solution of which isn't within the scope of the confinement officer, are referred to the proper department or officer.

Prisoners are never permitted to sign any mass protest or petition. Each individual makes his own complaint or interview request.

Correspondence



Prisoners' personal correspondence is a valuable asset to the treatment problem. Letters to and from parents, brothers, sisters, wife, children, and friends of good character have a stabilizing effect on prisoners. Every opportunity must be given prisoners to preserve and strengthen these ties. Letter writing is not a privilege that must be cut short or lessened — it is a necessity that must be encouraged.

Mail, both incoming and outgoing, is inspected by the confinement officer or his delegated assistant. Soon after the prisoner is committed to the guardhouse he is required to sign

a statement either approving or disapproving the inspection of his mail. If the prisoner does not wish to have his incoming mail inspected, it is retained unopened until his release or transfer. This does not prohibit the prisoner from writing to his approved correspondents, but such mail is inspected. Restrictions will not be placed on the number of letters to or from authorized correspondents, except as necessary to prevent unreasonable individual excesses.

A list is maintained of approved correspondents with whom a prisoner may correspond. No limitations will be imposed as to the number of persons who may be approved for the purpose of corresponding with a prisoner. Prisoners should inform all authorized correspondents what articles they are permitted to receive. Money, valuables, postage stamps, or other items that are received through the mail and aren't authorized in a prisoner's immediate possession must be stored with his personal property.

The stationery furnished prisoners is free from any indication that the prisoner is or was confined to an Air Force guardhouse or stockade. An inspection stamp or mark showing that the

letter has been inspected may be placed on the inside of the envelope's flap, but it won't be noticeable on the outside of the envelope. Neither does the return address give away the fact that the prisoner is in a confinement facility. The return address on the envelope merely shows a postoffice box number or building number.

Prisoners' letters are expected to refer to their families and personal or business matters. Letters containing charges or complaints against the Government, the Department of the Air Force, courts, or officers will be mailed through channels to officials who have authority to correct the complaint or alleged wrong.

Vulgar or obscene language, drawings, or any other matter that violates the postal regulations are prohibited. Outgoing mail is deposited in the prisoners' mail box unsealed.

Any smuggling of mail in or out of a guardhouse or stockade is cause for disciplinary action. You, as a guard, are the prisoner's best bet to get a letter out. He may try to bribe you to mail the letter, or to get correspondence brought in. Report any attempts of this to the correction supervisor or the confinement officer.

Visits



Visits from members of a prisoner's family, friends of good character, officers, and noncommissioned officers from their units, and other persons authorized by the installation commander are a valuable asset in the treatment program because of the stabilizing influence which they exert. Therefore, visiting should take place in pleasant surroundings and atmosphere so as to offer the prisoner the opportunity to preserve and strengthen these ties, and to improve his attitudes.

The visiting room is not to be divided by a wire screen or any type of barrier to keep visitors separated from prisoners. The number and length of visits and the number of authorized persons permitted at any one time will be as liberal as operating conditions and facilities permit. Special consideration should be given to

visitors who have traveled long distances or are able to make only infrequent visits.

Chairs or lounge-type furniture may be informally arranged to fit the various family groups. A prisoner may be permitted to embrace members of his family and his fiancée before and after a visit. Only unarmed guards supervise visiting, and this supervision is to be neither impertinent or aggressive. It is not necessary for the supervisor to listen to the conversation between a prisoner and visitor. Visitors are to be treated with courtesy, and the prisoners should not be subjected to embarrassment during visits.

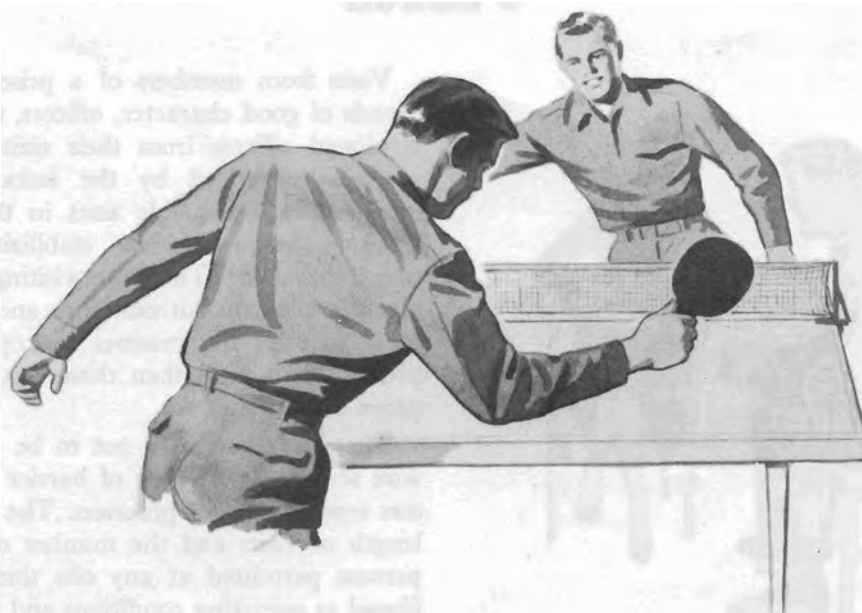
Prisoners may be searched before and after visits; however, the search will not be made

within sight of visitors. Normally, only maximum custody prisoners will be searched before and after each visit. Medium and minimum custody prisoners may be searched if suspected of wrong-doing, or it can be made a routine practice.

Visitors who have articles for prisoners are required to deliver them to the confinement officer or his representative for inspection. He will give them to the prisoners. Visitors are never searched. The noncommissioned officer, who is in charge of visiting, may require handbags and parcels to be checked if he has reason to believe that weapons, etc., are concealed in them. When this is required, safe storage must be provided for them.

Recreation

Recreation is an effective aid in instilling high standards of discipline and morale in prisoners confined in guardhouses. Where recreation is not permitted, tensions develop and create additional problems for guardhouse personnel. These tensions make attempts at treatment useless. As a result, prisoners develop unhealthy attitudes which they will carry with them upon their return to duty. The careful use of recreation will do much to create a favorable atmosphere and setting for a successful treatment program.



dayroom

The guardhouse should have a dayroom or comparable facility where prisoners may have access to table games such as checkers and dominoes; periodicals which may be obtained

from the base noncommissioned officers' mess, officers' mess, library, and other sources; books of fiction and nonfiction obtained from the base library on a rotating basis; and a radio.

hobby shop

A hobby shop is extremely valuable to the treatment program. Prisoners may acquire spare time skills and interests in such hobbies as leath-erworking, plastics, metal and woodcraft, and a variety of similar pursuits. Upon returning to duty, former prisoners often pursue hobbies

learned in the guardhouse. These hobbies often fill up idle time which would otherwise be used in activities which got the prisoners into trouble in the first place. Hobbies are one of the most important factors with carry-over value from the guardhouse to duty status.

athletics

Athletics are a valuable addition to the treat-ment program, particularly on week ends and holidays when prisoners are often idle. Baseball, basketball, and volley ball are examples of or-ganized athletics which should be scheduled.

Games may be scheduled with other teams on the base or from neighboring bases. Weight lift-ing, horseshoe pitching, and similar activities should be available for the prisoners who do not engage in team sports.

Earning of Abatements

Most prisoners serving sentences to confine-ment have an opportunity to earn "good con-duct time." This means that they are credited with so many days for each month. These days accrue and will be deducted from their sentences. It will not be your responsibility, as a guard, to

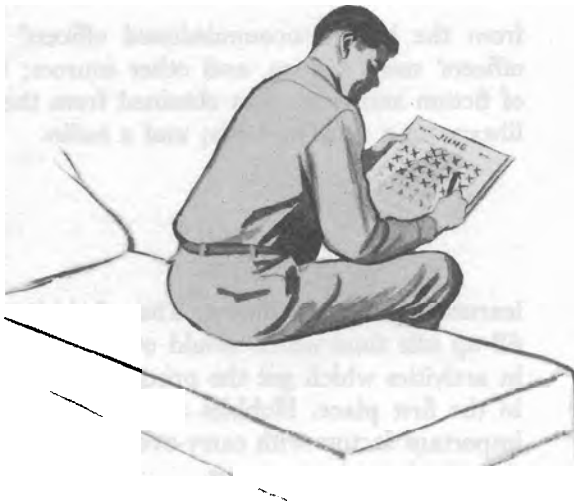
compute the exact date prisoners are to be re-leased from confinement. However, it will be to your advantage to be able to make an accurate estimate if you are asked such questions.

The following rules determine the number of days off a prisoner can earn.

good conduct time

If a prisoner's sentence was adjudged after 30 May 1951, and if he is serving a sentence of 4 months or more (but not life), he is credited with good conduct abatement at the following rates:

Five days for each month for a sentence of not less than 4 months and less than 1 year.
Six days for each month for a sentence of not less than 1 year and less than 3 years.
Seven days for each month for a sentence of



not less than 3 years and less than 5 years.

Eight days for each month for a sentence of not less than 10 years.

Ten days for each month for a sentence of 10 years or more, excluding life.

You will note that a prisoner whose sentence is less than 4 months does not get good conduct time.

If a prisoner's sentence was adjudged prior to 31 May 1951, the method of computing the good conduct time becomes very complicated. It is recommended that you consult the appropriate regulation in such cases. However, there are only a few prisoners serving sentences in guardhouses, whose sentences were adjudged prior to 31 May 1951.

extra good time

Prisoners serving sentences in guardhouses are unable to earn extra good time. Only those prisoners confined at United States Disciplinary Barracks and Federal institutions are able to earn it. The rate or amount that can be earned depends on the industries in which they work, work projects, or activities and assignments which are prescribed by their rules and regulations.

Restoration and Release of Prisoners

restoration

WHO. It is the policy of the Air Force to restore to duty sentenced prisoners who are physically, mentally, and morally qualified to become useful members of the Air Force.

How. Prisoners may be restored to duty by mitigating, remitting, or suspending all or part of any unexecuted portions of a sentence.

WHEN. Prisoners may be restored to duty before they have served their sentence to confinement if they have demonstrated that they are

restorable and can become useful members of the Air Force. Certain authorized persons (discussed below) decide that the prisoner is ready to be restored, after they have considered the case on the basis of individual merit.

WHERE. When prisoners are restored to duty consideration should be given to assigning them to a new organization. Unless good reasons exist they will not be assigned back to their old organizations.



persons authorized to restore prisoners to duty

The following persons have authority to restore prisoners to duty.

1. Officers of the command where the prisoners are serving their sentence, providing they have authority to appoint the kind of a court which imposed the sentence, except when:
 - a. The sentence extends to death.
 - b. The sentence extends to the dismissal of an officer.
 - c. The sentence affects a general officer.
 - d. The prisoner is confined in a USDB, retraining group, or federal institution.
2. Officers superior in authority to those cited above.
3. The Judge Advocate General, USAF, in certain cases.
4. The Secretary of the Air Force.
5. The President of the United States.

release

When a prisoner is released from confinement, you may be called upon to escort the prisoner to the organization to which he is being assigned. Therefore, you should keep the following information in mind.

Regulations prohibit your being armed when you escort a released prisoner to his squadron.

A prerelease conference is held by the confinement officer at last 3 days prior to a prisoner's release. The confinement officer and correction supervisor; the prisoner's commanding officer, 1st sergeant, and duty section chief; or their assistants, and the prisoner attend the con-

ference. This serves to orient the squadron personnel as to the airman's attitudes, interests, and personal problems. It develops their interest in the airman, and provides the setting whereby the airman can be constructively assisted in planning his future in his organization in line with his ability and training.

Regardless of the feeling that unit members may have toward one of their men who is returning from confinement, he is again in honorable duty status and must be treated as such. His chances of succeeding can be multiplied if he is received as any other airman, promptly as-

signed his quarters and duties, and equally accepted by the organization. The unit commander has additional responsibilities toward this airman, and his return to the organization should not be an occasion for discriminations, threats,

and orders to "toe the line."

The airman will have problems, emotional ones, and will need assistance, guidance, and understanding from the organization's key personnel.

Confinement of Women in the Air Force



Existing Air Force rules and regulations regarding apprehension, arrest, restriction, and confinement provided for male personnel are applicable to Women in the Air Force with certain specified exceptions.

restraint

Male apprehending authorities avoid the use of physical restraint when apprehending women offenders. Only such force as is absolutely necessary is used.

search

The required search of women in the WAF must be deferred until another servicewoman or civilian woman of appropriate status is present to perform the duty. Overcoat, handbag, and luggage may be searched by male personnel.

custodial facilities

Such facilities mean any individual room with the minimum necessities for comfort and health, in or near the women's housing area, that may be designated by the installation commander of any activity where women (officers or airmen) are assigned. Women offenders are never confined in guardhouses.

personnel to assist air provost marshal

WAF squadrons have personnel to assist air provost marshals in matters involving women offenders. WAF personnel may be either available on call, or permanently detailed to the air police squadron, depending on the frequency of the need for assistance.

apprehension or custodial duties

At some large bases WAF personnel are assigned to duty in the office of the desk sergeant for the purpose of taking custody of female offenders. In carrying out apprehension or custodial duties, the authority of WAF personnel extends only to WAF personnel, unless otherwise specified.

Reports and Records

The blotter report, the report of prisoners, and the disciplinary book are some of the records and reports maintained in the guardhouse. You will be involved in their preparation.

blotter report

The blotter report is a permanent record of all guardhouse activities. Entries are recorded under date and time, incident, and action taken, along with initials of the person making the entry. For example, the blotter covers such items as the messing of prisoners, individual prisoners entering or leaving cell rooms, disturbances, confinements, and releases.

report of prisoners

This report is prepared on each prisoner. It gives the name of the prisoner, his offense, and the name of the confining officer. It is forwarded to the installation commander within 24 hours after confinement.

disciplinary book

All violations of rules and regulations, of either a minor or serious nature are recorded in the disciplinary book. This information is listed in sufficient detail to be of reference value in possible future investigations.

The book includes the date of punishment, the prisoner's name, violation for which punishment was administered, authority, and the confinement officer's signature. The entries show adjustments made, along with a detailed statement of the violation.

list of all records and reports

The DD form number and the title of all official forms used in the administration of a guardhouse are listed on the next page for your convenience. Some unnumbered forms are also listed. You will not be called on to use all of these forms until you have had experience of working with prisoners. But you will gradually get to know how, where, and when to use them. This will come through day-to-day contact with them while working at the guardhouse, through on-the-job training, and by attending the Air Base Defense School.

DD FORM NO.**TITLE**

506	Daily Report of Confinements
507	Weekly Report of Unsentenced Prisoners
158	Prisoner Population Report
174	Notice of Change — Prisoners
508	Report of, or Recommendation for, Disciplinary Action
516	Daily Strength Record of Prisoners
515	Roster of Prisoners
497	Confinement Order
503	Medical Examiner's Report
502	Prisoner's Personal History Report
498	Prisoner's Information and Data Record
499	Authorized Correspondents
500	Prisoner's Mail Record
495	Receipt for Prisoner's Personal Property
496	Prisoner's Personal Property Record
353	Prisoner's Individual Clothing and Equipment Record
505	Prisoner's Personal Property Tally of Expendable Items
504	Request and Receipt for Health and Comfort Supplies
511	Daily Distribution of Prisoners
513	Installation Parolee Agreement
512	Prisoner's Identification
510	Request for Interview
501	Attendance at Religious Services
509	Inspection Record of Prisoners in Disciplinary Segregation
514	Prisoner's Evaluation Record
367	Prisoner's Release Order
517	Prisoner's 201 File Jacket
AF Form 183a-1	Excused from Duty Report
Unnumbered	Guardhouse or Stockade Journal
Unnumbered	Visitors' Register
Unnumbered	Cash Journal
Unnumbered	Disciplinary Book

appendix I

code of ethics for air police

Preamble

In America where the stability of all departments of the Government rests upon the approval of the people, it is essential that the personnel of the Armed Forces conduct themselves in such a disciplined manner that the public shall maintain a high respect and confidence for the integrity and ability of the Department of Defense. The contribution of the air police assists materially in maintaining the good will of the public toward the Armed Forces. That this shall continue requires that the conduct and performance of duties of the Air Police be such as to merit the approval of all just men. Important trusts have been given to air police. The greatest of these is discharging the responsibility to protect Air Force installations and equipment from damage or compromise by enemies or potential enemies of the United States and the maintenance of military discipline. The public will retain confidence in the competency of the Air Force to fulfill this trust only so long as the air police exercises those functions which they discharge before the public with integrity, rectitude and prudence. Therefore this code of ethics is adopted to augment the established standards and doctrines for the air police. No code of set rules can be framed which will specify exactly what the air policeman should do in each incident that confronts him; however, the following canons of ethics will provide him with a general guide to achieve meritorious performance of duties and outstanding service.

Definition of Terms

ARMED FORCES means all departments of the Department of Defense and the U. S. Coast Guard.

AIR POLICE means all air provost marshals, members of the air police, and all personnel of the Air Force performing police duties.

SERVICE PERSONNEL means all members of the Department of Defense and the U. S. Coast Guard.

SERVICEMAN means an individual member of the Department of Defense of the U. S. Coast Guard.

1. *Manner of Exercising Authority*

When on duty, an air policeman is the visible representative of his government, the United States Air Force and the senior commander, as well as the immediate commander under whom he serves. It is his duty to assume the authority which has been given to him and to carry out this important trust impartially, fairly, firmly and in such a manner that respect for air police will be maintained by all service personnel and the public.

2. *Manner of Fulfilling Mission*

The responsibility for enforcement of directives dealing with the conduct of members of the Armed Forces is a function which frequently brings the air policemen into direct contact with other servicemen and the general public. In carrying out this mission the air policeman must deal with offenders against regulations in a quiet and dignified manner so that there will be no question of insult, disobedience, argument, or offense to the public peace.

3. *Personal Responsibility for Appearance*

The reputation of the Armed Forces depends to a great extent on the appearance of service personnel either within a service installation or in a civilian community. An air policeman is duty-bound to maintain a neat appearance, to keep himself physically fit and to be a model of military bearing and courtesy.

4. *Attitude Toward the Serviceman*

Air policemen must perform their duties in a friendly, helpful manner, impartially and justly. Unwarranted police supervision hurts morale and tends to cause friction with other service personnel. Harassing of servicemen, or indiscriminate inspection of passes and liberty cards, should be carefully avoided. It should be uppermost in the mind of a policeman that he will not interfere with the activities of servicemen unless their action endangers security, discredits the Armed Forces, or is harmful to welfare or health.

5. Assistance to Fellow Members of the Armed Forces



An air policeman is duty-bound to render cheerful assistance to servicemen. In order to comply with this obligation, he must strive to keep himself informed concerning places of interest, amusement, and those of importance in the routine life of a normal individual. He must keep himself alert to go promptly to the aid of a serviceman who is injured or becomes ill. He should sacrifice his own time, if necessary, to prepare himself to be more helpful to other members of the Armed Forces.

6. Attention to Duty

An air policeman should be mindful that his duty requires his full attention. "Talking, not in line of duty," such as chatting with female employees of theaters, taverns, and other business establishments, detracts from proper performance of duties and should be conscientiously avoided. Under no circumstances should an air policeman drink intoxicants, including beer or wine, while on duty. When reporting for a tour of duty his faculties should not be affected by intoxicants nor should he have the odor of alcohol on his breath. Under exceptional circumstances, when requested by the proprietor, or in emergencies involving safety to life or the good of the community, air police may enter private establishments to quell disturbances or to take other appropriate action where service personnel are involved. At other times, it is prohibited and highly improper for an air policeman, unaccompanied by a civilian official who is authorized to make such entries, to enter a private establishment. No favoritism or discrimination should be shown in the amount of police supervision or attention given to various commercial establishments. An air policeman will carefully refrain from any practices which might be classed as inattention to duty.

7. Attitude Toward Currying Favor

An air policeman must not try to gain favor or popularity by easy going methods, overlooking delinquencies, or otherwise failing to enforce regulations. When a delinquency or security violation is observed, he should take proper corrective action, including apprehension when necessary. Once an air policeman has made an apprehension, he is without authority to release the offender; accordingly, he must deny an appeal to make such release, regardless of the pleas, promises, or threats made by the offender or his companions.

8. No Authority to Punish Offenders



An air policeman has no authority to punish an offender. When correcting, cautioning, or warning a serviceman for trivial infractions of laws or regulations, he must be careful that his action does not constitute an admonition or reprimand which are forms of punishment. A serviceman may be apprehended, arrested, or confined when warranted, but he may not be punished in any manner by an air policeman.

9. Annoyance to Civilians

Many servicemen wear civilian clothing on pass or liberty. When an offender in civilian clothing is suspected of being a serviceman, a civilian policeman should be located to investigate the status of the individual. It is better to allow a serviceman in civilian clothing to escape apprehension for a minor offense than to detain illegally or annoy a civilian.

10. Protective Custody

Protective custody is the assumption by the air police of the responsibility for the safekeeping of a member of the Armed Forces who is in need of aid or assistance. Protective custody is different from apprehension in that there is no violation of civil or military law involved and no adverse report is made on the individual taken into custody. It is the duty of an air policeman to assume protective custody of a serviceman who is ill or injured, without funds to pay necessary expense, in danger of violence or injury, or about to bring discredit on the United States Armed Forces.

11. Apprehension

The authority of an air policeman to take custody of a serviceman and detain him for a violation of law or regulation is an important trust which must not be abused. It is the duty of the policeman to exercise this authority with judgment and tact and only when the offense or conduct of the serviceman is such that restraint is necessary. An air policeman may not use force or strike or mistreat an apprehended person merely because the prisoner is noisy, abusive, profane, or insulting. It is the responsibility of the air policeman to control himself during an apprehension so that he will not lose his temper or use unnecessary force. It is also his duty to protect the prisoner from abuse by other persons whom the prisoner may curse or berate. The foregoing does not mean that force may not be used to apprehend a disorderly serviceman. In making an apprehension, an air policeman is justified in using such force as is necessary to secure and detain the offender, overcome his resistance, prevent his escape, and recapture him if he escapes, except in the case of misdemeanors where the force used must not be such that would cause a serious injury to the misdemeanant. It is a moral obligation of every air policeman never to use excessive force, wanton violence, or dangerous methods when making an apprehension.

12. Dealing with Intoxicated Personnel

It is the duty of an air policeman to apprehend a member of the Armed Forces who is obviously intoxicated beyond the sense of self-control and mobility, and take action to deliver him to proper authority. In no case will he allow an obviously intoxicated member of the Armed Forces to continue in public view, even if companions agree to be responsible for his behavior. This action will avoid an imposition on a companion's pass or liberty time and will prevent the offender from becoming involved in more serious trouble. An air policeman should remember that an intoxicated person will normally lose all sense of discipline and may assault or try to fight with the apprehending officer; however, under no circum-

stances should he exchange blows or accept a challenge to fight with a drunken serviceman. When necessary, a "come-along" hold or handcuffs can be applied in apprehending a drunken offender.

13. Search of Prisoners

When a serviceman is apprehended, the air policeman making the apprehension should make a quick preliminary search to insure that the prisoner is not armed. In a preliminary search he should take any weapon that is found, but he may not remove any valuables or property from the person of the prisoner. When a more thorough search is made, it must be made in the presence of reliable witnesses, and an accurate record must be made of each article and the amount of money that is taken from the prisoner.

14. Safeguarding Prisoners' Valuables and Other Property

All air policemen are bound morally as well as by regulations to safeguard the valuables and other property of prisoners. To allow mishandling, loss, or theft of a prisoner's effects will bring the air police into disgrace and disrepute quicker than any other type of dereliction of duty. Accordingly, it is of the utmost importance that each air policeman zealously guard the reputation of the air police for honesty in the handling of prisoners' effects.

15. Treatment of Prisoners

Besides the obligation imposed by laws and regulations, an air policeman is bound by a moral obligation to treat prisoners fairly and humanely and not allow them to be subjected to sarcasm, ridicule, degradation, humiliation, or any abusive practice. It is especially important that an air policeman does not permit or indulge in mistreatment of prisoners or discriminate against them because of race, color, or creed. When a prisoner is unruly or violates prisoner regulations, an air policeman must never allow himself to administer disciplinary action but must report the incident so that disciplinary measures can be taken by proper authority in accordance with regulations. An air policeman should never seek or accept gifts from a prisoner in return for special treatment, extra privileges, prohibited articles, or exemption from prison routine or duties.

16. Avoid Foul Language

In addition to the dictates of common decency, an air policeman should refrain from the use of profanity, smut, and filth in his everyday conversation so that he will not acquire a habit of resorting to foul language in public when on duty.

17. Gossip

Except in line of duty, an air policeman should treat with confidence all information concerning the difficulties of servicemen and others involved in violations of laws or regulations. Identities of informers and informants should never be disclosed except to proper authorities. Under no circumstances should an air policeman engage in gossip or idle talk about matters concerning delinquencies, apprehensions, or offenses.

18. Refusal of Rewards, Gratuities and Advantages

Unfortunately, cartoonists, motion picture producers of comedies, and writers have often depicted civilian policemen helping themselves to the wares of the itinerant fruit peddler. This has led some of the public to accept the belief that the badge and uniform of the policeman entitle him to gratuities or special privileges. Some well-meaning proprietors of taverns, places of amusement, and food establishments, frequently attempt to win the favor of air policemen and obtain closer police supervision over their establishments by offering free drinks, food, or tickets to amusements. Some unscrupulous and conniving proprietors offer bribes or gratuities to air policemen with a view to obligating them to overlook undesirable conditions or practices which adversely affect the health or welfare of service patrons. It is a duty of the air policeman to preserve order among servicemen in civilian communities and to supervise their behavior, but this does not entitle him to any remuneration from the proprietors of establishments who may benefit from such service. It is improper for an air policeman to accept any advantage, gratuity, or reward for the performance of official duties. In order to avoid the offer of gratuities when off duty, air policemen should refrain from patronizing restaurants, night clubs, taverns, and places of amusement where his identity as a policeman is known and particularly in areas where he has been on patrol or other duty. He should not accept invitations to parties and social affairs that are sponsored by managers or owners of businesses which are patronized to a great extent by servicemen.

19. Duty as a Witness

During the course of his duty, the air policeman must at times appear as a witness before courts-martial. As a representative of the United States Armed Forces, he must be impartial and accurate in giving his testimony. Although an air policeman is usually called as a witness by the prosecution, he should not withhold facts or suppress evidence that is favorable to the accused, nor should he allow his feelings or wishes as to the outcome of the case to influence his statements. It is the duty of a police witness to present to the court all facts known to him that pertain to the case in order that justice may be done.

20. Off-duty Conduct

The appearance and behavior of an air policeman when off duty should be above reproach. He should never take advantage of his position as an air policeman to violate laws or regulations, nor should he be exempted from appropriate corrective action or arrest if he does offend the rules of conduct. When on a non-duty status, it is forbidden and particularly reprehensible for an air policeman to pretend to be on official duties by wearing his brassard or distinctive air police uniform accouterments in order to impress the public, escape arrest, or gain an advantage or privilege which is not due him. Association of air policemen with known or suspected racketeers, promiscuous women, and other persons of questionable character, invites temptation and reflects great discredit on air police as a group; therefore, it cannot be tolerated. During off-duty hours, he must deport himself in such manner that he will be able to perform effectively when on duty.

21. *Mental and Moral Constitution*

Each air policeman will strive to acquire to the highest degree the following qualities in his mental and moral make-up:

Initiative. An aptitude and self-reliance that will enable an air policeman to act on his own responsibility in the absence of orders and to carry out any assigned duty without recourse to higher authority.

Dependability. That reliance and trustworthiness which an air policeman must develop so that higher authority need never question whether an assigned task will be properly completed.

Common Sense. That good judgment and prudence which is necessary for an air policeman to exercise when dealing with other servicemen in the enforcement of laws and regulations.

Tolerance. That indulgence and patience which must be exhibited by an air policeman so that he will not lose his temper when insulting remarks or jibes are directed at him.

Courage. That firmness of spirit which will enable an air policeman to meet the dangers that confront him without fear.

Loyalty. The sense of allegiance and faithfulness that an air policeman must have for his superiors and his country.

Honesty. That sense of fairness and straightforwardness in all things that an air policeman must observe at all times.

Fidelity. That careful and exact observance of duties so necessary for an air policeman to follow.

22. *Quashing Delinquency Reports or Charges*

When an air policeman, particularly one in a responsible position, is introduced, it is common practice for the introducer to say, "Meet so and so, he is the air provost marshal and is a good person to know." The implication being that friends and acquaintances of policemen are immune from arrest and subsequent punishment. This general misconception of the duty of policemen is one that each air policeman should strive constantly to correct. The quashing, suppressing, or withholding of charges or information concerning alleged violations is the worst possible dereliction of duty that an air policeman can commit. Under no circumstances should he fail to report and forward to proper authorities all information known to him concerning an alleged violation of laws or regulations.

23. *Observance of Code*

An air policeman who fails to accept the code, or who knows that he cannot abide by it because of temperament, lack of self-control, or any weakness of character, should ask to be relieved from police duties. A violation of these ethical rules is sufficient justification for the relief of the offender from police duties and, additionally, such action warranted by law.

appendix II

suggested forms for statements

A FORM FOR OBTAINING STATEMENT FROM A WITNESS STATEMENT OF WITNESS	
	_____ (Place)
	_____ (Date)
<p>I, _____, hereby state that _____ has identified himself to me as an air policeman, United States Air Force, and that I do hereby voluntarily and of my own free will make the follow- ing statement without having been subjected to any coercion, unlawful influence or unlawful inducement, and without any promise of reward, benefit, or any immunity having been made to me:</p> <p style="text-align: center;">(Here is inserted the body of the written statement.)</p> <p>I further state that I have read this entire statement, initialed all the pages and corrections and signed this statement, and that it is correct and true, as written.</p>	
	_____ (Signature)
Witnesses:	_____ (Address)

(Address)	Subscribed and sworn to before me this _____ day of _____ 19 _____ at _____ a person authorized by law to administer oaths.
_____	_____ Signature of person administering oath.
(Address)	_____ Typed name of person administering oath.
	_____ Official character, grade, etc.

A FORM FOR OBTAINING STATEMENT FROM AN ACCUSED
OR SUSPECT
STATEMENT

(Place)

(Date)

I, _____, hereby state that before I was interrogated by or requested to furnish a statement to _____, who identified himself to me as an air policeman, United States Air Force, this Air Policeman read Article 31(b) of the Uniform Code of Military Justice to me and informed me that the nature of the offense (offenses) he is investigating is (are) as follows:

and advised me that I did not have to make any statement regarding this offense (these offenses), and that any statements made by me may be used as evidence against me in a trial by court-martial.

I hereby further state that, after the aforementioned explanation, I do hereby voluntarily and of my own free will make the following statement without having been subjected to any coercion, unlawful influence, or unlawful inducement, and without any promise of reward, benefit, or any immunity having been made to me:

(here is inserted the body of the written statement.)

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

(Signature)

Witnesses:

(Address)

(Address)

Subscribed and sworn to before me

this _____ day of _____

19 _____ at _____

a person authorized by law to administer oaths.

Signature of person administering oath.

(Address)

Typed name of person administering oath.

Official character, grade, etc.

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