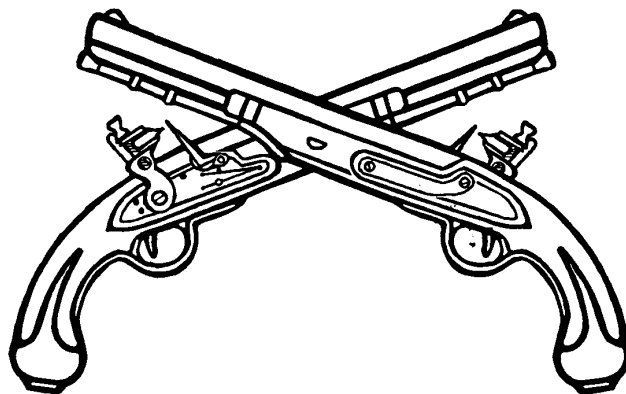


**SUBCOURSE
MP0100**

**EDITION
B**

**RESERVE COMPONENT MPI
SUPPLEMENTAL MATERIALS**

MP



SETS THE STANDARD FOR EXCELLENCE

**THE ARMY INSTITUTE FOR PROFESSIONAL DEVELOPMENT
ARMY CORRESPONDENCE COURSE PROGRAM**

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RESERVE COMPONENT MPI
SUPPLEMENTAL MATERIALS

SUBCOURSE NUMBER MP 0100

EDITION B

UNITED STATES ARMY MILITARY POLICE SCHOOL
FORT MCCLELLAN, ALABAMA 36205-5030

10 Credit Hours

Edition Date: June 1993

SUBCOURSE OVERVIEW

We designed this subcourse to teach you the basic investigative skills and techniques required to conduct investigations.

There are no prerequisites for this subcourse.

This subcourse reflects the doctrine which was current at the time it was prepared. In your own work situation, always refer to the latest official publication.

Unless otherwise stated, the masculine gender of singular pronouns is used to refer to both men and woman.

TERMINAL LEARNING OBJECTIVE

ACTION: You will identify the investigative skills and techniques required to conduct investigations.

CONDITION: You will have access to this subcourse.

STANDARD: To demonstrate competency of this task, you must achieve a minimum of 70 percent on the subcourse examination.

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LESSON 1

COLLECTION AND PRESERVATION OF PHYSICAL EVIDENCE

CRITICAL TASKS: 191-390-0120
191-390-0122
191-390-0123
191-390-0126
191-390-0158

OVERVIEW

LESSON DESCRIPTION:

In this lesson you will learn to photograph, collect physical evidence, preserve impressions, initiate and maintain chain of custody of evidence, and record and account for evidence.

TERMINAL LEARNING OBJECTIVE:

ACTION: Take photographs, collect, record, account for and maintain chain of custody of evidence.

CONDITION: You will have this subcourse.

STANDARD: To demonstrate competency of these tasks, you must achieve a minimum score of 70 percent on the subcourse examination.

REFERENCES: The material contained in this lesson was derived from the following publication: FM 19-20.

INTRODUCTION

1. General.

a. The first step in an effective investigation is the protection and processing of the crime scene. Every investigation involves some kind of evidence. If proper protection and processing are not done, evidence may be destroyed or overlooked. That evidence may have a direct bearing on the case.

b. The following definitions will apply throughout this lesson:

(1) Incident or Crime Scene. An incident or crime scene is the area surrounding the place where an incident or crime occurred. The scene includes the area where items of evidence are found that relate to the act. The limits

of a certain scene are established by the types of incident and place where the act occurred.

(2) Processing the Scene of an Incident or Crime. The purpose of an investigation is to identify persons involved. It is also to determine facts, circumstances, and items of evidence related to the act. Processing a scene refers to the methods you use to recognize, identify, preserve, and collect all facts and items of value as evidence. Such items may help in reconstructing what actually happened. The area processed as the scene should reach far enough to include all direct traces of the incident or crime. The scene processed should include the presence and actions of the offender(s) just before and after the act occurred.

(3) Evidence. Generally, evidence is that which tends to prove or disprove something. This lesson is mainly concerned with physical evidence. This is also known as real evidence. Physical evidence is a tangible article or matter having physical or material quality. Physical evidence may be classed into three categories.

(a) Movable or removable evidence is that which can be picked up at a crime scene and moved. Examples are tools, weapons, clothing, glass, and documents.

(b) Fixed or immovable evidence cannot be readily removed from a crime scene because of its bulk, size, shape, or characteristics. Examples are walls and telephone poles. Also, items such as footprints, tool marks, tire marks, bloodstains, and fingerprints on surfaces which cannot be moved are examples. Such surfaces may include paved roadways, buildings, and soil.

(c) Fragile evidence is physical evidence which can deteriorate to a point where it is no longer of value as evidence. Special care must be taken to preserve its state. Evidence which may be altered, damaged, or destroyed is fragile. Change, damage, or destruction may occur when it is collected, left exposed or reproduced. One example of fragile evidence is bloodstains on sidewalks. Footprints in dust or soil and latent fingerprints on heavy safes are examples. Also included would be hair and fluids. Such evidence should be processed when it is found. A footprint in the snow is actually immovable, but a cast of it can be taken and preserved. The cast will be admissible as evidence. Fingerprints can be "lifted," or removed; whereas, body fluids can be preserved in their natural state or closely thereto if processed promptly.

2. Initial Action at the Scene.

a. Some incidents, accidents, or crimes are within the military scope of interest and jurisdiction. If so, one or more MP patrols will usually arrive at the scene before any CID special agent. The responsibilities of these MPs are many. Not only must they protect the scene and start the preliminary investigation; they must give first aid, if needed. They must also apprehend any violators still present in the area. It would behoove your CID special agents then, to ensure that MP are well-trained in the protection of a crime

scene. This can be done by helping unit commanders and provost marshals in their training programs.

b. The following is a general sequence of events in the procedures to be followed at a crime scene. These procedures apply to, and should be followed by MPs as well as CID special agents.

(1) Make an estimate of the situation based on your observations of the entire area.

(2) Determine if any persons need medical attention. Give first aid and arrange for medical attention, if required.

(3) If the offender can be identified at the scene, apprehend him.

(4) Record the date, arrival time, and weather conditions. Normally, this is done first as the MP nears the scene.

(5) If the scene is not fully protected, take positive steps to do so. You should consult the first MP on the scene to determine how the scene is being protected.

(a) It may be necessary to require traffic rerouting and to bar entry to employees. Other action to prevent disturbance of the scene may be necessary.

(b) Action must be taken to protect evidence which may be destroyed, altered, or contaminated by the elements.

(6) Determine and record the names and addresses of witnesses. As far as possible, keep witnesses separated. Try to prevent any discussion between them regarding the crime.

(7) Conduct preliminary questioning of witnesses and victims to determine the general extent of the incident or crime. Try to identify suspects for later questioning by either MPI or CID personnel. Listen to the remarks made by others in the area without appearing to do so.

(8) Note the names of all persons officially present at the scene.

3. Protecting the Crime Scene.

a. The best physical evidence will usually be found at or near the crime scene. Every care must be taken to preserve the integrity of the scene. This ensures that evidence is not lost, mutilated, destroyed, altered, rearranged, concealed, damaged, or removed. The type protection required will depend upon the location, size, and area of the crime scene. It will depend also on the types of evidence and the progress of the investigation. The area may be secured by one or more of the following:

(1) Roping off the area.

(2) Setting fixed and/or roving patrols.

(3) Using motorized patrols.

Such protection not only preserves the integrity of the evidence; it also denies access to the scene to unauthorized persons.

b. When first aid is necessary, evidence takes second place. A crime scene may be disturbed to evacuate injured personnel, or to have persons move evidence when aiding the injured. If so, the position of the evidence should be marked or outlined. Nevertheless, careless or reckless actions should be avoided at a crime scene to minimize the movement of evidence.

c. Evidence may be destroyed or altered by rain, snow, fire, or other causes before processing can be completed. Therefore, appropriate protective actions must be taken. For example, a raincoat or a piece of canvas may be used to cover impressions in soil which are exposed to rain; a wooden or pasteboard box may be placed over impressions in snow. Items which will melt should be shielded from the sun or other heat sources; items such as food and blood should be covered to protect them against contamination by insects or dust.

d. Protection of a crime scene is of great importance. Protection is a continuous process. It lasts until you have thoroughly processed and released the crime scene.

4. Photographing the Scene. Photographs are made at the crime scene to supplement notes and sketches. They are used to clarify written reports and to provide a permanent record of perishable or fragile evidence. They also provide identification of personnel at the scene.

a. The most important rule in crime scene photography is to photograph all evidence before anything is moved or touched. Fingerprints are photographed before lifting them.

b. When feasible, an object is photographed from different angles. This ensures complete coverage. Care is required, however, to avoid angles. These would cause a distorted image, and not produce a true picture of what is seen by the naked eye.

c. Evidence flags are useful in marking the location of small items of evidence for a photo.

d. Investigative personnel should not be photographed in the scene.

e. Notes should be made concerning the time of the day the photograph was made. Note also the types of cameras, lens, and film used. Note exposure settings to include aperture and shutter speed. Record the distance from camera to subject as well as the height of the lens above the ground. All camera positions are shown on the photo exactly for this purpose. Photos taken at a crime scene may be studied later to find clues previously

overlooked. A photo will always show more than a witness is able to recall with certainty.

f. When the crime scene is indoors, photos of the house or building and surrounding grounds are taken. All rooms directly connected with the one where the crime occurred are photographed. Also, points of entry and exit are photographed. Places where evidence has been concealed are photographed. Photos are taken to show the situation just after the event. These photos will include any evidence. Examples are evidence of a struggle, drinking glasses, food on tables, lights burning, and anything unusual or unnatural.

g. If the crime scene is outdoors, photos should be taken which will identify the location. Impressions of footprints, tire tracks, and effects on foliage such as bent grass, broken twigs, or branches can be very valuable.

5. Searching for Evidence. (See Appendix A for Equipment Needed.)

a. Each crime scene is different. Therefore, each must be processed according to the surrounding circumstances. First complete the actions in paragraph 2. Then, since requirements may vary, you should proceed as follows:

(1) Make a general survey of the scene. Note the location of obvious traces of the action and the probable entry and exit points used by the offender(s). Record, also, the size and shape of the area involved.

(2) Begin making a rough sketch of the scene.

b. In rooms, buildings, and small outdoor areas, a systematic clockwise search for evidence is begun. You should examine each item found and the floor, walls, and ceiling for anything that may be of value as evidence. You should:

(1) Give particular attention to fragile evidence. It may be destroyed or contaminated, if not collected when discovered.

(2) Sometimes doubt exists as to the value of an item. If so, treat it as evidence until proven otherwise.

(3) Ensure each area where latent fingerprints may be present is closely examined. Ensure that action is taken to develop the prints.

(4) Carefully protect any impression of value as evidence in surfaces conducive to making casts or molds. Photograph the impression and make a cast or mold.

(5) Note stains, spots, and pools of liquid at the scene. Treat them as evidence.

(6) Note any peculiar odors coming from the scene.

(7) Treat as evidence items that may include hairs, fibers, and earth particles, foreign to the area where found.

(8) Proceed systematically, without interruption, to finish processing the scene. The search for evidence is initially complete when: you have made a thorough examination of the scene; you have done the rough sketches; you have made necessary photos; you have completed investigative notes; and you have returned to the point from which the search began. A further search may be necessary after the evidence and the statements obtained have been evaluated.

c. In large outdoor areas, divide the area into strips about 4 feet wide. First search the strip on the left as you face the scene. Then search the adjoining strip. This procedure is then repeated until you have made a thorough search of the whole area. Such areas within the scene may be very large. It may then require a lot of time to search. It is still a must that the search be done by you and other investigative personnel. Failure to note and take the proper action on each piece of evidence will be as harmful to an investigation as it would be in a small room. Several personnel may be used to make the search; however, all the recording of locations of items of evidence on the rough sketch should be done by one person and assisted by others only as necessary.

d. A search may be advisable beyond the area considered the immediate scene. For example, evidence may indicate that a weapon or tool used in the crime was discarded or hidden by the offender somewhere within a square mile area near the scene. When this occurs, persons needed to do the search may be secured from MP resources, or other available units. All persons participating in the search must be well briefed on at least the following points:

(1) A full description of the item(s) being sought.

(2) All information available as to how the item(s) may have been hidden or discarded.

(3) The action to be taken when the item is found. When searchers find an item believed to be the one sought or one similar to that item, you should stress one fact: they should immediately notify the person in charge of the search without touching or moving the item. Also, they should protect the area until the person in charge arrives.

e. After completing the search of the scene (paragraphs 5b, c, and d above), you should examine the object or person actually attacked by the offender. For example, a ripped safe, a desk drawer that has been pried open, or a PX showcase from which items have been stolen, would be processed after the remainder of the scene has been examined. In a homicide case, the position of the victim should be outlined with white chalk or any other suitable material before the body is removed. If the victim has been pronounced dead by a doctor or is obviously dead, it is advisable to examine the body. Also, examine the clothing and the area under the body. Do the

examinations after the rest of the scene has been searched. This practice helps you to evaluate all objects of special interest in the light of all other evidence found at the scene.

6. Collecting Evidence.

a. The collection of evidence at a crime scene is usually done after (1) the photos have been taken, (2) the rough sketch has been finished; and (3) the search has been completed. However, if there is fragile evidence that is being significantly deteriorated by time or the elements, these have priority. Otherwise, all visible items of evidence are examined, photographed, and recorded as appropriate, taking them in the order that is most logical, considering the requirement to conserve movement.

b. When collecting evidence, handle it as little as possible. A cardinal rule to observe is this: avoid touching or moving any evidence until it has been properly photographed and sketched, its position measured, and pertinent data recorded. Once evidence is handled, it can never be restored to its exact original position. Evidence should be collected in a manner that will preserve any latent characteristics. It should be collected so as to prevent destruction, alteration, or contamination. Care must be used to ensure that evidence is preserved in the same condition as when it was first found. For example, all fragments of glass believed to be from a headlamp of a hit-and-run suspect's car should be collected and forwarded to the lab. In other cases, only a sample would be appropriate. Appendix B offers a recommended way of handling specific items of evidence that may be found at the scene. Rubber gloves should be used to prevent contamination.

c. Sometimes, during collection, you touch a piece of evidence in a way which leaves your own fingerprints on it. If so, you should state this in your notes. Inform the lab. Forward your own set of fingerprints in order for the lab to make a proper determination. This procedure is recommended where fingerprints are involved or suspected on evidence.

d. Sometimes it may be necessary to damage or partially destroy an item. You may be forced to decrease the effectiveness of an article in order to collect important evidence. For instance, it may be necessary to cut fabric on a piece of furniture to obtain a bloodstained area. You may have to cut out a section of a wall for tool marks which cannot be obtained otherwise. This action may be taken upon approval of the supervisor. It may be done with or without permission of the occupant only in case of government buildings. Then it may be done only when determined that the action is necessary to the investigation. However, it should be ensured that necessary steps are taken to protect the contents of a building or room. Such would be the case if a door or window has been removed.

e. The question always arises as to whether an object is or is not evidence. You resolve this question by evaluating the object. Evaluate, also, the circumstances and conditions at the scene. Support your decision with good judgement, common sense, and past experience. If a doubt exists,

then the object is secured and processed as evidence. Later evaluation will determine the worth of such evidence to the investigation.

7. Recording and Accountability of Evidence. Physical evidence found during an investigation must be preserved in the same condition as when found or received as nearly as possible.

a. Several actions make the preservation and handling of evidence easier. Small or fragile evidence is placed in clean containers, such as envelopes, bottles, or pillboxes, and sealed. Sealing prevents loss through leakage or seepage and prevents contamination. Bulkier items are removed "as is."

b. Evidence will be permanently marked immediately upon assumption of custody. The person who assumes custody of the evidence will mark the time of evidence with their initials and the time and date of acquisition. Special consideration should be taken if marking will lessen or destroy evidentiary value, marking will lessen or destroy monetary value, or if the item is too small. If the item of evidence is not marked, it will be placed in a suitable container. The container will be marked in such a manner to cross all seals with signature or initials, time and date and MPR/case number.

c. Evidence/Property Tag (DA Form 4002). The evidence/property tag will be affixed to each separate item of physical evidence. This is for identification and control purposes. When heat seal bags are used, the 4002 will be attached to the outside of the bag for identification markings. (See Figure 1-1).

EVIDENCE/PROPERTY TAG		
DOCUMENT NUMBER		
143-9X		
MPR/CID CONTROL NUMBER		
0096-9X		
ITEM NUMBER		
<u>6</u> OF <u>6</u> ITEMS		
TIME	DATE	INITIALS
1530	24 Dec 9X	<i>[Signature]</i>
REMARKS		
CINDER BLOCK, BEARING BLOOD-TYPE LETTERS "B R".		
DA FORM 4002, JUL 92		

Figure 1-1. DA Form 4002, Evidence/Property Tag.

(1) The tag will be completed in ink or typewritten by the person who collects it at the crime scene.

(2) Contents of the tag will be completed as follows:

(a) Document Number. A single digit number representing document sequence for the year followed by the last two digits of the year. Example: 7-9X.

(b) MPR/CID Sequence Number. The expanded sequence number. Example: 00283-9X.

(c) Item Number. The number of the item in a specific investigation along with the total number in that group of items. Example: 1 of 5.

(d) Date, Time, and Initials. This is the date and time evidence was actually seized and the initials of the investigator obtaining the items.

(e) Remarks. Brief description. Example: Baseball (brand name Wilson).

(3) When one container holding numerous items is used, only one attached evidence tag is required. This same listing must agree with that placed on the evidence/property custody document.

(4) The value of an article is never estimated or listed. Neither is the type of metal or stone in the case of jewelry named. These and similar items should be listed only as to their color, size, and shape.

d. A chain of custody is a chronological, written record of people who have had custody of the evidence from its initial acquisition until its final disposition. A record of the chain of custody is kept on the Evidence/Property Custody Document (DA Form 4137). The appropriate change of Custody sequence must be completed each time there is a custody change. Each person records the date and purpose for the change of custody.

(1) All physical evidence, regardless of how obtained, will be recorded on the evidence/property custody document.

(2) This form will normally be prepared in an original and three copies. Entries should be typed or printed legibly in ink.

(3) The original and two copies of the evidence/property custody document are given to the custodian with the evidence. He returns the second copy to the investigator who submitted the evidence. This copy is then placed in the case folder. The third, and last copy, is used as a receipt when evidence is received from a person.

(4) The evidence/property custody document is for multiple use. The form is used as a receipt as well as a record of chain of custody. In addition, the form provides documentation for authority for final disposition of evidence. The form also records witnesses of destruction. A completed DA Form 4137 is at Figure 7-2 in Lesson 7.

8. Evaluation of Evidence. Evaluation involves the determining of the actual worth or value of evidence to an investigation. Each item of evidence must be evaluated in relation to all others, both physical and testimonial. A determination is made on the effect this evidence will have on the overall

investigation. Evaluation is a continuous process. It begins with the first information received or observed concerning the incident or crime; it continues until the investigation has been concluded or discontinued by proper authority. In this connection, the following is recommended and advised:

a. Do not base conclusions upon a single item of evidence. Keep an open mind. Be equally zealous to establish a person's innocence as well as his guilt.

b. Examine and restudy photos and sketches of the crime scene. Review investigative notes.

c. Mentally reconstruct the crime. Care should be taken not to underestimate the value of a seemingly unimportant item, remark, or circumstance. Such seeming trivia, paired with other like items, may reveal what actually happened.

d. Seek advice from the operations officer or evidence custodian. Seek it from the polygraph examiner, or others. Ask advice from anyone who may provide leads that would otherwise remain hidden.

e. Take full advantage of the scientific evaluation. Such is given by the US Army Criminal Investigation Laboratory (USACIL). A piece of evidence may hold latent information which may be found by lab technicians. You may greatly aid the technician, then, in arriving at an accurate conclusion by sending controlled or standard samples. Control specimens are samples from an uncontaminated area where evidence was collected. Samples are accorded the same handling and security procedures as collected evidence.

f. Consult with the staff judge advocate (SJA) about legal or technical aspects in an investigation.

9. Releasing the Scene. A crime scene is not released until all processing has been completed. However, the release should occur at the earliest practical time. This is true particularly in cases where an activity has been closed or its operation curtailed.

10. General Comments.

a. The USACIL gives scientific aid and service to the investigator in the field. Consult them if you have a technical problem or need information about forwarding evidence to them. The technical examination that can be done by the USACIL are only as good as the condition of the evidence when it arrives there. Also, such examination is only as good as the data when requested by the lab. USACILs are located in the US (Fort Gillem, Georgia), Germany, and Japan.

b. Certain conditions will reflect badly upon your ability to properly process a crime scene. Those conditions are as follows:

- (1) You could fail to recognize and find enough evidence.

(2) You could fail to preserve evidence in its original condition as nearly as possible.

(3) You could fail to record the date, location, description, and condition of evidence at the time it was found. You could fail to record facts pertaining thereto.

(4) You could fail to mark and tag evidence when it was first found. This would later cause you to be unable to identify it in court.

(5) You could fail to pack small objects such as hairs, fiber, or dust particles in suitable envelopes or boxes.

(6) You may use dirty packing material, boxes, or glass containers, thereby permitting evidence to become contaminated.

11. Summary. You must be thorough, painstaking, and systematic in your methods of processing. You must be so to attain success in recognizing and collecting pertinent facts and items of evidence. Such success requires careful and detailed notes and sketches. It requires, also, using correct procedures in taking photos of the scene. It demands taking written statements and transcribing statements of witnesses, suspects, and victim(s). You must be skilled at carefully identifying, marking, and preserving collected objects of value as evidence. Every person and item found at the scene must be considered as possible sources of information or of value as evidence. To be able to use information for the investigation, you later must be able to present it in a precise, logical way. In addition, you must meet certain legal requirements. These pertain to ways of obtaining, preserving, and presenting information and material likely to be used in a court-martial.

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LESSON 1

PRACTICE EXERCISE

REQUIREMENT. The following questions are multiple choice. There are four choices to each. You are to select the one that is correct. Indicate your choice by CIRCLING the letter beside the correct choice directly on the page. This is a self-graded lesson exercise. Do not look up the correct answer from the lesson solution sheet until you have finished. To do so will endanger your ability to learn this material. Also, your final examination score will tend to be lower than if you had not followed this recommendation.

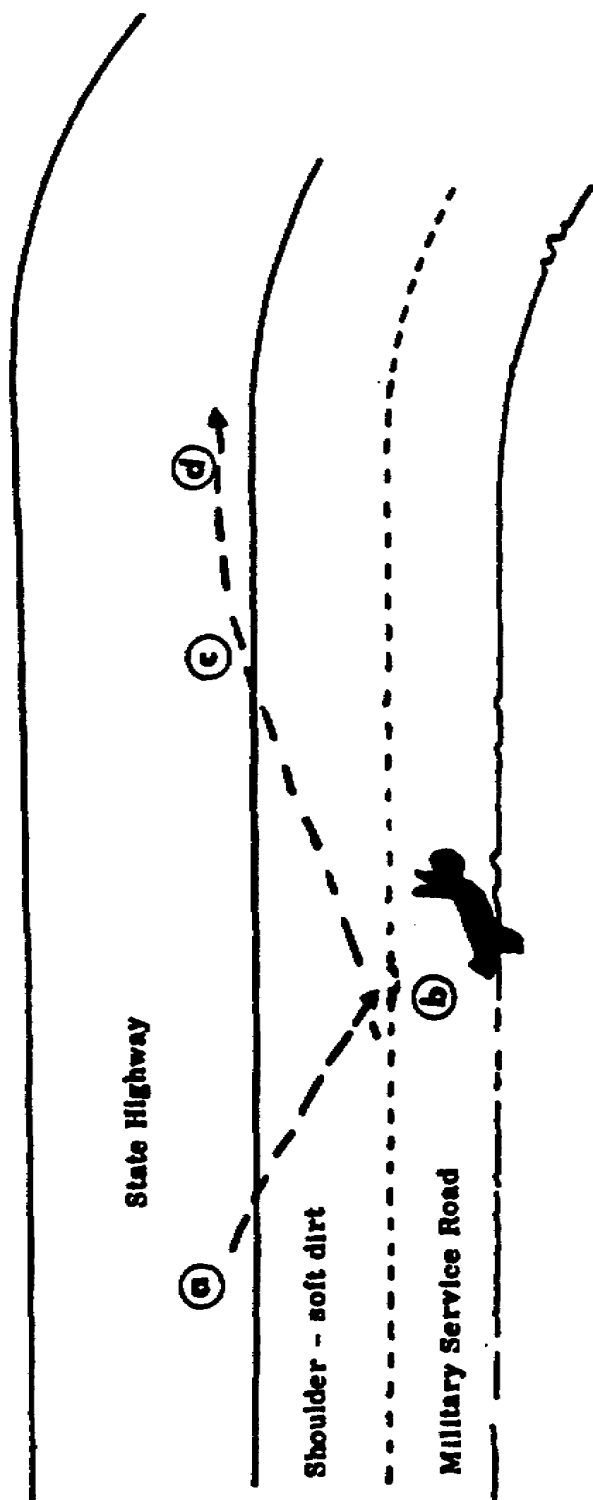
GENERAL SITUATION. You are an investigator assigned to Fort Blank.

SPECIAL SITUATION. While on duty one evening, you receive a report of a person lying just inside the installation boundary (see Figure 1-2). You and your partner are the first person to arrive at the scene.

1. Which should be your first action at the scene? (Refer to Figure 1-2.)
 - A. Establish protection for the area.
 - B. Check the victim.
 - C. Record the general condition of the scene.
 - D. Make an estimate of the situation.

SPECIAL SITUATION. You have confirmed the presence of a dead person and have asked for more MP support to aid in protecting the scene.

2. What area should you establish for security of the crime scene? (Refer to Figure 1-2.)
 - A. A circular pattern around the area where the suspect's vehicle left and reentered the roadway, points a and c, to include the area around the body.
 - B. A circular pattern around only the body and the dented fence.
 - C. Only the military property.
 - D. Use a pattern or method that includes all the area surrounding the body and between points a, b, and d.



LEGEND:

- a. Point where suspect's vehicle left the road.
- b. Dent in fence from suspect's vehicle.
- c. Point where suspect's vehicle reentered the highway.
- d. Tire prints on the highway.
- Military boundary.
- - - - Path of suspect's vehicle.

Figure 1-2. Sketch of Crime Scene.

3. Security has been established and you have made a general survey of the area. Ambulance, medical personnel, and doctor arrive and confirm the death of the victim. They wish to remove the body. What action should you take at this time?

- A. Outline the body with white chalk. Sketch, photograph, and search the body and release it to the medics.
- B. Examine the area around and under the body for evidence. Sketch and photograph the body, and release it to the medics.
- C. Start photographing the crime scene, and do not release the body to the medics until the remainder of the scene has been searched and processed.
- D. Outline the body with white chalk; examine the area around and under the body for evidence; sketch the position of the body; and start a clockwise search of the area.

4. How would you go about searching the area?

- A. Use the criss-cross method.
- B. Conduct a clockwise, systematic search.
- C. Divide the area into strips, searching one strip at a time.
- D. Conduct a counterclockwise search.

5. You are examining the dent in the fence and observe a lot of broken glass on the ground and paint fragments embedded in the fence post. What type of evidence is this considered?

- A. Fragile evidence.
- B. Removable evidence.
- C. Fixed evidence.
- D. Microscopic evidence.

6. While searching the scene, you find what appears to be clothing fibers close to the area where the victim is located. What action should you take?

- A. Immediately collect the fibers as evidence.
- B. Disregard the fibers as possible evidence.
- C. Collect the fibers as evidence after the sketch is finished, take photos, and complete investigative notes.
- D. Place in a suitable container and mark along all seals with time, date, initial or signature and MPR/case number.

7. What method should you use to collect the headlight glass fragments from around the fence?

- A. Your fingers or tweezers on the flat surface, placing the pieces in a pillbox.
- B. Your fingers on the edges, putting the pieces in a pillbox or envelope.
- C. Your fingers on the flat surfaces and put the pieces in a plastic bag.
- D. Tweezers on the edges, wrapping the pieces individually in clean tissue paper.

8. Which of the following would be the methods to properly identify the headlight glass by marking the pieces for identification?

- I. An evidence tag (appropriately filled out).
 - II. A grease pencil.
 - III. A piece of adhesive tape (appropriately marked).
 - IV. A diamond point pencil.
- A. I, II.
 - B. I, II, III.
 - C. II, III, IV.
 - D. I, III.

9. How or when should the body of the victim be searched for evidence?

- A. First.
- B. Only by a qualified medical officer.
- C. As it comes up in the pattern or method of search.
- D. After the remainder of the scene has been searched.

SPECIAL SITUATION. You have completed the processing of the crime scene and have returned to your office. With your partner, you are reviewing, in general, your actions at the scene, and crime scene processing.

10. What should be done once the items of evidence have been collected, marked, and tagged?

- A. Turn them in to the evidence custodian.
- B. Put them in a safe until you have completed your investigation.
- C. Turn them in to the provost marshal.
- D. Deposit them with the SJA.

11. In the process of determining the value of the evidence to the investigation, when do you start the evaluation of evidence?

- A. When your supervisor or senior investigator authorized it.
- B. After it arrives at the USACIL.
- C. When the first information is received or observed.
- D. After it has been collected.

12. What is the most important rule in crime scene photography?
- A. Use a flashbulb to be sure you have full lighting.
 - B. Photograph the evidence before anything is moved.
 - C. Use a 4 x 5 inch camera.
 - D. Photograph in daylight only.
13. What is used to maintain the validity of evidence from the crime scene to the courts?
- A. The chain of custody on the evidence/property custody document.
 - B. The evidence property tag.
 - C. Photographs and sketches.
 - D. Correct marking of all evidence.
14. Your partner asks, "What if at the scene of a robbery, a jewel box containing 12 rings, was obtained as evidence. How many property tags (DA Forms 4002) would be required?"
- A. One.
 - B. Two.
 - C. Twelve.
 - D. Thirteen.
15. What is the correct method to mark a knife that is evidence from a crime scene?
- A. Label with grease pencil on the handle.
 - B. Use a diamond point pencil and mark the blade near the handle.
 - C. Place it in a plastic bag and mark the bag.
 - D. Use ink and mark the handle near the blade.
16. How should items be handled that are found as evidence but cannot be marked without destroying evidentiary value?
- A. Tagged with DA Form 4002 only.
 - B. Marked so as to alter the least amount of evidence.
 - C. Marked with an identifying number and the number identified in the notes and on the evidence/property custody document.
 - D. Placed in a container and the container marked.
17. You have apprehended a person for burglary of the PX. In the suspect's possession is a brooch which the PX manager identified as being "gold with four rubies set in a square, and worth about \$100." How should you list the item on the evidence/property custody document?
- A. As the PX manager described it.
 - B. A "brooch, 3 x 4 inches, worth \$100."
 - C. A gold colored brooch with four red colored stones set in a square.
 - D. Jewelry - gold brooch with four red ruby stones.

18. If you accidentally placed your fingerprints on an item of evidence suspected of containing latent evidence, what should you do?

- A. Disregard the item as a piece of evidence.
- B. Record the fact in your notes and send a copy of your fingerprints to the USACIL with the item of evidence.
- C. Attempt to remove your prints from the item by wiping with a clean lint-free cloth.
- D. Attach a statement to the evidence that your prints are on the item when submitting it to the USACIL.

19. The following items of evidence were found at a crime scene. Which one should be processed first?

- A. A dress with a wet bloodstain.
- B. A palm print made in the dust on a window sill.
- C. A .45 caliber pistol.
- D. A bullet embedded in a door.

20. What form is used to record the final disposal action of an item of physical evidence?

- A. DA Form 3975.
- B. The evidence/property tag.
- C. The evidence/property custody document.
- D. DA Form 2496.

LESSON 1

PRACTICE EXERCISE

ANSWER KEY AND FEEDBACK

<u>Item</u>	<u>Correct Answer and Feedback</u>
1. D.	Make an estimate of the situation. Make an estimate of the ...(page 1-3, para 2b(1))
2. D.	Use a pattern or method that includes all the... The scene includes the area...(page 1-1, para 1b(1))
3. C.	Start photographing the crime scene, and do not... After completing the search...(page 1-6, para 5e)
4. C.	Divide the area into strips, search in long strip... In large outdoor areas, divide the ...(page 1-6, para 5c)
5. B.	Removable evidence. Movable or removable evidence is that which ... (page 1-2, para 1b(3)(a))
6. C.	Collect the fibers as evidence after the... The collection of evidence at a crime...(page 1-7, para 6a)
7. D.	Tweezers on the edges, wrapping the pieces individually... Use the fingers on the edge... (Appendix B, page B-1, para 3)
8. C.	II, III, IV. Use diamond point pencil, a piece... (Appendix C, page C-2, para 12)
9. D.	After the remainder of the scene has been searched. After completing the search of the...(page 1-6, para 5e)
10. A.	Turn them in to the evidence custodian. The original and two copies of the...(page 1-10, para 7 d (3))
11. C.	When the first information is received or observed. It begins with the first information...(page 1-11, para 8)
12. B.	Photograph the evidence before anything is moved. The most important rule in ...(page 1-4, para 4a)
13. A.	The chain of custody on the evidence/property... A chain of custody is a chronological...(page 1-10, para 7d)

- 14. A. One.
When a container holding numerous...(page 1-10, para 7c (3))
- 15. B. Use a diamond point pencil and mark the...
Knife (Appendix C, item 6)
- 16. D. Placed in a container and the container marked.
Hairs, fibers, dried blood and powder (Appendix C, Items 8 & 12)
- 17. C. A gold colored brooch with four red colored stones
The value of an article is never...(page 1-10, para 7c (4))
- 18. B. Record the fact in our notes and send a copy...
Sometimes, during collection, you touch...(page 1-7, para 6C)
- 19. B. A palm print made in the dust on a window sill.
Footprints in dust or soil...(page 1-2, para 1, b, (3), (c))
- 20. C. The evidence/property custody document.
In addition, the form provides documentation... (page 1-10, para 7, d(4))

LESSON 2

SOURCE OF POLICE INFORMATION

Critical Tasks: 191-390-0136
191-390-0137

OVERVIEW

LESSON DESCRIPTION:

In this lesson you will learn to recruit and utilize sources of information and conduct official liaison.

TERMINAL LEARNING OBJECTIVE:

ACTION: Recruit and utilize sources of information and conduct official liaison.

CONDITION: You will have this subcourse.

STANDARD: You must achieve a score of 70 percent on the final examination to demonstrate your comprehension of the lesson materials.

REFERENCES: The material contained in this lesson was derived from the following publications: FM 19-20, CIDR 195-1 and CIDR (0) 195-15.

INTRODUCTION

1. General:

a. The success or failure of a military operation depends directly upon the commander's information resources. Good data increases the chance of success; the lack can contribute to failure. You as an MPI are in a military operation. You depend upon sources of information. You rely upon their development and proper use. Almost every phase of a criminal investigation requires development of data about persons. This may range from eye color to reputation. Data may include his degree of involvement in a crime.

b. A source usually means any person, object, or record from which an MPI gets investigative data. The nature of the investigation determines the source used. The type of data desired also determines the source. Those sources listed here are not the only ones. Nor will they all be used on every

case. Some MPIs may need only one or two. Others may use them all. The following persons and records are possible sources:

- (1) Civilian law enforcement agencies.
- (2) Military records and personnel.
- (3) Civilian records and personnel.
- (4) Informants.

2. Civilian Law Enforcement Agencies.

a. The degree of success achieved by investigative agencies is often in direct proportion to the degree of cooperation between them. Provost marshals and other investigative units must cooperate fully, with Federal, state, and city law enforcement agencies. To this end, certain commanders have established liaison policies. These are to ensure continuing and effective mutual cooperation. These commands are: (1) US Army Training and Doctrine Command (TRADOC), (2) US Army Forces Command (FORSCOM), (3) US Army Material Development and Readiness Command (DARCOM), and (4) US Army Europe (USAREUR). In support of these policies, provost marshals and CID units must inform the correct civilian police agency in certain cases. They must do so if, during a criminal investigation, it is found that persons not subject to the UCMJ are involved. Such involvement may be that they acted alone or jointly with Army personnel. Coordination and liaison with civilian investigative agencies are necessary for the following reasons:

- (1) To establish jurisdiction in cases that involve military, Federal, or civilian interest thereby preventing duplication of investigative effort.
- (2) To aid in planning and conducting investigations.
- (3) To develop information not available from military sources.
- (4) To ensure compliance with regulations requiring the notification of certain agencies of certain offenses.
- (5) To check information received before from sources of unknown reliability.
- (6) To assure that all possible sources of leads are explored.
- (7) To exchange information of mutual interest.
- (8) To develop information of value to the commander in identifying and correcting problem areas.

b. The following US Federal agencies (nonmilitary) can be of aid to investigators. They may do so either through the records they keep, or the technical aid they can give.

(1) The US Treasury Department.

(a) The Alcohol, Tobacco, and Firearms (ATF) Division is consulted mainly regarding the National and Federal Firearms acts. This agency is consulted also about the manufacture, storage, and sale of alcoholic beverages. Their enforcement of the laws often results in discovery of military offenders, and may result in the discovery of prohibited items. These would include unauthorized war trophies, firearms and weapons that fire by action of explosives. Also included would be firearm mufflers or silencers, and other items barred by law. The MPI also works closely with these agents when looking for possible liquor stills on the post. Such cooperation exists also when seeking information about theft of liquor or cigarettes from the PX system.

(b) The Bureau of Customs. They deal with the unlawful shipment of items and/or narcotics into the US.

(c) The US Secret Service is concerned with the manufacture or use of counterfeit US currency, coins, and negotiable instruments. They are also concerned with threats against persons in the Federal Government. The CID/MPI is often called upon to aid the Secret Service in security missions. They may also aid with investigating the forgery or false signing of US Government checks by military persons.

(d) The Internal Revenue Service (IRS). The IRS is responsible for the determination, assessment, and collection of all internal revenue. They are also concerned with other various Federal taxes and with the enforcement of internal revenue laws.

(2) The US Department of Justice.

(a) The Federal Bureau of Investigation (FBI). The FBI has investigative jurisdiction in the continental US (CONUS). They cover all violations of Federal law not assigned to another Federal agency. The FBI has jurisdiction over some 170 investigative matters. Among the main ones are espionage, sabotage, treason, and other subversive acts. Others are kidnapping, extortion, bank robbery, burglary, and larceny. Crimes on government or Indian reservations; thefts of US property; interstate transportation of stolen motor vehicles, aircraft, cattle, or property are other examples. The FBI investigates fraud against the government. They are concerned with civil rights matters and with the assaulting or killing of a Federal officer. The FBI has main jurisdiction over all felony crimes. These are those committed only on a military installation. However, through certain agreements, the CID/MPI investigates most of these crimes. In September 1965, the FBI started a national electronic information system. It is called the National Crime Information Center (NCIC). The center's goal was to provide each law enforcement agency an information file national in scope. This goal

was made possible by the use of computers. Within minutes, a participating agency can get data on stolen cars and property, and wanted persons.

(b) The Bureau of Prisoners supervises the operation of all Federal correctional institutions and community treatment facilities.

(c) The Immigration and Naturalization Service administers the immigration and naturalization laws. These laws relate to the admission, exclusion, and deportation of aliens. Also, included are laws concerning the naturalization of aliens lawfully living in the US. The Service investigates all alleged violations of immigration and naturalization laws. It patrols US borders to prevent illegal entry of aliens. The Service registers and fingerprints all aliens. It can provide valuable background data on all aliens living in the US. The Service can also obtain an interpreter for any foreign language.

(d) The Drug Enforcement Administration (DEA) investigates violations of the Controlled Substances Act. They investigate, too, the use and abuse of drugs.

(3) The US Postal Service. In cases involving the US mail within CONUS, there must be coordination with postal inspectors. Coordination must precede the start of any investigative action.

(4) The Office of Personnel Management.

(a) The International Organizations Employees Loyalty Board. This Board deals with questions of citizens' loyalty to the US Government, especially those citizens who are hired or considered for hiring by international groups.

(b) The Bureau of Personnel Investigations. This Bureau directs investigations of the Office of Personnel Management. These cases include national agency checks (NAC) and inquiries. The Bureau also conducts limited personal investigations, as well as full field investigations for sensitive positions. They are concerned, too, with matters of civil service law and rule enforcement. The Bureau investigates the qualifications of applicants, especially those seeking high-level positions.

(5) The Department of State.

(a) The Office of Munitions Control. The Office develops policy recommendations. It coordinates and implements policy covering export and import control of certain goods. These include arms, ammunition, and implements of war. The Office also regulates technical data relating to these goods.

(b) The Deputy Assistant Secretary of Security. This office develops and directs personnel programs of the Department of State. Included are related physical and technical security programs. The office oversees investigative services for persons and organizations. The office is concerned

with passport, visa, and fraud cases. Also, it handles protection for Department of State personnel. Such protection extends to official representatives of foreign countries to the US. These persons are kept safe while attending international conferences; they are also protected when performing special missions. The Security office is concerned, too, with liaison with security officials of allied governments. Liaison with members of the intelligence world and other domestic security law enforcement agencies is also handled by this office. In addition, they oversee a research and development program. It involves electronic countermeasures in physical security.

(6) The Central Intelligence Agency (CIA). The CIA is mainly concerned with intelligence matters of other nations.

(7) Other Federal agencies which have units performing investigative duties of interest to the CID/MPI are the:

(a) Investigative agencies of the Department of Interior, such as Indian Affairs, Public Lands, and National Park Service.

(b) Wages and Hours and Public Contracts Division, Department of Labor.

(c) Veterans Administration.

(d) Interstate Commerce Commission.

(e) US Maritime Commission.

(f) Federal Communications Commission.

c. At the state, county, and city level, certain agencies may be used as sources of information or for aid. The following is a listing of these non-Federal law enforcement agencies.

(1) State bureau of investigation.

(2) Highway patrols and state police.

(3) County sheriffs.

(4) County coroners or medical examiners.

(5) Municipal police.

(6) Prosecuting attorneys.

(7) Foreign police agencies.

d. At the local level, you and the police agency should share a high degree of cooperation and mutual trust. Such relationships may be a large

factor in the amount or quality of information received or exchanged. Establish a smooth working relationship and feelings of mutual trust and cooperation. This may provide you with information otherwise unattainable. The above agencies will differ greatly from state to state and city to city. Therefore, no effort will be made to explain each. Most of the above police agencies will maintain some useful records. A lot depends upon the size and need of the agencies. Possible exceptions are the county coroner and the prosecuting attorney. Some types of useful police records are:

(1) Case sheets or complaint sheets. These form a permanent written record. They contain reports made to the police and the action taken by them.

(2) Daily Bulletin. This is a summary listing of each case handled in the previous 24 hours.

(3) Investigation reports. These reports detail all action taken by the investigating officers.

(4) Persons wanted. This is information on all persons wanted by the police.

(5) Property control records. These are records on all found property, evidence, and personal property which come into police possession.

(6) Arrest reports.

(7) Traffic tickets.

(8) Personal identification records.

(a) Fingerprint cards. These consist of both single and ten-digit fingerprint cards.

(b) Description cards. These hold a description of the physical characteristics of a criminal along with other identifying data.

(c) Photographs.

(d) Criminal history file. This is a complete record of the known criminal acts of individual offenders.

(9) Modus operandi file. A system of records, this file describes the criminal's method of operation. Records are classified and filed to aid in identifying the crime as one committed by an unknown person.

(10) Handwriting file. This file holds the handwriting on bad checks and other bogus instruments.

(11) Juvenile records.

(12) Other reports, records, or files.

- (a) Laboratory reports or evidence.
- (b) Store reports.
- (c) Home reports.
- (d) Bicycle and property registration.

3. Military Records and Personnel.

a. Some Army agencies perform investigative functions. These duties and the agency's jurisdiction may be such that require close relationships with the CID/MPI. This interaction works both ways, or is termed "reciprocal." A list of these Army agencies follows:

(1) The Inspector General (IG). IGs are confidential agents. They may serve the headquarters commander, or a Department of the Army (DA) agency. Or, they may serve their own staff commander. Their mission is to inquire into and report upon certain matters. These would pertain to mission performance and the state of discipline efficiency. Other related matters would include the economy of the command installation, or activity. IGs perform other duties like inspections, investigations, and surveys. They do so as required by law or regulation. They may do so as directed by their commander. Their sphere of activity includes every phase under the responsibility of their commanders.

(2) The Defense Intelligence Agency (DIA). The mission of military intelligence covers the detection and prevention of treason, sedition, and subversive acts. The DIA is also concerned with disaffection, espionage, and sabotage within or against the US Armed Services.

(3) The US Army Criminal Records Center (CRC). The CRC receives and maintains files of CID/MPI reports of investigation. They furnish investigative data and copies of files or documents. They also furnish data to persons or agencies authorized to receive it.

(4) The Defense National Agency Check Center. This agency conducts a records check of other Federal agencies. They do so to determine if persons submitted for a National Agency Check (NAC) have a record with other agencies.

(5) The Defense Central Index of Investigations. The function of this agency is to maintain a record of all criminal and intelligence investigations. Such investigations are those conducted by the Department of Defense (DOD).

(6) The Army Security Agency. Matters regarding cryptography are the responsibility of this Agency. The security of secret codes is also their duty.

(7) The Army Audit Agency. This agency judges the financial dealings and business management of all Army commands and activities. The Agency

audits and advisory service related to Army procurement contracts. This includes giving technical advice and aid concerning financial matters in negotiating and administering contracts. The Agency performs cost analysis functions. These may entail examining contractor's books and records. These functions may also include examining internal controls. The Agency may then be able to appraise the reliability of the costs a contractor charges.

(8) Chaplain. Although not an investigative agency per se, the chaplain may be able to provide certain information. This would concern a person's personal problems or his mental and emotional stresses. Investigators should remember that information furnished to chaplains and IG personnel often cannot be revealed. However, much of their information can be given to the investigators. Harmonious working relationships with such personnel help ensure the timely reporting of pertinent, nonprivileged information. Cooperation of this kind with all other sources of information is also helpful in the same way.

(9) Medical personnel. Information given to medical personnel is not privileged. They are often reluctant to disclose information provided to them. Disclosure to investigators for official use, however, is authorized.

b. There are other military investigative agencies that perform functions like those of the Army CID/MPI and intelligence commands. They are:

(1) Office of Naval Intelligence. They are responsible for Naval intelligence and counterintelligence. They are also responsible for Naval investigative and security requirements and responsibilities.

(2) The Marine Corps CID. This agency conducts criminal and character investigations. The Office of Naval Intelligence is responsible for intelligence matters within the Marine Corps.

(3) The Office of Special Investigations (under the IG). This office is responsible for all types of Air Force criminal and intelligence investigations within the Air Force.

(4) US Coast Guard. The Coast Guard is a military service. It is always a branch of the Armed Forces. Except in times of war, it is a service within the Department of Transportation. Then it operates as part of the Navy. The Coast Guard's duties include running a port security program. They also enforce Federal laws on the high seas or waters under US jurisdiction.

c. Military records are a rich source of data about persons. The files are very useful when getting background information. Such data is used for character investigation. It is also used for interrogation. Military records are useful when getting data about a person's date of birth (DOB). Place of birth (POB) and citizenship are recorded there. Other data includes names of parents, relatives, and dependents. A person's education is listed. Physical qualifications, records of assignments, and occupations are noted. Also listed are: special qualifications; financial background; and positive and

negative personal data. Security clearance and a record of military service are there. Some of the more important military records include the following:

(1) The military personnel records jacket is sometimes called the "201 file." It is the prescribed container for the personnel records of all active duty personnel and members of Reserve Components. The personnel records jacket is a two-panel file. One side is entitled, "Field File Section;" the other is entitled, "Military History Section."

(a) The Field File Section holds the essential records of value regarding an individual. Items of possible value found therein would be:

1. Awards and decorations.**
2. Board proceedings and investigations.**
3. Discharge and release from active duty papers.**
4. Correspondence and legal documents.**
5. Correspondence and other documents relating to promotion or reduction.**
6. Security termination statement and debriefing certificate.**
7. Amount, beneficiary, and settlement option for Serviceman's Group Life Insurance (SGLI).**
8. Correspondence and documents that establish fraudulent entry.**
9. Appointment applications.**
10. Classification and qualification documents.*
11. Equipment operator's qualification record.*
12. Clothing and equipment record.*
13. Applications for ID card and for Uniformed Services Identification and Privilege Card.*
14. Certificate of clearance and/or security determination.*
15. Contractual active duty and reserve participation.
16. Education and training.*

17. Orders designating a military occupational specialty (MOS) as a primary or secondary.*

18. Army Reserve change of address report.*

19. Cryptographic maintenance training and experience record.*

20. Self-Development Test (SDT) data report.*

21. Other temporary documents such as local routine duty assignments orders and correspondence relating to personal affairs.

22. Records of punishment imposed under Article 15, UCMJ.

NOTE: ** Indicates documents of a permanent value. These must be retained during and after an individual's military service.

* Indicates documents of a semipermanent value. These are preserved only during an individual's military service. These documents are usually destroyed upon retirement, discharge, or death of the service member.

(b) The Military History Section contains the following documents:

1. Personnel Qualification Record, DA Form 2, Part I and DA Form 2-1, Part II. This record is begun for each member of the Army. It holds biographical data. It also holds a concise military history. It is both a service record and a qualification record.

2. Armed Forces security questionnaire.

3. Record of emergency data.

a. Name of relative qualified to receive gratuity pay.

b. Designation of beneficiary for unpaid pay and allowances.

c. Name of insurance companies.

d. Person most closely related to designator and other specified persons.

4. Enlistment or induction record.

(2) Finance records will disclose information pertaining to:

(a) Pay and allowances.

(b) Allotments.

(c) Allotees such as payments for loans, savings, dependents, and insurance.

(3) Standard Installation/Division Personnel System (SIDPERS) use the Personnel Action Form (DA Form 4187) and Personnel Data Card (DA Form 2475-2) for:

(a) Assignments.

(b) Transfers.

(c) Temporary duty (TDY), leaves, absent without leave (AWOL) status, hospital.

(d) Promotion.

(4) Duty rosters show:

(a) Duties performed.

(b) Dates of duties performed.

(5) Medical records provide information on:

(a) Medical histories.

(b) Psychological or emotional instabilities. Although not a record, psychiatrists may prove helpful when dealing with patterns of human behavior. For example, they might find the common denominator in a series of like criminal offenses.

(c) Assignment areas.

(6) Provost marshal records will reflect information on:

(a) Vehicles registered on post to include make, model, license, color, and insurance.

(b) Driving records.

(c) Weapons.

(d) Licenses issued such as:

1. Hunting.

2. Fishing.

3. Citizen band radios.

(e) Accident and offense records, complaint files.

(f) Record of property found or lost.

(g) Desk sergeant's record of persons involved in incidents, accidents, or offenses (DA Form 3998, Military Police Desk Reference).

(h) Military Police Desk Blotter (DA Form 3997). A chronological record of pertinent complaints, incidents, or information. This is such as received by MPs during the 24-hour period from 0001 to 2400 each day.

(7) Post locator files indicate persons stationed on the post. The files also contain change of address cards.

(8) Installation civilian personnel office.

4. Civilian Records and Personnel.

a. Civilian and commercial records can disclose much information concerning persons. Examples are:

(1) Birth, death, and health reports.

(2) School attendance, scholastic records, and special interests.

(3) Vehicle ownership.

(4) Property ownership and tax information.

(5) History of employment and income.

(6) Record of residences.

(7) Legal actions and litigations.

(8) Manner of living.

(9) Past, present, and forwarding addresses.

(10) Contracts for service.

(11) Organizational and fraternal participation.

(12) Credit references and financial status.

(13) Character references.

(14) Activities of public interest.

b. The civil and commercial sources that should be contacted for information include:

(1) State level.

(a) Offices.

1. Assessor.
2. Attorney general.
3. Fish and game.
4. Tax.
5. State records.
6. Unemployment.

(b) Agencies.

1. Penal.
2. Relief.

(c) Other.

1. Judges.
2. Voting registers.

(2) City and county.

(a) Offices.

1. Assessor.
2. Clerk.
3. Truant.
4. Title records.

(b) Agency. Public health.

(c) Records.

1. Court.
2. Building inspectors.

3. Vehicle or marriage license applications.

4. Personal property.

5. Probate.

(d) Boards.

1. Health.

2. Election.

3. Draft.

4. Commissioners or supervisors.

(e) Other.

1. Judges.

2. Justices of peace.

3. District attorney.

4. Grand juries.

5. Tax collectors.

6. Fire marshals.

7. Sanitation.

8. Bureaus of vital statistics.

9. Public and private schools.

(3) Private.

(a) Offices.

1. Transportation.

2. Public utilities.

(b) Agencies.

1. Private investigative.

2. Real estate.

(c) Records.

1. Income.

2. Trade union.

(d) Organizations.

1. Red Cross.

2. Fraternal.

3. Industrial.

4. Political.

(e) Other.

1. Banks.

2. Contractors.

3. Credit bureaus.

4. Hotels and motels.

5. Newspaper files.

6. Insurance and loan companies.

(4) Directories. The following publications may provide useful information:

(a) Telephone.

(b) City.

(c) Who's Who in America.

(d) Who's Who in Commerce and Industry.

(e) Who Knows What (a listing of experts in various fields).

(f) American Medical Directory.

(g) Specialists in Medicine.

(h) Who's Who in Engineering.

(i) American Men of Science.

(j) Martindale-Hubbell Law Directory.

(k) Leaders in Education.

(l) Polk Bank Directory (a listing of bank officials, brokers, and bank examiners).

(m) Polk's Motor Vehicle Directory (a listing of ownership of passenger cars and trucks).

(n) US Postal Guide.

(o) Insurance Directory.

(p) Dun and Bradstreet.

(q) Social Register.

5. Obtaining Information. Recall that effective liaison with other agencies or persons is necessary to obtain information from them. There are not set rules for creating such liaison. However, there is one effective method. It is "doing unto others as you would have them do unto you." Getting information is often made difficult. This is caused by the varying moods and temperaments of those asked to give information. In these cases, you must use vast patience. You must persevere using tact. Failure to do so may result in barriers. These will require great effort to overcome.

a. Once the source has been identified, personal contact should be made. Contact the person who has immediate access to the information. Give that person all the allowed information you can to ensure full cooperation. Use a business-like approach. Be courteous, diplomatic, and honest in all dealings with sources. Avoid familiarity and arrogance. Avoid, also, any appearance of a superior attitude. Never criticize a source's method of operation. Respect all confidences; keep all promises. Thank the source for his help. Offer to reciprocate by cooperating when possible.

b. In some cases direct contact with a federal agency is not practical or feasible. Then the commander, USACIDC should be contacted for help in getting the information.

6. Sources of Information/Sources.

a. As stated, the foundation of most successful investigations is reliable sources of information and their proper use. Today, the law enforcement agent is aided greatly by laboratory sciences. Other professional tools assist him. However, these are not enough. You are still dependent upon and responsible for developing informants. There are several examples of cases where sources played a major role. The capture of John Dillinger is one example. Another was the apprehension of the Russian spy, Colonel Abel. He was exchanged for U2 pilot Gary Powers. The capture of Dick Hickock and Perry Smith is another example. They were the murders of the Clutter family in Kansas. They were also subjects of Truman Capote's book, In Cold Blood. Much of the data in the files of the Department of Justice about the Cosa Nostra

(Mafia) was supplied by source Joseph Valachi. Nearly all major narcotic offender apprehensions are based on source information and undercover activities. That source development in both military and civilian spheres is important cannot be stressed too much.

b. Usually a source is thought of as someone other than a victim, witness, or complainant. Sources are usually compensated for their information. Compensation is made according to their motives for providing information. A confidential source provides information only if his identity is not revealed. A placed source is one placed in a certain position or activity in order to provide information. Placing a source is usually done after trying every other method.

7. Motives. Sources are motivated to help you for a wide range of reasons. Some are personal friendship, fear, or revenge. Others are jealousy, money, scorn, patriotism, or religious beliefs. Ego, satisfaction, or desire to ingratiate one's self with law enforcement officials may be the motive. Whatever the motivation, there usually has to be a great deal of it. Otherwise a person is unwilling to provide information. There are several reasons for this. A person may be afraid of involvement with law enforcement agencies. He may dislike or disagree with their policies. The person may be a criminal or living on the edge of the underworld. Regardless of his status, however, each human being has basic motives. Each has basic emotions and beliefs. All of these guide his life. A reaction against these basic considerations will compel the person to provide information. For example, the following are some of the considerations which might motivate persons to provide information.

a. Fear. Self-preservation is the first law of nature. Any prospective source who is afraid of something may have a favorable outlook toward providing information. Fear could be for any one or a number of reasons. It may be fear of arrest or indictment by the police. It could be fear of revenge by associates or fear of being "pushed out." It could also be fear of blackmail or extortion. Whatever the fear, the source usually feels that he can get something from the police. It might be the recommendation for a lesser sentence. The source may expect the acceptance of a plea of guilty to a lesser charge. The source might want police protection.

b. Revenge. The seeking of revenge may compel persons to provide information. They may do so despite the consequences. The need for vengeance may arise from a desire to destroy. Such desire may be due to some apparent act of wrongdoing or misconduct. Need for vengeance may stem from a feeling of being discriminated against. Or, it could stem from not having one's talents used in the proper manner. Desire for revenge may arise from jealousies or quarrels over women or objects.

c. Egotistical Motives. It is human nature to want to feel important. Here the ego of the source is enhanced by the providing of important information about criminal activities. The egotistical motive is often overlooked by investigators. Therefore, everyone coming to the MPI to offer

information should be heard. This should be the case regardless of how wild his story may sound.

d. Others. To many, the thrill of detective work is overwhelming. Once participated in, the person is anxious to continue. Some people are selective regarding their criminality. They may condone one type of crime, such as housebreaking, but hate crimes of violence. This type person may be more than willing to aid the police in finding those who commit violent crimes. Another type is the source who will pass on information to the police in hopes of advantages. An example would be the one who provides information on others to try to eliminate competition. You should be aware that there are persons who may "offer" information to try to learn what is known about their activities. They may offer in an effort to try and divert suspicion from themselves. They may "offer" to try to "get close" to law enforcement officials. By so doing they hope to learn of any danger to themselves.

8. Source-Investigator Relationships. Experience has shown that the most valuable information about criminal activities comes from certain sources. They are those who are a part of these activities or in close proximity to them. This does not mean that all sources have to be criminals. Nor does it mean they have to be criminally oriented. You will often have to associate with persons of low morals and criminal habits. These may include prostitutes, pimps, and thieves. It may include narcotic users and sellers and other like persons. The nature of the investigation may require you to accept and even condone the low standards of such persons. However, you must never lower your morals or standards of conduct to their level. To do so will decrease your effectiveness. It may compromise both you and the information given by the source.

a. A successful relationship with a source is most often achieved by the following:

(1) Honesty and fairness are basic. Once a promise is made to a source, it must be kept. Avoid any promise of anonymity until it is certain that the promise can be kept.

(2) Be scrupulously exact in all transactions with sources. This applies especially if there is money involved.

(3) Maintain control over the investigation and the source, not the other way around.

(4) Protect the interests of the source. Ensure his safety by keeping identities secret and confidential; do not identify someone as a source.

(5) Express appreciation for all information received. Double check on information received. Do so even though the source has a reliable record.

(6) Give the source only the information necessary to achieve the desired goal.

(7) Do not use or threaten physical force against a source.

(8) Do not allow a source to continue his life of crime because he is a source.

(9) Do not condone a source's petty crimes, even if you hope to get information to eliminate more serious crimes.

(10) Source information should always be recorded and filed in the appropriate file.

b. Historically, a stigma has been attached to sources of information. Such terms as "informer," informant," stool pigeon," "rat," "fink," judas," or "squealer" are but a few of the derogatory terms that have been applied to them. The presence of this social attitude has often prevented valuable information from being reported to the police. In the handling of sources, always remember that they are human beings. They desire to keep their self-respect and the respect of others. Always avoid expressions of contempt. These or other expressions tend to strip the source of his self-respect and dignity. Maintain an objective, impartial, and professional attitude at all times. It does not matter how low or poor a person may seem; there is still human resentment of derogatory treatment. In dealing with sources the practice of accepting underworld attitudes and vocabulary toward them is a big mistake.

c. A source should always be handled like a human being. A careless act or slip of the tongue when referring to him may negate the person as a source. On the other hand, fair and proper treatment may provide you with a wealth of information. It may provide such not only today, but in the future as well. Many sources, once they have given information, will continue to do so long into the future.

9. Source Development. Try to develop sources from all walks of life. Be alert for a good contact. Be receptive to all information offered. Try to develop sources whose geographical locations, occupations, or activities will afford the desired coverage. For example, a clerk in PX "A" may have the same general type of information as a clerk in PX "B." "A's" information, however, pertains to a different area. Try to develop any available source of information. The following areas should be thoroughly explored for sources:

a. Transportation employees are usually in a position to overhear unguarded conversation. They can note the movements of people. Examples are taxi and bus drivers, salespeople, hostesses, and stewards.

b. Employees and owners of finance businesses often have information about persons' monetary gains or losses. Employees/owners may be found in banks and loan companies.

c. Employees and owners of retail establishments may have information about the spending and buying habits of patrons. Such establishments might

include PXs, food, and clothing stores. Businesses catering to credit may be able to give more background information.

d. Employees and owners of service establishments may be able to give a variety of information about the persons they serve. Such businesses may include photo shops, barbershops, or cafes. Hotels, garages, parking lots, and gas stations are other examples.

e. Persons engaged in other activities may also be able to offer information of value. Delivery men, household employees, and neighbors are sources. So are public utility employees and janitorial personnel.

f. Persons engaging in activities of a questionable nature are good sources concerning persons involved or trying to become involved in criminal activity. Potential sources here would be prostitutes, pimps, fences, and bookies. Also, gambler and petty racketeers are possible sources.

g. Others to be considered as possible sources are medical and quartermaster personnel; custodians, managers, and employees of clubs and nonappropriated fund activities; procurement and commissary personnel; special service and teen club personnel; Red Cross representative; commanders, staff officer, unit, and section level personnel; teachers, youth activities directors; athletic directors and coaches; and hobby and craft personnel.

10. Source Program. You should be concerned with crimes within your area of jurisdiction. You should also note conditions that are conducive to crime. You should be concerned also with matters that affect the physical security, crime prevention, and community relations programs of the commander. A source program should be developed that will provide information in the various areas where needed. Examples of areas with which you should be concerned follow:

a. Excessive spending by military personnel and civilian employees of the Army

b. Indication of graft.

c. Suspected use of drugs:

(1) By military and civilian personnel.

(2) Areas or establishments that allow the use of drugs, or sells them.

(3) Types and availability of drugs.

d. Places engaged in the making or altering of ID cards, passes, and other official documents.

e. Known or suspected receivers of stolen property.

f. Pawnshops patronized by military personnel.

- g. Places and persons involved in black-market activity.
- h. Availability and desirability of military property on the local market.
- i. Identification of problem areas involving military personnel.
- j. Organized gambling.
- k. Organized prostitution.
- l. Illegal currency transactions.
- m. Areas in which the military aid the civilian community and vice versa.

11. Source File. This file is maintained by the source control officer. It holds the identities of all sources developed by unit personnel. Confidential or registered sources should especially be included. Access to the file should be limited to those having a need to know. A well maintained file provides valuable information. It aids in determining source availability and reliability. It also helps them. The file also gives information as to what areas have been covered by a source. Also, the file helps to define those areas in which sources should be developed.

12. Sources and the Law. The MCM states: "the identity of persons (sources) supplying information to public officials engaged in the discovery of crime is privileged.... the communications of these sources imparting the information are also privileged to the extent necessary to prevent disclosure of the source's identity." However, during trial, the privilege is no longer applicable with respect to a source. Courts have compelled investigators to disclose the identities of confidential sources. This has occurred in those cases where the source's identity is necessary to the accused's defense. It has also occurred when the case involves possible entrapment, or when the source is a co-defendant. Whether the necessity exists to identify the source will depend upon the particular circumstances of each case. The offense charged and the possible defenses will be taken into consideration. Also considered will be the-possible significance of the source's testimony, and other relevant factors.

LESSON 2

PRACTICE EXERCISE

REQUIREMENT. The following questions are multiple choice. There are four choices to each. You are to select the one that is correct. Indicate your choice by CIRCLING the letter beside the correct choice directly on the page. This is a self-graded lesson exercise. Do not look up the correct answer from the lesson solution sheet until you have finished. To do so will endanger your ability to learn this material. Also, your final examination score will tend to be lower than if you had not followed this recommendation.

1. Which of the following should you do to establish the liaison necessary to obtain information from a source, now and in the future?

- A. Make personal contact, whenever possible, with the person who has immediate access to the desired information.
- B. Provide the source with all the available information regarding the case to ensure full cooperation of the source.
- C. Extending reciprocal cooperation is seldom required.
- D. Limit your contacts with all sources to official business only.

2. The Vice President of the US is coming to Fort Bravo. Members of your detachment will aid federal agents in providing personal security. What is the federal agency with whom you must coordinate security requirements?

- A. FBI.
- B. Secret Service.
- C. US Department of Justice.
- D. US marshals.

3. What agency has jurisdiction over espionage or sabotage investigations at the Federal level in the United States.

- A. CID has primary jurisdiction.
- B. The CIA has primary jurisdiction.
- C. The FBI has primary jurisdiction.
- D. The Department of State has primary jurisdiction.

4. SPC Alpha D. Golf received an income tax refund check made out to R. J. Golf. Golf knew that he was not due a refund, but he cashed the check anyway by signing R. J. Golf. When the error is discovered, who will conduct the investigation?

- A. FBI.
- B. Internal Revenue Service.
- C. Secret Service.
- D. Department of Justice.

5. During an interview with SPC Golf, he informs you that 2 years ago he was investigated by the CID for fraudulent entry into the service. He was then discharged. Later, he was lawfully inducted back into the Army. Which records should you check for more information regarding the case?

- A. Golf's military personnel records jacket.
- B. Golf's DA Form 20 (Enlisted Qualification Record).
- C. Golf's military history file.
- D. Defense Investigative Service.

6. Which of the following include investigative agencies available to the military commander?

- A. FBI.
- B. Army General Counsel.
- C. Inspector General.
- D. ADACP.

7. How does the investigative responsibility of the Air Force's Office of Special Investigation differ from that of the Army CID/MPI?

- A. The Office of Special Investigation does not conduct background or character investigations.
- B. The Office of Special Investigation has the responsibility for conducting investigations into all types of criminal and intelligence offenses.
- C. The Office of Special Investigation does not conduct criminal investigations.
- D. The Office of Special Investigation investigates homicides.

8. PFC Alpha has returned from Vietnam with a weapon he took from an enemy soldier. He has approached you to find out if he can keep it. If you are not sure, who should you ask?

- A. FBI.
- B. Secret Service.
- C. Bureau of Customs.
- D. ATF Division.

9. Two sailors stationed at a nearby Navy base entered the Army installation and robbed the post bank. What is the agency having primary investigative jurisdiction?

- A. FBI.
- B. MPI.
- C. Office of Naval Intelligence.
- D. Defense Intelligence Service.

10. Certain persons have information that often cannot be disclosed to investigators under any circumstances. Which of the following would receive this type of information?

- A. Chaplains.
- B. Medical doctors.
- C. CID.
- D. Psychiatrists.

11. During an investigation, you have reason to doubt the citizenship and the lawfulness of the subject's entry into the US. Where would you find information about the subject's entry?

- A. FBI.
- B. Immigration and Naturalization Service.
- C. Bureau of Customs.
- D. Department of State.

12. What is the accepted procedure regarding CID/MPI cooperation and liaison with other investigative agencies?

- A. Information of interest to other investigative agencies should not be reported to them until after it has been completely checked and verified.
- B. The competent investigator should direct all inquiries to other agencies. He should do so through the chief of the agency concerned.
- C. All information of interest to federal investigative agencies must be channeled through the local FBI office.
- D. Coordination and cooperation with other investigative agencies is necessary to establish jurisdiction. It is necessary to aid investigative planning, and to eliminate duplication of investigative effort.

13. An Army investigator has need for information from a federal agency that does not have a resident office near his location. Since personal contact is not possible, where should his request for information be sent?

- A. Cdr, USACIDC.
- B. Federal agency's headquarters in Washington.
- C. Nearest resident office of the agency.
- D. Closest CID units near a resident office of the agency concerned.

14. What is the status of the identity of a confidential source during a trial by court-martial?

- A. Privileged against disclosure and cannot be compelled by the court.
- B. Identity will be disclosed to the court if the special agent based his investigation on information supplied by the source.
- C. Identity can be compelled by the court if the source's testimony has a direct bearing on the guilt or innocence of the accused.
- D. Cannot be compelled by the court during open session.

15. What is the proper procedure for dealing with sources of information?
- A. Pay all sources for the information they pass on.
 - B. Develop sources from all walks of life.
 - C. Overlook a source's petty crimes as long as he is supplying information of a worthwhile nature.
 - D. Promise anonymity to all sources who request it.
16. What names should the CID/MPI source file contain?
- A. Only confidential sources.
 - B. Open, confidential, and registered sources especially.
 - C. Only paid sources.
 - D. Only military sources.
17. To whom should access to the CID/MPI source file be limited?
- A. Only the detachment's CID personnel.
 - B. CID personnel and other law enforcement officials.
 - C. Only the detachment commander.
 - D. Investigators who have a need to know.

LESSON 2

PRACTICE EXERCISE

ANSWER KEY AND FEEDBACK

<u>Item</u>	<u>Correct Answer and Feedback</u>
1. A.	Make personal contact, whenever possible... Once the source has been identified...(page 2-16, para 5a)
2. B.	Secret Service. The US Secret Service is concerned...(page 2-3, para 2b(1)(c))
3. C.	The FBI has primary jurisdiction over these investigations. The FBI has jurisdiction over...(page 2-3, para 2b(2)(a))
4. C.	Secret Service The US Secret Service is concerned...(page 2-3, para 2b(1)(c))
5. A.	Golf's military personnel records jacket Discharge and release from...(page 2-9, para 3c(1)(a)j)
6. C.	Inspector General. IGs are confidential agents. (page 2-7 para 3a(1))
7. B.	The office of special investigations has the responsibility... This office is responsible for all...(page 2-8, para 3b(3))
8. D.	ATF Division. The Alcohol, Tobacco, and Firearms (ATF)...(page 2-3, para 2b(1)(a))
9. A.	FBI. Others are kidnapping, extortion,...(page 2-3, para 2b(2)(a))
10. A.	Chaplins. Investigators should remember that...(page 2-8, para 3a(8))
11. B.	Immigration and Naturalization Service. It can provide valuable background...(page 2-4, para 2b(2)(c))
12. D.	Coordination and cooperation with other investigative... Coordination and liaison with...(page 2-2, para 2a)
13. A.	CDR, USACIDC. In some cases direct contact...(page 2-16, para 5b)
14. C.	Identity can be compelled by the court if the source... Courts have compelled investigators...(page 2-21, para 12)

- 15. B. Develop sources from-all walks of life
 Try to develop sources from all...(page 2-19, para 9)
- 16. B. Open, confidential, and registered sources...
 It holds the identities of all sources...(page 2-21, para 11)
- 17. D. Investigators who have a need to know.
 Access to the file should be...(page 2-21, para 11)

LESSON 3

SURVEILLANCE

Critical Task: 191-390-0140

OVERVIEW

LESSON DESCRIPTION:

In this lesson you will learn the methods and techniques on how to conduct a surveillance.

TERMINAL LEARNING OBJECTIVE:

ACTION: Conduct a surveillance.

CONDITION: You will have this subcourse.

STANDARD: You must achieve a score of 70 percent on the final subcourse examination to demonstrate our comprehension.

REFERENCES: The material contained in this lesson was derived from the following publication: FM 19-20.

INTRODUCTION

1. General:

a. The twin acts of observation and description are vital to successful surveillance. Observation is the ability to see with perception. Description is the ability to describe the observation. Such description must be accurate and vivid. The cultivation of the abilities to observe and describe will improve your surveillance ability and success. You must, at the same time, learn the proper terminology and techniques to use.

b. Surveillance is closely related to undercover work. Each activity requires you to commit your official standing to an obscure position. Surveillance and undercover techniques are used in many ways and for different purposes. Both, however, are closely related to police observation. The lack of the ability to observe has been described as "looking without seeing."

It is not easy to train you to develop a sixth sense that results in mental awareness. Such awareness enables one to sense that things are not quite what they seem. It leads to an arousal of suspicion. What processes are involved

in distinguishing people? What enables one to say, "I know him," or "I don't know him?" It is the unconscious mental act of putting together small physical differences in people. This enables you to distinguish one person from the other. This ability is not taught. It is gradually learned and used from the earliest age of understanding.

What is NOT developed naturally is the ability to single out a person from among many others as a suspect. A trained, observant investigator can do this. People often stop each other on the street and converse without exciting any suspicion. A subject can likewise stop and talk to one of his friends without arousing suspicion. After several conversations, however, one will attract the attention of the perceptive investigator. What is it that the subject did or failed to do that makes this one meeting different from the rest?

A subject can walk down a street and do several things. He can light a cigarette, look in a store window or stand on the curb and watch traffic; all these things are noted by you, but suddenly the subject does something that makes the action suspicious. What is the departure from normal human behavior? Has the attitude switched from careless loitering to alertness? Has the attitude switched from alertness to pretended heedlessness? Has he changed his apparent design of "looking for people" to one of "looking for an automobile?" These changes may be slight and may defy analysis. If you are observant, however, you will note them. You will become suspicious. To successfully conduct a surveillance you must be keenly observant. You must be observant, also, to perform an undercover investigation.

2. Surveillance.

a. Surveillance is the planned observation of persons, places, or objects. It is done to obtain information about the identities or activities of subjects. Surveillance is concerned mainly with persons. The observation of places and objects is generally incidental to the main interest: That goal is seeking information about people.

b. Surveillance can be by foot or vehicle. It is mainly your use of common sense, ability, tact, and ingenuity. It is based on your training and education relative to human motivation and behavior. Well planned and executed surveillances can be of great help in your investigation. On the other hand, lack of preparation, poor timing, and unsound surveillance practices can mean time wasted. This will result in an alerted subject. He will probably then increase his precautions tenfold.

c. Surveillance may be used to find residences, businesses, or other places. These may be frequented by persons of interest to the investigation. They may be places where criminal activity is conducted. Real evidence may be concealed there. Surveillance is used to get information about the scope and nature of a person's activities. One important use of surveillance is the checking on informants and their information.

d. As a surveillant, you should have as much knowledge of the investigation as possible. This will help you to accurately interpret the actions of the subject. Know the elements of proof of various crimes. Such knowledge enables you to know when the subject has gone far enough to warrant apprehension. The subject should be kept under observation until he has thoroughly completed the crime he set out to commit. Exceptions are those crimes which, if completed, would result in bodily harm to victims. A continued surveillance, even after all the elements of a crime have been completed, can be rewarding. Don't be too anxious to make an apprehension; wait and observe. After apprehension, additional contacts that the subject might have made cannot be observed.

e. Surveillance activities must be recorded with care. Consider using detailed notes and logs; still and movie camera (often with special lenses, films, and light sources). Also consider tape recorders and miniature electronic listening devices. Use any appropriate device that may aid you.

3. Preparations.

a. Identification of the Subject. If the subject is unknown, the best method of identification is to have him pointed out. Someone who knows him should do this. You should also be given a photo and a detailed description of the subject. The description should include the subject's individual and general characteristics. It should also include his clothing and walking habits. Characteristics that are visible from the rear should particularly be emphasized. This is where you will most often view him. Also, learn as much as possible about the subject's social routine. Where will he go? How will he travel? Where will he eat? Will he frequent expensive or inexpensive restaurants, clubs, or hotels? A photo and detailed description of the subject's automobile should be obtained.

b. Appearance of the Surveillant. Based on the data above, you should prepare yourself accordingly. Dress should be conservative unless such is not customary for the area. If not, such attire would be conspicuous. Your dress should harmonize with the area or neighborhood you surveil. Dress must blend with the environment. Then, if the subject sees you once or more you will not leave any lasting impressions. You will not cause suspicion. This "disguise" is to show that you normally and naturally belong in the area.

On a military reservation, it may be best to wear uniform. Care must be exercised, however, in wearing items such as rank or branch insignia other than that authorized. In doing this you may be recognized and compromised by the remarks of an innocent third party.

Appearance should not stop at just the manner of dress. Rings or other jewelry may have to be omitted. These would include only ones indicating professional status or societies. If such a ring is normally worn, it should be replaced by an ordinary ring. Otherwise, a visible mark would be left on the finger. This could arouse suspicion. A bulge in a coat or pocket indicating a firearm may also be a giveaway.

Act as if you belong in the neighborhood of the surveillance. Your manner should be casual. Your interest should be centered on matters other than the subject. Prepare a plausible story in advance which can be supported with documents and knowledge. Do this in case of a possible confrontation with the subject.

During the surveillance, plan for and make minor changes in your appearance. Changes in outer clothing or hand-carried items will alter your overall appearance. For instance, remove or replace hats or glasses. Such changes help prevent recognition by the subject. As a surveillant, you should not have any unusual physical characteristics. These might attract attention. Moreover, you should not reflect by your appearance or habits that you are a law enforcement officer. Ideally, in surveillance work, you should be of average size and build. You should not have any noticeable peculiarities in appearance or mannerisms; there should be nothing about you to attract attention or fix you in the mind of anyone seeing you. You have to persevere. You must be able to wait for long periods of time without showing signs of impatience or irritation. You should be a good talker, resourceful and quick-witted. By doing so you can readily justify your presence in any area. If need be, you can talk your way out of embarrassing situations without causing suspicion.

c. Planning. When planning a surveillance, one or more persons can be used as needed (this is explained in paragraphs 7 through 9). However, when two or more surveillants are to be used, a complete understanding between them must be assured. All must understand the surveillance techniques to be used, and when. Discreet signals should be arranged. Such will enable each surveillant to understand exactly what a given situation is. They will then proceed with earlier plans laid to cover them. While planning is important and essential, it must take second place to the adaptability and ingenuity of the surveillants. These persons should be chosen for their aptitude and resourcefulness.

d. Equipment. As part of the preparation and planning, it may be well to consider the use of electronic equipment. For foot surveillance, transmitting and receiving devices can be easily hidden on the person without causing suspicion. Transmitters can be concealed in packages, briefcases, or on the person. For vehicular surveillance, miniaturized battery-operated transmitters are available. These can be used as "homing devices" by planting them in or on a subject's vehicle. Best results are obtained with these transmitters if they can be connected to the vehicle's radio antenna. However, various adapters are available for the most sophisticated installations. The device might be taped to the chassis of the vehicle, or under the dash. Consideration should be given to the importance of the case; these transmitters are expensive and may be lost. For a stationary or fixed surveillance, photographic equipment should be used to document the activity observed. A standing camera for surveillance work is the 35-mm, with a telephoto lens. At night, an infrared light source and film load can be used. A telescope or pair of binoculars is also useful.

4. Types of Surveillance. There are two general types of surveillance: mobile and fixed. A mobile surveillance is sometimes termed "tailing" or "shadowing." The fixed is termed as a "stakeout" or "plant." A mobile surveillance may be made on foot or by vehicle. It is conducted when persons being observed move from point to point and are followed by surveillants. A fixed surveillance is conducted when a person or activity remains in place.

5. Methods of Surveillance.

a. Loose surveillance. During loose surveillance, subjects need not be kept under constant observation. The surveillance should be stopped if the subject becomes suspicious. A loose surveillance is normally used when a general impression of the subject's habits and associates are required.

b. Close surveillance. In close surveillances, subjects are kept under observation continuously; surveillances are maintained at all times. Such is the case even if the subjects know they are being followed. Generally, such a tail would be required when the subject is suspected of impending criminal activities. It would be required when it is believed that a subject with information vital to the security of the US is about to defect.

c. Combination of loose and close surveillance. Circumstances may necessitate a change from loose to close surveillance. It usually depends on a specific act of the subject. Preplanning is helpful, but you must observe and interpret the act or circumstances accurately. By so doing you can implement the plan. Suppose the plan is for loose surveillance until a certain event occurs. After that, surveillance is to become close. Proper determination must be made as to when the specific event has occurred.

6. Basic Precautions.

a. During the course of surveillance, remain inconspicuous. Regardless of the actions or tricks of the subject, avoid any odd behavior or conspicuous action. Such would single you out. Do not use theatrical disguises, such as false beards. They are impractical, hard to maintain, and easily detectable. Do not make abrupt, unnatural moves from doorway to doorway or from tree to tree. Do not take other similar actions which are unnecessary and attract attention. You should, however, when following a subject, shift from left to right. Never remain directly behind the subject. Use both sides of the street. When in a dangerous neighborhood, walk on the curb side of the sidewalk. This precludes the possibility of being attacked from doorways or alleys. It also affords you the best observation vantage point.

b. Never look straight into the subject's eyes. If you must do so while facing him, look just behind him or at his feet. Don't appear to be too innocent. You must overcome the tendency to believe that the subject has "made" (identified) you. You may believe it because he glances at you several times. There is seldom a real basis for this belief; it arises merely from inexperience and self-consciousness. If you are actually "made," you can normally tell by the actions of the subject. He usually takes delight, then, in showing that he is aware of your surveillance. If you are positive that

you have been "made" by the subject, you should, during a loose surveillance, stop the surveillance. When doing so, take care that the subject does not turn surveillant. He may follow you in an effort to learn who is shadowing him and why.

c. The topography of the area to be surveilled should be studied in advance. Then areas or objects that will deny or mark observation can be avoided. Be aware of the location of cul-de-sacs or "dead end" streets or alleys. This will help you avoid being trapped or discovered. Note the general characteristics of the neighborhood. Note transportation and pedestrian routes, access to the egress from freeways, and other physical features before commencing the surveillance.

d. Tail-conscious subjects will be extremely difficult to follow. This is true even without the many situations that occur naturally to test your resourcefulness. Some of the more common situations are turning a corner, entering buildings, restaurants, or hotels. Taking a bus, taxi, or plane are other challenges.

(1) If the subject turns a corner, do not hurry to catch up. Just continue on at the same general pace. In most cases, it will be better to lose the subject rather than alert him about surveillance. With uncrowded conditions, it is best to cross the intersection. You can continue your surveillance from across the street.

(2) Hotels, theaters, restaurants, elevators, and public conveyances pose special problems in surveillance. Generally, it is necessary to move closer when the subject enters hotels and theaters. This precludes his leaving through the various exits. In restaurants, you should enter behind the subject and locate yourself to ensure observation; order a meal which can be quickly served. Should the subject leave before you are served, pay for your meal and go. When the subject uses an elevator, use the same one. Do not announce a floor or select the top floor. Exit behind the subject. The use of public conveyances is easier if you get enough small change or tokens in advance. If the subject takes a taxi, follow in another. If this isn't possible, record the time, place, name of the taxi company, and license number. Then you can later trace the driver and learn the subject's destination. If the subject boards a bus, you should follow. Normally, arrange to be the last passenger to board, remaining just inside the door. Under these conditions, if the subject starts for the door, you can step off without being obvious. If you miss the bus, hire a taxi and board the bus at a point ahead. A classic trick of tail-conscious subjects to detect a tail is to board a bus, or other type of public conveyance. He waits until the last possible moment before the doors close before jumping off. Then he looks back to see if a surveillant makes an obvious scramble to get off, or is whisked away by the conveyance. As a surveillant, the best action in this case is to remain on the conveyance. You can get off at the next stop.

(3) If a subject enters a railroad station or bus depot ticket line, you should try to get behind him. By doing so, you may learn his destination or overhear his conversation with the clerk. If the subject enters a

telephone booth, enter an adjacent one. An attempt should be made to note the telephone book and the page number used by the subject. Remember that a tail-conscious subject may simulate a telephone call to see if he is being followed. An effort should be made to recover any items discarded by the subject. Also, the second sheets from any writing pads which the subject has used should be recovered. However, you should avoid picking up an item discarded by the subject when this might lead to your recognition.

(4) Subjects more tail-conscious may suddenly reverse their course. They may enter dead end streets, or use "cohorts" to test for surveillants. If the subject makes a U-turn, you should continue straight ahead; or turn into a store or building. Reverse your direction to continue the surveillance when it will not arouse suspicion. A "cohort" is an associate of the subject that follows him for protective purposes. If you recognize a cohort, follow him from behind rather than following the subject.

7. Techniques of Foot Surveillance.

a. General. When conducting a foot surveillance, from one to six investigators can be used; however, whenever possible, more than one should be used. This minimizes the risk of detection by the subject. Three seems to be the optimal number. In this way, the surveillants can alternate staying close to the subject. One or two may drop off when they feel the subject is on the verge of singling them out. They can also avoid abrupt changes in direction. They can do so by having the closest man continue straight ahead when the subject turns a corner or reverses his direction. This also offers the opportunity to have a trailer on the opposite side of the street. He may have a better view of what's going on, while avoiding notice of himself. Prearranged signals should be preplanned and used by members of the surveillance team. One such signal may include straightening a hat.

b. One-Man Surveillance. A one-man surveillance is best used in a situation calling for a fixed surveillance. It should be avoided in a moving surveillance because it is not flexible. If a moving one-man surveillance must be used, operate behind the subject when on the same side of the street. Keep as close as possible to observe his actions or make a successful apprehension at the right time. Crowds and street conditions normally dictate the correct distance to keep. However, you must consider light conditions, the subject's evasive actions, and your personal desires. As a general rule, the more people on the street, the closer you can stay to the subject.

(1) If the subject turns a corner in an uncrowded area, continue across the intersecting street. By glancing up the street in the direction the subject traveled, you can note his position and actions. You can then act accordingly. You can operate across the street. Recross at your leisure to fall back in behind the subject. When he turns a corner on a crowded street, stop at the corner. Slyly observe the subject's actions. Unless the subject is standing just around the corner, your surveillance can then be continued from the same side of the street. Whatever the conditions, however, do not turn a corner immediately behind the subject.

(2) When across the street from the subject, how you follow will be dictated by circumstances. You may operate forward, to the rear, or abreast of him. It is best if you can be abreast when he turns a corner. This enables the observation of any contact made or an entry into a building.

c. Two-Man or "AB" Surveillance. In the "AB" technique the surveillant directly behind the subject is always designated as "A." "A" follows the subject; "B" follows "A," either on the same side of the street or just across. When both operate on the same side as the subject, and he turns a corner, "A" continues in the original direction. He crosses the intersecting street. From a vantage point there, he signals the correct moves to "B." "B" should not turn the corner or come into sight until he has received the signal. When "B" is operating across the street and the subject turns a corner to the right, away from "B," "B" will cross the street behind the subject. He will take up the "B" position. This move should be prearranged; no signals should be necessary. All visual signals used should be discreet and consistent with the environment (see Figure 3-1). Should the subject turn to the left and cross the street toward "B," "B" should drop back to avoid meeting him. "B" could go into a store, or continue ahead. "B" should keep "A" in sight. Then "B" can observe "A's" signals indicating what the next move should be (see Figure 3-2).

d. Three-Man or "ABC" Surveillance. The "ABC" technique is intended to keep two sides of the subject covered. "A" follows the subject. "B" follows "A" and concentrates on keeping "A" in sight rather than the subject. The normal position for "B" is behind "A." "C" normally operates across the street from the subject and slightly to his rear. This enables "C" to observe the subject without turning his head. Variations would be having both "B" and "C" across the street. Another would be having surveillants behind the subject on the same side of the street. "A," "B," and "C" may be necessary due to crowded conditions or vehicular traffic. In this technique, if the subject turns a corner, "A" continues in the original direction. He then crosses the intersecting street, and signals instructions to other surveillants. Either "B" or "C" can be given the "A" position. "A" may take up the original "C" position and continue his observation of the subject from across the street (see Figure 3-3). In another variation of this technique, both "A" and "B" may continue in the original direction and cross the street. "A" signals "C" to take up the "A" position. "B" then recrosses the street and assumes his former "B" position. "A" assumes the "C" position (see Figure 3-4). In a third situation, when "C" notices that the subject is about to turn a corner, he signals both "A" and "B" what positions to assume.

e. Other Techniques. Other techniques are resorted to in order to lessen the chance of a surveillant being "made." For instance, by either prearrangement or signal, the two or more surveillants will change places with each other. This technique is commonly referred to as the leapfrog method. The progressive surveillance is another technique used when extreme caution is mandatory. In some situations it is presupposed that the subject will use all possible methods to elude surveillants. In this case, progressive surveillance may be used. It is a slow method and is limited to situations where there is plenty of time. It is also limited to subjects who follow

habitual daily routines. When this technique is adopted, the subject is followed a certain distance. Then the surveillance is stopped and the time noted. The next day, another surveillant picks up the subject at the time and place where the surveillance was previously halted. The surveillant again follows the subject for a short distance. This continues day after day until the surveillance is completed or stopped altogether.

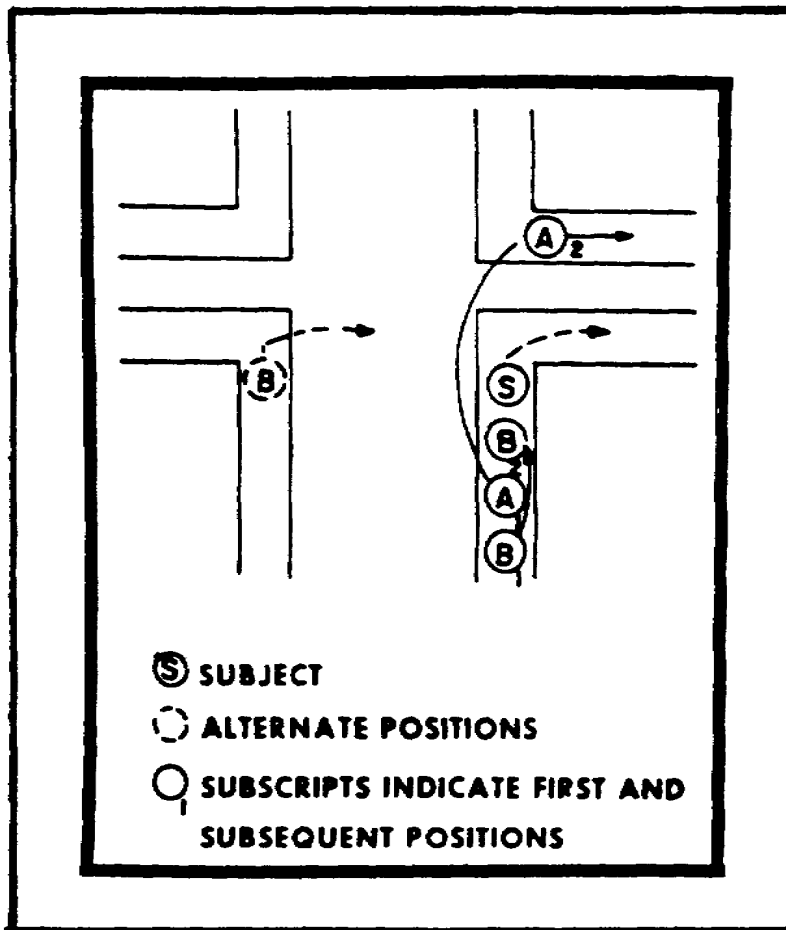


Figure 3-1. Turning Corner to Right.

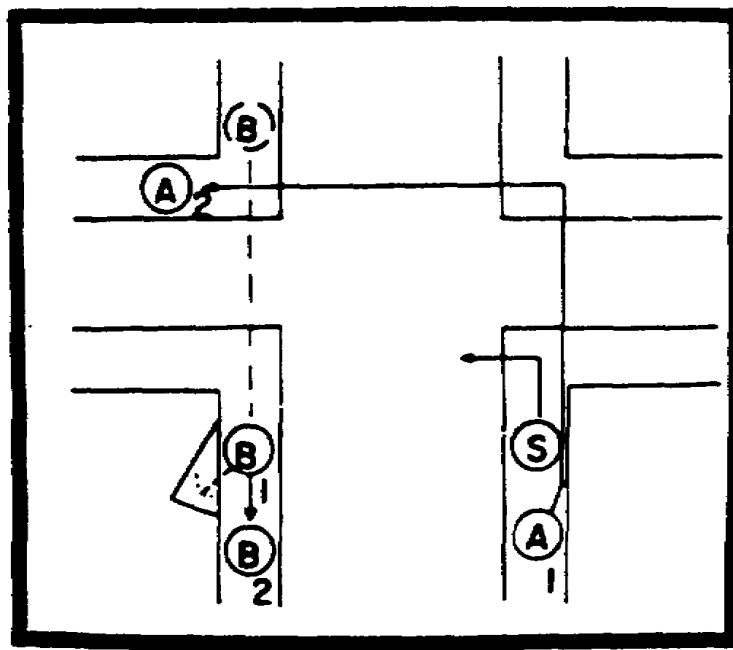


Figure 3-2. Turning Corner to Left.

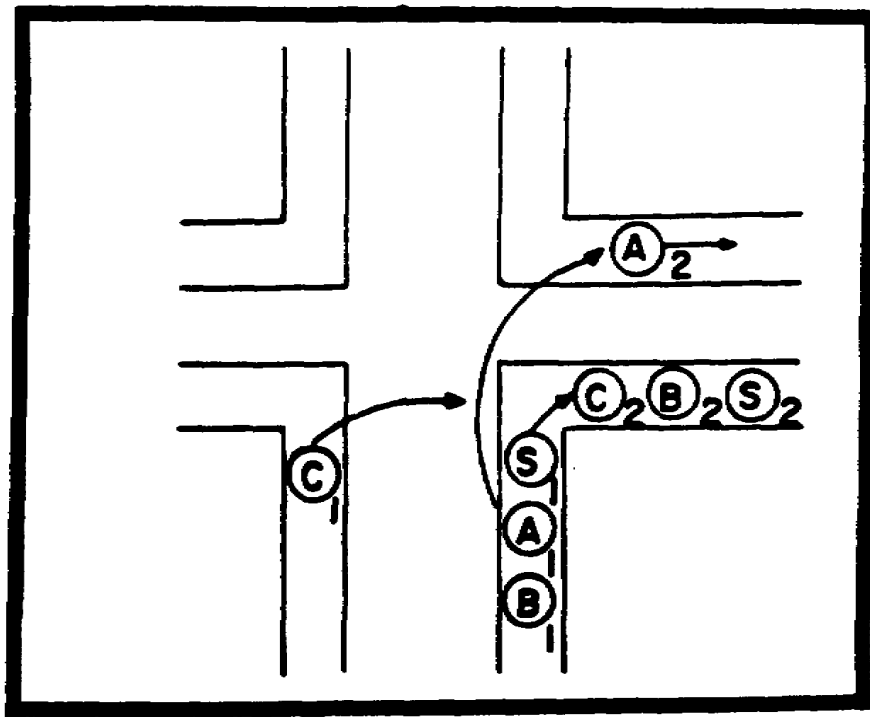


Figure 3-3. Variation of the "ABC" Technique, Sample 1.

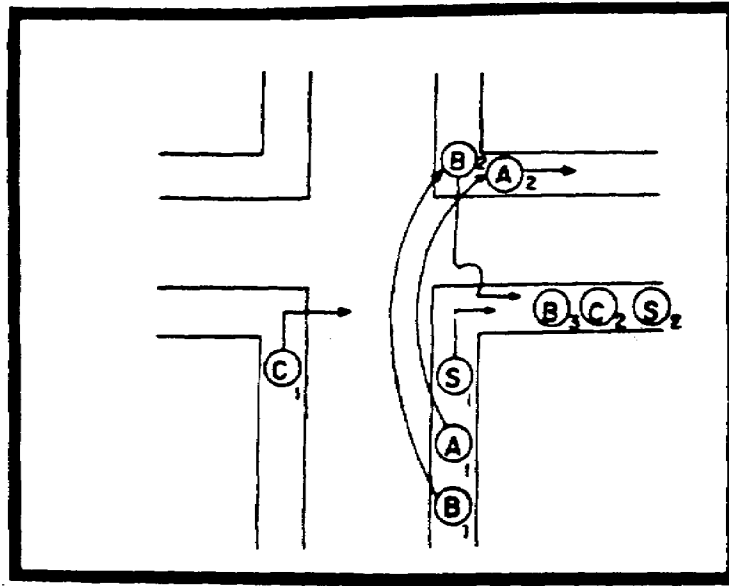


Figure 3-4. Variation of the "ABC" Technique,
Sample 2.

8. Techniques of Vehicle Surveillance.

a. General. A vehicle surveillance is necessary when the subject is driving around in a vehicle. This technique demands additional variations to those used for foot surveillance. A dependable vehicle must be provided. It should be similar to the type commonly used in the area where surveillance is to occur. This may be a panel truck, automobile, or large truck or trailer. The license plates on the surveillant's vehicle must not be identifiable as being official. They should be of the state or county in which the surveillance will take place. If more than one vehicle is to be used, two-way radio is helpful. Consideration should be given to the possible necessity of providing for additional gasoline, water, first aid equipment, and road maps. Two surveillants should be provided for each vehicle employed.

(1) It is often advantageous and sometimes necessary to combine vehicle and foot surveillances. The surveillants will remain more alert; it will forestall boredom; and it will help prevent an apathetic surveillance. Whenever a subject stops his vehicle and dismounts, one surveillant should dismount and follow on foot. That way he can better observe the subject's movements. This same action should be taken when the surveillant is using a vehicle to follow a subject. If a subject parks his vehicle and remains in it, a foot surveillant can better observe the subject's actions and those of passersby. An accomplice could throw or drop something into the subject's vehicle without being seen if both surveillants remain in their vehicle.

(2) As in foot surveillance, techniques must be changed in vehicle surveillance. Such changes should not be obvious but discreet. They are

necessary to alter the appearance of the surveillant's vehicle. Also, they serve to break the continuity of the trailing pattern. Changing driving patterns aids in avoiding detection by the subject. Suggested changes are as follows:

(a) Speed up.

(b) Slow down.

(c) Change lanes. Be careful to avoid traffic violations. Never become a chronic lane changer or make turns from the wrong lane.

(d) Change directions, when possible. For instance, go around the block.

(e) Change positions. Occupants can occasionally crouch or change positions. This causes the apparent number of passengers to change.

(f) Change clothes. For example, remove or change hats.

(g) Use removable stickers and adornments on the vehicle.

At night it is difficult for surveillants to be sure they are following the right vehicle. The subject's vehicle can be better kept in sight if it is distinctive. If the chance presents itself, attach a piece of reflector tape to the rear of the vehicle.

The surveillant's vehicle should also receive some attention. The dome light should be disconnected so that the light will not show when a door is opened. One of the headlights and the license plate light can be wired to permit them to be turned on or off independently. This will permit a change in the traffic pattern as seen by the subject. If traffic conditions are heavy, the headlights should not be tampered with. State laws regarding headlights may be strictly enforced; tampering with the headlights might subject the surveillants to arrest. Deliberate violation of traffic laws should be cleared with the local law enforcement agencies. Their advice should be considered. The advice of the SJA should also be sought in these situations.

(3) There are other basic actions by vehicle (fixed or mobile) surveillants that must be considered and guarded against. Do not remain parked in the same location too long. Avoid vehicle occupants remaining seated in the same seat for long periods. Especially avoid sitting behind the steering wheel when the vehicle is parked. Do not approach parking places, or leave and return to the vehicle in a sneaky manner. Avoid using a conspicuous vehicle (a black military sedan would be highly out of place at a sports car rally). Do not park in a "no parking" zone or a reserved slot. Avoid operating short-wave radios loudly or without due care. Do not hold a general conference with relieving surveillants in view of the general public. Avoid using a government credit card at service stations in the area of the surveillance. Do not use the same telephone to make calls. Also, avoid

trying to hide or conspicuously turning in the vehicle so as not to look at or face the subject.

b. One-Vehicle Surveillance. When one vehicle is used for surveillance, it must remain close enough behind the subject to permit the surveillants to observe his actions. However, it should remain far enough behind to escape detection. When the subject's vehicle turns a corner, the surveillants may continue to follow. They may, instead, make one of two possible moves to help break the pattern (see Figure 3-5). They may continue in the original direction, cross the intersecting street and make a U-turn; the subject will take little interest in a vehicle turning into the street behind him. The vehicle would be coming from a direction opposite to that which he was taking before turning the corner. An alternate move would be to continue in the original direction, crossing the intersecting street and continuing around the block. The subject will not expect to be tailed by a vehicle nearing him from a frontal direction.

c. Two-Vehicle Surveillance. This technique employs two vehicles to follow the subject at different distances on the same street. It is the same technique as in the "AB" method of foot surveillance (see Figure 3-6). This technique can be varied by having one vehicle going in the same direction as the subject on a parallel street. At the same time the surveillant is receiving radio-transmitted directions from those directly behind the subject. This technique is more flexible than the one-vehicle surveillance. This is because two vehicles can exchange places from time to time; or, one vehicle can precede the subject. If more vehicles and people are available, other techniques can be planned that are even more flexible.

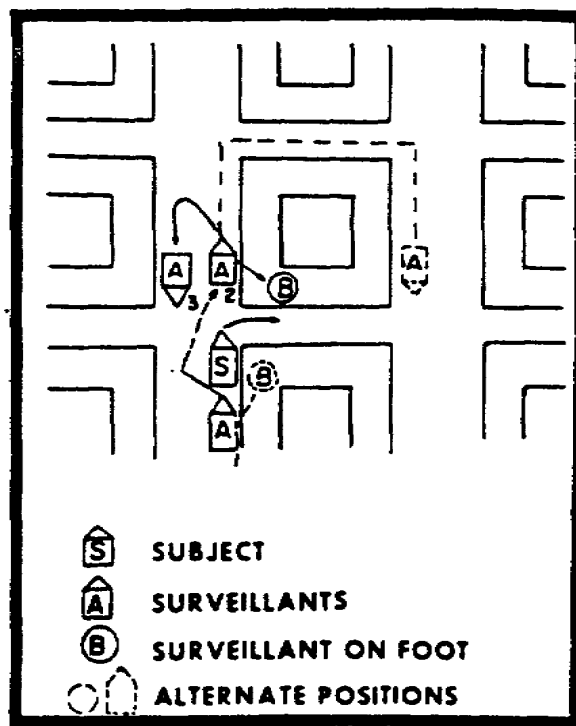


Figure 3-5. One-vehicle Surveillance.

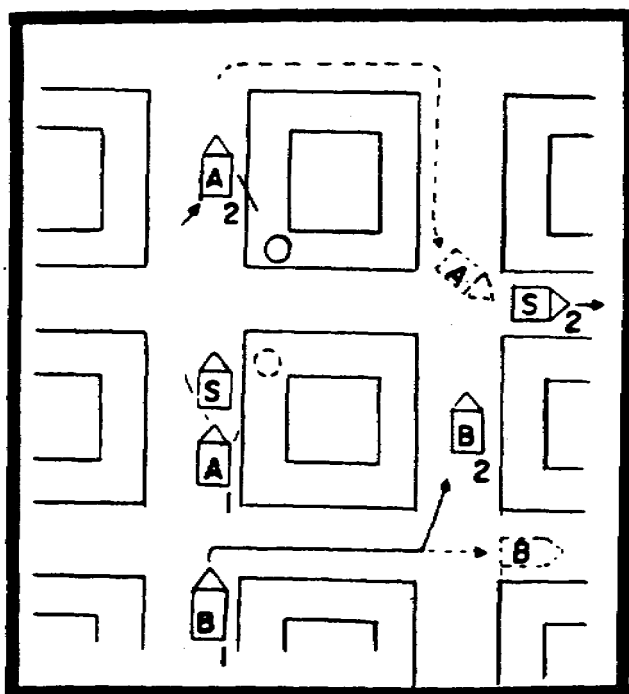


Figure 3-6. Two-vehicle Surveillance.

9. Fixed Surveillance.

a. In a fixed surveillance, or stakeout, it is the subject that remains stationary. The surveillant may move around for closer observation of the area or subject. When one surveillant is detailed to watch a place with more than one exit, he may have to move about considerably. That way he can maintain the proper surveillance. When preparing for a stakeout, the base of operations should be well-planned. It may be a store, apartment, house, automobile, or truck. A thorough, but cautious, reconnaissance should be conducted of the area or building where the surveillance is to take place. Necessary equipment should be considered. This might include binoculars, electronic investigative aids, cameras, and sound recording devices. Specific arrangements should be made to give surveillants relief. Communications contact with headquarters should be arranged. In cases where the surveillant cannot observe from a fixed base, it may be necessary for him to assume a role that will not attract undue attention. Such roles might be that of a salesman, junk collector, telephone repairman, newspaper vendor, or other occupation. The use of disguised vans and trucks as observation posts in a fixed surveillance should be considered.

b. During fixed surveillances, the surveillants should avoid any actions that may compromise the investigative mission; investigators conducting the surveillance should arrive singly, dressed to blend into the neighborhood; the arrival of equipment or the relieving and departing of surveillants should be

conducted as discretely as possible; and if it is ever necessary to confide in someone other than a member of the surveillance team, he should not be told the exact purpose of the surveillance. Also, he should be cautioned not to mention its existence to anyone. An example of such a person might be the owner of an apartment building.

10. Notes. The activities observed during a surveillance may later become evidence in a court-martial. Or they may be used as the basis for interrogation. Therefore, it is important that a chronological log be made of all pertinent observations regarding the subject. It is equally important to include a description of his actions, of participants, times, and places. The log should also contain the results of any follow-up inquiries made at places where the subject stopped. The log should contain the surveillance techniques used by the investigators involved. When a surveillant, or a team of surveillants, is relieved of duty, the log should be given to the successors. Any necessary oral observations or comments should be given also. A written log also allows for objective study. It aids in the evaluation of the surveillance results and techniques at the completion of the investigation.

LESSON 3

PRACTICE EXERCISE

REQUIREMENT. The following questions are multiple choice. There are four choices to each. You are to select the one that is correct. Indicate your choice by CIRCLING the letter beside the correct choice directly on the page. This is a self-graded lesson exercise. Do not look up the correct answer from the lesson solution sheet until you have finished. To do so will endanger your ability to learn this material. Also, your final examination score will tend to be lower than if you had not followed these recommendations.

1. During a loose surveillance, you have followed a subject into a bus and have taken a seat behind him. Just before the driver closes the doors, the subject quickly gets off. What should be your actions?

- A. Remain on the bus until the next stop, even if it means losing the subject.
- B. Leave the bus by another exit and continue with the surveillance.
- C. Engage the bus driver in conversation until the subject has left the immediate area of the bus stop; then continue with the surveillance.
- D. Follow the subject off the bus, even if it means you may be identified.

2. Which of the following are changes of outer appearance that would help a surveillant avoid being recognized by a subject?

- A. Alternating the wearing and nonwearing of eyeglasses.
- B. Wearing a suit to fit into the civilian community.
- C. The wearing of long hair pieces, moustaches, or beards.
- D. Never wear a hat that can be removed and easily carried.

3. You have been assigned to the surveillance of a subject that you do not know and have never seen before. What is the best method for subject identification?

- A. Study photographs, front and rear, of the subject.
- B. Have a complete written description of him.
- C. Have someone who knows the subject point him out to you.
- D. Obtain a verbal description of the subject, including his habits. Get the details from investigators who have been working on the case.

4. Which of the following statements generally describe the difference between a loose surveillance and a close surveillance?

- A. During a close surveillance, the surveillant-to-subject distance is increased.
- B. During a loose surveillance, the subject is kept under constant observation.
- C. A close surveillance is used during a fixed surveillance; a loose surveillance is used during a mobile surveillance.
- D. Only during a loose surveillance is the surveillance stopped if the subject becomes suspicious.

5. Which of the following will determine the distance you set between you and the subject in a foot surveillance?

- I. Your personal desires.
- II. Crowds and street conditions.
- III. Prevailing weather conditions.
- IV. Evasive actions of the subject.

- A. I, II, III, IV.
- B. II, III, IV.
- C. I, II, III.
- D. I, II, IV.

6. During the course of a close surveillance you find yourself face to face with the subject. What should you do?

- A. Quickly duck or turn away before he can get a good look at you.
- B. Meet his stare with yours, being as indifferent as possible.
- C. Display a look of indignant innocence.
- D. Look slightly away from him.

7. What should you do if, while riding in an elevator with a surveillance subject, he looks directly at you?

- A. Disregard his looking at you and continue the surveillance.
- B. Get off at the first opportunity and discontinue the surveillance.
- C. Remain in the elevator when the subject gets off.
- D. Return to the first floor and wait for the subject to return so that you can continue the surveillance.

8. What should you do about separation when following a subject on foot?

- A. Always remain, as much as possible, directly behind the subject.
- B. Use both sides of the street.
- C. Walk as close to the curb as possible.
- D. Remain out of the subject's view as much as possible by slyly moving "from doorway to doorway."

9. You are following a subject's vehicle during a one-vehicle loose surveillance. The subject, who has been driving at a moderate rate of speed, suddenly speeds up and swerves down a cross street. What should your reaction be?

- A. Discontinue the surveillance because the subject is obviously aware that you are following him.
- B. Continue at the same speed, turning into the street after the subject.
- C. Stop and let your partner approach the intersection on foot to observe the subject's actions.
- D. Continue on across the intersection, glancing up to observe the subject's actions.

10. During the conduct of a close surveillance, you are positive that the subject has "made" you. What should be your action?

- A. Continue on with the surveillance.
- B. Change your surveillance tactics to that of a loose surveillance.
- C. Discontinue your surveillance at once.
- D. Employ a combination of loose and close surveillance tactics.

11. In Figure 3-7, you are the foot surveillant in the "A" position following subject "S." The subject suddenly reverses his direction, coming back toward you. What would be your procedure?

- A. Quickly turn into a building or store.
- B. Continue straight ahead until the subject has passed you; then turn around and continue to follow him in the "A" position.
- C. Stop and perform some natural act to allay suspicion, such as lighting a cigarette, buying a newspaper, or window shopping. Do this until the subject has passed; then continue the surveillance in the "A" position.
- D. Continue straight ahead, allowing "B" or "C" to take up the "A" position while you assume one of the other two.

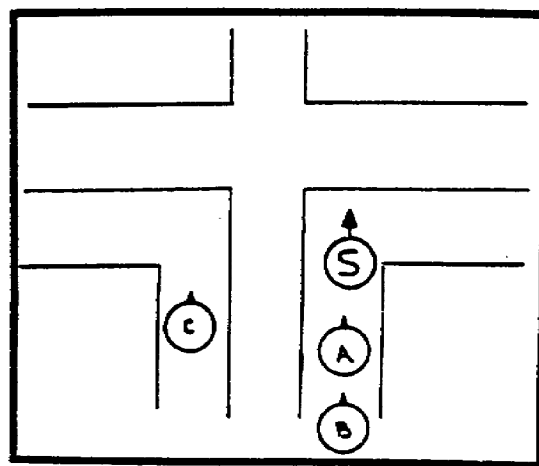


Figure 3-7. Exercise Sample 1

12. You and another investigator, Golf, are conducting a close surveillance of Echo. Echo enters an office building, gets into the elevator, and says, "Five, please." What action should you and Golf take?

- A. Golf gets into the elevator with Echo while you wait in the lobby.
- B. You and Golf get into the elevator with Echo. Golf gets off on the fourth floor and you get off on the sixth floor to bracket Echo.
- C. Golf goes to the rear exit while you cover the front exit.
- D. Golf remains in the lobby while you take another elevator or the stairs to the fifth floor.

13. When is a one-man surveillance best employed?

- A. Mobile surveillance.
- B. Fixed surveillance.
- C. Close surveillance.
- D. Loose surveillance.

14. You and two other investigators are following a subject. As he approaches a corner, he turns right. Which of the following diagrams show a proper technique for following a subject around the corner?

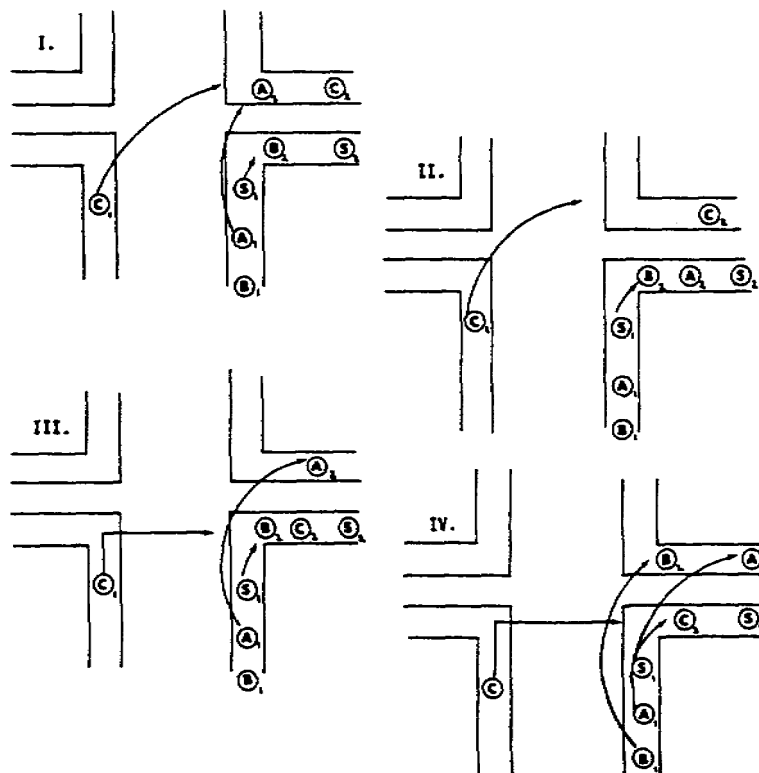


Figure 3-8. Exercise Sample 2.

- A. I, III, IV.
- B. I, II, IV.
- C. II, III, IV.
- D. II, IV.

15. You are the only surveillant following a subject on foot along an uncrowded street in downtown Gulf, AL. As the subject arrives at a corner, he turns right. What should be your actions?

- A. Speed up and continue the surveillance from the same side of the street as the subject.
- B. Turn the corner immediately behind the subject.
- C. Continue on across the intersecting street and continue the surveillance across the street from the subject.
- D. Continue on at the same pace, turning right when you reach the corner. Continue the surveillance directly behind the subject.

16. Which of the following conditions or requirements are necessary before undertaking a progressive surveillance?

- I. A time delay in the completion of the investigation can be tolerated.
 - II. The subject must follow a repetitious manner of behavior.
 - III. Extreme caution is necessary to preclude the subject's elusion of the surveillant.
 - IV. The subject must be tail-conscious.
- A. I, II.
 - B. I, III, IV.
 - C. I, II, III.
 - D. I, II, III, IV.

17. During a loose surveillance, the subject enters a restaurant and takes a seat at the counter. Surveillant "A" follows the subject into the restaurant while "B" remains outside. "A" takes a seat at the other end of the counter and places an order. Before "A" receives his order, the subject looks around the restaurant, gets up, and walks out. What would be the best action for "A" to take?

- A. Signal "B" to come into the restaurant and discontinue the surveillance.
- B. Wait until the subject has left the restaurant, then leave and continue the surveillance in the "A" position.
- C. Feign illness, and then follow the subject out of the restaurant maintaining the "A" position.
- D. Pay for his order, and then continue the surveillance, assuming the "B" position.

18. It is believed that a robbery suspect is about to retrieve the items taken in a crime. You have been assigned the surveillance mission. Which method of surveillance would you use?

- A. Progressive.
- B. Close.
- C. Loose.
- D. Mobile.

19. During a loose foot surveillance, you observe that the subject has a cohort following him for protective purposes. What action should you take?

- A. Discontinue the surveillance.
- B. Continue to follow the subject and allow another member of the surveillance team to follow the cohort.
- C. Follow the cohort rather than the subject.
- D. Continue to follow the subject even if you are between the subject and his cohort.

LESSON 3

PRACTICE EXERCISE

ANSWER KEY AND FEEDBACK

<u>Item</u>	<u>Correct Answer and Feedback</u>
1. A.	Remain on the bus until the next stop... As a surveillant, the best action...(page 3-6, para 6d(2))
2. A.	Alternating the wearing and nonwearing of eye glasses. For instance, remove or replace...(page 3-4, para 3b)
3. C.	Have someone who knows the subject point him out to you. If the subject is unknown the best...(page 3-3, para 3a)
4. D.	Only during a loose surveillance is the... The surveillance should be stopped...(page 3-5, para 5a)
5. A.	I, II, III, IV. Crowds and street conditions... (page 3-7, para 7b)
6. D.	Look slightly away from him. Never look straight into the...(page 3-5, para 6b)
7. A.	Disregard his looking at you and continue the surveillance. Never look straight into the...(page 3-5, para 6b)
8. B.	Use both sides of the street. Never remain directly behind...(page 3-5, para 6a)
9. D.	Continue on across the intersection, glancing up... They may continue in the original...(page 3-13, para 8b)
10. A.	Continue on with the surveillance. In close surveillance subjects...(page 3-5, para 5b)
11. D.	Continue straight ahead, allowing "B" or "C" to... They can do so by having the...(page 3-7, para 7a)
12. A.	Golf gets into the elevator with Echo while you... When the subject uses an elevator...(page 3-6, para 6d(2))
13. B.	Fixed surveillance. A one-man surveillance is best...(page 3-7, para 7b)
14. A.	I, III, IV. Three-man or "ABC" surveillance. (page 3-8, para 7d)

- 15. C. Continue on across the intersecting street...
If the subject turns a corner...(page 3-6, para 6d(1))
- 16. C. I, II, III.
In some situations it is...(page 3-8, para 7e)
- 17. D. Pay for his order, and then continue the surveillance...
In restaurants you should enter...(page 3-6, para 6d(2))
- 18. B. Close.
Generally, such a tail would...(page 3-5, para 5b)
- 19. C. Follow the cohort rather than the subject.
If you recognize a cohort, ...(page 3-7, para 6d (4))

LESSON 4

RAIDS

Critical Tasks: 191-386-0162

OVERVIEW

LESSON DESCRIPTION:

In this lesson you will learn how to plan and execute a raid.

TERMINAL LEARNING OBJECTIVE:

ACTION: Plan and execute a raid.

CONDITION: You will have this subcourse.

STANDARD: You must earn a score of 70 percent on the final subcourse examination to demonstrate competency.

REFERENCES: The material contained in this lesson was derived from the following publication: FM 19-20.

INTRODUCTION

1. General:

a. A police raid is an organized, surprise attack on a building or area. It is done to effect an apprehension or to prevent the commission of a crime; it may also be done to recover property or to secure evidence. The extent to which a raid is organized will depend upon the nature of the case and the time available. In some cases, the raid is quickly improvised with only a few available men. In other cases, the operation is planned down to the last detail. In either case, the person in charge of the raid should be well-trained in raid techniques. This is because a poorly conducted raid may result in personal injury and a failure to reach the desired goals.

b. There are two types of raids: The hasty and the planned. As the name implies, a hasty raid is conducted with a minimum of planning. Generally, this is due to a lack of time, or to unexpected situations. A planned raid, on the other hand, is a carefully detailed operation. It is detailed with respect to mission, preparations, methods of execution, reconnaissance, and briefings. Hasty raids are the exception, since most raids are the result of an extended investigation.

c. The principles of execution in this lesson will be applicable to both types of raids.

2. Legal Considerations.

a. A police raid, either planned or hasty, must be lawful and conducted legally. The MCM authorizes the military commander to execute police raids within the confines of the area under his military control. This may be a post, camp, station, installation, or an overseas area under occupational control. In areas not subject to military jurisdiction, the civil police should be furnished all the information or evidence necessary to warrant a raid; where military interests are involved, investigators may accompany the civil authorities to take charge of military prisoners or to identify government property.

b. A police raid is basically a search and seizure operation. As such, it is subject to those relevant laws. Generally, the Fourth Amendment to the US Constitution guarantees, "The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures...., and no warrants shall [be] issued, but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized."

(1) Search is defined as the examination of the person of an alleged or suspected offender. Or, it may be the examination of his house or other building or property in the course of law enforcement and maintenance of order. The purpose is to locate contraband, stolen property, or other evidence in order to seize it.

(2) Seizure denotes the taking in custody of persons or property, such as contraband, or other evidence of guilt. The purpose is to submit that taken to the appropriate authority.

c. MPs receive the authority to search in three basic ways. One is by authorization of the commander. This is equivalent to a civilian search warrant. Another is by consent of the subject to be searched. The last is that which occurs incidental to a lawful apprehension.

(1) The commander having jurisdiction over a military area has the power to make or order a search of persons or property located in that area. As the commander, his authority is equivalent to a search warrant. However, for a search to be legal, it must be based on probable cause. This is true even though it is authorized by a commander. It cannot be conducted merely for exploratory purposes.

(a) Probable cause occurs when one in authority has certain knowledge of facts and circumstances based upon trustworthy information; such information justifies him to conclude that seizable items are located in a particular place. This conclusion should always be reached by exercising prudence and reasonable caution.

(b) You will develop through your investigation the probable cause necessary to request from the commander the authority to conduct a raid. Raids will normally be based on the commander's authorization to search, the consent search, and the search incidental to a lawful apprehension. These are discussed below.

(2) A consent search is made with the consent of the person whose property is to be searched or seized. Only then is this search considered reasonable and lawful.

(a) Consent must not be obtained through fraud, inducement, or coercion.

(b) Consent should be secured in writing. Such evidence refutes any later allegation of nonconsent.

(c) Consent must be obtained from the person whose privacy is to be invaded; or, it must be obtained from the person legally occupying a dwelling at the time. A landlord or military housing officer cannot give permission to have a tenant's home or room searched. A person legally occupying a room is entitled to freedom from molestation; and in the absence of a proper search warrant or commander's authorization, the room may not be searched without the occupant's permission. The only exception occurs when the search is made incidental to a lawful apprehension.

(d) When a search is made with consent, the search may cover the entire portion of the area included in the consent. That area must be the one over which the consenting party has control. The search must be conducted only for the items embodied in the consent.

(3) Searches incidental to a lawful apprehension may be made of certain objects. These may be an individual's person or the clothing he is wearing. It may also be a search of the property that is in his immediate possession or control, and of the place where the apprehension is made. The legality of the search will depend entirely on the lawfulness of the apprehension. The search should be made at the time of apprehension. Searches made hours after the apprehension may be held by the courts to be illegal and unreasonable. A search is also legal if the following applies:

(a) It is incidental to a lawful hot pursuit of a person or it is necessary to prevent resistance or escape.

(b) It is made under circumstances demanding immediate action. Such action must occur to prevent the removal or disposal of property believed to be criminal goods. Such belief must be based upon reasonable grounds.

3. Intelligence.

a. The success of any military operation depends directly upon the commander's intelligence; adequate intelligence enhances the probability of success. The lack of it contributes to failure. The raid, as a military

operation, is synonymous with attack. The success or failure of the raid may well depend on the information developed in advance. Intelligence is a product. It results from the collection, analysis, integration, and interpretation of all available information. Such must be potentially significant to the development and execution of plans, policies, and operation. Intelligence is all the things which should be known before beginning a course of action. The aim is to provide the raid commander with the complete, accurate data needed to conduct the operation.

b. Like the tactical commander, the raid commander's intelligence requirements are those facts which he needs to know. These facts concern the weather, the area, and the subjects involved. The degree to which each must be considered will depend on the type and nature of the raid.

(1) Weather. The commander must make a proper assessment of the weather conditions to determine what affect, if any, they will have on the operation.

(a) Visibility. Fog, haze, clouds, and precipitation reduce visibility. Thereby such conditions provide varying degrees of concealment from observation. These conditions normally favor the raiding party. On the other hand, good visibility will favor the defender. It will permit him to see the approach of the raiding party and to fire upon them accurately.

(b) Precipitation. Heavy snow or rain will affect the mobility of the raiding party as well as personnel morale and equipment serviceability.

(c) Wind. Wind speed largely affects the degree of cold in which a person can survive. The wind can also indirectly affect observation and movement. It can do so by creating a screen of blowing sand, dust, or snow.

(d) Weather can have a direct affect upon the physical and emotional states of acting personnel. It can also directly affect the natural features of the environment. The physical and mental strain, and the lack of readiness of personnel is increased by prolonged exposure to heavy rain, to high winds, and to other harassing weather conditions. The ability to negotiate travel on soil and street may be affected. Rain, air, temperature, wind, and humidity can affect traffic on soil and street. Snow can affect cover and concealment.

(e) Although weather must be considered during the planning phase, it is not always the determining factor in making the decision to conduct a raid. It is true that, whenever possible, weather should be in the favor of the raiding party, but other intelligence factors may demand action regardless of the prevailing weather conditions.

(f) Information regarding the weather can be obtained from local weather bureaus, newspapers, and radios; the Air Force Air Weather Service; artillery meteorological sections; aviators; and by visual observation.

(2) Area. The general area (terrain) surrounding the objective should be analyzed to determine an effective course of action, and to determine what effect it will have on the general courses of action available to the raiding party and to the subjects.

(a) Observation and Fire. Observation relates to the influence of the terrain on the ability of the raiding party to exercise surveillance over the objective area. The best observation is generally obtained from the highest terrain feature in the area and must be considered as a possible lookout site for both the raiding party and the subjects. Fire encompasses the influence of the terrain on the effectiveness of direct fire weapons. Fields of fire for weapons such as shotguns or rifles are primarily affected by the terrain conditions between the weapon and the target. The commander must identify those features within and adjacent to the objective area which afford the raiding party and the subjects favorable observation and fire. He must also consider them in his subsequent analysis of concealment and cover, and avenues of approach.

(b) Concealment and Cover. Concealment is protection from observation; cover is protection from fire. The commander must determine the concealment and cover available both to his raiding party and to the subjects. Concealment may be provided by terrain features such as woods, underbrush, snowdrifts, tall grass, vegetation, buildings, or by any other feature which denies observation. Cover may be provided by such items as trees, rocks, ditches, quarries, caves, riverbanks, and folds in the ground. Concealment does not necessarily provide cover; however, most terrain features that offer cover will provide concealment.

(c) Obstacles. An obstacle is any natural or artificial terrain feature, which stops, impedes, or diverts movement. The raid commander must consider them in the movement of the raiding party into and out of the objective area.

(d) Avenue of Approach. An avenue of approach is a route for a force of a particular size to reach an objective. The commander's selection of an avenue of approach into the objective area is based on the observation and fire available to him and the subjects, the concealment and cover available to his troops, the obstacles present in the objective area, adequate space to deploy, and ease of movement into the area.

(e) Buildings. The general shape of any buildings to be raided must be included in the analysis of the area. Information is collected about the number and location of entrances, windows, and fire escapes. The size, shape, and materials used in construction should be known. The communication and warning devices within the building should be noted. The possible escape routes within and out of the building must be analyzed. Key item locations must be included. Key items would be switchboards, light switches, main fuse boxes, elevators, stairways, and heating and ventilating systems. Analysis of the area should include the identity, attitude, and number of persons living in or around the building. Animals which may act as alarms should also be noted.

(f) Area information is best gathered by a personal reconnaissance into, and/or a surveillance of, the objective area. Information can also be obtained from informants, accomplices of the subject, and undercover agents. Photos, maps, local residents and civilian agencies can also provide information. Other sources include blueprints or diagrams, utility and telephone companies, transportation agencies, and public records.

(3) Subjects. The raid commander should have certain basic data about the subjects and their capabilities. He should do so to devise a plan that will cover all contingencies. The commander's information should include:

(a) The exact location and strength of the subjects. The strength of the subjects may indicate the way they may defend the objective area. It may also indicate the force necessary to overcome their resistance.

(b) The type, number, and location of weapons available to the subjects.

(c) The location and number of any persons who may come to the aid of the subjects before, after, or during the raid.

(d) The location of lookouts and warning devices.

(e) The capabilities of the subjects to defend their location. Their abilities also to escape, to obtain hostages, or to receive outside help should be known.

(f) The attitudes, personalities, and past histories of the subjects involved. Are they prone to resist or fight? What were their past crimes? Do they use narcotics or drugs? Are they first offenders or repeaters? Are they known to be violent? What crimes are they wanted for now?

(g) Information about the subjects can be obtained from various sources. These include surveillance activities, informants, police records, friends and subject accomplices. Undercover agents and local civilians are additional sources.

4. Planning Considerations.

a. Based on the intelligence data developed about the weather, area, and subjects, a raid is planned. It is formulated to achieve the desired results efficiently. It is planned with an eye toward minimum property damage and personal injury. The raid plan should be concise, simple, and flexible. It should be based on sound tactical concepts. Lastly, it should be adaptable to any contingency. Whenever possible, the plan should be in writing and produced in a minimum number of copies; it should be staffed with only those officers who have a need for the information. Only key personnel will ever need a complete copy of the raid plan. However, all members of the raiding party are given an orientation on the plan's contents. That way they can know

the whole operation. Each participant commits the requirements of his specific mission to memory. For this reason, the plan should contain detailed instructions for each team or detail. These instructions must be simple to understand and easy to execute. Alternate plans must be prepared to meet any possible change in the situation. For example, the basic plan presumes that a subject will obey the order to surrender when given; an alternate plan is prepared to put into effect if he refuses to do so.

b. Although some raids must be staged with a minimum of planning and preparation, certain basics cannot be overlooked. These are basics essential to all raids. To start with, they include the mission, the opposition, and the composition of the raiding party. They include the position and role of each member, signals, and weapons. Transportation, chain of command, administrative support required, and coordination required are also basics to be included. When selecting a time for the raid, consideration must be given to a time when minimum interference from the general public can be expected. Also, the time of the raid should occur when all the subjects will be present.

(1) Mission. The mission is usually stated as a clear, concise statement of the tasks to be done. The mission statement contains the who, what, when, and as appropriate, the why and where.

(2) Opposition. Based on the intelligence data developed about the subjects, their strengths and possible weaknesses should be presented. In addition, their possible course of action, and weapons available should be determined.

(3) Composition of the Raiding Party. In the conduct of a raid, superiority in manpower and firepower are two prime factors. Manpower alone is not enough; by the same token, neither is firepower. The manpower requirements for a raid include a raid commander, an assistant raid commander, a recorder, and six basic teams. These are (1) entering team, (2) security team, (3) prisoner team, (4) medical team, (5) specialty team, and (6) reserve team.

(a) The raid commander is normally a special agent/investigator. If the need for a raid is determined by a member of the field office, then their commander usually appoints the special agent or investigators. There will be those persons who have had successful raid experience as the raid commander. The raid commander must know the number of personnel he will require. They in turn must understand their precise responsibilities, positions, and actions. The raid commander is in complete charge of the raid. He has the responsibility for its success or failure. He is responsible for all phases of planning and executing the raid.

(b) The assistant raid commander is appointed by the raid commander. He is second in command of the raid and is normally the leader of the reserve team.

(c) The recorder is also appointed by the raid commander. He is responsible for the maintenance of the events journal. He must record

information on prisoners apprehended and property seized. He will prepare necessary receipts or inventories for any evidence taken or property recovered. He will also prepare the after-action report.

(d) The remaining members of the raiding party are assigned to definite teams. Excess personnel available should be designated as reserves. Personnel selected for the raiding party should be MP or MPIs. The persons chosen should be adaptable enough to meet any situation that may arise; they must not be overly excitable, but they must have good judgement. They must obey orders implicitly. They should have the ability to communicate. They should be able to handle firearms, be experienced in conducting raids, and if ever required, be fluent in a foreign language. As the raid commander must control the position and movement of all personnel throughout the raid, the number of men should be limited. It should include only those necessary to execute the raid properly. A complete coordination of effort is essential to a successful raid.

(4) Signals to be Used. The raid commander must maintain the closest possible contact with all members of the party throughout the raid. Each raider must know the signals to be used. These would include signals indicating the beginning and completion of the raid, the opening and cessation of fire, and advance or withdrawal. Signals are also necessary for the recognition of raid party members. The selection of the methods for signaling will depend on what is available and the practicality of their use. Consideration should be given to the use of any of the following: radio, flashlight, whistle, vehicle horn or lights, public address system, flag, hand and arm signals, voice, or pyrotechnics.

(5) Transportation. Three types of vehicles are required and planned for during a raid. There must first be enough vehicles to transport all raiding party members and their equipment to the raid scene. Secondly, there must be vehicles to transport prisoners or property seized back to the headquarters area. Thirdly, a sedan in good condition should be provided for possible use during any escape attempt.

(6) Weapons. The raid commander determines the number and types of weapons to be used. He establishes a definite policy regarding their use. His objective is to eliminate unnecessary personal injury to the subject or to innocent persons. The raid commander's briefing of raid personnel is specific regarding this policy and issue of weapons. The duties and movements of the various raiding party members should be so planned that maximum fire coverage will be obtained without danger of cross fire. Fields of fire should be clearly defined by the raid commander. Fields of fire designate the area a person is authorized to fire into. The area can be designated by specific points on the ground. (This is the preferred way): investigator "A" covers the area between the window and the tree; investigator "B" covers the area between the tree and the door. Or, fields of fire can be designated by grid azimuths. Each member of the raiding party is normally equipped with a sidearm. In addition, shotguns, chemicals/launchers, and rifles are brought, if needed.

c. The recommended format for the raid plan is the standard Army five-paragraph operation order (see Appendix D.) All the essential elements of the raid plan can be logically included in one of the five paragraphs:

- (1) Paragraph 1. Situation.
- (2) Paragraph 2. Mission.
- (3) Paragraph 3. Execution.
- (4) Paragraph 4. Administration and Logistics.
- (5) Paragraph 5. Command and Signal.

Other data required for the raid, but not part of the plan, can be attached as annexes to the operation order. Examples of other data would be signal operating instructions, coordination with other agencies, or estimates of the situation.

5. Orientation of Personnel.

a. A pre-raid orientation is held with all members of the raiding party. The raid commander makes assignments and explains the mission. He ensures that all personnel understand the objectives of the raid and the arrests to be made. He ensures they know the evidence sought and the hazards that may be met. The orientation should include all the pertinent aspects of the basic operation plan. When applicable, it should include the alternate plans.

b. During the orientation, a raid diagram and/or scale model of the raid area should be used along with the operation plan. Such a diagram is an invaluable aid. It helps in determining personnel needs and specific locations. It aids in assigning positions, allocating weapons, and mapping movements. Indicated on the diagram should be the position, specific duties, and movements, of each member of the raiding party.

6. Essentials of Execution.

a. To be effective, a raid must be conducted with speed and surprise. That is, the subjects of the raid must not know they are targets until the operation has begun. To achieve the element of surprise, the raid must be carried out in secrecy and speedily. The raid should be conducted when the subjects least expect and are least prepared for it. When possible, the raid should be conducted from an unexpected direction. An example would be approaching from the rear or through seemingly impassable terrain. During the planning phase, the number of persons with knowledge of the coming raid must be kept to a minimum. Extreme care must be taken to prevent the "tip off" of raid subjects. Once begun, the raid must be carried out speedily and precisely. Such action will prevent the subjects from organizing a defense and/or destroying evidence. It will prevent their escaping or assisting the escape of others. It will also prevent the possible ambush of the raiding party.

b. An objective rallying point should be established in a secure location away from the raid objective. Here, a final check of personnel and equipment can be made; the raid commander conducts a reconnaissance of the area when necessary, and raid plans are confirmed. Participants move from here to their positions as silently as possible. As far as possible, movements of the various teams are arranged and coordinated so that all reach their positions at about the same time. This improves that party's capability for decisive action if prematurely detected by the subjects. A signal is given as each raider or team reaches his assigned position.

(1) Security Team. The team(s) of the security force move to positions from which they can secure the raid area. They surround the area to be raided. They establish a cordon and/or roadblocks as needed. Once the raid has begun, they provide security for the entering team. They prevent entry into, or escape from, the objective area. If vehicles belonging to the subject are found in the area, they are made inoperative by the simplest means possible. The security team(s) remain in place until directed to move by the raid commander.

(2) Entering Team. The team enters into the objective area and apprehends subjects. The team also seizes property or evidence as required.

(3) Prisoner Team. The team takes charge of all prisoners apprehended. They search, identify, and transport prisoners to the detention or confinement facility.

(4) Medical Team. The team sets up in a location close to the objective area. There they arrange for the emergency medical care of any injured person. The team should have the means for rapid evacuation of all seriously injured personnel.

(5) Specialty Team. A special detail is designated to handle any situation that cannot be done by one of the other teams. They might work undercover in the objective area prior to the arrival of the raiding party. They may disrupt communication, or stop elevators.

(6) Reserve Team. A portion remains mobile. This team reacts on command.

c. Once the teams are in position, communications between the raiding party and subjects may be by telephone or public address system. When a subject(s) upon instruction on how to surrender complies and leaves the building or area, he should not be allowed to reenter. They should be restrained immediately. They should be subjected then to a thorough search. Should the subject, upon instruction, refuse to surrender, entrance to the building or area must be made. Entrance may also be made if it has been decided to proceed secretly with the raid. Those designated to enter will take advantage of all cover afforded. This may be in the form of walls, hedges, and/or buildings. Normally, only one entrance will be used to gain access to a building. This prevents mistaking a member of the raiding party for a subject. Investigators should approach a door from the side rather than

straight on. When entering, they should open the door with a hard push. This ensures there is no one hiding behind it. At the same time, they should always remain under the protection of the walls beside the door.

d. When the raid commander signals the completion of the raid, all members of the raiding party should assemble at the rallying point. All personnel and property are accounted for before the party leaves the scene of the raid. The raid commander may, when necessary, leave guards at the scene of the raid. The guards will observe or apprehend possible accomplices of the subject(s).

7. Priorities of Force.

a. The priorities of force to be used in a raid are the following:

(1) The Call Out. Here, the raid commander stresses the futility of escape and the overwhelming odds against the subject. The commander also stresses the certainty of just and fair treatment. He demands that the subject throw down his weapons and exit with hands held high.

(2) The Force Out. This is normally done with chemical agents. The subject is forced out by any means which will ensure a minimum of physical harm to property or to the subject.

(3) The Kick In. All the force necessary for the successful accomplishment of the mission is used.

b. When establishing the priority of force for a raid, consideration must be given to each method listed above. The raid commander should study each priority of force against the intelligence data obtained. He should eliminate those he feels will not accomplish the mission. The force used should be the minimum necessary to do the job. Depending on the circumstances, the raid commander may select the kick in as the first and only priority of force. However, if all three priorities are to be used, they should be used in the sequence outlined above. The entering team remains close by the commander. They should be prepared to execute the selected force.

8. After-Action Report. After the raid, there should be a debriefing of all raid personnel. One purpose of debriefing is to determine adequacy of the advanced planning. Another purpose is to get recommendations for the improvement of future raids. All information thus received should be included in an after-action report. This should be placed on file for future reference. The after-action report should contain a brief synopsis of the overall operation. Then, a written record will be available to substantiate the actions of the raiding party.

9. Checklist of Equipment. The following is a list of some of the equipment that may be used in a raid:

a. Hand weapons (pistols, revolvers).

- b. Shoulder weapons (rifles, carbines, automatic weapons, grenade launchers, flare guns, shotguns).
- c. Ammunition (ball, tracer, CS gas).
- d. Grenades (CS, smoke fragmentation).
- e. Flares (fuses, signal, illuminating).
- f. Transportation (cars, trucks, patrol wagons).
- g. Communication (radios, whistles, public address systems, signal lights, megaphones).
- h. Lights (flashlights, spotlights, sniperscopes).
- i. Time pieces (luminous dials to be worn on the inside of the wrist).
- j. Protective equipment (protective mask, flak vest, kevlar helmet).
- k. Restraining devices.
- l. First aid kits.
- m. Camera and accessories (35-mm).
- n. Tools for gaining entrance (mauls, sledge hammers, keys, axes, or crowbars).

LESSON 4

PRACTICE EXERCISE

REQUIREMENT: The following questions are multiple choice. There are four choices to each. You are to select the one that is correct. Indicate your choice by CIRCLING the letter beside the correct choice directly on the page. This is a self-graded lesson exercise. Do not look up the correct answer from the lesson solution sheet until you have finished. To do so will endanger your ability to learn this material. Also, your final examination score will tend to be lower than if you had not followed these recommendations.

Appendix D, Example of a Raid Plan and Figure D-1, Sketch Map are to be used in conjunction with the exercise situation.

GENERAL SITUATION. You are an investigator assigned to Fort Bravo.

SPECIAL SITUATION. Through sources and the use of surveillance activities, it has been learned that six soldiers are holding marijuana smoking parties. They are using an abandoned Boy Scout hut (Figure D-1) on Fort Bravo to do so. The soldiers apparently go to the hut after duty hours Saturday; they return to their billet area sometime Sunday afternoon. They have a marijuana cache in the hut and are not known to carry it outside or in the billet area. You have explained the situation of the soldiers to CPT Delta, the commander. You have requested that a raid be conducted on the hut. After talking to you, CPT Delta calls the post provost marshal and explains the situation to him. After talking to the provost marshal, CPT Delta orders you to start drafting a plan to conduct a raid on the hut. You are assisted in this plan by approximately two squads (24) of MP.

1. CPT Delta informs you that he is leaving to request the authority for you to conduct the raid. Who will provide the authority?
 - A. Post provost marshal.
 - B. USACIDC region commander.
 - C. Installation commander.
 - D. Staff judge advocate.
2. What is the best format to use for the raid plan?
 - A. The standard five-paragraph operation order used by the Army.
 - B. Any format that contains the required information in a logical sequence.
 - C. The standard administrative order used by the Army.
 - D. One that is easily understood by, and common to, all members of the unit.

3. Upon which of the following should you base your selection of routes to be used by the raiding party to reach their initial positions?

NOTE: Refer to Figure D-1 Appendix D, positions (a), (b), and (c).

- I. Presence of any obstacles.
- II. Ease of movement into the area.
- III. Observation available to the raiding party.
- IV. Concealment and cover available.

- A. I, III, IV.
- B. I, II, III.
- C. I, II, III, IV.
- D. II, III.

4. What basic protection does every person have from being subjected to unreasonable raids, searches, and seizures?

- A. The Fourth Amendment to the US Constitution.
- B. The UCMJ Article 62.
- C. The Sixth Amendment to the US Constitution.
- D. The Fifth Amendment to the US Constitution.

5. Who should receive a complete copy of the raid plan?

- A. All members of the raiding party receive a complete copy.
- B. Only key personnel receive a complete copy.
- C. Only members of the office receive a complete copy.
- D. Each team leader and each MP noncommissioned officer receive a complete copy.

6. What would be the description of the type of raid you are planning in this operation?

- A. Deliberate raid.
- B. Hasty raid.
- C. Spontaneous raid.
- D. Planned raid.

7. Which of the following should be listed as duties of the recorder in the operation plan?

- I. Receipting for the special weapons and ammunition used by the raiding party.
 - II. Preparing the receipts and inventories for any confiscated evidence.
 - III. Preparing the raid diagram.
 - IV. Reporting the results of the raid to the provost marshal.
- A. I, II, III.
 - B. II.
 - C. II, III.
 - D. II, III, IV.

8. Who must attend the raid commander's pre-raid orientation?

- A. All officers, warrant officers, and noncommissioned officers.
- B. Only key personnel.
- C. Assistant raid commander, recorder, and senior man from each team or area.
- D. The entire raiding party.

9. CPT Delta has placed particular emphasis on fire control. He has indicated that members of the raiding party will fire their weapons only on command of the raid commander when necessary to protect their lives, or the lives of others. What should be done to assist in fire control and to avoid the danger of cross fire to other raiding members?

- A. Designate certain persons to be select marksmen and the only ones authorized to fire a weapon.
- B. Limit the number of shoulder-fire weapons.
- C. Designate fixed objects between which each person must fire.
- D. Deploy the covering force in echelon between points (a) and (b) on the sketch map (Figure D-1).

10. As you plan the deployment of the raiding party, you feel that 24 MP are too many. The raid can be adequately conducted using no more than eight. What should you do with the extra 16 men?

- A. Use to strengthen the basic teams.
- B. Add to the covering force.
- C. They should be taken with the raiding party for possible use on a special detail.
- D. Designate them as a reserve.

SPECIAL SITUATION (CONTINUED). The hut is a wood frame building 16 by 32 feet, without interior partitions, and erected on a concrete slab. The doors are of solid wood construction. They are located in the center of the north wall, and in the south end of the east wall. There are six windows each four feet wide. They are equally spaced on the sides of the building. The south wall is built of field stone with a large interior fireplace in the center. The gabled roof is covered with corrugated iron. It has a slope of 15 degrees (see Figure D-1, Sketch Map, Appendix D, page D-7).

CPT Delta informs you that he desires to use the minimum amount of force necessary to accomplish the mission. Your plan denotes the call out as the priority of force to be used. Location (a) (Figure D-1, Sketch Map Appendix D) has been assigned as the point where the raid commander will make the call out.

11. Parked in a wooded area near the off-post end of the storm drain is a new vehicle. What should the covering team do if it is believed that the vehicle belongs to a subject?

- A. Post a member of the covering force near the vehicle to guard it.
- B. Have the vehicle towed away.
- C. Do not bother it, to preclude the possibility of alerting subjects.
- D. Have the vehicle immobilized in the easiest manner.

12. Which of the following are acceptable procedures to be used in this raid?

- I. If the subjects fail to surrender when called out, chemical agents should be the next priority of force used.
 - II. The final step to complete the raid is the completion of the after-action report.
 - III. Once the subjects have been taken into custody, a specialty team should be designated to search for the marijuana cache.
 - IV. Even though the hut has two doors, the entering team should only enter through one door.
-
- A. II, III.
 - B. I, II.
 - C. I, III, IV.
 - D. I, II, IV.

13. Once the entering team has entered the cabin and taken the subjects into custody, what should the covering team do?

- A. Advance to the cabin to provide assistance where required.
- B. Remain in place until directed to move.
- C. Start a search of the surrounding ground.
- D. Move to the rally point for the final check prior to leaving the area.

14. After the subjects have been captured, with whom does the responsibility for searching them rest?

- A. Capturing raiders.
- B. Prisoner team.
- C. Entering team.
- D. Covering team.

15. What should be the designated position of the entering team, since the call out is the first priority of force?

- A. The entering team should be designated to the rear of the covering team.
- B. The entering team should not be designated until the other priorities of force have failed.
- C. The entering team should be designated. However, they should remain at the rallying point until needed.
- D. The entering team should be near the raid commander.

NOTE: THE FOLLOWING EXERCISES DO NOT APPLY TO THE SPECIAL SITUATION.

16. Which of the following would justify a search of LT Zulu's room, if it is situated in the Fort Bravo Bachelor Officers' Quarters (BOQ)?

- A. Authorized by CPT Delta, the unit commander.
- B. Authorized by LTC Charlie, the officer in charge of post housing, to include the BOQ.
- C. Zulu is lawfully apprehended in his friend's room.
- D. Zulu is lawfully apprehended, regardless of the location.

17. Which team is the assistant raid commander usually appointed to lead?

- A. Reserve team.
- B. Entering team.
- C. Prisoner team.
- D. Specialty team.

18. When planning a raid, it is determined that an undercover agent will go into the hotel 30 minutes prior to the initiation of the raid. His job will be to secure the switchboard two minutes prior to the raid to prevent anyone from alerting the subjects. What would you call this team?

- A. Entering team.
- B. Covering team.
- C. Prisoner team.
- D. Specialty team.

LESSON 4

PRACTICE EXERCISE

ANSWER KEY AND FEEDBACK

<u>Item</u>	<u>Correct Answer and Feedback</u>
1. C.	Installation commander. The MCM authorizes the military...(page 4-2, para 2a)
2. A.	The standard five-paragraph operations order used by the Army. The recommended format for the...(page 4-9, para 4c)
3. C.	I, II, III, IV. The commander's selection of an...(page 4-5, para 3b(2)(d))
4. A.	The Fourth Amendment to the US Constitution. Generally, the Fourth Amendment...(page 4-2, para 2b)
5. B.	Only key personnel receive a complete copy. Only key personnel will ever...(page 4-6, para 4a)
6. D.	Planned raid. A planned raid, on the other...(page 4-1, para 1b)
7. B.	II He will prepare necessary receipts...(page 4-8, para 4b(3)(c))
8. D.	The entire raiding party. A pre-raid orientation is held...(page 4-9, para 5a)
9. C.	Designate fixed objects between which each person... The area can be designated...(page 4-8, para 4b(6))
10. D.	Designate them as a reserve. Excess personnel available...(page 4-8, para 4b(3)(d))
11. D.	Have the vehicle immobilized in the... If vehicles belonging to the subject...(page 4-10, para 6b(1))
12. D.	I, II, IV. Normally only one entrance will...(page 4-10, para 6c) The force out. (page 4-11, para 7a(2)) After action report. (page 4-11, para 8)
13. B.	Remain in place until directed to move. The security team(s) remain...(page 4-10, para 6b(1))

- 14. B. Prisoner team.
The team takes charge of all prisoners...(page 4-10, para 6b (3))
- 15. D. The Entering team should be near the raid commander,
The entering team remains...(page 4-11, para 7b)
- 16. A. Authorized by CPT Delta, the unit commander.
The commander having jurisdiction...(page 4-2, para 2c(1))
- 17. A. Reserve team.
The assistant raid commander...(page 4-7, para 4b(3)(b))
- 18. D. Specialty team.
They might work under cover...(page 4-10, para 6b(5))

LESSON 5

APPREHENSION AND SEARCH TECHNIQUES

Critical Task: 191-390-0143

OVERVIEW

LESSON DESCRIPTION

In the lesson you will learn how to execute an apprehension and conduct a search and seizure.

TERMINAL LEARNING OBJECTIVE:

ACTION: Execute an apprehension and conduct a search and seizure.

CONDITION: You will have this subcourse.

STANDARD: You must achieve a score of 70 percent on the final subcourse examination to demonstrate comprehension of the lesson material.

REFERENCES: The material contained in this lesson was derived from the following publications: AR 190-22, AR 190-28, MCM 1969 (REV), and TC 19-22.

INTRODUCTION

1. General: Any apprehension is potentially dangerous. The FBI reported in their mid 1970's Uniform Crime Reports that 123 police officers across the nation were killed while on duty. In addition, over 26,500 were assaulted and 10,770 of the assaults resulted in injuries. The majority of these deaths and injuries occurred because the officers involved failed to properly search and/or secure the subject after apprehending him. Statistics have shown that if an officer is going to be killed, his chances are higher during the apprehension. It could save your life to know the correct apprehension procedures.

a. The hazards facing the agent making an apprehension are as follows:

- (1) Overconfidence.
- (2) Carelessness.
- (3) Lack of Training.

b. By properly applying the material in this lesson, you can greatly reduce the hazards involved in making an apprehension.

2. Definitions.

a. Apprehension - This is the act of placing a person in custody, thereby temporarily denying him freedom. The term "custody" means having physical control over the person.

b. Arrest - This act is the restraint of a person by an order. It is imposed as punishment for an offense. This act directs a person to remain within certain specified limits. This is not restraint by force but by legal and moral obligation to obey orders.

c. Confinement - This is the physical restraint of a person. It occurs when one is placed under guard, usually in a confinement facility.

d. Search - In this lesson this term deals with the physical search of a subject. It is conducted to find evidence of guilt as well as to ensure your safety.

e. There is a clear distinction between the authority to apprehend and the authority to arrest or confine.

3. Considerations in Making an Apprehension. The way an apprehension will be made depends upon the circumstances in which you find yourself. In some cases you can control these conditions; in others, you must take advantage of your opportunities. The maxim that should guide you is safety to yourself and to innocent persons.

a. An apprehension is done by clearly notifying the subject that he is thereby taken into custody. The order of apprehension may be either oral or written. There must first be reasonable belief that an offense has been committed by the person to be apprehended. At that point the following are authorized to apprehend those subject to the UCMJ: (1) commissioned officers; (2) warrant officers; (3) NCOs; (4) MP in the execution of their guard or police duties; and (5) other persons who are designated, by proper authority, to perform guard or police duties. However, NCOs and enlisted persons performing police duties have the authority to apprehend a commissioned or warrant officer sometimes. This occurs only when there are specific orders of a commissioned officer. The only exceptions to this rule are when such arrest is necessary to prevent disgrace to the service, the commission of a serious offense, or the escape of one who has committed a serious offense.

b. Manpower. Consideration must be given to sufficient manpower to cope with any known or unforeseen circumstances. Whenever possible, more than one investigator should make the apprehension.

c. Weapons. You should have firearm superiority to effect the apprehension.

d. Movements. Have a prearranged plan, block all avenues of escape, and overcome resistance with the least amount of delay. All persons involved in the apprehension must know the location of all other members of the group. The place selected for the apprehension should offer a minimum number of avenues of escape. Isolation is desirable since congestion may lead to outside interference. An intersection, alley, or crowded street should be avoided.

e. Simplicity. In approaching the subject, make a rapid mental estimate of the situation. Consider the courses of action that can be taken, and select the course of action that seems best. Keep the plan for the apprehension as simple as the occasion permits.

f. Surprise. Use the element of surprise whenever possible.

4. Approach.

a. The investigator. An apprehension is made in a straightforward manner whenever possible. The subject should be notified of the fact that he is being placed under apprehension. You, the investigator, should display your credentials and badge to establish authority. You should also employ an inconspicuous, courteous manner. Convey the seriousness of your intentions by your demeanor, voice, and movements. You should at all times dominate the situation, and there should be no show of nervousness or indecision.

(1) Demeanor. When making an apprehension assume a firm, comfortable stance; you should not be at attention; feet should be slightly apart, and hands at the sides. Always face the subject. Be firm, but courteous. Treat the subject fairly, and do not adopt underworld attitudes and vocabulary towards him. Do not be a "good guy;" once the subject has been apprehended, do not grant special factors or requests. Insist on immediate response to orders and do not tolerate delay.

(2) Voice. When giving commands to the subject you need not raise your voice or speed up your words. Speak in a normal but firm tone and loud enough for the subject to hear. The tone of your voice should leave little doubt that the subject should do something. It should not indicate that he is being asked to do something. Avoid a "tough guy" approach; however, and never use profanity.

(3) Movements. Movement of either the hands or legs (as in walking) should be normal and unhurried. Avoid any wild, excited, or disorderly compulsive movements.

b. Approach to an Individual.

(1) Assume that the subject may be dangerous. Approach him in a firm and decisive manner; be courteous but restrained.

(2) One of you should stand to the side of the subject to assist from a position of advantage. The senior investigator effects the apprehension.

If the subject is a known or suspected criminal, it may be advisable to approach with your weapons drawn. If so, keep them out of his reach. At the same time, take precautions to avoid assault actions by the subject.

c. Approach to a Group. When approaching a group to make an apprehension, be careful that they cannot gain the advantage. You and your assistant should be separated enough to act freely. However, such separation should not be so much that subjects can come between you. Avoid questioning persons while in a group; single out those who need to be questioned and do so apart from the group. Sometimes one or more of the group is to be apprehended. At those times, ensure that you have enough support to overcome or prevent resistance.

d. Approach to a Building. In nearing the scene of an incident that has occurred in a building, dwelling or similar structure, consider three conditions. Do you have the authority to make an entry? Are innocent persons also occupying the premises? What precautions are required to avoid injuring them if firearms are needed?

- (1) Note all entrances and exits and best means to enter and leave.

- (2) Determine the number and attitude of people in the building. That way you may anticipate and prepare for any hostile actions from them.

- (3) If time permits, notify headquarters of the intent to enter the building. Request any support considered advisable.

- (4) Before entering a door, stand to one side for protection in case the subject fires.

- (5) After entering, keep within supporting distance of the other investigator(s). While one investigates the incident, the other(s) remain(s) watchful and alert, prepared to give immediate aid.

e. Approach of a Vehicle. Ideally, when the subjects' vehicle must be stopped, it should be pulled to the side of the road. The investigators' vehicle should be parked about 3 feet to the rear, and offset about 2 feet to the left (see Figure 5-1). Both investigators should dismount and remain momentarily behind the open doors. They should do so to observe the subjects' actions. The investigator on the left side then moves forward to the left rear side of the subjects' vehicle. There he can observe their actions {through the side rear window. From that spot he orders the subjects out of the vehicle, one at a time, by the right hand door(s). The other investigator remains in place behind the protection of the sedan's door. He covers the subjects as they emerge. Consideration must be given to having the subjects dismount their vehicle away from the flow of traffic. Sometimes subjects' vehicle must be run off the road. This will leave your sedan angled in front of the subjects' vehicle. You must maintain a safe position, using the front or rear of your sedan for protection. Do so as you order the subjects from their vehicle.

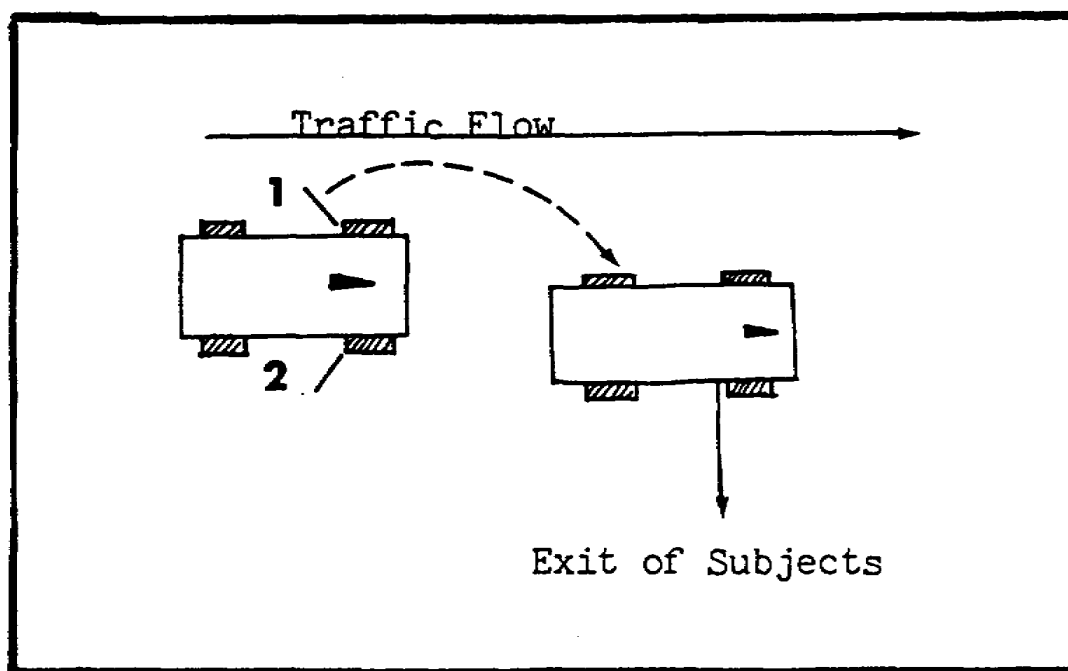


Figure 5-1. Stop and Approach of the Subjects' Vehicle.

5. Force.

a. When making an apprehension, use only that force necessary to accomplish the apprehension, to prevent the subject's escape, or to overcome his resistance. Resisting apprehension consists of an active resistance to restraint by the one effecting the apprehension. The resistance may be by flight, or it may occur by assaulting or striking the apprehender. Mere words of protest, argument, or abuse will not constitute the offense of resisting apprehension. When the subject's resistance ends, the force should end. The use of more force than is required may render the investigator liable, and subject to military punishment:

b. In situations where the use of firearms is imminent, the weapon should be ready for use. A weapon should never be drawn unless it is needed. A weapon may be used:

(1) To apprehend a known dangerous criminal.

(2) To prevent the commission of a felony or a serious offense under the UCMJ. A serious incident is generally any one involving the loss, damage,

or destruction of property. Personal injury or death and moral turpitude are serious incidents. The nature of the incident determines its seriousness. Also, the extent of loss or damage of property, and of injuries to personnel determines seriousness. In addition, the need for more corrective or preventive action usually determines the seriousness of the incident.

(3) To stop the escape of a prisoner or of one in custody. Use of a weapon is permissible only if there are reasonable grounds to believe that he has committed, or is about to commit, a serious offense.

(4) In self-defense.

(5) To protect the lives of others.

c. In using firearms great caution and prudence must be taken. Firing at persons committing a serious offense is legally justified under certain conditions. However, the investigator must consider, before shooting, the nature of the offense. He must consider his own safety and the safety of others in the area. These considerations will generally indicate what action should be taken. A warning shot should only be used if there will be no risk to innocent persons. If the subject fails to stop after the command "HALT" has been repeated once, consider before firing. Is the offense serious enough to warrant such action?

d. Sometimes a weapon must be displayed during an apprehension. If so, it should be held perpendicular to the body. The upper arm and elbow should be close to the side. A 90 degree angle should be formed by the upper arm and forearm. The weapon should always be pointed at the subject. It should never be used as a pointer to indicate direction.

e. If an automatic pistol is used, a cartridge should be in the chamber. Also, the hammer should be fully cocked; the safety should be on so the weapon cannot fire. The thumb should rest on the safety. If a revolver is carried, the chamber should be fully loaded. The hammer should be in the uncocked position.

6. Teamwork.

a. This section is written with the idea that two investigators will be working together. The searching techniques discussed below can be easily modified. By so doing they can apply in those cases where only one, or more than two, are effecting the apprehension.

b. The senior investigator of the team will be in charge of the apprehension and search. He should do most of the talking and signal the second member what action to take. The second investigator should unhesitatingly carry out those orders. He should avoid concentrating on the senior investigator but should watch the subject(s); both of you should watch the subject's hands, keeping them in sight from the beginning. You should not stand together, but should spread yourselves out. If you must move and weapons are drawn, one should not cross the line of fire of the other;

whenever possible, the one of you moving from one location to another should go around and behind the stationary investigator. If there are two or more subjects, you must not concentrate your efforts only on one. Instead, while the senior investigator deals with one, the junior member covers the other.

7. Techniques of Searching.

a. There are three types of searches. They are the simple frisk, the wall, and the complete, or "strip search." Regardless of the type search; however, there are certain basics common to each.

b. When searching, it is important that you focus your full attention upon the subject. Diverting attention to someone or something else may cause you to skip over the area being searched. Also, such inattention may give the subject the chance he needs to try to escape.

c. Do not be overconfident or careless about searching. Do a thorough job. Remember that any subject is potentially dangerous, with or without a weapon. Respect the subject as an adversary.

d. When conducting a search, crush the subject's clothing rather than just pat it. By patting flat objects will remain undiscovered; by grasping every inch of clothing and crushing it, a complete and thorough search will be done. This must be done in a careful manner to avoid any sharp objects which might be in the subject's pocket(s).

8. The Frisk Search. This method is a quick search at the scene of apprehension. It is done to discover dangerous weapons and evidence. In making the frisk, have the subject stand with his back to you. The other member of your team takes a position from which he can watch - and cover - the subject. The subject is ordered to raise his arms high in the air and open his hands; feet should be spread. Start with the subject's head area. Search any hat the subject may be wearing, and the head, neck, and collar. Work down, covering the subject's entire body with your hands. A check is made under the subject's arms, his back, his chest and stomach region. Also, a check is done of the thigh and crotch area, and the legs. Do not forget the belt, cuffs, and shoes. Hand irons should then be placed on the subject, if required.

9. The Wall Search.

a. The wall search is the best type of search to use on any subject. When done properly, this search offers a definite advantage. That is, having the subject in an off-balance position, while you remain balanced. It essentially immobilizes the subject's hands and feet. The wall search does not require a wall; it can be conducted against any object on which the subject can lean. That might be a fence, pole, automobile, tree, or desk.

b. The subject is told to face the wall, his feet well apart, turned out. His feet should be as parallel to, and as far away from the wall as possible. He is to lean against the wall supporting himself with his hands. These

should be placed far apart with fingers spread. His head is kept down. The subject should not be allowed to move (see Figure 5-2).

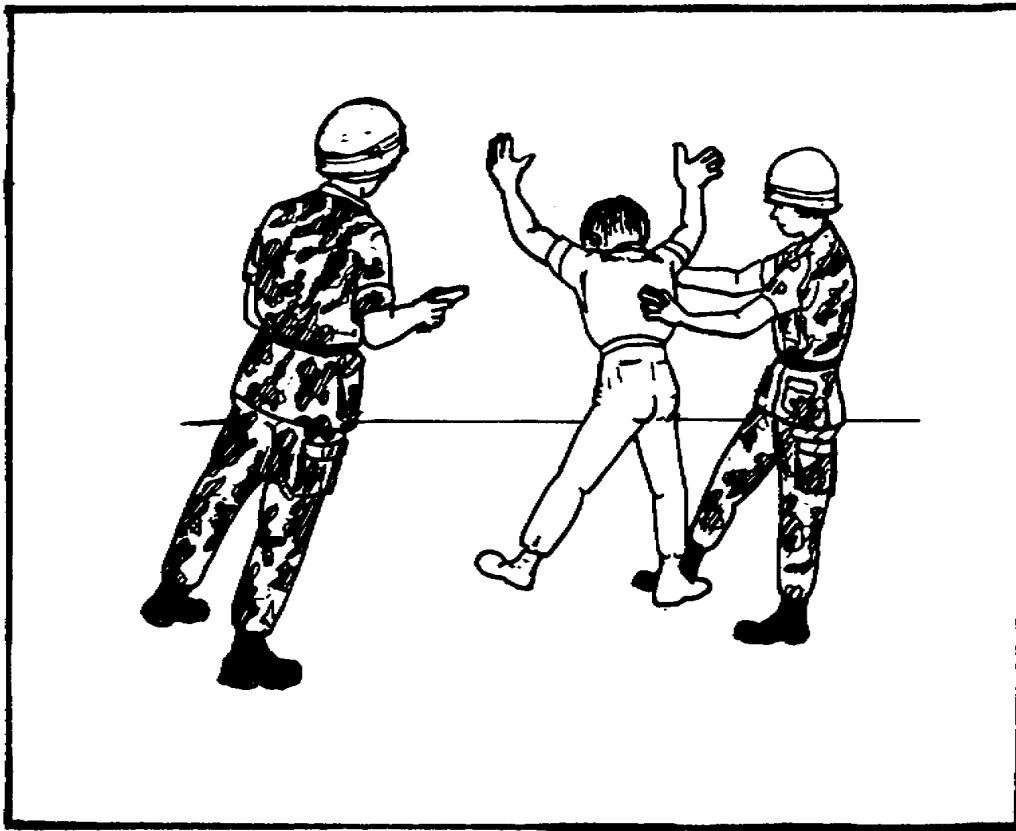


Figure 5-2. The Wall Search.

c. Mentally draw a line down the subject's back. Divide him and the area to be searched in two. When searching his left side, you should not cross over this line to the subject's right side. Not crossing over prevents your being off balance.

d. Approach the subject and take a position to his side. Place your foot nearest the wall next to the subject's foot so that there is tight ankle-to-ankle contact. The other foot should be a comfortable distance back and firmly on the ground. In this way you can feel any major movement on the part of the subject. Also, by simply stepping back with the ankle in contact, you can throw the subject off balance and to the ground.

e. Start your search with the subject's hat if he has one, head area, and hair. The subject's hat should be placed on the ground. Any items removed

from the subject can be placed therein. Have him remove one hand from the wall and place it behind his back. That way you can inspect his palm, fingers, and hand. You can also inspect along the wrist, cuff, sleeve, and arm. He should replace his hand on the wall when you have finished. The subject should remain in the leaning position while his hand and arm are being searched. Check the neck and collar of shirts and jackets. Remember to search only one half of the subject at a time, the half closest to you. Continue the crushing procedure down the entire one side of the subject. When finished, step back and have the subject raise his foot so that the bottom of the shoe can be examined. When finished with the one side, move around to the other side. Remember not to cross between the subject and the second investigator. Instead, go around so that the line of fire is not crossed. As you approach the other side, the second investigator moves to the opposite side. During the changing of sides, the subject does not move. He remains leaning against the wall. Again assume a position next to the subject. Reassume tight ankle-to-ankle contact and continue searching.

f. At no time during the search should you bend over to search. Keep your back as straight as possible. When searching the lower extremities of the subject, always assume a balanced crouch.

g. Upon completion of the search, hand irons should be applied when required.

h. When more than one subject is to be searched, they should all assume a leaning position against the wall. They should be far enough apart so that they cannot reach one another (see Figure 5-3). Using the

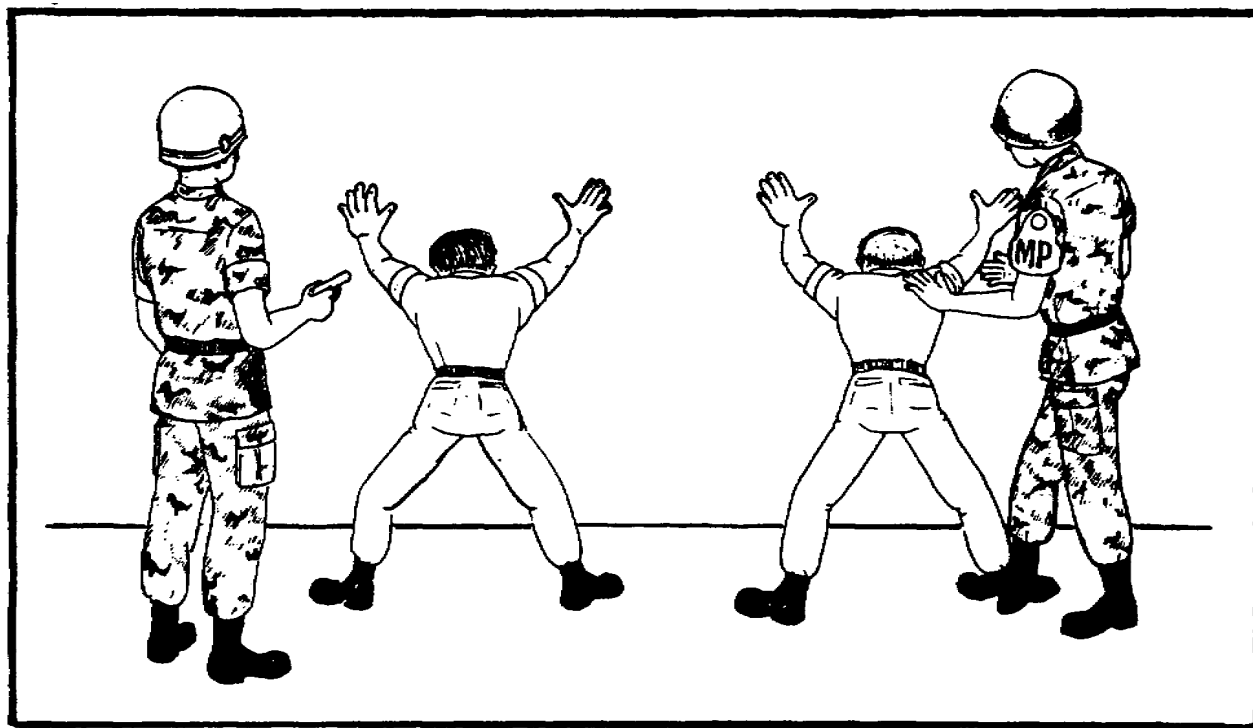


Figure 5-3. Search of more than one Subject.

techniques discussed above, completely search one subject at a time. Do this while your partner stands guard over the others. Your partner should keep his attention directed to the subjects and not to you. When you finish, stand back and move around your partner to the second subject. Then your partner is to move over to guard the searched subject. However, when there are three or more subjects and only two investigators, the subjects should be moved to a searching position. For example, three subjects must be searched; they are directed to assume a position against the wall. You search the first subject and step well back from the wall. The searched subject is told to move to a new position on the wall; a second subject is moved into position to be searched. Only one subject should ever be moved at a time.

10. The Strip or Complete Search.

a. The strip search or complete search is the most thorough method of searching. However, it should only be conducted when deemed reasonable by the crime. An example would be a narcotics investigation. In this search the subject removes all his clothing. You carefully examine it paying particular attention to seams and cuffs.

b. Your partner carefully conducts a search of the subject's body. The subject's hair should be combed, and his fingernails scraped when appropriate. Your partner should carefully check to ensure that the subject has nothing taped to his body. Some favorite hiding places are behind the ears, between the fingers, under the arm, or in the crotch. If the subject has a dental bridge or false teeth, they should be removed and checked. All body openings should be carefully scrutinized. However, neither you or your partner should probe into body cavities or remove items from a body cavity; the subject should be transported to a medical facility, and a medical doctor should remove items.

11. Hand Irons.

a. Hand irons should be used to secure a person whenever violence is anticipated. Hand irons should also be used if the person being apprehended is a known armed felon or a narcotics addict. These irons should be placed on the subject after he is searched. Your commands to the subject must be specific, such as the following:

- (1) "Place the right hand in the small of your back - palm out."
- (2) "Move forward slightly, and place your head against the wall."
- (3) "Place the left hand in the small of your back - palm out."
- (4) "Now move up and face the wall."

b. Whenever hand irons are used they should be double-locked. When applied they are placed on the subject's wrists and swung shut. Never "strike" the hand irons on a subject's wrist. A subject's hands are normally secured behind his back.

c. Hand irons are only temporary restraining devices; a person in hand irons is not completely helpless. He can still use his legs, his head, his body, and to some extent, his arms. Hand irons can also be opened without keys; never relax your vigilance because the subject is in hand irons. If hand irons are not available, secure the person's hands by using plastic restraining ties, a necktie, or belt. When using a necktie, place the tie around each wrist. Make several turns between the hands. Then knot or otherwise secure the tie. When his hands are placed in front, the knot should be placed over his hands so that it is inaccessible to him. Then secure the tie to the waist belt of the subject.

12. Transporting the Subject.

a. When transporting a subject by vehicle, check the interior of the vehicle. Look for any object that could possibly be used as a weapon.

b. The subject should be placed in the back right seat of the vehicle with an investigator behind the driver. If an investigator carries his weapon on the right side, he will remove it and place it on the left side. The subject will sit in the rear middle or rear right. Both investigators should not be seated in the front because the tendency is too great not to continually look back. Instead, investigators tend to watch each other or the road. However, if two subjects are to be transported, both should be in the rear seat. Both investigators should then be seated in the front.

13. Apprehension, Search, Escort, and Detention of Females.

a. Apprehension. In apprehending a female person, avoid any physical force not absolutely necessary. Always be on guard against causing an embarrassing scene.

b. Search. DO NOT search her person. Wait until a woman or someone of appropriate status can do so. Such a person may be a service woman, physician, or civil police matron. The subject's handbag, luggage, packages, and coat, if removed, may be searched.

c. Escort and Detention. A female person in custody will be escorted to the MP station. Avoid the possibility of false charges of molestation. To avoid this, get the names and addresses of witnesses before leaving the apprehension scene, contact the MP station and have the time of departure from the scene and the vehicle's mileage recorded. It is good practice for more than one investigator to always be present with a female when a matron or service woman is not there. At the police station, arrangements are made instantly to deliver her to the nearest authorities of her branch of service. Or she may be delivered to a suitable facility for detention of females. Females are NOT detained in male confinement facilities.

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LESSON 5

PRACTICE EXERCISE

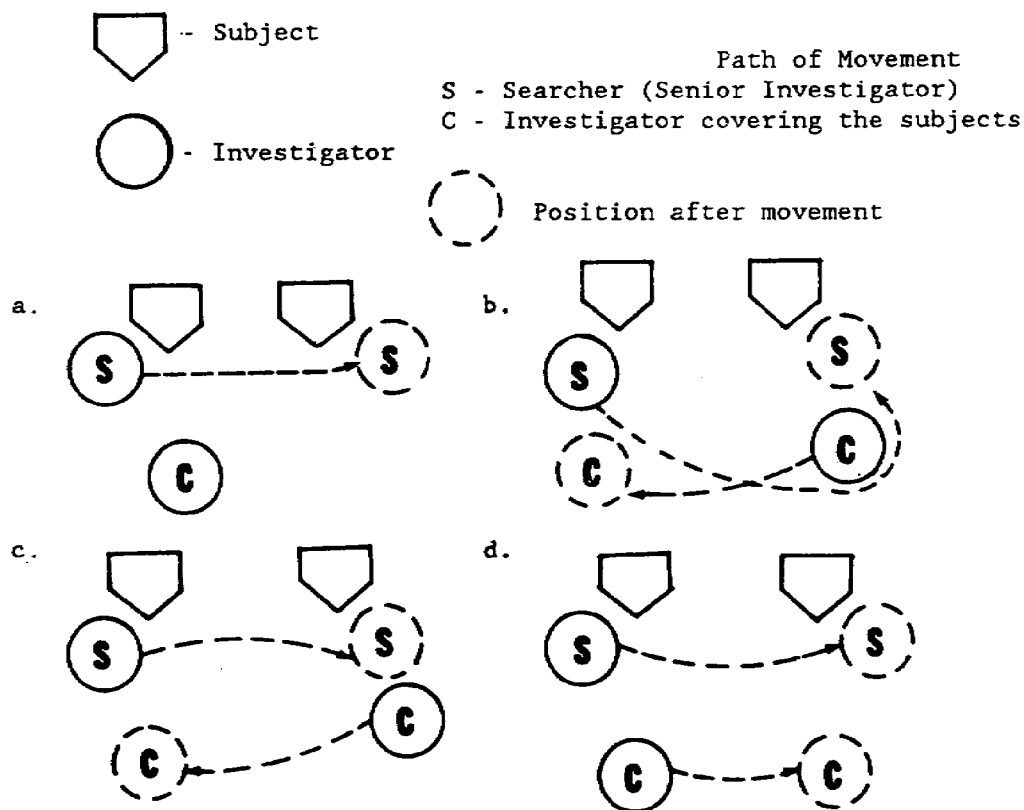
REQUIREMENT: The following questions are multiple choice. There are four choices to each. You are to select the one that is correct. Indicate your choice by CIRCLING the letter beside the correct choice directly on the page. This is a self-graded lesson exercise. Do not look up the correct answer from the lesson solution sheet until you have finished. To do so will endanger your ability to learn this material. Also, your final examination score will tend to be lower than if you had not followed these recommendations.

1. Where is the frisk search normally conducted?
 - A. Away from public view.
 - B. Against the nearest wall or building.
 - C. In the nearest alley or deserted street.
 - D. At the scene of apprehension.
2. What should you do, as a male investigator, when you apprehend a female member of the Armed Forces?
 - A. Use only as much force as required to effect the apprehension.
 - B. Refrain from using force, unless female assistance is given.
 - C. Use force only when a disinterested witness is present.
 - D. Use force, being careful to touch only her extremities.
3. Which of the following would you consider good procedure for the firing of a warning shot?
 - I. Never fire a warning shot.
 - II. A warning shot will only be fired if there is no hazard to innocent people.
 - III. A warning shot will not be fired until you have first called "halt."
 - IV. A warning shot should only be fired when the subject committed a serious offense.
 - V. A warning shot should only be fired after all other attempts to halt the subject have failed.
 - A. I.
 - B. II, III, IV.
 - C. II, IV, V.
 - D. II, V.
4. Whenever females are involved in a crime, what should you, as a male investigator search?
 - A. Search her luggage, parcels, and empty her pockets.
 - B. Frisk search her clothing.
 - C. Search her handbag, suitcase, and coat, if removed from her person.
 - D. Search her or her clothing only when another female is present.

5. How should you handle it if once an apprehension is made, the subject requests that he get his coat from the closet?
- A. Grant the request only if you accompany the subject.
 - B. Grant the request only when the subject has been apprehended for a minor crime.
 - C. Grant the request, only if the request seems justified by the urgency of the subject's need.
 - D. DO NOT grant requests or special favors.
6. How should a weapon be handled while a subject is being searched?
- A. The chamber should be fully loaded and the hammer cocked.
 - B. Only fire the weapon in self-defense, or to protect the lives and property of others.
 - C. Do not point the weapon directly at the subject, but slightly over his head.
 - D. Point it at the subject, and never indicate a direction with it.
7. Two investigators have made an apprehension of two subjects. What should the junior investigator do at all times?
- A. He should concentrate his attention on the senior investigator.
 - B. He should keep the subject's hands in sight.
 - C. He should keep his weapon pointed at the subject being searched by the senior investigator.
 - D. He should stand behind and slightly to the side of the senior investigator.
8. Two investigators are approaching four persons, one of whom is known to be a criminal. Which of the following would apply to this situation?
- I. They should remain close together to assure unity of action.
 - II. They should remove the subject from the others in order to talk to him.
 - III. They should approach with weapons drawn.
 - IV. They should concentrate their attention on the subject.
 - V. They should be spread apart enough to provide freedom of action.
- A. I, II.
 - B. II, V.
 - C. II, III, IV, V.
 - D. I, II, IV.

9. Two investigators are wall searching two subjects; weapons are displayed. Which of the following diagrams shows the proper movement and covering procedures to be followed after the first subject has been completely searched?

NOTE: The searcher "S" moves first in each case.



10. If force must be applied during an apprehension, when does it terminate?

- A. When the subject is cuffed.
- B. When the subject is at a point where he can no longer resist.
- C. When the resistance ceases.
- D. When you feel that the situation is under control, and you do not need to resort to force.

11. What are the differences, if any, between searching a subject apprehended for a serious offense as opposed to searching one apprehended for a minor offense?

- A. The wall search should not be used for minor offense subjects.
- B. You are allowed greater leeway in the amount of force you can use to effect the search.
- C. Subjects apprehended for serious offenses should be handcuffed prior to being searched.
- D. There is no difference; any subject is potentially dangerous.

12. Which of the following would apply when one investigator has apprehended a subject and he feels that a frisk search of the subject is necessary?

- I. He should handcuff the subject before conducting the search.
 - II. He should pat the clothing thoroughly as he searches to ensure that he finds all weapons or evidence.
 - III. He should conduct the entire search from behind the subject.
 - IV. He should conduct it as soon as he reaches the detachment's officer, or military police desk.
- A. III.
 - B. I, III.
 - C. II, III.
 - D. II, III, IV.

13. Which of the following should you do when apprehending a subject?

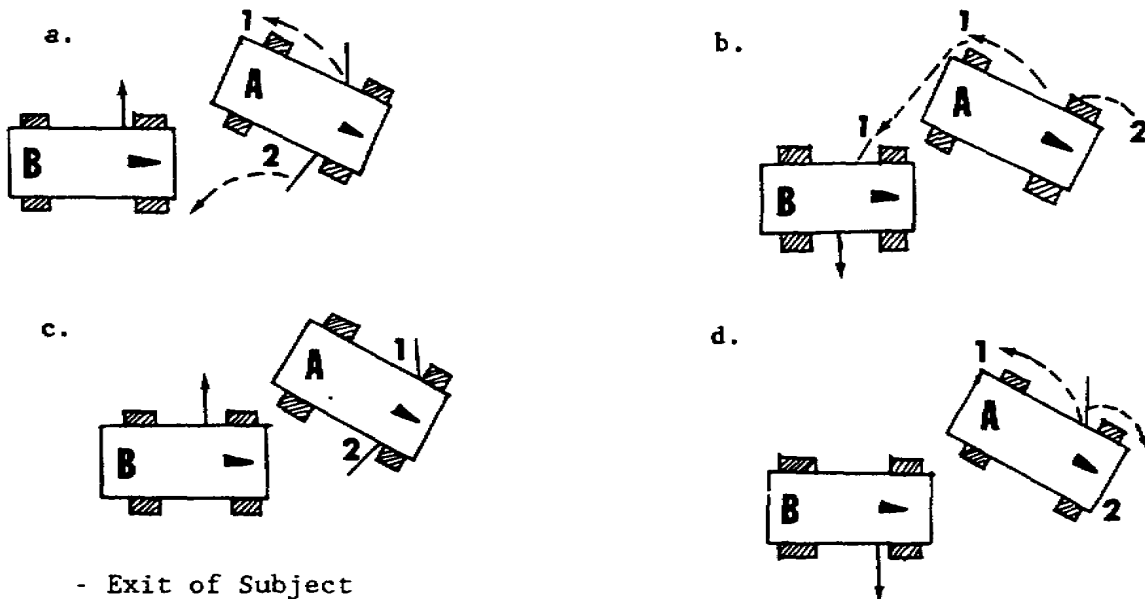
- I. Raise your voice and speed up your rate of delivery to establish control over the situation.
 - II. Insist on an immediate response to your orders.
 - III. Avoid, whenever possible, making the apprehension in an intersection, alley, or crowded street.
 - IV. Have a plan.
 - V. Adopt the language of the subject so that there can be no misunderstanding.
- A. I, II, V.
 - B. II, III, IV.
 - C. II, III, V.
 - D. I, II, III, IV.

14. Which of the following are acceptable procedures regarding a wall search?

- I. Whenever the searcher changes positions such as from one side of the subject to the other, the subject REMAINS in the leaning position.
 - II. When placing hand irons on the subject he first puts one hand behind his back. Then he lowers his head to the wall. Holding himself up with his head, he puts his other hand behind his back to be cuffed.
 - III. When the investigator must search the subject's lower leg, pant cuff, sock, and shoe area, he should step back to the rear of the subject and have him raise his foot.
 - IV. When the investigator is searching the subject's chest and stomach area from the right side, he should not attempt to empty the contents of the subject's left hand shirt or jacket pocket.
- A. I, III.
B. II, IV.
C. I, II, IV.
D. I, III, IV

15. A subject's vehicle could not be stopped until it was run off the road. In which of the following diagrams are the investigators utilizing proper techniques to order the subject out of the vehicle?

Traffic Flow



- Exit of Subject
- A - Special Investigators' Vehicle
- B - Subject's Vehicle
- Path of Investigators #1 and #2

LESSON 5

PRACTICE EXERCISE

ANSWER KEY AND FEEDBACK

<u>Item</u>	<u>Correct Answer and Feedback</u>
1. D.	At the scene of apprehension. This method is a quick search...(page 5-7, para 8)
2. A.	Use only as much force as required to effect... In apprehending a female...(page 5-11, para 13a)
3. B.	II, III, IV. A warning shot should only...(page 5-6, para 5c)
4. C.	Search her handbag, suitcase, and coat, if removed from her... The subject's handbag, luggage...(page 5-11, para 13b)
5. D.	DO NOT grant requests or special favors. Do not be a "good guy"...(page 5-3, para 4a (1))
6. D.	Point it at the subject, and never indicate... The weapon should always be...(page 5-6, para 5d)
7. B.	He should keep the subject's hand in sight. He should avoid concentrating...(page 5-6, para 6b)
8. B.	II, V. You and your assistant...(page 5-4, para 4c)
9. B.	Using the techniques...(page 5-10, para 9h)
10. C.	When resistance ceases. When the subject's resistance...(page 5-5, para 5a)
11. D.	There is no difference; any subjects is... Remember that any subject...(page 5-7, para 7c)
12. A.	III. In making the frisk...(page 5-7, para 8)
13. B.	II, III, IV. When making a apprehension...(page 5-3, para 4a(1)(2))

14. C. I, II, IV.
During the changing of...(page 5-9, para 9e)
Remember to search only...(page 5-9, para 9e)
Your commands to the...(page 5-10, para 11)
15. D. Ideally, when the ...(page 5-4, para 4e)

LESSON 6

DRUGS

Critical Task: 191-390-0144
191-390-0128

OVERVIEW

LESSON DESCRIPTION

In this lesson you will learn to identify drug type, use, symptom, and methods of investigation of related death.

TERMINAL LEARNING OBJECTIVE:

ACTION: Identify drug types, use, symptoms and methods of investigation of related death.

CONDITION: You will have this subcourse.

STANDARD: You must achieve a score of 70 percent on the final subcourse examination to demonstrate comprehension of the subcourse material.

REFERENCES: The material contained in this lesson was derived from the following material: FM 19-20, and TC 19-22.

INTRODUCTION

1. General.

a. Drug control is a never-ending problem. In both military and civilian life, we find large numbers of persons who feel a strong need to escape. This psychological need is fed by greed. Many people, for economic reasons, sell illegal drugs for the high profit involved. All walks of life will find this ever-existing combination.

b. The big job we face in the Army is threefold. We must educate military personnel as to the harm of drug abuse, as well as to alternate approaches to psychological problems. We must control the illegal sale of drugs. We must also rehabilitate those who want help but can't help themselves.

c. Your job, as an investigator, is mainly in the control of illegal drug traffic. It is a unique field. Seldom will the victim complain; witnesses are often reluctant to come forward. Yet it is there all of the time; just as

it is in our grade schools, high schools, and even inside prison gates. Illegal drug traffic is on your military posts. It will require the most intensive investigative techniques.

d. Detrimental Effects. In comparison with civilian life, drug abuse has a unique consequence for the armed forces. This is because persons in the military service have a special dependency on each other. They need to be able to function as a team. Commanders cannot trust the fate of their men and units to those who might be under the adverse influence of drugs. Unreliable duty performance is a threat to the service mission. So is reduced ability to function in stressful situations. The drug abuser also may influence those around him. He may do so by introducing drugs to young, easily impressed servicemen. Drug abusers are poor security risks. This is because they can be blackmailed into releasing information. Also, they may steal security information to finance their drug use. In the military, drug abusers are a threat to themselves and to those around them.

2. Identification of Technical Terms.

a. Addiction - In 1957, the World Health Organization (WHO) defined drug addiction. They termed it a state of periodic or chronic intoxication produced by repeated drug consumption. Its characteristics include: (1) an overpowering desire or need (compulsion) to continue taking a drug and to get it by any means; (2) a tendency to increase the dose; (3) a psychic (psychological) and generally a physical dependence on the effects of the drug; (4) an effect detrimental to the person and to society.

b. Supplier - one who furnishes illegally, wrongfully, or improperly to another person a small amount of any of the prescribed drugs defined herein.

(1) Casual Supplier - Distributes for the convenience of the user rather than for gain.

(2) Supplier - Distributes for personal gain.

c. Central Nervous System - This includes the brain and spinal cord.

d. Convulsions - Involuntary and violent irregular series of muscle contractions.

e. Delirium - This is a condition characterized by mental excitement and confusion. Other symptoms are disordered speech and, often, hallucinations.

f. Depressants - Substances that tend to calm, tranquilize or sedate a person. Depressants slow down, or have an analgesic effect upon the central nervous system. Examples are opium, morphine, heroin, and codeine. Others are demerol, methadone, and barbiturates.

g. Drug Abuse - The illegal, wrongful, or improper use of any narcotic substance, marijuana, or other dangerous drug. It can also be the illegal or wrongful possession, sale, transfer, delivery, or manufacture of the same.

Sometimes such drugs have been prescribed by competent medical personnel for medical purposes. Then their proper use by the prescribed patient is not drug abuse.

h. Drug Abuser - One who has illegally, wrongfully, or improperly used any narcotic substance, marijuana, or dangerous drug is a drug abuser. Also, it may be one who has illegally or wrongfully possessed, sold, transferred, delivered, or manufactured the same.

(1) Drug Experimenter - This is one who has illegally, wrongfully, or improperly used any narcotic substance, marijuana, or dangerous drug. Usually his reasons are curiosity, peer pressure, or something similar. The exact number of usages is not necessarily as important in determining the category of the user as is his intent. Also, the circumstances of use and the psychological makeup of the user may be more important than number of usages. Final determination of the category will be made by the appropriate commander.

(2) Drug User - A person who has illegally, wrongfully, or improperly used any narcotic substance, marijuana, or dangerous drug; he has done so several times for reasons of a deeper and more continuous period than those which motivate the drug experimenter. Final determination of the category will be made by the appropriate commander.

(3) Drug Addict - A person who exhibits a behavioral pattern of compulsive drug use. Such use is characterized by overwhelming involvement with a drug, and the securing of it. As the term "drug addict" is used herein, one may or may not be physically dependent on the drug. Rather, the term refers, in a quantitative sense to the degree to which drug use pervades the user's whole life.

i. Drug Dependence - Drug dependence is a condition that can result from periodic or continued use of a drug. Dependence can be either mental (psychological) or physical (physiological). Dependence can be a combination of both, depending on the substance that is abused. Withdrawal symptoms will occur when the user of physically dependent drugs ceases to use the substance. These symptoms occur because the body has developed a physical need for the drug. Mental dependence develops a psychic or emotional need in the user for a substance. The opiates and barbiturates are examples of drugs that can cause physical dependence. Marijuana, cocaine, amphetamines, and other stimulants can cause mental dependence. However, these are not usually associated with physical dependence.

j. Habituation - As defined in 1957 by WHO, drug habituation is a condition resulting from the repeated consumption of a drug. Characteristics of this condition include: (1) a desire (but not a compulsion) to continue taking the drug for the sense of improved well-being that it causes; (2) little or no tendency to increase the dose; (3) some degree of psychic dependence on the effect of the drug, but absence of physical dependence and, hence, no abstinence syndrome (withdrawal symptoms); (4) a detrimental effect, if any, primarily on the user.

k. Hallucinogens - These are mind-altering substances. They tend to cause distortion and intensification of sensory perception. The scientific term for these substances is "psychotomimetic."

These drugs include marijuana, mescaline, peyote, lysergic acid diethylamide 25 (LSD), psilocybin, MDA, STP, DET, and DMT.

l. Narcotic - Legally defined, any drug regulated under national-international narcotic laws is a narcotic. The Comprehensive Drug Abuse Prevention and Control Act of 1970 defined narcotics, which include opium, opiates and cocaine.. Medically defined, a narcotic is any drug that produces sleep or stupor or also relieves pain.

m. Physical Dependence - This is a physical adaptation of the body to the presence of a drug. In effect, the body develops a continuing need for the drug. Once such dependence has been established, the body reacts with predictable symptoms if the drug is abruptly withdrawn. The nature and severity of withdrawal symptoms depend on the drug being used. The daily dosage level attained is also a deciding factor.

n. Psychological Dependence - This is a mental attachment to drug use. It arises from a drug's ability to satisfy some emotional or personality need of a person. This attachment does not require a physical dependence. However, physical dependence may seem to reinforce psychological dependence. One may also be psychologically dependent on substances other than drugs.

o. Psychosis - This is a major mental disorder; it is any serious mental derangement. "Psychosis" replaces the old term "insanity."

p. Sedative - An agent which quiets or calms activity is said to be a sedative.

q. Stimulant - This may be any of several drugs which act on the central nervous system. They produce excitation, alertness, and wakefulness. Medical uses include the treatment of mild depressive states and overweight conditions.

r. Tolerance - With many drugs, a person must keep increasing the dosage to maintain the same effect. This characteristic is called tolerance. Tolerance develops with the opiates, with barbiturates, and with amphetamines and related compounds.

3. Types of Narcotics.

a. Opium is an extracted juice. It comes from the unripened pod of the poppy plant, Papaver Somiferum.

(1) Opium is obtained by making incisions on the poppy and allowing it to bleed for 8 to 10 hours. After it is hardened somewhat the juice is collected.

(2) Dried poppy pods are used as fuel. In some countries it is put through a chemical process to claim the small amount of morphine salts that remain after it is bled and dried.

(3) Poppy seeds are used for the following year's crop. The seeds are also used in baked goods.

(4) Extracted poppy juice is a milky white substance that darkens upon exposure to air. As the raw opium darkens, it appears similar to compressed vegetable matter. It is dark brown or black in color and has an earthy odor.

(5) The most common method of use is smoking the opium through a long-stemmed pipe. The use of smoking opium never became popular in the US or among Americans in general. There have been reports of marijuana cigarettes being soaked in an opium solution.

(6) Opium is a depressant. It causes both physical and psychological dependence. When under the influence, the user will present a sleepy, relaxed appearance. The pupils of the eyes will be constricted. The opium user is searching for a sense of well-being or euphoria.

(7) Opium is the source of morphine, heroin, and codeine.

(8) Illicit opium derivatives enter the US through different ports.

(9) The principal suppliers in the Near East are Lebanon and Turkey. In the Far East the suppliers are China and India. Europe receives illicit opium products from the Middle East through various supply routes.

(10) Opium is formed into balls or blocks similar in texture to the rubber found in the inner tube of a tire. This is the type of opium used for smoking.

(11) The Equipment and Paraphernalia Used in Administering Drugs.

(a) Tin - Similar in size to a pipe tobacco can, this item contains "smoking opium." It is refined from crude opium and is considered the purest form of the narcotic.

(b) Toy - This is a small, round container, like one containing ointment dispensed by druggists.

(c) Yen Hock - This device is a long steel or metal pin, 4 to 6 inches long, with a flat end. It is used to place a "pea" of opium into the opium pipe.

(12) Small Lamp - This is a kerosene-type lamp with an open flame It is used in the smoking process.

(13) Methods of Using Opium.

(a) Smoking - The opium smoker takes a small amount of opium, called a "pea of hop," out of the tin or toy with his yen hock. He holds it over the open flame from his lamp, twisting and turning his "pea" until it turns a golden brown. He lies on his side as he places his opium pipe near the "pot" which is still over the open flame. Holding the pipe sideways, he inhales deeply. Eventually he falls into a deep, narcotic sleep.

(b) Oral - Opium ashes, or "Yen Shee" is from the residue found in the opium pipe. If added to cough syrup or wine, it is known as "Yes Shee Suey." It is carried by the addict to be used between smokes. An opium addict finds it difficult to satisfy his craving. This is due to the complexity of the paraphernalia and the difficulty of finding a secluded spot at any given moment. The "Yen Shee" or "Yes Shee Suey" will forestall his withdrawal.

b. Morphine was discovered in 1805. Then it was determined that one grain of morphine produces about the same effect as ten grains of opium. Physicians recognized opium addiction as a medical fact. However, they failed to realize the dangers of morphine. In 1843 the hypodermic needle was invented. Both morphine and hypodermic needles were then on hand for the American Civil War. Morphine was administered during the Civil War, not only to the wounded, but also those suffering from dysentery. Vast numbers of soldiers, according to later accounts, were returned to civilian life addicted to morphine. A term prevalent at the time, "Soldiers' Illness," actually meant narcotic addiction.

(1) Morphine is usually a white crystalline powder. It may also appear in tablet, capsule, and liquid form.

(2) The most common method of use is by injection with a hypodermic needle.

(3) Morphine causes both physical and psychological dependence.

(4) When under the influence, the user will have a sleepy, relaxed appearance; the pupils of his eyes will be constricted to pinpoints.

(5) Morphine is stocked in US Army hospitals and dispensaries. There it is under very strict controls. Any investigator is free to inspect these narcotic control records when he has a case involving morphine. He is also free to do so if he is conducting a crime prevention survey.

(6) Morphine is the most commonly used, best known alkaloids of opium. Its principal medical function is the relief of pain. Its greatest drawback is the danger of addiction. It is usually prescribed in the form of a salt. The most familiar of these salts are morphine sulphate and morphine hydrochloride. It has become the standard by which all other narcotic agents are evaluated.

(7) Morphine may be given orally or by injection. Under emergency conditions, it is given intravenously. Dosage, of course, depends on the patient, the nature of the illness, and other factors.

(8) The derivatives of morphine are:

(a) Heroin.

(b) Dilaudid.

(c) Dionin.

(d) Dicodid.

c. Heroin (Diacetylmorphine Hydrochloride). In 1898, a morphine derivative, heroin, was synthesized. Initially, it was considered non-addictive. It was, therefore, available in easily obtained pharmaceutical preparations. It became a prime drug for the treatment of morphine addiction. Heroin was soon found to be the most powerful euphoria-producing drug.

(1) Heroin is obtained through chemically processing morphine base. The ratio in pounds is about 1 to 1. Heroin is four to five times more potent than morphine.

(2) Heroin normally appears as a white or tan colored powder. It may be wrapped in small paper packets or in capsules. However, it is seldom found in tablet form. The powdery substance is not easily recognized by sight or smell. Positive identification must be made by laboratory analysis. Under no circumstances should you taste the suspected drug.

(3) Heroin is smuggled into the US from Mexico, Europe, and Canada.

(4) Heroin is smuggled in small quantities. It can be hidden, therefore, in false bottom trunks, hollowed-out books, or dolls. It can be placed in balloons, carried in body cavities, or force-fed to animals. These animals are later killed and the balloons retrieved.

(5) Methods and symptoms of use are the same as those of the morphine user.

(6) In the US, the narcotic is prohibited by law as to importation and manufacture. Heroin is considered seizable contraband whenever found.

(7) Containers in which heroin may be found or transported are listed below.

(a) The Packet - In this state the heroin comes in glassine or plastic bags of 2" x 2" or 4" x 4" size. These items are found at the distributor level.

(b) Decks - These are small glassine packets about the size of a band-aid. This is the common form sold on the street when diluted properly. Each usually contains enough narcotics for two "fixes."

(8) Ways in which heroin is diluted for sale are listed below.

(a) Milk, sugar or mannitol, and quinine are used in the "cutting" or diluting of the pure heroin.

(b) Diluting is necessary, as administering pure heroin would cause death.

(9) The price of heroin varies with availability, location, and demand.

(10) Ways of using heroin vary also, as noted.

(a) Heroin, when used by a non-addict, is usually taken through the nostrils. This is done in much the same manner as one would take snuff; hence, this method is known as "snorting" or "sniffing."

- o The most common tool or device used in this method is a piece of paper matchbook cover. Called a guill, it is folded in half' so that none of the narcotic is lost. Then after placing it in cupped hands, it is raised to the nostril and sniffed.

- o These telltale pieces of torn matchbook covers are usually discarded carelessly by users in ash trays and wastepaper baskets. Thus, they are easily recovered by investigating officers. Traces of the narcotic can easily be found by the laboratory technician. If found in a vehicle, the car can be impounded.

(b) When the addict or potential addict stops "snorting," he usually graduates to injections by hypodermic needle just under the skin. This type of injection is referred to as "skin popping" or "joy popping." No certain area on the body is spared from this type of injection. The euphoric effects are then quicker to take effect. This is because the narcotic enters the blood stream more rapidly than when one is sniffing.

(c) Mainline - As our potential addict progresses, he finds that he does not get the effects from the skin-popping method that he originally did. So he decides to go all the way and inject himself directly into the vein. By doing so, he eliminates any possible loss of euphoric effect. Within a very short period, our potential addict becomes a full-fledged one. He now lives from shot to shot.

(11) The implements, or "set of works" used by the addict.

(a) Hypodermic needle - Commonly called a "spike" or "gun," this device may be the elaborate type which includes the permanent syringe and needle. It could be, though, the plastic throw-away syringe and needle. It

may take the form of an ordinary eye dropper with a hypodermic needle wedged into the end. The needle is kept in place by forming a collar with a piece of US currency. This is used because of the toughness of the paper.

(b) Container, or "choker" - This item is used to put the narcotic into solution. An old tablespoon or teaspoon is used. The handle is bent so that the spoon sits upright without being held. Another "choker" is an ordinary metal bottle cap with a paper clip twisted around it. Addicts are then able to hold the cap steady while applying heat to it. Heat is necessary as it is used to force the heroin into solution faster. As the heroin and water mix, the addict will place a small piece of cotton, called "satch cotton" into the cooker. This cotton is used when the addict draws the solution into the hypodermic syringe. That way any impurities are held in the cotton and do not clog the needle. This "satch cotton," as well as the "cooker" should be preserved in any investigation.

(c) Tourniquet, or "tie rag" - The user has been taught by his associates that he must use some sort of tourniquet while administering the narcotic. It may take almost any form. It may be a piece of rubber hose, a man's belt, or just a piece of cloth or rag.

(d) The "works" are usually kept close to the addict so that he has no fear of being able to use it when necessary. He might keep the implements in an empty cigarette pack. He could keep them wrapped in a piece of cloth or handkerchief and hidden on his body. Or, he might hide the "works" in a vehicle or in any one of many places around his home.

d. Codeine is less potent than morphine or heroin in terms of inducing euphoria. When withdrawal symptoms occur they are less severe than with the more potent drugs. Codeine, an opium derivative, appears in tablet, capsule, or liquid form. Although most commonly taken orally, it may be injected. While it is used in several ways, its primary use is in the cough medicines. It is rarely used by drug addicts, except to avoid withdrawal until heroin is obtained.

e. Demerol and methadone are the synthetic opiates.

(1) Demerol and methadone are very popular in the practice of medicine as pain relievers. They are also used for treating drug addiction.

(2) They are depressants and cause physical and psychological dependence.

(3) They appear as white powder, various size white tablets, and in sterile solution and are odorless.

(4) Usually, these opiates exert their greatest effects on the central nervous system through the brain and the spinal cord. They decrease or numb the patient's perception of pain; they alter the psychological reaction associated with pain and induce lethargy or sleep.

f. Cocaine is obtained by refining the leaves of the coca bush or plant. The scientific name for this plant is Erythroxylon Coca Lamarck. Cocaine may also be obtained from other species of Erythroxylon. The narcotic is crystalline, compared somewhat to sugar rather than to flour in appearance. It causes a numbing sensation when a small amount is rubbed on a sensitive part of the skin. The narcotic is classified as a stimulant.

(1) The sources of cocaine are as noted.

(a) The shrub is native to Peru, Columbia, and Bolivia. Peru provides the bulk of the coca leaves for commercial trade. The species are grown successfully in tropical regions. Sizeable contributions are made by Columbia, Northern Argentina, and Brazil.

(b) Recently, Cubans have been supplying the east coast with cocaine.

(2) The preparations of cocaine are as follows:

(a) The narcotic is generally diluted or "cut" on the illicit market and sold in gram quantities.

(b) Cocaine is very plentiful and, therefore, easily purchased on the illicit market.

(3) The use and symptoms of cocaine.

(a) Cocaine is classified in the stimulant or excitant group of drugs as far as the effects on the nervous system are concerned. It is, therefore, an extremely dangerous drug, especially when the user has a maladjusted personality. Extreme acts of violence can easily be committed while one is under the influence of narcotics such as cocaine. The use of this drug creates the desired effects for a very short period of time. Consequently, the user resorts to "sniffing" or "snorting" with a quill. This act was described earlier.

(b) Great quantities of the coca leaf are imported to be used legally in the manufacture of extracts and flavoring by such companies as the Coca-Cola Bottling Company. Workers constantly around the new leaves developed a new pastime: they chew the coca leaf. In South America, it is called by the name "coqueo." Where chewing is practiced by the workers in growing areas, it inhibits the sensation of hunger. This ultimately undermines the health and stamina of the users. This is caused by their living in a constant state of malnutrition. The common method of chewing involves the placing of a bit of quick-lime on a coca leaf and placing both into the mouth. As the chewing process begins, the excess lime is blown out of the mouth.

(c) Constant use of the narcotic causes mental deterioration. Physically, it causes nausea, digestive disorders, and sleeplessness. It also causes a loss of appetite, emaciation, and tremors. Because of its toxicity

and short time effects, it is rarely used hypodermically. Usually it is sniffed. Cocaine powder used in this manner is usually called "snow" and is a caustic substance. Its continued sniffing causes sores on the nasal septum. This fact should be kept in mind by someone who is searching a suspected cocaine user.

4. Non-narcotic Drugs. The Hallucinogenic Drugs. Hallucinogens can be pleasant or horrible. They can be short-lasting or long-lasting, depending on the drug. The hallucinogenic drugs are unpredictable; one never knows when it will be a good trip and when it will be a bad trip. It's like playing "Chemical Russian Roulette." The slang term "trip" is defined as a temporary undergoing of personality change. It is characterized by temporary irrational behavior.

a. Marijuana. No matter what part of the world we may be in or by what name it is called, any part of this plant is marijuana. Even if the physical appearance differs in the product, we are talking of any item derived from that plant. For botanical classification, we have the genus and species name of Cannabis Sativa. The cannabis is unique; it exists in a single species, but there are a number of varieties. Cannabis is Latin of "hemp" and Sativa is Latin for "planted or sown." The varieties of the single specie Indica, Americana and Mexicana, refer to the geographical region where it grows. Let us study this unique plant which is called marijuana. It has had a very long and infamous history of abuse. The use has spread to all segments of American life. Particularly it has spread to the youth of our country.

(1) Identification of marijuana.

(a) Marijuana is an imperfect plant, a male plant and female plant which attains a height of from 3 to 16 feet. It can grow anywhere without any special attention. After pollination, the male plant dies. It is an annual plant that springs from its own seeds.

(b) The marijuana leaf consists of a number of smaller leaflets, usually 5 to 11 in a single leaf. The leaflets are pointed at both ends and are serrated or saw-toothed. The upperside of the leaflet is dark green and the underside is a lighter green (Figure 6-1).



Figure 6-1. Marijuana (Cannabis Sativa).

(c) The production of resin (juices from plant) will vary with each plant. Normally, plants growing in hot climates produce more resin than plants growing in temperate zones.

(d) Tetrahydrocannabinol (THC) is the active principle of cannabis that causes the hallucinogen effect.

(e) Most of the marijuana you will encounter will be cut, dried, and prepared in a tobacco-like form. It will range from green and brown in color and can be rough cut or manicured. It may or may not contain seeds and stalk. This form of marijuana is usually smoked in cigarettes.

(f) Marijuana is usually sold on the illegal market by the "bag," "key," or "lid" and at times by the cigarette. These were first called "reefers" or "sticks," but more recently are called "joints" or "J's." A bag is usually a small volume of marijuana that yields from 10 to 20 cigarettes. At times you will hear the terms "nickel bag" and "dime bag" which refer to the cost of the marijuana. A lid (tin or cup) of marijuana usually refers to an ounce of marijuana; a key refers to a kilo (2.2 pounds). The more marijuana that a person buys, the cheaper the price involved. For this reason most people buy a bag or lid and avoid the expensive single cigarette. In the Far East, entire packages of cigarettes containing marijuana are sold.

(g) Marijuana is often compressed into a cake form for ease in transportation. Large amounts can then be carried into a small area. Stalks and seeds are generally present.

(h) Hashish is the pure resin from the cannabis plant. It is much stronger than other versions of cannabis. It can be six to ten times more potent. The stalks and seeds are not present in this form; positive identification is only possible by chemical means. Hashish is generally smoked in a pipe.

(2) The Effects of Marijuana. There is still no evidence of any casual stair-step effect. Such would be marijuana use leading to heroin use. However, a person who takes one or more of the many illicit drugs is expressing an interest. Evidence does indicate that such initial interest can grow. It can then result in a lifestyle in which drugs play a large role. When thinking of the subjective effects of marijuana, many variables must be considered. These variations are due to personality, physical condition, motivation, and self-control; they are due also to dosage, setting, a mixture with other drugs, expectations, and the like. Some medical use of marijuana is now legal in a few states. It can be legally prescribed for lessening pain in cancer and glaucoma. However, such medical use is rare and strictly monitored. This is due in part to marijuana being an unpredictable drug with unpredictable consequences.

(a) Marijuana is a hallucinogenic drug; it causes mild psychological dependence.

(b) Report of effects of marijuana by the World Health Organization in 1965:

1. Loss of coordination.
2. Impairment of judgement and memory.
3. Confusion and delusions.
4. Stimulates aggressiveness.
5. Distortion of sensations (vision and hearing).
6. Time and space perceptive distortions.

(c) As mentioned previously, tetrahydrocannabinols (THC) has been identified from the resin of the cannabis to be the active ingredient. The amount of this active ingredient varies from variety to variety of cannabis. Cannabis indica, for example, has so much resin that the plant sweats the resin. During the heat of the day it appears to be covered with dew.

(3) The illegal traffic in marijuana. The amount of marijuana used in the military depends somewhat on the area where troops are stationed. The availability and cost are the big factors. Marijuana is much more available and cheaper in Asia than in Europe. Finally, in the overseas areas our enforcement could be limited or enhanced. This would depend on the local laws, government, and customs.

(a) In all areas of the Far East where US troops are stationed, the cannabis plant grows, and the illegal traffic is carried out. The drug is available and cheap.

(b) The illegal traffic in marijuana is operated by underworld characters; vast profits in this traffic are used for underworld purposes.

(4) The process of synthesizing THC. We are sure that you have heard of synthetic THC. We will, therefore, briefly mention this hallucinogenic drug. It is a colorless, odorless liquid. It may be added to regular cigarettes and smoked. This drug will give the same effect as marijuana. The chemical process involved in making THC is difficult and expensive. For this reason, synthetic marijuana has not "hit the street" in great quantity. This drug was placed under the provisions of the Drug Abuse Control Act of 1965. It is controlled in the military under the same provisions as marijuana.

b. Peyote is a type of cactus that grows around the Mexican-American border. The buds of this cactus plant are chewed by Indians in this region in conjunction with their religious activities. These Indians today belong to the Native American Church. They are an exception to federal law and may use peyote. Mescaline (phenylethylamine derivative) is derived from the peyote button. It has similar effects as LSD. Mescaline is available on the illicit

market as a crystalline powder in capsules. It also may be found as a liquid in ampules or vials. The drug is generally taken orally but may be injected. Because of its bitter taste, the drug is often ingested with tea, coffee, milk, orange juice, or some other common beverages.

c. Psilocybin is obtained from the fungus on the psilocybe mushroom that grows in Mexico. It is not nearly as potent as LSD. However, with adequate doses, hallucinogenic effects are produced. Psilocybin is available in crystalline, powdered, or liquid form. The mushrooms were used by the medicine men of the Southwestern Indian Tribe during religious ceremonies.

d. LSD (Lysergic Acid Diethylamide).

(1) LSD was synthesized in 1938 from lysergic acid. This is present in ergot, a fungus that grows on rye.

(2) LSD is one of the psychedelic drugs. The term "psychedelic", meaning mind-opening or mind-manifesting, is often associated with LSD.

(3) LSD is the most potent of the hallucinogens.

(4) LSD cannot be obtained legally, except for research. Even this must be authorized by the National Institute for Health.

(5) Law enforcement is primarily concerned with the illicit use or abuse of LSD. It is a difficult job to track down the illicit drug because it is colorless, odorless, and tasteless. Also, the liquid is easily prepared by chemists with a minimum of equipment.

(6) There are approximately 300,000 doses in an ounce of LSD. A standard dose is 100 micrograms. This dosage is very minute or microscopic. Therefore, LSD must be mixed with another substance for distribution.

(7) At first, illicit LSD was prepared in liquid form. The small vials of colorless solution had to be kept in the refrigerator.

(a) ALL FORMS OF LIQUID LSD MUST BE KEPT REFRIGERATED. Therefore, when searching premises do not overlook the refrigerator or the freezer compartment. Vodka is considered to be one of the most readily available preservatives for LSD. All vodka should be seized and examined.

(b) LSD is now prepared in powder form. It can be found as white powder, small capsules, or tablets and does not need refrigeration.

(8) Distribution of LSD.

(a) Formerly, the liquid was distributed generally by placing one or two drops on a sugar cube.

(b) Liquid LSD is also distributed by placing one or two drops on pieces of blotting paper. Be suspicious of all torn pieces of blotting

paper approximately 1 to 2 inches square, whether or not stains appear thereon.

(9) LSD users. It is usually limited to those users who are the intellectual, pseudo-intellectual, and artistic types. Also nonconformists usually prefer LSD as opposed to other drugs.

(10) The effects of LSD.

(a) A person under the influence of LSD will appear to be insane. For a fact, he is insane. His actions parallel those of a person suffering from schizophrenia and paranoia. He will usually experience a marked sharpening of all the senses; he will have vivid panoramic hallucinations. Users actually feel sounds and taste colors. Fixed objects pulsate and breathe or seem to melt and fade away. These hallucinations sometimes are accompanied by screams and a frantic effort by the user to escape into a corner of some room. Usually, the subject will become withdrawn. He will sit and stare in a fixed position, uttering no sound, and making no movement. This "trip" will last from 8 to 12 hours depending on the dose.

(b) The continued use of LSD may alter the genetic chromosomes and cause defects in a newborn. Further, the theory that LSD stimulates creative ability has been proven a myth. On the contrary, all creative incentive is repressed; one's psychology changes to that of a withdrawn person. Users soon develop a passive mood toward life. This includes their attitudes toward personal hygiene, as well as social behavior.

(c) LSD is a very dangerous drug.

(d) LSD primarily affects the central nervous system, producing changes in mood and behavior. The user may also exhibit dilated pupils and tremors. His temperature and blood pressure may be elevated. He may have hyperactive reflexes.

(e) "Flashbacks" or drug recurrences without taking the drug again may occur anytime in the future. The flashback occurs with the same intensity as the original trip. It is not necessarily of the same duration as the initial trip.

e. DMT (Dimethyltryptamine). DMT is a new addition to the list of abused hallucinogenic drugs. It is prepared synthetically. Yet, it is a natural constituent of the seeds of certain plants found in the West Indies and South America. Powder made from the seeds of the plants was used by some Indian tribes of South America. DMT produces effects similar to those of LSD, but much larger doses are required. DMT is sometimes called the "Businessman's Special."

f. STP (Methyl-Dimethoxy-Methyl Phenylethylamine). STP appeared on the psychedelic scene in the early spring of 1967. The compound was identified by FDA chemists to be 4-Methyl-2, 5-dimethoxyamphetamine or DOM. Little is known

about the therapeutic, pharmacological, or psychological effects. However, doses of 1 to 3 milligrams produce euphoria; doses of more than 3 milligrams can cause strong hallucinations lasting from 8 to 10 hours. One of the approved investigators of the drug states that STP is almost 200 times more powerful than Mescaline. However, it is only one-tenth as potent as LSD. "STP" is not found in nature. It is synthesized in the laboratory and has appeared in illegal channels in tablet form. Several deaths have been reported following its use. It is believed that several compounds are being illicitly peddled under the name STP.

g. Non-Narcotic, Prescription-Type Drugs.

(1) Barbiturates are the so-called sleeping pills. Street names include "goofballs," "red devils," and "yellow jackets." Medically, it is a class of drugs containing barbituric acid. The drug is a depressant and causes both physical and psychological dependence. Barbiturates are used for epilepsy, high blood pressure and insomnia. They are also used in the treatment and diagnosis of mental disorders. They are used before surgery. They are prescribed for almost every kind of illness or special situation requiring sedation. Either they are prescribed alone or in combination with other drugs.

(a) Barbiturate intoxication resembles alcoholic intoxication. The user exhibits slurred speech and staggering gait. His reactions are sluggish.

(b) Tolerance is built rapidly. With the physically dependent barbiturate abuser, abrupt withdrawal is extremely dangerous. During withdrawal, convulsions of the grand mal (severe epilepsy) type occur and can be fatal. Withdrawal should always be supervised by a physician.

(c) Physiological dependence on barbiturates is harder to overcome than addiction to heroin; it takes from 5 to 6 days to clear the body.

(d) Barbiturates can be taken orally or by injection.

(e) Accidental death, caused by overdose, is a danger of barbiturate abuse because of the following phenomena:

1. Errors in the perception of time passage occur at a given level of barbiturate intake.

2. The absorption rate is slow; drug reactions are delayed after barbiturates. Large quantities in the stomach diminish gastric and intestinal function and further delay absorption. The user does not get the desired effect within what seems like a long time; so he continues to take tablet after tablet until he is unconscious. In the process, he may ingest a lethal dose.

3. When barbiturates are taken along with alcohol, effects are multiplied. One Secobarbital (seconal) and one beer may have the effect totally of four or five beers depending on the person. This explains why there are some accidental deaths when barbiturates are mixed with liquor.

(2) Types of Barbiturates.

(a) Amobarbital.

(b) Pentobarbital - These are also called Nembutal, "yellow jackets," or "Nemmies." They are yellow capsules 30 mg. or 100 mg., or white and yellow capsules 50 mg.

(c) Secobarbital - One type is called Tuinal, "toodles," or "rainbows." They are red and blue bullet-shaped capsules. The second type is called Seconal, "red birds," "red devils," "red bullets," or "Zekes." These are red bullet-shaped capsules.

(d) Phenobarbital - One type, "purple hearts," are heart-shaped, purple tablets. Another type, Duotrate, are black and green or black and orange capsules.

(e) Sodium Amytal - Termed "blue heavens." These are light blue bullet-shaped capsules.

h. Amphetamines - Stimulants (pep pills). Amphetamines are prescribed for overweight patients to reduce their appetites. They are prescribed in cases of narcolepsy, a disorder characterized by an overwhelming need for sleep. They are given for Parkinson's disease. In some cases of minor mental depressions, stimulants are given because of their mood-elevating effect.

(1) Types of Stimulants:

(a) Amphetamines - These are Benzedrine tablets, "bennies," or "hearts." They are orange-red, scored, heart-shaped tablets.

(b) Dextroamphetamine - Dexedrine tablets. These are also called "dexies" or "hearts." They are orange, scored, heart-shaped tablets.

(c) Methamphetamine (Desoxyephedrine) - This stimulant is referred to as "meth" or "speed" and is a white powder. (It is classed as a hallucinogenic drug.)

(d) Biphetamine - Called "black birds" or "black beauties." These are small black capsules marked "RJS."

(2) Amphetamine types are usually taken orally in the form of tablets or capsules.

(3) They may be taken intravenously when the amphetamine is dissolved in water. That way the effects are felt immediately.

(4) Use of amphetamines or "uppers" to excess causes mental depression and fatigue whenever the drug is withdrawn from the user. Psychological dependence is common, but physical dependence is uncommon.

(5) Persons under the influence of amphetamines or "uppers" may show any of the following symptoms:

(a) Extremely talkative.

(b) Excitable.

(c) Restless.

(6) The most popular abuse of this type of drug is by truck drivers who wish to stay awake for prolonged periods of time. Also, college students abuse this drug. They do so when they want to stay awake and alert to study a long time before an examination.

i. Illegal Traffic in Non-Narcotic Drugs.

(1) Most amphetamines and barbiturates that find their way to the illegal market are manufactured legally. The diversion of these legal drugs to the illegal market occurs through larceny from medical supply sources. A large amount comes from dishonest suppliers.

(2) In the military we have a large medical treatment operation. As investigators, you must realize that our medical facilities may well be the source of illegal drugs in the area where you work.

5. Investigation of Narcotic Deaths.

a. In the case of a true overdose of narcotics or dangerous drugs, excessive amounts will poison the body. These poisoning effects will cause heart failure or lead to a paralysis of the respiratory center. The latter results in denial of a sufficient amount of oxygen to the body. Asphyxia is the direct or primary cause of death; poisoning (which leads to asphyxia) is the secondary cause.

b. The effects caused by the action of a particular drug or narcotic on the physical bodily functions are often joined by self-evident signs. Some of these remain after death, and are available for interpretation by the trained observer. Listed below is a partial listing of the more common signs of poisoning due to the taking of narcotics or dangerous drugs. These are not infallible; confirmation is made only on the basis of additional environmental, historical, and toxicological data.

c. Symptoms of poisoning are: thirst, cold sweating and skin irritation. Others are: dizziness, cramps, nausea, and appetite loss.

<u>POISON</u>	<u>SYMPTOM/SIGN</u>	<u>MLD (Minimum Lethal Dose)</u>	<u>CAUSE OF DEATH</u>
Codeine	nausea, dizziness, constipation	300 mg	respiratory failure
Heroin Morphine	sweating, loss of appetite, nausea, vomiting, constipation, skin itch, thirst, cyanosis (see para d(1) below)	0.25 gm	respiratory failure
Barbiturates	lower body temp., cyanosis, cold extremities, skin rash, constipation	1-6 gm	respiratory arrest or pneumonia
Cocaine	nausea, vomiting, chills, sweating, thirst, convulsions	500 mg	circulatory & respiratory failure
Amphetamines	chills, sweating, diarrhea, constipation, nausea, vomiting, cramps, thirst, convulsions, petechial hemorrhages (see para d(2) below)	150 mg	circulatory failure

d. When asphyxia is the cause of death it is often accompanied by external body change. These changes are visible to the naked eye. They may be found in any asphyxial death, such as heart failure, drowning, or hanging. They must be noted, photographed, and reported to the pathologist during the pre-autopsy interview.

(1) Cyanosis - This results in a bluish discoloration of the face or fingernails. Cyanosis results from auto-intoxication by the accumulation of carbon dioxide in the body.

(2) Petechial Hemorrhages - This appears as pinpoint discoloration. (resembling freckles, only black in color) resulting from capillary rupture. These signs normally are found on the eyelids, facial skin, and shoulders.

(3) Saliva/Foam - Found at the nose and mouth of the asphyxial victim, this substance may be blood-stained. This foam is the result of fluids entering the air passages which are producing mucous. The respiratory efforts of the victim whips the mixture into foam. This foam is tenacious and often reappears if removed.

e. Other body factors which may indicate narcotic involvement in death are listed below. If noted during investigation, they should be photographed and reported to the pathologist.

(1) Body Deterioration - This includes signs of malnutrition, poor skin color, abscesses, etc. This condition is quite common in the user who is dependent on narcotics. It is the result of poor self-care due to the preoccupation with drugs.

(2) "Tracks" - These are the visual evidence of repeated intravenous injections. The track will follow a vein except in cases of skin-popping. This results in the blackish discoloration of the vein and eventual collapse.

(3) Rash/Scratched Skin - This is an external body sign of morphine or heroin poisoning.

f. During your scene investigation, be alert to recognize and relate seemingly unimportant items or material discussed above. That way you can arrive at a justifiable conclusion of narcotic involvement. Some of these, both obvious and not so obvious, are discussed below:

(1) Merchandise - This includes small items carried and disposed of. They may have been stolen to supplement the user's income. Such merchandise may be radios, portable TVs, and watches.

(2) Narcotic Medication - Laudanum, Paregoric, and Codeine cough syrup are some of these "carryovers" used until the next fix.

(3) Maalox, Milk of Magnesia - This is medication used to relieve nausea, vomiting, constipation, cramps, or diarrhea.

(4) Absence of Nutritional Food - This factor may be indicative of a loss of appetite which is a symptom of poisoning.

(5) "Works" - These are implements or tools used in the taking of narcotics. They may include the obvious syringe and needle, tourniquet, spoon, and packet. "Works" may also include cotton balls, belt, razor blades, and wax paper or envelopes.

(6) Lack of Ordinary Cleanliness - The dependent user is not concerned in most cases with his environment or health. This is reflected in the way he neglects both.

(7) Body Fluids - Once poisoned, the body tries to rid itself of the substance by its built-in defense mechanism. This may be evidenced by the presence of urine, feces, mucus, or vomitus at the scene. Additionally, the clothing or bedding may be sweat-stained. This should be collected and analyzed.

g. Historical data must be developed by the investigator before coming to a conclusion. As a minimum, the following categories of victim history should be explored.

(1) Criminal - The victim's police record, if one exists, may indicate previous indulgence with drugs.

(2) Medical - The victim's medical records and the autopsy report may show indication of drug abuse.

(3) Social - What type of environment did the victim live in? What type of friends did he have?

(4) Mental - What was the attitude of the victim prior to death?

(5) Marital - Was the victim single, married, or divorced?

(6) Financial - What was the victim's financial situation?

h. The circumstances surrounding the death establish the manner of death. This determination is made after a careful evaluation of the scene, witnesses, historical data, and autopsy findings. The following factors are conclusive. If present, however, they will aid in determining the manner of death.

<u>FACTOR</u>	<u>SUICIDE</u>	<u>HOMICIDE</u>	<u>ACCIDENT</u>
Scene	Secluded	Variable	Variable
Location	Neat	Disturbed	Variable
Condition	Present	Absent	Variable
Works	Present	Absent	Accident
Note of Intention		Forced	
Entry			
Body			
Demeanor	Neat	Disarray	Variable
Defense Wounds	Absent	Present	Absent
Multiple Fresh	Absent	Present	Absent
Injections			
Anatomic Site of	Accessible	Unaccessible	Accessible
Injection			
Drug Content	Prevalent	Unusual	Prevalent
Alcohol Content	Unusual	Absent	Prevalent With Drugs

i. The medical phase of the death investigation is a most important one. Ideally, the pathologist should examine the body at the death scene; however, in all cases the agent must note all items which may be of importance medically and legally. He should report this to the pathologist. During the autopsy, the pathologist should be asked to collect the following specimens and to submit them for toxicological studies:

(1) Urine - Body waste may be tested for toxic drug levels.

(2) Brain - Portions of this are useful in determination of alcohol content.

(3) Liver - This is the body detoxification center and can reveal more about toxicity.

(4) Stomach Contents - Examination of this determines the presence of opiates.

(5) Blood - By testing, determination can be made of alcohol or drug content.

(6) Injection sites - These reveal the presence of narcotic deposits (hardens in 2 days).

LESSON 6

PRACTICE EXERCISE

REQUIREMENT: The following questions are multiple choice. There are four choices to each. You are to select the one that is correct. Indicate your choice by CIRCLING the letter beside the correct choice directly on the page. This is a self-graded lesson exercise. Do not look up the correct answer from the lesson solution sheet until you have finished. To do so will endanger your ability to learn this material. Also, your final examination score will tend to be lower than if you had not followed these recommendations.

1. Medically what is a narcotic?
 - A. An agent which quiets or calms physical activity.
 - B. Any drug that produces sleep or stupor and also relieves pain.
 - C. Any of several drugs which act on the central nervous system, producing excitement, alertness, and wakefulness.
 - D. Any of several drugs which produce sensations such as distortions of time, space, sound, and color. It also causes other bizarre effects.
2. What are the characteristics of extracted poppy juice after its exposure to air?
 - A. Dark brown color with an earthy odor.
 - B. Light brown color and vegetable matter appearance.
 - C. Light brown color with a poppy odor.
 - D. Milky white and sweet smelling.
3. What is the most common method used for opium intake?
 - A. Oral.
 - B. Subcutaneous injection.
 - C. Smoking.
 - D. Injected intravenously.
4. Which one of the following has opium as its source?
 - A. Codeine.
 - B. Amphetamines.
 - C. Barbiturates.
 - D. Cocaine.
5. What drug caused reference to the "Soldiers' Illness?"
 - A. Cocaine.
 - B. Codeine.
 - C. Heroin.
 - D. Morphine.

6. Which one of the following is a derivative of morphine?
- A. Cocaine.
 - B. Opium.
 - C. Dilaudid.
 - D. Psilocybin.
7. What is considered the most powerful "euphoria" producing drug?
- A. Opium.
 - B. Heroin.
 - C. LSD.
 - D. STP.
8. In the use of heroin, what does the term "Satch Cotton" have reference to?
- A. A piece of sterilized cotton used to clean the end of a hypodermic needle.
 - B. A piece of cotton used to hold the impurities when the addict is drawing the solution into the hypodermic syringe.
 - C. A piece of cotton that is used to protect the hypodermic syringe from breakage.
 - D. A piece of cotton that is used to clean the inside of the hypodermic syringe of any impurities before the addict injects himself with the solution.
9. Why does an addict keep his "works" close by?
- A. He doesn't want his "works" to become lost.
 - B. He fears someone may discover his "works."
 - C. He fears not being able to administer to himself when necessary.
 - D. He fears persecution.
10. On what general area of the body do opiates exert their greatest effects?
- A. Central respiratory system.
 - B. Physical reactions.
 - C. Psychological reactions.
 - D. Central nervous system.
11. What is marijuana's greatest danger to the user?
- A. Its unpredictable consequences.
 - B. The physical dependence of the user.
 - C. Its effect in leading to more powerful drugs.
 - D. Its narcotic effects.
12. How is marijuana medically classified?
- A. Hallucinogenic.
 - B. Narcotic.
 - C. Nonnarcotic.
 - D. None of the above.

13. What is the drug that is a derivative of the mushroom and used by the witch doctor of the Southwestern Indian tribes?
- A. Peyote.
 - B. Mescaline.
 - C. Psilocybin.
 - D. LSD.
14. Which of the following are symptoms of drug poisoning?
- A. Cramps.
 - B. Thirst.
 - C. Cold sweating.
 - D. All of the above.
15. What is the primary or direct cause of a narcotic death?
- A. Starvation (loss of appetite).
 - B. Heart failure.
 - C. Asphyxia.
 - D. Drug overdose.
16. What is the most important phase in a narcotic death investigation?
- A. Mental.
 - B. Social.
 - C. Criminal.
 - D. Medical.
17. What is the drug that is the standard to which other narcotics are compared?
- A. Heroin.
 - B. Morphine.
 - C. Codeine.
 - D. Cocaine.

LESSON 6

PRACTICE EXERCISE

ANSWER KEY AND FEEDBACK

<u>Item</u>	<u>Correct Answer and Feedback</u>
1. B.	Any drug that produces sleep or stupor and... Medically defined a narcotic...(page 6-4, para 21)
2. A.	Dark brown color with an earthy odor. It is dark brown or...(page 6-5, para 3a(4))
3. C.	Smoking. The most common use is...(page 6-5, para 3a(5))
4. A.	Codeine. Opium is the source of...(page 6-5, para 3a(7))
5. D.	Morphine. Morphine was administered...(page 6-6, para 3b)
6. C.	Dilaudid. The derivatives of morphine...(page 6-7, para 3b(8))
7. B.	Heroin. Heroin was soon found...(page 6-7, para 3c)
8. B.	A piece of cotton used to hold the impurities when... As the heroin and water mix...(page 6-9, para 3c(11)(b))
9. C.	He fears not being able to administer to himself... The "works" are usually kept...(page 6-9, para 3c(11)(d))
10. D.	Central nervous system. Usually, these opiates exert...(page 6-9, para 3e(4))
11. A.	Its unpredictable consequences. This is due in part to marijuana...(page 6-12, para 4a(2))
12. A.	Hallucinogenic. Marijuana is a hallucinogenic...(page 6-12, para 4a(2)(a))
13. C.	Psilocybin. Psilocybin is obtained from the...(page 6-14, para 4c)
14. D.	All of the above. Symptoms of poisoning are...(page 6-19, para 5c)
15. C.	Asphyxia. Asphyxia is the direct or...(page 6-18, para 5a)

16. D. Medical.
The medical phase of the death...(page 6-21, para 5i)
17. B. Morphine.
It has become the standard...(page 6-6, para 3b(6))

LESSON 7

EVIDENCE DEPOSITORY PROCEDURES

Critical Tasks: 191-390-0158
191-390-0160
191-390-0159

OVERVIEW

LESSON DESCRIPTION

In the lesson you will learn to record, account, package and dispose of evidence.

TERMINAL LEARNING OBJECTIVE:

ACTION: Record, account, package, and dispose of evidence.

CONDITION: You will have this subcourse.

STANDARD: You must achieve a score of 70 percent on the final subcourse examination to demonstrate comprehension of the subcourse material.

REFERENCES: The material contained in this lesson was derived from the following information: AR 195-5, AR 190-45, CIDR 195-1, CIDR 195-20, CIDR 195-6, FM 19-20, and TC 19-23.

INTRODUCTION

1. General: The importance of preserving evidence cannot be stressed too much. From the moment you take custody of an item of evidence, it becomes your responsibility. You must take every care to preserve the evidence's original integrity as nearly as possible. The supervisor must be assured that you and the evidence custodian maintain the evidence's integrity. The custodian signs for and is responsible for the evidence's security. The supervisor's and evidence custodian's concern for the security and accounting for evidence may sometimes determine the eventual outcome of investigations. The cases are often long and difficult. Later judicial proceedings may also be affected by the supervisor's and custodian's duty performance.

2. Explanation of Terms.

a. Evidence. This is anything that tends to aid in determining the truth of a matter. Evidence may also furnish proof of a fact. Evidence may be physical or testimonial. This lesson deals only with physical evidence.

b. Evidence Depository. This is a storage room or facility constructed in accordance with AR 195-5. It is where items of evidence are secured.

c. Controlled Substance. A drug, or other substance, listed in the current schedules of Title 18, USC, Section 812, as "controlled." General categories included in this lesson are narcotics and derivatives of the cannabis sativa plant. Also included are amphetamines, barbiturates, and hallucinogens.

d. Found Controlled Substance. This is a drug or substance as defined in paragraph 2c above, but which is not of value as evidence. Such substances are processed in accordance with AR 195-5; the purpose is to remove them from public access.

e. Chain of Custody. This is a chronological written record of those persons who have had custody of the evidence. The record begins with the initial acquisition of evidence until its final disposition.

f. Primary Evidence Custodian. As an additional duty, this person is assigned responsibility for operation of an evidence depository.

g. Alternate Evidence Custodian. As an additional duty, this person is appointed to act as the primary custodian during temporary absences.

h. Evidence/Property Tag (DA Form 4002). This form is attached to a container or to a single item of evidence. It is a means of identification and control.

i. Evidence/Property Custody Document. This form is used to record the acquisition, chain of custody, and disposition of evidence. This form is referred to throughout this lesson as "custody document." A completed DA Form 4137 is included at Figure 7-2.

j. Evidence Custody Document Files. This is the file folder maintained by the evidence custodian. It contains physical evidence custody documents.

k. Evidence Custody Document Suspense Files. These files contain a copy of custody documents for evidence currently on temporary release for courts-martial. Such release could be, also, for evidence investigation under Article 32, UCMJ, or analysis at a USACIL. Too, when the original custody document is sent to the SJA for approval of disposition, this action is noted in these files.

l. Evidence Ledger. This ledger is a bound record-type book (Federal Stock Number: 7530-00-286-8363). It is maintained by the evidence custodian.

Its purpose is to provide double accountability and to cross reference custody documents.

3. Evidence Custodian.

a. Prerequisite. He must meet the requirements of AR 195-5.

b. Appointment. The evidence custodian will be appointed in writing as an additional duty.

c. Responsibilities. The evidence custodian is responsible for:

(1) Accountability, preservation, and disposition of all evidence received in the depository.

(2) Maintenance of all evidence records.

(3) Protection of evidence from loss, deterioration, and unnecessary damage.

d. The alternate evidence custodian will have the same prerequisite and appointment as the primary custodian.

e. Transfer of responsibilities.

(1) The alternate custodian will assume all duties and responsibilities in the temporary absence of the primary custodian.

(2) Temporary absence is to be for a period of more than 1 duty day and not more than 30 days.

(3) Upon assuming duties, the alternate custodian will enter and sign the following statement in the evidence ledger. Entry will be made just below the last prior entry:

I, (Name) , on (Date) , assumed all duties of the primary evidence custodian during the temporary absence of the regularly appointed custodian. I accept responsibility and accountability for all evidence contained in the evidence room.

(Signature of Alternate Evidence Custodian)

(4) When the primary evidence custodian returns, he has certain duties. He must ensure that entries on evidence records are correct and accurate. Such entries will be related, of course, to all evidence that was received, released, and disposed of. After accuracy, accountability, and documentation have been properly determined, this custodian has one more duty. He will enter and sign the following statement in the evidence ledger. Entry will be made just below the last prior entry.

I, (Name) , on (Date) , resume my position as primary evidence custodian and accept responsibility and accountability for all evidence contained in the evidence room.

(Signature of Primary Evidence Custodian)

(5) Sometimes the primary custodian may find that the alternate has made an incorrect or inaccurate entry. If this occurs, it will be brought to the attention of the appropriate supervisor. The primary custodian will also prepare a certificate. On it he will outline the error and what action was taken to correct it. The original of this certificate will be filed with the applicable custody document. Or, it may be placed in a file folder under number 310-2C if the error does not apply to a custody document.

4. The Evidence Ledger.

a. This ledger is to be prepared in a bound book. It will provide accountability through cross-reference with the custody document.

b. It will be prepared in six columns spanning the spaces of two facing pages of the ledger.

c. Column headings are, as a minimum, placed on the first double page of the ledger. They are also placed on the first pages of a new calendar year.

d. Detailed content under each heading is as follows:

(1) Document Number and Date Received. The document number is a two-digit group number given each custody document. It is made up of the chronological number given each successive document. This number is followed by the last two digits of the year, such as 6-86.

(2) Military Police Report Number (MPR), if applicable. the report of investigation (ROI) number may also be entered in this column.

(3) Brief Description of Evidence. This column may also include the item numbers from the custody document.

(4) Date of Final Disposition. This can be for one item or for a group when they are disposed of on the same date.

(5) Final Disposition. A brief note on the means of final disposition is entered in this column opposite the item's description. When all items in the entry have been disposed of in the same manner, the means of a disposal may be listed once, preceded by the words "all items" (e.g., all items burned).

(6) Remarks. This column is used to record any information deemed necessary by the evidence custodian. Such data may include cross reference to other document numbers or names of owners. Data may also include subject,

investigator, or results of laboratory examination. (See Figure 7-1 for an example of an evidence ledger.)

5. Maintenance of Evidence.

a. All changes in custody of evidence will be recorded in the "Change of Custody" section of the custody document. Each person is responsible for preserving the integrity of the evidence while under his control. Each must do so by maintaining the change of custody on the original document and any copies.

b. Evidence may be removed from the depository only for permanent disposition. Or it may be removed temporarily for a specific purpose.

c. The location of the evidence within the depository will be noted in pencil on the bottom margin of the custody document. Changes will be kept current by erasure of the prior entry and notation of the new location.

d. The original copy of the custody document will accompany the evidence when it is temporarily released. The most common reasons for such temporary removal are:

(1) Transmittal to the USACIL for forensic examination.

(2) Presentation at court-martial or hearing conducted pursuant to Article 32, UCMJ.

e. When evidence is removed from the depository, the first copy of the custody document will be placed in suspense. At least three suspense folders will be maintained as follows:

(1) "USACIL" folder holds evidence on temporary release to Article 32 investigating officers, courts, or SJA officers. Such release may also be to other persons for legal proceedings.

(2) "ADJUDICATION" folder holds evidence on temporary release to the same people as noted in (1) above.

(3) "PENDING DISPOSITION APPROVAL" folder is maintained when original copy is sent to the SJA for disposition approval.

f. Often a crime lab examination is needed. If so, the evidence custodian will prepare a DA Form 3655 (Crime Lab Examination Request) in an original and two copies. In rare cases, the crime lab request may be prepared by the agent and sent directly. This may be done without submission through an evidence custodian. In such cases, the DA Form 3655 will contain instructions for the lab to transfer the evidence to the proper evidence depository.

(1) Detailed instructions for completing DA Form 3655 will be found in Appendix F of this subcourse.

DOCUMENT NO./DATE RECEIVED	CID SEQ/MPR NO.	BRIEF DESCRIPTION OF EVIDENCE	DATE OF FINAL DISPOSITION	FINAL DISPOSITION REMARKS
4-8X 3 Jan 8X	8X-005	1. .22-caliber pistol SN 12345 with magazine	2 Feb 8X All items	Rel to USACIL VS AFT
		2. .22-caliber expended casing "NE"		Destroyed
		3. .22-caliber expended casing "T"		Destroyed
		4. Empty .22-caliber ammo box		Destroyed

Figure 7-1. Evidence Ledger.

(2) Instructions for packing and transmitting evidence will be found in Appendix E of this subcourse.

g. When evidence is mailed to USACIL, it will be sent by first class registered mail. A return receipt must be requested. The registered mail number will be recorded in the "Received By" block on the first (suspense) copy of the custody document. The return receipt will be kept with this copy until the original document and evidence is returned from the USACIL.

h. Each package sent to the USACIL will contain evidence from only one investigation. Two copies of DA Form 3655 will accompany the evidence.

i. Expeditious handling.

(1) DA Form 3655 will be annotated with "EXPEDITE." The reason will be stated after the subject's name.

(2) Sometimes, notification by telephone of lab results is desired. If so, the telephone number of the person to be notified will be noted on DA Form 3655.

6. Final Disposition of Evidence.

a. Evidence will be disposed of as soon as possible after it has served its evidentiary value; it will be disposed of likewise when determined to be of no evidentiary value.

b. Often evidence is permanently transferred from one depository to another. When this occurs, the original and duplicate copy of the custody documents properly annotated will be sent along with the evidence. The registered mail return receipt will be filed in the proper folder upon receipt.

c. Sometimes evidence is made a part of trial record. When this occurs, the trial counsel will immediately notify the evidence custodian. The custody document will be properly annotated. In such cases, this will be considered final disposition of that evidence.

d. Sooner or later all items of evidence listed on a particular custody document have been properly disposed of. When this happens, the original and first copy of the document will be placed in the case folder. The original document will be submitted to the Army Crime Records Directorate (USACRD). Included with the original will be the final ROI or other supplemental data. When the original copy of the custody document is entered in the trial record (as in paragraph 6c above), a copy will be made as the USACRD copy. This will contain a notation of the original document's disposition.

e. The evidence custodian determines when final administrative or judicial action has been taken in known subject cases. When this occurs, the original custody document will be sent to the office of the SJA of the commander having general court-martial jurisdiction over the subject. The SJA is responsible for completing the final disposal authority portion of the custody document. This, of course, is providing the evidence is no longer needed. In some cases evidence must be held for further adjudication. Then, the final disposal authority portion of the form will not be completed. Instead, a brief explanation for holding the evidence will be sent to the evidence custodian on separate correspondence. There may be unusual circumstances wherein there is a high risk of losing the original custody document. An example would be isolated disposition approval. In such cases, a letter of memorandum may be substituted for disposition approval. Sufficient data will then be furnished to enable the SJA to make a proper decision. The return correspondence from the SJA indicating disposition approval will be attached to the original custody document. It will then be filed at USACRD.

Evidence is sometimes connected with a case in which no subject has been identified. Such evidence may then be disposed of 3 months after completion of the investigation without SJA approval. It may be disposed of earlier with SJA approval. Consideration must be given to serious crimes when, probably, a subject may later be identified. In such cases, it may be best to hold the evidence longer than 3 months. In unknown subject cases, evidence custodians will obtain the approval. They will get this from the commander, the agent in

charge or the provost marshal. Or, they may get approval from the security officer, or a delegated representative. The source of approval will be that appropriate to the case. This approval will be given by completing the final disposal authority section. It is located on the original custody document.

f. Some items in the depository may be disposed of after consulting the appropriate SJA. These items would be those determined by lab analysis to be of no value as evidence.

g. Controlled substances not related to an investigation may be disposed of by the evidence custodian. Disposal must be done under the authority outlined in paragraph 6f above.

h. Certain items of possible evidence may be disposed of by the agent or MP prior to release to the evidence custodian. These items are those other than controlled substances. Disposal may be done only after consultation with the immediate supervisor. He must give his approval. Such items would only be disposed of if determined to be of no evidentiary value. In rare cases, verbal approval may first be given followed by written approval. This approval will be given by completing the final disposal authority section of the original DA Form 4137.

i. Sometimes it is not practical or desirable to retain items of evidence. Such items might include automobiles or those with serial numbers. Others may be those required for use by the owner, delivered mail, or large amounts of monies. Other items might include perishable and unstable items. In these cases, disposal action may be taken immediately. If such is the case, it will not be necessary to enter them into the evidence depository. Coordination with the SJA will be effected. The disposal authority portion of the custody document will be completed by him. Sometimes it is not feasible to get written approval from the SJA prior to disposition. Verbal permission will then be obtained; it will be followed by written authority.

j. Methods of Disposing of Evidence. The following guidance on disposition of evidence will be adhered to as applicable. When a legal question arises about methods of disposition, the SJA will be asked for legal action

(1) US Government property will be released to the organization to which issued.

(2) Items of personal property, legal to own and possess, will be released to the rightful owner.

(3) US Government Treasury checks will be returned to the government agency from which received.

(4) Other types of negotiable instruments will be released to the respective firm. These items would include money orders, traveler's checks, and business firm checks. If the firm does not want the instrument, it will be destroyed.

(5) Negotiable instruments and other documents obtained from a person will be returned to the rightful owner. If the owner does not want this, the items will be destroyed.

(6) Known document standards will be released to the agency, or person from whom received, or the rightful owner. If their return is not desired, the items will be destroyed.

(7) Exemplars and other documents not of value to the person or agency from whom received will be destroyed.

(8) Some items of personal property belonging to deceased or missing Army personnel. These will be released to the summary court officer who will make final disposition. He will do so in accordance with AR 600-8-1.

(9) Controlled substances will be destroyed in the presence of a CID agent, a soldier E6 or above or a civilian in the grade of GS 7 or equivalent. The method of destruction will preferably be burning. If this isn't possible, a method that will render the substance forever useless will be used.

(10) Normally, counterfeit US currency or coins and counterfeiting equipment will be released to the nearest office of the US Secret Service (USSS). If the incident occurs outside the jurisdiction of the US, the counterfeit items would be released to the nearest USSS representative.

(11) Firearms and ammunition may be disposed of as follows:

(a) US Government firearms and ammunition held as evidence will be returned to the proper military organization. If the unit cannot be identified, they will be released to the installation accountable officer. Release will be done in accordance with paragraph 2-5q, AR 710-2.

(b) All privately owned firearms illegal to possess and/or those used or intended to be used to commit a crime are to be held as evidence. Upon SJA approval, disposition of firearms are forwarded to USACIL. (NOTE: No ammunition, carrying cases, or holster type items will be forwarded to USACIL.)

(c) Sometimes personal weapons, lawful to own and possess, have been impounded for minor infractions. One example would be failure to register in accordance with local regulations. Such weapons must be returned to the rightful owner. First; local regulation requirements must have been met. Second, the item is no longer needed for evidence.

(12) Some US postal money orders are not identifiable as the personal property of a specific person. Such money orders will be forwarded to the Military Money Order division, Postal Data Center, P.O. Box 14971, St Louis, MO 63182. A letter of transmittal should be included. The letter should contain the case number and date of final ROI. It should also include offense(s), and complete identification of both the subject and victim. The letter will also include a statement that data about the ROI or MP report may

be obtained by contacting the USACRD, USACIDC, Fort Holabird, MD 21219. Sometimes it is expected that money orders will be held as evidence for more than 120 days from the date received by the custodian. In these cases, a first class letter will be sent immediately to the Military Money Order Division, Postal Data Center, P.O. Box 1491, St Louis, MO 63182. The letter will list the serial number of each money order and the reasons for retention. This procedure may make the later issuance of duplicate money orders impossible.

(13) Some items of evidence are of obvious monetary value, but ownership cannot be established. Or, reasonable attempts to locate a known owner have failed. Such items will be turned into the PDO in accordance with Chapter 1, Part 3, Change 14, DOD Manual 4160.21-M.

(14) Other items of evidence found at crime scenes are of no obvious value and there is no owner. Such items might be matchbooks, beer cans, or bottles. They might also be glass fragments, and wooden sticks. These will be destroyed in the presence of a witness. They will be crushed, burned, or otherwise rendered useless and harmless.

(15) Money for which a rightful owner cannot be identified or located after reasonable attempts will be turned in to a US Army finance officer. A DD Form 1131 (Cash Collection Voucher) will be used for this purpose. A copy of this will be attached to the original custody document.

(16) Final disposition of items from a PX or commissary will be in accordance with local regulations, status of forces agreements, and laws or customs of the host country. The same criteria applies to items illegally brought into a host country. Such items would be those connected with black market, customs, and postal investigations.

(17) Limitation .0015 contingency funds (CID funds) held as evidence will be disposed of in accordance with the provisions of AR 195-4. CID funds which no longer have evidentiary value will be immediately deposited with the local finance and accounting officer on DD Form 1131. Before depositing funds with the finance and accounting officer, personnel preparing the DD Form 1131 must ensure one fact:.. the accounting classification cited should be the same as that on the voucher on which the CID funds were first disbursed. A copy of DD Form 1131 evidencing the return will be furnished to the appropriate certifying and approving officer.

7. Inspections of Depository.

a. Monthly inspections will be made by the appropriate supervisor who is responsible for the evidence custodian. This inspection will include a check of the following:

- (1) Orderliness and cleanliness of the depository.
- (2) Structural and security requirements.

(3) Insurance that evidence is being received, processed, safeguarded, and disposed of properly.

b. Recording inspections. The following statement will be entered in the evidence ledger. It will follow just below the last entry. The statement will be signed by the commander, investigator in charge, provost marshal, or security officer:

I, (Name) , certify that on (Date) , per AR 195-5, I inspected the evidence room. Evidence is being processed per AR 195-5 (with no exceptions or the following exceptions).

(Signature)

8. Inventories of Depository.

a. Inventories of the evidence depository will be made:

- (1) Once each calendar quarter.
- (2) Upon change of primary custodian.

(3) Upon loss of evidence while stored in the depository or breach of security of the depository.

b. Quarterly inventories.

(1) The supervisor will send to the proper commander a written request to appoint a disinterested officer to conduct quarterly inventories.

(2) The appointing authority will select an officer who is not a current member of USACIDC or assigned to MP activities. They will furnish the CID unit a copy of the appointing document (letter or memo).

(3) The evidence custodian and the disinterested officer appointed will conduct the quarterly inventory.

(4) Ample time will be taken before the inventory to thoroughly brief the disinterested officer. Such briefing will cover all custodian functions as well as appropriate provisions in AR 195-5.

(5) Steps to be taken in the quarterly inventory are as follows:

(a) Make a physical count of evidence. Verify that evidence in the depository corresponds with that shown on custody documents.

(b) Cross reference all custody documents with entries in the evidence ledger. Include those in the suspense file.

(c) Ensure that copies of custody documents in the suspense file are properly annotated with:

1. Registered mail receipt number if sent to USACIL or other agency.

2. Appropriate signature is released for court-martial. The same criteria applies to investigations under the provisions of Article 32, UCMJ, or other official purposes.

(d) Present the evidence custodian with a copy of the appointing document.

(e) Make a written record of the inventory in the evidence ledger as follows:

We, the undersigned, certify that on (Date) , per AR 195-5, a joint inventory was made of the evidence room. All evidence was properly accounted for (with no exceptions or the following exceptions).

(Signature of Officer) (Signature of Evidence Custodian)

(Printed Name, Grade, Unit)

(Memorandum, Issuing HQ)

c. Change of custodian. A joint physical inventory of all evidence in the depository will be conducted. The incoming and outgoing primary evidence custodian, upon each permanent change of custodian, will conduct the inventory. Joint inventories may be conducted along with quarterly inventories by disinterested officers; however, each type of inventory will be recorded separately. All evidence records will be carefully examined during joint inventories to ensure proper documentation and accountability. All errors will be resolved by the person relinquishing custody of the evidence. This will take place before transfer of accountability.

(1) There is no requirement for taking a joint inventory when the alternate custodian replaces the primary during a period of 30 days or less. However, if it is known that the primary will be absent for more than 30 days, a joint inventory will be conducted. This will occur before departure of the primary evidence custodian and upon his return.

(2) Change of custodian inventories will be entered in the evidence ledger. Entry will fall just below the last entry. It will then be signed by the incoming and outgoing primary custodians:

I, (Name) , assume the position of primary custodian. I accept responsibility for all evidence indicated on all evidence shown on DA Form 4137 in the evidence document files. A joint inventory was made (Date) , with (Name) , the outgoing evidence custodian. Any discrepancies have been resolved to my satisfaction.

(Signature of Incoming Primary Custodian)

(Signature of Outgoing Primary Evidence Custodian or
(Person Appointed)

d. Lost evidence or breach of security inventories.

(1) The inventory will normally be in the presence of the evidence custodian.

(2) The officer assigned to make the inquiry will certify his findings in the evidence ledger. He will use the same format as that of the quarterly report.

(3) Inquiries or investigations will be initiated by the appropriate region, field officer, or USACIL commanders.

(4) Investigation will be conducted in accordance with AR 15-6 and AR 193-3.

(5) Losses or breaches in evidence handling and the initiation of inquiries will be reported to Cdr, USACIDC, ATTN: CIOP-ZA.

9. THE EVIDENCE DEPOSITORY.

a. Location. It is normally a room designated as an evidence depository. The area will be located in the same building as the provost marshal, security officer, or administrative staffs.

b. Construction.

(1) Minimum walls from floor to the true ceiling can be either masonry or wood construction. When wood, they will have a combined exterior and interior thickness of at least 1 inch.

(2) The floor will be permanently installed. If other than masonry, it must be such that it cannot be breached without causing considerable damage to the building structure.

(3) When the minimums in paragraph 9b(1) and (2) above cannot be met, walls and ceilings can be lined with steel plates. These must be of 1/8 inch thickness or number 6-gauge steel mesh. An alternate choice can be a prefabricated steel cage. This must be of number 6-gauge steel mesh and affixed to the floor. The cage should conform with Office of Corps of Engineers (OCE) Drawing 40-21-01.

(4) No more than one doorway allowing access to and from the depository may exist. Entrance into the depository will require the opening of two successive doors. They will be hung and hinged so that they cannot be removed without seriously damaging the door jamb. The outer door will be

secured by one high-security key-type padlock. The inner door will be secured by one changeable combination padlock.

(5) Windows will be kept to the essential minimum. All will be covered with iron bars or steel mesh.

c. Internal Fixtures.

(1) A container for high-value items will be available for additional security.

(2) A container for firearms and ammunition will always be available.

(3) Containers weighing less than 300 pounds will be secured to the structure.

(4) Shelves/bins will be installed as space permits. Adjustable shelves are recommended.

(5) A worktable should be provided for custodian use while processing incoming and outgoing evidence.

(6) A refrigerator is not required but one will be readily available when needed.

d. Buildings and enclosures are needed when it is necessary to retain unusually large items. This occurs when you have physical evidence such as motor vehicles. Or you may have great quantities of recovered property which cannot be placed in the evidence depository. These may be stored in a separate building or a fenced enclosure.

e. Key and Combination Control.

(1) The primary custodian will have possession of one of two keys to the outer door of the depository. Both primary and alternate custodians will know the combination of the lock on the inner door.

(2) A copy of the combination will be recorded on DA Form 727 (Classified Container Information). This will be retained in a sealed envelope, along with the second key. The envelope will be placed in a safe. It will be located in the office of the CID field office commander, agent in charge, provost marshal, or security officer, as appropriate.

EVIDENCE/PROPERTY CUSTODY DOCUMENT		MPR CID SEQUENCE NUMBER		
For use of this form see AR 190-45 and AR 195-5. The proponent agency is US Army Criminal Investigation Command		00283-8X		
CHU REPORT CID HQ NUMBER				
RECEIVING ACTIVITY Office of the Provost Marshal, MPI		LOCATION Fort McClellan, AL 36205-5000		
NAME, GRADE AND TITLE OF PERSON FROM WHOM RECEIVED ☐ OWNER ☒ OTHER Crime Scene		ADDRESS (Include Zip Code) NA		
LOCATION FROM WHERE OBTAINED 3673-B Church Road (Living Room) Fort McClellan, AL 36205		REASON OBTAINED Evidence	TIME DATE OBTAINED 0900 to 1130 2 Jan 8X	
ITEM NO.	QUANTITY	DESCRIPTION OF ARTICLES (Include model, serial number, condition and unusual marks or scratches)		
1	1	Baseball, approximately 2 1/4" in diameter, brand name Wilson, white and red in color, leather like construction, scuffed, marked under the brand name Wilson, PGP, 2 Jan 8X, 0900. (Right top dresser drawer)		
2	1	Drinking glass, about 4 inches in height, clear in color, glass construction; marked on bottom of glass PGP, 2 Jan 8X, 0904. (Right middle desk drawer)		
3	1	Bottle labeled Jim Beam, quart size, about 10 inches in height, no visible contents, clear in color, glass construction marked on bottom of bottle, PGP, 2 Jan 8X, 0905. (On top of coffee table)		
4	1	Cigarette butt, about one inch long, white in color, partially burnt and flattened condition, labeled Kent, placed in vial, both vial and seal marked PGP. 2 Jan 8X, 1010, 00283-8X. (In ash tray on coffee table)		
5	1	Bag, about four by five inches, brown paper construction, approximately half full, containing suspected marihuana, marked on bag and seal PCP, 2 Jan 8X, 1130, 00283-8X. (Left top dresser drawer)		
////////////////////LAST ITEM////////////////////////////////////				
CHAIN OF CUSTODY				
ITEM NO.	DATE	RELEASED BY	RECEIVED BY	PURPOSE OF CHANGE OF CUSTODY
1 thru 5	2 Jan 8X	SIGNATURE NA NAME, GRADE OR TITLE NA	SIGNATURE <i>Peter H. Paul</i> NAME, GRADE OR TITLE Peter G. PAUL, Sgt	Evaluation as Evidence
1 thru 5	2 Jan 8X	SIGNATURE <i>Peter H. Paul</i> NAME, GRADE OR TITLE Peter G. PAUL, Sgt	SIGNATURE <i>Roger R. List</i> NAME, GRADE OR TITLE Roger R. LIST, SSGT	Rel to Evidence Custodian "SCRCNI"
4 and 5	3 Jan 8X	SIGNATURE <i>Roger R. List</i> NAME, GRADE OR TITLE Roger R. LIST, SSG	SIGNATURE Reg Mail NAME, GRADE OR TITLE #1234	Fwd to USACIL-CONUS for exam
4 and 5	6 Jan 8X	SIGNATURE Reg Mail NAME, GRADE OR TITLE #1234	SIGNATURE <i>Ralph E. Davis</i> NAME, GRADE OR TITLE Ralph E. DAVIS, CW3	Rec's at lab for exam
4 and 5	20 Jan 8X	SIGNATURE <i>Ralph E. Davis</i> NAME, GRADE OR TITLE Ralph E. DAVIS, CW3	SIGNATURE Reg Mail NAME, GRADE OR TITLE #5678	Ret to submitter

DA FORM 4137
1 JUL 78
Replaces DA FORM 4137, 1 Aug 74 and DA FORM 4137-R Privacy Act Statement 25 Sep 75 Which are Obsolete.

LOCATION Bin 5

DOCUMENT NUMBER 7-8X

Figure 7-2. Evidence/Property Custody Document

CHAIN OF CUSTODY (Continued)				
ITEM NO	DATE	RELEASED BY	RECEIVED BY	PURPOSE OF CHANGE OF CUSTODY
4 and 5	24 Jan 8X	SIGNATURE Reg Mail NAME, GRADE OR TITLE #5678	SIGNATURE <i>Roger R. List</i> NAME, GRADE OR TITLE ROGER R. LIST, SSG	Rec'd by Evidence Custodian
1 thru 5	14 Feb 8X	SIGNATURE <i>Roger R. List</i> NAME, GRADE OR TITLE ROGER R. LIST, SSG	SIGNATURE <i>Peter J. Kane</i> NAME, GRADE OR TITLE PETER J. KANE, MAJ, JAGC	Rel to TC for Court
1 thru 5	8 Mar 8X	SIGNATURE <i>Peter J. Kane</i> NAME, GRADE OR TITLE PETER J. KANE, JAGC	SIGNATURE <i>Roger R. List</i> NAME, GRADE OR TITLE ROGER R. LIST, SSG	Ret to Evidence Custodian
1 and 2	8 Mar 8X	SIGNATURE <i>Roger R. List</i> NAME, GRADE OR TITLE ROGER R. LIST, SSG	SIGNATURE <i>Paul J. Kelly</i> NAME, GRADE OR TITLE PAUL J. KELLY, CW3 USA	Ret to owner Final Disposition
3 and 5		SIGNATURE <i>Roger R. List</i> NAME, GRADE OR TITLE ROGER R. LIST, SSG	SIGNATURE Item 4, 5 BURNED, Item 3 CRUSHED NAME, GRADE OR TITLE DESTROYED	Final Disposition
		SIGNATURE	SIGNATURE	
		NAME, GRADE OR TITLE	NAME, GRADE OR TITLE	
		SIGNATURE	SIGNATURE	
		NAME, GRADE OR TITLE	NAME, GRADE OR TITLE	
		SIGNATURE	SIGNATURE	
		NAME, GRADE OR TITLE	NAME, GRADE OR TITLE	
FINAL DISPOSAL ACTION				
RELEASE TO OWNER OR OTHER (Name/Unit) Item 1 and 2, CW3 Paul J. Kelley, CU B, HQ Comd, Ft McClellan				
DESTROY Items 3, 4, and 5				
OTHER (Specify)				
FINAL DISPOSAL AUTHORITY				
ITEMS 1 thru 5 ON THIS DOCUMENT PERTAINING TO THE INVESTIGATION INVOLVING <u>PFC John S. Duff</u>				
<u>Co A, 1st Bn, 5th Tng Bde, Ft McClellan, AL</u> (US) (ARE) NO LONGER				
REQUIRED AS EVIDENCE AND MAY BE DISPOSED OF AS INDICATED ABOVE (If not, this must be retained as the original and copy of all correspondence)				
<u>Hugh H. JOYCE, CPT, JAGC</u> <i>Hugh H. Joyce</i> 7 Mar 8X				
WITNESS TO DESTRUCTION OF EVIDENCE				
THE ARTICLE(S) LISTED AT ITEM NUMBERS <u>3, 4, and 5</u> (X) (WITH) (BY) THE EVIDENCE				
CUSTODIAN IN MY PRESENCE ON THE DATE INDICATED ABOVE				
<u>SSC Hubert L. HARRISON, PNO Ft. McClellan, AL</u> <i>Hubert L. Harrison</i>				

Figure 7-2. Evidence/Property Custody Document (reverse)

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LESSON 7

PRACTICE EXERCISE

REQUIREMENT: The following questions are multiple choice. There are four choices to each. You are to select the one that is correct. Indicate your choice by CIRCLING the letter beside the correct choice directly on the page. This is a self-graded lesson exercise. Do not look up the correct answer from the lesson solution sheet until you have finished. To do so will endanger your ability to learn this material. Also, your final examination score will tend to be lower than if you had not followed these recommendations.

GENERAL SITUATION. You are the primary evidence custodian located at Fort Pocitown, MO.

1. How long can you be away from your job and be considered only temporarily absent?
 - A. More than 8 hours.
 - B. Less than 24 hours.
 - C. Less than 30 days.
 - D. More than 30 days.
2. What would you do if you forgot where you placed an item of evidence in the depository?
 - A. Check the evidence ledger.
 - B. Check the bottom margin of the custody document.
 - C. Refer to the case folder.
 - D. Check the suspense file.
3. Which of the following would you consider satisfactory methods of disposing of evidence?
 - I. When you transfer evidence to another depository.
 - II. When an item of evidence is forwarded to USACIL.
 - III. When evidence is made of a record of trial.
 - IV. When counterfeit currency is burned.
 - A. I, II.
 - B. II, III.
 - C. I, III.
 - D. III, IV.
4. How often must your depository be inspected?
 - A. Monthly.
 - B. Quarterly.
 - C. Annually.
 - D. Semiannually.

5. Which of the following would be situations that would require your depository to be inventoried?

- I. Change of supervisor.
- II. Change of alternate custodian.
- III. Each calendar quarter.
- IV. When you must go TDY for 2 weeks.

- A. I, II.
- B. III.
- C. III, IV.
- D. II.

6. Who would normally initiate an investigation inquiry if you have lost evidence or had a breach of security?

- A. Installation commander.
- B. Provost marshal.
- C. Cdr, USACIDC.
- D. CID field office commander.

7. A special agent deposited a large amount of a liquid drug with you. What is the greatest amount that is desired by the USACIL?

- A. One ounce.
- B. One-half pint.
- C. One pint.
- D. 12cc.

8. What is the main purpose of your evidence ledger?

- A. To assign document numbers.
- B. To serve as inventory for the depository.
- C. To serve as a record of disposition of evidence.
- D. To serve as a cross-reference to the custody documents.

9. What do you do with the original copy of the custody document when evidence is temporarily removed from your depository?

- A. File it in the case folder.
- B. File it in the suspense file.
- C. Forward it with the evidence.
- D. Hold it until you have the registered mail receipt.

10. What DA forms and how many of each should you include with evidence forwarded to the USACIL?

- A. Original and one copy of DA Form 3655 and one copy of DA Form 4137.
- B. Original DA Form 4137 and the original and one copy of DA Form 3655.
- C. Two copies of DA Form 3655 and two copies of DA Form 4137.
- D. Two copies of DA Form 3655 and one copy of DA Form 4137.

11. You are required to get immediate results from the USACIL to support a trial in session. How would you request this?
- A. Hand-carry the request to the USACIL.
 - B. Annotate the lab request with EXPEDITE and telephonic notification.
 - C. Send by air mail special delivery.
 - D. Write EXPEDITE at the bottom of DA Form 4137.
12. When you want to be careful about disposing of evidence, who would you get to complete the "Final Disposal Authority" portion of the custody document?
- A. The staff judge advocate.
 - B. The special agent in charge.
 - C. The CID field office commander.
 - D. The USACIL commander.
13. What would you do with the custody document after you have properly disposed of all evidence?
- A. Place it in the case folder.
 - B. Dispose of it with the evidence.
 - C. Forward it to USACIDC.
 - D. Forward it to the staff judge advocate.
14. What is the standard amount of gasoline the USACIL would expect you to send for an analysis?
- A. One pint.
 - B. One quart.
 - C. One-half gallon.
 - D. One gallon.
15. How long must you hold evidence before disposition if no subject has been identified?
- A. Three months.
 - B. Six months.
 - C. One year.
 - D. Three years.
16. How would you dispose of counterfeit currency?
- A. Turn it in to the finance officer with DD Form 1131.
 - B. Burn it in the presence of a witness in the grade of E6 or above.
 - C. Turn it over to the US Secret Service.
 - D. Turn it over to the FBI.

17. Which of the following are minimum requirements for your evidence depository?

- I. Walls must be constructed of concrete.
 - II. A firearm container must be provided.
 - III. Container weighing less than 300 lbs. will be secured to structure.
 - IV. You must have a refrigerator.
- A. II, III.
 - B. I, IV.
 - C. I, III.
 - D. II, IV.

18. What must you do right after you mail evidence to the USACIL?

- A. Place your copy of the lab request in the case folder.
- B. Record the registered mail number on the custody document.
- C. File both the custody document and the lab request in the case folder.
- D. File both the custody document and the lab request under "PENDING DISPOSITION."

LESSON 7

PRACTICE EXERCISE

ANSWER KEY AND FEEDBACK

<u>Item</u>	<u>Correct Answer and Feedback</u>
1. C.	Less than 30 days. Temporary absence is to be...(page 7-3, para 3e(2))
2. B.	Check the bottom margin of the custody document. The location of the evidence...(page 7-5, para 5c)
3. C.	I, III. Often evidence is permanently...(page 7-7, para 6b) Sometimes evidence is made...(page 7-7, para 6c)
4. A.	Monthly. Monthly inspections will...(page 7-10, para a)
5. B.	III. Quarterly inventories...(page 7-11, para 8b)
6. D.	CID Field Officer Commander. Inquires on investigations....(page 7-13, para 8d(3))
7. C.	One pint. All to 1 pint. (page E6, Appendix E, para Drugs a)
8. D.	To serve as a cross-reference to the custody... It will provide accountability...(page 7-4, para 4a)
9. C.	Forward it with the evidence. The original copy of the ...(page 7-5, para 5d)
10. B.	Original DA Form 4137 and the original and one copy... The original and one...(page E1, Appendix E, para 4)
11. B.	Annotate the lab request with expedite... DA Form 3655 will be...(page 7-6, para 5i(1)(2))
12. A.	The staff judge advocate. The SJA is responsible for...(page 7-7, para 6e)
13. A.	Place it in the case folder. When this happens the original...(page 7-7, para 6d)
14. B.	One quart. One quart. (page E-7, Appendix E)

15. A. Three months.
Evidence is sometimes...(page 7-7, para 6e)
16. C. Turn it over to the US Secret Service.
Normally, counterfeit US...(page 7-9, para 6j(10))
17. A. II, III.
A container for firearms...(page 7-14, para 9c(2))
Containers weighing less...(page 7-14, para 9c(3))
18. B. Record the registered mail number on the...
The registered mail number...(page 7-6, para 5g)

APPENDIX A

EQUIPMENT FOR PROCESSING A SCENE

1. NECESSARY ITEMS.

- a. Fingerprint kit, taking, latent development and lifting.
- b. Camera for photographing scene.
- c. Sketching material.
- d. Evidence containers, assorted sizes.
- e. Evidence tags.
- f. Diamond point or carborundum point pencil and a grease pencil.
- g. Notebook.
- h. Measuring tape, 100-foot.

2. ADDITIONAL ITEMS.

- a. Casting and molding equipment.
- b. Evidence flags.
- c. Canvas suitable for protecting evidence from the elements.
- d. Rope, 100-foot lengths, 1/4 or 1/2 inch.
- e. Litter, folding.
- f. Ax, shovel, mattock, and pick.
- g. Wrecking bar, 36-inch.
- h. Cutter, bolt.
- i. Cutter, tin, 10-inch.
- j. Cutter, glass, diamond wheel.
- k. Hacksaw.
- l. Screwdriver, crossed tip (Phillips).
- m. Screwdriver, flat tip.
- n. Putty knife.

o. Tweezers or similar devices.

p. Gloves, rubber.

3. PREPARATION OF EQUIPMENT. The equipment should be collected and placed in a suitable, easily carried case, ready to be taken to a crime scene without delay.

APPENDIX B

RECOMMENDED METHODS FOR HANDLING SPECIAL ITEMS OF EVIDENCE

ITEM	METHOD
1. Pistol, US Army, cal. 45, semiautomatic.	Use the fingers on the knurled grips. Do not touch smooth metal parts. Use prepared box with a peg for the barrel or place flat in box for transporting.
2. Paper money, documents, paper.	Use tweezers. Do not place tweezers over any obvious smudge. Place each item in a clean envelope or bag.
3. Broken glass.	Use the fingers on the edge of larger pieces. Do not touch the flat surfaces. use tweezers on pieces too small for the fingers. Do not grasp over any obvious smudges. Wrap pieces individually in clean tissue.
4. Bottles, jars, drinking glasses.	Insert two or more fingers into large mouth vessels. Place the index fingers on the top and bottom of small mouth vessels. Do not contaminate or spill any substance in the vessel. It may be of value as evidence.
5. Bullet	Use fingers or tweezers with taped ends. Avoid damage to rifling marks on the circumference. Place in a pillbox.
6. Cartridge case.	Pick up at the open end with tweezers. Avoid scratching. Place in a pillbox.
7. Dried stains on a floor.	Remove by gouging deeper than the stain with putty knife, wood chisel, or other necessary tool. Place in a pillbox or larger similar container.

8. Dried stains on the smooth surface of furniture.

Scrape with pocket knife or putty knife. Remove as little of the finished surface as possible.

APPENDIX C
METHODS OF MARKING EVIDENCE

ITEM	METHOD
1. Pistol.	Use diamond point pencil. Mark on slide, receiver, barrel, and magazine.
2. Revolver.	Use diamond point pencil. Mark on barrel, cylinder, and frame.
3. Bullet.	Use diamond point pencil. Mark on base.
4. Cameras and film canisters.	Use diamond point pencil. Mark on base.
5. Cartridge case.	Use diamond point pencil. Mark just inside of the open end or place in container and mark container.
6. Knife.	Use diamond point pencil. Mark on the blade as near as possible to the handle where there appears to be no deposits of value as evidence.
7. Liquids.	Place in clean glass (plastic, if the liquid may freeze) container and seal to prevent contamination or leakage. Mark container with diamond point pencil. Attach a label and write the necessary data in ink.
8. Hairs, fibers, dried blood, and powders.	Place in clean pillbox and seal to prevent contamination. Mark container with ink.
9. Casts of impressions in soil, snow, or other surfaces.	Use stick, pencil, or similar marking instrument. Mark on upper surface before cast has hardened.
10. Handkerchief, towel, flag or similar item.	Use ink. Mark near the edge in an area where there appears to be no deposits of evidentiary value.

11. Coat, dress, and similar items of wearing apparel.

Use ink. Mark inside on a double thickness to lessen the possibility of ink staining the outer surface. Do not mark on label.

12. Glass, other than small fragments, and similar items.

Use diamond point pencil, a piece of adhesive tape (appropriately marked), or a grease pencil. Mark area where there appears to be no deposits of value as evidence. Or place items in container and mark container with ink.

APPENDIX D

EXAMPLE OF A RAID PLAN

1. SITUATION.

a. Six soldiers: PFC Alfa Delta (SSN, Unit), PFC Bravo Charlie, PFC Delta Tango, PFC Foxtrot Golf, PVT Golf Tango, and PVT Sierra Tango are holding marihuana smoking parties. They are using an abandoned Boy Scout hut in the northwestern corner (grid coordinates) of the Fort Bravo military reservation. Delta is allegedly the leader of the group. He is trying to encourage more people (civilian and military) to join. Approximately four parties have been held. All parties have occurred between 2000, Saturday, and 1400, Sunday. All subjects are believed to be unarmed. A marihuana cache is somewhere within the hut. This is assumed because the subjects are not known to carry marihuana outside the hut area.

b. Two officers, three warrant officers, and eleven enlisted are available to conduct the raid. A reserve force of 16 MP will be available to conduct the raid. They will be located at the MP station, Fort Bravo.

c. Two civilian police officers will accompany the raiding party as observers. They will be located with the covering force team leader. One Federal agent from the DEA will accompany the raiding party. He will be a member of the entering team along with the raid commander.

2. MISSION. To raid the Boy Scout hut located at grid coordinates 564321, Fort Bravo. Apprehend subjects and secure evidence of criminal wrongdoing.

3. EXECUTION.

a. General. The covering team will form security around the area; the entering team will take up an initial position at (a) on the attached sketch map (see Figure D-1). The prisoner team will position itself with the entering team, and will be part of the entering team until the first prisoner is apprehended.

b. Covering Team.

(1) Covering teams will be located at points (a), (b), and (c) on the attached sketch map.

(2) Roadblocks will be established on Hines Road.

(3) This team will prevent unauthorized entry, departure, or movement about the raid area.

(4) This team will report any unusual activity to the raid commander.

(5) Team will be in position by 0459, 21 Apr XX. They will notify raid commander by radio when in position.

(6) Team will cover entering party's movement to the hut.

(7) Team will hold position until released by the raid commander.

(8) Numbers 2, 10, and 12 will man position (b).

(a) Number 2 will take command of the raid on order, or if the raid commander becomes a casualty.

(b) Personnel will approach their location from the west of the Boy Scout hut, along Hines Road.

(9) Numbers 15 and 16 will man position (c). They will establish a roadblock to the east of the storm drain on Hines Road. Personnel will approach their positions from the east of the Boy Scout hut along Hines Road.

(10) Numbers 11, 13, and 14 will man position (a). They will approach their positions along the edge of woods northwest of the hut.

c. Entering Team.

(1) Team will occupy position (a) at 0500, 21 Apr XX.

(2) Team will enter Boy Scout hut through the north door on order of the raid commander.

(3) Number 1 receives "position and ready" reports from all positions at 0500.

(a) Directs operation of the entering team.

(b) Orders the use of force at his discretion.

(c) Coordinates the forward movement of the entering team.

(d) Leads entry into hut.

(4) Number 3 takes position near number 1.

(a) Keeps written record of raid events.

(b) Makes record of persons apprehended.

(c) Makes record of property seized and prepares receipts therefore.

(d) Prepares after-action report.

(5) Numbers 4, 5, and 6 take position near number 1.

(a) Approach target on order of raid commander.

(b) Numbers 4 and 5 break down door if necessary.

(c) Apprehend, frisk search, and transfer custody of all persons to the prisoner team.

(d) Prevent the destruction of all possible evidence.

d. Prisoner Team.

(1) Team will occupy position (b) at 0500, 21 Apr XX.

(2) Team will approach hut's east door on orders of raid commander.

(a) Prevent anyone from leaving the hut through the east door.

(b) Enter the hut on order of the raid commander.

(3) Team will receive and conduct a thorough search of all persons apprehended. Search is for weapons, narcotics, or other evidence of illegal activities.

(4) Team will transport all prisoners to the Fort Bravo MP station on order of raid commander.

e. Special Detail.

(1) Numbers 19 and 20 will occupy position (b) by 0459, 21 Apr XX. They will take charge of any civilians apprehended by the MP.

(2) Number 21 will occupy position (a) by 0500, 21 Apr XX. He will accompany entering team into hut.

f. Medical Team.

(1) Numbers 17 and 18 will occupy an initial position 200 meters west of position (b) on Hines Road.

(2) Team will move on order of the assistant raid commander.

(3) Team will render first aid to all casualties.

(4) Team will transport wounded to station hospital.

g. Coordinating instructions.

(1) Raid party and civil police will meet at the MP station, Fort Bravo, at 0300, 21 Apr XX.

(2) Raid commander will conduct final orientation and check between 0300-0400.

(3) PM - CI coordination briefing occurs between 0400 and 0430.

(4) Depart meeting takes place at 0430.

(5) Personnel from covering team will be transported to area in two CID sedans, one to point (b), and one to point (c). Personnel from covering team to point (a) will be transported by the entering team.

(6) Entering team will be transported to area in 1/4-ton trucks.

(7) Prisoner team will be transported to area in paddy wagon.

(8) Medical team will be transported to area by ambulance. They will follow covering team going to position (b).

(9) Transportation will arrive in the area not earlier than 0444, nor later than 0447.

(10) Raid commander initiates the raid at 0500.

4. ADMINISTRATION AND LOGISTICS.

a. Equipment.

(1) Irons, hand: 6 pairs (prisoner team).

(2) Watch, wrist: one each member.

(3) Mask, protective: one each member.

(4) Radios: AN/VRC-46: one each vehicle.

AN/PRC-25: one each to points (a), (b), and (c).

(5) Flashlight: one each member.

(6) Bar, wrecking, gooseneck: 2 (entering team).

(7) Camera, 35-mm with accessories: 1.

b. Transportation.

(1) Sedan, CID: 2.

(2) Truck, utility, 1/4-ton: 3.

(3) Ambulance: 1.

(4) Truck, panel (paddy wagon): 1.

c. Weapons and Ammunition.

- (1) Weapons: As assigned under Task Organization.
- (2) Ammunition:
 - (a) Pistol, 9-mm: 15 rds, each weapon.
 - (b) Revolver, cal .38: 10 rds, each weapon.
 - (c) Carbine: 30 rds, each weapon.
 - (d) Rifle, M16: 20 rds, each weapon.
 - (e) M203 grenade launcher: 10 rds, CS, each weapon.

5. COMMAND AND SIGNAL.

a. Command.

- (1) Field office commander will be the raid commander.
- (2) Team commanders will be the senior member of each team.
- (3) In the event the raid commander becomes a casualty, the assistant raid commander will assume command. The chain of command will then follow in this order:
 - (a) Number 10, covering team.
 - (b) Number 4, entering team.
- (4) Assistant raid commander will remain at position (b), unless urgently required elsewhere.

b. Signal.

- (1) Frequency and call signs for all radios will be in accordance with detachment's current SOI.
- (2) Radio silence will be maintained until 0459.
- (3) Signals will conform to unit SOP.

SIERRA DELTA
CPT, MP
Raid Commander

Annexes: A - Sketch Map
B - Signal SOI (omitted)
C - Alternate Plan A - Use of Chemical munitions (omitted)

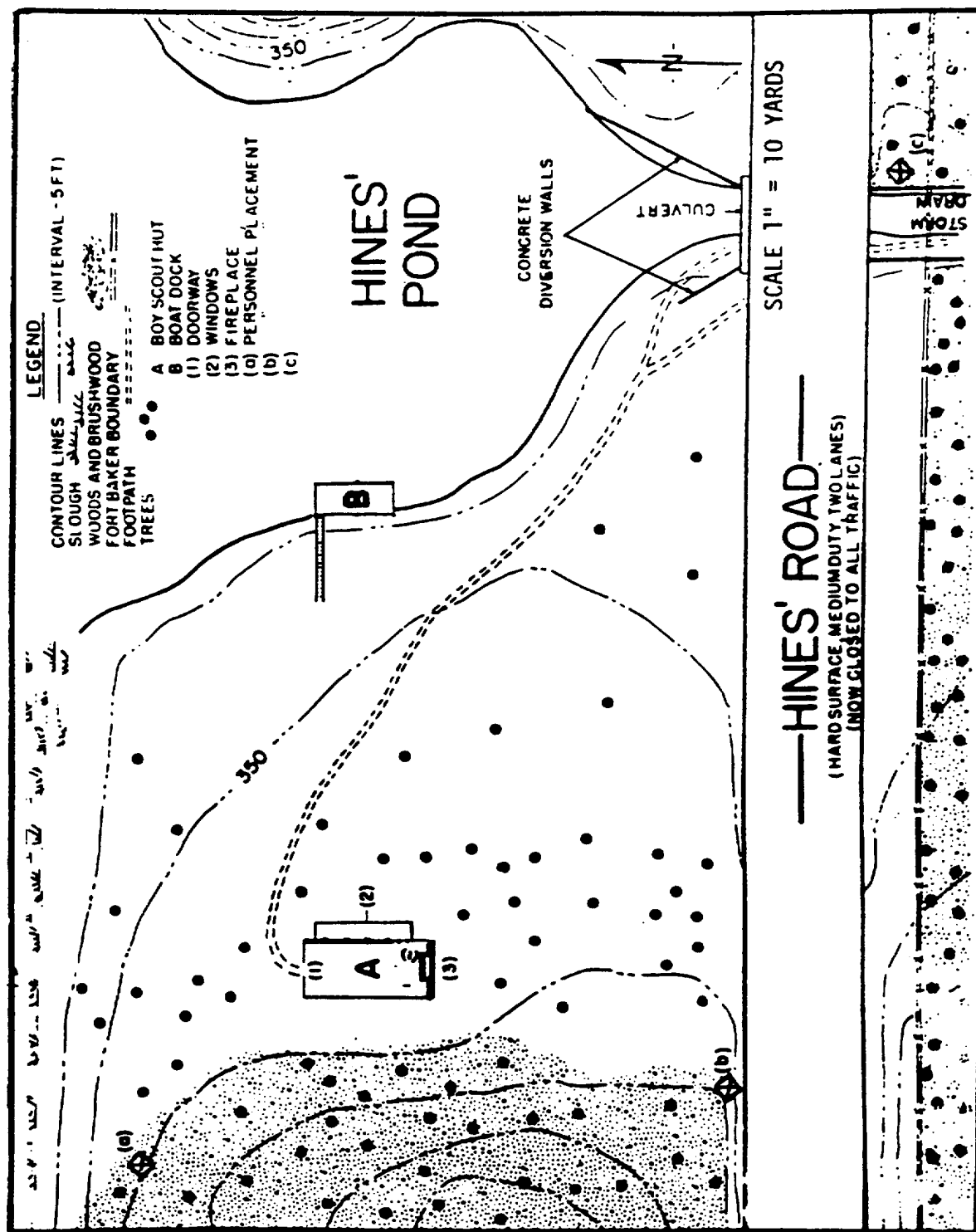


Figure D-1. Boy Scout Hut.

APPENDIX E

PACKING AND TRANSMITTING PHYSICAL EVIDENCE TO THE UNITED STATES ARMY CRIMINAL INVESTIGATION LABORATORY

1. Each item of evidence should be wrapped separately to ensure items cannot contaminate one another in the package.
2. Each item should be labeled (or marked) to match with the entries on DA Form 3655. Items of evidence should be packed securely in a box; documentary evidence may be placed in an envelope.
3. The box or envelope containing the evidence is sealed with paper tape.
4. The original and one copy of DA Form 3655 and the original evidence custody document are placed in an envelope, sealed, and addressed to the lab being used.
5. The sealed envelope with the copies of DA Form 3655 and evidence custody document are securely taped to the box or envelope with the evidence. This envelope is placed on the top side of a package or on the front of an envelope containing the evidence.
6. The box holding the evidence is wrapped in heavy paper; or the envelope containing the evidence is sealed inside another envelope. The evidence container is sent via first class registered mail, express, or hand-carried to the lab. If postal or express channels are used, the evidence is accompanied by a request for a return receipt from the lab (Postal Service Form 3811).
7. The sender should place his initials or signature across the sealed flap of the inner envelope. Or, he may initial across the paper tape used to seal the inner box. He may then cover the initials or signature with transparent tape. This will normally not be practical for large, crated items.
8. This annex contains the following tabulation of acceptable methods of packing and sending single items of evidence. This information includes methods of marking and preservation, amounts needed, and other varied information. When evidence to be packed and transmitted is not included in this annex, the instructions for a similar item should be followed. If a suitable means cannot be determined, the USACIL should be contacted.

SPECIMEN	IDENTIFICATION	AMOUNT DESIRED	PRESERVATION	WRAPPING & PACKING	TRANSMITTAL	MISCELLANEOUS
		STANDARD				
Abrasives, including carborundum, emery, sand, metal filings, etc.	Label and tag on outside of container. Show type of material, date obtained, investigator's name or initials, case and number.	Not less than 1 ounce and up to 1 pound.	All	None	Use containers such as ice cream box, metal pill box or powder box. Seal to prevent any loss.	First class registered mail, RR or Air Express Return receipt
Acid	do	One Pint.	All to 1 quart, but not less than 15cc (1/2 oz) if available	do	All glass bottle. Tape in stopper and seal with paraffin wax or plaster or paraffin. Pack in sawdust, glass, or rock wool. Use bakelite or paraffin-lined bottle for hydrofluoric acid.	RR Express only. Label ACIDS, GLASS, CORROSIVE.
Adhesive tape	do	One foot	All	do	Place on waxed paper or cellophane. Pack in pill or powder box, paper container, or drug-gist's fold. Seal edges.	First class registered mail. Return receipt requested. Handle with gloves, if to be examined for fingerprint evidence.
Alkalies (caustic soda, potash, ammonia, etc.)	do	One quart liquid, 1 pound solid.	All to 1 quart. All to 1 pint. Not less than 15cc or 1/2 oz if available.	do	Glass bottle with rubber stopper held in with adhesive tape. Seal with paraffin wax.	RR Express only. Label ALKALI, GLASS, CORROSIVE.
Ammunition	do	Two	Up to five rounds plus specifications and lot number if available.	do	Pack in cotton, soft paper, or cloth in small container. Prevent friction, shifting and contact while in transit. Place in wooden box.	do If standard make, usually not necessary to send Label EXPLOSIVE

SPECIMEN	IDENTIFICATION	AMOUNT DESIRED STANDARD EVIDENCE	PRESERVATION	WRAPPING & PACKING	TRANSMITTAL	MISCELLANEOUS
Anonymous letters, extortion letters.	Place in cellophane envelope, seal with sticker, place date and investigator's initials on sticker. (Make detailed notes describing letter in notebook.)	Submit as much as possible of suspect's handwriting, including words in questioned document if possible. Submit fingerprint cards for all persons known to have handled letter.	Do not handle with bare hands.	Cellophane envelope placed in manila envelope, insert stiff backing to prevent bending or folding, seal and mark as for identification. Wrap securely. If burned and/or brittle, obtain instructions from laboratory.	First class registered mail. Return receipt requested.	Include original envelope. Advise if letter should be treated for latent fingerprints. Handle with gloves if to be examined for fingerprint evidence.
Blasting caps.	Label and tag on outside of container. Show type of material, date obtained, and investigator's name or initials.	All				Should not be forwarded until advised to do so by the laboratory. Packing instructions will be given at that time.
Blood: a. Liquid.	Use adhesive tape on outside of test tube. Name of victim or subject, date taken, doctor's name, investigator's name, case and number.	1/5 ounce (5cc) collected in a sterile test tube or Sheppard (Vac) tube.	Sterile tube only. NO PRESERVATIVE. REFRIGERANT, if possible, but do not freeze.	Wrap in cotton, soft paper. Place in mailing tube or suitably strong mailing carton to prevent breakage and spillage.	First class registered mail. Return receipt requested.	
b. Drowning cases.	do	Two specimens: one from each side of heart.	do	do	do	Consult laboratory if preservative is required.
c. Small quantities. (1) Liquid.	do	(See a (Col 1) above). All to 1/5 oz (5cc).	do	do	do	Collect by using eyedropper or clean spoon, transfer to sterile and chemically clean test tube.

SPECIMEN	IDENTIFICATION	STANDARD	AMOUNT DESIRED	EVIDENCE	PRESERVATION	WRAPPING & PACKING	TRANSMITTAL	MISCELLANEOUS
(2) Dry stains.	On outside of metal pill box, powder box, or druggist fold. Type of specimens, date secured, investigator's name, case, and number.	See a (Col 1) above. Also, possible control specimen of material (soil, porous matter, etc.) from which stain collected.	As much as control specimen	Keep dry.	Tops, ends and all folds sealed to prevent leakage.	First class registered mail. Return receipt requested.	Dry completely under natural conditions.	
d. Stained clothing, fabric, etc.	Use string tag and/or mark directly on clothes. Type of specimens, date secured, investigator's name, case, and number.	See a (Col 1) above.	As found.	If wet when found, dry under natural conditions. USE NO EXCESSIVE HEAT TO DRY. No preservative.	Each article wrapped separately and identified on outside of package. Place in strong box packed to prevent shifting of contents. Express.	First class registered mail. Return receipt requested. Air or RR Express.	Submit not less than 1 square inch of stain and 1 square inch of unstained material.	
Bullets (not cartridges)	On base. Investigator's initials and date, or other individual identifying character.	do	do	None.	Place on cotton or soft paper. Place in pill, powder, or match box. Pack to prevent shifting in transit.	First class registered mail. Return receipt requested.		
Cartridges or rounds (live)	On outside of case near bullet nose. Investigator's initials or other individual identifying character.	Two	All	do	do	RR Express only.		
Cartridge (empty shells).	Preferably on inside near open end or place in container and mark container. Investigator's initials and date, or other individual identifying character.	All found.	do	do	do	First class registered mail. Return receipt requested.	When finger-print evidence possible, place in test tube, seal, and label.	
Casts (see Impressions)								

SPECIMEN	IDENTIFICATION	AMOUNT DESIRED	PRESERVATION	WRAPPING & PACKING	MISCELLANEOUS
Charred or burned paper.	On outside of container, indicate type of material, date obtained, investigator's name or initials, case, and number	STANDARD All	do	Pack in rigid container between layers of cotton. If fragile and brittle, consult laboratory for shipping instructions.	Added moisture with atomizer or otherwise, not recommended
Checks (Fraudulent)	See Anonymous letters	See Anonymous letters	do	Wrap securely. Also see Anonymous letters.	Advise what parts. Handle with gloves if to be examined for fingerprint evidence questioned or known
Check protector, rubber stamp, and date stamp sets, known standards.	Place investigator's name or initials, date, name of Make and model, etc., on sample impressions.	Obtain several copies in full word-for-word order of each questioned check-writer impression. If unable to forward rubber stamps, prepare numerous samples with different degrees of pressure.	do	Wrap securely, prevent shifting or damage while in transit. For transmitting standards, see Anonymous letters.	Do not change the ribbon or alter the inking. Also see Typewriter specimens
Clothing	Attach property tag and mark directly on clothing type of evidence, investigator's name, date, case, and number.	do	do	Each article individually wrapped with identification written on outside of package. Place in strong	Leave clothing whole. Do not cut out stains. If wet, dry before packing.
Codes and ciphers	See Anonymous letters.	See Anonymous letters.	do	See Anonymous letters.	See Anonymous letters.

SPECIMEN	IDENTIFICATION	AMOUNT DESIRED STANDARD	EVIDENCE	PRESERVATION	WRAPPING & PACKING	TRANSMITTAL	MISCELLANEOUS
Documents:							
a. Questioned and secret writing, handwriting from suspect acknowledging exemplars as his own and given voluntarily.	See Anonymous letters. Also, obtain statement from suspect acknowledging exemplars as his own and given voluntarily.	do	do	do	do	do	See Anonymous letters. (Also see Handwriting footnote.) Handle with gloves if to be examined for fingerprint evidence.
b. Check protectors, rubber stamps, date stamp set.	See Check protector.	See Check protector.	do				
c. Typewritten material.	See Typewriter specimens.	See Typewriter specimens.	do				
Drugs:							
a. Liquids	Label or mark bottle in which found with investigator's name, date, case and number.		All to 1 pint. Not less than 15cc, or 1/2 oz., if available.	do	If bottle has no stopper, transfer liquid contents to glass-stoppered bottle and seal with adhesive tape and wax.	First Class registered mail. Return receipt requested. Or RR or Air Express.	Mark FRAGILE Determine altered normal use of drug and if prescription, check with druggist to determine supposed ingredients.
b. Powders, pills, and solids	Label or mark outside of metal pill box, investigator's name, date, case and number.		All to 1/4 pound.	None	Seal with tape to prevent any loss.	do	Determine alleged use and prescription data as above.
Dynamite and other explosives	Consult the USACIL and follow their telephonic or telegraphic instruction.		All		Should not be forwarded until advised to do so by the laboratory. Packing instructions, if any, will be given at that time.		
Fibers. (See hair and/or rope).							

SPECIMEN	IDENTIFICATION	AMOUNT DESIRED		PRESERVATION	WRAPPING & PACKING	TRANSMITTAL	MISCELLANECUS
		STANDARD	EVIDENCE				
Firearms	Attach property tag with pertinent data. Investigator's initials and date on barrel, slide and frame. Record data in investigator's notebook.			Keep from rusting.	Wrap in paper and identify contents or package. Place in cardboard or wooden box. Prevent shifting while in transit.	Under 4 lbs. first class registered mail. Return receipt requested. Over 4 lbs. RR Express.	Unload all weapons before shipping. Advise if firearms are to be examined for fingerprints.
Fuse, safety	Attached property tag and/or gummed paper label, with investigator's name, date, case, and number.	One foot	All	None	Place in manila envelope, box, or suitable container.	First class registered mail. Return receipt requested or RR or Air Express.	
Gasoline	Label or mark outside of all-metal container; indicate type of material, investigator's name, date, case, and number.	One quart	All to one gallon	Fireproof container.	Metal container packed in wooden box.	RR Express only	Label GASOLINE.
Glass fragments	Adhesive tape on each piece of glass. Investigator's name, date, case, and number on tape. Separate questioned and known.	Submit finger- print cards. for all persons known to have handled glass.	All	Avoid chipping.	Wrap each piece separately in cotton. Pack in strong box to prevent shifting and breaking. Identify contents.	First class registered mail. Return receipt requested or RR or Air Express.	Mark FRAGILE.
Guns (See Firearms) On cloth	Attach property tag and mark directly on article type of material, date, investigator's name, case, and number.			None	Fold fabric flat and then wrap so that no residue is lost through friction. Place clean paper between folds.	First class registered mail. Return receipt requested.	Avoid shaking.

SPECIMEN	IDENTIFICATION	AMOUNT DESIRED	PRESERVATION	WRAPPING & PACKING	TRANSMITTAL	MISCELLANEOUS
Hair and fibers	Label or mark outside of container, type of material, date, investigator's name, case, and number.	STANDARD About 20 pulled all hairs. Must be representative specimens from different parts of head or body. Keep hairs from various parts separate.	do	Druggist fold in metal pill box. Seal edges and openings with scotch tape or adhesive tape and also seal container.	do	Envelope not satisfactory.
Handwriting	*See footnote.					
Handprinting and forgeries, known standards or exemplars. (See Documents).						
Impressions: Plaster casts, foot-tire treads, foot-prints.	On back before plaster hardens, place investigator's initials and date.	Up to 2 ft.	do	Wrap each cast in soft paper or cotton. surround with packing material in box to prevent shifting or breakage.	do	Label FRAGILE.
Matches	Mark or label outside of container, type of material, date, investigator's name, case, and number.	One to two books of paper matches. One full box of wooden matches.	Keep away from fire.	Metal container and packed in larger package to prevent shifting. Matches in box or metal container.	RR Express or first class registered mail. Return receipt requested.	Label KEEP AWAY FROM FIRE Handle with gloves if to be examined for fingerprint evidence.
Medicines (See Drugs)						

*Reproduce the original writing conditions as to speed, slant, size of paper, size of writing, type of writing instruments, etc. Do not allow suspect to see questioned writing. Give no instructions as to spelling, punctuation, etc. Remove each sample from sight as soon as completed. Suspect should fill out blank check forms in check cases. In handprinting cases, submit 20 to 30 specimens; both upper and lower case samples should be obtained. In forgery cases, sample signatures of the person whose name is forged should be forwarded. Submit 15 to 20 specimens if the writing is merely a signature. If writing contains 20 or more words, submit five or more specimens.

SPECIMEN	IDENTIFICATION	AMOUNT DESIRED	PRESERVATION	WRAPPING & PACKING	TRANSMITTAL	MISCELLANEOUS
Metal	Label or mark outside of container, type of material, date, investigator's name, case, and number.	STANDARD One pound or one foot.	Keep from rusting.	Wrap in paper if solid. Use paper boxes or containers if fillings. Seal and use strong paper or wooden box.	do	Melt number, heat treatment, and other specifications of foundry, if available.
Oil	do	One quart together with specifications.	Keep away from fire.	Metal container with tight screw top. Pack in strong box using excelsior or similar material.	RR Express only.	DO NOT USE DIRT FOR PACKING MATERIAL.
Organs of body	Label or mark outside of container, victim's name, date of death, date of autopsy, name of doctor, investigator's name, case, and number.	All to 1 pound. Consult with laboratory.	Consult laboratory. Dry ice in package not touching glass jars.	All glass containers (glass jars with glass top). Seal with wax. Pack in strong box using excelsior or similar material.	RR or Air Express	Label FRAGILE. Keep cool. Metal top containers must not be used. Send autopsy report.
Paint: a. Liquid	Label or mark outside of container, type of material, origin if known, date, investigator's name, case, and number.	One fourth pint.	None	Friction top paint can or large mouth screw top jars. If glass, pack to prevent breakage. Use heavy corrugated paper or wooden box.	First class registered mail. Return receipt requested. RR or Air Express.	
b. Solid	Label or mark outside of container, type of material, date, investigator's name, case, and number.	At least 1/2 square inch or solid.	Wrap so as to protect smear.	If small amount, pill box or small glass vial with screw top. Seal to prevent leakage. Envelopes not satisfactory.	do	Do not pack paint chips in cotton or secure with scotch tape or adhesive.

Plaster casts
(See Impressions)

Poison
(See Drugs)

SPECIMEN	IDENTIFICATION	AMOUNT DESIRED STANDARD	PRESERVATION	WRAPPING & PACKING	TRANSMITTAL	MISCELLANEOUS
Powder patterns (See Gun powder tests)	Tag and/or mark con- tainer, type of mate- rial, date, investi- gator's name, case, and number.	Two feet or 1 pound.				
Powders (See Drugs)		All				
Rope, twine, and cordage	Label or mark outside of container, type of material, date, in- vestigator's name, case, and number.	One half pound		Wrap securely in clean paper. If strands or fibers, use druggist fold in pill box. Seal edges and openings with scotch or ad- hesive tape.	First class registered mail. Re- turn receipt requested.	Send all reports involved in the crime for com- parison of cut ends.
Safe insulation or soil		All to 1 pound. Not less than 1/4 pound, if available.		Use containers such as ice cream box, pill box, or powder box. Seal edges and corners to prevent any loss. press.	First class registered mail. Re- turn receipt requested or RR or Air Ex- press.	Avoid use of glass containers
Semen stains	Tag and/or mark article, type of material, date, in- vestigator's name, case, and number.	Entire article.	Avoid friction with stained area.	Fold carefully, pro- tect area with clean paper. Pack to pre- vent shifting in transit.	First class registered mail. Re- turn receipt requested.	Do not roll item Do not fold or crease stained area
Tools	Label on tools and/or property tag, type of tool, identifying number, case, and number.	All		Wrap each tool in paper. Use strong cardboard or wooden box with tools packed to prevent shifting.	First class registered mail. Re- turn receipt requested. RR or Air Ex- press.	
Toolmarks	On object or on tag attached to or on opposite end from where toolmarks appear. Investi- gator's name and date.	Send in the tool.	Cover ends bear- ing toolmarks with soft paper and wrap with strong paper to protect ends.	After marks have been do- protected, wrap in strong wrapping paper, place in strong box and pack to prevent shifting.		Keep questioned specimens separate from known standards

SPECIMEN	IDENTIFICATION	AMOUNT DESIRED	PRESERVATION	WRAPPING & PACKING	TRANSMITTAL	MISCELLANEOUS
Typewriting	Place investigator's name or initials, date, serial number, name of make and model, etc., on same side as samples of typewriting.	Obtain as least All one copy in full word-for-word order of questioned type-writing. Also include partial copies in light, medium, and heavy degrees of touch. Also standard and carbon paper samples of every upper and lower case character on the keyboard.	None	Wrap securely. Also see Anonymous letters.	First class mail. Return receipt requested.	Examine ribbon for evidence of questioned message thereon. For carbon paper samples, either remove ribbon or place in stencil position.
Urine or water	Label or mark outside of container, type of material, name of subject, date taken, investigator's name, case, and number.	Preferably all urine voided over a period of 24 hours. preferably not less than 30cc, or 1 oz., per specimen.	None. Use any clean bottle with leakproof stopper.	Bottle sealed and packed, surrounded with absorbent material to prevent leakage. Strong cardboard or wooden box.	do	Keep samples separate.
Wire. (Also see Toolmarks.)	On label or tag. Type of material, date, investigator's name case, and number	One foot. All		Wrap securely. Pack to prevent friction, shifting breakage, or contact while in transit.	do	Keep questioned specimens separate from known standards
Wood	do	do	do	do	do	do
Cameras	Label or mark bottom of camera and attach property tag. Note camera make, body serial number, and lens serial number.	All		Wrap and secure so as to protect latent fingerprints and prevent opening of film compartment	do	Mark as fingerprint evidence (if applicable) but send to Photography Division first if camera is believed to contain film.

APPENDIX F

PREPARATION OF DA FORM 3655 (CRIME LAB EXAMINATION REQUEST)

1. The evidence custodian or CID special agent, at the discretion of the commander or special agent in charge, completes DA Form 3655 in an original and two copies. (See Figure F-1 and reverse for sample DA Form 3655.)

2. The original and one copy of the form accompanies the evidence to the USA CIL. The other copy is maintained in the case folder.

3. Steps to complete DA Form 3655 are as follows:

a. The "TO" block reflects the address of the USACIL servicing the contributing office. The division most likely to conduct the examination is reflected on the "ATTENTION LINE." The division may be chemistry, firearms, documents, fingerprints, or photography, for instance. The "FROM" block reflects the contributor's return address where the evidence or report is to be returned to an office other than the one reflected in the "FROM" block. If so, a notation is made in Item 11 recording the address where the report of evidence is to be returned.

b. Items 1 through 9 are self-explanatory.

c. Item 10 contains two columns used to itemize and describe the evidence being submitted. The first column is titled "EXHIBIT," the second, "DESCRIPTION OF EXHIBIT."

(1) "The items to be submitted to the USACIL will be listed in numerical order. For clarity the item number and document number from the evidence custody document should be included in the description column.

(2) The description column should reflect enough detail of the item(s) submitted so that each can be identified and distinguished from any other. On occasion, more than one evidence custody document is involved with the same laboratory request. If so, the document number and item number on the evidence custody document is included to aid identification.

d. Item 11 sets forth the examination requested.

e. Item 11 is also used to furnish any information for the examiner that will assist in obtaining the results of the examination(s) requested. Item 11 is also used for all other applicable information that may be required for processing. All serology and trace evidence submissions must contain background information in this section. Narcotic evidence which is field tested and then sent to a USACIL should be identified as such. Also, the results of the field tests should be shown in Item 11.

CRIME LAB EXAMINATION REQUEST For use of this form, see AR 195-8; the proponent agency is the United States Army Criminal Investigation Command.		LAB USE ONLY	
TO: (Include Zip Code) COMMANDER USACIL-CONUS FORT GILLEM ~~FOREST PARK~~ , GA 30050-5000 ATTN: LATENT PRINT DIVISION FIREARMS DIVISION CHEMISTRY DIVISION		REFERRAL NUMBER	
		RECEIVED	RETURNED
		REGIS MAIL	REGIS MAIL
		RY EXP	RY EXP
		HAND	HAND
		DATE	DATE
FROM: (Include Zip Code) SPECIAL AGENT-IN-CHARGE FORT McCIELLIAN RA 3rd MP GRP. (CID), USACIDC FT. McCIELLIAN, AL 36205-5000		RECEIVED BY	
		EVIDENCE RECEIPT	
		RECEIVED	INITIATED
		1. CONTRIBUTOR CASE NUMBER 4809-XX-CID063	
		2. INVESTIGATOR'S NAME SHAWN L. KELLY	
		3. AUTOVON AND PHONE NUMBER 865-4865	
4. SUSPECT(S) (Last, first and middle name(s)) UNIDENTIFIED			
5. VICTIM(S) (Last, first and middle name(s)) STANLEY, Peggy Marie			
6. TYPE OF OFFENSE DEATH INVESTIGATION		7. ONE COPY OF EVIDENCE RECEIPT INCLOSED WITH EVIDENCE ☒ YES ☐ NO	
		8. OTHER EVIDENCE PREVIOUSLY SUBMITTED ON THIS CASE. ☐ YES ☒ NO	
9. IF "YES" IN ITEM 8, LIST OTHER SUSPECT(S), DATE SUBMITTED, UNIT CASE AND LABORATORY REFERRAL NUMBER(S) N/A			
10. EVIDENCE SUBMITTED			
a. EXHIBIT	b. DESCRIPTION OF EXHIBIT		
1	PISTOL, COLT BRAND, APPROX. CAL..45, SN 854435. (ITEM #1, DOC #3502-XX)		
2	CARTRIDGE CASING, APPEARS TO BE .45 CAL. (ITEM #3, DOC #3502-XX)		
3	TWELVE INCH SQUARE PORTION OF VINYL-TYPE CHAIR SEAT COVERING BEARING BLOOD-LIKE STAIN. (ITEM #4, DOC #3502-XX)		
4	FIBER, CLOTH-TYPE, BEARING BLOOD-LIKE STAIN. (ITEM #5, DOC #3502-XX)		

DA FORM 3655
1 AUG 74

REPLACES DA FORM 3655-R, 1 NOV 70, WHICH IS OBSOLETE.

Figure F-1. Crime Lab Examination Request (Front)

10. EVIDENCE SUBMITTED (Continued)		
a. EXHIBIT	b. DESCRIPTION OF EXHIBIT	

11. EXAMINATION(S) REQUESTED (Briefly furnish any information or instructions that might assist the laboratory in examining, evaluating or returning evidence and/or report.)

LATENT PRINT DIVISION: EXAMINE EXHIBITS #1 AND #2, DEVELOPE ANY LATENT PRINTS, IF IDENTIFIABLE, HOLD FOR FUTURE COMPARISON.

FIREARMS DIVISION: EXAMINE EXHIBIT #1, DETERMINE IF OPERABLE AND IN PROPER WORKING ORDER; IF IT HAS BEEN FIRED SINCE LAST CLEANED; IF IT HAS BEEN MODIFIED; IF THE SERIAL NUMBER HAS BEEN ALTERED; AND IF INVOLVED IN ANY PREVIOUS CRIMINAL INCIDENTS.

EXAMINE EXHIBIT #2, DETERMINE IF FIRED IN EXHIBIT #1.

CHEMISTRY DIVISION: EXAMINE EXHIBIT #3, IDENTIFY RED STAIN; HOLD FOR COMPARISON.

EXAMINE EXHIBIT #4, IDENTIFY FIBER AND STAIN; DETERMINE IF FIBER WAS CUT, PULLED OR TORN OUT; HOLD FOR COMPARISON.

CONDUCT ANY OTHER EXAMINATIONS YOU DEEM APPROPRIATE.

AT APPROXIMATELY 0700, 24 DEC XX, DECEASED VICTIM WAS FOUND LYING ON HER BACK ON THE BED IN A BARRACKS ROOM WITH AN APPARENT GUNSHOT ENTRY WOUND TO THE THROAT. WEATHER CONDITIONS WERE COLD, WINDY, MODERATE HUMIDITY, NO VISIBLE AIR POLLUTION, INSIDE TEMP. ABOUT 68 DEGREES F., OUTSIDE ABOUT 34 DEGREES F. THE BARRACKS ROOM WAS DUSTY AND THE VINYL-TYPE TILE FLOOR APPEARED TO BE HEAVILY WAXED.

Evidence above has not been examined by another expert in the same scientific field.

TYPED/PRINTED NAME OF REQUESTOR SHAWN L. KELLY	SIGNATURE 	DATE 24 DEC XX

Figure F-2. Crime Lab Examination Request (Back)