

**BY ORDER OF THE COMMANDER  
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND  
INSPECTION CHECKLIST 31-19**

**1 JULY 2004**

**Security**

**SECURITY FORCES STANDARDS AND  
PROCEDURES (WING)**

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This Checklist reflects Command requirements for Security Forces Standards and Procedures to prepare for and conduct internal reviews.

### **SUMMARY OF REVISIONS**

This checklist has been revised to update references and must be completely reviewed. AFSPCCL 31-19 has been renamed from Law Enforcement Operations to Security Forces Standards and Procedures. Items have been added to provide a thorough review of all law enforcement AFIs.

1. References have been provided for each item. Critical items have been kept to a minimum and are required by law, executive orders, DoD Directives, or safety guidelines; which, if not complied with, could result in significant legal liabilities, penalties or mission impact. The IG will inspect all critical items on AFSPC checklist. In addition, the IG will work with the functional staff prior to a major inspection to identify non-critical items that should be inspected at a particular unit
2. This publication establishes a baseline checklist. The Command IG will also use the checklist during applicable assessments. Use the Checklist at **Attachment 1** as a guide only. AFSPC Checklists will not be supplemented. Units may produce their own standalone checklists as needed to ensure an effective and thorough review of the Security Forces Standards and Procedures. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary.

DOUGLAS M. FRASER, Brig Gen, USAF  
Director of Air and Space Operations

## ATTACHMENT 1

## SECURITY FORCES STANDARDS AND PROCEDURES (WING)

Table A1.1. Checklist.

<b>SECTION 1: PROCEDURES</b>			
<b>MISSION STATEMENT:</b> To provide the base community a safe living and working environment by establishing and maintaining law and order.			
<b>NOTE:</b> All references are from AFI 31-201, <i>Security Forces Standards and Procedures</i> , unless otherwise stated.			
<b>1.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.1.1. Has the CSF defined the number and limits of security forces posts and outlined assigned duties in a local duty or post instruction? (Para 3.2.)			
1.1.2. Is there a local duress or signal code developed to indicate an emergency or duress situation? (Para 4.5.3.2.)			
1.1.3. Are data encryption system (DES) equipped radios and vehicle radios decoded before servicing? (Paras 4.5.3.3. and 4.5.3.4.)			
1.1.4. If a two-way radio is not available or practical, has a mutually agreed upon system that facilitates rapid emergency notification to civilian police like E-911 been established? (Para 4.5.4.)			
1.1.5. Are all fixed security forces posts connected to the law enforcement desk or central security control by dial or direct telephone? (Para 4.6.)			
1.1.6. Do speedometers of all traffic patrol vehicles receive calibration testing at least semiannually or when the vehicle receives major maintenance? (Para 4.9.)			
1.1.7. Has the jurisdiction authority of the installation been determined by the SJA? (Para 6.1.)			
1.1.8. Are security forces knowledgeable of their jurisdiction authority? (Para 6.1.)			
1.1.9. Has the CSF ensured security forces personnel understand and follow vehicle operation guidelines in AFI 31-201, Para 6.7. and in the USAF Model Vehicle Operation Policy, Attachment 2? (Para 6.7.)			
1.1.10. Has a local procedure been established for handling civilian offenders? (Para 7.1.3.)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
1.1.11. Does the installation commander or appointed magistrate authorize apprehensions in private dwellings and is AF Form 3226, <b>Authority to Apprehend in Private Dwelling</b> , used to document this authority? (Paras 7.1.5 and 7.1.5.1)			
1.1.12. Is the AFVA 31-231, <b>Advisement of Rights</b> or AF Form 1168, <b>Statement of Suspect/Witness/Complainant</b> , used for verbal advisement (usually on-scene)? (Para 7.5.)			
1.1.13. Do personnel comply with "Use of Force" guidelines outlined in AFI 31-201, Para 7.6., during apprehension and detention of suspects? (Para 7.6)			
1.1.14. When responding to an incident where security forces may meet an armed adversary, do SF personnel place their firearm in the ready position? (Para 7.6.4.)			
1.1.15. Are persons in custody searched or frisked before placing them in a security forces vehicle and transporting them? (Para 7.7.)			
1.1.15.1. Are seatbelts always used? (Para 7.7)			
1.1.16. When transporting a suspect, is the control center notified of the departure time and destination arrival time (along with odometer readings) for inclusion in the desk blotter? (Para 7.7.1.)			
1.1.17. If the special court-martial convening authority at your installation has appointed a military magistrate to authorize probable-cause searches, is it in writing? (Para 8.2.1.)			
1.1.18. If so, has the installation commander signed the appointment and specified the installation over which the magistrate has authority? (Para 8.2.1.)			
1.1.19. Are two security forces present to witness a frisk conducted by the opposite sex? (Para 8.5.2)			
1.1.20. Do security forces personnel conduct body searches of personnel of the opposite sex? ( <b>PROHIBITED</b> ) (Para 8.5.4.)			
1.1.21. Is the local staff judge advocate consulted and permission from the installation commander obtained before conducting off installation searches? (Para 8.7.1.)			
1.1.22. Do personnel preserve evidence according to this instruction? (Paras 8.11 thru 8.11.3)			
1.1.22.1. Do personnel record all circumstances surrounding the discovery of evidence? (Para 8.11.1.)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
1.1.22.2. Do personnel place their initials and the date on all evidence for later identification? (Para 8.11.2.)			
1.1.22.3. Do security forces maintain the capability to store evidence? (Para 8.11.3.)			
1.1.23. Is the AF Form 52, <b>Evidence Tag</b> , used to record evidence? (Para 8.11.4.)			
1.1.24. Has the CSF coordinated and established training requirements for local operators with the state terminal authorities? (Para 9.4.)			
1.1.24.1. Are there procedures to ensure that only trained and qualified personnel operate the terminal? (Para 9.4.3.)			
1.1.25. Has the CSF established procedures to limit access to computerized criminal history (CCH) and interstate identification index's (III)? (Para 9.6.2.)			
1.1.26. Is access to this data limited to valid law enforcement purposes and granted on a case-by-case basis? (Para 9.6.)			
1.1.27. Has the CSF established a validation system for entries made into NCIC, III, or State Terminal System (STS) and do they include a blotter entry or incident report? (Para 9.7. & 9.7.1.)			
1.1.28. Is the AF Form 1597, Air Force <b>Law Enforcement Terminal System Document</b> , used to annotate each input to the terminal system and to conduct validations? (Para 9.7.2.)			
1.1.29. Has the CSF selected a terminal manager to supervise, train on, and control terminal operations? (Para 9.7.3.)			
1.1.30. Does the installation contingency plan address the use of security forces to isolate, contain, and neutralize a terrorist or hostage incident, with or without FBI assistance? (Para 10.4)			
1.1.31. Has the installation commander prepared contingency plans for hostage situations on the installation? (Para 10.4.3.1)			
1.1.32. Is the unit organized, trained and equipped to implement the contingency plan? (Para 10.4.3.2.)			
1.1.33. Has the CSF selected an individual to manage resource protection and crime prevention functions? (Para 12.4.1)			
1.1.34. Does the unit have a Bloodborne Pathogens Exposure Control Plan (BPECP) that includes the following: (AFI 31-201, Attachment 4)			

<b>CRITICAL ITEMS (Con't):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.1.34.1. Does the BPECP contain the exposure determination of personnel to include a list of all duty positions in which personnel in those positions are likely to be exposed to contaminated material? Does it contain a list of all tasks and procedures or groups of closely related tasks and procedures in which exposure may occur, and performed by personnel who handle contaminated material? (Para A4.1.1 thru A4.1.1.2.)			
1.1.34.2. Does the BPECP contain the methods available to prevent contact with blood and other potentially infectious fluids or materials? (Para A4.1.2.)			
1.1.34.3. Does the BPECP contain procedures for those who reasonably believe they have contacted a potentially infectious fluid or material? (Para A4.1.3.)			
1.1.34.4. Does the BPECP contain procedures for placing warning labels on containers or plastic bags containing blood or other potentially infectious material? (Para A4.1.4.)			
1.1.34.5. Does the BPECP contain procedures for keeping records of all incidents and occupational exposures IAW OSHA Std 1910.1030? (Para A4.1.5.)			
1.1.34.6. Does the BPECP contain procedures for evaluating circumstances surrounding exposure incidents? (Para A4.1.6.)			
<b>1.2. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.2.1. Do only uniformed security forces wear the security forces shield? (Para 4.2.)			
1.2.2. Do commanders have a positive Communication Security (COMSEC) program? (Para 4.5.3.)			
1.2.3. Are all permanently assigned non-tactical vehicles equipped with the following:			
1.2.3.1. Warning light system – magnetic or permanent mount, single or multiple flasher, rotating, or strobe light? The system can be mounted on either the roof, on a “roofbar”, on the dashboard and rear window platform, or on the front bumper and rear window platform. Lights will not be mounted inside the front grill of the vehicle. (Para 4.7.1.)			
1.2.3.2. Siren system-Fire engine or electronic is authorized. Sirens can be mounted with the roof-mounted lights or under the hood of the vehicle). (Para 4.7.2.)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
1.2.3.3. Public address system – Use either portable (bullhorn) or a permanent system is authorized, mounted as stated in siren. (Para 4.7.3.)			
1.2.3.4. Spotlight – Either portable or permanently mounted spotlight. Mount the spotlight mounted on the roof or driver's side door. (Para 4.7.4.)			
1.2.3.5. Radio – Permanently mounted multi-channel radio or “portamobile” radio. Mount as to not interfere with the driver. (Para 4.7.5.)			
1.2.3.6. First aid kit- A general-purpose first aid kit (FSN 6545-00-922-1200 or equivalent). (Para 4.7.6.)			
1.2.3.7. Fire extinguisher – 2 ½ pound ABC rated dry chemical fire extinguisher. (Para 4.7.7.)			
1.2.3.8. Bloodborne pathogen protective kit- Contents must include one-way respiratory cardio-pulmonary resuscitation (CPR) mask, surgical gloves, eye protective goggle or glasses with shields, surgical mask and surgical gown? (Personnel must be trained to use this equipment) (Para 4.7.8.)			
1.2.4. Are all permanently assigned security forces vehicles, including those vehicles assigned to investigations, properly marked? Para 4.8.1. and 4.8.2. (Also see T.O 36-1-191, <b>Painting, Marking, and Lighting Requirements for USAF Vehicles</b> , as additional reference)			
1.2.4.1. Marking must be on the front driver's side and passenger side doors? (Para 4.8.1.)			
1.2.4.2. Markings may be magnetic or permanent-mount type? (Para 4.8.1.)			
1.2.4.3. Each sign will have “SECURITY FORCES” printed in black or ultramarine blue letter on a reflective white background? (Para 4.8.1.)			
1.2.4.4. 18 inch or larger security forces shield replicas may be used instead of the security forces sign? (Para 4.8.2.)			
1.2.5. When security forces vehicles are temporarily out of service due to maintenance, are “loaner” vehicles for security forces patrol equipped with a magnetic rotating, flashing, or strobe warning light and magnetic “SECURITY FORCES” or shield replica signs? (Para 4.8.2.)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
1.2.6. Is vehicle equipment and the vehicle inspected before each tour of duty for safety and maintenance deficiencies? (Para 4.10.)			
1.2.7. Has MAJCOM approved vehicle installed video surveillance systems? (Paras 4.11. & 4.11.1.)			
1.2.8. Are post visits conducted both during duty and non-duty hours by senior security forces representatives to on-duty security forces to verify their job knowledge and performance in their work environment? (Para 5.4)			
1.2.9. For minor offenses, are civilian offenders released to their military sponsor? Or if they do not have a military sponsor, are they released to a relative, friend, or on their own recognizance? (Para 7.1.4)			
1.2.10. Are military personnel released to their first sergeant? And if their first sergeant is unavailable are they released to their commander or an individual who is an E-7 or above and at least one grade higher than the individual being received for? (Para 7.1.6)			
1.2.11. Have policies and procedures for patrol activity off the installation been developed in consultation with local law enforcement officials and the staff judge advocate? (Para 7.2.)			
1.2.12. Is general authority to order or conduct searches delegated to a foreign national? ( <b>PROHIBITED</b> ) (Para 8.9.)			
1.2.13. Are all evidence items returned to their rightful owners upon final disposition of a case? (Para 8.11.5)			
1.2.13.1. Is all released evidence coordinated with the staff judge advocate? (Para 8.11.5.)			
1.2.14. Is the Air Force Law Enforcement Terminal System (AFLETS) training documented in the training record? (Para 9.4.4.)			
1.2.15. Is access to data on AFLETS restricted to official use only? (Para 9.5.)			
1.2.16. Has a local memorandum of agreement with FBI that includes provisions for the FBI's special teams to rehearse and train on the installation been developed? (Para 10.3.)			
1.2.17. Has the installation commander determined the need for hostage negotiators and emergency service teams (EST)? (Para 10.4.3.4.)			

<b>NON-CRITICAL ITEMS (Con't):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.2.18. If an EST has been established have they received training and certification for all team members from the Army SRT Course, FBI, or local Law enforcement? (Para 11.12.)			
1.2.19. Following a basic training and certification program, does EST train regularly to remain proficient? (Para 11.12.1.)			
1.2.20. Are actual employments of EST reported through OPREP-3 (See AFI 10-601, <i>Mission Needs and Operational Requirements Guidance and Procedures</i> ) reporting channels? (Para 11.14.)			
1.2.21. Does the installation CSF provide a security forces lessons learned report of any actual employment of EST? (Para 11.14.)			
1.2.22. Has a dedicated Crime Stop telephone, capable of receiving calls from both on and off base, been installed at the law enforcement desk? (Para 12.5.1.1.)			
1.2.23. Is each crime stop call logged on the AF Form 53, <b>Security Police Blotter</b> ? (Para 12.5.1.2.)			
1.2.24. Is the bloodborne pathogen exposure plan reviewed annually? (Attachment 4, Para A4.2.)			
1.2.25. Have security forces identified in the exposure determination been trained on the use of protective equipment and disposition of possibly contaminated materials? (Attachment 4, Para A4.3)			
<b>SECTION 2: TRAFFIC SUPERVISION</b>			
<i>NOTE:</i> All references are from AFI 31-204, <i>Air Force Motor Vehicle Traffic Supervision</i> , unless otherwise stated.			
<b>2.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.1.1. Are operators certified on speed-measuring devices every three years or more frequently when required by the state or governing jurisdiction? Does the CSF maintain certification and training standards in the unit training section? (Para 4.4.3)			
2.1.2. Does the CSF train installation law enforcement personnel on the following: (Para 4.10.1)			
2.1.2.1. Recognize signs of alcohol and other drug impairment in persons operating a motor vehicle? (Para 4.10.1.1.)			
2.1.2.2. Prepare DD Form 1920, <b>Alcohol Influence Report</b> , or other form which adequately documents sobriety and sobriety testing of an individual? (Para 4.10.1.2.)			

<b>CRITICAL ITEMS (Con't):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.1.2.3. Perform standard field sobriety tests? (Para 4.10.1.3.)			
2.1.2.4. Determine to a reasonable and practical degree when a person appears intoxicated? (Para 4.10.1.4.)			
2.1.2.5. Understand the operation of breath-testing devices? Para 4.10.1.5.)			
2.1.3. Does each installation using breath-testing devices ensure only those devices listed on the NHTSA conforming products list is used and only trained personnel use it? (Para 4.10.3)			
<b>2.2 NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.2.1. When considering suspending or revoking someone's driving privileges, is that person notified in writing and told what action you are taking and the reason for it? (Para 2.7.1)			
2.2.1.1. Is the notice coordinated with the base legal office? (Para 2.7.1)			
2.2.2. For active duty military is a written notice or preliminary suspension for intoxicated driving sent to their commander or reasonable equivalent? (Para 2.7.2.2)			
2.2.3. For non-installation, non-DoD affiliated civilians, is a written notice or preliminary suspension for intoxicated driving presented in person or by certified mail? (Para 2.7.2.2)			
2.2.4. Is the individual advised of the following in the preliminary suspension notification: (Para 2.7.2.3.)			
2.2.4.1. Suspension can be made a revocation? (Para 2.7.2.3.1.)			
2.2.4.2. The right to request restoration of driving privileges pending investigation or resolution of the incident? (Para 2.7.2.3.2.)			
2.2.4.3. The right of military personnel to present evidence and witnesses and be represented by a civilian counsel or assigned military counsel? (Para 2.7.2.3.3.)			
2.2.4.4. The right of DoD civilian employees to have a personal representative present at the administrative hearing IAW applicable laws and instructions? (Para 2.7.2.3.4.)			
2.2.4.5. Amount of time the individual has to respond and request the administrative hearing before the preliminary suspension or revocation becomes permanent? (Para 2.7.2.3.5.)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
2.2.4.6. Direction to sign the acknowledgement of receipt and to return the signed letter to the address shown in the letter? (Para 2.7.2.3.6.)			
2.2.4.7. Requested hearings must take place within a reasonable period as determined by the installation commander? (Para 2.7.2.3.7.)			
2.2.5. Has the Installation Commander established a traffic code for operation of motor vehicles on the installation? (Para 4.2.1)			
2.2.5.1. Does the traffic code contain the base rules of the road and conform to the state code? (Para 4.2.1)			
2.2.6. Does the installation traffic code contain policy and procedures for the towing, searching, impounding and inventorying of vehicles? (Para 4.2.2)			
2.2.7. Is the traffic code published and does it contain the following? (Paras 4.2.2.1-4.2.2.4)			
2.2.7.1. Violations and conditions to tow or impound a vehicle? (Para 4.2.2.1.)			
2.2.7.2. Procedures to notify the vehicle owner? (Para 4.2.2.2.)			
2.2.7.3. Procedures for towing, storing, protecting impounded vehicles? (Para 4.2.2.3.)			
2.2.7.4. Procedures for disposing of vehicles after lawful impoundment? (Para 4.2.2.4.)			
2.2.8. At bases with concurrent or exclusive federal jurisdiction are violations of state traffic codes made applicable to base driving records when those violations are included in that state's criminal offense code? (Para 4.2.5)			
2.2.9. Has local speed-measuring device training been developed or do personnel attend a civilian institution or manufacturer's training program? (Para 4.4.2.2)			
2.2.10. Are traffic violators on military installations issued a DD Form 1408, <b>Armed Forces Traffic Ticket</b> or a DD Form 1805, <b>US District Court Violations Notice</b> ? (Para 4.9.3)			
2.2.11. Is SFMIS or the AF Form 1313, <b>Driver Record</b> , used to record vehicle traffic accidents, moving and parking violations, suspension or revocation actions, and traffic point assessments involving military and DoD civilian personnel? (Para 5.1)			

<b>NON-CRITICAL ITEMS (Con't):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.2.12. Are procedures in place to notify the CSF when a person assigned to an installation is transferred to another installation to ensure the driving record is forwarded? (Para 5.5.1)			
<b>SECTION 3: RIGHTS ADVISEMENT</b>			
<i>NOTE:</i> All references are from AFI 31-201V2, <i>Legal Considerations</i> , unless otherwise stated.			
<b>3.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.1.1. Are suspects advised of their right against self-incrimination according to the UCMJ, Article 31 (military) or US Constitution, Fifth Amendment (civilian)? (Para 2.6)			
3.1.2. In cases involving juveniles (nonmilitary individuals under the age of 18), after proper rights advisement and consent is granted, is the interview done in the presence of at least one parent—both if possible? (Para 3.4.4.)			
3.1.2.1. If neither parent can be present during interview, are two security forces personnel present during the interview? (Para 3.4.4.)			
<b>SECTION 4: COMMUNICATION</b>			
<i>NOTE:</i> All references are from AFI 31-201V3, <i>Flight Operations</i> , unless otherwise stated.			
<b>4.1. CRITICAL ITEM:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.1.1. Do installations supporting PL resources have a radio net with at least two frequencies or a system that allows continuous communications during radio net saturation, jamming or interference conditions? (Para 8.1)			
<b>4.2. NON-CRITICAL ITEM:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.2.1. Has a 24-hour SF Eagle Eye line been provided to ensure all-day, all-night reporting by airmen or citizens who see something suspicious? (Para 2.4)			