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Housing

**RANDOM DORMITORY INSPECTION
PROCESS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 32-60, Housing. It prescribes policies and procedures for random health, morale, and safety dormitory inspections of unaccompanied enlisted military dormitories. This instruction applies to all dormitories on Travis Air Force Base.

1. OBJECTIVE:

1.1. Provides general guidelines for conducting random health, morale, and safety dorm inspections. An inspection is defined as an examination of a person, property, or premises for the primary purpose of ensuring the security, military fitness, and/or good order and discipline of the organization or installation. The goals of dormitory inspections are to ensure the dormitory is in good order, no damage to government property, no violation of dorm instructions, and no illegal contraband is stored in the dormitory.

1.2. Distinction between Inspection and Search:

1.2.1. Inspection: a tool used by a commander to determine and ensure the security, military fitness, or good order and discipline of the unit. It may include such purposes as determining the unit is properly equipped, maintaining proper standards of readiness, sanitation, cleanliness, and that personnel are present, fit and ready for duty, according to the Rules of Military Evidence 313(b).

1.2.2. Search: any governmental intrusion or quest for incriminating evidence into an area in which an individual has a reasonable expectation of privacy; Katz vs United States, 389, U.S. 347 (1967).

2. RESPONSIBILITIES:

2.1. Wing Commander:

2.1.1. Will ensure all health, safety, and morale dorm inspections are selected on a random basis to ensure fairness. At his/her discretion, the Wing Commander will randomly select a date and a

dormitory for inspection. All dormitories are subject to the random selection including dorms previously selected.

2.2. Command Chief (CCM):

2.2.1. Will notify/coordinate with applicable agencies to include first sergeants, commander(s) of selected dorm, Security Forces, Air Force Office of Special Investigations, Demand Reduction Office and Legal Office.

2.2.2. Will detail first sergeants to provide Senior Noncommissioned Officers (SNCOs) to serve as monitors/observers.

2.3. Squadron Commanders/First Sergeants of inspected dormitory:

2.3.1. Will have an inspection kit readily available containing disposable gloves, paper bags, master keys, dorm roster reflecting date of birth, dorm layout with tentative areas designated for inspectors/perimeter monitors, magic markers, pens, stapler, and clipboards.

2.4. Air Force Office of Special Investigations (AFOSI) and Security Forces (SF) Investigations:

2.4.1. AFOSI and SF personnel will serve primarily as advisors to the first sergeants/inspectors.

2.4.2. AFOSI or SF personnel will be assigned to each dorm floor. Inspections should direct all questions/concerns about potential contraband to AFOSI or SF assigned to that floor.

2.4.3. AFOSI and SF personnel do not inspect rooms. If questionable items are discovered, they will search the room, as required, based on probable cause.

2.4.4. AFOSI and SF personnel will coordinate with JA personnel to determine probable cause as required.

2.4.5. AFOSI and SF personnel will **NOT** conduct investigations regarding underage drinking or possession, wrongful cohabitation, or adultery. The squadron commander/first sergeant will handle these matters.

2.4.6. SF personnel will assist in obtaining a blood alcohol content on an individual if requested by the commander/first sergeant.

2.4.7. SF or AFOSI personnel will interview individuals who may want to provide a statement. First Sergeants will **NOT** conduct interviews.

2.4.8. Security Forces Squadron (SFS) will provide military working dogs and handlers as required to assist with the inspection.

2.4.9. SFS commander will coordinate with the fire department for fire alarm activation.

2.5. Legal Office:

2.5.1. Judge Advocate (JA) personnel will be available on-scene to provide assistance to the inspectors. JA personnel along with AFOSI will make the determination if probable cause exists for a search in the event an inspector finds a questionable item.

2.6. Demand Reduction Office:

2.6.1. Demand Reduction Office personnel are responsible for collection and safeguarding urine samples provided by dorm residents.

2.6.2. The preferred collection site is Building 381 at the Demand Reduction Office. This prevents chain of custody issues, transporting samples, and affords for secure storage of samples. However, an alternate location may be selected if appropriate for the dormitory inspection location.

3. INSPECTION PROCEDURES/GUIDELINES:

3.1. Notification Procedures:

3.1.1. Squadron commander(s) and first sergeant(s) of the dormitory being inspected will be notified no earlier than two duty days prior to the inspection by the CCM. The CCM will notify legal office, AFOSI, SFS, and Demand Reduction Office. All other essential personnel will be notified no earlier than one duty day prior to inspection date. During final notification, the CCM will task first sergeants to bring SNCOs to the inspection to serve as monitors, as required. The first sergeant detailing the SNCOs will follow the required guidelines/criteria established by the Demand Reduction Office as listed in [Attachment 1](#).

3.1.2. Upon initial notification, the first sergeant responsible for the applicable dorm will do the following:

3.1.2.1. Make inspection assignments. Assign first sergeants as inspectors. As a minimum, the detailed SNCOs will be assigned (based on dormitory layout): two bus monitors, four dorm perimeter monitors, and four male/two female urinalysis observers.

3.1.2.2. Coordinate with transportation for bus and driver. Contact Vehicle Operations not later than one hour prior to requirement. One hour minimum notice is required to request bus and driver after duty hours.

3.1.2.3. Recall dormitory manager no earlier than 1 duty day prior to inspection. Dormitory manager is utilized for storing/safeguarding confiscated items during inspection and providing assistance to first sergeants/inspection team.

3.2. The Inspection Process:

3.2.1. On the morning of the inspection, the affected first sergeant/inspectors will do the following:

3.2.1.1. Distribute inspection assignments to first sergeants and other monitors/observers as members arrive to inspection pre-brief.

3.2.1.2. Provide dormitory roster to bus monitors, Demand Reduction Office, and JA.

3.2.1.3. Upon fire alarm activation, inspectors will ensure all military members present have their military ID card before directing the member to get on the bus for transport to Demand Reduction Office. The bus monitor will ensure all military members fill out a urine specimen letter on the bus before arriving at Demand Reduction Office. Civilian guests will be asked to leave the dorm room during the inspection and directed to a central location such as a dayroom to wait for the sponsor to return. Members will print and sign name, annotate social security number and squadron. Additionally, the bus monitor will verify the member's military ID against the urine specimen letter prior to arrival at collection site. Upon arrival at the collection site, the bus monitor will turn signed letters over to Demand Reduction personnel.

3.2.1.4. No rooms will be inspected prior to the military working dog completing their portion

of the inspection.

3.2.1.5. Rooms with no occupants present can be inspected once the dogs are done. Rooms with occupants present will **NOT** be inspected until the member returns from providing a urine sample.

3.2.1.6. Secure/safeguard confiscated items.

3.3. Inspection Procedures/Parameters:

3.3.1. Be consistent in your approach in each dormitory room; open the same closets and drawers in each room; do not target any particular room.

3.3.1.1. Contraband items are rarely displayed in plain view. Typically they are well hidden or concealed. Do **NOT** let the fact that the military working dogs did not alert in the room lull you into a false sense of security. Military working dogs cannot detect all types of contraband.

3.3.1.2. Open all closed closets and drawers where contraband could be stored.

3.3.1.3. Do **NOT** open locked closets or lockers without consent of the dorm resident who occupies the room where the locked closet or locker is located. If the person does not consent, **DO NOT** open it. Consult AFOSI/SF/JA to determine if probable cause exists before opening a locked closet or locker.

3.3.1.4. Do **NOT** open the locked storage bins without consent. Verbal consent is acceptable but ensure a third party is present when consent is given. If you believe you may have probable cause to open a locked storage bin, consult with a JA representative.

3.3.2. Listed below are items to look for/confiscate, which are considered illegal contraband:

3.3.2.1. Illegal narcotics and related drug paraphernalia. All drug paraphernalia, to include water bongs, are considered contraband even if displayed for decorative purposes.

3.3.2.2. Weapons to include switchblade knives, double-edged knives, or other edged knives with a blade longer than two and one-half inch, cane gun, wallet gun, any undetectable firearm, any firearm which is not immediately recognizable as a firearm, any camouflaging firearm container, any ammunition which contains or consists of any flechette dart, any bullet containing or carrying explosive agent, any ballistic knife, any multiburst trigger activator, any nanchaku, any short barreled shotgun, any short barreled rifle, metal knuckles, belt buckle knife, leaded cane, zip gun, shuriken, unconventional pistol, lipstick case knife, cane sword, shobi-zue, air gauge knife, writing pen knife, metal military practice hand grenade or metal replica hand grenade, any instrument or weapon commonly known as blackjack, sling shot, billy club, sand club, sap, or sandbag, BB/pellet guns, paint ball guns, bows, compound bows, crossbows, blow guns and any other item to be used as a weapon or firearm.

3.3.2.3. Alcohol, if the occupant is under legal drinking age.

3.3.2.4. Child pornography or other types of sexual materials unlawful under California and Federal Code.

3.3.2.5. Fraudulent military ID cards.

3.3.2.6. Expired prescription drugs or any prescription drug not issued to the resident.

3.3.2.7. Candles and incense that exhibit evidence of burning.

3.3.3. If an illegal or questionable item is discovered, do **NOT** move or touch the item if at all possible. Notify an AFOSI or SF investigator immediately for clarification.

3.3.4. If an individual tries to make a spontaneous statement that either incriminates, or may potentially incriminate, do **NOT** ask any questions and immediately coordinate an interview with the AFOSI or SF personnel.

3.4. Post Inspection Considerations:

3.4.1. Squadron commanders/first sergeants will track and follow-up on dormitory residents not present at the time of inspection. They will ensure the resident provides a urine sample the next duty day member is available.

3.4.2. Squadron commanders/first sergeants will take appropriate administrative/disciplinary action based on findings/outcome of inspection.

3.4.3. Provide feedback to CCM and other agencies as requested.

JACK F. PETERS, Col, USAF
Director of Wing Staff

Attachment 1

GLOSSARY OF REFERENCE AND SUPPORTING INFORMATION

References

AFPD 32-60, *Random Dormitory Inspection Process*.

Attachment 2

DEMAND REDUCTION PROGRAM INFORMATION – DRUG TESTING OBSERVER BRIEFING

1. To qualify as an observer, you **MUST** meet the following criteria:

1.1. You are of the same sex as the member being observed.

1.2. Not selected for testing in the same session as the one in which they are observers.

1.3. No UIF.

1.4. No history of conviction by court-martial or civilian court, non-judicial punishment under Article 15, UCMJ, or letter of reprimand or similar administrative action for misconduct involving dishonesty, fraud, or drug abuse (including possession or distribution).

1.5. No pending action under the UCMJ or pending administrative action.

1.6. Not within six months of either separation or retirement from active duty or in the case of the Air National Guard and Air Force Reserve, one year of either separation or transfer from an active participation status.

1.7. No medical profile which will prevent them from performing their assigned duties as observers.

1.8. Commissioned officer or enlisted member in the grade of Senior Airman or above. The use of non-commissioned officers (NCO) as enlisted observers is strongly recommended unless the situation dictates otherwise. In the event of the unavailability of NCOs to perform observer duties, personnel in the grade of Senior Airman may be used, but only with the concurrence of the servicing Staff Judge Advocate.

1.9. Not assigned to work in any legal office.

2. The following are duties and responsibilities as an observer:

2.1. Direct the individual providing the specimen to remove bulky outer garments.

2.2. You must observe the member verify the correct SSAN, batch and bottle numbers, and date. You must observe the member sign and initial the ledger (Drug Abuse Testing Roster) to verify this information. You must then sign and initial the ledger.

2.3. You must observe the member receiving the empty specimen bottle from the laboratory-testing monitor. Once the member has been handed the specimen bottle, you must observe the specimen bottle at all times until the collection process is completed.

2.4. You must accompany the member to the designated collection area. Make sure the member does not open the specimen bottle until he/she is ready to urinate into the specimen bottle.

2.5. Direct the member to wash his/her hands with only water and dry them prior to providing a specimen.

2.6. You must **DIRECTLY** observe the flow of urine from the member's body into the specimen bottle. Females may urinate into a sterile wide-mouth specimen cup. The female member, under your direct observation, will then pour her urine into the labeled specimen bottle. Ensure the specimen bottle is recapped and not reopened by the member. The member may blot the recapped specimen bottle with a paper towel. The member may **NOT** run the bottle under the water. To prevent damage/smearing of the label, the member may **NOT** wash/rinse their hands until the specimen bottle has been turned into the lab-

oratory-testing monitor. If the member cannot produce the required amount of urine in a single collection, have the member recap the specimen bottle and return it to the laboratory-testing monitor for further instructions.

2.7. You must stay with the member until ready to exit the bathroom. Neither the member nor the specimen bottle can be out of your sight at any time. You must observe the member carry the specimen bottle out of the bathroom and hand it to the laboratory-testing monitor.

2.8. You must report any unusual or suspicious activity observed during the collection process to the drug testing office. If contamination or adulteration is suspected, prepare MFR to accompany specimen.

2.9. The laboratory-testing monitor will inspect the specimen bottle for adequate volume and any evidence of tampering or adulteration. If the specimen bottle is acceptable, you must observe the laboratory testing monitor apply tamper resistant tape to the specimen bottle.

2.10. You must observe the member initial and date the specimen bottle. You will then be asked by the laboratory-testing monitor to initial and date the specimen bottle. This is the only time you are permitted to have any contact with the specimen bottle. **NOTE: DO NOT HANDLE THE SPECIMEN BOTTLE AT ANY TIME UNTIL IT IS TIME TO INITIAL THE LABEL.**

3. You must report all incidents of known, or suspected abuse, adulteration, or unusual behavior immediately to the proper authorities.