DEPARTMENT OF THE NAVY
NAVAL HOSPITAL
BOX 788250
MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:
NAVHOSP29PALMSINST 1601.1A
Code 0100
15 October 1996

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 1601.1A

From: Commanding Officer

Subj: WATCHSTANDER'S PROCEDURES

Ref: (a) U. S. Navy Regulations
(b) Accreditation Manual for Hospital, Joint Commission on the Accreditation for Healthcare Organizations Current Edition
(c) NAVHOSP29PALMSNOTE 5215 of 1Oct96

Encl: (l) Naval Hospital Twentynine Palms Watchstander's Guide
(2) Watch Qualification Standards

1. Purpose. To publish policies and procedures for watch-standers and watches in accordance with references (a) and (b). Reference (c) provides a listing of all directives currently in existence. This notice is revised quarterly. Enclosure (l) must be reviewed in its entirety prior to being assigned any duties covered by this instruction. Enclosure (2) must be completed by General Duty, Duty Driver, Mate of the Day, Officer of the Day and Command Duty Officer Watchstanders.

2. Cancellation. NAVHOSP29PALMSINST 1601.1.

3. Background. The Command's duty staff is the vital link, after normal working hours, permitting continuity of essential services in accomplishing the Command mission. The following watches are established for this Command:

a. Command Duty Officer (CDO)

b. Medical Officer of the Day/Admissions Watch (MOOD)

c. Transport Medical Officer

d. Officer of the Day (OOD)

e. Mate of the Day (MOD)/Night Mate of the Day (NMOD)

f. General Duty

g. Admission

h. Duty Driver

i. Anesthesia

j. General Surgery

k. Primary Obstetrics/Gynecology

l. Backup Obstetrics/Gynecology

m. Orthopedics

n. Pediatric

o. Mental Health

p. Operating Room Technician/Nurses

q. Laboratory

r. Radiology

s. Pharmacy

t. Medical Repair

u. Decedent/Mortuary Affairs

4. Action

a. Commanding Officer shall ensure sufficient watches have been established to efficiently operate the Command after hours.

b. Watchbill Coordinators shall:

(l) Submit watchbill to Manpower Management Department no later than the 10th of each month.

(2) Ensure that each member of the watchbill is qualified and trained to stand duty.

(3) Ensure requested changes to the watchbill (swaps) are processed pursuant to the guidance provided in NAVHOSP29PALMS-INST 1336.1A.

c. Head Operating Management Department shall ensure that a copy of the Watchstander’s Guide is available at the front desk.

d. Watchstanders shall:

(l) Muster at the information desk with the on-going OOD at 0715 and 1545 weekdays and 0715 on weekends and holidays (except duty personnel who have been specifically exempted) in Uniform of the Day.

(2) Provide leave and TAD information to the respective watchbill coordinator by the 5th of every month.

(3) Perform additional duties as assigned.

(4) Ensure that the Command has an accurate phone number and address on the Command Emergency Recall Roster.

(5) Be thoroughly familiar with all Naval Hospital instructions and other directives that are pertinent to their respective watches.

R. S. KAYLER

Distribution:
List A

DEPARTMENT OF THE NAVY
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IN REPLY REFER TO:
NAVHOSP29PALMSINST 1601.1A CH-1
Code 0100
8 July 1998

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 1601.1A CHANGE TRANSMITTAL 1

From: Commanding Officer

Subj: WATCHSTANDER'S PROCEDURES

1. Purpose. To direct pen changes to the basic instruction of 15 October 1996.

2. Action. Paragraph 4.d.(1), change "0715" to read "0645" in both places. Add the following phrase to the end of that paragraph: "Night MOD and general duty muster at 2145."

3. Filing Instructions. This change transmittal will be filed immediately following the signature page of the basic instruction.

R. S. KAYLER

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IN REPLY REFER TO:
NAVHOSP29PALMSINST 1601.1A CH-2
Code 0100
3 Nov 98

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 1601.1A CHANGE TRANSMITTAL 2

From: Commanding Officer

Subj: WATCHSTANDER'S PROCEDURES

1. Purpose. To transmit direct pen changes to the basic instruction of 15 October 1996.

2. Action

a. In the basic instruction, enclosure (l), chapter 1, section 1002, page 1-3, paragraph 2.c., third line, add the words "As an onboard watch," prior to the words "It is expected." At the end of the same sentence, add the words "in the duty watch room provided by the command."

b. In the basic instruction, enclosure (l), chapter 1, section 1002, page 1-3, add paragraph 1 to read "Ensure their duty personnel are trained/oriented to the assigned duties, ie; emergency procedures (fire, code blue, code pink), 24 hour access line, and any new policies/procedures implemented.

3. Filing Instruction. This change transmittal will be filled immediately following the signature page of the basic instruction.

J. M. HUBER

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IN REPLY REFER TO:
NAVHOSP29PALMSINST 1601.1A CH-3
Code 0100
25 Nov 98

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 1601.1A CHANGE TRANSMITTAL 3

From: Commanding Officer

Subj: WATCHSTANDER'S PROCEDURES

1. Purpose. To transmit direct pen changes to the basic instruction of 15 October 1996.

2. Action. In the basic instruction, enclosure (l), chapter 5, section 5039, page 5-35, add paragraph c, and read as follows: “When smoke or actual fire is present, immediate notification to the DFA, Executive Officer and Commanding Officer must be accomplished.”

3. Filing Instructions. This change transmittal will be filed immediately following the signature page of the basic instruction.

D. H. FREER
Acting

Distribution:
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COMMAND WATCHSTANDER'S GUIDE

CHAPTER 1

ADMINISTRATIVE WATCHES

1001. COMMAND DUTY OFFICER (CDO).

1. The Command Duty Officer (CDO) is to serve as the command authority during designated periods, routinely during weekends/holidays.

2. The CDO is the Commanding Officer's surrogate to ensure that command level decision-making authority is available at all times and serve as a "gatekeeper" for information flow to the Commanding Officer/Executive Officer. In addition, the CDO shall:

a. Be available to the OOD to serve as the command authority in all matters pertaining to issues external to the hospital, ie., MCAGCC, regionally, or to higher authority (HSO, BUMED, DOD, etc).

b. Serve as the initial point of contact for the OOD on all matters which the OOD believes should be brought to the attention of the command leadership (ie., CO, XO, Directors) for both internal and external hospital matters. The OOD shall first notify the CDO, who will then decide the necessity for CO/XO notification. The OOD is free to call the CO/XO directly when the OOD's judgement expedience is appropriate.

c. Contact the CO/XO/Director to assist in resolution of any issue beyond the scope of the watchstanders.

d. Be available via pager or telephone continuously and immediately. Reasonable recall distance from the command is considered to be thirty (30) minutes.

e. Make command suite rounds prior to commencing the weekend watch to receive passdown from the Executive Officer and Director for Administration. Be aware of CO/XO presence in/or absence from the local area for the weekend/holiday period. Complete rounds of the patient care and main operating spaces upon commencing duty to familiarize with the hospital status and resolve staff concerns/patient care issues. Provide end of duty verbal report with the OOD to XO/DFA on Monday, and to the Board of Directors for AM/1200 meeting following a holiday weekend.

f. Complete weekend/holiday rounds of the hospital spaces during the morning hours. Review/initial the command duty log.

g. Notify the Executive Officer of any issues involving the Commanding General, a Flag Officer/Civilian VIP (mayor...), any event generating “local media interest” (use discretion), or Naval Hospital Twentynine Palms staff sustaining serious injury or assault.

3. To perform effectively as the CDO, familiarization must be completed with certain Naval Hospital Twentynine Palms policies and procedures. Indoctrination for watchstanders will be completed by the Watchbill Coordinator to include briefings

by designated hospital staff on key hospital functions in addition to achieving a broad scope of knowledge through all references cited within this instruction.

1002. OFFICER OF THE DAY (OOD). The OOD has overall responsibility for the affairs of the hospital in the absence of the Commanding Officer.

1. Background. The OOD will bear in mind that proper public relations is a continuing matter of interest to the Navy Department. All inquiries, discussion or information sought by civilians or the press must be dealt with on a strictly ethical and formal basis.

a. Such matters ordinarily are referred to the Public Affairs Officer for command response. Each case is different and diplomacy and good judgement are required.

b. All inquiries regarding cases of venereal disease, alcoholism, or possible drug abusers, shall be referred to the Commanding Officer or Executive Officer after resumption of normal working hours. Following the watch, the OOD will report to the Director for Administration pertinent incidents that have occurred during the period of the watch.

2. Action. The OOD shall:

a. Report daily to the Director for Administration, prior to the close of normal working hours as well as make rounds throughout the hospital, to determine if there are any matters which may affect the watch after normal working hours.

b. Report to the Director for Administration prior to 0700 on weekdays with the smooth log to review previous watch.

c. Be readily available at all times during the twenty-four (24) hour watch period and will wear the OOD pager to ensure immediate accessibility. It is expected that the OOD spend most of his/her time standing duty at the Information Desk, if not otherwise making rounds, or retiring for the evening.

d. Provide an onboard relief, if leaving the Command, engaging in physical fitness training, going to their on-base residence for meals and any other activity that makes them unaccessible.

e. Maintain custody of the Command keys. During normal working hours, the Head, Operating Management Department shall be contacted for access to secured areas.

f. Investigate patient complaints after normal working hours. A written report shall be submitted to the Command Patient Contact Representative and will state the nature of the complaint, the result of the investigation, the action taken and recommendations to avoid similar incidents in the future.

g. Use prudent judgement in the case of individuals who insist upon contacting a level of command above the OOD during the course of the watch.

h. Be responsible for the inspection and security of the compound and barracks after normal working hours. The OOD shall ensure that general good order and discipline are maintained during the watch and shall enforce all fire and safety regulations, by making personal rounds of the hospital, including the Emergency Room and Nursing Wards.

i. Upon completion of duty, inform their relief of all information regarding carry-over business, and deliver the keys, records, log, etc., to the on-coming OOD.

j. Ensure that a complete chronological record of events is kept in the official Command log.

k. On Saturday morning, conduct re-inspection of BEQ rooms that failed on the previous Friday. These inspections will be conducted in accordance with NAVHOSP29PALMSINST 11103.1B.

l. Conduct security checks of the safe which contains classified material. This safe is located in Central Files, room J105. Security checks shall be conducted once between 1800-2400 and once between 0001-0600. Initial the security card located on the safe.

1003. MATE OF THE DAY (MOD)/NIGHT MATE OF THE DAY (NMOD). The Mate of the Day is to act as an administrative assistant to the OOD and keep the OOD informed of all significant events.

1. Action. The Mate of the Day shall:

a. Assume the applicable duties of the Chief Master-At-Arms after normal working hours and on weekends and holidays.

b. Keep the OOD and other watchstanders informed of his/her whereabouts at all times.

c. Report immediately to the OOD, in the event of fire or other disaster within the hospital.

d. Ensure that restricted and extra duty personnel are mustered at the prescribed times during his/her watch.

e. Make rounds throughout the hospital at regular intervals, but not less than once each morning and afternoon on weekends and holidays and twice each evening of any watch. Rounds will include checking the security of the doors of the Collection Agent Office, Operating Management Department, Central Files, Material Management Department, Pharmacy, Mail Room, and Boiler/Mechanical and Military Sick Call.

(1) The rounds will be conducted to evaluate the security, safety and cleanliness of the hospital and to make corrective actions as necessary.

(2) During rounds, check for any unauthorized activities, take corrective action as necessary and record the results in the rough log.

f. Muster in person, the enlisted duty personnel at the Information Desk at 0715 and 1545 on weekdays and at 0715 on weekends and holidays, ensuring that all watchstanders are in the proper uniform of the day. Personnel may muster in their working uniform at the 0715 muster on normal working days.

g. Supervise and ensure the proper performance of the duty section and extra duty personnel.

h. Respond immediately when requested at any specific area within the hospital or hospital areas of responsibility.

i. Coordinate and monitor the procedures when MEDEVACing patients from the hospital or when picking up MEDEVAC patients and transporting them to the hospital.

j. Ensure that all watchstanders are properly relieved for chow.

k. Assign overnight berthing for the duty section.

l. At 2000 on weekdays, lock all outside doors except the main entrance and emergency room doors. Turn on the intrusion detection system. On weekends and holidays, all outside doors will remain closed with the exception of the main entrance and the emergency room doors.

m. Ensure heat index monitoring is conducted after normal working hours and on weekends from May through October.

n. Perform Information Desk duties such as the following:

(l) Maintain a complete and current file of all patients in the hospital and record changes in diagnosis and wards immediately upon receipt of information of such changes.

(2) Maintain a rough log for the OOD.

(3) Maintain the cleanliness and professional appearance of the Information Desk and Quarterdeck areas.

(4) Check personnel in/out on leave, temporary assignment of duty (TAD), etc., making appropriate entries in the rough log and proper endorsements to orders. Make a rough log entry whenever a government vehicle is checked out of this Command noting in the log, name of driver, time vehicle departs command, destination of vehicle, type and identification number of vehicle. Naval Hospital vehicles will only leave the command at the direction of the OOD/MOD. Make rough log entry of any discrepancies noted by the driver regarding the command vehicles and notify the OOD.

(5) The MOD will give out the phone numbers of staff personnel ONLY to other identifiable staff when authorized by the OOD. UNDER NO CIRCUMSTANCES will a staff member's phone number be given out to unauthorized personnel without the express permission of the staff member involved. The command directory contains privileged information protected under the provisions of the Privacy Act.

o. Promptly inform the OOD of any event, occurrence or condition which in any way:

(1) Affects the safety or proper operation of the hospital.

(2) Endangers personnel.

(3) Becomes a matter of Command interest.

(4) Requires action by either civil or military legal authorities.

(5) Requires further action by higher authority.

(6) Requires investigation.

1004. GENERAL DUTY WATCH. The General Duty Watchstander works for the OOD/MOD performing tasks as assigned.

1. Action. The General Duty shall:

a. Pull outpatient records for patients being seen in the emergency room as needed.

b. Cover the information desk, as needed.

c. Assist in the emergency room, ward or ancillary areas as needed.

d. Perform other duties as directed by the OOD and MOD.

1005. DUTY DRIVER WATCH. Performs the driving functions of the duty crew. When not driving, this watch may be assigned duties as a General Duty Watch.

1. Action. The Duty Driver Watch shall:

a. Report to Facilities Management after the 1545 muster. At this time the driver will be assigned the duty vehicles.

b. The following morning before relieved of duty, the off-going driver will turn over the duty vehicles to the on-going duty driver who will inspect for proper fuel levels, cleanliness, and completion of trip tickets. If any discrepancies are noted they will be resolved between the duty drivers. Then the on-going duty driver will turn in the vehicle to the Command Vehicle Coordinator.

1006. ADMISSION WATCH. The primary duty is to complete patient admissions and ensure that patient discharges are completed pursuant to existing regulations.

CHAPTER 2

HEALTHCARE PROVIDER WATCHES

2001. MEDICAL OFFICER OF THE DAY/ADMISSIONS WATCH (MOOD)

1. Purpose. Assist in evaluating, triaging or admitting general medical and obstetric patients and outpatient cases as necessary when consulted by the primary provider.

2. Coverage. Provided by Family Practice Physicians and Internists.

3. Problem Resolution. Attempt to contact the Head, Family Practice or the Director Medical Services (DMS). If unsuccessful, notify the OOD.

2002. TRANSPORT MEDICAL OFFICER

1. Purpose. Provide physician accompaniment for stable patients who need to be moved to a facility with a higher level of care.

2. Coverage. All ACLS-certified providers credentialed at Naval Hospital, Twentynine Palms and assigned to the Hospital or MCAGCC.

3. Problem Resolution. Attempt to contact the Head, Family Practice, MOOD, or the Director Medical Services (DMS). If unsuccessful, notify the OOD.

2003. ANESTHESIA

1. Purpose. Provide operative sedation or anesthesia, labor anesthesia, assist with critical airway management/seizure control as an adjunct to the skills of the primary provider.

2. Coverage. Staff Anesthesiologist or Certified Registered Nurse Anesthetist (CRNA).

3. Problem Resolution. Attempt to contact the Head, Anesthesia Department, MOOD, or the Director Surgical Services (DSS). If unsuccessful, notify the OOD.

2004. GENERAL SURGERY

1. Purpose. Assist in evaluating, triaging or admitting trauma patients, acute surgical or potential surgical cases when consulted by the primary provider or Emergency Room Physician.

2. Coverage. Staff General Surgeon on call.

3. Problem Resolution. Attempt to contact the Head, Surgery Department, MOOD, or Director Surgical Services (DSS). If unsuccessful, contact the OOD.

2005. OBSTETRICS/GYNECOLOGY (OB/GYN)

1. Primary Watch

a. Purpose. Evaluate and manage complicated obstetrical or gynecological outpatient cases or admissions as appropriate. May assist in triage of uncomplicated cases requiring close outpatient follow-up.

b. Coverage. Staff Family Practice, OB/GYN physician, or Nurse Midwife.

c. Problem Resolution. Attempt to contact the Head, OB/GYN Department, MOOD, DMS or DSS, if unsuccessful, notify the OOD.

2. Backup Watch

a. Purpose. Evaluate and manage complicated obstetrical or gynecological outpatient cases or admissions as appropriate. May assist in triage of uncomplicated cases requiring close outpatient follow-up.

b. Coverage. Staff OB/GYN physicians.

c. Problem Resolution. Attempt to contact the Head, OB/GYN Department, MOOD, or DSS. If unsuccessful, notify the OOD.

2006. ORTHOPEDICS

1. Purpose. Assist in evaluating, triaging, caring for and/or admitting orthopedic cases as necessary when consulted by the primary provider.

2. Coverage. Staff Orthopedic Surgeon.

3. Alternate Coverage. Phone consultation with Orthopedics at another military treatment facility.

4. Problem Resolution. Attempt to contact the MOOD or DSS. If unsuccessful, contact the OOD.

2007. PEDIATRICS

1. Purpose. Assist in evaluating, triaging, caring for and/or admitting infant, child or adolescent patients when consulted by the primary provider.

2. Coverage. Pediatrician or Staff Family Practice on call.

3. Alternate Coverage. Any Staff Pediatrician or Family Practice Physician.

4. Problem Resolution. Attempt to contact the Head, Pediatrics Department, MOOD, or DMS. If unsuccessful, contact the OOD.

2008. MENTAL HEALTH

1. Purpose. Assist in evaluating, triaging, or admitting of acute mental health cases.

2. Coverage. Staff psychiatrist or clinical psychologist on call.

3. Problem Resolution. Attempt to contact the Head, Mental Health Department, MOOD, or DMS. If unsuccessful, contact the OOD.

CHAPTER 3

ANCILLARY SERVICE WATCHES

3001. LABORATORY TECH WATCHES

1. Purpose. Provide laboratory support after hours. There will always be an advanced laboratory technician (HM-8506) available (either on duty or on call) to perform blood banking duties. The blood bank technician shall remain in the local area to allow for recall to the hospital within (20) minutes.

2. Coverage. Advanced laboratory technicians, basic laboratory technicians and general duty hospital corpsmen who have completed sufficient on-the-job training.

3. Problem Resolution. Contact the Head, Laboratory Department; Director, Ancillary Services (DAS) or the OOD.

3002. RADIOLOGY TECH WATCH

1. Purpose. To provide basic radiology services after normal working hours.

2. Coverage. Advanced radiology technicians, basic radiology technicians and general duty hospital corpsmen who have completed sufficient on the job training.

3. Problem Resolution. Contact the Head, Radiology Department; Director, Ancillary Services (DAS), or the OOD.

3003. PHARMACY TECH WATCH

1. Purpose. To provide pharmacy services after hours. Pharmacy technicians are not authorized to fill civilian prescriptions after hours due to State and Federal Regulations.

a. If a patient presents the pharmacy with a civilian prescription, the technician will evaluate whether the patient can wait to have it filled.

b. If the medication is required for the patient's continued well being, the technician will contact the Pharmacist or LCPO for assistance.

c. If it is determined not to fill the prescription at that time, the patient may leave the prescription and pick it up after 0800, the following normal working day.

2. Coverage. Pharmacy technicians or general duty hospital corpsmen who have completed sufficient on the job training. After hours, when the duty technician needs to leave the pharmacy, they will notify the information desk prior to exiting the pharmacy.

3. Problem Resolution. Contact Head, Pharmacy Department, DAS, or the OOD.

CHAPTER 4

NURSING SERVICES WATCHES

4001. OPERATING ROOM (OR)

1. Purpose. Provide nurses and technicians to assist after hours in the operating room.

2. Coverage. Operating room nurses and technicians on call.

3. Alternative Coverage. Any operating room nurse or operating room technician.

4. Problem Resolution. Nurses shall contact the Head, Operating Room Nursing Department or the ANW. Technicians should call the OR Nurse on call or the Head, Operating Room Nursing Department. If unsuccessful, notify the OOD.

CHAPTER 5

ADMINISTRATIVE SUBJECTS

5001. ACCIDENT/INCIDENT REPORTING PROCEDURES

1. Responsible Department. Safety Manager.

2. Reference. NAVHOSP29PALMSINST 5100.1C.

3. Background. Staff, visitors, civilian employees and patients come under the criteria of the Safety Manual whenever they are involved in an accident/incident within the Naval Hospital.

4. Action. If an accident/incident occurs after normal working hours, the OOD shall:

a. Conduct preliminary investigations of all mishaps and near mishaps.

b. Complete a Mishap Report, NAVHOSP29PALMS Form 5100/06; make the appropriate log entry and submit the completed report to the Command Safety Manager the next working day.

5002. AGAINST MEDICAL ADVICE

1. Responsible Department. Director Medical and Surgical Services.

2. Reference. NAVHOSP29PALMSINST 6300.1.

3. Action. In the event that a non-active duty patient expresses a desire to be discharged from this hospital against the medical advice (AMA) of the attending physician and the Officer of the Day shall be notified immediately.

a. The attending physician shall attempt to dissuade the individual from leaving.

b. The attending physician shall counsel the patient and have the patient sign the Statement of Refusal of Treatment Against Medical Advice NH Form 6320/71 including the statement that he/she has been informed of the risk and that he/she releases the attending physician and the hospital from all responsibility, should adverse effects result from this action. If the patient refuses to sign, document this is the medical record. This form should be signed in the presence of two staff members, with copy to the medical record and a copy to Patient Administration Department.

c. Should a non-active duty patient leave without the attending physician's consent, or fail to return to the hospital as specified by the attending physician, he should be discharged at the time of departure. The attending physician shall ensure that appropriate entries are made in the patient's clinical chart.

d. If active duty patients refuse medical care, the medical and administrative consequences must be explained to them. If an active duty member refuses care, notify the member's Commanding Officer, immediately.

e. An entry shall be made in the Command Log in all cases of discharge against medical advice.

5003. AIRCRAFT ACCIDENTS

1. Reference. OPNAVINST 3750.6Q.

2. Background. The main focus of the hospitals role is to treat the medical problem, provide a work center for the mishap team, and assist with resources.

3. Action

a. Contact the Commanding Officer, Executive Officer, and MCAGCC CDO of any aircraft mishap.

b. Refer all questions to Base Public Affairs Office at extension 6213.

c. If the mishap involves a military aircraft in an exercise, the Flight Surgeon of the unit may be available. The Flight Surgeon will be in charge of the investigation.

d. The Naval Hospital is not responsible for any notifications required for aircraft mishaps, but may assist with notification, if requested. The MCAGCC CDO will coordinate with the unit to ensure that a Flight Surgeon is notified. In mass casualty situations or even in single death aircraft accidents, the Flight Surgeon should be reminded that the AFIP must be notified per the BUMEDF Decedent Affairs Program Manual.

5004. AMBULANCES

1. Ambulance Service

a. Reference

(l) NAVHOSP29PALMSINST 11240.2B.

(2) Emergency Medical Department Policies and Procedures Manual.

b. Background. Ambulance service is routinely provided by the Center Fire Department onboard the Marine Corps Air Ground Combat Center (MCAGCC). The area of responsibility falls within the boundaries of:

(l) The Marine Corps Air Ground Combat Center (MCAGCC).

(2) The access roads of the Combat Center to the point where they intersect with city roads.

(3) Other areas as directed by the Commanding General.

c. Transfer via ambulance

(l) Notify the senior Emergency Medicine Department nurse to arrange for an ambulance and crew. In all ambulance dispatches the senior Emergency Medicine Nurse will immediately notify the OOD, before initiating any action.

(2) Notify Patient Administration Department (during normal working hours) or the OOD/MOD (after normal working hours) for completion of a Patient Transfer Form# NH 10460/03; Disengagement Form# NH 6320/30 (on all patients, except Active Duty), and a Referral for Civilian Care, DD Form 2161 (if necessary).

(3) Patient Transfer Form must be completed for all patients transferred by this hospital. This requirement includes transfers of patients from civilian to military treatment facilities. Patient Transfer Forms are located at the Emergency Medicine Department, Multi-Service Ward, Information Desk and Patient Administration Department.

d. Policy

(1) Hospital ambulances will be used to transport emergent patients to the Naval Hospital, and from Naval Hospital Twentynine Palms to other medical facilities. Ambulance Transport Vans will used for transportation of non-emergent stabilized active duty members from civilian medical facilities to military treatment facilities, within the assigned catchment area.

(2) In the event of a disaster or other civil emergency, ambulances may be deployed within the civilian community upon the request of appropriate civilian authorities. Such service shall be provided only after the needs of MCAGCC have been met and then only with the approval of the Commanding Officer or his designated representative.

(3) All requests for emergent ambulance service shall be immediately referred to "9-1-1". A dispatcher's log entry shall be made to record the caller's name, address, telephone number, date and time of the call, person receiving the call, and nature of the problem. The dispatcher is then required to notify the "911" operator of the call referral.

(4) Under no circumstances will ambulances be used in lieu of administrative vehicles for transportation of messengers, delivery of messages, mail carriers, baggage, food, laboratory specimens, or other commercial type hauling.

(5) Vehicles other than ambulances should be used to the maximum extent possible to provide transportation for personnel between adjacent activities for routine medical and dental examinations/treatment.

2. Ambulance Dispatches

a. Reference. NAVHOSP29PALMSINST 11240.2B.

b. Action

(l) The Emergency Room shall notify the Information Desk of the dispatch at the time of the dispatch.

(2) The OOD/MOD shall make a rough log entry noting the time of dispatch. The additional information will be completed upon return of the ambulance crew.

(3) Inform 911 Center Fire Dispatcher of resource change.

3. Hospital Ambulance Backup

a. Background. When all of the hospital ambulances and Center Fire Department resources have been expended, the Morongo Basin Ambulance (MBA) service will be asked to provide backup for on and off base needs.

b. Action

(1) Call Morongo Basin Ambulance and notify them of the status.

(2) When the hospital ambulance resources return, ensure that the backup status is removed.

(3) Notify the MOOD, Executive Officer, Commanding Officer and CDO of this decision and when ambulance resources are returned.

(4) Notify the Comptroller, extension 2383, on the next working day of any MBA runs for which the Command will be financially liable.

(5) Ensure DD-2161 is completed for transport only.

4. Ambulance Accidents/Breakdowns

a. Reference. NAVHOSP29PALMSINST 11240.2B.

b. Responsible Department. Facilities Management.

c. Action

(1) Notify OOD and ER

(2) Take care of patient

(3) If vehicle cannot be moved call for towing service. If south or west of Hwy 79 and I-10 in Banning call Pendleton GMED at 725-3985. If north or east of Hwy 79 and I-10 call MCAGCC, GMED at 830-7317.

(4) Ensure Operator’s Report of Motor Vehicle Accident, SF-91, is completed.

(5) Ensure California Highway Patrol report is filed, if necessary.

(6) Ensure a Competency for Duty Exam Form# NM 6120/01 is completed on the driver, when deemed appropriate. All staff, on the run when event happened, should recount, separately, in writing, the circumstances surrounding the event.

(7) Deliver all applicable paperwork to the Command Vehicle Coordinator the next working day.

5005. ANIMAL BITES/SCRATCHES

l. Responsible Department. Occupational Health/Preventive Medicine Department.

2. Reference. NAVHOSP29PALMSINST 6320.1C.

3. Action

a. The Emergency Room or whichever clinic first evaluates the patient, shall complete the Animal Bite Report Form, DD-2341, prior to the patient's departure and it must be signed by the physician.

b. During normal working hours, the Emergency Room Staff shall notify the Occupational Health/Preventive Medicine Department, who shall coordinate with the Provost Marshall's Office (PMO) to ensure that the animal is quarantined.

c. After normal working hours, the Emergency Room Staff shall notify PMO and also ensure that a copy of the DD-2341, along with any other pertinent information, is sent to the Occupational Health/Preventive Medicine Department.

d. For incidents in the civilian community, the Occupational Health/Preventive Medicine Department shall ensure that the appropriate civil authority and local law enforcement is

notified about the biting incident. OOD's are responsible for this notification after normal working hours.

e. Animals which were killed after the biting incident should be brought to the hospital and turned over to the Occupational Health/Preventive Medicine Department for refrigeration in the morgue until the animal can be transferred to the San Bernadino County Laboratory for further processing.

5006. AUDIOVISUAL EQUIPMENT

1. Reference. Education and Training Department SOP.

2. After hours use of audiovisual equipment is available by contacting Education and Training during 0730-1600 on weekdays.

3. The OOD or NMOD are not to allow access to command audiovisual equipment to view non-educational movies, due to the wear and tear on equipment and its security.

5007. BACHELOR ENLISTED QUARTERS (BEQ, BARRACKS)

1. Responsible Department. Command Master Chief.

2. Reference. NAVHOSP29PALMSINST 11103.1B.

3. Background. Bachelor Enlisted Quarters (BEQ) are assigned for the billeting of:

a. Permanently assigned military bachelors.

b. Unaccompanied, permanently assigned, married military personnel. (Space available only).

c. Family members will not occupy the BEQ spaces.

d. Occupants are responsible for proper care of the quarters assigned to them and for the knowledge of BEQ regulations.

4. Action. When making rounds in the BEQ, the OOD/MOD/NMOD shall ensure:

a. No pets are permitted in the quarters.

b. Hot plates are prohibited in individual rooms.

c. No firearms, ammunition or ammunition loading devices will be stored, kept, or used in quarters.

d. The storage or working on any hobbies involving flammable or combustible materials in rooms is prohibited.

e. Residents will not generate noise or loud music which can be clearly heard in adjacent rooms or living spaces.

f. No overnight guests are permitted.

g. Personnel park only in areas designated for parking. No motorized vehicles will be parked on sidewalks, patios, alcoves, or in rooms. Vehicle maintenance will not be performed in rooms or adjacent parking areas.

5008. BAPTISM OF INFANT PATIENTS

1. Responsible Department. Patient Administration.

2. Reference. NAVHOSP29PALMSINST 6300.1.

3. Background. Baptism of infants on the very serious list (VSL) is mandated by certain religious groups.

4. Action. The following procedure will be followed in all applicable cases.

a. Ascertain the faith of the child's parents by asking the parents or other reliable source, such as the NAVMED 6300/5 The Admission Form.

b. Caution and meticulous effort should be exercised to obtain the express consent of the parents.

c. If the parents desire baptism for the child, the Religious Program Directorate Office should be notified (Duty Chaplain after normal working hours) who will in turn contact the appropriate chaplain.

(l) If death of the infant is imminent, anyone may perform baptism by pouring clear water upon the head and repeating, "I baptize you in the name of the Father, of the Son, and of the Holy Spirit". The person conducting the baptism only needs to have the intention of the Church.

(2) The Chaplain's Office (Duty Chaplain) should be notified as soon as possible.

5009. BILLETING OF PATIENTS

1. Should a patient be released from either an inpatient or outpatient area, try to make arrangements for the member to be returned to their residence. If the active duty member resides in Camp Wilson or an area outside the geographic area, and requires billeting, contact the units administrative officer for appropriate disposition.

2. Under no circumstances shall a discharged patient be billeted within the confines of this Command, including the BEQ, the duty room, or the Ward. If the member is healthy enough to be discharged, their unit becomes medically and legally liable for providing billeting.

5010. BUS SERVICE TO CAMP PENDLETON/SAN DIEGO

1. Background

a. A bus from Garrison Mobile Equipment Division (GMED) makes a round trip from Naval Hospital, Twentynine Palms to Naval Hospital, Camp Pendleton, Monday through Friday and departs at 0430. Bus passengers must have a valid military, retiree, or dependent ID Card.

b. Patients who are going to ride the bus need to check in with the hospital Information Desk by 0415. The patient must sign in the patient log book kept at the Information Desk.

c. The bus destination is Naval Hospital, Camp Pendleton, Marine Liaison Desk. The Marine Driver of the bus becomes the liaison for the day. The Camp Pendleton Marine Desk phone number is DSN 365-1299 or l306. The tie line prefix is 86,
and commercial prefix is 725. (619 area code).

d. The bus returns to Naval Hospital, Twentynine Palms between 1800 and 2000 in the evening.

2. Action

a. At departure time, the MOD shall ensure all items in- tended for the run are placed on the bus. There are several items that are frequently sent. These include: A Lab Box, and

a cooler with OB/GYN specimens. These are kept at the Information Desk.

b. Upon arrival of the bus in the evening, the MOD shall ensure that all items intended for return are removed from the bus. All items should be stored in the Operating Management Department and forwarded to Central Files on the following work day. If any items or supplies are needed the same evening, the supplies may be delivered to the department needing the supplies, but the paperwork/invoice or other supply forms should be marked "received" and forwarded to the Material Management Department.

5011. CELLULAR PHONES

1. Background. Three Naval Hospital cellular phones are located in the brown weapons locker in the duty office. The locator key is on the OOD key ring. Strict control over phones is directed in order to prevent loss or abuse.

2. Action

a. Only the OOD or Head, OMD may authorize issuing of one of these cellular phones. This authority may not be delegated.

b. Watchstanders will only be issued a cellular phone if their official duties require their presence beyond the range of the radio pager system, Yucca Valley. For example, when a transport medical officer is taking a patient to San Diego, issuing a cellular phone would be appropriate.

c. Cellular phones should be issued to all outgoing command vehicles, if possible, with a destination point further than Yucca Valley.

d. The OOD shall:

(l) Ensure a battery is inserted in the phone prior to issue.

(2) Ensure a log entry is made in the Command journal.

(3) Ensure individual has log sheet and is informed that it is for official use only.

5012. CHAPLAIN NOTIFICATION

1. Hospital Chaplain

a. During normal working hours, the hospital chaplain should be contacted for all calls requesting a chaplain.

b. The Officer of the Day shall contact the hospital chaplain for the following reasons:

(l) Code Blue

(2) Death

(3) Suicide Attempts

(4) Casualty Assistance Call Officer (CACO)

(5) Mass Casualty

(6) Requested for any other reason - by patient or hospital staff.

c. After normal working hours, the hospital chaplain will be contacted by the duty chaplain in case of deaths.

2. Duty Chaplain

a. During normal working hours, the duty chaplain shall be contacted when the hospital chaplain is unavailable.

b. After normal working hours, the duty chaplain shall be contacted for the same situations outlined in item 1b of this paragraph with an addition of non-patient special request for a chaplain.

5013. CIVIL DISTURBANCES

1. References

a. NAVHOSP29PALMSINST 5540.2.

b. NAVHOSP29PALMSINST 3440.1A.

2. Responsible Department. Operating Management.

3. Background. Although some organizations may announce in advance their intent to demonstrate, picket, or create some sort of civil disturbance, this is not normally the case. Therefore, it must be assumed that there will not be prior knowledge available of planned civil disturbance or the target thereof.

4. Action. The OOD will notify the Commanding Officer, Executive Officer, Director for Administration, and Command Duty Officer that a civil disturbance is active or imminent.

5014 CIVIL SERVICE SICKCALL AFTER HOURS

1. After hours, civil service personnel will be seen by the Emergency Medicine Department.

2. The Emergency Medicine Department nurse should notify the
Information desk when treating civil service personnel.

3. The OOD needs to ensure that a copy of the Emergency Room Treatment Record is completed and that a copy is provided to the Collection Agent and that a copy is sent to the Occupational Health/Preventive Medicine Department.

5015. CIVILIAN PHYSICIAN SERVICES (SPECTRUM HEALTHCARE RESOURCES)

1. The resource sharing agreement for emergency room physicians is held by Spectrum Healthcare Resources, 1155 Kelly Johnson Blvd, Suite 305, Colorado Spring, CO 80920.

2. In the event that a physician cannot report for work on his/her assigned shift, the following procedures are to be initiated:

a. Notify the Spectrum Healthcare Resources Office during normal working hours by telephoning (800) 288-8044.

b. Until qualified coverage from Coastal is onboard, the
Head, Emergency Medicine Department will provide coverage in cases where the Coastal physicians cannot cover.

c. Notify the Head, Emergency Medicine Department. If the Department Head is unavailable, notify the Director, Medical Services of the situation and make an appropriate entry in the Command Log.

5016. CODE BLUE

1. Reference. NAVHOSP29PALMSINST 6220.7B.

2. Background. The occurrence of a cardiac arrest anywhere in the hospital is a medical emergency requiring the immediate notification to and immediate response from various members of the hospital staff.

3. Action. All watchstanders shall be familiar with code blue procedures. The OOD shall review code blue procedures with their duty crew at the beginning of the watch.

4. Procedures. In the event that the "Code Blue" telephone rings:

a. Ask the caller if this is a drill or emergency, if no responses is received, then state: "Sir or Madam this is an emergency line only, sorry I'm going to have to hang up." If an actual emergency exist then request the following information.

(l) What is the location?

(2) What is the emergency?

(3) Dial # 2357 after beep press O, then make the announcement "this is a 'Code Blue in (name of area)".

(4) If it is a drill, state this in the announcement.

(5) Make announcement every 30 seconds for 1 minute.

(6) Notify the OOD of occurrences and make appropriate log entry.

5017. COMPETENCY FOR DUTY EXAMINATIONS

1. Reference. BUMEDINST 6120.20B.

2. Form. NAVMED 6120/20

3. Purpose. The purpose of the competency for duty exam is to ensure that a watchstander is fit to safely and competently carry out his or her assigned duties. The purpose is not to

collect evidence of misconduct. The results of a competency for duty exam may be used as follows:

a. As a basis for referral of the member to a DoD treatment or rehabilitation program.

b. As a basis for administrative separation.
The results of a command-directed/fitness for duty exam may not be used as follows:

c. As the basis of any disciplinary action under Articles 112 (drunk on duty), 112a (unlawful drug use), or 134 (incapacitation for duty), UCMJ.

d. As a basis for characterizating service as under Other Than Honorable Conditions.

4. Because of the limitations on the use of a fitness for duty exam, care should be exercised in determining whether probable cause, as defined below, exists to justify a command authorized search. The following factors may contribute to the finding of probable cause to request a command authorized search:

a. Physical characteristics of watchstanders indicate impairment.

b. Statements of the watchstander or witnesses indicate recent use.

c. Possession of drug paraphernalia or odor of alcohol on the watchstander’s person.

Presence of any of the above factors warrant reporting to the Commanding Officer for authorization to conduct a probable cause urinalysis.

5. Overview BUMEDINST 6120.20B and the accompanying NAVMED 6120/20 must be reviewed and used to conduct this exam. The only person authorized to request a Competency for Duty Examination is the member's Commanding Officer.

6. Procedure. If it is believed a Naval Hospital Watchstander requires a competency for duty examination:

a. The OOD should be notified immediately.

(l) NAVMED 6120/20 shall be completed (forms located at front desk).

(2) Deliver the form to the appropriate healthcare provider. (Sick call during working hours - Emergency Room after hours).

(3) The physician should then conduct a careful examination and complete blocks 13-48. The observations should be recorded in detail.

b. The Watchstander should be advised of Legal Rights. As soon as a Watchstander is suspected of committing an offense under the UCMJ, such as Article 112, Drunk on Duty; Article 134, Incapacitation for Duty, they should be advised of their rights by using Military Suspect's Acknowledgement and Waiver of Rights Form, OPNAV 5527/3. The Provost Marshall's Office staff should be notified of this before the clinical examination is conducted, if at all possible.

7. Urinalysis/Blood Alcohol Count (BAC). A competency for duty urinalysis or BAC may be ordered by the physician if it is believed necessary.

5018. CONFINEMENT PHYSICALS

1. Reference. OPNAVINST 1640.7A.

2. OOD'S shall assist by providing information regarding regulations.

3. Prior to confinement awardee's shall undergo, as a minimum, a screening-type physical examination conducted by medical personnel authorized to perform physical examinations, to include review of health record and a one-on-one personal observation for the purpose of determining the awardee's overall physical condition, health and fitness.

4. The result of the examination and review of health record shall be recorded on the Chronological Record of Medical are, SF-600. Questionable or doubtful conditions shall be referred and evaluated by the appropriate level of health care provider for resolution and disposition.

5. If an individual is determined to be medically unfit to be confined, the case will be governed by section 0101e(2) JAGINST 5800.7B. - (Refer to the Staff Judge Advocate Office if there are concerns).

6. The scope of examination shall be extended as necessary according to medical history and clinical findings of the examiner. The examination shall include observation for and recording of, any cuts, bruises, or unusual marks on the body. Medical personnel involved in the physical examination shall be fully familiar with the regimen and physical requirements of confinement.

5019. CONSENT FOR TREATMENT OF MINORS

1. Reference

a. NAVHOSP29PALMSINST 6300.l.

b. California Civil Code.

2. Background. California Law requires that a valid authorization be obtained prior to providing medical or surgical treatment to minors. Exceptions (such as in an emergency) **do** not require the authorization of the parent or another person having legal custody or power of attorney.

3. The following are guidelines for the treatment of minors:

a. Minors are all persons under 18 years of age.

b. A married minor (or a minor who has been married and later divorces) may consent to medical care without parental consent.

c. Any minor, regardless of age, while serving on active duty with any branch of the U. S. Armed Services, may consent for hospital, medical, or surgical care.

d. When a minor 12 years of age or over has a communicable disease of the type (ER personnel flag ETR's for Environmental Health) which must be reported to the Environmental Health Officer, extension 2236, who is able to give valid consent to the treatment relating to this reportable disease.

e. Any minor regardless of age or marital status, may personally consent for hospital, medical, or surgical care related to treatment or prevention of pregnancy. (This does not include operations for sterilization or abortions).

4. When a minor presents for treatment and is not accompanied by a parent or guardian or other authorized person to consent to medical care, the child shall be examined to ascertain the emergency nature of the situation and the following action shall be taken as appropriate:

a. If a bonafide emergency exists, treatment may proceed as appropriate and the parent or guardian notified as soon as possible.

b. If the minor has validly consented under one of the provisions, treatment may proceed, as appropriate.

c. In all other cases, parental, guardian or judicial consent shall be obtained prior to administering treatment.

5020. CONTINGENCY/MOBILIZATION PLANNING

1. Responsible Department. Personnel Management Department.

2. Inquiries requiring medical mobilization responses should be directed to the Head, Personnel Management Department.

3. In the event of a medical mobilization directed by higher authority, the Mobilization Planner will, by direction of the Commanding Officer, notify individuals of their alert status and any further instructions as the situation dictates.

5021. CONVALESCENT LEAVE

1. Reference. NAVHOSP29PALMSINST 6300.1.

2. Background. Convalescent leave is a medical recommendation made by the attending Medical Officer (MO) for active duty personnel only to the members Commanding Officer. The MO documents the number of days recommended by completing an Interim Report of Inpatient Disposition (Active Duty) at the time of discharge of the patient.

3. Action

a. During working hours, the patient will present the disposition form along with the Patient Discharge Check-out Form, to the Marine Liaison Office (MLO) Patient Administration Department. This form is then given to the patient who presents it to their command. A copy will be maintained by the MLO.

b. After working hours, the Admissions Watch will complete the record of hospitalization and present it to the OOD for signature.

c. For hospital staff personnel, convalescent leave requests are prepared by Patient Administration and given to Personnel Management Department for assignment of a leave control number. After working hours, the Admissions Watch will complete the convalescent leave papers and forward them to the Officer of the Day for approval. A copy of the leave papers must be given to Personnel Management Department the next working day.

5022. COUNTER-TERRORISM/BOMB THREAT MEASURES

1. References

a. NAVHOSP29PALMSINST 5540.2.

b. NAVHOSP29PALMSINST 3440.1A.

2. Responsible Department. Operating Management Department.

3. Background. The nature of bomb threat information received will determine the type and severity of the threat.

a. Suspected Bomb Threat. Information is received that an attempt to bomb or to detonate explosive ordnance will be made at some undetermined date.

b. Imminent Bomb Threat. Information is received of an attempt to bomb or to detonate explosive ordnance will be made at some specific date and time.

4. Action. The following procedures are hereby established as guidelines to cope with attempted bombings or bomb threats:

a. Recipient of the Bomb Threat Information shall:

(1) Obtain and write down the information outlined on the Bomb Threat Checklist, Appendix A.

(2) Immediately notify the OOD.

b. The OOD shall:

(1)) If the threat is deemed credible and very imminent, evacuate the hospital, per section 5034 and notify Directors, Executive Officer, Commanding Officer, Disaster Preparedness Officer, Explosive Ordnance Disposal (EOD), PMO and NCIS.

(2) If the threat is deemed non-credible or suspected, do not evacuate the hospital. Contact the above personnel and follow their guidance for conducting a search of the building by staff.

(3) Upon consulting with the CO, notify the Chief, Bureau of Medicine and Surgery's OOD, for imminent or suspected bomb threats.

(4) A special incident report message shall be prepared, when deemed appropriate by the CO. Contact the DFA for assistance in preparing and releasing this message.

5023. DANGEROUS WEAPONS

1. References.

a. NAVHOSP29PALMSINST 5540.2

b. CCO Pl630.6D Chap 4

2. Background

a. Pursuant to NAVHOSP29PALMSINST 5540.2, all persons, military and civilian, are forbidden to have in their possession or bring on board the Naval Hospital any firearms, ammunition, explosive compound, or concealed weapons.

b. Law enforcement officials, including military police men and security escorts, in the performance of their duties may retain their weapons and ammunition.

3. Action

a. All personnel, with the exception of law enforcement personnel, must surrender their weapons to the Master-At-Arms (MAA) for safekeeping. When patients arrive in the emergency room with weapons, the MAA staff will be immediately notified. The weapons will be turned over to PMO for safekeeping.

b. If required the OOD or MOD may secure the weapon in the command weapon locker until it can be turned over to the patients unit or PMO.

5024. DECEDENT AFFAIRS

1. Reference. NAVHOSP29PALMSINST 6300.l.

2. Background

a. The Decedent Affairs Program is defined as the recovery, identification, care and disposition of remains of deceased persons for whom the Department of the Navy is responsible.

b. The manner in which a nation cares for and remembers its deceased is a sensitive index of its political character, moral tone, and regard for individual worth. Navy policy, in war and peace, is to take devoted care of its own with "heart-felt consideration and genuine sympathy for their families".

c. All personnel dealing with death procedures shall ensure that extreme courtesy, tact and diplomacy are extended to the next of kin and bereaved relatives and friends of the deceased.

3. Action. Patient Administration has an on-call Decedent Affairs Watch who carries a pager listed in the Plan of the Day. This watch will be contacted immediately when a death occurs at Naval Hospital, Twentynine Palms.

a. The watch will assist the OOD in all decedent affairs' cases that occur after normal working hours. The OOD assumes the duties and responsibilities of the Patient Administration Officer after hours. Any questions or problems can be directed to the Head, Patient Administration Department.

b. Decedent Affairs' packages must be completed on all deaths occurring at the Naval Hospital. These packages are maintained at the Information Desk and Patient Administration Department. Complete the notification check list first. In all cases of sudden death, immediate notification of the San Bernadino County Coroner is required (619-228-5458).

c. Notification will only be made directly by the hospital representative (attending medical officer) when the next of kin is present. For active duty deaths, the members unit is responsible for ensuring notification of the next of kin. For all other deaths, the county coroner is responsible for notification.

4. The morgue is maintained by Patient Administration. A key is available on the OOD key ring. Remains are not to be placed into the morgue until the coroner approves.

5025. DISASTER PREPAREDNESS

1. Reference. NAVHOSP29PALMSINST 3440.1A.& CCO P3440.1C

2. Background. The references provides for rapid response to emergency situations resulting from natural or man made disasters or enemy action. The plan provides for the receipt, and care of mass casualties, restoration of essential services, and assistance to other military and civilian disaster recovery forces.

3. Action. In the event of a disaster the OOD should notify the Commanding Officer, Executive Officer, Command Duty Officer, Directors and Disaster Preparedness Officer and institute the Command Recall Roster, as appropriate.

5026. DISCHARGE OF ACTIVE DUTY PERSONNEL

1. Reference. NAVHOSP29PALMSINST 6300.l.

2. Background. All active duty personnel who are discharged from the hospital after normal working hours and weekends are to be directed to check out with the Admissions Watch to accomplish necessary administrative procedures.

3. Action

a. Personnel should make transportation arrangements through their command. Personnel onboard for Combined Arms

Exercises (CAX's) should contact Range Safety Control (BEARMAT) to request the member's unit to provide transportation.

b. In the case of personnel billeted at Camp Wilson, the attending physician should make a determination if billeting at Camp Wilson is contraindicated. If the member cannot return to the field, the member's unit is responsible for providing alternate arrangements.

c. The OOD should intercede only if the patient is confronted with difficulties making transportation arrangements.

d. If the patient is assigned outside of the geographical area and cannot make timely transportation arrangements, the OOD will contact the MCAGCC Command Duty Officer to make billeting arrangements.

(l) The OOD log will reflect the billeting location of the patient to include the building and room numbers.

(2) The patient may be discharged, but should be instructed to check out with the Naval Hospital OOD prior to departing the base.

5027. DISENGAGEMENT OF SUPERNUMERARY (NON ACTIVE DUTY) PATIENTS

1. Reference. NAVHOSP29PALMSINST 6300.1.

2. Background

a. Supernumary patients are patients who are not on active duty.

b. Generally, a patient whose condition is such that this facility cannot provide adequate care, will be transferred to an adjacent Medical Treatment Facility (MTF) capable of providing such care. In some instances, however, it is advisable that the primary responsibility for management of a patient be released by this facility and assumed by a civilian provider. This procedure is known as disengagement. The determination to disengage care will be made by the medical provider and the OOD. Active Duty members are not to be disengaged.

(1) It is imperative that patients be disengaged prior to referral to civilian health care facilities.

(2) A Disengagement Notification Form (NAVMED 6320/30 will be completed on all family members, retirees and civilians being transferred to another medical facility. This will be done even though the patient is being transferred to a military medical facility, regardless of inpatient or outpatient status.

c. Patients are either disengaged using these procedures or referred for care using the supplemental care procedures outlined in this instruction. Both procedures will not be used together. The determination to retain medical management or to disengage non-active duty patients must be made prior to the patient leaving the Command.

d. The OOD is responsible for counseling the patient or the patients family member, as to the financial responsibility for the civilian treatment. The patient or the family member should be advised to contact the Healthcare Benefits Advisor at extension 2572 the next working day.

3. Action

a. Disengagement will be completed by the Health Benefits Advisor or Patient Administration personnel during normal working hours.

b. After normal working hours, the OOD will perform the disengagement.

c. The Disengagement Notification Form (kept in the ER) shall be completed on all disengagements, with the following copy distribution:

(l) Original and one copy: Patient Administration Department.

(2) Copy: Patient.

5028. <u>EARTHQUAKE</u>

1. Reference. NAVHOSP29PALMSINST 3440.1A.

2. Action

a. The OOD shall:

(l) Activate the earthquake response plan based on the damage and number of injuries which have occurred at this facility and the surrounding area. The MCAGCC Emergency Operations Center (EOC) will have been instructed to assist in this capacity.

(2) Notify the CDO on weekends, all Directors, Executive Officer and Commanding Officer.

(3) Recall, Head Facilities Management for evaluation of building structural integrity and facility damage.

(4) Evacuate command occupied buildings as necessary, based on the extent of building structural damage and in accordance with NAVHOSP29PALMSINST 3440.1A. As soon as possible the Emergency Control Center should be given a report on the areas and extent of damage and location of casualties.

(5) Ensure security of all command buildings. All external doors and windows of each building will be checked for security and a watch posted outside of buildings if necessary. All external doors of the main hospital building will be secured with the exception of the automatic doors in the back of the Emergency Room.

b. The MOD shall muster all available personnel in the parking lot located outside of the Emergency Room. All available personnel will stand by to render assistance as directed.

c. The ambulance driver will move the ambulances from under the shelter to prevent potential damage from falling debris.

5029 <u>EMERGENCY CHILD CARE PROCEDURES</u>

1. References

a. NAVHOSP29PALMSINST 1740.2.

b. NAVHOSP29PALMSINST 1752.1A.

2. In the event of an emergency hospitalization of the parent, or legal guardian, the OOD, or MOD, will contact the designated individual(s) on the Emergency Child Care Form (NH 1740/02). This form will be kept in the outpatient medical record of the parent, or legal guardian.

a. If the designated individuals are not able to be contacted, and the grantor has agreed to accept responsibility for payment, the OOD/MOD may contact a MCAGCC certified Family Child Care Provider. Child Development Program will forward an updated list monthly to the Head, Healthcare Relations Officer. The list will be maintained in the OOD's Pass Down Log. The Provost Marshal Office (PMO) has agreed to provide transportation if required. Child Safety seats may be obtained from the Patient Educators Office Room# H222, extension 2218.

b. If the Emergency Child Care Form is not in the medical record, or if the grantor will not accept responsibility for payment, the OOD/MOD may contact San Bernadino Child Protective Services (CPS) at 1-800-827-8274.

3. A list of phone numbers for certified family child care homes will be maintained at the OOD's desk. In an emergent case when a family member is unable to care for a child and emergency child care placement is warranted, please contact the OOD office.

a. Child care homes are to be used only in cases when other family members are not available or cannot be contacted and only in non-abuse related cases or, when member does not have a sheet in their medical record with names of individuals to care for their children.

b. Child care provider will maintain all appropriate documentation and will provide such documentation upon request for placement.

c. Transportation for the child will be arranged at that time. The provider may transport the child to their home. If the provider is unable to transport the child to their home, the duty driver should be contacted or other arrangements should be made.

4. If child abuse is suspected follow child abuse check list procedures (as well as spousal abuse or rape). In cases of suspected child abuse notify PMO; They will contact NCIS and CPS who will then arrange for child/foster care placements if deemed necessary. If an abuse is suspected during working hours contact PMO. Please state that you are reporting an abuse case.

5030. EMERGENCY LEAVE AND LEAVE EXTENSION PROCEDURES

l. Reference. NAVHOSP29PALMSINST 1050.1B.

2. Action

a. When contacted by a staff member asking for emergency leave the OOD shall:

(l) Obtain the reason for the emergency leave request.

(2) Verify all overseas emergency leave requests with the American Red Cross or via phone conversation with the attending physician. These are usually command funded orders and funding must be approved by the Commanding Officer. The Head, Fiscal Department must be notified immediately.

(3) If possible, contact the member's department head, if an enlisted member, or the member's director, if an officer, for approval.

(4) The duty crew will prepare the leave papers and the OOD will sign the leave papers before the member departs.

(5) Give part 1 of the leave papers to the member and forward parts 2 and 3 to Personnel Management Department.

(6) Make a log entry.

b. When contacted by a staff member seeking a leave extension, the following steps should be taken:

(l) Determine the reason for the request.

(2) Contact the member's department head (or next available person in the chain of command if the department head is not available) for approval, if possible.

(3) Make a log entry as to whether the leave extension was approved or disapproved.

5031. EMERGENCY RECALL PROCEDURES

1. References. NAVHOSP29PALMSINST 3440.2B and 1080.1.

2. Background. In the event of a disaster, national emergency or other crisis, it may be necessary to recall all or some of the Naval Hospital staff in order to provide support to either the military or civilian communities, or both.

3. Action. Emergency recall can only be initiated by the Commanding Officer, Executive Officer, or Director for Administration. The OOD shall:

a. When directed by the Commanding Officer or as required, initiate a recall of personnel.

b. Upon initiating a recall, provide guidance as to the action required by the individual members. This action will be determined by the Commanding Officer at the time of the drill and may vary from reporting to the Hospital immediately to calling the Hospital at designated extensions.

c. Procedures for completing a recall are located in the Alpha Roster Binder at the Information Desk.

5032. EQUIPMENT ISSUE

1. Reference. NAVHOSP29PALMSINST 6700.10B.

2. Action. Should it be necessary to issue any equipment for use outside the hospital for patient transfer, MEDEVAC and other purposes Command Equipment Manager must be contacted for issuance of proper authorization documents.

a. A copy of the property pass must be forwarded to the Fiscal Manager, Medical Repair. The Command Equipment Manager, Fiscal Manager and Medical Repair will retain their copy for permanent record keeping purposes.

b. An entry shall be made in the Command Log regarding the circumstances.

5033. ETHYLENE OXIDE (ETO) GAS ALARM

1. Reference. NAVHOSP29PALMSINST 5100.1C.

2. Responsible Department. Main Operating Room.

3. Action. The following procedure shall be implemented in an emergency situation involving subject alarm system after hours and holidays:

a. Ensure doors to the sterilizer are closed by visual inspection through the glass panel doors at the CSR hall entry and at the linen room. If doors are not visible or have been left open call 9-1-1 to report a possible ETO leak, and secure elevators leading to CSR.

b. If doors are visible and closed, contact the operating room duty technician for verification of alarm per the written instructions located at the alarm panel.

c. If alarm is verified secure CSR and call 9-1-1 to report a ETO leak.

d. Do not allow personnel to re-enter CSR after a suspected ETO leak until cleared by Incident Commander or Fire Department Representative.

e. Any personnel exposed to ETO must be decontaminated per instructions in the Oxyfume Material Safety Data Sheet located at the ETO alarm panel.

5034. EVACUATION PROTOCOL

1. Reference. NAVHOSP29PALMSINST 3440.1A.

2. Action. Contrary to actions taken in other types of structures, evacuation of a hospital is done as a last resort, and with the exception of a simple evacuation, is carried out only when directed to do so by proper authority. Procedures for evacuation and designations are as follows:

a. Simple Evacuation is the removal of all personnel from the immediate emergency area. Once the patients or personnel have been removed, secure all doors and windows to the endangered area.

b. Horizontal Evacuation is the removal of patients or personnel laterally (on the same floor) to a safe area in a different wing by whatever means necessary.

c. Total evacuation is the total and complete evacuation of the entire building, using all means necessary. Total evacuation is a Command decision and involves the utilization of all hands. Direction and coordination will be provided by the Emergency Control Center, or by the OOD (in an extreme emergent situation).

5035. EXTRA DUTY

l. Reference. Manual for Courts-Martial United States l9884, Part V, Article 5.c.(6).

2. Background

a. Extra duty is a duty assigned to persons undergoing punishment and may only be imposed by the Commanding Officer. There is a folder at the Information Desk that has paperwork on any extra duty personnel.

b. Extra duties involve the performance of duties in addition to those normally assigned. Military duties of any kind may be assigned as extra duty. However, no extra duty may be imposed which constitutes a known safety or health hazard to the member or which constitutes cruel or unusual punishment or which is not sanctioned by customs of the service concerned.

3. Action. An entry shall be made in the Command Log when personnel report for extra duty.

5036. FACILITIES PROCEDURES

1. Reference. NAVHOSP29PALMSINST 11112.1B.

2. Facilities Problems.

3. Action. The OOD shall:

a. During normal working hours, notify the Facilities Management Department of all repairs.

b. After hours, notify the Combat Center Emergency Trouble Desk at extension 7796 of all repairs not specifically covered below. Make a journal entry of all notifications, and actions taken to respond to the emergency. Inform the Facilities Management Department in the morning of all occurrences and actions taken.

c. After hours, follow the below guidelines for problems specifically mentioned.

4. Air Conditioning Problems

a. If the air conditioning goes down, notify the following:

(l) Trouble desk at extension 7796

(2) Facilities Management Department Head

(3) Facility Manager

(4) Air Conditioning Mechanic

(5) Electrician

(6) Command Duty Officer

b. Make a journal entry of the time of the outage and the time restored and any actions taken to resolve the problem and any problem not resolved.

5. Boiler Alarm. Notify the Combat Center Heat Plant at extension 7392 if the boiler alarm is activated.

6. Elevator Operations

a. If someone is caught in an elevator, the OOD should FIRST use the fire call key to bring the elevator to the second floor, then reset the fire call and use the inside key to turn off the malfunctioning elevator. Post an out of order sign on the elevator and notify the Facilities Department the next morning.

b. If the above procedure does not work and the person is in no immediate danger and can maintain communication with the quarterdeck, initiate the Facilities recall to have the electrician come in on overtime (approve an overtime request). If the electrician is not available, initiate the ROICC recall to have the contractor come in (three hour lead time for contractor).

c. If the person is in danger, needs immediate medical attention or loses two-way communication, CALL THE FIRE DEPARTMENT to have the elevator reset, or if required, the doors forcibly opened.

7. Medical Gas Alarms. Notify the Facilities Management Department if the medical gas alarms that indicate anything other than reserve in use. (Notify the OR technician if the reserve is in use).

8. Unscheduled Power Outages

a. Background. The emergency generator system is designed to activate when an interruption of the normal electrical power occurs. If the power loss is isolated to one area, then a breaker was tripped and the Trouble Desk personnel can reset the breaker. DO NOT attempt to reset breakers.

b. Action

(l) Notify the following in the event of any power outage.

(a) Combat Center Facilities Maintenance Trouble Desk at extension 7796.

(b) Center Heat Plant at extension 7392.

(c) Facilities Management Department Head

(d) Facility Manager

(e) Hospital Electrician

(f) Command Duty Officer

(2) Make an entry in the command log with at least the following minimum information.

(a) Time of failure

(b) Time power was restored

(c) Actions taken by any individuals responding to the emergency.

(d) Any problems that were not resolved.

(e) Actions taken to correct any problems.

5037. FAMILY ADVOCACY PROGRAM (FAP)

1. Reference. NAVHOSP29PALMSINST 1752.1A.

2. Background. Developing the Family Advocacy Program was an outgrowth of child advocacy and spouse abuse programs developed in the 1970s. These programs are incorporated and expended within the FAP. The FAP was transferred to the Family Service Center, MCAGCC, from NHTP, forfeiting legal and authoritative control of this program.

a. Primarily the OOD shall act as the Duty Family Advocacy Liaison Officer (DFALO) and provide support to the parents and children during the emergency evaluation.

b. Do not take sides on any family issues. Explain that the hospital is required to report any incident regarding suspected child/spouse abuse.

c. Act as an advocate for the family unit.

d. If you are notified that a service member (SM) is removed from government or civilian quarters due to a report of domestic violence, ensure the following takes place:

___ Keep SM away from quarters; to include physical and verbal separation from spouse and children.

___ Inform SM to report to Family Service Center by 0800 next working day to the Family Advocacy Program for a counselor interview. (FAP will contact the spouse for an interview).

___ Make log book entry, indicating SM is to report to FAP by 0800 the next working day.

3. Child Placement

a. Child care homes are to be used only in cases when other family members are not available or cannot be contacted

and only in non-abuse related cases or, when member does not have a sheet in their medical record with names of individuals to care for their children.

b. Child care provider will maintain all appropriate documentation and will provide such documentation upon request for placement.

4. Child/Spouse Abuse. The OOD, after hours, is the designated Duty Family Liaison Officer (DFALO) and shall:

a. Notify the FAR on the next working day after the incident.

b. Be responsible for understanding the terms in NAVHOSP29PALMSINST 1752.1A.

c. Follow the procedures in the reference of this paragraph in cases of suspected or established abuse in the reference.

d. Notify PMO. The NCIS agent has the primary responsibility for the disposition of the case in the emergency setting. The NCIS agent is responsible for notifying Child Protective Services (CPS) if necessary. The DFALO is to assist the NCIS agent as needed.

e. Inform the Command Duty Officer and Commanding Officer before any child is taken into custody by a civilian agency or removed from the base.

f. Forward case files and brief the Family Advocacy Representative (FAR) at the start of the next work day.

5. Spouse Abuse. The DFALO Shall:

a. Render initial assistance to, and ensure safety of, all suspected victims of spouse abuse.

b. Notify PMO of a spouse abuse case. PMO has the primary responsibility for the disposition of the case in the emergency setting.

c. Establish an individual file on each case. This file should contain the pertinent documents or information.

d. If the suspected perpetrator is a member of the hospital command, ensure he, or she is in the Command barracks before the victim returns home. If the victim elects, they may go to the UNITY HOME (Hotline 366-9663).

e. Inform the Command Duty Officer, Commanding Officer and the perpetrator's Commanding Officer.

6. Sexual Assault. The DFALO shall:

a. Render initial assistance to, and ensure safety of, all suspected victims of sexual assault.

b. Ensure PMO is notified and present.

(l) The PMO agent has the primary responsibility for the disposition of the case in an emergency setting.

(2) PMO will notify NCIS, who may then become primarily responsible for the case.

c. Assist the NCIS agent as needed.

d. Establish an individual file on each case. This file should contain the applicable forms from the reference as well as any other pertinent documents or information.

e. Ensure that the "Rape Kit" procedures of custody are adhered to as directed by the NCIS agent. Obtain base duty photographer if requested.

f. Inform the Command Duty Officer and Commanding Officer before any child is taken into custody by a civilian agency or removed from the base.

g. Forward case files and brief the Family Advocacy Representative (FAR) at the start of the next workday.

h. Support the victim and family through the emergency evaluation. Consider assigning a staff member of the same sex to stay with the victim through all procedures.

5038. FAX MACHINE

1. The FAX machine is located in Central Files. Instructions for use of the device are located next to the

machine. This is not a secure means of communications and will not be used for transmission of classified material. After normal working hours usage should be restricted to emergency transmissions. The FAX Number is (619) 830-2182. There is no DSN number.

2. An alternate FAX machine (619) 830-2603 is located in the Fiscal Office.

5039. FIRE PROCEDURES

1. References

a. NAVHOSP29PALMSINST 5540.2.

b. NAVHOSP29PALMSINST 3440.1A.

2. Action. All watchstanders shall be thoroughly familiar with the Hospital's Security Manual and the Disaster Preparedness Manual, references (a) and (b).

a. In the event of a fire alarm activation, duty personnel shall report to the Information Desk and accomplish the following:

(l) Read the fire alarm panel to determine the location and type of alarm from which the alarm was activated.

(2) Call 9-l-l and respond to the location of the alarm for further information and to direct actions when the Fire Department arrives.

(3) If safe to do so, fight the fire using a portable fire extinguisher.

(4) Direct horizontal evacuation when necessary.

(5) Assist Fire Department with total evacuation when directed to do so.

b. Document details of the evacuation and provide a verbal report of all evacuations requiring patient movement to the Executive Officer within 24 hours and a written report of all hospital evacuations within three workdays.

5040. FOOD BORNE ILLNESS OR OTHER DISEASE OUTBREAK

l. Immediately call the Environmental Health Officer for advice and assistance. Any Preventive Medicine Technician is qualified to initiate procedures or advise the attending physician.

2. In the interim, samples of vomitus and/or stools should be sent to the laboratory for culture to identify the causative agent. In the event of an outbreak of a highly communicable disease (rubella, measles, bacterial meningitis, etc.,) confine the patient in isolation, specific room is not necessary and isolate contacts to their home or barracks.

5041. FOOD SERVICE

1. The OOD is responsible for sampling the food and is authorized to eat at the non-surcharge rate. Appendix B is the OOD Meal Inspection Report and may be used for comments to the Head, Food Management Department.

2. All box lunches will be maintained on the ward. There is no reason to enter Food Services after hours for box lunches.

5042. GAS ALARMS

1. Background. There are various gas alarms located at the command quarter deck. Watchstanders should be aware of the location and nature of these alarms.

2. Action. Gas alarms related to either vacuum or air supply, particularly for the Laboratory, should be referred to the Facilities Management Department. All other gas alarms, to include Nitrous Oxide, Nitrogen and Oxygen should be referred to Materials Management during normal working hours. After-hours, contact the Biomedical Engineering Watch on pager #055.

5043. GOVERNMENT CREDIT CARDS

1. Any staff member utilizing command vehicles for an off-base trip will obtain a NGCC from the quarterdeck. This card is for off-base trips only. The card is designed to allow a government vehicle access to commercial gas stations. Operators will only buy enough fuel to return to MCAGCC. Only then will the operator “top-off” the fuel tank.

2. Prior to departing on the transport, make sure that the vehicle has been refueled.

3. National Credit Cards may also be used if the need arises for emergency repairs. The driver will make every attempt to contact the OOD.

5044. HAZARDOUS MATERIALS

1. Reference. NAVHOSP29PALMSINST 5100.1C.

2. Action. In the event there is a hazardous material spill, the OOD shall:

a. Notify the Safety Officer, Fire Department, Assistant Safety Officer.

b. Take directions from the Safety Officer.

c. Initiate evacuation of the affected area if the situation warrants.

d. Coordinate recall and muster of personnel if required.

e. Notify the Commanding Officer.

f. Notify the Head, Material Management

g. Notify the Occupational Health/Preventive Medicine Department personnel if reports of toxic, hazardous fumes or smells are received, and the source cannot be determined, or if reports are received of personnel becoming suddenly ill on the job, and exposure to toxic fumes is suspected. Other authorities who may become involved at the discretion of the Hazardous Material (HAZMAT) Team includes the MCAGCC CDO, Base Safety Officer and the Industrial Hygienist.

5045. HAZARDOUS WASTE SPILLS

1. Background. Many areas within the command have the potential for hazardous materials/waste spills. Of particular

interest are the Facilities, Laboratory and Operating Room areas of the hospital.

5046. HEAT CONDITIONS/WBGT INDEX

1. Reference. NAVHOSP29PALMSINST 6200.2C.

2. Background

a. Wet Bulb Globe Thermometer (WBGT) readings are taken to determine the heat condition. Readings are taken hourly during daylight hours everyday throughout the period of 1 May through 3l October. During normal working hours this function is performed by the Operating Management Department. After normal working hours, and on weekends and holidays, this function will be performed by the duty crew.

b. The Heat Conditions are as follows:

(l) Heat Index 0 (Blue Flag). WBGT Index < - 82.

(2) Heat Index I (Green Flag). WBGT Index 80-84.9.

(3) Heat Index II (Yellow Flag). WBGT Index 85-87.9

(4) Heat Index III (Red Flag). WBGT Index 88-89.9.

(5) Heat Index IV (Black Flag). WBGT Index 90.

3. Action. The OOD shall:

a. Ensure at least one member of the duty crew is trained to take WBGT readings.

b. Ensure the WBGT index is determined every hour on the hour, beginning at 0800 daily until one hour after sunset or until such time the WBGT falls and remains below 80.

c. Record the readings in the WBGT Log.

d. Ensure hourly log entries are made and that action is taken in the Command Log until the heat condition falls and remains below condition I. The Emergency Room Charge Nurse will be notified when the index is above II or falls below I.

e. Notify the Combat Center Command Duty Officer hourly at extension 7200 with the current WBGT and condition.

5047. HEAT STRESS

1. References. NAVHOSP29PALMSINST 6200.2C.

2. Background. During the period 1 May through 3l October, or when the temperature exceeds 85 degrees Fahrenheit, the Naval Hospital is charged with the responsibility of collecting heat stress data.

3. Action

a. The Emergency Room shall immediately notify the OOD of any heat stress cases.

b. The OOD shall make a log entry (time, ETR number and diagram) and forward this information to Patient Administration and Preventive Medicine.

5048. HIGHWAY/ROAD CLOSURES

1. Background. Highway and road closures may occur for various reasons in several areas between Twentynine Palms, Palm Springs and Camp Pendleton.

a. During times of inclement weather, check with the local California Highway Patrol for road closures.

b. If road closures are possible, an alternate route should be planned.

2. Action. The OOD/MOD shall:

a. Notify the Emergency Room that there is a highway/road closure or that the possibility exists. This will enable the appropriate personnel to make decisions on transports and their destinations.

b. Notify the CDO, XO and CO when highway road closures occur and make an appropriate entry in the Command Log.

5049. INTRUSION DETECTION SYSTEM (IDS)

1. Action

a. The IDS system is to be used for after normal working hours. There are several alarms (1, 11, 19 , 21) that remain activated all the time. The Standard Operating Procedures for this system are at the Information Desk. All watchstanders are to become familiar with these procedures.

b. If the IDS alarms, a watchstander must go to the site and investigate. The alarms must not be ignored or turned off.

c. A log entry shall be made.

5050. KEYS AND LOCKS

1. Reference. NAVHOSP29PALMSINST 5540.2.

2. Action. The OOD shall:

a. Be accountable for the master keys at all times. The grand master opens all doors to all spaces except the MID, Pharmacy, Ship Store and Medical Repair. Extreme care in handling this key must be exercised, as loss of this key could compromise the security of the hospital and would result in the necessity to re-key all spaces at great expense. When entry with the "grand master" key is required, it must be recorded in the Master Key Log.

b. Inventory the key locker at the beginning of each watch. Missing keys must be recorded in Command Log.

5051. LABORATORY SPECIMEN DISPATCH TO OUTSIDE FACILITIES

1. Action

a. The MOD/OOD shall:

(l) Be notified by the Laboratory Department that a specimen requires transportation to another MTF.

(2) Assign a duty driver to transport the specimen to HDMC.

5052 LINEN ISSUE AFTER HOURS

1. Reference. NAVHOSP29PALMSINST 6770.1J.

2. Responsible Department. Materials Management.

3. Background. Security of the hospital linen room is the responsibility of the Head, Materials Management Department.

4. Action. The OOD/MOD shall:

a. Be responsible for the security of the linen room during duty hours.

b. Issue linen on emergency basis during duty hours.

c. Ensure appropriate log entries are made each time the linen room is opened after hours.

d. Ensure all linen issued during duty hours is recorded in the linen log book.

e. Ensure all linen issued to duty personnel is accounted for and returned to the linen room for laundering.

5053. LOG ENTRIES

1. The MOD/NMOD shall be responsible for maintaining a rough journal of clear, accurate, and complete entries concerning every circumstance and occurrence of importance and interest which may be of historical value.

2. The OOD shall be responsible for maintaining an official journal of clear, accurate, and complete entries concerning every circumstance and occurrence of importance and interest which may be of historical value. The OOD shall sign only that part of the log written during the tenure of their watch. Any entries written within a period when another OOD temporarily relieves the OOD shall be signed by that individual.

3. Accuracy in describing events recorded in the log is essential as such entries often constitute important legal evidence in judicial and administrative fact-finding proceedings involving the command and its personnel. Entries to be recorded in the Command Log shall include, but are not limited to the following:

a. Staff admissions, discharges, or transfers.

b. Placement of patients on, or removal from, the Seriously (SL) or Very Seriously Ill List (VSL).

c. Staff personnel placed on or removed from Sick in Quarters (SIQ) list.

d. Ambulance dispatches.

e. Personnel changes occurring within the command (e.g., receipts, transfers, temporary assignment of duty (TAD), active duty for training (AT), etcetera.

f. All formal boards, Captain's Masts, and Courts-Martial's.

g. Setting of special defense and weather conditions.

h. Drills (fire, mass casualties, Code Blue, etc.,)

i. Visits by official dignitaries.

j. Arrival/departure of Commanding Officer and VIP's.

k. Duty section muster and inspections.

l. Helicopter medical evacuation, incoming and outgoing.

m. Civilian Humanitarian (CIVHUM) admissions, discharges or outpatient treatment.

n. Deaths.

o. Restricted and/or Extra Duty musters.

p. Any and all other significant events of legal or historical importance.

q. WBGT index.

5054. MAIL, GUARDMAIL, UPS, AND OTHER MAIL DELIVERIES

1. Reference. NAVHOSP29PALMSINST 5110.1G.

2. Background. No mail, guardmail, or UPS deliveries will be delivered directly to any department or division after regular working hours.

a. The OOD is responsible for the security of any mail, guardmail, or UPS deliveries received after normal working hours.

b. All mail, guardmail, or UPS deliveries will be delivered to Central Files the following working day.

5055. MEDEVAC HELICOPTER/FIXED WING PROCEDURES

1. Reference

a. NAVHOSP29PALMSINST 5100.1C.

b. Emergency Medical Department Policies and Procedures Manual.

2. Background. Any patient requiring specialized care beyond the capabilities of this facility shall be transferred as expeditiously as possible to another appropriate medical facility. Authority to order a patient transfer rests with the attending medical officer.

3. Action

a. All requests for helicopter assistance will be made through the MCAGCC Command Duty Officer (extension 7200). Request for civilian fixed wing/helicopters, will be initiated through the Naval Hospital.

b. The OOD shall:

(l) Call our contract medevac service, Aeromedevac Services international at 1-800-222-9993. This will connect you to the dispatcher. Brief the dispatcher and inquire how long it will take to have them respond to this location. If they cannot respond quickly enough to suit the medical officer, call Mercy Air at 1-909-356-9494, and see what is available. If aeromedical services are utilized, we also have a sub-contract with Morongo Basin Ambulance for transport to the airport facility chosen. Notify Morongo Basin Ambulance Company immediately upon determination of use of this company.

(2) Notify MCAGCC CDO, Fire Department, Bearmat and PMO. During regular working hours, also contact the Commanding Officer and Executive Officer.

(3) When speaking to the Fire Department, instruct them to switch our (E/R) radio frequencies, to the universal (hear) frequency 155220. This will allow our E/R to speak directly with the inbound medevac aircraft.

(4) Complete a DD-2l6l (Front and back) Referral For Civilian Medical Care, for the Transport Costs only.

(5) Time is the definitive factor when negotiating a medevac. The Medical Officer will normally make the determination of which company to utilize, based on response time.

5056. MEDICAL EVACUATION (INCOMING)

l. The Armed Forces Medical Regulating Office (ASMRO) at Scott Air Force Base will call to notify the Information Desk when there is an inbound MEDEVAC.

2. The MOD shall get the following information:

a. Patient Name and SSN

b. Diagnosis

c. Patient Unit

d. Mission and Tail Number of the aircraft

e. Estimated time and location of arrival

f. If there are any special medical needs of returning patient.

3. This information will be relayed to the MEDEVAC Clerk and the patient's unit. The hospital is responsible for arranging pick up transportation for routine MEDEVAC patients.

4. If these patients arrive after hours, they are to be told to report to the Patient Administration Department the next working day. Any paperwork accompanying the patient must be forwarded to the Patient Administration Department.

5057. MEDICAL LIBRARY

1. Reference. NAVHOSP29PALMSINST 6820.1D.

2. After hours use of the Medical Library will be limited to selecting material and checking it out using procedures posted in the library.

3. To help limit loss of library material, the OOD or NMOD is responsible for providing access and ensuring the library is secured after use. Appropriate log entries should be made.

5058. MEDICAL REPAIR SERVICE

1. Reference NAVHOSP29PALMSINST 6710.1A.

2. For emergency service after hours and during weekends, the OOD will be notified and will contact the Biomedical Equipment Technician (BMET).

a. Only "mission essential equipment" will be repaired after hours and during weekends.

b. Make appropriate log entries.

5059. MEDICAL REVISED DUTY STATUS

1. Reference. NAVHOSP29PALMSINST 6300.1.

2. Medical Revised Duty Status Forms are used by medical department personnel to recommend "Sick in Quarters" (SIQ) status and/or recommend "Light Duty" (LD) status for an individual SIQ/LD status allows sufficient time for a patient to recuperate from an injury or illness without the necessity of hospitalization.

3. Medical Officer (MO's), Physician Assistants (PA's) and Nurse Practitioners (NP's) are authorized to:

a. Use medical revised duty status to recommend placement of a patient on SIQ status not to exceed seven days. After seven days, the patient must be reevaluated to determine whether he shall be returned to duty or hospitalized. Patients may be placed on SIQ status for up to a 14 day period by providers for certain specific conditions (i.e., mononucleosis) and when approved by DMS or DSS as appropriate.

b. Issue medical revised duty status for LD status for a period not to exceed 30 days. They shall be reevaluated every two weeks by a provider until returned to full duty.

5060. MANAGEMENT OF MEDICAL WASTE

1. References

a. NAVHOSP29PALMSINST 5100.1C.

b. NAVHOSP29PALMSINST 6220.10B.

2. Action. In an effort to establish procedures for the proper disposal of infectious waste generated within the Naval Hospital, 23rd Dental Company, and MCAGCC BAS's, the following guidelines must be adhered to.

a. Disposal times for biohazardous waste are 0800 to 0900 and l400 to 1500 Monday through Friday and weekends. The biohazardous storage shed key and log book are maintained in the Materials Management Department. On weekends and holidays, the key will be located at the OOD/Information Desk. Medical waste will not be accepted at the Information Desk.

b. The waste producer will be required to log the date, department/organization and amount of bags/sharp containers with the total weight to be disposed. A scale is located inside the biohazardous shed.

c. All material to be disposed of must be double bagged, the outer red bag shall be labeled so that the producer's unit name, and phone number are legible and easily visible. Infectious waste will then be transported to the hospital (loading dock area) to be placed into a red biohazard container provided within the biohazardous storage shed. DO NOT PLACE WASTE ON THE DECK WITHIN THE SHED. If all containers are full, please return the waste to place of origin until hospital contractor pickup has been accomplished.

d. Empty or expired medication containers are not to be accepted for disposal in this manner.

5061. MERCURY SPILLS

1. References

a. NAVHOSP29PALMSINST 5100.1C.

b. NAVHOSP29PALMSINST 4110.1

2. Action

a. Mercury is a hazardous material and requires specially trained personnel wearing respiratory protection to provide cleanup.

b. Small Spills. Cover the spill with a "chux pad" and tape it down. Contact Natural Resources and Environmental Affairs at extension 5200 or 6603. Complete the spill report. (NH Form 5100/06) blank forms located at Information Desk and in Safety Manager's Office.

c. Large Spills. Secure area and call 9-l-l. Complete spill report.

5062. MESSAGES/MTF PROCEDURES/RELEASING AUTHORITY/E-MAIL

1. Reference. NAVHOSP29PALMSINST 5216.1D.

2. Action

a. Unclassified Messages. The OOD is authorized to pickup/deliver message traffic after normal working hours.

(1) After consulting with the Director for Administration, the OOD may be authorized to release messages on a case by case basis.

(2) Prior to the release of outgoing messages, particular attention shall be made to ensure that the medical terms used are expressed in appropriate and easily understood lay terminology.

(3) International Classification of Disease Diagnosis Codes shall be used to protect the privacy of individuals.

b. Classified Messages. The OOD is not authorized to pick up classified messages and should contact the Classified Material Control Officer, Head, Operating Management Department to make arrangements to pick up the message, after determining the priority of the message(s).

(l) Routine messages will be retrieved by Central Files the next working day.

(2) Immediate and “Personal For CO” messages usually require action and should be picked up immediately.

5063. NAVAL CRIMINAL INVESTIGATIVE SERVICE (NCIS)

1. Every effort will be made to cooperate with NCIS.

2. NCIS must be contacted through the Provost Marshall's Office at 830-6800.

3. The OOD/MOD will contact the Provost Marshall's Office, who will notify the Criminal Investigation Division (CID) for all cases of child abuse, spouse abuse, assault, and sexual assault.

5064. PAGER/COMMUNICATION PROCEDURES

1. Reference. NAVHOSP29PALMSINST 2300.1A.

2. Background. The primary paging system used at MCAGCC is controlled by the Hospital's system.

3. Action. To use the Motorola paging system, the following procedures are to be followed:

a. From the initialize screen, reading "Motorola Pagebridge," you will be asked for the password. Enter: MOD

b. You will be asked for the password. Enter: INFO

c. To page someone, which must be authorized by either the MOD or OOD, enter: 6

d. Enter the pager number you wish to page. (Pager listing is located by the key board).

e. Enter function digit: 7

f. Type in desired message and hit enter.

4. Problem Resolution. Any discrepancies in the pager listing or problems with the paging system should be reported to Head, Operating Management Department.

5065. OVERTIME

1. Reference. NAVHOSP29PALMSINST 7420.1C.

2. Background

a. Overtime hours are any hours worked by a civilian employee over 80 hours in a pay period.

(l) All overtime must be approved prior to the work being performed.

(2) The Overtime/Compensatory Time Request Authorization, NAVCOMPT Form 2282, Appendix C, should be completed by the Officer of the Day (Approving Authority).

(3) A copy of this signed form should be given to the requestor and the original turned in to the Comptroller.

b. The overtime work requested should be of urgent and essential nature.

(l) The most likely areas requiring emergency overtime, after normal working hours, are Facilities Maintenance and Housekeeping.

(2) A Supervisor, Department Head, or Division Officer should be the requestor in all cases (the employee working the overtime, should not be the requestor).

(3) In cases where telephone approval is received from a Supervisor or Department Head, the OOD should fill out and sign the NAVCOMPT 2282 Form.

c. Graded employees (GS) may elect to take overtime or compensatory time.

(l) The appropriate block should be checked on the NAVCOMPT 2282 and in case of compensatory time, the following statement must appear on this form: "I will accept compensatory time in lieu of overtime".

(2) The employee should sign their name under this statement.

(3) Wage Grade (WG) employees may not elect compensatory time in lieu of overtime (all housekeeping personnel are wage grade employees).

d. Any questions concerning overtime/compensatory time approved after normal working hours should be directed to the Comptroller.

5066. OFFICIAL VISITOR AND CONTRACTOR INFORMATION

1. Official visitors are invited guests of the command. Official visitors are required to wear visitor badges if they are authorized to visit areas of the hospital unescorted. Badges are available at the Information Desk. The Information Desk personnel shall notify the command representative to ensure the Official Visitor status, prior to issuing the badge. A journal entry is required upon issue and recovery.

2. Contractors shall be command sponsored. Departments required to use contractors shall obtain contractor badges from the Information Desk prior to commencement of work. Contractors shall wear the badges while in the facility. Badges will be returned upon completion of contracted work. A journal entry is required upon issue and recovery.

5067. PATIENT'S PERSONAL EFFECTS AND VALUABLES

1. Reference. NAVHOSP29PALMSINST 6300.1.

2. Situation. A patient is admitted with negotiable items (i.e., money, credit cards, traveler's checks, jewelry, etc.,) and desires this Command to assume custody.

3. Policy. In accordance with the applicable Naval Hospital Twentynine Palms Instruction, the hospital will assume custody of ONLY negotiable items (not wallets, pictures, etc.,).

4. Action. The following procedures shall be followed for patient valuable after normal working hours:

a. Inventory Officers. After normal working hours only Nurse Corps Officers, the OOD or the MOD may accept patient valuables for safe deposit.

b. NAVMED 6010/8. Patient's valuables must be enclosed in a Patient's Valuable's Envelope, NAVMED 6010/8, which can be found in the Emergency Medicine Department or on the Ward, before depositing in drop box at the Information Desk. See Appendix D for procedures in filling out a NAVMED 6010/8. Signatures should only appear in the block designated as "Appointed Inventory Officer", and the "witnessed by" block. For officers, Naval regulations require that both the collection/inventory officer and the witness be officers. For enlisted, only the collection/inventory officer needs to be an officer. The witness must physically verify the inventory for signing.

c. Deposit Box. Once valuables have been inventoried by the Nurse Corps Officer or OOD, initial the block designated "deposited by" on the NAVMED 6010/8.

d. The officer conducting the collection/inventory must deposit the valuables directly into the safe. No intermediate persons should be used to carry the envelope from the ward to the safe.

e. The MOD will make a log entry when an officer makes a safe drop.

f. Custodial Officers. Appointed Patient Administration Staff are the only personnel authorized to sign the valuable's envelopes as the Custodial Officer (CDO, OOD, and MOD are not authorized). Custodial officers are not permitted to collect/inventory valuables.

g. Please ensure the following procedures are adhered to:

(l) Items of monetary value are the ONLY items placed in these envelopes (no I.D. cards; wallets; check registers, etc.,).

(2) Write total currency amount, not the number of each type of currency.

(3) Do not write account numbers on valuable's envelopes (this information should not be displayed in order to prevent potential abuse).

(4) When identifying jewelry, count stones, and state the color of the metal or stones. Do not state gold, silver or type of stone.

h. There will be no withdrawals after normal working hours except on a case by case basis. In such a case, one of the Custodial Officers will need to be called to come in and release the valuables.

5068. PERSONNEL REPORTING/DEPARTING

1. Reporting. The following procedures should be utilized when personnel report inboard.

a. Log member into the Command Log.

b. Endorse member's orders with the following endorsement on the back of the ORIGINAL orders:

(l) Reported to NAVHOSP29PALMS: (date) and (time)

(2) The person endorsing the orders must sign the endorsement.

c. Ensure that the member is provided a room in the barracks (if unaccompanied).

(l) Ensure that the General Duty Watchstanders escorts the member to the barracks.

(2) Ensure that the member has bed linen. Bed linen may be issued from the duty linen if necessary.

d. If the member is accompanied, ensure that member has arrangements for a place to stay. Provide assistance as necessary.

e. Ensure member knows where to obtain meals. Have General Duty Watchstanders show where the messhall is located. Member may use his endorsed orders to eat in the dining facilities onboard the base at no cost to them.

f. Advise member that they must report to the Personnel Department at 0730 on the following workday (1200 if the following workday is a half day).

g. Provide the member with the phone number(s) to the Information Desk in case of emergency or if any trouble is encountered.

h. If the member has been assigned a sponsor, notify the
sponsor that the member is onboard.

i. Provide the member a map of the base and indicate where the member may obtain meals at other than mess hall (i.e., bowling alley, exchange, pizza place, etc.,) location of the exchange, commissary, theater, post office, etcetera.

j. Remember, provide newly reporting personnel with the same information you would want to receive if you were in their place. Even though someone may be a petty officer or above, does not mean that they know the area, procedures, policies, etc. Be as helpful as possible.

5069. PEST INFESTATION

1. Any and all pesticides will be applied only by certified pest control operators. Pest infestations requiring emergency measures after normal working hours are rare. A few ants, roaches, or mice do not constitute an emergency.

2. The watch will investigate all reported pest infestations and report the incident to the MCAGCC Facilities Maintenance Branch the next working day.

3. If required, contact a representative of the MCAGCC Facilities Maintenance Branch.

5070. PHOTOGRAPHS AFTER HOURS

1. Action

a. Page the MCAGCC Duty Photographer. There is a Combat Center Notice posted in the OOD Watch Log indicating who should be on duty.

b. If there is any trouble getting a response from the duty photographer, call the MCAGCC CDO.

c. If the duty photographer is not available and the photo is needed in a timely manner, there is a command camera

kept after hours in the locker located at the Information Desk. If this camera is used, ensure that it is replaced promptly. Notify Head, Patient Administration the following morning so the film may be replenished, if necessary.

d. Log the arrival of the duty photographer and the ER case number. Log any unusual circumstances.

5071. PRISONERS AND RESTRICTED PATIENTS

1. Reference. NAVHOSP29PALMSINST 5540.2.

2. Background. The medical care of patients who are in a disciplinary status is of prime importance. Confinement or other controls adopted will always be consistent with, but secondary to, the examination and treatment schedule.

a. Personnel in a disciplinary status fall into two categories, i.e, those serving a sentence imposed by competent authority and those in an "awaiting action" status.

b. As a general rule, prisoners or personnel awaiting disciplinary action will not be admitted for elective surgery, unless the cognizant Medical Officer and the Director, Surgical Services approve such admission. If admitted, prompt action will be taken to ensure these personnel are returned to a duty status as soon as possible after completion of treatment.

3. Action. The control of disciplinary cases will be accomplished as follows:

a. Navy Personnel. The reference to this paragraph will be complied with regarding the reporting of disciplinary status of patients.

b. Marine Corps Personnel. Commanding Officers of Marine enlisted personnel are responsible for notifying the Commanding Officer, Naval Hospital, in writing, if there is disciplinary action pending in a patient's case. The absence of this information usually results in no action being taken to restrict the Marine to this command. If restraint in excess of restriction is required, security guard personnel must be furnished by the Marine's Commanding Officer.

c. Detention Cell Confinee's. When detention cell confinee's require hospitalization, their release will be effected by the confinee's Commanding Officer. After normal working hours, the Confinee's CDO/OOD may authorize the release.

d. The OOD/MOD, upon receiving notification that the individual is to be hospitalized, will contact the individual's command as to the purpose of establishing such security measures and requesting security guard(s) as necessary. Upon completion of hospitalization, the individual will be discharged to the parent command.

(l) Prisoners reporting for outpatient care or consult shall be accompanied by a chaser.

(2) Patients restricted in lieu of confinement will be mustered at 0800, l100, l400, l700, 2000, and 2400 daily by nursing unit personnel. Reports will be made to the OOD's desk after normal working hours.

(3) When a restricted patient leaves the nursing unit, a nursing unit corpsman shall accompany them at all times.

5072. PUBLIC AFFAIRS

1. Reference. NAVHOSP29PALMSINST 5720.1B.

2. Action

a. Requests for information received from Joint Public Affairs Office (JPAO) will be handled expeditiously and courteously by the Public Affairs Officer (PAO). After normal working hours, the OOD assumes all duties of the PAO.

(l) In the case of deaths or seriously ill patients involving active duty or public servants, JPAO, extension 5471, should be informed as to the status of the notification of the next of kin.

(2) This will preclude premature release of information and ensure that proper channels of communication are utilized.

b. Requests from JPAO to interview patients and staff members will be coordinated by the JPAO. The PAO should be present during the interview.

c. All news releases will be prepared and/or reviewed/ approved by the PAO. All releases are approved through executive channels prior to release.

d. Release of information concerning medical matters or member of this command will be made by the PAO by authorization of the Commanding Officer.

(l) Information regarding active duty Marine Corps personnel or their dependents will be provided to JPAO at their request, or deemed appropriate, for release at their discretion.

(2) All requests for interviews with staff members by the news media will be cleared through and arranged by the PAO.

e. After normal working hours, all requests for information concerning inpatients and Emergency Medicine Department's patients will be handled by the OOD.

f. The following information may be released by authorized personnel and does not require patient consent:

(l) Name and rank of individual

(2) Date of admission and current disposition (e.g. treated and released)

(3) Occupation or job title

(4) Gender

(5) Service, base, station or organization

g. In the case of deaths and seriously ill patients, information will be withheld until confirmation is obtained that the primary next of kin has been notified. In cases under the jurisdiction of the Coroner, inquiries will be directed to the Office of the Coroner.

h. The Commanding Officer, Executive Officer, and PAO will be informed immediately of all incidents which could result in adverse public opinion or publicity. Such incidents may include, but are not limited to vehicular and aircraft accidents, serious training accidents, self-inflicted wounds, civilian casualties, escape from custody, crimes of a felonious nature, epidemics and major damage to equipment.

i. Notify the Chief, Bureau of Medicine and Surgery's OOD, if deemed necessary by the Commanding Officer.

5073. RECALL OF DRUGS OR MEDICAL MATERIAL

1. After receiving a call from MCAGCC Communications Center that a message notification of a drug or medical material recall has been received, accomplish the following:

a. Have MOD pick up message.

b. Determine what class the recall is.

(l) Class I recalls are for items which pose serious health regards.

(2) If the recall is a Class II or III, forward the message to Central Files for action on the next work day.

c. If it is unclear what the recall is for, contact the CDO for a determination of appropriate action.

d. Make a log entry of action taken.

e. For Class I recalls, the OOD must carefully read the message and determine who would be the most likely to have the material/drug.

f. Notify the individual in charge of that area to cease using the product.

g. Gather up all of the identified product and transfer it to the Warehouse.

h. Store the item inside the cage in the Warehouse with a copy of the message clearly attached to the storage container.

i. Make a log entry detailing all actions taken.

j. Notify Head, Material Management Department the next work day.

k. Contact Head, Material Management Department; Director for Administration; or Executive Officer if there are questions.

5074. RESTRICTED PERSONNEL

1. Reference. Manual for Courts-Martial, United States 1995, Part V, Article 5.c.(2) (page V-5).

2. Background

a. Only a Commanding Officer to whose authority the civilian or officer is subject may order pretrial restraint of that civilian or officer.

b. Any commissioned officer may order pretrial restraint of any enlisted person. A commissioned officer may delegate to warrant, petty and noncommissioned officers authority to order pretrial restraint of enlisted persons of the Commanding Officer’s command.

5075. SEARCH AND SEIZURE

1. Reference. NAVHOSP29PALMSINST 5540.2.

2. Search Authorization

a. Only the Commanding Officer or his successor in command may authorize searches of persons or property. This authority may not be delegated to subordinates, CDO’s or OOD’s.

b. Any questions regarding the scope of a Commanding Officer’s autrhority to order a search of a person or property should be referred to the Staff Judge Advocate prior to initiation of the search.

3. Probable Cause

a. Probable cause to search exists when there is a reasonable belief that the person, property or evidence sought

is located in the place or on the person to be searched. Duty officers must be able to articulate the basis in their request for command authorization such that the Commanding Officer can make this probable cause determination.

b. A search authorization may be based on eyewitness or secondhand information. It may be based on written statements or oral statements via any appropriate means of communication. Factors to consider in determining whether the information supports a finding of probable cause include the following:

(l) Statements corroborated by more than one source of information or verified by objective facts.

(2) Statements based upon personal observations vice rumor or speculation.

(3) The reliability or credibility of the source of the information.

4. Consent to Search. A search conducted with the consent of the person to be searched or by a person who has custody or control over the place to be searched need not be based upon probable cause. Consent to conduct a search should be obtained wehenever practical to do so. To be valid, the consent should be made voluntarily and with an understanding of the right to refuse to consent. Consent to search should be documented on OPNAV Form 5527/6 (Permissive authorization for search and seizure) or OPNAV Form 5527/9 (Command authorization for search and seizure)as appropriate. Both forms are available in the Chief Master at Arms office and Central Files.

5. Plain View Doctrine. Duty officers do not need to obtain command authorization or consent to search any area or seize items in plain view. Plain view is defined as that which is plainly visible by a person in a place where he has the legal right or authority to be.

6. Seizures

a. Any item may be properly seized if the official seizing it has a reasonable belief, at the time the seizure is made, that the item is connected with criminal activity:

(l) Contraband (weapons, drugs, etc.)

(2) Fruit of a crime (stolen property)

(3) Instrumentality of a crime (weapon, map, tools, etc.)

(4) An aid in providing the identity of a suspect

b. Contact Provost Marshall Office(PMO) and request a representative present prior to conducting the search.

c. Any contraband or prohibited property discovered will be immediately safeguarded.

d. If not already onboard, PMO will be contacted for recovery.

e. Under no circumstances will suspected evidence be touched, handled or tampered with, except in extreme emergency, and then only to the minimal amount possible pending the arrival of PMO.

7. Custody of Evidence. MCAGCC PMO stores and maintains all evidence.

5076. SECURITY ROUNDS

1. Reference. NAVHOSP29PALMSINST 5540.2.

2. Background

a. Both internal and external rounds will be made throughout the watch.

b. All internal and external doors will be checked for security. A log entry will be made concerning any door found unsecured.

c. This Command has two outlying buildings:

(l) Military Sick Call, Bldg 1552, across Fourth St.

(2) The BEQ on Griffin Road the first and second decks of Bldg 1466.

3. Action. The OOD shall ensure that:

a. The MOD makes at least two rounds during the watch.

b. The the OOD makes at least two rounds during the watch.

c. Discrepancies are abated and noted in the Command Log.

d. Restricted areas are physically checked. Restricted areas are identified as follows:

(l) MID

(2) Material Management

(3) Pharmacy, Bldg. 1145

(4) Information Desk, OOD

(5) Boiler Rooms

(6) Central Sterilization Room

e. A journal entry is made indicating that rounds were made of the restricted areas.

f. The trash dumpsters are checked for fire hazards and for overflow.

(l) If trash has been placed on the ground or has blown out of the container, the duty crew should be utilized to police the area.

(2) After hours Base Facilities Maintenance cannot remove dumpsters, but an additional dumpster may be brought to the Hospital by calling extension 6271 and asking for the Crew Chief.

5077. SERIOUSLY ILL AND VERY SERIOUSLY ILL PATIENTS

1. Reference. NAVHOSP29PALMSINST 6300.1.

2. Definitions

a. Seriously Ill/Injured. A patient whose illness or

injury is of such severity to cause immediate concern but not imminent danger to life. Further, when it is determined that a patient is suffering from an incurable (terminal) illness, they shall be placed on the Serious List even though there appears to be no immediate threat to life.

b. Very Seriously Ill/Injured. A patient whose illness or injury is of such severity that there is immediate danger to life.

3. Action. The OOD/MOD/NMOD shall:

a. Ensure the Serious/Very Serious Condition or Death of Patient on Ward, NAVMED 6320/5, (located in the ward) is completed and signed by the attending Medical Officer.

b. Notify the Command Duty Officer, Commanding Officer, Executive Officer and Head, Patient Administration Department.

c. Notify the active duty patient's command.

4. Notification of next of kin

a. Unless the next of kin is present, the active duty patient's command is responsible for notification. When the next of kin is present, notification will be made by the attending Medical Officer.

b. In all other cases, the notification will be made by the attending medical officer.

5078. SICK IN QUARTERS - 24 HOUR CALL IN PROCEDURES

1. Reference. NAVHOSP29PALMSINST 6320.2.

2. Policy. Military staff personnel are authorized to call in sick for a period not to exceed 24 hours by doing the following specific guidelines: Initial call must be to the individuals Department Head, Division Officer, or Senior LCPO, CPO. If the member is unable to contact anyone at his assigned work center, he is to contact the Information Desk. The member must leave a phone number his chain of command may reach him at.

5079. SPECIAL INCIDENT REPORTING

1. Reference. NAVHOSP29PALMSINST 3100.1B.

2. Background

a. Operational Report, OPREP-3, Pinnacle, Navy Blue and Unit SITREP are precedence for worldwide reporting of events and special incidents which may attract national and/or high level U. S. Navy interest.

b. NAVHOSP29PALMSINST 3l00.1B summarizes the situations that may occur at a Naval Hospital that require reporting and outlines procedures for reporting such incidents and provides sample messages for each possible report.

c. Only the Commanding Officer or Executive Officer may authorize the release of a special incident report.

3. Action. The OOD shall:

a. Prepare reports in the absence of the Director for Administration.

b. Prepare reports after hours, after conferring with the Command Duty Officer.

c. Immediately notify the Commanding Officer and Executive Officer.

5080. SUICIDES

1. The OOD shall ensure that the following personnel are notified when there is a suicide, suicide attempt, or suicide gesture:

a. Commanding Officer

b. Executive Officer

c. Provost Marshall's Office (PMO)

d. Naval Criminal Investigative Service (NCIS)

e. MCAGCC CDO

f. Member's Unit

g. Duty Chaplain

h. Head, Patient Administration Department (actual suicides, only)

i. Command Public Affairs Officer

2. Care must be taken to ensure that no hospital staff member releases any information to the news media concerning a suicide. Inquiries should be forwarded to the MCAGCC PAO.

3. Ordinarily, PMO or a representative of the San Bernadino Sheriff's office will inform the coroner's office of an actual suicide.

4. The coroner will determine if an autopsy is indicated.

5. The remains will be transported to a civilian mortuary.

5081. SUPPLEMENTAL CARE

1. Reference. NAVHOSP29PALMSINST 6300.l.

2. Background

a. When the attending physician determines that required services are beyond the capability of the Naval Hospital, they will attempt to arrange for care from another Uniformed Services Medical Treatment Facility, where the needed care is available.

b. For either active duty or non-active duty patients, if it is determined that medical management is to be retained by the Naval Hospital, and required services are not available at a military treatment facility, these services are considered to be supplemental care. This includes additional material, professional diagnostic or consultative service, or any other personal services ordered.

c. Ordinarily, referral for supplemental care or services will be used only when determined by the attending

physician and approved by the Commanding Officer, or a designated representative. Supplemental care requires the use of operation and maintenance funds and prior approval must be obtained. Examples of supplemental care or services are:

(l) All specialty consultations for the purpose of establishing or confirming diagnoses or recommending a course of treatment.

(2) All diagnostic tests, diagnostic examinations, and diagnostic procedures, such as genetic tests, CAT scans, etc.

(3) Civilian ambulance service ordered by a military physician to transport the patient from this facility to another medical facility (This includes helicopter transports).

d. Ordinarily, only active duty will be authorized supplemental care. New provisions in the CHAMPUS/TRICARE program permit physicians to refer non-active duty patients for cooperative care, and these patients are eligible for CHAMPUS funds, provided pre-authorization procedures are followed.

3. Action

a. The attending physician will be responsible for completing the Referral for Civilian Medical Care, DD Form 2161.

b. After approval is received, the original DD 2161 is provided to the patient to take to their appointment and a copy is forwarded to the Marine Liaison Office, Patient Administration Department. Copy to the Comptroller.

c. After normal working hours the OOD may approve emergent referrals.

5082. SUPPLY DELIVERY AFTER HOURS

1. Ascertain why the delivery is being made after hours and whether the supplies can be left in the truck overnight and delivered to the Warehouse the next work day. Supplies can only be left in the truck, if it does not incur any additional charge.

2. Arrange for a working party to unload the truck.

3. Make a log entry.

4. All supplies other than those requiring refrigeration, and the accompanying paperwork are to be left intact on the lst floor, Receiving Section, Bldg 1354. Ensure building is properly secured upon departure.

5. Articles requiring refrigeration are to be placed in the Pharmacy or Laboratory refrigerator.

6. Narcotics and other controlled substances may not be accepted by the OOD. Notify Head, Pharmacy Department, LCPO, Pharmacy Department, or Head, Material Management Department.

7. Make a log entry indicating the use of Warehouse key.

8. Notify the Head, Material Management Department the morning of the next work day.

5083. SUPPLY ISSUES AFTER HOURS. Supplies will only be issued if an emergency situation arises. Only the Officer of the Day is authorized to enter the "RESTRICTED AREA", if circumstances do not permit, the OOD must make an entry why the Mate of the Day had to enter the space. If a bonafide emergency exists, the following procedures are to be followed:

1. Make an attempt to contact the Head, Material Management Department.

2. Ensure the requesting department completes Appendix E. The following information is required before you can attempt to locate the item:

a. National Stock Number

b. Quantity needed. (Note: The OOD is only authorized to issue the quantity needed until the next working day).

3. Use the master keys to open the double doors to the storeroom.

4. There is a key marked "supply 2" on the OOD key ring which will fit the sliding door on the far (right side) end of the security gate. You will find a numbered seal attached along with the lock.

5. Once you break the seal, a COMMAND JOURNAL entry MUST be made indicating the reason YOU entered a RESTRICTED AREA.

6. All items are stocked on the shelves in numerical sequence (that's why you need the stock number) beginning with the first shelf on the left-hand side.

7. Annotate the quantity issued on Appendix E, have the departmental representative sign for the items and leave the original for the warehouse on the service window as you walk out the door.

8. Make sure you fill in the appropriate information in the logbook hanging on the security door and replace the seal.

5084. SURGICAL EMERGENCIES. The OOD shall:

1. Ensure admissions watch was notified admit. All patients must be admitted prior to going to surgery.

2. Notify the patient's parent command if the patient is active duty.

3. Notify the CO, XO, the Member's director and the member's department head, if the patient is staff, staff family member or command interest, as applicable.

4. Notify Command Master Chief if the patient is an enlisted member.

5. Notify the OR Watch as instructed by the OR duty technician.

6. Log events.

7. Assist OR with any special requests.

5085. TELEPHONES

1. Reference. NAVHOSP29PALMSINST 2000.1A.

2. Action. The OOD/MOD/NMOD shall:

a. Ensure that telephones installed for staff use are used for official business only. When possible, DSN and tie lines should be used.

b. Information Desk may accept collect calls from newly reporting personnel who request hospital-provided transportation to this command. Generally, when a collect call is received, the operator will give the person answering the phone 30 seconds to ascertain the nature of the call who is calling. Personnel answering the telephone at the Information Desk should immediately ask the caller, "Are you newly reporting to this Command?", and then accept the collect call if this is the case.

(1) This policy has been provided to the Commanding Officers at the Hospital Corps School at Great Lakes and at San Diego as of this date. The School will provide the phone number of our quarterdeck to graduating students reporting to this command.

(2) The duty driver may be used to pick up these personnel from Palm Springs or Los Angeles. The command sedan or van may be used.

c. In instances where a unit representative requires access to a phone, provide them access.

(l) A unit representative would require access to a phone in the event of an incident that the news media may broadcast to notify the parent command of the incident, names, and injuries incurred so that next of kin(s) may be notified prior to a news break.

(2) Long distance calls should be logged in the phone log maintained at the OOD's Desk.

d. Ensure pay phones are for patients' use and should be kept available for that purpose. Attention should be given to non-patients staying on the pay phones for extended periods of time. These personnel should be directed to pay phones at other locations throughout the base. Some of these locations are:

(l) Desert Stage bus stop across from the Staff Noncommissioned Officer's (SNCO) Club.

(2) The Exchange.

(3) The Bowling Center.

(4) The Phone Center at Domino's Pizza.

5086. UNAUTHORIZED ABSENCE OF STAFF

1. Reference. NAVHOSP29PALMSINST 1050.1B.

2. Action. If a member is suspected of being UA the OOD shall:

a. Make an entry reflecting the time unauthorized absence (UA) status commenced.

b. If individual was to be in a duty status, consult supernumerary list for replacement.

c. Department affected by individual's UA will submit Report of Disposition or Offense, NAVMED 60l0/3l.

d. Ensure Chief Mater at Arms is notified the next working day.

e. Record return of personnel terminating UA status.

5087. VISITING HOURS

1. Reference. NAVHOSP29PALMSINST 5540.2.

2. Background

a. Visiting hours for inpatients are at the discretion of the shift charge nurse based on staffing, patient status or need.

b. Outpatient clinics normally are open from 0800 - 1630.

c. Patients going to surgery, or those on the VSL/SL, may have visitors at any time at the shift charge nurse's discretion. This will also include those traveling long distances.

d. Parents of pediatric patients under the age of l2 are allowed to remain at all times.

e. Patients will have no more than two visitors at a time.

f. The OOD will be notified of any unruly, boisterous or intoxicated visitors.

g. The Emergency Room is open 24 hours per day each day.

5088. WEATHER WARNINGS

1. Reference. NAVHOSP29PALMSINST 3440.1A.

2. Flash Flooding/Flash Flooding Warnings

3. Background. Flash floods are common in the desert, especially in low lying areas. These usually occur after several hours of light, steady rain or short periods of heavy rain either locally or in the mountain areas where there is a great deal of run off. In these cases, care MUST be used while driving. Vehicles, even large ones, can be swept away if trying to cross a low lying place.

4. Action

a. If flash flood warnings have been posted, road conditions should be checked out with the local California Highway Patrol prior to executing a transportation run.

b. ALWAYS USE CAUTION during times of rain.

c. DO NOT try to cross a fast moving stream of water. What appears to be a shallow stream may be quite deep and could cause a vehicle to be swept away.

d. Keep CDO, XO and CO informed of any potential impact on the Command and make an appropriate entry in the Command Log.

5. High Winds/High Wind Warnings

a. Background

(l) High winds or high wind warnings may have an effect on helicopter MEDEVAC'S. Remember, when a helicopter

MEDEVAC is requested, there is an added responsibility, and risk, to the helicopter crew and the patient.

(2) High winds also have an effect on transportation runs. At times there are high winds between the Morongo Grade and Beaumont. This could have an adverse effect on ambulances due to their height.

b. Action

(l) During times of high winds or high wind warnings, check with the local California Highway Patrol for road closures.

(2) The OOD/MOD will notify the Emergency Room and the Ward that there is a highway/road closure or that the possibility exists. This will enable the appropriate personnel to make decisions on transports and their destinations.

(3) Notify the CDO, XO and CO and make appropriate entries in the Command Log.

6. Ice/Snow. The OOD shall:

a. Contact PMO, extension 6800, for current highway conditions in the high desert and down the grades to Interstate l0. Pass information to the Emergency Room.

b. Ensure all entrances into the hospital are inspected. If very slippery, cover with sand from exposed ground. Salt is not available in the geographical area.

c. Use the duty crew for minor-de-icing only.

APPENDIX A
BOMB THREAT CALL CHECKLIST

QUESTIONS TO ASK: EXACT WORDING OF THE THREAT:

1. When is the bomb going to explode?_____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. What is your address? _____
8. What is your name? _____

Sex of caller_____ Age_____ Race_____ Length of call_____

CALLER'S VOICE:

____Calm	____Laughing	_____Lisp	_____Disguised
____Angry	____Crying	_____Raspy	_____Accent
____Excited	____Normal	_____Deep	_____Familiar
____Slow	____Distinct	_____Ragged	If voice is
____Rapid	____Slurred	_____Clearing throat	familiar, who
____Soft	____Nasal	_____Deep breathing	did it sound
____Loud	____Stutter	_____Cracking voice	like?_____

BACKGROUND SOUNDS:

_____Street noises	_____House Noises	_____Factory machinery
_____Crocker	_____Motor	_____Long distance
_____Voices	_____Local	_____Office Machinery
_____PA system	_____Booth	_____Animal noises
_____Music	_____Static	_____Clear
	_____	_____Other

THREAT LANGUAGE:

_____Well spoken	_____Foul	_____Incoherent
(educated)	_____Irrational	_____Taped
	_____Message read by threat maker	

REMARKS:_____
_____
Report call immediately to_____
phone number_____

Fill out completely, immediately after bomb threat.
Date____/____/____Phone number_____
Name_____
Position_____

NAVHOSP29PALMS From 3440/000003
(Rev. 2/94)

APPENDIX B

OOD MEAL INSPECTION REPORT

Instructions: The Officer of the Day is required to inspect meals served in the hospital. Complete this form after sampling each meal. Significant problems should be immediately reported to the Food Management Department Watch Captain for action.

QUALITY OF FOOD

	OUTSTANDING	GOOD	FAIR	POOR
Breakfast:	_____	_____	_____	_____
Lunch:	_____	_____	_____	_____
Dinner:	_____	_____	_____	_____

Do you have any suggestions for improvement: _____
_____
_____
_____

Comments: _____
_____
_____

_____	_____	_____
Signature (Brkfast)	(Signature (Lunch)	(Signature (Dinner)
Date: _____	Date: _____	Date: _____

REVIEWED WITH/WITHOUT COMMENTS:

_____
HEAD, FOOD MANAGEMENT DEPARTMENT

NH29PALMS FORM 4061/03 (03-94)

OVERTIME/COMPENSATORY TIME REQUEST AND AUTHORIZATION (7410)

APPENDIX C

FROM:	DATE:
TO:	VIA:

It is requested that authorization be given for the following employees to perform work as indicated and justified below: See SECNAVINST 7000.11 for additional information.

☐ OVERTIME ☐ COMPENSATORY TIME ☐ CREDIT HOURS RELIGIOUS COMPENSATORY ☐ ADVANCE RELIGIOUS COMPENSATORY TIME

PAY NUMBER	FLSA STATUS *SEE LEGEND BELOW	TYPE OF OVERTIME *SEE LEGEND BELOW	NAME *(Last, First, Middle Initial)*	NUMBER OF HOURS	DATE(S) *(From)*	*(To)*

JOB ORDER NO.	WORK ORDER NO.	LOCATION

JUSTIFICATION WHY THE OVERTIME OR COMPENSATORY TIME WORK CANNOT BE ACCOMPLISHED DURING NORMAL WORKING HOURS: *(Not required for Religious Compensatory Time).*

SIGNATURE: *(Requestor)*	TITLE:

AUTHORIZATION: REQUEST IS: ☐ APPROVED ☐ NOT APPROVED	SIGNATURE *(Approving authority)*	DATE:

NOTE: IF THIS REQUEST WAS NOT APPROVED IN ADVANCE OF THE TIME WORKED, ADD JUSTIFICATION FOR APPROVAL AFTER THE FACT.

*LEGEND:	FLSA STATUS	TYPE OF OVERTIME
	N = NONEXEMPT E = EXEMPT	1 = REGULARLY SCHEDULED OVERTIME 2 = IRREGULAR OVERTIME

NOTE: THIS REQUEST MAY CONTAIN INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.

NAVCOMPT FORM 2282 (2-83) *(Formerly NAVEXOS 4377)* S/N 0104-LF-702-2820 *U.S. GPO: 1997-504-002/60041

★ U.S. GOVERNMENT PRINTING OFFICE: 1991-505-649

NAVMED 6010/8 (REV. 5-70)
S/N 0105-LF-206-3501

PATIENT'S VALUABLES

NO.

INSTRUCTIONS

1. Type or print information requested. 2. Part A may be mechanically imprinted. 3. Insure that all copies are legible. 4. Insert valuables in envelope and leave unsealed.

PART A. IDENTIFICATION OF PATIENT

NAME	
GRADE/RATE	
SERVICE	
SSN	

PART B. INVENTORY OF VALUABLES DEPOSITED

FUNDS *(Moneys)*	$ _____
NEGOTIABLE INSTRUMENTS *(Checks, Money Orders, etc.)*	
JEWELRY *(Name and describe each item)*	

PART C. CERTIFICATION OF RECEIPT

INVENTORIED AND ACCEPTED FOR DELIVERY TO CUSTODIAL OFFICER BY:	TYPE OR PRINT NAME OF APPOINTED OFFICER	GRADE
	SIGNATURE OF APPOINTED OFFICER	DATE
WITNESSED BY:	TYPE OR PRINT NAME	GRADE/RATE
	SIGNATURE	DATE
INVENTORIED AND ACCEPTED FOR DEPOSIT BY:	TYPE OR PRINT NAME OF CUSTODIAL OFFICER	GRADE/RATE
	SIGNATURE OF CUSTODIAL OFFICER	DATE

I hereby acknowledge withdrawal of the above valuables.

SIGNATURE OF PATIENT OR PERSON AUTHORIZED TO MAKE WITHDRAWAL	DATE

DISTRIBUTION

WHITE - *Custodial officer's file.*
PINK - *Patient's receipt.*
GREEN - *Delivery officer's receipt.*
ENVELOPE - *Place in safe.*
BLUE - *File in patient's record in patient affairs division.*

APPENDIX E

CUSTOMER ORDER FORM
FOR STOREROOM STOCKED ITEMS

ITEM NO	NATIONAL STOCK NUMBER	DESCRIPTION	UNIT OF ISSUE	QTY	QTY ISSUED
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					

POINT OF CONTACT: **EXT #**	**DEPARTMENT:** **JON:** **AUTHORIZATION SIGNATURE:**	**DATE:**

NH29PALMS FORM 6700/07 (2-94)

WATCHSTANDING QUALIFICATION STANDARDS (WQS)

Name:_____Watch:_____

INDEX:

Section 1: General Watchstanding Requirements
Section 2: Contingencies
Section 3: Telecommunications
Section 4: Notifications and Reports
Section 5: Physical Security
Section 6: Disciplinary Topics
Section 7: Patient Administration
Section 8: Medical Issues
Section 9: Personnel
Section 10: Facilities
Section 11: Material Management (Supplies)
Section 12: Miscellaneous

KEY ABBREVIATIONS:

(A) = GENERAL DUTY, DUTY DRIVER, MOD, OOD, and CDO
(B) = MOD, OOD, and CDO
(C) = OOD and CDO
(WC) = Appropriate Watchbill Coordinator
(XO) = Executive Officer
(DFA) = Director for Administration
(CMC) = Command Master Chief
(MOD) = Mate of the Day
(OOD) = Officer of the Day
(CDO) = Command Duty Officer
(OMD) = Operating Management
(MNPWR) = Manpower Department
(PAO) = Public Affairs Officer
(PAD) = Patient Administration Department
(Safety) = Safety Manager
(Chaplain) = Hospital Chaplain
(CMAA) = Chief Master at Arms
(Prev Med) = Preventive Medicine
(DFALO) = Duty Family Advocacy Liaison Officer
(Fac Mnt) = Facilities Maintenance
(Ed&Trng) = Education and Training Department
(PT Contact) = Patient Contact/Health Care Relations
(Mat Mgmt) = Material Management Department
(Fiscal) = Comptroller

INSTRUCTIONS:

1. Upon receipt of the WQS packet, you are responsible for completing the appropriate standards as listed.

2. You have six weeks to complete the WQS upon receipt of the packet. You will not be placed on the watchbill until it is completed. If you do not complete the standards in the six week period, it will be duly reflected in your evaluation.

3. Each standard needs to be signed off by the Department Head or designated representative as indicated.

4. The four digit number at the end of each item, ie., (5000) refers to the specific paragraph in the NAVHOSP29PALMSINST 1601.1.

5. Upon completion of the WQS, return the packet to your Watchbill Coordinator.

COMMAND WATCHSTANDER'S QUALIFICATION STANDARDS

Name:_____Watch:_____

Section 1: GENERAL WATCHSTANDING REQUIREMENTS

1.1	(A)	Demonstrate proper passdown and watch relief procedures.	_____ (WC)
1.2	(A)	Discuss proper log keeping procedures (5051)	_____ (WC)
		a. Demonstrate knowledge of the automated Command Journal	_____ (MID)
1.3	(A)	Know procedures for colors.	_____ (WC)
1.4	(A)	Demonstrate the proper use of the public announcement system	_____ (WC)
1.5	(C)	Discuss interaction of the Command watches with other onboard watches.	_____ (WC)
1.6	(B)	Discuss with the Command Master Chief the role of the command watchstanders	_____ (CMC)
1.7	(C)	Discuss with the Executive Officer the role of Command Watchstanders	_____ (XO)
1.8	(C)	Discuss with the Director for Admin (DFA) the role of a Command Watchstander	_____ (DFA)
1.9	(A)	Breaking Watches (To be signed off by the individual as indicated below)	

Date	General Duty/Driver	MOD	OOD	CDO
_____	_____	_____	_____	_____
	MOD	OOD	OOD	CDO
_____	_____	_____	_____	_____
	MOD	OOD	OOD	CDO
_____	_____	_____	_____	_____
	MOD	OOD	OOD	CDO

Section: CONTINGENCIES

2.1	(B)	Demonstrate procedures to follow-up upon report of a bomb threat (5021)	_____ (OMD)
2.2	(A)	Discuss responsibilities and reporting requirements during a bomb threat situation (5021)	_____ (OMD)
2.3	(A)	Demonstrate procedures to follow upon report of a CODE BLUE (5015)	_____ (OMD)
2.4	(A)	Demonstrate procedures to follow upon notification of a disaster response situation (5024)	_____ (OMD)
2.5	(A)	Demonstrate procedures to follow upon report of an earthquake (5027)	_____ (OMD)
2.6	(A)	Demonstrate procedures to follow in an event of an emergency recall (5030)	_____ (MNPWR)
2.7	(A)	Demonstrate procedures to follow upon report of fire (5038)	_____ (Safety)
2.8	(A)	Demonstrate procedures to follow upon report of a hazardous material spill/leak (5042, 5059)	_____ (Safety)
2.9	(C)	Demonstrate procedures in event of an accident or incident occurring within NAVHOSP (5001)	_____ (Safety)
2.10	(C)	Discuss evacuation protocol (5033)	_____ (Safety)
2.11	(C)	State NAVHOSP's role during an aircraft mishap (5003)	_____ (PAD)

Section 3: TELECOMMUNICATIONS

3.1	(A)	Demonstrate correct procedures for answering telephone (5083)	_____ (OMD)
3.2	(A)	Know location of the telephone books and phone lists at the information desk	_____ (OMD)
3.3	(A)	Demonstrate proper paging procedures (5062)	_____ (OMD)

3.4	(A)	Discuss policy pertaining to release of information (5070)	_____ (PAO)
3.5	(A)	Who is authorized to release home telephone and addresses of staff	_____ (OMD)
3.6	(A)	Know who is authorized to accept collect calls	_____ (OMD)
3.7	(A)	Demonstrate procedures for transferring calls	_____ (OMD)
3.8	(A)	Demonstrate procedures for checking out celluar phones (5011)	_____ (OMD)
3.9	(A)	Know where the Command fax machine is located (5037)	_____ (OMD)

Section 4: NOTIFICATION AND REPORTS

4.1	(A)	Discuss requirements and procedures to notify the Chaplain (5012)	_____ (Chaplain)
4.2	(C)	Discuss the requirements of OPREP-3 NAVY BLUE/ Unit SITREP reporting (5077)	_____ (OMD)

Section 5: PHYSICAL SECURITY

5.1	(A)	Demonstrate ability to make proper rounds 5074)	_____ (OMD)
5.2	(B)	Discuss what to do if a classified safe is found open	_____ (OMD)
5.3	(A)	Discuss actions required upon discovery of an unusual situation (5013)	_____ (OMD)
5.4	(A)	Discuss policy/action to take when unauthorized weapons and firearms are brought in to NAVHOSP (5022)	_____ (CMAA)
5.5	(A)	Demonstrate use of the Intrusion Detection System (IDS) (5046)	_____ (OMD)
5.6	(B)	Demonstrate inventory of all keys (5047)	_____ (CMAA)

5.7 (A) Discuss the procedures for official contractors and the use of an ID badge _____ (OMD)

Section 6: DISCIPLINARY TOPICS

6.1 (B) Know who is authorized to issue a confinement order _____ (CMAA)

6.2 (B) Know who can grant authorization for search and seizure (5073) _____ (CMAA)

6.3 (C) Discuss procedures for reporting a staff member as an unauthorized absence/desertion status (5084 _____ CMAA)

6.4 (B) Discuss purpose of confinement physical (5017) _____ (CMAA)

Section 7: PATIENT ADMINISTRATION

7.1 (A) Know the procedure for handling patient complaints _____ (PTContact)

7.2 (A) Know who is authorized custody of patient records _____ (PAD)

7.3 (A) Demonstrate how to check-out an Outpatient medical record _____ (PAD)

7.4 (B) Discuss procedures to arrange transport by helicopter (5053) _____ (PAD)

7.5 (A) Know who is authorized to receive patient valuable (5065) _____ (PAD)

7.6 (A) Define Supplemental Care (5079) _____ (PAD)

7.7 (C) Know procedures and requirements for disengagements and referrals for civilian care (5026) _____ (PAD)

7.8 (B) Demonstrate procedures to follow upon report of a death (5023) _____ (PAD)

7.9 (C) Demonstrate procedures to follow upon report of an active duty suicide or suicide attempt (5078) _____ (PAD)

7.10 (C) Discuss protocol for Baptism of an infant(5008) _____ (PAD)

7.11 (C) Discuss when consent for treatment of a minor is not necessary (5018) _____ (PAD)

7.12 (B) Discuss who is to receive a heat injury report upon completion (5044) _____ (PAD)

7.13 (B) Discuss procedure for inbound MEDEVAC (5054) _____ (PAD)

Section 8: MEDICAL ISSUES

8.1 (C) Discuss requirements and procedures for competency of duty examination (5016) _____ (PAD)

8.2 (B) Know who is responsible to counsel persons desiring to leave the hospital against medical advice (AMA) (5002) _____ (PAD)

8.3 (B) Discuss the procedure in the event a patient presents to the ER (or other clinic) with an animal bite (5005) _____ (PREVMED)

8.4 (B) Discuss where civil service employees go for sick call after hours (5014) _____ (MNPWR)

8.5 (B) Discuss Family Advocacy Procedures (5036) _____ (DFALO)

8.6 (B) Know who to call in the event of a food born illness (5039) _____ (PREVMED)

8.7 (C) Discuss procedures for contacting a medical photographer at night (5068) _____ (OMD)

Section 9: PERSONNEL

9.1 (B) Discuss procedures for authorization and granting convalescent leave (5020) _____ (MNPWR)

9.2 (A) Demonstrate leave/TAD check-in/out procedures for staff (5066) _____ (MNPWR)

9.3	(B)	Discuss procedures for authorization and granting of leave extensions for staff (5029)	_____ (MNPWR)
9.4.	(A)	Discuss reporting requirements for staff Sick in Quarters (SIQ) (5076)	_____ (MNPWR)
9.5	(B)	Discuss what is prohibited in the BEQ (5007)	_____ (CMAA)
9.6	(C)	Discuss policy on overtime (5063)	_____ (FISCAL)

Section 10: FACILITIES

10.1	(A)	Discuss actions to take in the event of an unscheduled power outage (5035)	_____ (FACMNT)
10.2	(A)	Discuss action to take in the event of elevator trouble (5035)	_____ (FACMNT)
10.3	(A)	Demonstrate procedure for handling facility trouble call (5035)	_____ (FACMNT)
10.4	(A)	Discuss what procedures to follow in the event of an ambulance break-down (5004)	_____ (FACMNT)
10.5	(A)	Discuss when a government credit card should be used for fuel (504l)	_____ (FACMNT)

Section 11: MATERIAL MANAGEMENT (Supplies)

11.1	(B)	Discuss procedure to issue supplies after hours (5081)	_____ (MATMGT)
11.2	(B)	Discuss procedure to issue linen after hours (5049)	_____ (MATMGT)
11.3	(B)	Discuss procedure to issue equipment after hours for use outside of the Command (5031)	_____ (MATMGT)
11.4	(B)	Discuss what to do in the event of a drug or material recall (5071)	_____ (MATMGT)
11.5	(B)	Discuss procedures for supplies delivered to the Command after hours (5050)	_____ (MATMGT)

Section 12: MISCELLANEOUS

12.1 (B)	Discuss action to take when the ETO alarm sounds (5032)	_____ (SAFETY)
12.2 (B)	Discuss policy on use of audio-visual equipment after hours (5006)	_____ (ED&TRNG)
12.3 (B)	Discuss policy of billeting non-patients (5009)	_____ (PAD)
12.4 (B)	Discuss procedures for bus shuttle service from NAVHOSP to CamPen and SDiego (5010)	_____ (OMD)
12.5 (B)	Discuss who is responsible for medical mobilization at the Command (5019)	_____ (MNPWR)
12.6 (B)	Discuss what to do when emergency child care services are needed (5028)	_____ (PT CONTACT)
12.7 (A)	Demonstrate procedures to measure WBGT	_____ (OMD)
12.8 (A)	Demonstrate the proper method for checking out materials from the Medical Library	_____ (ED&TRNG)
12.9 (B)	Discuss what to do in the event the Command receives a classified message (5060)	_____ (OMD)
12.10(B)	Discuss what to do if the Command has pest infestation	_____ (PREVMED)

Approved to stand OOD Watch _____

R. E. CONNORS
CDR, MSC, USN, FACHE
Director For Administration

UNITED STATES MARINE CORPS
COMMANDING GENERAL
BOX 788100
MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO P1630.6E
27-101
22 MAR 97

COMBAT CENTER ORDER P1630.6E W/Ch 1, 2

From: Commanding General
To: Distribution List

Subj: DISCIPLINE AND LAW ENFORCEMENT REGULATIONS

End: (1) LOCATOR SHEET

1. Purpose. To promulgate the discipline and law enforcement regulations for this command.

2. Cancellation. CCO P1630.6D.

3. Action. Addressess will ensure that all officers, enlisted and civilian personnel employed on the Combat Center are familiar with the contents of this Manual. The provisions of this Manual are punitive. Failure to obey will subject the individual to disciplinary action under the Uniform Code of Military Justice.

4. Applicability. This Manual is applicable to all commands and organizations aboard the Combat Center.

5. Certification. Reviewed and approved this date.

J. A. KEENAN
Chief of Staff

UNITED STATES MARINE CORPS
COMMANDING GENERAL
BOX 788100
MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 1630.6E Ch1
27
29 Jul 97

COMBAT CENTER ORDER P1630.6E Ch 1

From: Commanding General
To: Distribution List

Subj: DISCIPLINE AND LAW ENFORCEMENT REGULATIONS

1. Purpose. To direct a pen change to the basic Order.

2. Action. Paragraph 4002 4e(2). At the end of the sentence add: “SNCO’s and Officers are not required to notify their command representative when registering any knives, K-Bars or other bladed weapons of any length purchased at the Marine Corps Exchange."

3. Filing Instruction. File immediately behind the signature page of the basic Order.

J. D. LENARD
Chief of Staff

DISTRIBUTION: A-l

UNITED STATES MARINE CORPS
COMMANDING GENERAL
BOX 788100
MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CALIFORNIA

CCO P1630.6E Ch 2
27
3 Oct 97

COMBAT CENTER ORDER P1630.6E Ch 2

From: Commanding General
To: Distribution List

Subj: DISCIPLINE AND LAW ENFORCEMENT REGULATIONS

End: (1) Page insert to CCO P1630.6E

1. Purpose. To direct changes to the basic Manual.

2. Action. Remove pages 6-3 and 6-4 of the basic Manual and replace with the corresponding pages contained in the enclosure.

3. Summary of Revision. This new page insert outlines guidelines for humane treatment and care of pets.

4. Change Notation. Paragraphs denoted by an asterisk (*) symbol contain changes not previously published.

5. Certification. Reviewed and approved this date.

6. Filing Instructions. File this change transmittal directly behind the signature page of the basic Manual.

J. D. LENARD
Chief of Staff

DISTRIBUTION: A-1

LOCATOR SHEET

Subj: DISCIPLINE AND LAW ENFORCEMENT REGULATIONS

Location: _____
(Indicate the location(s) of the copy(ies) of this Manual.)

ENCLOSURE (1)

DISCIPLINE AND LAW ENFORCEMENT REGULATIONS

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change
1	29 Jul 97	29 Jul 97	Center Adjutant
2	3 Oct 97	3 Oct 97	Center Adjutant

DISCIPLINE AND LAW ENFORCEMENT REGULATIONS

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1	SCOPE AND RESPONSIBILITY
2	VEHICLE REGULATIONS
3	ENTRY UPON AND CONDUCT ABOARD THE MARINE CORPS AIR GROUND COMBAT CENTER
4	WEAPONS AND EXPLOSIVES
5	ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS
6	ANIMALS AND PETS
7	CIVILIANS
8	IDENTIFICATION CARDS AND PASSES
9	NARCOTIC AND ORDNANCE DETECTOR DOGS
10	PROVOST MARSHAL OFFICE HOLDING FACILITY

DISCIPLINE AND LAW ENFORCEMENT REGULATIONS

CHAPTER 1

SCOPE AND RESPONSIBILITY

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CHAPTER 1

SCOPE AND RESPONSIBILITY

1000. PROVOST MARSHAL. The Provost Marshal is a special staff officer under the staff cognizance of the Chief of Staff, Marine Corps Air Ground Combat Center. The Provost Marshal exercises direct control over the following:

1. Military Police patrol activities.

2. Criminal and traffic accident investigations.

3. Special Combat Center functions or security as required.

4. Physical security and crime prevention/repression programs.

5. The providing of military police, accident investigation, criminal investigation, and technical advice and assistance to any requesting commander.

1001. MILITARY POLICE

1. Military police are the agents through whom the Commanding General exercises law enforcement in the control of persons and vehicles subject to his jurisdiction. The jurisdiction of the Commanding General is defined as all areas comprising Marine Corps Air Ground Combat Center, Twentynine Palms, California.

2. No person, regardless of rank, shall willfully fail or refuse to comply with a lawful order of personnel of the military police acting within the scope of their authority in directing, controlling, regulating, investigating, apprehending, detailing, or reporting.

3. Military police, acting upon reasonable belief that a criminal offense or traffic violation has been committed or is about to be committed, areA authorized to stop any person or vehicle at any place subject to the jurisdiction of the Commanding General.

1002. CRIMINAL INVESTIGATIONS

1. The Criminal Investigation Division of the Provost Marshal's Office is authorized by the Commanding General to conduct investigations of cases involving military personnel, dependents, and civilians within the confines of the Combat Center and other cases of interest to the Armed Forces of the United Staates. They are authorized to carry concealed weapons and wear civilian attire as directed by the Provost Marshal.

2. Reports of criminal investigations will be forwarded to the appropriate commander having Special Court-Martial authority. Reports of investigations other than of a criminal nature will be forwarded to the requesting officer.

3. Commanders and section heads are invited to request utilization of investigators and judge advocates in such matters as searches; examination, collection, preservation, and identification of evidence; interviews; interrogations; lifting of fingerprints; and instructional programs relating to investigative techniques, dangerous drugs, and narcotics.

4. Any person having knowledge that a crime has been committed, planned or is in progress, by or against personnel aboard or off the Combat Center, shall immediately report same to the Provost Marshal's OfRfice and the San Bernardino County Sheriff's Office (if off the Combat Center). The Provost Marshal's Office will effect such liaison as is necessary with the Naval Criminal Investigative Service (NCIS) or civil authorities. In no case will unit commanders or other personnel refer directly to the Naval Criminal Investigative Service complaints involving matters under the Provost Marshal's Office's cognizance.

1003. NAVAL CRIMINAL INVESTIGATIVE SERVICE. The Naval Criminal Investigative Service (NCIS) is the Department of the Navy investigative agency on the Combat Center. By a memorandum of understanding between NCIS and Headquarters, Marine Corps, the Criminal Investigative Division will refer those cases that fall within the investigative jurisdiction of NCIS. All commands, because of the memorandum of understanding, must report all violations or requests for investigative service to the Provost Marshal's Office and not direct to NCIS. The Provost Marshal will disseminate all investigations to the appropriate agency as per the memorandum of understanding.

1004. TRAFFIC ACCIDENTS AND INVESTIGATIONS. The Traffic Accident Investigation Unit of the Provost Marshal's Office will investigate all traffic accidents occurring on the Combat Center in accordance with current directives.

1005. MILITARY POLICE LIAISON FUNCTIONS

1. The Provost Marshal's Office is the central agency through which liaison with civil law enforcement agencies is maintained, with the exception of counter intelligence matters. No military supervisor or commander will deal directly with a civil law enforcement agency on official matters. All such contacts will be made through the Provost Marshal's Office.

2. The Provost Marshal will appoint a Court Liaison NCO to obtain results of civilian court appearances of military personnel, military dependents, and civilian employees of the Combat Center.

3. Commanding officers of individuals who are to appear in civilian or federal court are not required to provide a command representative at the court proceedings. Information relative to the court proceeding will be provided to the unit commanders by the Court Liaison Section of the Provost Marshal's Office.

1006. COMBAT CENTER PERSONNEL

1. All persons who have observed or believe that a crime has been committed must report the incident to the Military Police Desk sergeant located at the Provost Marshal's Office.

2. All suicide threats will be treated as bonafide suicide attempts and must be reported to the Provost Marshal's Office or Officer of the Day immediately. Those persons who threaten suicide or display suicidal tendencies shall be taken to the Naval Hospital for evaluation.

1007. LOST AND FOUND. All property found on board the Combat Center will be turned over to the Provost Marshal's Office. The Provost Marshal will also take reports of lost property from the owner or person in control of the lost property. Personnel who can properly identify lost property belonging to them are encouraged to check

with the Provost Marshal's Office, Lost and Found Section. Property properly identified will be returned to the rightful owner. After 120 days the Provost Marshal will dispose of the property in a manner prescribed by current directives. The Provost Marshal will attempt to locate owners of found property prior to disposal.

CHAPTER 2

VEHICLE REGULATIONS

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CHAPTER 2

VEHICLE REGULATIONS

2000. GENERAL

1. This Chapter, the California Vehicle Code and CCO 1630.8 provide all traffic and vehicle regulations to which all persons driving aboard the Combat Center must adhere. Any traffic offense, as defined by the California Vehicle Code or CCO 1630.8, committed within the confines of the Combat Center will be a violation of this Manual.

2. In any conflict between the California Vehicle Code and Combat Center regulations, the California Vehicle Code shall take precedence.

3. The senior military passenger in a government vehicle is responsible for ensuring that these regulations are not violated.

4. Operators of vehicles will obey all traffic control devices and military police manning traffic control points.

5. Military formations have the right of way over all traffic except authorized emergency vehicles responding to an emergency.

6. Entry to the Combat Center by privately owned vehicle will be authorized only on the paved-roads at Condor Housing (South side of the base), Main Gate at Adobe Road, and the Ocotillo Housing Gate at Morongo Road when they are open.

2001. REGULATIONS CONCERNING PRIVATELY OWNED VEHICLES. Regulations concerning privately owned vehicles are listed in the California Vehicle Code and CCO 1630.8.

2002. DAMAGE TO OR TAMPERING WITH VEHICLES. No person shall, either individually or in association with another, willfully damage or tamper with any vehicle or the contents thereof, or break or remove any part or parts from any vehicle without the written consent of the owner.

2003. CONVOY REGULATIONS (OFF THE COMBAT CENTER)

1. Movement and control of motor convoys will be in accordance with Field Manual 25-10, Technical Manual 21-305, Chapter 10, and regulations set forth in the California Vehicle Code. Motor transport officer and officers concerned with convoy movements will thoroughly familiarize themselves with the provisions of Field Manual 25-10, Technical Manual 21-305, Chapter 10, and the California Vehicle Code. A copy of the California Vehicle Code may be obtained from the Provost Marshal's Office.

2. Convoy commanders will cooperate to the fullest extent with civilian traffic authorities (California State Highway Patrol and Municipal Police).

3. Convoys off the Combat Center that consist of more than 15 vehicles of tactical design will be organized into march serials. No serial on the open highway will consist of more than 15 vehicles. A minimum of 15 minutes is prescribed between serials.

4. On open highways, where traffic is not congested and traffic light control does not exist, all convoys will be operated with 120 yards between vehicles. Convoy vehicles will not park on hills. Slower moving vehicles will be organized into separate serials in the rear of the convoy.

5. Speed will be governed by traffic and type of vehicles, but at no time will it exceed 45 miles per hour.

6. An officer or staff noncommissioned officer will be detailed in charge of each convoy and serial.

7. Convoy commanders will provide an appropriate number of highway warning devices for each serial to be used in case of emergency.

8. The lead vehicle of each serial will bear a sign stating "CONVOY FOLLOWS" on the front of the vehicle. The last vehicle in each serial will bear a sign stating "END OF CONVOY" mounted on the rear of the vehicle.

9. Convoys operating off the Combat Center will obey all traffic signs and signals. Military personnel will not be used to direct civilian traffic except in cases of emergency.

10. The convoy commander will carefully instruct each driver before starting a convoy as to destination, route, convoy movement, and control as outlined in the preceding paragraphs.

11. Convoys will follow the designated convoy route. Convoys leaving the Combat Center going west will proceed to Adobe Road and Indian Trail, turn right on Indian Trail and proceed to the junction of Indian Trail and Lear Avenue. Turn left on Lear Avenue which will intersect with Highway 62. Turn right and proceed in a westerly direction. Convoys returning to or proceeding to the Combat Center from the west will turn left on Lear Avenue, right on Indian Trail, left on Adobe Road and proceed to the Combat Center. Convoys and military commercial or tactical vehicles will avoid entering the town or residential areas of Twentynine Palms, California.

12. The alternate route to and from Camp Wilson, on board the Combat Center is the Lear Avenue extension. When open, this road will be utilized vice the Indian Trail/Adobe Road routes as stated in paragraph 2004.4 above, for tactical vehicles only.

2004. CONVOY REGULATIONS (ABOARD COMBAT CENTER)

1. Movement and control of convoys will be per Field Manual 25-10 and Technical Manual 21-305.

2. Convoys that consist of more then 25 vehicles will be organized into march serials. No serial will consist of more than 25 vehicles. Fewer numbers are desirable. A minimum of 15 yards between vehicles is prescribed.

3. Speed will be governed by traffic and type of vehicles, but at no time will it exceed 35 miles per hour.

4. A speedometer multiplier of three (2-3 vehicle distance between vehicles for every 10 MPH) is prescribed except in the main camp area. In the main camp area, vehicles in convoy will close up to a safe distance between vehicles commensurate with vehicle speed (speedometer multiplier of two) and will proceed with caution.

5. Under no circumstances will convoys proceed through intersections on Del Valle Road during peak traffic hours (0600-0800, 1130-1300, 1600-1730) with the exception of Tenth Street and Del Valle Road.

6. An officer or staff noncommissioned officer will be detailed in charge of each convoy and serial.

7. Prior to starting a convoy, the convoy commander will carefully instruct the driver as to destination, routes, convoy movement, and control as outlined in the preceding paragraphs.

8. Convoys are not permitted within the family housing areas.

2005. TRACKED VEHICLES

1. Tracked vehicle operators will utilize the concrete vehicle crossing pad provided in the asphalt paved roads in the north and south side of the main camp area in moving to and from the vehicle parks and maneuver areas. To cross or move on asphalt paving in other areas, dunnage as wide as the tracked vehicle treads must first be placed on the asphalt.

2. All tracked vehicles will keep clear of the water lines between the main camp area and the water storage tanks that are located east of the Combat Center. Tracked vehicles will utilize the road that goes east and around the water tanks.

3. The Facilities Maintenance Officer will be notified in all cases where damage has been done to road surfaces and/or shoulders and tracked vehicle crossings by tracked vehicles.

4. All vehicles will keep clear of fencing along water pipelines extending from east of Del Valle Road and Tenth Street, parallel to the main road to Deadman's Lake and then on to Surprise Springs. Vehicles will cross this pipeline only at the openings provided.

5. Tracked vehicles will not be driven on the shoulders of roadways, except to cross, nor will they be driven on pond dikes.

6. Tracked vehicle operators will ensure that a road guard is positioned on opposite sides of the crossing area to stop all approaching vehicles or personnel. Tracked vehicle operators will not enter the crossing area until a safe crossing can be conducted. After sunset, road guards will be equipped with and utilize an operable flashlight and wear a reflectorized vest to stop approaching vehicles.

2006. GATE CONTROL OF GOVERNMENT PROPERTY. All persons are prohibited from removing government property from the Combat Center without first obtaining a property pass. The removal of government property from the Combat Center for use in any private endeavor is prohibited. The provision of the paragraph requiring a property pass does not apply to military vehicles.

2007. PARKING. Tactical vehicles are only authorized to park in organizational parking areas and other areas so designated. Tactical vehicles are not authorized to park in the main camp areas, such as the Marine Corps Exchange parking lot, food services areas (Subway, Burger King, Commissary) or other areas utilized for personal services of Marines or their family members.

DISCIPLINE AND LAW ENFORCEMENT REGULATIONS

CHAPTER 3

ENTRY UPON AND CONDUCT ABOARD THE MARINE CORPS AIR GROUND COMBAT CENTER

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CHAPTER 3

ENTRY UPON AND CONDUCT ABOARD THE MARINE CORPS AIR GROUND COMBAT CENTER

3000. GENERAL

1. A copy of this portion of the Discipline and Law Enforcement Regulations will be separately and permanently posted at the entry booth of all gates and at the Military Police station where visitors may read it. Admission and control of visitors is in accordance with Chapter 14, U.S. Navy Security Manual.

2. The Commanding General reserves the right to deny admission to the Combat Center to any person or any vehicle when he considers it in the best interest of the government to do so.

3. Every person entering the Combat Center shall cause their entry and the entry of any vehicle they are operating to be recorded with the Provost Marshal's Office except as provided for in this Manual.

4. Each person who knowingly enters the Combat Center without proper authority or who knowingly introduces into or operates a vehicle on the Combat Center when such an act or acts are prohibited by this Manual or other competent orders, is guilty of a violation of a lawful order, is trespassing and shall be subject to punishment in accordance with applicable military, state or federal law.

5. No person shall knowingly falsify any information contained in any application for any individual identification pass, card, or badge, or for any "Vehicle Pass," "Temporary Combat Center Pass," or "Permanent Combat Center Registration Decal." Any such person who, on the basis of this falsified application is issued and accepts a permit, pass, card, or badge which permits entrance to the Combat Center, is guilty of violating this lawful order and shall be subject to punishment in accordance with applicable military or federal law.

6. Except upon the specific approval of the Commanding General, no one shall enter or depart the Combat Center except through designated gates such as the main and rear gates.

7. All persons seeking entry to or upon the Combat Center are subject to applicable military, federal and state laws and are subject to the dispositions provided thereunder.

8. The unhindered admission of official visitors and sponsored guests may be prearranged by sponsoring commanders and/or hosts.

9. Marines stationed aboard the Combat Center are expected to maintain a high standard of dress, personal appearance, and conduct. It is inconsistent to permit civilians and other persous to utilize the same facilities if their personal appearance fails to meet similar criteria. Therefore, entry to the Combat Center will be denied to any person whose appearance fails to meet minimum standards of dress as set forth in CCO 1020.1lG, i.e., clothing bearing sexually explicit scenes and/or phrases, profane or vulgar scenes and/or phrases, and/or sexually revealing clothing.

3001. ADMISSION OF MILITARY PERSONNEL

1. Properly identified active duty and retired military personnel may enter the Combat Center provided they are in proper uniform or acceptable civilian attire.

2. Inactive reserve personnel will be treated as civilian visitors unless they are under orders to active duty or their civilian status is otherwise provided for within this Manual.

3. Except as otherwise specifically provided for within this Manual, military personnel on active duty and retired personnel will have their Armed Forces Identification Card in their possession at all times.

3002. ADMISSION OF DEPENDENTS

1. Dependents of military personnel will be admitted to the Combat Center in the same manner as their sponsors.

2. Military dependents who reside in close proximity to the Combat Center and whose military sponsor is not attached to this command may qualify for a vehicle pass in their own name.

3003. ADMISSION OF CIVILIANS

1. As referred in this Manual, a civilian is defined as any person who is not a member of the military service on active duty. The term "civilian" may be divided into four categories:

a. Retired military.

b. Military dependents.

c. Employees of the Combat Center.

d. All others.

2. Civilians will be admitted to the Combat Center pursuant to the provisions of this Chapter as well as Chapters 7 and 8 of this Manual.

3004. ADMISSION OF VEHICLES

1. Granting or denying permission to operate a privately-owned vehicle on the Combat Center is based on the best interests of the government as administratively determined by the Commanding General. Details regarding vehicle registration and operations is specified in CCO 1630.8.

2. Except where the right to operate a vehicle has been legally denied by competent state, territorial, military, or federal authority, the privilege to operate a privately-owned vehicle aboard the Combat Center will normally be extended to the following persons:

a. Military personnel on active duty and stationed aboard the Combat Center.

b. Retired military personnel.

c. Family members of active duty and retired military personnel.

d. Visitors and guests.

e. Civilian personnel engaged in their employment by civilian business firms or establishments engaged by the Combat Center or residents of the Combat Center to include naval contractors.

f. Commercial passenger automobiles and buses subject to regulations by the California Public Utilities Commission, county or city transit authorities, or equivalent authority from other states.

3. Drivers of privately-owned vehicles must possess or display valid vehicle registration and/or identification documents and license as specified by the state where the vehicle is registered.

(a) During the hours of 2200-0500, 7 days a week, all personnel to include drivers, passengers and pedestrians entering the Combat Center will be subject to an AFID and/or Drivers License/Indentification card check.

4. Persons operating vehicles on the Combat Center will be in possession of a valid driver's license as required by Division 6 of the California Vehicle Code.

5. No persons shall drive a privately-owned vehicle aboard the Combat Center when the registered owner of that vehicle has had their driving privilege aboard the Combat Center revoked or suspended. This prohibition shall not apply to bona fide dependents of Combat Center Marines whose sponsor's driving privileges have been suspended/revoked or to married civilian personnel when both the husband and wife are employed aboard the Combat Center in which case the prohibition applies only to the party whose driving privilege is suspended/revoked.

6. Before permitting any person to drive a Combat Center registered privately-owned vehicle, the registered operator will ensure that such person is in possession of a valid operator's permit as required by paragraph 3005.4 above.

7. No person other than the registered owner will drive a vehicle bearing a Combat Center permit aboard the Combat Center unless qualified in his own right to enter.

3005. OFF LIMITS AREAS

1. Areas designated as "OFF LIMITS" are restricted to all personnel except those who enter with proper authority. Commanders, section heads, officers in charge will ensure the "OFF LIMITS' area are prominently and conspicuously posted.

2. The following areas are designated as permanently "OFF LIMITS".

a. The rifle range, pistol range, and school ranges are off limits as provided above, subject to the requirements of the Officer-in-Charge, small arms ranges.

b. Public quarters and billeting areas are off limits to all military and civilian personnel except occupants, authorized guests (as defined in CCO P111Ol.12F), and persons on official business.

c. During hours between sunset and sunrise, the hills directly east of the maincamp area and extending south adjacent to the Marine Palms housing area, the Combat Center water ponds, and the area bordered by Del Valle Road, and the Center boundary line west of Del Valle Road, are off limits to all personnel except for scheduled authorized events. Unauthorized personnel discovered in these areas will be apprehended and turned over to the military police.

d. All impact and firing areas are off limits at all times except when entry is authorized by the Director, Operations and Training Directorate. For information, CCO P3500.4B should be consulted.

3. Military and civilian personnel, except when in the actual performance of duty, are forbidden to loiter in any area where public quarters or rental housing are located.

3006. PHOTOGRAPHY

1. For the purpose of this Manual, photography is defined as photography records, still or motion picture, serial or ground photographs.

2. The taking of any photograph in any area designated as ·'RESTRICTED AREA" is prohibited.

3. Officers-in-Charge of operations or material of a classified nature will prevent the photographing thereof, except as specifically authorized by proper authorities.

4. The activities of commercial photographers shall be in compliance with the provisions of CCO 1740.lC.

5. Photographers representing the news media shall be referred to the Public Affairs Office.

6. When a civilian photographer or cinematographer is authorized to take photographs, a competent person, designated by the authorizing officials, will act in an advisory capacity to prevent unauthorized disclosure of classified information. Military personnel and their guests may take photographs of any subject or in any area not determined by this Manual to be prohibited when such photographs are utilized for the benefit and personal enjoyment of the military persons and their guests.

7. This Manual is not applicable to official Marine Corps photographs taken by Marine Corps photographers in the performance of their duties.

CHAPTER 4

WEAPONS AND EXPLOSIVES

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CHAPTER 4

WEAPONS AND EXPLOSIVES

4000. GENERAL

1. The introduction, possession, or use aboard the Combat Center of any firearm, weapon, ammunition, explosive, pyrotechnic, or chemical agent device other than those introduced, possessed, or used in connection with, during, and as a part of official military duties is prohibited unless specifically authorized in the Manual

2. DEFINITIONS

a. Firearm. A small arms weapon from which a projectile is propelled by gunpowder or air pressure.

b. Weapon. Any instrument or device specifically designed to inflict injury or used in a manner in which injury was or could have been inflicted. The term ttweapon" as used in this Manual includes, but is not limited to, firearms, air guns, BB guns, slingshots, blackjacks, billy clubs, brass knuckles, switch blade knives, stilettos, hunting knives with a blade length exceeding four inches, razors with unguarded blades, single edged razor blades, devices used as clubs, double edged daggers commonly referred to as "boot knives", martial arts weapons such as nunchakus, bows and arrows, crossbows, blowguns, and chains. Weapons also include devices designed solely to incapacitate for defensive purposes such as mace and electric stun units.

c. Explosives. A device or substance capable of expansion with force and noise because of a rapid chemical change or decomposition

d. Pyrotechnics. Ammunition containing chemicals for producing smoke or lights for signaling, illuminating, or screening.

e. Ammunition. The material designed to be fired, scattered, dropped, or detonated from any weapon, such as bombs, rockets, shrapnel, bullets, or shells.

f. Chemical agent device. Any device specifically designed to emit gases or other agents for purpose of injury, incapacitation, or dispersion of personnel such as tear gas or mace.

4001. GOVERNMENT WEAPONS

1. General

a. Personnel will not be armed with any firearm or weapon in the course of their official duties unless they are thoroughly familiar with its function and use and have complied with the familiarization/requalification requirements as set forth in MCO 3574.2G or MCO 5500.6E.

b. Use of rifles, shotguns and pistols pursuant to official duties:

(1) Unless otherwise provided for, rifles, shotguns, and pistols carried during routine official duties will be carried with the chamber empty

(2) Armed sentries will be fully aware of and comport themselves in accordance with MCO 5500.6E.

(3) Accidental discharges by sentries will be reported in accordance with MCO 5500.6E and to the Provost Marshal's Office.

c. Possession or storage of government firearms, weapons, ammunition, explosives, pyrotechnics, or chemical agent devices aboard the Combat Center is prohibited unless specifically authorized by a commanding officer.

(1) Notwithstanding the above prohibition, officers and staff noncommissioned officers may transport their T/O weapon in privately-owned vehicles to and from the rifle and pistol ranges for the purpose of marksmanship training or competition.

(2) Officers and staff noncommissioned officers may transport their T/O weapons in accordance with paragraph 4003.4C below.

4002. PRIVATELY-OWNED WEAPONS

1. General Prohibitions. The possession, carrying, display, firing, or discharge of any privately-owned firearm, weapon, explosive, ammunition, pyrotechnic, or chemical agent devices is prohibited unless specifically authorized in this Manual.

2. Permissible Weapons. Subject to the restrictions and requirements stated below the following may be introduced and possessed aboard the Combat Center.

a. Registered firearms and weapons.

b. Registered knives with a blade greater than four inches in length.

c. Small amounts of gunpowder for sport reloading purposes.

d. Rifles, shotguns and/or pistols brought aboard the Combat Center for the purpose of participating in officially sponsored marksmanship competition or officially sanctioned recreational shooting at the Combat Center rifle and pistol ranges.

3. Illegal Weapons. California prohibits the possession of certain illegal weapons. These weapons are also illegal to possess on board the Combat Center. An up to date list will be maintained by the Provost Marshal's Vehicle Registration Office, NCIS and the local law enforcement agencies.

4. Registration

a. Any person, civilian or military, who purchases, obtains, or introduces weapons or devices as described in paragraph 4003.2 above will immediately register such weapon with the Provost Marshal's Office by taking the weapons to the Vehicle Registration Office, bldg 901, adjacent to the main gate.

b. Exceptions. Shotguns introduced for the purpose of recreation aboard the Combat Center and rifles or pistols introduced for the purpose of participation in officially sanctioned marksmanship activities by nonresidents of the Combat Center need not be registered. However, such weapons will be removed from the Combat Center the same day they are introduced. When introducing weapons for marksmanship competition, the owner will proceed directly to and exit the Combat Center directly from the range area. No intermediate stops where the owner leaves his vehicle are authorized.

c. Upon registration of the weapon(s), he/she will ensure:

(1) That he/she is fully aware of the contents of this Manual.

(2) That he/she lawfully possess the weapon sought to be registered.

d. Individuals registering the weapons will be issued a MCAGCC Weapons Registration Card. This card must be retained on their person by the individual anytime the weapon(s) is in their possession aboard MCAGCC.

e. All purchases of weapon(s) through the Marine Corps Exchange will be registered with PMO prior to release of the weapon(s), excluding knives with a blade length of less than 4 inches. SNCO's and Officers are not required to notify their command representative when registering any knives, *K-Bars* or other bladed weapons of any length purchased at the Marine Corps Exchange. The following procedures must be followed in the order as it applies:

(1) The Marine Corps Exchange personnel will provide the purchaser a copy of the completed PMO weapons registration form.

(2) Spouses and any active duty service members, whether on reserve or TAD status registering weapons, will provide a copy of the PMO weapons registration form to the command representative of that individual or sponsor.

(3) The purchaser of the weapon must take the form to the vehicle registration office (bldg 901) where after final registration is completed, the purchaser will be issued a PMO Weapons Registration Card. Upon receipt of the weapons card and registration form, the purchaser will be responsible for providing the exchange with the registration form in order to receive the weapon(s).

(4) Failure to follow the weapon registration procedures set forth in this Manual are a violation of such and may result in punitive action and/or the confiscation of the weapon(s).

f. The Provost Marshal's office will be notified immediately upon sale or permanent removal of any previously registered privately owned weapon from the Combat Center. All sales or transfers of weapons will be accomplished by a dated bill of sale or sales receipt.

5. Transportation of Weapons

a. Firearms, weapons, ammunition, explosives, pyrotechnics, or chemical agent devices will not be transported in any privately owned vehicle aboard the Combat Center.

b. Exceptions. Privately-owned weapons and ammunition may be transported in privately-owned vehicle in the following situations:

(1) Transportation immediately after purchase, to and from registration, or for the purpose of removing the weapon form or returning it to the authorized area aboard the Combat Center.

(2) Transportation to or from authorized Combat Center hunting or officially sponsored marksmanship competition.

(3) Transportation off Combat Center for use or returning the weapon to the Combat Center after off Combat Center use.

c. When a privately-owned weapon is transported in accordance with paragraph 4003.4b, personnel will ensure that:

(1) The weapon is unloaded and on safe.

(2) The unloaded weapon will be transported in a locked container specifically designed for weapons and temporarily stored in the locked trunk of the vehicle. The ammunition will be stored in a locked container and placed in a "separate location" within the vehicle, i.e., weapon located in trunk and ammunition located in,glove box. If no trunk exists, i.e., trucks, motor homes, etc., the separate location rules still applies. In both cases the keys will be removed from their locks and neither the weapon or ammunition will be readily accesible to the driver of the vehicle.

(3) Transportation is directly to or from an authorized destination with no intermediate stops.

(4) A vehicle containing a weapon may not be left unattended.

d. Transportation of individual government T/O weapons to and from the range by officers and SNCO's will be the same as that for privately-owned weapons. Exceptions will be granted for those utilizing a motorcycle. The rifle will be at sling arms and the pistol will be carried in a holster. If no holster is available, the pistol must be in a motorcycle compartment or a carrier attached to the motorcycle.

6. Storage of Weapons

a. General

(1) Privately-owned weapons will not be introduced, possessed, or stored in any building designated for billeting purposes, except public quarters assigned to and occupied by eligible personnel and BOQ/SNCO BEQ rooms assigned to permanent officer personnel which are equipped with authorized storage containers. The permanent storage of weapons or ammunition in POV's is strictly prohibited.

(a) Only lockable metal containers specifically designed for the storage of firearms will be used to store weapons in BOQ rooms.

(b) The Physical Security Section of the Provost Marshal's Office shall determine whether proposed storage containers offer adequate security for the storage of weapons in the BOQ/SNCO BEQ rooms.

(2) Only weapons owned and registered by authorized occupants will be introduced, possessed, or stored in government quarters assigned to married personnel, or BOQ rooms where storage is authorized.

(3) Privately-owned weapons, while loaded, will not be introduced, possessed, or stored in any dwelling aboard the Combat Center.

b. Privately-owned weapons belonging to Combat Center personnel not residing in quarters designated for eligible officer or enlisted personnel or permanent personnel residing in BOQ/SNCO BEQ rooms with approved storage containers will be stored in the armory of their unit.

(1) Commanding Officers will ensure that secure storage facilities are available for privately-owned weapons and that reasonable access to the weapons is available. Privately-owned weapons will be afforded the same security as government weapons.

(2) Only registered owners of weapons may store or retrieve the weapons at the unit armory.

4003. EXPLOSIVES/GUNPOWDER

1. Personnel storing ammunition or gunpowder in their assigned quarters must notify the Combat Center Fire Department as to the location of the storage point within their quarters.

2. The ammunition and gunpowder stored within assigned quarters must be for recreational use only.

3. No other explosive materials or devices are authorized for storage in assigned quarters. This includes fireworks of any kind.

4004. CONCEALED WEAPONS

1. No weapon either owned by the Government or privately-owned will be carried while concealed either on the person or in a vehicle, unless its owner is licensed to do so by the U.S. Government and or the State of California or has been authorized to do so by proper authority and is engaged in law enforcement activities aboard the Combat Center.

2. Definition. A concealed weapon is one that is hidden from normal view but accessible for use.

3. Licenses or written authorization to carry a concealed weapon must be made available for inspection.

4. Authorized concealed weapons may only be carried by law enforcement personnel who are in a duty status.

4005. PENALTIES

1. The following weapons will be seized and disposed of in accordance with federal and state law.

a. Weapons possessed by a convicted felon.

b. Weapons utilized during the commission of a crime.

c. Weapons carried concealed upon the person.

d. Weapons concealed within the immediate reach of any person in an automobile

2. Decisions of disposal made by the Provost Marshal's office may be appealed to the Commanding General.

CHAPTER 5

ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

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CHAPTER 5

ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

5000. ALCOHOLIC BEVERAGES

1. MCO 1700.22B and pertinent California state laws apply to the dispensing, control, and use of alcoholic beverages aboard the Combat Center.

2. Diversion to unauthorized persons of packaged alcoholic beverages purchased by authorized patrons in military sales outlets is a serious offense, and such misconduct subjects individuals to criminal prosecution.

3. The Marine Corps Air Ground Combat Center is an area of proprietary federal jurisdiction. All laws of the State of California not superseded by federal law are applicable and enforceable aboard the Combat Center. These include laws concerning the purchase, possession, consumption, transportation, and storage of alcoholic beverages as well as laws concerning driving under the influence.

4. The Uniform Code of Military Justice is applicable to all military personnel who violate state laws governing the sale, consumption, or transportation of alcoholic beverages.

5. Alcoholic beverages will not be sold to anyone prior to their presenting positive identification in accordance with the current Marine Corps Exchange and Consolidated Club System directives.

a. Individuals who are 21 years of age or over may purchase package goods alcoholic beverages for off premises consumption. Such consumption on the Combat Center shall be subject to restrictions as imposed in this Chapter and applicable California law.

b. Individuals under 21 years of age will not be employed in any capacity involving the selling or dispensing of alcoholic beverages.

6. Those personnel having cognizance over alcoholic beverage sales at all MWR activities will establish positive control procedures to ensure that only those individuals over 21 years of age are sold alcoholic beverages aboard the Combat Center.

5001. AUTHORIZED CONSUMPTION LOCATIONS. Alcoholic beverages are authorized for consumption and possession by those 21 years of age or older in the following locations:

1. Family housing, Bachelor Officer Quarters, and Staff Noncommissioned Officer Quarters.

2. Bachelor Enlisted Quarters where Commanding Officers have authorized it.

3. At special events, such as organizational parties, as designated by Commanding Officers with prior approval of the Combat Center Chief of Staff. Hail and farewell parties should be appropriately scheduled at times to coincide with end of working hours, otherwise no alcoholic beverages will be consumed if participants are to return to work.

4. No alcoholic beverages are allowed at any organized athletic contest or unit function at Victory and Del Valle Fields, unless prior approval of the Commanding General is obtained.

5. The Director, MWR will establish alcoholic beverage control procedures in accordance with MCO P1700.27 and this Manual. The following notices will be prominently posted:

a. Persons transporting alcoholic beverages off a military reservation become subject to the laws of the State of California.

b. Resale or barter of any items purchased in package sales outlets is a violation of military regulations.

5002. NARCOTICS, DANGEROUS DRUGS, INTOXICATING CHEMICALS, PLANTS, AND THEIR COMPOUNDS. The unauthorized introduction or possession of narcotics, dangerous drugs, intoxicating chemicals, plants, or their compounds on the Combat Center is prohibited.

1. Unlawful use, possession, and distribution of controlled substances as defined in the Manual for Courts-Martial, U.S. Navy Regulations, and the Code of Federal Regulations by any person on the Combat Center is prohibited.

a. Violation of these provisions will result in disciplinary action, which will, at least, include automatic loss of base driving privileges for a minimum of one year up to the duration of an individuals tour aboard the Combat Center.

b. Article 1138 of U.S. Navy Regulations is applicable for all naval personnel stationed aboard the Combat Center. Personnel who observe the wrongful use, possession, or distribution of a controlled substance will report it to their commanding officer or the military police.

2. Civilians aboard the Combat Center are subject to both federal laws and the laws of the State of California. Normally, civilians suspected of violating these laws will be detained by the military police for pickup by civilian authorities.

CHAPTER 6

ANIMALS AND PETS

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CHAPTER 6

ANIMALS AND PETS

6000. CONTROL OF ANIMALS AND PETS. The introduction, ownership, or possession of an animal or pet within the Combat Center shall be governed by the provisions of *this* Manual as well as CCO P1l1O1.12H.

6001. OWNER'S RESPONSIBILITY

1. All dogs and cats kept in Combat Center housing shall be registered with the Center Veternary Service, building 1028. Such registration shall include a description of the animal, the responsible person or organization owning the animal, and will include evidence of rabies inoculation which is valid for at least one year.

2. Owners shall provide each dog with a collar or harness to which is attached the Combat Center registration tag and/or a current rabies tag.

3. Owners shall obtain a certificate of rabies immunization for each dog or cat over four months of age. A certificate must be obtained from a licensed veterinarian using a vaccine approved for use in California. The certification shall indicate the type of vaccine used, the amount administered, the date, the animal description, and shall be signed by a licensed veterinarian.

4. Owners shall comply with all federal, state and local regulations concerning the humane treatment and care of their pets. Owners shall insure that adequate food, water and shelter is available. Anyone found in violation of these regulations may be apprehended and prosecuted per Penal Code 597 for civilians/dependents or the UCMJ for military members. Female dogs in season shall be confined and not permitted to become a nuisance.

5. Owners shall not abandon any animal. Ah unwanted animal may be disposed of by delivering it to the San Bernardino County Animal Shelter or Morongo Basin Humane Society for disposition.

6. Residents of the Combat Center who remove a registered animal from the Combat Center, change the animal's ownership, or dispose of the animal, shall notify the Center Veterinary Service.

7. Owners shall be responsible for any injury by animals in their possession to children, person, property, or to other animals. Animals which become vicious or dangerous shall be removed from the Combat Center or shall be disposed of as the Provost Marshal may direct.

8. Owners shall assume full responsibility for damage to government property caused by animals in their possession

9. Owners shall require dogs in their possession to be kept on a leash, or to be penned unless a responsible member of the owner's household has the animal under immediate visual and voice control.

10. Any occupant in family housing with any animal in excess of 35 lbs and a height of 15 inches at the shoulder will provide a chain link fence in the backyard of the residence of not less than five feet in height and consistent with Base Housing Regulations.

12. No pets of any kind may be kept in a barracks, BEQ, BOQ, or any other buildings aboard the Combat Center with the exception of family housing or the Combat Center Stables.

6002. MASCOTS

1. Mascots will be registered with the Game Warden of the Provost Marshal's Office as well as the Center Veterinary Service. The owning unit shall designate a person responsible for the animal.

2. No mascot will be housed in unaccompanied housing.

6003. DEAD ANIMALS AND PETS. Animals and pets which die of an known non-rabid disease or injury will be disposed of by their owners. Removal of the carcass of an ownerless animal will be accomplished by the Game Warden upon request.

6004. SANITARY REQUIREMENTS

1. Animals and pets, except for seeing eye dogs, shall not be permitted in mess halls, exchanges, the commissary store, or in places where food and drink are served or stored. Animals shall be excluded from swimming pools, chaples, theaters, Officers' Club, Staff Noncommissioned Officers' Club, Enlisted Club, bachelor officers quarters, and enlisted billeting areas.

2. Animal owners shall maintain their residence in a sanitary state concerning animal waste. Animal waste shall not be allowed to accumulate inside or outside of the residence. Waste will be collected in paper or plastic bags and placed in the resident's trash cans for disposal.

3. Residents taking their animals for walks will maintain control of the animal and not allow the animal to deposit waste on the property of their residents. Owners must be prepared to clean up after their animals if this should occur.

6005. LIMITATION OF NUMBERS OF ANIMALS AND PETS. Each owning houshold or organization shall be limited to the possession of two pets more than six weeks of age except as authorized by the Combat Center Housing Office.

6006. PSITTACINE BIRDS. The owner of a psittacine bird (birds of the parrot family) shall be charged with the responsiblity of notifiying the Combat Center Veterinarian upon the death or apparent illness of the bird, and will deliver the bird with a list of all its human contacts to the veterinarian for examination for the presence of psittacosis. The more popular birds, included in the parrot family are Macaws, Parrots, Parakeets, Amazons, Mexican Double Heads, African Greys, Cockatoos, Love Birds, Lories, and Lorikeets. The direct introduction of these birds on the Combat Center from a foreign country is prohibited.

6007. HORSES. Any person desiring to stable a horse on the Combat Center must first contact the Shadow Mountain Equestrian Association prior to transporting the animal on base.

6008. NUISANCES

1. An animal or pet shall be defined *as* a nuisance when it becomes vicious, endangering personnel or children, and/or when the second report is received of an

attack on a person. It will be defined as an nuisance when determined to be a menace to health, creates an unsanitary condition, damage property, is not domesticated, creates loud noises and/or displays obnoxious habits.

2. No animal or pet shall be permitted on the Combat Center which has been determined to be a nuisance by the Veterinarian, Housing manager, or the Provost Marshal's Office. Any nuisance animal or pet will be removed from the Combat Center by the owner or will be relinquished to the Humane Society for disposal at the owner's expense.

6009. COMMANDING OFFICER, NAVAL HOSPITAL, RESPONSIBILITY

1. The Commmanding Officer, Naval Hospital shall determine when a menace to health exists due to animals and pets and shall advise the Commanding Gneral on corrective and preventive measures.

2. The Commanding Officer, Naval Hospital shall monitor the local animal population for zoologic disease reservoirs and determine when an unsanitary condition or a nuisance exists due to animals or pets.

3. The Commanding Officer, Naval Hospital shall direct, when necessary, the quarantine and examination of animals for the presence of diseases.

6010. PROVOST MARSHAL'S RESPONSIBILITY. The Provost Marshal's Office shall be notified on the event of animal bites or damage caused by animals on board the Combat Center.

6011. GAME WARDEN'S RESPONSIBILITY

1. The Game Warden shall be responsible for the pickup of stray animals, unclaimed animals, and any animals which the Commanding Officer, Naval Hospital has requested to be quarantined. All animals taken into custody by the Game Warden will be transported the same day to whichever civilian kennel holds the Combat Center animal impoundment and disposal contract.

2. The owners of animals impounded will be responsible for the payment of any fees charged for board and processing of the animals by kennel operators.

3. The Game Warden shall establish the necessary patrols to enforce this Manual and to control any nuisance due to animals on the Combat Center.

4. The Game Warden will issue an Animal Violation Citation to the responsible owner of any animal impounded, found running at large, creating a nuisance, or not currently registered, utilizing Animal Violation Citation (29P-10570/1 (1-89)). A copy of the citation is provided to the owner's commanding officer, and the Center Housing Manager.

5. When a second citation is issued, the responsible owner will be required to appear before the Center Housing Manager to explain the owner's reason for the citation, and show cause, if any, why the animal should not be removed from the Combat Center permanently.

6012. VETERINARIAN'S RESPONSIBILITY

1. The Combat Center Veterinarian shall, as required, examine animals quarantined by the Game Warden or provide advice to the Game Warden on procedures to be followed when dealing with quarantined or sick animals.

2. The Veterinarian shall make available to the Combat Center residents, as pracitable on a scheduled basis, animal clinics during which owners may have their pets vaccinated and examined.

6013. ANIMAL BITES

1. When a person is bitten by an animal aboard the Combat Center, the person having first knowledge of the incident or the parent of a child who is bitten, shall immediately notify the Provost Marshal's Office and assist in identifiying the offending animal.

2. When appropriate, persons bitten by animals will report to the hospital for treatment at the earliest time possible and provide all information available. If there are any questions concering injuries sustained in an animal bite (however minor they may be) call the Emergency Room.

3. As required, the Combat Center Veterinarian will be notified when an animal bite occurs on base.

4. Generally, animals identified as having bitten a person shall immediately be put in quarantine at the owner's residence for a period of 10 days. The owner will ensure that the aniaml in quarantine is kept penned or tied up at all times. If the animal becomes sick while in quarantine, the Natural Resources Officer will be notified immediately. The Commanding Officer, Naval hospital will require that the animal be examined by the Combat Center Veterinarian personnel upon expiration of the quarantine period.

5. Animals identified as having bitten a person a second time will be put in quarantine in an animal hospital at the owner's expense.

6. Owners of animals which are placed in quarantine in an animal hospital will produce a statement form a certified veterinarian that their animal is in good health before the animal can be brought back to the Combat Center.

6014. GENERAL INFORMATION - DIAGNOSIS OF RABIES

1. The diagnosis of rabies is dependent upon laboratory examination of brain tissue from a infected animal. Therefore, it is of the utmost importance that any suspected animal be captured alive and placed under the observation of a veterinarian. Should it become absolutely necessary to kill the animal in self defense, care should be taken not to mutilate the head.

2. An animal that has been bitten by another animal, either known or suspected of being rabid, will be immediately destroyed or confined under the observation of a veterinarian. At the end of the observation period, if no symptoms of rabies have developed, the animal may be given a course of treatment as prescibed by the veterinarian.

CHAPTER 7

CIVILIANS

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CHAPTER 7

CIVILIANS

7000. GENERAL. This chapter sets forth the regulations by which civilians will be identified, classified, and by which their position, privileges, requirements, and restrictions while on the Combat Center will be established. Within the framework of existing federal statutes, the responsibility and authority to regulate the entry of civilian personnel and to restrict their conduct is vested in the Commanding General. Commanders of tenant and subordinate units may not waive any order or regulation which is restrictive in nature; they may, however, establish such additional prohibitions considered necessary to satisfy their respective responsibilities.

7001. DEFINITIONS

1. "Retired Militaryt' as used herein, refers to all former military members who have been retired from active military duty.

2. "Civilian Employees" as used herein includes all personnel who are employed on the Combat Center, either by an appropriated fund activity, by a nonappropriated fund activity, by contractors (through Public Works), by civilian-operated essential services (bank, bus depot, Red Cross, Navy Relief, etc.), cr in residences.

3. "Civilian Military Family Members" as used herein is applied to all civilians who are bonafide dependents of active military/retired military members.

4. All other civilians include those not mentioned in paragraphs 7002.1 through 7002.3 above.

7002. REGULATIONS GOVERNING ENTRY

1. The Combat Center is normally open for visitation, or legitimate business to civilians, subject to the limitations and requirements set forth in this Manual.

2. Civilian personnel who enter the Combat Center will have their entrance recorded with a representative of the Provost Marshal's Office except in the case of official visitors and sponsored visitors; i.e., athletic teams, civilian entertainers, etc. where entrance may be prearranged by the sponsoring agency. The entry of such visitors need not be formally recorded.

3. Civilian drivers whose vehicle legally bears a valid Combat Center vehicle pass are considered to have their entrance recorded. The driver of any vehicle other than a licensed public carrier is responsible for the conduct of the passengers.

4. Newspaper reporters and other members of the civilian media must coordinate with the Joint Public Affairs Office in order to enter the Combat Center.

7003. VISITORS, GUESTS, AND CIVILIAN EMPLOYEES

1. Civilians who enter the Combat Center subject themselves to the actions set forth below:

a. Search and seizure by military authorities in accordance with current orders and regulations.

b. Arrest and punishment in accordance with the provisions of applicable federal or state law.

c. Eviction from the Combat Center for cause.

d. Limitation of movement and restriction of action as established by competent orders and regulations.

2. Military personnel, civilian employees, and their respective family members are responsible for the visitors or guests they introduce onto the Combat Center and will ensure that their guests or visitors abide by the regulations governing the conduct of visitors. Visitors not sponsored by a military member of the command, a civilian employee, or their respective dependents will be instructed by the sentry at the Main Gate of the rules of conduct with which they must comply while on the Combat Center.

3. When required, "Visitor Identification Passes" will be issued by the Provost Marshal.

4. Civilian employees are authorized access to the Combat Center only during their assigned working hours. Civilian employees are not permitted to roam all throughout the Combat Center (i.e., family housing) during all hours of the day or night unless they have specific business in the area. Civilian employees are authorized access to only those areas in which they must perform their jobs unless specifically authorized by the Commanding General.

5. All solicitors, process servers, and marshals/deputy sheriffs with arrest/bench warrants must coordinate with the Staff Judge Advocates Office before attempting entry aboard the Combat Center. Environmental inspectors must contact the Natural Resources/Envirorimental Affairs Officer.

6. No lienholder, creditor, or any other third party is authorized to enter the Combat Center to repossess property, unless the following procedures are strictly adhered to:

a. Prior to attempting any repossession, the repossessor shall contact the Legal Assistance Office and inform that office of when they wish to come on base to attempt a repossession. The repossessor shall inform the Legal Assistance personnel of the property to be claimed, the location of the property, and the name of the individual who has possession of the property.

b. Legal Assistance personnel will attempt to locate and contact the individual in possession of the property. If the individual is located, he or she will be made aware of the fact that a repossession has been commenced. Individuals will be advised that is in their best interest to come to the Legal Assistance Office to have their legal rights and obligations explained to them. If the individual wishes to consent to the repossession, the repossessor will be notified.

c. Upon arrival at the Combat Center, the repossessor shall check in at the Provost Marshal's Office. A military policeman shall escort the repossessor to the Legal Assistance Office. A legal assistance attorney shall ensure the repossession documents are in order (i.e., court order or other authorization from the lienholder). The repossessor shall then be escorted to the location of the property by military policemen. The military policemen shall ensure that no property belonging to the United *States* (i.e., 782 gear) is taken by the repossessor.

d. In any event, no repossession shall take place aboard the Combat Center if such repossession would constitute a breach of peace.

7004. CIVILIAN OFFENSES

1. Offenses committed by civilians within the boundaries of the Combat Center which constitute a violation of federal or state law will be reported to the Provost Marshal's Office.

2. The Military Police will conduct a preliminary investigation of the allegations, detain the perpetrator where necessary, and report the offense to the appropriate civilian law enforcement agency.

3. The Office of the Staff Judge Advocate will be consulted prior to turning civilian military dependents over to civilian law enforcement personnel.

CHAPTER 8

IDENTIFICATION CARDS AND PASSES

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CHAPTER 8

IDENTIFICATION CARDS AND PASSES

8000. GENERAL. The methods, responsibilities, and privileges incident to the issue and recovery of identification cards and passes to civilian personnel will be in accordance with the following:

1. Civilians presenting themselves at the Main Gate seeking employment will not be permitted a pass to visit any activity of the Combat Center other than the Civilian Personnel Office. Applicants for employment with contractors will be informed that such employment is effected through the contractor's business office.

2. Civilian personnel will be issued identification cards in accordance with current regulations.

3. Civilian identification cards are the property of the United States Government and will be guarded against fraudulent use, loss, and mutilation.

4. The loss of a civilian identification card will be immediately reported to the Provost Marshal's Office.

5. The loaning of a civilian identification card constitutes an offense under Title 18, U.S. Code, and violators are subject to punishment under Federal law.

6. Civilian personnel to whom civilian identification cards have been legally issued will have these cards in their possession at all times while on the Combat Center.

7. Civilian personnel who are barred from the Combat Center and who enter illegally will be charged with "trespassing" under Title 18, U.S. Code.

8001. MARINE CORPS RETIRED IDENTIFICATION CARDS AND DEPENDENT IDENTIFICATION CARDS. Military Dependent Identification Cards as authorized by the Department of Defense will be issued by commanding officers upon the request of the sponsor. All military dependent and retired military personnel will be issued an appropriate identification card from the Identification Card Section of the DEERS office aboard the Center.

8002. CIVILIAN EMPLOYEE IDENTIFICATION CARDS AND PASSES

1. Civilians employed aboard the Combat Center will be issued identification cards and passes as follows:

a. Civilian Service personnel - issued by the Civilian Personnel Office for a period not to exceed three years.

b. Nonappropriated fund civilian employees - issued by the Morale, Welfare, and Recreation Director.

2. Identification cards and special passes which have been issued will be returned to the identification card section of the DEERS office when no longer required.

3. Identification cards *issued* to civilian contractor employees, domestic employees of residents residing aboard the Combat Center and nonappropriated fund civilian employees will be returned to the issuing department when no longer required.

4. It is the responsibility of the person or office employing civilians to notify the appropriate office upon termination of employment.

8003. CIVILIAN AGENTS, MERCHANTS AND SOLICITORS. Business visitors, civilian merchants, civilian salesmen, and civilian insurance agents, etc. shall be guided in their activities aboard the Combat Center by the provisions of CCO 1740.lD.

8004. FOOD HANDLERS AND DOMESTIC EMPLOYEES. Food handlers and domestic employees will not be issued an identification card until approved by the Director of Manpower.

8005. MISCELLANEOUS PROVISIONS. This paragraph sets forth miscellaneous restrictions and privileges applicable to civilians.

1. Off Combat Center Civilians. An individual civilian identification card will not be issued to off Combat Center civilians other than those shown in paragraph 8003 of this Manual except when it appears that the best interests of the government will be served.

2. Contractor Employees. Employees of civilian contractors will be issued a civilian identification card by the identification card section of the DEERS only upon request of contracting officer.

3. Union Representatives. Union representatives of contractor's employees will be admitted to the Combat Center in accordance with Department of the Navy policy.

CHAPTER 9

NARCOTIC AND ORDNANCE DETECTOR DOGS

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CHAPTER 9

NARCOTICS AND ORDNANCE DETECTOR DOGS

9000. AUTHORIZATION FOR USE

1. The Commandant of the Marine Corps has authorized this command the custody and use of Military Working Dogs for both narcotics and ordnance detection.

2. The operational control of these animals and their assigned handlers is vested in the Provost Marshal's Office.

3. These dogs will be utilized by the Combat Center Provost Marshal's Office for the detection of controlled substances and ordnance.

4. Only those personnel assigned to the Provost Marshal's Office who have successfully completed the prescribed Military Working Dog training course and who hold MOS 5812 are authorized to handle the dogs and conduct searches with same.

9001. UTILIZATION

1. Commanding officers of units located aboard the Combat Center are encouraged to avail themselves of the Provost Marshal's Office's detector dog capability and they may request the use of the dogs by contacting the Military Police K-9 Section at extension 6501. An alternate point of contact is the Military Police Operations Officer or Operations Chief, who can be reached at extension 5456. After working hours the K-9 unit can be contacted by calling the Military Police Desk Sergeant at extension 6800 or 6809. Requests should be made, per CCO 1640.4A and, if possible, at least three working days prior to the desired date to allow adequate time for scheduling. However, based on availability, the dogs will be furnished upon the receipt of any notice.

2. Requests for the use of the Combat Center Provost Marshal's Office detector dogs from commands located outside the Combat Center must be made to the Center Military Police Department. The requests should reach the department no later than five working days prior to the desired date of employment. The Staff Judge Advocate will be consulted prior to making dogs available to civilian agencies.

3. Surprise, secrecy, and security are elements that favor the successful utilization of detector dogs. The date and time of utilization of the dogs should be known only to the unit commander, executive officer, or legal officer. Widespread knowledge of their impending utilization will compromise their effectiveness and result in possible danger to the detection team.

CHAPTER 10

PROVOST MARSHAL'S OFFICE HOLDING FACILITY

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CHAPTER 10

PROVOST MARSHAL'S OFFICE HOLDING FACILITY

10000. POLICY

1. It is the policy of the Provost Marshal's Office that the treatment of person(s) in the Holding Facility be in full accord with the provisions of the Uniform Code of Military Justice and SECNAVINST 1640.9. The mission of the Holding Facility is to temporarily detain personnel of the Armed Services until they can be transferred to or returned to MCB Camp Pendleton Correctional Facility.

2. The Holding Facility may be used only for short term restraint. "short term" in this respect, means ordinarily not more than over night. This limitation may, if necessary, be extended for persons who are detained awaiting investigation, trial, consultation with counsel, or who are awaiting transfer to a designated place of confinement. Restraint will be extended only on the approval of the Provost Marshal or the Military Magistrate.

10001. REGULATIONS FOR PRISONER ESCORTS

1. Detainees shall be treated humanely. Abuse of any kind, including any kind of corporal punishment, is prohibited. Prisoner escorts will use only the minimum required force in the prevention of escape, self-defense, or to prevent harm to others.

2. A quiet, impersonal, but firm manner shall be maintained toward detainees at all times. Profane, indecent, or insulting language directed toward or used in the presence of a detainee is forbidden.

3. Contraband will not be permitted in the facility. Prisoner escorts will not accept gratuities, favors, or promises, nor will any information be given out pertaining to the detainee's case, except upon approval by the Provost Marshal.

10002. ADMINISTRATION

1. Authority. No person will be admitted to the Holding Facility without prior approval as prescribed by SECNAVINST 1640.9, paragraph 301.

2. Confinement Order

a. No person will be admitted to the Holding facility without written order of confinement signed by a commissioned officer of the prospective detainee's command. Commanders will prepare confinement orders on NAVPERS 1523 (Rev 1963).

b. All confinement orders will show in full the offense for which the detainee is accused or convicted.

c. The officer ordering confinement will arrange a physical examination of the detainee by a medical officer prior to delivery of the individual to the Holding Facility. The results of the examination, signed by the medical officer, will be entered in the "Medical Certificate" portion of the confinement order.

d. Officers ordering confinement will ensure that the confinement order states whether the detainee is to be detained at the Holding Facility or is to be detained at another place.

e. Female detainees will not normally be detained in the Holding Facility; it will be the unit's responsibility to provide detention. Should the case warrant, the Provost Marshal can arrange to lodge a female detainee with the San Bernardino County Sheriff's Office.

3. Pretrial confines will be given a magistrate's hearing within seven days of confinement in accordance with MCM 1980.

10003. HOLDING FACILITY, DAILY ROUTINE

1. Due to the Holding Facility having a capacity of only four detainees, the mere issuance of a confinement order does not assure admittance. The capacity of the Holding Facility will not be exceeded, and priority for space will be afforded to detainees who are violent or who are escape risks.

2. Detainees will be delivered to the Holding Facility located at the Provost Marshal's Office no earlier than 1630 and no later than 1800 each day, including weekends and holidays. However, personnel who clearly present a threat to themselves or others, will be accepted for detention at any time.

3. Each detainee will be showered and shaved and offered an opportunity to dine by the parent unit prior to detainment in the Holding Facility, each day.

4. The parent unit of the detainee will be responsible for providing qualified escort personnel to pick up and escort detainees to the morning meal (no later than 0630). After the evening meal (no earlier than 1630, and no later than 1800) daily, to include weekends and holidays, detainees will be readmitted to the Holding Facility.

5. The parent unit is responsible to provide escort(s) for church services.

6. Every escort shall have in his possession a valid escort card. Escort classes may be arrange by contacting the Staff Judge Advocate Office. Each company size unit will maintain three school trained prisoner escorts and only individuals selected in accordance with SECNAVINST 1640.9, paragraph 205. If detainees arrive at the Provost Marshal's Office with escort(s) who do not have valid escort cards, the detainee will not be accepted. Staff noncommissioned officers are not required to have escort cards.

7. Detainees who are to be held for a short period of time in the Holding Facility will not be required to have any extra clothing or money, if they are not being transported to a confinement facility.

10004. Release From Holding Facility

1. Once detainees are admitted to the Holding Facility, their release will be effected only by the authority of their commanding officers or the Provost Marshal.

2. The Provost Marshal will authorize final release of a detainee only when:

a. Directed by the detainee's commanding officer or his designated representative (i.e., Officer of the Day);

b. The reason for detention no longer exists.

c. To make room for a more violent detainee.

d. To transfer the detainee to a confinement facility.

3. Confinees released from the Camp Pendleton Correctional Facility, destined to return to the Combat Center, cannot be returned on short notice or for periods of one day or less due to time and transportation limitations. All confinees returned temporarily to the Combat Center will be cared for by their parent unit in accordance with paragraph 10004 of this Manual.

10005. TRANSPORTATION TO CAMP PENDLETON CORRECTIONAL FACILITY

1. Camp Pendleton Correctional Facility runs are unit responsibilities.

2. The parent unit will have confinees prepared to depart building 1514, Office of the Staff Judge Advocate, no later than 0830 on the day requested. Confiness will not be transported unless they have the items listed in paragraph 10011 of this Manual.

10006. Documents Required For Confinement At The Camp Fendleton Correctional Facility. Confinees being transported to Camp Pendleton Correctional Facility must have a confinement order and physical examination dated not more than 24 hours prior to the time of admittance to the Facility. Confinees must also have their medical and dental records in their possession.

10007. Unit Responsibilities. The detainee's parent unit shall remain responsible for acting upon all requests made by detainees to include emergency leave, all correspondence, and visitation.

10008. Public Information. The Public Affairs Officer is responsible for all news releases in accordance with current directives.

10009. Security, Custody, and Control

1. Detainment Space. All detainees will be confined in the same space. If it becomes evident that the detainees will endanger each other, the least belligerent detainees) will be returned to their parent units for safekeeping.

2. Control of Special Detainees

a. Homosexuals will not be confined with other detainees if they have been involved in unnatural acts involving force, which would indicate that segregation may be required for personnel protection or the protection of others.

b. Upon examination of a possible suicide risk, a medical officer will determine whether the detainee can safely be detained in the Holding Facility. If a detainee is determined to be a suicide risk and cannot be safely detained in the Holding Facility, the detainee will be detained at the Branch Hospital.

3. Weapons

a. Unit detainee escorts will be armed with a night stick only.

b. Weapons will not be taken into the Holding Facility, except to quell a riot or to protect a staff member or detainee.

4. Contraband. Any article not issued to a detainee or authorized for use is contraband and will be confiscated from the detainee. Searches will be conducted as prescribed in SECNAVINST 1640.9.

10010. Listing of Required Items For Confinees

1. The below listed items must be possessed by an individual prior to transportation to Camp Pendleton:

a. Seasonal Uniform of the Day, complete	1 each
b. Socks, Cushion Sole	4 pair
c. Sock, Dress	4 pair
d. Raincoat or Coat, All Weather, Men or Women	1 each
e. Undershirts, Cotton, Green	6 each
f. Drawers, Cotton (Men) or Underpants (Women)	6 each
g. Shoes, Dress, Black	1 pair
h. Boots, Combat	1 pair
1. Bag, Duffel	1 each
j. Cover, Utility, Camouflage	2 each
k. Shirt, Utility, Camouflage	3 each
1. Trousers, Utility, Camouflage	3 each
m. Belt, Web with Buckle	2 each
n. Soap, Bars	3 each
0. Razor w/Blades	1 each
p. Toothpaste, Tube	1 each
q. Towels	2 each
r. Cloth, Face	2 each
s. Bag, Laundry	1 each
t. Shoe Polish, Can, Black	1 each
u. Toothbrush	1 each
v. Comb and Brush	1 each
w. Box, Sanitary Napkins or Tampons	1 box
x. Shower Shoes, Pair	1 pair

2. Clothing Requirements. The officer ordering confinement will verify that the person has the necessary uniform articles prior to confinement. If the person is in a pay status, and without sufficient funds to defray the cost, prepare a NAVMC Form 604 to authorize issuance of the missing articles of clothing as a pay checkage. If the person is in a non-pay status, prepare a NAVMC Form 604 for issue of clothing as an Operations and Maintenance Marine Corps (O&MMC) funded issue.

3. Health and Comfort Requirements. The officer ordering confinement will ensure that the person possesses sufficient funds to purchase the required health and comfort items. If the person does not have sufficient funds, and is in a pay status, prepare a DD Form 116 and request a special money request ($50.00) prior to confinement. All items necessary for confinement are available for purchase in the Marine Corps Exchange at the Correctional Facility.