



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-5000

USNA/AACINST 5800.3A
4/Security

JUN , 9 2003

USNA/AAC INSTRUCTION 5800.3A

From: Superintendent

Subj: RANDOM GATE INSPECTIONS

Ref: (a) Art. 0702 U.S. Navy Regulations
(b) SECNAVINST 5520.3B
(c) OPNAVINST 5530.14C
(d) Military Rules of Evidence 313(b) and 314(c)
(e) USNAINST 5800.2A

Encl: (1) Authorization to Conduct Gate Inspection

1. Purpose. To publish policy and set forth procedures for the routine and/or random inspection of pedestrians and motor vehicles entering and exiting the U. S. Naval Academy/Annapolis Area Complex (USNA/AAC).

2. Cancellation. USNAINST 5800.3.

3. Background. Per reference (a), the Superintendent is directly responsible for the safety and security of all persons under his jurisdiction. That responsibility encompasses the authority to take all necessary and proper measures provided for by law, regulation, and custom of the Naval Service to prevent contraband from being introduced onto or removed from the confines of the USNA/AAC.

4. Policy. The policy of the Superintendent is to use all legally permitted means to deter any persons who may contemplate the commission of criminal offenses on board the USNA/AAC. References (b)-(e) authorize the routine and/or random inspection of pedestrians and vehicles entering and exiting the USNA/AAC when such inspections are directed by the Superintendent.

5. Definitions

a. Inspection. Per reference (d) and for purposes of this instruction, an inspection is "an examination of the whole or part of a unit, organization, installation, vessel, aircraft, or vehicle, including an examination conducted at entrance and exit points, conducted as an incident of command, the primary purpose of which is to determine and to ensure the security, military fitness, or good order and discipline of the unit, organization, installation, vessel, aircraft, or vehicle." An inspection may include an examination to locate and confiscate contraband when such property would adversely affect the security, military fitness, or good order and discipline of the command, and when the examination is a previously scheduled examination of the command.

b. Motor Vehicle. For purposes of this instruction, a motor vehicle is any device used to transport persons or property, excepting devices moved by human power. Inspection of a vehicle may include any inspection of persons or property transported in a motor vehicle entering or exiting the USNA/AAC.

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c. Pedestrians. For purposes of this instruction, pedestrians include any persons entering or exiting the USNA/AAC by any means other than in a motor vehicle. Inspections of pedestrians include any property carried or in the possession of the pedestrian entering or exiting the USNA/AAC.

d. Contraband. For the purpose of this instruction, contraband is any substance or item which may not be lawfully possessed, including, but not limited to, illegal drugs, drug paraphernalia, weapons, explosive substances and compounds, government property, including classified materials that the holder possesses without written authorization, instrumentalities of crime, and fruits of crime. Contraband also includes weapons and other items specifically prohibited by the Superintendent that otherwise may be lawful to possess outside of the USNA/AAC bounds.

6. Procedures. The Superintendent will normally provide the Security Officer with a written order in the form of enclosure (1), specifying the time, date, location, and numerical sequence to identify those pedestrians and/or vehicles that are to be inspected. Verbal inspection authorizations can be instituted by the Superintendent under conditions deemed necessary by the Superintendent, such as complying with Force Protection Condition changes or when used as a Random Anti-Terrorism Measure (RAM). Such verbal authorization shall be reduced into writing at the earliest possible convenience and no later than the close of business on the first business day following the authorization. All law enforcement personnel will strictly adhere to the following procedures while performing authorized random inspections:

a. A pre-brief of all personnel assigned to the inspection team(s) will be conducted by the Security Officer or his designated representative. Pre-brief will cover assignments, procedures, duration and location of inspections, numerical sequence of vehicles/pedestrians to be inspected, scope of the inspection, and documentation procedures.

b. The inspection team(s), consisting of a team leader and at least one other member, will be directed to the appropriate entry or exit point by the Security Officer to control traffic as directed at the pre-brief.

c. When the inspection period begins, the team leader will count the pedestrians or vehicles until the number indicated by the Superintendent in his written order is reached. That pedestrian or vehicle will be directed into the inspection area and inspected. If more than one team is assigned at a location, the team leader will repeat the count until the appropriate number of pedestrians or vehicles has been identified.

d. Once a pedestrian or vehicle has been identified for inspection, all other traffic will be allowed to continue until such time when the inspection team completes that particular inspection, unless otherwise specified in the inspection authorization. For vehicle inspections, completion occurs when the last open door is closed. For pedestrians, completion occurs when the last hand-carried item is inspected. At the conclusion of the inspection, the inspector will notify the team leader, who will begin a new numerical count to identify the next pedestrian or vehicle for inspection.

e. When more than one inspection team is assigned to a location, unless otherwise specified in the inspection authorization, the count will be repeated until the appropriately numbered pedestrian or vehicle has been directed into the inspection zone. The completion of any one inspection will trigger the count for the next inspection.

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- f. All pedestrians identified for inspection shall, unless otherwise specified in the inspection authorization, be inspected by checking identification and by inspecting their personal property, including but not limited to, bags, parcels, brief cases, strollers, bicycles, and all other possessions.
- g. All motor vehicles identified for inspection shall, unless otherwise specified in the inspection authorization, be inspected by checking the identification of the occupants, and by inspecting the motor vehicle's interior, glove compartment, trunk, hood, under chassis, and all personal property within the vehicle, including but not limited to, luggage, brief cases, bags, and boxes.
- h. When motor vehicle inspections are conducted on two outbound lanes, the traffic will remain in two lanes. Upon commencement, the inspection team leader will stop both lanes of traffic and begin the motor vehicle count and alternate lanes until vehicles for inspection have been identified. When the count is re-started, it will begin from the opposite lane from which the previous count identified the previous motor vehicle(s) for inspection.
- i. If, as a result of an inspection, an incident/complaint report, arrest, or apprehension is required to be made by an inspection team, the team will be excluded from inspecting until it has completed all required reports. Upon completion of its reports, the team will report to the inspection team leader that it is ready to continue.
- j. Once an inspection period has begun, pedestrians and vehicles identified for inspection will be inspected. Emergency vehicles on emergency dispatches, NCIS Agents displaying proper identification/credentials, per reference (c), and marked DOD police vehicles will not be counted and therefore will not be identified for inspection.
- k. It is the policy of the Superintendent that, in the event any contraband objects are found during the inspection, the item(s) be seized, the pedestrian or occupant(s) of the vehicle be detained, and the handling of item(s) and the case be processed per standard operating procedures of the USNA/AAC law enforcement personnel.
- l. When available, a civilian law enforcement or military working dog may be used to assist in the conduct of inspections.
- m. The Security Officer is authorized to cancel scheduled inspections during periods of severe weather conditions or in emergency situations. The Security Officer will immediately inform the Superintendent of the circumstances regarding the cancellation.

7. Responsibility. The Security Officer is responsible for ensuring all security personnel comply with this instruction.



R. C. PARSONS

Deputy for Finance and Administration

Distribution:
AA

From: Superintendent
To: Security Officer
Via: Deputy, Finance and Administration
Base Operations

Subj: AUTHORIZATION TO CONDUCT GATE INSPECTION

Ref: (a) USNA/AACINST 5800.3A

1. Per reference (a) you are directed to conduct (pedestrian/vehicle) inspections of (entering/exiting) (pedestrian/vehicles) at Gate ____ on _____ 2003 from _____ to _____ to ensure the security, military fitness, and good order and discipline of the United States Naval Academy/Annapolis Area Complex. All contraband found during these inspections will be seized and handled per standard operating procedures. All persons in possession of contraband will be detained and processed per standard operating procedures.
2. At the specified time, every _____ (pedestrian/vehicle) will be identified for inspection and thereafter will continue with every _____ (pedestrian/vehicle) upon the completion of the previously inspected (pedestrian/vehicle).
3. Emergency vehicles on emergency dispatches, marked DOD police vehicles, and Naval Criminal Investigative Service personnel, upon presentation of their special agent credentials including vehicles used by them and all occupants when in the course of official business, are exempt from this inspection authorization.
4. You will document these gate inspections by keeping a log of all the attendant facts involved with each inspection. Your log should include the names of members of the gate inspection teams, identification of the inspected pedestrians or the vehicle and its occupant(s), a checklist to make sure all aspects of the inspection are conducted uniformly for all pedestrians and vehicles identified for the inspection and what, if anything, the inspection uncovered. At the conclusion of this gate inspection, you will submit to me, via Base Operations, a full written report on the results of your inspection.
5. Additional information (as required).

Superintendent

Enclosure (1)