



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 2ND INFANTRY DIVISION
UNIT #15041
APO AP 96258-5041

EAID-CG

APR 11 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter # 13-5, 2ID Barracks Assignment, Management and Use of Closed Circuit Television

1. Purpose. This policy letter standardizes the use and management of barracks assignment, visitation and all recordings from Close Circuit Television ("CCTV") in the 2nd Infantry Division (2ID) barracks. Commanders will ensure compliance with the standard operating procedures outlined below.
2. Applicability. This policy applies to all units assigned, attached, or otherwise under this General Court Martial Convening Authority.
3. Barracks Assignment and Management:
 - a. 2ID Units exercising control or management over barracks will provide proper safety precautions to ensure that all Soldiers are safe from potential assault. These precautions include, but are not limited to, requiring all walkways leading to room entrances be illuminated; segregating males from females in the barracks for Soldiers in the pay grade of E1-E7; ensuring that Soldiers assigned to Charge of Quarters (CQ) duty are posted in a location within the barracks which best serves as a deterrent to potential assaults.
 - b. Barracks residents are not authorized to have guests or visitors during the hours of 2ID curfew, unless authorized by the unit Commander.
 - c. The following requirements will be met for all guests and visitors to barracks rooms:
 - i. Visitors, regardless of gender, are authorized in the barracks rooms of 2ID Soldiers during visiting hours.
 - ii. During times when visitors are present, regardless of the gender of the visitors, the barracks room which they are visiting shall have the door connecting it to the common areas open no less than 12 inches.
 - iii. All visitors shall be properly registered at the CQ desk, as well as properly signed on base when applicable. Soldiers must escort non-resident visitors at all times within their barracks.
 - iv. Commanders may establish further rules regarding visitors to barracks rooms that are consistent with this policy letter.

EAID-CG

SUBJECT: Policy Letter #13-5, 2ID Barracks Assignment, Management and Use of Closed Circuit Television

4. CCTV Use and Management:

a. The purpose of CCTV use in 2ID barracks is solely for the prevention of illegal or unauthorized acts in common areas frequented by Soldiers on 2ID installations.

b. Recordings made from CCTV use in 2ID barracks will be stored in a locked container accessible by unit command leadership only. A proper container may be a securable cabinet or drawer.

c. Each CCTV recording will be identified by building number and date, and a chain of custody log will be maintained at the location the recordings are secured. Each CCTV recording will be logged in and out with the date, name and duty position of the individuals involved.

d. Individuals securing locations where CCTV media is stored and those with command and control of the facilities will ensure there is no unauthorized access to the secured CCTV media.

e. CQ and Staff Duty NCOICs on duty as well as unit supervisory commanders and NCOs are the only personnel authorized to monitor live CCTV recordings. All efforts will be made to ensure no one other than those in the duty positions listed above have access to or are allowed to monitor CCTV feed.

f. Personnel who are authorized to monitor and review CCTV recordings will use information obtained from those recordings for official use only. These authorized personnel will not release any information concerning the identities or activities of those subject to the recordings UNLESS that information is for official use.

g. CCTV recorders and associated media shall be secured by the CQ NCOIC or Staff Duty NCOIC while device is recording to prevent tampering of captured feed.

h. Media generated from CCTV recordings will be kept for a minimum of thirty (30) days or longer for purposes of investigations or other military proceedings, whether administrative or judicial.

5. Procedures.

a. Local Commanders with immediate control of facilities under CCTV monitoring shall create standard operating procedures (SOP) to ensure all requirements of the CCTV command and control policy are enforced. SOPs shall be kept on file at the battalion level and will be available for inspection upon demand.

b. When a suspected illegal or unauthorized act is observed on CCTV feed, the CQ or Staff Duty NCOIC will take immediate steps to protect the property and safety of any individuals involved.

EAID-CG

SUBJECT: Policy Letter #13-5, 2ID Barracks Assignment, Management and Use of Closed Circuit Television

c. When a suspected illegal or unauthorized act is observed, the CQ or Staff Duty NCOIC will immediately notify the appropriate command leadership and the Staff Duty OIC. The Staff Duty OIC will evaluate the act and notify the Military Police as appropriate.

6. These recordings may be subject to requests made in accordance to the Freedom of Information Act (FOIA). CCTV media recordings may be disclosed to third parties, including law enforcement, when required by law or regulation.

7. The first O-5 Commander in the chain-of-command is responsible for barracks and CCTV oversight in their area of responsibility.

8. This policy is effective upon signature and remains in effect until rescinded or superseded.

9. This policy is punitive. Violators of this policy may be punished under Article 92 of the Uniform Code of Military Justice.

10. The proponent of this policy is the 2ID Command Group at 732-8889.



EDWARD C. CARDON
Major General, USA
Commanding

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