



## UNITED STATES MARINE CORPS

CHEMICAL BIOLOGICAL INCIDENT RESPONSE FORCE  
II MARINE EXPEDITIONARY FORCE  
3399 STRAUSS AVENUE, SUITE 219  
INDIAN HEAD, MD 20640-5035

IN REPLY REFER TO:  
5530  
XO

15 OCT 2014

### Chemical Biological Incident Response Force Policy Letter 11-14

From: Commanding Officer  
To: All Hands

Subj: CLOSED CIRCUIT TELEVISION (CCTV)

Ref: (a) MCO 5530.14A  
(b) CBIRFO 1601.2

1. Purpose. To establish policy for the operation of CBIRF's CCTV system in accordance with the references.
2. Cancellation. This policy will remain in effect until revised or cancelled by incorporation into the planned revision of reference (b).

#### 3. Background

a. The installation of CCTV systems is a Corps-wide measure directed by the Commandant of the Marine Corps as part of the Cover and Align program begun in early 2014. The purpose of the CCTV system in the CBIRF barracks and headquarters area is to enhance security and force protection and reinforce good order and discipline while minimizing manpower requirements. The CCTV achieves this purpose by augmenting the existing duty structure of CBIRF with area surveillance, incident detection, and post-incident assessment and analysis. The CCTV augments, but does not replace, vigilant, disciplined, and aggressive watch standers.

b. Like any tool, the CCTV can be used for good or ill. Without sufficient guidelines for its employment this system is rife with opportunities for inappropriate use or abuse. In order to prevent this possibility, paragraph 4 of this policy letter provides specific rules for employment of the CCTV.

#### 4. Action

a. Only those in an official duty status as appointed in writing by the Commanding Officer or his representative via appropriate orders and directives are to operate the CCTV systems and/or view the images and/or videos they produce. The only personnel authorized to operate the system are:

(1) CBIRF Commanding Officer, Executive Officer and Sergeant Major.

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(2) Company Commanders, Company Executive Officers, Company First Sergeants, and Company Gunnery Sergeants.

(3) Physical Security Personnel.

(4) CBIRF Officer of the Day, Staff Duty Non-Commissioned Officer, and Company Duty Non-Commissioned Officers only when acting in an official capacity.

b. Images and videos from CCTV systems are considered "For Official Use Only" and as such will not be transmitted to personnel, or any agencies without authorization from the Commanding Officer.

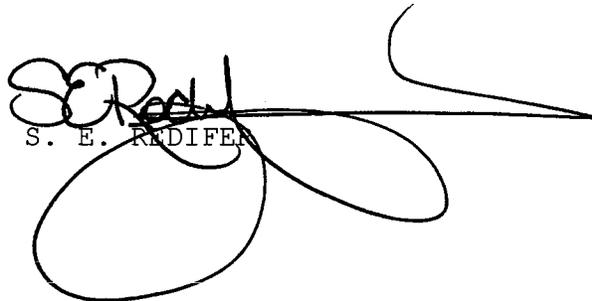
c. Any criminal violation or misconduct that is witnessed via CCTV is to be recorded in the duty log book and reported through the appropriate chain of command in accordance with reference (b).

d. Any improper use of the system outside the performance of duties or actions resulting in damage to the system may be punishable under the Uniform Code of Military Justice (UCMJ).

e. Any malfunction of the system is to be recorded in the logbook and reported immediately to the CBIRF physical security officer.

4. Scope. This policy letter pertains to all military and civilian personnel assigned to Chemical Biological Incident Response Force.

5. The point of contact for this policy letter is the CBIRF Executive Officer at (301) 744-2039.

  
S. E. REDIFER