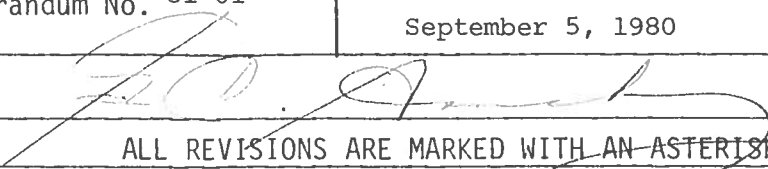


POLICIES AND PROCEDURES

TO: All Security Personnel		SUBJECT: Security Guidelines	
Policy Memorandum No. 81-01	EFFECTIVE DATE: September 5, 1980	REVISION DATE:	
APPROVED BY: 			
ALL REVISIONS ARE MARKED WITH AN ASTERISK (*)			
<p>I. <u>SCOPE:</u></p> <p>A. These guidelines shall supercede all existing oral or written security practices and procedures which are contradictory to these guidelines.</p> <p>B. Reporting procedures for incidents involving cargo, equipment, or facility damage promulgated under Policy Memorandum Numbers 79-05 and 80-02 are not affected by these guidelines.</p> <p>II. <u>GENERAL PROVISIONS</u></p> <p>A. All security personnel shall wear proper uniforms while on duty.</p> <p>B. Instructions on security regulations shall be given to all Port employees and visitors in a firm and concise manner without arrogance. At no time shall security personnel on duty lose control of his temper.</p> <p>C. Law enforcement agencies shall be immediately notified of any suspected illegal activity witnessed by or reported to security personnel. Law enforcement agencies shall include; but not limited to:</p> <ol style="list-style-type: none">1. The Department of Public Safety2. Customs and Quarantine Division, Guam Department of Commerce3. U. S. Naturalization and Immigration Service4. Drug Enforcement Agency5. U. S. Coast Guard Captain of the Port			

Security personnel shall cooperate fully with all enforcement agencies.

III. USE OF FIREARMS AND FORCE

- A. All security personnel shall be required to carry firearms while on duty.
- B. The amount of force used to protect the Commercial Port area property should always be as little as possible. Unless it would be dangerous to do so, a security officer should always first ask a suspected trespasser to leave the area before resorting to any kind of force.
- C. The force to be used in repelling a threat, whether that made by a trespasser or by another, should always be equal to the threat and not greater.
- D. Physical force shall be used only when necessary to repel a threat of bodily injury to security personnel or other individuals by an assailant within the port area.
- E. The express policy of the Port Authority of Guam is that the use of deadly force, such as a gun, is only justified if the individual security officer is in an immediate and real danger to his own life, or if he sees another in the Commercial Port area who is then in immediate and present danger of loss of life. Deadly force should not be used to protect land or property unless another human life is at stake.
- F. The Port Authority will provide the necessary firearms and ammunition for security personnel on duty. Privately owned firearms may be carried by security personnel upon obtaining prior approval from the General Manager.

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- G. Pursuant to Section 8902 of the Government Code of Guam, all security personnel must obtain a firearms permit from the Department of Public Safety. Security personnel who choose to carry privately owned firearms must also register said firearms with the Department.
- H. No security personnel shall be permitted to stand duty unless they have received formal training on the maintenance and use of firearms from a recognized private or governmental institution.
- I. All security personnel shall be required to undertake a periodic examination for the purpose of testing their proficiency in the maintenance and use of firearms. The frequency of the examinations shall not be less than once a year.
- J. Security personnel shall be required to file a written incident report with their immediate supervisor whenever force or firearms are used against an intruder or assailant.

IV. ARREST POWERS

- A. Port security personnel are members of a private security force established by the Board of Directors of the Port Authority of Guam. As such, Port security personnel have no explicit authority to enforce the laws of the Territory of Guam.
- B. If a crime is committed in the presence of a security officer, he may detain the violator until the proper law enforcement officers arrive at the scene. This "citizens arrest" power should be exercised with extreme caution.

V. SEARCH OF VEHICLES

- A. It is to be explicitly understood by all port employees, employees of commercial firms, and all visitors wishing to enter the Port Authority's

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waterfront facilities aboard commercial or privately owned vehicles that submission to a search of the vehicle by Port security personnel upon departure is a precondition of their entry.

- B. Individuals who do not agree to the above condition shall not be allowed to enter the facilities aboard their vehicles.

VI. GATE PROCEDURES

A. Main Gate

1. All individuals entering the yard to transact business or visit are to be informed that:
Anyone entering the premises is presumed to have agreed to submit to a search of his/her vehicle upon leaving the premises.
2. All individuals entering the yard in commercial vehicles or privately owned vehicles (POV's) shall be requested to indentify any personal property or cargo in the vehicle which may be mistaken as consignee's cargo or Port or vessel owned property.
3. The license number of POV's shall be recorded with time of entry and departure.
4. No privately owned vehicle (POV) shall be allowed into the yard without a permit or temporary gate pass authorized by the Harbor Master or his designee. POV's for shipment shall be referred to the Cargo Checker's Office. During non-vessel operation periods, no POV's shall be allowed into the yard after 1800 hours.
5. All vehicles leaving the yard shall be searched. No cargo or equipment (Port or vessel owned) shall be allowed out the gate without a cargo delivery receipt or property pass. Discrepancies in

cargo counts or undocumented cargo or equipment movement shall be reported to the affected Division Head.

6. No Container shall be allowed to enter or exit through the Main Gate whenever Gate 2 is open.
7. No cargo shall be issued or received when there are no Cargo Checkers on duty.

B. Gate No. 2

1. Except for emergency vehicles and during a U. S. Lines draying operation, Gate No. 2 shall not be opened unless a Cargo Checker is present to record the issuing and receiving of containers.
2. No pedestrian traffic or POV's shall be permitted through Gate No. 2.
3. All incoming commercial trucks shall report directly to the Cargo Checker's office before proceeding to the storage areas.
4. All outgoing truck cabs shall be inspected by Security personnel for undocumented cargo or equipment movement.
5. All outgoing empty containers shall be inspected by security personnel for undocumented cargo or equipment movement.
6. During U. S. Lines draying operations, security personnel shall record outgoing container numbers. During regular issuing and receiving periods, security personnel shall review the documents of all outgoing containers.

VII. YARD CONGESTION

- A. All security personnel shall be alert for potential yard congestion at all times.