



**UNITED STATES MARINE CORPS**  
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION  
MARINE CORPS BASE QUANTICO  
3250 CATLIN AVENUE  
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:  
MCINCR-MCBQO 5530.1  
B 034  
14 Apr 17

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE  
QUANTICO ORDER 5530.1

From: Commander, Marine Corps Installations National Capital Region-  
Marine Corps Base Quantico  
To: Distribution List

Subj: BARRACKS CLOSED CIRCUIT TELEVISION (CCTV) SYSTEMS POLICY

Ref: (a) CMC PPO PS Message (R 071839Z AUG 15)  
(b) MCO P5530.14A Marine Corps Physical Security Program Manual  
(c) MCO 5580.2B Law Enforcement Manual

Encl: (1) List of Barracks with CCTV  
(2) SOP for Barracks CCTV Systems

1. Situation

a. Closed Circuit Television (CCTV) systems were installed in select Bachelor Enlisted Quarters (BEQs) located on Marine Corps Base Quantico (MCBQ) and Marine Corps Air Facility Quantico (MCAFQ), as identified in enclosure (1), to increase overall safety of personnel, support crime prevention measures, and provide a more secure environment while also assisting the efforts outlined in the Marine Corps Sexual Assault Campaign Plan.

b. This policy applies to the installation, maintenance, and operation of all barracks CCTV systems, to include those installed under the Marine Corps Electronic Security System (MCESS) program and existing legacy systems.

c. Existing (legacy) CCTV system designs, components and capabilities will be reviewed by PMO to ensure that they comply with HHQ policy. Systems not meeting the requirements of reference (a) will be reported for upgrades. All system upgrades will be funded by the using units and submitted via Electronic Security Systems Information Management System (ESSIMS) by Physical Security. Legacy systems located in barracks where the new CCTV systems have been installed shall be deactivated.

d. Reference (a) provides guidance for the application of CCTV systems in Marine Corps unaccompanied bachelor enlisted quarters (E-5 and below), reference (b) is the Marine Corps Physical Security Program Manual which provides overall CCTV policy, guidance and requirements, and reference (c) is the Marine Corps Law Enforcement Manual.

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2. Mission. Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) installs and operates barracks CCTV systems in accordance with HQMC directives in order to deter criminal activity and provide a safe living environment for Marines.

3. Execution

a. Commander's Intent

(1) Purpose. Establish policy that ensures CCTV systems installed in BEQ's located on MCINCR-MCBQ and MCAFQ are designed, installed, monitored, maintained, and the resulting video evidence is preserved in accordance with USMC requirements.

(2) Method. Develop, publish, and implement procedures for the installation, operation, and maintenance of CCTV systems, reporting procedures for retrieval of video footage, video security safeguards, and CCTV roles and responsibilities.

(3) Endstate. Fully comply with Marine Corps CCTV policy by effectively utilizing the CCTV systems to deter criminal activity and provide a safe living environment for Marines assigned to MCINCR-MCBQ and MCAFQ BEQs.

b. Concept of Operations

(1) Barracks CCTV systems are installed and utilized in accordance with reference (a) to ensure standardized system design, use of only authorized equipment, trained operators, operational and maintenance oversight by Physical Security personnel, and the preservation of video evidence.

(2) Commander's responsible for BEQ's with CCTV systems (MCESS and legacy systems) implement the provisions of this order and ensure compliance with CCTV operational and reporting requirements. Command responsibilities include appointing a unit CCTV representative, assigning command duty personnel to monitor the systems, notifying the appropriate Physical Security Office of any system malfunctions/issues, and immediately notify PMO of incidents of sexual misconduct, criminal acts, or significant damage to government property that may have been captured on CCTV video.

(3) The Physical Security sections at MCBQ and MCAFQ provide oversight of all CCTV system and maintenance of those CCTV systems under the Marine Corps Electronic Security System (MCESS) program (not legacy systems) of all MCINCR-MCBQ and MCAFQ CCTV systems. Additionally, Physical Security is solely responsible for the retrieval of video evidence from all CCTV systems utilizing the procedures identified in enclosure (2).

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(4) Video deemed to be of evidentiary value is preserved, saved in the systems video vault, and provided to Criminal Investigation Division (CID) and/or Naval Criminal Investigative Service (NCIS) personnel for further disposition.

c. Tasks

(1) Assistant Chief of Staff (AC/S) G-3

(a) Provide command oversight of MCINCR-MCBQ CCTV policies to ensure compliance with higher headquarters requirements.

(b) Utilize the MCINCR-MCBQ Mission Assurance Working Group (MAWG) to identify gaps and problems with CCTV policy, develop recommendations to improve CCTV operations, and disseminate approved changes to CCTV procedures.

(2) AC/S G-4

(a) Ensure barracks managers are thoroughly briefed on the provisions of this order.

(b) Notify PMO of barracks maintenance issues and power outages (scheduled or unplanned) that could impact CCTV operations.

(3) Commanding Officer, Security Battalion

(a) Assign a MCINCR-MCBQ CCTV System Administrator (from PMO Physical Security Section) responsible for oversight and maintenance of all MCINCR-MCBQ barracks CCTV systems and to coordinate with tenant command CCTV representative.

(b) Ensure the MCINCR-MCBQ CCTV System Administrator and additional PMO Physical Security section personnel (as needed) receive formal CCTV system training from HQMC (or approved contract support).

(c) When requested, provide CCTV system training to base staff and tenant command representatives responsible for conducting barracks CCTV operations.

(d) Assign a Physical Security representative to participate in MCINCR-MCBQ MAWG meetings as the CCTV Subject Matter Expert.

(e) Immediately retrieve video from the Digital Storage Device (DSD), when becoming aware of an incident, to prevent it from being overwritten on the digital video recorder (retrieval must take place within 90 days).

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(f) Maintain a record of all requests for video data retrieval for a period of three years per reference (a). Records of video determined to be of evidentiary value will be maintained for a period of five years beyond the date the video was recorded/captured.

(g) Preserve all video deemed to be of evidentiary value, and retain for a period of five years beyond the date the video was recorded/captured. Competent authority may deem video evidence to be of importance beyond five years, and it will be retained (case by case basis) until no longer required.

(h) Destruction procedures outlined in reference (c) will be used when the video is determined to no longer be of evidentiary value.

(i) Ensure that all MCINCR-MCBQ digital video recorders are checked bi-monthly to ensure they are fully functional.

(j) Notify the MCINCR-MCBQ chain of command of any requests for video retrieval from barracks CCTV systems involving serious incidents (sexual misconduct, criminal acts, or damage to government property).

(4) Commanding Officer, Marine Corps Air Facility Quantico

(a) Assign a MCAF CCTV System Administrator (from Physical Security Section) responsible for oversight and maintenance of all MCAF CCTV systems and to coordinate with tenant command representatives.

(b) Provide CCTV system training to HMX-1 when requested.

(c) Notify MCINCR-MCBQ PMO when aware of an incident that meets the criteria for law enforcement reporting.

(d) Immediately retrieve video from the DSD, when becoming aware of an incident to prevent it from being overwritten on the digital video recorder (retrieval must take place within 90 days).

(e) Ensure that all MCAF digital video recorders are checked bi-monthly to ensure they are fully functional.

(f) Maintain a record of all requests for video data retrieval on file for a period of three years per reference (a). Records of video determined to be of evidentiary value will be maintained for a period of five years beyond the date the video was recorded/captured.

(g) Preserve all video deemed to be of evidentiary value, and retain for a period of five years beyond the date the video was recorded/captured. Competent authority may deem video evidence to be

of importance beyond five years, and it will be retained (case by case basis) until no longer required.

(h) Destruction procedures outlined in reference (c) will be used, when the video is determined to no longer be of evidentiary value.

(5) Commanders/Directors, Tenant Commands and Activities

(a) Appoint a command CCTV representative (where Brks CCTV systems are installed) to coordinate with Security Battalion, Provost Marshal Office (Physical Security section) for CCTV related issues.

(b) Notify MCINCR-MCBQ PMO when aware of an incident (sexual assault, criminal acts, damage to government property) that may require video retrieval. Timely reporting ensures the video can be retrieved prior to it being overwritten on the digital video recorder (retrieval must take place within 90 days).

d. Coordinating Instructions

(1) The MCINCR-MCBQ and MCAFQ CCTV system (Physical Security) administrators will receive formal training prior to having full access to CCTV systems. Tenant command representatives shall be trained on CCTV system functions, capabilities/limitations, maintenance requirements and troubleshooting requests, notification procedures, and security.

(2) A copy of this order shall be maintained in the Barracks Duty binder in all barracks where a CCTV system has been installed.

(3) Passwords to the CCTV systems shall be strictly controlled by the Physical Security office's at PMO (for those installed on MCBQ) or MCAFQ Physical Security office (for those located on the Air Facility).

4. Administration and Logistics

a. Command CCTV representatives shall be an Officer, Staff Noncommissioned Officer or civilian equivalent.

b. CCTV Points of Contact

(1) MCINCR-MCBQ PMO: 703-784-2252

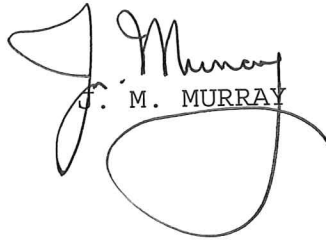
(2) MCINCR-MCBQ Physical Security: 703-784-2396

(3) MCAFQ Physical Security: 703-432-2390

c. This Order will be reviewed on an biannual basis. Recommended changes can be submitted to MCINCR-MCBQ G-3 (Attn: Installation Protection Branch).

5. Command and Signal

- a. Command. This Order is applicable to MCINCR-MCBQ and MCAFQ.
- b. Signal. This Order is effective the date signed.

  
J. M. MURRAY

DISTRIBUTION: A

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Closed Circuit Television (CCTV) Systems

Marine Corps Base Quantico

Marine Corps Electronic Security System (MCESS): Barracks 2001, 2002, 2005, 2046, 2074, 3076, 24192, 27276, and 27279.

Legacy CCTV Systems: Barracks 2001, 2002, 2003, 2005, 2046, 2074, 3065, 3076, 24192, 27276, 27266, and 15.

Marine Corps Air Facility Quantico

Marine Corps Electronic Security System (MCESS): Barracks 2106, and 2122.

Legacy CCTV Systems: Barracks 2106.

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## SOP FOR BARRACKS CCTV SYSTEMS

1. Duty Personnel Responsibilities

a. Upon assuming duty, conduct a check of the CCTV system monitor and related cameras to identify tampering and ensure they are fully operational.

b. Ensure alternate BEQ entrances are secure so that any visitor access is controlled and in the field of view of the CCTV cameras.

c. Ensure interior and exterior lights within the field of view of cameras are operational.

d. Document any system malfunctions/issues in the duty logbook and report problems (not already documented). MCINCR-MCBQ PMO Physical Security (703-784-2396) or MCAF Quantico Physical Security (703-432-2390) should be contacted (depending upon the location) by command representative(s) to address any issues/malfunctions.

e. Ensure that only duty personnel or other authorized individuals view video or review footage from the Data Storage Device (DSD) or video on the duty monitor.

f. Real-time incidents viewed on the duty monitor shall be immediately reported to PMO and/or the chain of command commensurate with the type of incident/occurrence.

2. Training requirements

a. Command CCTV representatives shall complete CCTV training.

b. Barracks duty personnel are not required to receive CCTV training, but must review this SOP for barracks CCTV systems prior to assumption of duties.

c. CCTV training can be requested by command representatives by submitting written requests to the MCBQ or MCAF Physical Security Offices.

d. CCTV training includes basic system operations, requests for maintenance, reportable incidents/notification requirements, authorized users, key and lock procedures, and video retrieval process.

3. Notification Requirements

a. Upon notification or receipt of a report that any of the following incidents have occurred in a MCINCR-MCBQ or MCAFQ barracks, commands must immediately notify PMO. If the unit/organization that owns the impacted barracks is not aware of the incident, immediate notification is required and also to the command that is responsible



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for the individual who was involved in the incident. Failure to report incidences, tamper with recording devices, deliberately cover up reportable incidences, or interfere with a criminal investigation may result in prosecution by court-martial or held accountable by other administrative means.

(1) Incidents of sexual misconduct

(2) Criminal acts

(3) Damage to government property

b. Following notification of a reportable incident, PMO Operations or Criminal Investigation Division (CID) personnel are responsible to notify the respective Physical Security office (MCINCR-MCBQ or MCAFQ) for retrieval of video evidence and to maintain a chain of custody per reference (c).

c. Timely notification to PMO of reportable incidents is required in order to prevent any loss of video evidence due to the CCTV digital video recorders only have a storage time capacity of approximately 90 Days.

#### 4. Key and lock control responsibilities

a. Physical Security is responsible for maintaining key and lock control for the CCTV system enclosure/box where the servers/digital video recorders reside.

b. The owning command of each barracks where a CCTV system has been installed is responsible for providing access (key) to the room where the CCTV servers reside to PMO Physical Security. This ensures that Physical Security can provide the periodic required maintenance, operational checks, and pull video when required. This space must be secured when unattended and strict accountability of keys is required per reference (b).

c. The room containing the enclosure box (CCTV system/digital video recorders) will be designated as a Level One Restricted Area and meet all procedural requirements per reference (b).

5. Prohibition concerning use of any recording device to illegally obtain or retrieve images from the Data Storage Device (DSD) or the monitoring viewing screen.

a. The recording/transfer of video images from the DSD or the duty monitor to another storage device (ie., phone, tablet, etc.) is strictly prohibited.

b. The use of flash/thumb drives are prohibited per reference (a) due to the high probability of a security risk to the CCTV System.

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6. Guidance regarding the legal retrieval if images/video from the DSD

a. Only Physical Security personnel or MCESS technicians (when approved) are authorized to pull video from the system, to maintain system integrity.

b. Refer to reference (c) for chain of custody, proper handling, and storage of evidence.

c. Records will be kept for at least three years of all video that was retrieved from the system. Video deemed to be of evidentiary value must be kept for at least Five years from the date of the recording/capture.

# MCB QUANTICO ROUTING SHEET

ACTION CODE LEGEND:						DATE: 31 MAY 2017	
<p>X - ORIGINATOR OR OFFICE AFFIXING ROUTING SHEET</p> <p>A - SIGNATURE</p> <p>B - RECOMMENDATION</p> <p>C - CONCURRENCE</p> <p>D - INFORMATION</p> <p>E - RETURN TO: <u>ADJ</u></p> <p>F - INITIAL</p> <p>G - DECISION</p> <p>H - OTHER: _____</p>						<p>SUBJECT: <del>MONEY VALUE GAIN LOSS NOTICE</del></p> <p style="font-size: 1.2em; font-family: cursive;">CCT.V BASE ORDER</p>	
ROUTING - USE NUMBERS TO SHOW ORDER OF ROUTING							
RTG	ACTION CODE	OFFICE CODES	DATE		INITIALS		
			IN	OUT	CONCUR	NON-CONCUR	
2	A	COMDR, MCBQ					ROUTINE
		CG SECRETARY					URGENT
		C/S, MCBQ					<b>REMARKS</b>
1, 3	X, E	SSEC, MCBQ					
		SGTMAJ, MCBQ					<p><b>ACTION OFFICER:</b></p> <p style="font-size: 1.1em; font-family: cursive;">- HAS THIS BEEN STAFFED?</p> <p style="font-size: 1.1em; font-family: cursive;">- WHAT'S FUTURE OF THIS PROGRAM</p> <p style="font-size: 1.1em; font-family: cursive;">- How MUCH WORK HAS BEEN PUT INTO THIS?</p>
		AC/S, G-1					
		BASE ADJUTANT					
		SECURITY MANAGER					
		CAREER PLANNER					
		AC/S, G-3					
		AC/S, G-4					
		AC/S, G-5					
		AC/S, G-6					
		COMPTROLLER					
		SJA					
		COUNSEL, QACO					
		INSPECTOR					
		CHAPLAIN					
		BPO					
		DIR, SAFETY DIV					
		DIR, MCCS					
		DIR, MCM					
		DIR, RSU					
		RCO-NCR					
		SAPRP					
		LSSS-NCR					
		HROM					
		AFGE 1786					
		NHCQ					
		CO, HQSVCBN					
		CO, SECBN					
		CHIEF, FIRE DEPT					
		CO, 8TH & I					
		CO, HENDERSON HALL					
		OTHER (I.E. TENANTS					

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