



DEPARTMENT OF THE NAVY  
JOINT BASE PEARL HARBOR-HICKAM  
850 TICONDEROGA ST STE 100  
PEARL HARBOR HI 96860-5102

JBPHHINST 1630.1

JB00

20 Jul 12

JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 1630.1

From: Commander, Joint Base Pearl Harbor-Hickam

Subj: JOINT BASE PEARL HARBOR-HICKAM SHORE PATROL REQUIREMENTS

Ref: (a) COMNAVREGHIINST 1630.1N  
(b) OPNAVINST 6110.1H  
(c) U.S. Navy Regulations 1990

Encl: (1) Joint Base Pearl Harbor-Hickam Shore Patrol Posts  
(2) Waikiki Shore Patrol Posts

1. Purpose. To set forth the requirements for shore patrol at Joint Base Pearl Harbor-Hickam (JBPHH), Downtown Waikiki and other assigned areas, as determined by the Joint Base Commander (JBC) with the prescribed standards to be met when providing Shore Patrol (SP) personnel.

2. Background. As stated in reference (a), the senior officer present shall cause to be established, temporarily or permanently, a sufficient patrol of Officers, Chief Petty Officers, Petty Officers, and Non-Commissioned Officers to maintain order and suppress any unseemly conduct on the part of any person on liberty. Under the authority of reference (a), Commander, Navy Region Hawaii (COMNAVREG HI), as Senior Officer Present Afloat (SOPA), is to establish shore patrol quotas for transiting ships.

3. Action

a. The JBC, under the direction of COMNAVREG HI, is responsible for security and law enforcement on JBPHH. The JBPHH shore patrol forces are assigned to and are under the direction of the JBC of JBPHH. The JBPHH security department is the security agency through which security and law enforcement is exercised on board JBPHH. Shore patrol assigned to JBPHH will coordinate with security in the execution of their duties while on base. The Command Duty Officer will also be notified when shore patrol will be operating on base and ensure adherence to all rules and regulations.

b. Shore patrol will normally only be manned when a large number of ships are in port (e.g. a CVN strike group). The JBC will determine if shore patrol will be utilized due to the amount of ships in port and amount of personnel embarked on those ships. At a minimum, shore patrol will be used when:

(1) Aircraft carrier, fixed wing, or Carrier Strike Group is in port.



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(2) Expeditionary Strike Group with Marines embarked.

(3) A large number of visiting ships are in port, such as during the Rim of the Pacific (RIMPAC) exercise.

c. Ships homeported in Pearl Harbor are not required to man shore patrol.

d. Shore patrol manning requirements for ships not homeported in Pearl Harbor. Aircraft carriers and amphibious ships visiting Pearl Harbor will provide at least one Petty Officer for each 150 personnel or part thereof assigned, plus one Chief Petty Officer for each 1,000 personnel embarked. Squadrons, divisions, task units and Marines embarked shall be treated as part of their ship, as a single unit, for the purpose of this computation. Small deck ships and submarines will provide one petty officer for every 100 persons in the liberty party or any fraction thereof (e.g. 125 personnel on liberty = two shore patrol). Foreign nations are requested to provide one English speaking shore patrol representative to be assigned to the Base Shore Patrol and one to Downtown Waikiki shore patrol.

e. Commanding Officers sponsoring recreational parties on and off base are responsible for providing their own shore patrol.

f. Hawaii Armed Services Police (HASP) maintains administrative liaison with civil law enforcement agencies. The HASP receives, compiles, and reports all cases involving military service members that are arrested or held by civilian authorities and forwards this information to the respective commands. The HASP can be reached at (808)438-7105.

g. Whenever possible, Joint Base Security Officer (JB2) will facilitate courtesy turnovers of personnel for minor infractions (U.S. and foreign) while on JBPHH. Shore patrol, located in Downtown Waikiki, will work with Honolulu Police Department to facilitate courtesy turnovers for minor infractions whenever possible. This effort is to minimize negative impact on relations between local government and foreign U.S. military service members.

4. Shore Patrol Daily Requirements. Requirements have been computed on a fair share basis and are assigned by message from JBPHH, according to the crew-to-shore patrol ratio discussed in paragraph 3.d. Any change to this requirement will be promulgated message. The current crew-to-shore patrol ratio will be included in all JBPHH logistical requirements replies for inbound units.

5. Qualifications. Personnel assigned to shore patrol duties will be Officers, Chief Petty Officers, and Petty Officers of sufficient military character, maturity, and experience to discharge their duties



effectively. They will be physically fit, in accordance with reference (b), and present a sharp military appearance. Personnel with medical conditions (pregnancy, limited duty, or personnel currently prescribed limiting medications) are not acceptable. Assignment of personnel to shore patrol duty is not to be used as Extra Military Instruction. The following personnel are considered to be unfit for shore patrol duty and will be returned to their command for a qualified replacement:

- a. Those who have been convicted at Non-Judicial Punishment (Captain's Mast) proceedings within the past three months
- b. Those who by reason of physical limitations or because of the nature of their personality, are unsuitable for law enforcement duty;
- c. Those who have been involved in serious incidents ashore within the past three months
- d. Those who by reason of attitude, demeanor, or deportment, cannot be expected to be good representatives of the U.S. Navy
- e. Those who fail to properly carry out their assigned shore patrol duties

6. Uniform and Equipment. Shore Patrol, by nature of their duties, must at all times be exemplary in appearance. Uniforms must be scrupulously clean, neat and in accordance with applicable regulations. Hair will be neat, clean, trimmed and present a well-groomed appearance. All personnel shall be inspected on board ship and required to conform to the standards above prior to departure for Shore Patrol duty. Shore Patrol will be inspected by the JBPHH Shore Patrol Coordinator upon reporting for duty at Bloch Arena parking lot. The uniform for shore patrol will be Navy Working Uniform. The shore patrol brassards will be furnished by the member's command. The shore patrol brassard shall be worn on the right sleeve halfway between the shoulder and elbow. U.S. Marines assigned to shore patrol will wear their class Charlie uniform or their utility uniform as authorized by their Commanding Officer.

7. Time and Place of Reporting

- a. Shore patrol personnel will muster daily at 1900 with the JBPHH shore patrol coordinator at Bloch Arena parking lot in front of JBPHH quarter deck building 150.
- b. At a minimum, six shore patrol members will be paired up with one master-at-arms to provide shore patrol on board JBPHH. They will post in accordance with enclosure (1). The remainder of personnel will be transported to Fort DeRussy by the shore patrol coordinator and posted accordance with enclosure (2).



c. The number of shore patrol teams will be dependent upon the total amount of shore patrol personnel assigned. At a minimum, three shore patrol personnel are required for each team, with a maximum of six.

d. The shore patrol coordinator will assign a team leader for each team. One hand held radio and a map of the shore patrol team's area of responsibility (AOR) will be issued.

e. The shore patrol coordinator will provide a brief to include the following:

- (1) AOR (designated off-limits establishments, bars, clubs, hangouts, restaurants, streets and hotels).
- (2) General safety concerns (danger areas, what to look for).
- (3) Radio communications (accuracy, clarity, brevity/radio checks).
- (4) Incidents (military or civilian, locations, use of force, HPD procedures).
- (5) Courtesy turnovers (information required by the shore patrol coordinator).

f. On completion of the brief, the shore patrol coordinator will release the teams to their AOR. Designated senior personnel will pair up with an HPD officer and conduct ride-alongs. All riders will have communications with the shore patrol coordinator.

g. Shore patrol will secure at the discretion of the shore patrol coordinator. When shore patrol is secured, Waikiki shore patrol teams and HPD riders will muster with the shore patrol coordinator. All issued gear and equipment will be turned in and inventoried. The shore patrol coordinator will then secure members of the shore patrol team and transport all personnel back to their respective commands.

h. The shore patrol coordinator will provide a report via email on all incidents to the following JBP HH leadership prior to 0700:

- (1) Joint Base Commander
- (2) Deputy Joint Base Commander
- (3) Chief Staff Officer
- (4) Command Duty Officer



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- (5) Joint Base Security Officer
- (6) Deputy Joint Base Security Officer
- (7) Major of Operations
- (8) Region Operations Center
- (9) Operations Officer

  
S. W. JAMES

Copy to:  
JBPHH Security Department







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WAIKIKI SHORE PATROL POSTS

Post 1 (Waikiki Trade Center):      1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
    (fixed post)

Post 2 (Moose McGillycuddy's):      1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
    (fixed post)

Post 3 (Roving Patrol; as assigned): 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Post 4 (Roving Patrol; as assigned): 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Post 5 (Roving Patrol; as assigned): 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Post 6 (Roving Patrol; as assigned): 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Post 7 (Roving Patrol; as assigned): 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Post 8 (Roving Patrol; as assigned): 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

