
CHAPTER 5**POST REGULATIONS****5-1. AUTOMOBILES, BICYCLES, AND WEAPONS**

a. Automobiles. All assigned military and civilian personnel, to include contractors, are required to register privately owned vehicles and display the appropriate decals on the windshield. To obtain a decal, you must present proof of insurance, registration, driver's license, and your ID card.

(1) A valid state vehicle registration is required. Personnel returning with vehicles from overseas assignments have 45 days from the day the vehicle reaches the port of entry to get that vehicle titled and properly registered in any of the 50 states. Display of overseas plates on vehicles after the vehicle has been in the US for 45 days is illegal. The display of an overseas plate with any state license plate is not authorized.

(2) If a vehicle is to be registered in Kansas, and was purchased and registered overseas less than 6 months before coming to Kansas, the owner is subject to Kansas sales or use tax.

(3) If a vehicle is to be registered and licensed in the state of Kansas and the Active Duty member's name is on the vehicle title, the following procedures should be followed:

(a) If you are a non-Kansas resident you can avoid paying Kansas Personal Property Tax on your vehicle by obtaining a tax-exempt affidavit from the County Treasurer's Office in the Courthouse at 300 Walnut, Leavenworth. You must bring in a copy of your orders, leave & earnings statement (LES) and your Military ID Card in order to obtain a tax-exempt affidavit. To use the tax affidavit, you must be shown as owner, leased vehicles do not qualify. A military Kansas resident may also be exempt. Please check with the County Treasurer's Office.

(b) The owner must then obtain a Vehicle Identification Number (VIN) inspection slip from the Kansas Highway Patrol at the Kansas Department of Transportation. Their office is located at 2401 Spruce Street, Leavenworth, and performs these VIN inspections on Tuesday and Thursday from 0830 until 1200. There is a \$10 cash fee for this inspection.

(c) They will verify your ACTUAL vehicle, title, and driver's license. If there is a lien on the vehicle, the lien holder may FAX a copy to the COUNTY TREASURER'S OFFICE at 913-684-0436. THE COPY CANNOT BE FAXED ANYWHERE ELSE. The FAXED copy must be picked up at the County Treasurer's office, 4th and Walnut, before going to the inspection station.

(d) If the vehicle is coming from overseas, the overseas registration may be used to get the VIN inspection. You will also need the import documents stamped by customs. If you have the original certificate of origin, the inspection is not necessary. If you have any questions or problems, please call the County Treasurer's office at 684-0430.

(e) The next step is to bring it all to the County Treasurer's Office at the Courthouse 300 Walnut (4th & Walnut). The County Treasurer's Office will issue the license plate. In addition to the above documents, you must also show proof of insurance.

(f) A Kansas State Driver's License is not required for registering your privately owned vehicle(s) in the state of Kansas. However, even though you are not required to have a Kansas license to register your vehicle, you cannot have a three way split between the state you reside, the state your vehicle is registered, and the state of issuance for your driver license. **Two of these three must be the same.** If you wish to obtain a Kansas driver's license, you can apply for one at the Drivers License Examiner's office at 113 Delaware Street, Leavenworth.. Hours of operation are Tuesday through Friday, 0700 until 1730, phone number is 913-651-6947. The fee for each person obtaining a driver's license is between \$20 and \$40. Each individual will be required to surrender any other valid state driver's license he possesses.

b. Bicycles. Each year over 100 bicycles are reported lost or stolen on Fort Leavenworth. Many are eventually found on the installation and returned to the owner. Fort Leavenworth has a voluntary bicycle registration program. In addition, securing your bicycle when not in use with a quality security mechanism is required.

(1) Bicycle Safety. Bicyclists are granted the same privileges as motorists. Cyclists must comply with, and are subject to, laws applicable to drivers of motor vehicles. Wearing bicycle safety helmets is mandatory. All cyclists must wear reflective clothing when riding a bicycle in limited visibility. Bicycles must be equipped with a light in front and a red reflector in back when riding during the hours of limited visibility. A horn or bell is required on ALL bicycles.

(2) No Biking Areas. There is NO bicycle riding allowed on Grant Avenue at any time. You may, however, ride on the sidewalk that parallels Grant Avenue, but you must yield to pedestrians and runners. Absolutely NO bicycles are permitted to ride through the Fort Leavenworth National Cemetery. This includes riding on Hancock Avenue through the cemetery.

c. Motorcycles and Mopeds. Requirements for operating a licensed motorcycle or moped on Fort Leavenworth include possession of a valid state motorcycle operator's license and completion of the Defensive Driver's Course. In accordance with AR 385-55, wearing an approved helmet, eye protection, gloves, long pants, long sleeve shirt, and a reflective vest or clothing is mandatory. Motorists who are members of the Armed Forces must also possess a motorcycle safety course certification card.

d. Registration of Weapons.

(1) If you live on post or you wish to fire any of your weapons on post, you must register all privately owned firearms, shotguns, air powered weapons, crossbows, and BB guns with the Provost Marshal within 72 hours of the weapon(s) arriving on post. At no time can weapons be stored in temporary lodging facilities on post or in vehicles. Weapons must be stored in the Headquarters Company Arms Room until permanent quarters are assigned.

(2) A "Weapon Registration Information" worksheet is included in this circular. Complete the worksheet and mail it back in the enclosed envelope. Information from this single form will be put into the DOD database. During inprocessing, you will be provided a "weapons permit" signed by a Provost Marshal representative.

(3) Weapons may only be used in authorized hunting areas and firing ranges.

(4) Adult supervision is required when persons under 16 years of age are firing weapons.

5-2. INSTALLATION TRAFFIC CONTROL

a. General. AR 190-5, CAC & Ft Lvn Reg 190-5, and the Motor Vehicle Laws of the State of Kansas make up the standard traffic code for Fort Leavenworth.

b. Speed Limits. The speed limit on the installation is 20 miles per hour unless otherwise posted. Speed limits have been set by a traffic engineering survey based on an analysis of roadway conditions, accident records, adjacent land use, and the prevailing speeds of prudent drivers. Military Police routinely run radar in housing areas and along busy roadways to keep the roads safe for everyone.

c. Parking. The installation parking policy, like speed limits, is rigidly enforced. Adequate parking is NOT available within a reasonable walk to Bell Hall. Shuttle bus transportation is available from designated student parking lots. Car-pooling is strongly encouraged. Vehicles must be parked in marked or designated parking spaces only. Parking spaces are marked or designated as follows:

(1) By white striping on roadways or in parking lots. White striping denotes angle, straight in, or parallel parking spaces. Yellow striping denotes the end or limit of a parking line or row.

(2) In an effort to preserve the natural beauty of Fort Leavenworth, there are only limited yellow curbs indicating no parking zones. These are found near fire hydrants, street corners, and in the vicinity of historical tour signs.

(3) The following constitutes prohibited parking:

(a) Outside of marked or designated areas.

(b) On seeded or grassy areas.

(c) Along streets, roadways, and on road shoulders where parking is not designated.

(d) Against the flow of traffic.

(4) Noncompliance with parking regulations can result in warnings, Armed Forces Traffic Tickets, fines, and US Magistrate Court Tickets. Serious repeat offenders may have their installation driving privileges suspended.

(5) The Garrison Commander is the installation parking coordinator.

d. Handicapped Parking. Handicapped persons requiring handicapped parking will secure appropriate identifying insignia from the County Courthouse, 4th and Walnut, Leavenworth, KS. A medical statement is required and a fee of \$4.25 is charged to process the handicapped pass. Non-handicapped drivers transporting handicapped persons will not park in handicap parking spaces if the handicapped person has no intention of leaving the vehicle.

e. Alcohol Consumption. Operating a motor vehicle after you have consumed alcohol is a very dangerous practice. It is dangerous to you, to your career, and to everyone you share the road with.

f. Fines. Fines for violating the installation driving code range from \$30 to over \$300.

5-3. PARKING OF PRIVATELY OWNED VEHICLES AND RECREATIONAL EQUIPMENT

a. Privately owned vehicles (POVs), recreational vehicles, and equipment will not be parked on lawns. There will be no automobile overhauls or repairs performed in the street, yard, or driveway which take more than 24 hours.

b. The following types of vehicles and equipment may not be parked or stored on the streets, yards, grassy areas, driveways, resident parking spaces, or community parking lots on post:

Boats and boat trailers	Camper bodies (physically not mounted on a truck)
Camper trailers	Cargo trailers
Travel trailers	Motor coaches over 22 feet in length

c. The above listed items may be placed in the housing areas for loading and unloading or minor maintenance for not more than 24 hours, but may not be used for temporary overnight accommodations.

d. The above listed items may be stored in the recreational vehicle (RV) parking area. There is a fee for this service. Registration and space assignments are through the MWR, Arts, Crafts & Ticket center in Truesdell Hall.

e. Patrons needing 24-hour access to the RV lot must obtain a code for the lock to the RV lot. For questions regarding this arrangement or for information call the Arts, Crafts, and Tickets center at 913-684-2580.

5-4. REGISTRATION AND CONTROL OF PETS

a. Occupants of family quarters at Fort Leavenworth are authorized to keep small pets in their quarters. However, with the closeness of military quarters and families and the multifamily dwellings, it is imperative that pet owners recognize their responsibilities to their pets and to their neighbors. For this reason, certain restrictions or requirements apply that are designed to protect persons and property from injury by an uncontrolled pet and to help create a harmonious home environment conducive to the CGSOC students' academic endeavors. The following restrictions or requirements apply:

(1) Electronic fences are prohibited.

(2) Each family is limited to a maximum of four pets.

(3) All dogs and cats must have current immunizations (within the past year) for rabies and distemper. CGSOC students must have certificates signed by a veterinarian in their possession when pets arrive on the installation. Additionally, all pets must be microchipped; students must have the microchip certificate when pets arrive on the installation. These certificates will be presented during pet registration. Students arriving prior to 14 July 2004 must register their pets at the Veterinary Clinic within 5 days after arrival. Those arriving after that date may register their pets at the installation in processing prior to the start of the academic year.

(4) In accordance with CAC & Ft Lvn Reg 40-7, all dogs and cats must be kept on a leash when outside except for animals kept in a fenced area from which they cannot escape. Exceptions are specified in CAC & Ft Lvn Reg 40-7. Veterinary Services will provide impoundment facilities for animals wandering loose. Military Police are responsible for apprehension of such animals. Inquiries concerning lost/missing pets are best directed to Veterinary Services. Two or more such violations can result in the owner being required to permanently remove the pet from post. Veterinary Services will charge the owner

an administrative fee plus a fee for each day a pet is kept in the Veterinary Clinic's kennels. After 3 working days, impounded animals become Government property. Veterinary Services does not provide boarding or grooming services to privately owned pets.

(5) Individuals who are considering bringing horses to the installation should write the Fort Leavenworth Riding Activity Stables Manager, Warehouse Road, Fort Leavenworth, KS 66027, or call 913-651-7307 for information.

(6) Exotic or sylvatic pets (e.g., monkeys, raccoons, etc.) are not authorized in family quarters except by special permission of the Garrison Commander.

b. The Veterinary Clinic is available only for immunizations, microchipping, and other veterinary preventive medicine procedures necessary to protect the health of the community. Veterinary Services is not authorized to provide full service to privately owned pets. Additional information will be available at the time of centralized inprocessing.

c. Each Fort Leavenworth family is expected to contribute toward the maintenance of its neighborhood in such a manner that everyone in the community can enjoy a safe and healthy environment. The pet population is an intimate part of this environment, and the care and control of pets is a part of each family's contribution. Veterinary Services strongly urges responsible pet ownership by encouraging the neutering of all pets not specifically maintained for breeding purposes. Veterinary Services will gladly accept any pets that have or may lose their current homes.

5-5. GUIDELINES FOR SUPERVISION OF CHILDREN

a. The following guidelines are extracted from the Fort Leavenworth Command Policy #14-03, *Supervision of Children and Home Alone Policy Guidelines*. The proponent for this policy is the Directorate of Community Activities, Family Advocacy Program Office. All individuals assigned on-post housing will receive a copy of this policy in its entirety.

b. The purpose of the policy is to prescribe the adequate and appropriate supervision of minor children within the Fort Leavenworth military community.

c. This policy is directed toward and applies to all military personnel and their family members, and is established to ensure that all agencies and persons cooperate to protect the safety of children on Fort Leavenworth. This policy applies to civilian personnel who may reside on-post or during the performance of official child care duties. All persons on Fort Leavenworth will use the established policy with children for whom they are responsible.

d. Supervision is a planned, consistent way to provide ongoing care for a child, which does not place a child at risk of injury, harm, or eminent danger. Proper supervision ensures that an adequate plan for a child's needs is established which is appropriate to the age, level of maturity, and physical, emotional, and mental capacity of the child. Supervision is a parental responsibility.

e. A parent is defined as the biological, adoptive, step-parent, guardian, or any other person charged with a parent's rights, duties, or responsibilities. Parents will be held accountable for their decisions regarding child supervision. Parents should be aware of their children's whereabouts and activities. Parents are encouraged to continually evaluate their child's level of maturity and determine the degree of supervision that best meets the needs of their child.

f. A child is defined as an unmarried minor, whether biological, adopted, foster, step child, or ward of a military member or civilian for whom treatment is authorized in a medical facility of the Military Services, who is under the age of 18 years or is incapable of self-support because of a mental or physical incapacity.

g. Levels of supervision.

(1) Direct supervision. An adult is in physical presence of or close proximity to the child at all times.

(2) Monitored. An adult is aware of the child's location and activities. The adult is in regular contact with the child and an emergency plan is in place.

(3) Self care. The child is left home alone with an emergency plan and an adult on call at all times. This does not include allowing any child to stay overnight alone.

h. Policy/Procedures.

(1) Parents will adhere to the following rules:

(*a*) Leaving a child, age 9 or younger, unattended at any time or place is prohibited. Direct supervision by an adult is required. See special provisions (paragraph *i*) for students traveling to and from school. A child is considered unattended if he/she is not in the physical presence of or close proximity to a parent, parent designee, or baby-sitter. A parent designee is a consenting mentally and physically competent individual who is 18 years of age or older. An approved baby-sitter is a consenting mentally and physically competent individual who is 12 years of age or older and has completed the Red Cross baby-sitting course.

(*b*) A child age 10 must have monitored supervision. Monitored supervision means an adult is aware of the child's location and activities. The child must be in regular contact with the adult and an emergency plan in place. Children may need to utilize Child and Youth Services (CYS) supervised care/activity options available on post. Children cannot be left alone overnight.

(*c*) For children ages 11 through 14, it is the parent's responsibility to determine the appropriate level of supervision. The parent must, in all cases, have an emergency plan in place. At no time may the children be left alone overnight or unattended for more than 8 hours.

(*d*) Leaving a child 15 to 17 years of age overnight or unattended at any time or place for more than 8 hours without having an adult check on them either in person or telephonically is prohibited.

(*e*) Leaving a child unattended under any circumstance creates the potential for actual harm to the child's physical health, safety, or emotional welfare. As motor vehicles and swimming pools present particular safety hazards, children age 9 and under must be in the presence of a parent designee, a baby sitter in these circumstances. Children age 10 must have monitored supervision. For children age 11 to 14 years, it is the responsibility of the parent to ensure that the time limits for the pool are observed.

(*f*) Parents are required to have a written plan for the care and supervision of their children age 6 to 14 years old (or kindergarten to grade 8) during periods of time when the child is out of school and the parent is on duty. Out of school time includes before and after school, vacation, and school out days. It

is the parents' responsibility to safeguard their child and to determine the appropriate level of supervision. The plan should be similar to the Family Care Plan and completed by the parent, updated annually, and monitored and maintained on file in the soldier's unit.

(2) Failure to comply with the guidelines set forth in this policy can result in referral to the Case Review Committee (CRC) and/or the Juvenile Review Board. A violation of this policy may result in termination of the privilege of occupying Government or leased quarters.

(3) The Provost Marshal Office (PMO) will take necessary action to ensure the safety and protection of children on the installation. Action taken by the MP's when children are found unattended is contingent upon the degree of danger in which the child is found. When the MP's determine that a child is unattended, the following action will be taken:

(a) The immediate safety needs of the child will be ensured.

(b) MP's will attempt to locate the parent or parent designee. If the parent cannot be located, the MP Desk Sergeant will be notified to contact the commander or supervisor.

(c) After 1 hour, Social Work Service (SWS) will be contacted and will assume responsibility of the situation in accordance with established child abuse/neglect assessment procedures. Children will only be taken to the MP station if parent or designee cannot be located.

(d) A journal entry will be made.

(e) All cases will be reported to SWS for review by the CRC.

(4) Army Community Services will provide copies of this policy to the Housing Division to ensure that all families in processing through the housing office will be given a copy of the Supervision of Children and Home Alone policy in their housing packet.

i. Special Provisions.

(1) Children who meet the criteria for the Exceptional Family Member Program, as defined by AR 608-75, may require modification of these guidelines in accordance with their special needs. Parents are responsible for evaluating the supervision needs of their children.

(2) Children who are in the care of a certified Family Child Care (FCC) provider will be supervised in accordance with guidelines set forth in AR 608-10, AR 608-18, and local procedures. Any individual who keeps children in their home on a regular basis for more than 10 hours per week must be registered as a family child care provider.

(3) Children 12 years old and up may baby-sit after completing a CYS approved baby-sitting course. Child Development Services provides a list of baby-sitters who are certified through the Red Cross.

(4) If overnight care or baby-sitting is needed, parents are encouraged to use FCC providers or contact Child Development Services for information and assistance. Overnight child care or baby-sitting may not be provided by anyone under the age of 18 years.

j. Resources. The Family Advocacy Program Manager at Army Community Service is available to provide guidance to parents regarding this policy and child care plans. Child Development Services, Child

and Youth Services, and School Age Services provide assistance with assessing child care resources. You may contact them at the following numbers:

Family Advocacy Program Manager: 913-684-2800

Child Development Services: 913-684-9351

Child and Youth Services: 913-684-1653

School Age Services: 913-684-5125.