

CAMP BUCCA, IRAQ STANDARD OPERATING PROCEDURE

105 Military Police Battalion (I/R)

30-October 2004

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CAMP BUCCA, IRAQ --- STANDARD OPERATING PROCEDURE

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Background. As authorized and directed by the references, Camp Bucca is designated as a place of confinement for detained personnel. Its mission is to make appropriate provisions for the custody, control, and basic needs of all detained personnel.

Applicability. This procedure applies to all military and civilian personnel assigned to or working at the Camp Bucca, Iraq Internment Facility (IF). All personnel will enforce all orders and regulations pertaining to the daily operation of the facility and their assigned posts. All personnel will be familiar with all facility directives, emergency plans and all special orders pertaining to their post and carry out all general orders for their post. Officers and NCO's in charge of sections will publish supplementary instructions required to ensure compliance and to provide effective operation in the performance of their mission.

Authority. The Commander of Camp Bucca, based on his authority, the

responsibility of command, and the guidelines set forth in the regulations referenced above has established Standards of Conduct for all personnel who enter Camp Bucca. Commanders may, either in general statements of procedure, or on a case-by case basis, further interpret or modify the Standards of Conduct for all who have access to Camp Bucca.

Enforcement: This Policy Is Punitive. A violation of any provision of this policy may result in appropriate administrative or judicial/disciplinary action under the UCMJ, or appropriate military/civilian personnel regulations, ejection from Camp Bucca, and/or denial of entry.

Suggested Improvements. Recommended changes to policies, procedures, and programs may be submitted by any soldier on DA Form 2028, to the Facility Commander and/or Battalion S-3 of the Military Police Battalion controlling operations. All revisions or additions to this SOP will be approved by the Commander

and disseminated to all appropriate personnel. When appropriate, information will be disseminated to Detainees prior to implementation. Minor revisions will be made in a memorandum format and periodic review will determine when an SOP needs to be rewritten, incorporating the changes.

Distribution: All units involved with Detainee operations and all tenant units will be provided a copy of all Camp Bucca SOPs. All personnel working within Camp Bucca are required to read all SOPs. It is the responsibility of all personnel to protect and safeguard the contents of the SOPs and ensure the appropriate distribution. All personnel will sign a statement of understanding/ acknowledgement that they have read and will adhere to the provisions of all operating SOPs for Camp Bucca. Violation of the provisions of any Camp Bucca SOP is subject to UCMJ.

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As of 1 JUN 2004

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Chapter 1 Introduction

1-1. Purpose:

a. The purpose of this Standing Operating Procedures (SOP) is to disseminate information, instructions, and procedures to govern the operation of the Camp Bucca, Iraq. This directive is written to inform, guide, instruct, and direct staff members and Military Police providing security on policies and provide an immediate reference for continuing operations of the Camp Bucca Internment facility.

b. This SOP implements Army Regulations and international law, both customary and codified as put forth in the 1949 Geneva convention.

1-2. References:

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Responsibilities:

a. The Commanding Officer of Camp Bucca is guided in his duties by the references and other published and verbal orders from higher authority, MNC-I.

(1) The Commanding Officer is responsible for all operational considerations and for all facility related administrative matters.

(2) This Order is not all inclusive of the guidance directed by the Commanding Officer for daily operations of the facility.

(3) All procedures for operations will be in writing and approved by the Commanding Officer.

(4) Policy Memorandums will be used during the interim of major changes to this SOP.

b. All military and civilian personnel assigned, attached to, or employed at Camp Bucca will be familiar with and conform to the Standards of Conduct prescribed by this policy.

c. Unit Commanders and First Line Leaders will ensure that all assigned personnel are briefed within 72 hours of assignment, at least quarterly thereafter, and upon any changes to portions thereof, regarding this policy.

d. Contractor and vendor personnel must strictly comply with the rule against bringing items into or taking items out of the Camp for detainees.

e. All personnel, who enter Camp Bucca pursuant to sales, service, delivery, or other reasons, are subject to the intent and provisions of this policy.

1-4. Mission:

a. The mission of the security force is to provide control and custody of persons detained at Camp Bucca.

b. Security is every soldier's primary duty.

c. The guidelines set forth in this SOP establish a structured, controlled, and safe environment for all personnel and the public community.

d. The control of detainees is facilitated by the fair, firm, and impartial enforcement of rules and regulations.

e. Custody and control measures maintain good order and discipline and protect the welfare of all personnel and detainees alike.

f. Supervisors must know where assigned detainees are and what they are doing at all times. Supervision of detainees consists of much more than observing detainee conduct and activity.

Supervision includes:

(1) Searching the detainee's person, his billeting areas, conducting counts, and conducting night inspections of billeting areas.

(2) Maintaining a high level of alertness to prevent escapes, violence, sexual incidents or other disturbances.

g. Security is a series of checks and balances performed at various levels both internal and external to the facility. It requires all personnel to:

(1) Continually maintain an effective working knowledge of rules, regulations, and special orders.

(2) Maintain constant vigilance throughout their daily duties.

(3) Review/evaluate procedures and initiate recommendations to proper authority for improvements.

1-5. Searches:

Anyone entering Camp Bucca implicitly consents to a search of his/her person and property/vehicle at any time within the bounds of Camp Bucca or any of its outlying activities, for the purposes of safety, security, or custody and control of the facility.

1-6. Confinement Philosophy

a. A detainee is not confined for punishment or discipline by any person, except as provided by law or regulation. Hazing, corporal punishment, harassment, unauthorized exercises, unnecessary restrictions, deprivations, and demeaning treatment serve no useful purpose and are prohibited.

b. This SOP sets forth regulations and procedures that ensure fair, firm, impartial, and humane treatment of detainees in compliance with law, regulation and United States Military Policy.

1-7. Facility Certification

a. The Commanding General, MNC-I and higher authority have approved Camp Bucca, as an IF.

b. The facility's maximum designated capacity is 3600 detainees in Compounds 1-6, 2500 in Compounds 7-11, 24 in compound 12A, 80 in compound 12B, and 12C and 180 in compound 12D. Additionally 48 Isolation units are available for discipline, safety and medical requirements.

1-8. Standards Of Conduct For Personnel

Personnel assigned to the facility will familiarize themselves with the references and comply with them and other related regulations in letter and spirit. The following will govern the conduct of all personnel assigned to the facility.

a. Security Mission: Security is the primary mission of all personnel who work at or are assigned to the facility, regardless of job, MOS, section, or office. All personnel will be alert for security violations or discrepancies and immediately report any unusual, questionable incidents, or observations to the Compound Control Team (CCT) or IF Security Sergeant of the Guard(s) (SOG).

b. Humane Treatment: Detainees shall be treated humanely. Abuse, or any form of corporal punishment, is prohibited. Verbal harassment, interrogation (except by proper authority) and the imposing of physical exercise as punishment is prohibited.

c. Professionalism: A fair, firm, impartial and professional demeanor will be maintained toward detainees at all times.

d. Alertness: Personnel will be alert at all times to detect and prevent a detainee from escaping or harming personnel within the camp.

e. Contraband: Contraband is defined as: Any item, article, or substance not authorized to be in the possession of Camp personnel, while within the Camp perimeter or within other areas or activities of the Camp. Personnel will not bring or permit others to bring any item(s) for detainees into the facility. No contraband will be given to or be made accessible to detainees. Anything not issued to detainees or authorized for their use is contraband. A partial list of contraband is listed below. This list is not all inclusive:

(1) Guns or firearms of any type (Unless required by mission).

(2) Explosives or munitions. (Unless required by mission)

(3) Chemical components or incendiary devices.

(4) Knives in compounds.

(5) Unauthorized handcuff keys.

(6) Drugs or narcotics without a prescription.

(7) Intoxicants/alcoholic beverages.

(8) Currency (not on person).

(9) Obscene material.

(10) Photographic equipment (unless approved by proper authority.)

(11) Recording devices (unless approved by proper authority.)

(12) Extra clothing not worn on the job site

(13) Cell phones. (Unless Required for Military Work)

f. Social Contact:

(1) Personnel will only interact with detainees on official business that is essential for mission accomplishment.

(2) Personnel will not fraternize with detainees nor accept personal favors or services.

g. Gifts: Personnel will not give or receive from any detainee anything that could be construed as a gift; or in any manner, buy, sell, or barter any item(s) with a detainee.

h. Promises and Privileges: Personnel will not extend nor promise to a detainee any special privilege or favor not available to all detainees, nor furnish detainees with information except through official channels.

i. Privacy of Information: The privacy of information applies to all information concerning any of the detainees or of the facility procedures and security.

(1) Personnel will discuss information only with authorized personnel requiring this information in the performance of their official duties.

(2) Permission to release information will be obtained by the Facility Manager or higher authority.

(3) Personnel will not discuss facility activities, operations or Detainee information in public areas where they may be overheard.

j. Appearance: Duty personnel will maintain an appropriate standard of military bearing and appearance.

(1) Guard Commander will ensure proper performance of duties through professionalism, training, effective communication, leadership, teamwork and discipline.

(2) Uniform appearance will be inspected at every guard mount prior to shift.

(3) Personnel will set the example in conduct and performance on and off duty.

(4) The duty uniform for personnel on duty at Camp Bucca is the following:

(a) DCUs, sleeves down.

(b) Boonie Style or DCU Patrol Cap

(c) MP Brassards for MPs and soldiers performing MP duties.

(d) Pen and paper

(e) Individual Assigned Weapon.

(f) Kevlar and IPB Vest, with SAPI plates, will be worn by all personnel in the immediate proximity of any Detainee. Immediate proximity is defined as; No concertina wire or fence between Detainee and soldier. NOTE: Work projects teams WILL wear Kevlar and Vest at all times while guarding Detainees.

1. Exterior perimeter guard towers and all personnel traveling off Camp Bucca Base Camp will wear Kevlar and Vest at all times. (Includes Area Security Patrols, Navistar Runs, etc.).

2. Kevlar and Vest will be worn at all times in HMMWV vehicles; and in NTV vehicles that exit Camp Bucca while traveling in Iraq.

3. ALL PERSONNEL WILL HAVE KEVLAR AND VEST READILY AVAILABLE, AT ALL TIMES, EVEN IF AUTHORIZED NOT TO BE WORN.

(5) Exceptions for wear of Kevlar and Vest.

(a) Kevlar and Vest are NOT required to be worn by Guards in Towers in the Internment Facility (IF). Kevlar and Vest WILL be readily available and in the tower with guard. (NOTE: Exterior perimeter guards in towers WILL wear Kevlar and Vest at all times).

(b) Kevlar and Vest are NOT required to be worn by Compound Control Team (CCT) unless they are in proximity of a Detainee. (I.E. Team enters compound, Detainee's come out of compound for any reason).

(c) Kevlar and Vest are NOT required to be worn by Sally Port Guards.

(d) Kevlar and Vest are NOT required to be worn by personnel in the Administrative Processing area unless a Detainee is present. (If Detainee is present all military personnel will wear Kevlar and Vest.

(e) IF OIC/SOG's are NOT required to wear Kevlar and Vest unless they are in proximity of Detainee's.

(f) Kevlar and Vest are NOT required to be worn by personnel in the Medical Processing area unless a Detainee is present. (If

Detainee is present all military personnel present will wear Kevlar and Vest). Medical emergency is an exception.

(g) Visitors to the IF are NOT required to wear Kevlar and Vest unless in proximity of Detainee's.

k. Weapons Personnel will not introduce, or knowingly allow to be introduced into the security area unauthorized firearms, nightsticks, or any instruments that might be considered as or possibly used as a weapon. Personnel are not authorized to use or have in their possession unauthorized weapons including, but not limited to, firearms, knives, batons, sap gloves (lead filled padded gloves), kubatons, nightsticks, PR-24s, collapsing/expandable batons and any other weapons not specifically authorized.

l. Substance Abuse: Personnel will not partake of or consume any substance that will or could alter one's normal behavior at any time prior to assuming duty. The consumption of alcoholic beverages and/or other mind-altering substances is sufficient cause to effect relief from duty and disciplinary action.

1-9. Discipline

Good order and discipline is the heart of the camp process. The objective is to instill discipline by teaching and demonstrating the value of self-discipline. All violations of the facility's regulations will be reported to the Duty Officer who will investigate the circumstances surrounding the offense and make his/her recommendation for possible disciplinary action to the Camp Commander.

1-10. Detainee Complaints And Request Procedures

a. Detainees have the right to make complaints and requests to the camp commander, who will try to resolve the complaints and answer the requests, and to the ICRC when they are visiting.

b. If detainees are not satisfied with the way the commander handles a complaint or request, they may resubmit it in writing to the camp commander who in turn will submit it through command channels.

c. Detainees will not be punished for making complaints, even if those complaints later prove unfounded.

d. Complaints will be received in confidence, as they might endanger the safety of other detainees.

e. Appropriate action, including segregation, will be taken to protect detainees when necessary.

f. Detainees exercising the right to complain to the holding authorities at Camp Bucca, Iraq may do so-

(1) Through the elected detainee representative (compound mayor).

(2) By letter given to the Compound Control Team and submitted through the camp chain of command.

(3) In person to the ICRC when they are visiting.

g. Any report of abuse will be documented by an SIR, IAW AR 190-40 and immediately reported through the chain of command. The chain of command will contact CID to initiate an investigation into the abuse allegations.

1-11. Use Of Force (UOF) and Rules Of Engagement (ROE)

a. **All incidents of use of force on a Detainee will be documented on a DD Form 508 and other witnesses will use a Significant Activities Report (Appendix-H).** Documentation will include:

(1) The circumstances surrounding the incident.

(2) Extent of injuries sustained by U.S. personnel or Detainees.

(3) Description of type and level of force.

(4) Reason for use of force.

(5) Care provided after the use of force (OC decontamination, medical treatment, etc.)

b. Clarification on when Use of Lethal Force is authorized if a Detainee is in the process of attempting to escape from the Camp Bucca Internment Facility.

(1) Lethal force may not be used on a Detainee attempting escape until they have cleared the Outer Perimeter fence unless it is in self defense or IAW current ROE.

(2) The Outer Perimeter fence is the chain link fence surrounding the entire Internment Facility.

c. MNC-I: Rules For The Use Of Force (RUF) For Detention Facilities at Appendix-B.

d. Camp Bucca Iraq: UOF and ROE at Appendix-C.

1-12. Use Of Electronic Devices

a. NO cell phones, DVD's, personal CD players, radio's, televisions, or computers will be used while working at the Internment Facility, ECP's, or LP/OP Towers. NO EXCEPTIONS.

b. NO books or magazines or any other material that may distract a guard from their mission are allowed in the Internment Facility, ECP's, or LP/OP Towers. NO EXCEPTIONS.

1-13. Soldier Uniform Policy

a. The following procedures will be adhered to by all military personnel while on Camp Bucca.

(1). All personnel in the immediate proximity of any Detainee will wear Kevlar and Vest with SAPI Plates. Immediate proximity is as follows:

(a) No concertina wire or fence between Detainee and soldier.

(b) NOTE: Work projects teams WILL wear Kevlar and Vest at all times while guarding Detainees.

(2) Exceptions for wear of Kevlar and Vest.

(a) Kevlar and Vest are NOT required to be worn by Guards in Towers in the Internment Facility (IF). Kevlar and Vest WILL be readily available and in the tower with guard. (NOTE: Exterior perimeter guards in towers WILL wear Kevlar and Vest at all times).

(b) Kevlar and Vest are NOT required to be worn by Compound Control Team (CCT) unless they are in proximity of a Detainee. (I.E. Team enters compound, Detainee's come out of compound for any reason).

(c) Kevlar and Vest are NOT required to be worn by Sally Port Guards.

(d) Kevlar and Vest are NOT required to be worn by personnel in the Administrative Processing area unless a Detainee is present. (If Detainee is present all military personnel will wear Kevlar and Vest.

(e) IF OIC/SOG's are NOT required to wear Kevlar and Vest unless they are in proximity of Detainee's.

(f) Kevlar and Vest are NOT required to be worn by personnel in the Medical Processing area unless a Detainee is present. (If Detainee is present all military personnel present will wear Kevlar and Vest). Medical emergency is an exception.

(g) Visitors to the IF are NOT required to wear Kevlar and Vest unless in proximity of Detainee's.

b. Exterior perimeter guard towers and all personnel traveling off Camp Bucca Base Camp will wear Kevlar and Vest at all times. (Includes Area Security Patrols, Navistar Runs, etc.).

c. Kevlar and Vest will be worn at all times in HMMWV vehicles; and in NTV vehicles that exit Camp Bucca while traveling in Iraq.

d. ALL PERSONNEL WILL HAVE KEVLAR AND VEST READILY AVAILABLE, AT ALL TIMES, EVEN IF AUTHORIZED NOT TO BE WORN.

e. During hot summer weather, the uniform blouse will be worn however the sleeves may be rolled up by one (1) cuff length.

f. Dew rags, skull caps, bandanas and "drive on rags" are prohibited while in uniform.

Chapter 2 Internment Facility Duty Positions, Descriptions, and Responsibilities

2-1. Staffing and Duty Positions:

These positions include the command level, internal security and external security required to operate Camp Bucca. All personnel assigned to Camp Bucca, regardless of MOS or military service affiliation, will receive training in confinement procedures prior to assumption of duties in the facility.

2-2. Security Mission:

Security is the primary mission of all personnel who work at or are assigned to the facility, regardless of job, MOS, section, or office. All personnel will be alert for security violations or discrepancies and immediately report any unusual, questionable incidents, or observations to the Duty Officer.

2-3. Facility Commander (FC):

a. The FC, (Battalion S-3), IAW references listed this SOP, is the principle staff officer to the commander on matters pertaining to the organization, training, and primary mission operations concerning the (IF).

b. He advises and assists other staff officers in their operational activities.

c. He is responsible for the planning and execution of day-to-day MP EPW/CI/IR operations.

d. He supervises S-3 subsections that consist of the S-3 Section, and the (IF) Compound Control Teams (CCT).

e. Is responsible for the complete administration, operation, and security of the (IF). He will prepare all plans and training for the facility, both in the training phase and in the unit mission.

2-4. Medical Officer:

The facility Medical Officer shall be designated by and shall be responsible to the Commanding Officer for the health and medical care of detainees and the sanitary conditions of the facility. The medical officer has no command authority within Camp Bucca.

2-5. Chaplain:

A chaplain shall be appointed to administer the religious program for the facility and shall be responsible directly to the Commanding Officer for providing religious instruction, pastoral care and the coordination of worship services for all detainees. The chaplain has no command authority within Camp Bucca.

2-6. IF Security OIC/Duty Officer (SOIC/DO)

a. The SOIC is the Company Commander for the MP Guard Company(s) providing internal security for the IF. The DO may be a Lieutenant from the MP Guard Company providing security for the IF. The SOIC/DO is responsible for all security in the IF. SOIC/DO are responsible for the oversight of all Military Police activities relating to security in the IF.

b. In the event a security situation requires immediate action, the SOIC/DO will take appropriate action and then advise higher authority as soon as possible. The SOIC/DO will make rounds throughout the facility and sign the journals located on each post.

c. Will recommend to the FC and implement procedures to improve security operations in the IF.

d. Will recommend to the FC and implement security training requirements for security personnel in IF.

e. Will ensure all visitors have proper authority to be in the IF and are escorted as necessary.

f. Will maintain accountability and control of all operational keys and locks within the facility. NOTE: CCT will maintain accountability and control of keys used in each compound.

g. Are responsible for the supervision, discipline and performance of the security guard section. They will conduct and document counseling of Guard force members for superior or inferior conduct or performance.

h. Do not impose, or permit personnel to impose, any form of abuse, mistreatment, harassment, or punishment upon any detainee.

i. Coordinate as needed with the outer security force.

j. Supervise personnel during emergencies.

k. Ensure all personnel are following proper Detainee restraint procedures.

l. Ensure the IRF is properly instructed to react to emergency response situations.

m. Ensure all guards are familiar with Camp Bucca SOP's.

(n) Inspect the entire facility to ensure cleanliness, security of locks, bars, doors, gates and fences on each shift. This will be completed at least twice per shift at random intervals.

(o) Ensure that the compound lights are turned on at sunset and off at sunrise.

(p) Perform compound sweeps (Inspections) as directed by the Facility Manager or Battalion Operations SGM. Also perform inspections at request of and coordinated with CCT SOG. Ensure inspections are conducted to standard in detainee living areas and of the Detainee's person with dignity towards detainees and respect towards property.

2-7. Entry Control Sally Ports:

a. Minimum manning will be (2) personnel with M16 and M9 at GREEN Status.

b. Access rosters for all Camp Bucca personnel (Military, KBR, Contractors) who are allowed access to the Internment Facility (IF) will be maintained at the Sally Port. Rosters should be reviewed weekly. Ensure updated access rosters are obtained from the Battalion Operations Section every Saturday NLT: 0800.

c. All military personnel accessing the IF will present a valid Military ID. Other personnel must present a valid Passport, Geneva Convention ID, or other approved form of Photo ID. These procedures will be adhered to until a badge system is implemented at which time this SOP will be updated.

d. At any time the Security SOG can determine that the IF can be placed in a Lock-Down situation.

(1) NO personnel will be allowed IN or OUT of the IF unless approved by the Security SOG.

(2) The following are exceptions:

(a) Commander of Unit Providing Security of IF.

(b) Battalion Commander

(c) Battalion S-3

(d) Battalion OPNS SGM

(e) Any augmenting security guards responding to IF that require access will be lined up with an OIC/NCOIC at the gate to inform the Sally Port Guard of the number of soldiers and vehicles that will be entering the IF.

e. **All Sally Port Guards Will:**

(1) Ensure all visitors are escorted at all times in the Internment Facility.

(2) Ensure no detainee within 6 feet of the gate or fence, unless in the performance of duties under proper supervision.

(3) Ensure no unnecessary pedestrians and vehicles through the gate without prior approval from the security Duty Officer/SOG. No two gates will be opened at the same time, during normal operations. Exceptions will be granted as required due to mission requirements.

(4) Maintain Staff Journal (DA Form 1594). The following at a minimum will be annotated:

(a) All significant activity

(b) Exit and Entrance of detainees. (By total Number and who is the OIC/NCOIC escorting Detainees).

(c) Entry and Exit of ALL E-7 and above military personnel.

f. **Sally Port # 1: (West Gate)**

(1) This post is located at the West side of the camp and is the main entrance to the IF. It is a pedestrian and vehicular Sally Port. The primary mission is to keep the Sally Port secure and control movement through that area for official business only. Refer to Access Control SOP. This post will be manned 24/7.

(2) The only vehicles allowed past Sally Port #1 are those that have a requirement to be inside the camp (transporting soldiers, water, ice, trash, tools, etc.). Being a military vehicle is not in itself sufficient reason to be allowed vehicle access into the camp.

(3) Guards will keep the road in front of Sally Port #1 clear of unnecessarily halted vehicles. Sally Port guard will require ID from all personnel to verify eligibility to pass through the sally port. Sally Port #1 will maintain a visitor's logbook. All visitors including those that are escorted will be positively identified and entered into the logbook. The logbook will contain the following information: Name, Rank of visitor, Organization, Escort Name, Rank and Organization, Date/Time In, Date/Time Out.

(4) Sally Port #1 personnel will contact the SOIC/DO/SSOG if they have questions about Sally Port #1 operations.

(5) SEARCHES: The SOIC/DO/SSOG will identify a random number at the beginning of each shift. This number will identify the persons to be randomly searched as they enter the Camp. Example: If the number is 20, then every 20th person through the sally port will be searched. This search will be a pat down search or a hand scanner search. The search will be for items prohibited in the camp.

(6) Sally Port gates will remain locked at all times when not in use.

g. Sally Port # 2: (East Gate)

(1) This post is located at the East side of the camp and is the rear entrance to the IF. It is a pedestrian and vehicular Sally Port. The primary mission is to keep the Sally Port secure and control movement through that area for official business only.

(a) This post will be manned only as needed or directed and will remain locked at all times.

(b) The key for this gate will be located with the Sally Port #1 guards.

(2) When used this Sally Port will comply with the same procedures required for Sally Port # 1.

h. Vehicle Entry to IF:

(1) When a vehicle comes to the Sally Port the outer Sally Port gate will be opened and the vehicle will be motioned to enter the Sally Port Search Area.

(2) 1st Sally Port Guard will request identification for all personnel in vehicle. NOTE: All personnel MUST have identification to gain entry to the IF.

(3) All E-7 and above personnel will be annotated on the Sally Port Staff Journal as entering the IF.

(4) 2nd Sally Port Guard will walk around vehicle and conduct a cursory inspection of the exterior and interior of vehicle.

(5) When the vehicle has been searched and all personnel have presented ID the vehicle will be allowed to enter the IF.

(6) NOTE: Sally Port guards can, at their discretion, choose to search any vehicle entering the IF.

i. Vehicle Exiting the IF:

(1) When a vehicle comes to the Sally Port the inner Sally Port gate will be opened and the vehicle will be motioned to enter the Sally Port Search Area.

(2) 1st Sally Port Guard will note any E-7 and above personnel in vehicle and will annotate on the Sally Port Staff Journal as departing IF.

(3) 2nd Sally Port Guard will walk around vehicle and conduct a cursory inspection of the exterior and interior of vehicle.

(4) When the above steps have been completed the outer Sally Port gate will be opened and the vehicle will be allowed to exit the IF.

2-8. Compound Control Team's (CCT's):

a. Assumption of Duty:

(1) All oncoming Compound Control Teams (CCT) will ensure a thorough brief by the off going CCT.

(2) A sensitive items accountability and inspection will be conducted and logged on the DA Form 1594.

(3) An inspection of the compound, to include CCT tent, shower and latrine facilities will be conducted with one of the off going CCT prior to relief of shift. This will include all the cleanliness of the CCT AO. (Off-going shift will ensure that CCT Tents are clean and orderly).

(4) Once assumed, the CCT will conduct a radio check with Seminole Base via Sincgars and a radio check with the SOG within ½ hour of assumption of duties.

(5) CCT will conduct an initial walk through of the compound to include the inner fence line and 3 Meter line. A walk around of all tents and detainee areas should be conducted to ensure all tent stakes are present for the number of tent tie-down ropes.

(6) Once all initial checks and inspections have been completed by the CCT, the SOG will be notified with the compound status and any immediate issues which need to be addressed.

(7) Each shift is responsible for having detainees police the 3-meter sandbags. Sandbags will be organized and on line.

b. Log Annotation:

(1) All CCT will use DA Form 1594, Daily Staff Journal Log to enter all activities during the course of their shift within their perspective compound. Entries will include but are not limited to:

(a) Assumption of duties

(b) Accountability and inspections

(c) Movement of Detainees

(d) All Significant Activity Report events

(e) Significant entries by the SOG on site.

(f) Medical events

(g) Disciplinary events

(h) All radio checks and status

(i) All significant compound events i.e. showers, chow, work conducted etc...

(j) Relief of CCT at end of shift

(2) While the DA Form 1594 is the primary form used by the CCT, additional entries must be made on the current manifest for any changes taking place, movement log attached to the back of the current days manifest and Disciplinary log.

(3) All DA Form 1594's will be turned into the SOG on duty at the end of the Mid. Shift on Sunday morning for turn in to the TOC.

c. Gate Operations:

(1) Gate operations will be strictly adhered to at all times. At NO time will 2 gates be open without a guard being posted at each gate.

(2) Sally port: During operation of the Sally port, a guard will remain at the gate as over-watch while guards are in the compound. Entry through the gateway will be achieved by unlocking the outer gate and after guard(s) enters, the outer gate will be closed and locked. The key will be handed to the guard entering the compound who will then unlock the inner gate and hand the key back to the over-watch guard. The inner gate will remain unlocked for quick re-entry into the Sally port by guards should the need arise and can be quickly secured behind them.

(3) Truck Entrance: The Truck entrance will be used when deemed appropriate by the CCT when the Sally port is inappropriate i.e. pick up of meals and movement of garbage from the compound. The truck entrance will not be used as an easy alternative to the operation of the Sally port.

(4) Shower Gate: The shower gate will remain locked at all times except when the shower is in use. After completion of showers the shower area to include shower tent will be thoroughly searched and the gate immediately locked after search is completed.

d. Detainee Manifests/Movement Sheets:

(1) A detainee manifest and movement sheet (attached to the back of each compound manifest) will be given to each compound NLT 1830 hours each day.

(2) That day's manifest will be used for the accountability and movement of detainees within the compound for the next 24 hours and will be turned in to Processing NLT 1730 hours on the following day with all discrepancies, changes and movements from the previous 24 hours by the SOG.

e. ISN and Head Count:

(1) An ISN count will be conducted prior to the morning meal starting NLT 45 minutes prior to the meal.

(2) An ISN count will be conducted NET 1830 hours each day, to be completed before established curfew in each compound.

(3) CCTs have the option to conduct an ISN count at anytime they feel it necessary as a result of events or suspicious activities.

(4) ISN counts will be conducted by the CCT and NOT the detainees, which will include a visual inspection by the CCT of the wrist identification.

(5) ISN counts will be conducted by moving all detainees into the holding area. Once all detainees are in the holding area CCT's will check detainee tents for medically excused detainees and account for them. CCT's will then conduct a full ISN count by wrist identification band.

f. Reporting Of Counts:

(1) All counts will be reported as true numbers within the compound. Detainee's moved to ISO, will immediately be removed from the manifest and total count and be added to the movement sheet. Any detainee that has been moved will immediately be added to the gaining compound's manifest. Manifests are a means of verification of detainee's that are assigned to a compound.

(2) If a detainee was permanently moved to another compound, the detainee will no longer be counted on the losing compounds numbers. Any detainee not physically in the compound but who will return i.e. work project, medical, MI etc... will be removed from the ITW (In the Wire) count but will remain on the Manifest count. Any Detainee who has been medevaced to a hospital and who will be out of the compound for more than a 24 hour period will be removed from the manifest and total count.

(3) The given count should be reported as: Compound #, 387 total count, 385 ITW-1 medical and 1 detail.

g. Perimeter And Compound Checks:

(1) Will be conducted randomly from 0600-2400 hours daily. A random check will consist of walking the inside perimeter to observe tampering of concertina wire and fence-line.

(2) Will be conducted hourly from 2400-0600 daily as follows:

(a) Checks will be conducted no later than (60) minutes apart.

(b) Checks will be conducted by (2) CCT members and will consist of the following:

1. Walk of entire inside perimeter of compound. (Look for signs of tampering of concertina wire and fence-line and a walk between tents.

2. Walk through inspection of Shower area. (Will enter shower area and conduct walk around inner perimeter of shower area. Will enter shower tent and check entire inside of tent and area between tent and walls.

3. While conducting compound checks CCT's will stop at the base of every tower and acknowledge Tower Guards.

4. Actual checks will be conducted differently each time. I.E. Start with the shower one time and the perimeter the next time.

(3) CCT SOG will be held accountable that CCT personnel are conducting compound checks IAW above directives.

(4) All checks will consist of walking the inside perimeter of the compound and should include, but are not limited to disturbances of Concertina wire, chain link fencing, and a walk between tents. Checks will also consist of a thorough search of the shower area and the shower tent.

(5) Areas that appear to be "out of the NORM". Checks should also include movement of detainee's after curfew, movement within the tents when detainees should be sleeping, unauthorized flames, fires or smoke, noises and sounds not normal to the compound, and missing sand bags, ropes, poles, tent stakes etc.

(6) All checks will be annotated on the DA Form 1594 (Staff Journal). All suspicious activities and compound property which is damaged, destroyed or missing should be annotated on the log and reported to the SOG. Additionally, a Significant Activities Report (SIGACT) (Appendix-H) should will be written and turned over to the SOG at the end of the shift with any items to be turned in to the BN TOC.

h. Meals:

(1) All food will be inventoried prior to serving the meal either by the CCT or the detainees (at the CCT discretion) Detainee meals will be served at each compounds discretion and what works best for each. CCT should monitor the serving of chow by the detainees to ensure extra food is not being sold, given or traded.

(2) All compounds will be policed for trash after the meal and all garbage bags will be removed from the compound and disposed of in the dumpsters.

i. Cigarette Rations:

(1) Each Detainee will be given (5) cigarettes during the morning and evening meal, no more than (10) cigarettes daily.

(2) Cigarette Payments:

(a) For unskilled work will be at the rate of (1) pack for two hours of work for each person working.

(b) For skilled work will be at a rate TBD by the IF Commander or his designated representative on a case by case basis.

(3) There will be no deviation to the above rate of payment unless authorized by the IF Commander or his designated representative. SOG's and CCT's do not have the authority to pay at a rate higher than listed in (2) (a) or (b) above.

(4) NOTE: Detainees at Level-IV (ISO and designated Level-IV compound) will NOT receive a daily ration of cigarettes and they will only receive half the normal payment of cigarettes for all details.

j. Detainee Searches:

(1) Detainee searches should be conducted at any time the detainee(s) have left the compound for visitation, medical, processing, work detail or at anytime the CCT feel a Search is warranted for the safety and well being of the other detainees, CCT and compound.

(2) Searches will be conducted IAW FM 19-40 and will include the removal of shoes, head wraps, hats and the search of any carried items. In the event the detainee(s) is carrying cigarettes, the pack and contents will be searched for Intel. razors, notes and drugs, which will include the removal of the inner foil pack if necessary.

(3) Safety is first in all situations dealing with detainees and all guards should have an over watch as they search, especially during searches of multiple detainees returning to the compound.

k. Movement Of Detainees:

(1) The movement of detainees within the compounds themselves is the primary responsibility of the CCT.

(2) The movement of detainees within the IF is the primary responsibility of the Roving patrol and all procedures dictated by the patrol will be adhered to by the CCTs and Security SOG.

(3) During the movement of garbage to the dumpster, the CCT may escort the detainees however CCTs will ensure detainees stay together for the duration of the move to and from the dumpster area.

(4) All escorts to the Medical facility and processing areas will be conducted by the Roving Patrols during normal sick call.

(a) The Medical Security will be used for the sole purpose of protection and over watch while detainees are being treated at the compounds and in the Medical facility.

(b) At no time will the medical security be used for the movement of detainees unless an emergency exists where the detainee must be transported in the ambulance.

(c) After normal sick call a CCT member can escort individual Detainee's to medical.

(5) As the need arises CCT members can escort individual Detainee's as mission dictates.

l. Applying Restraints:

(1) Hand Irons/Flexi-cuffs: The use of handcuffs and flexi cuffs are to be used for restraining detainees who present a physical danger to themselves or others or during the transfer/transport of detainees between facilities.

(2) Hand Irons/Flexi-cuffs may not be used for the purpose of disciplining detainees.

(3) Discretion should be used in the use of hand restraints and with respect to safety for the detainee.

(4) When used shackles and/or handcuffs should be applied by the CCT and not the detainee. The key hole of the shackle should be in the DOWN position away from the wearer and locked. The use of material by the detainees to pad the bracelet of the shackle is prohibited as the use of the padding may facilitate the removal of the bracelet due to its increased size.

(5) The application of the hand restraints should be applied IAW FM 19-40 and should be locked to ensure over tightening by the detainee is avoided. During the use of the Flexi-cuffs, the CCT should ensure a snug fit however, should be able to slide their small finger between the band and the wrist or ankle.

(6) When a detainee has been restrained with hands behind his back and laid on the ground face down for more than 15 minutes, the detainee should be rolled onto his side to relieve pressure on his respiratory system and prevent Asphyxiation.

(7) AT NO TIME WILL DETAINEES BE RESTRAINED BY CUFFING THEM TO THE FENCE OR CONSERTINA WIRE.

m. Sick Call:

(1) Sick call hours will be dictated by the medical facility with respect to business being conducted in the compounds. Sick call should be held in the compound as much as possible and worked around the morning detainee meals.

(2) In the event a detainee requests to see the medical staff, the CCT will assess the validity of the complaint and determine if the complaint warrants an emergency. In the event the complaint is deemed an emergency, the medical staff should be contacted regardless of the time of day or night. In the event the complaint is not an emergency and can wait until the morning sick call for that compound, or is a follow up to a previous appointment, the detainee will be told to return during their perspective sick call times.

(3) CCTs should exercise great care in the evaluation of illness and injuries and contact the medical team at any time they are not sure. CCTs will make every effort to accommodate the medical staff as they have been tasked with the responsibility for the care and treatment of the detainee's health and welfare.

n. Mail (Detainee To Detainee) In Compound:

(1) To alleviate the passing of notes and letters by throwing rocks between compounds the following procedures and ONLY these procedures, concerning "Detainee to Detainee Mail" will be adhered to. These procedures will be briefed to detainees.

(a) When a Detainee wants to pass a note or letter to another Detainee in another compound they will pass the note or letter to the CCT. Notes and Letters must have the ISN and compound for both the detainee who wrote the note or letter and for the detainee who is to receive the note or letter. CCT's will ensure this information is written on the note or letter.

(b) CCT team will pass all received notes and letters to the CCT SOG during regular rounds made by the CCT SOG.

(c) CCT SOG will take notes and letters to Admin Processing and turn notes and letters over to the interpreters (use Detainee Mail In/Out box) for translation.

(d) Interpreters will screen letters and notes for intelligence value and upon completion they will:

1. Annotate the following in the upper right corner of any note or letter. "Cleared" followed by their initials.

2. Place in the "Out" box for CCT SOG's to pick up.

(e) CCT SOG will check (Detainee Mail In/Out box in Admin Processing two times per shift. Any notes or letters in box will be taken to the appropriate "TO" compound, and will be turned over the CCT.

(f) CCT receiving cleared notes and letters from CCT SOG will give them to the appropriate detainee in their compound.

(2) An in and out box for detainee to detainee mail will be made available by the S-1 in the Admin Processing area.

o. Distribution Of Personal Hygiene Items:

(1) The following procedures will be adhered to concerning the issue of personal items to Detainee's.

(a) Packaged and durable items, (toothpaste tube, shampoo bottles, Korans, sunscreen, towels, t-shirts, underwear, flip-flops, etc).

1. Above items must be turned in on a one-for-one basis.

2. (I.E. To receive a new tube of toothpaste they must turn in an empty tube, to receive a new bottle of shampoo they must turn in an empty bottle).

(b) Expendable items, (Bar Soap, Laundry Soap, etc). Will be given out as needed. NOTE: Be reasonable on issue of these items; each detainee doesn't require their own bar of soap but don't short detainees on total items given.

(2) All items provided to Detainee's will be annotated in the Daily Staff journal.

p. Detainee Laundry:

Detainees are provided buckets and laundry soap that they are allowed to use at any time to clean laundry.

q. Showers: Detainees at Level-I through Level-III are authorized (2) showers per day. Shower times may vary but will normally be a minimum of (2) hours per period twice a day.

r. Rules Specific To Level-IV and Segregation Detainees: (Also See Figure 4-7 and 4-8 for copies of rules given to detainees)

(1) Showers:

(a) Segregation Detainees (ISO Detainees): Once per day.

(b) Level-IV Detainees: Once per day

(2) Curfew:

(a) Segregation Detainees (ISO Detainees): 2100 hours.

(b) Level-IV Detainees: 2100 hours

(3) Initial Reception Of Detainee From Segregation (ISO) Into Level-IV Compound:

(a) Upon reception of detainee transferred into a Level-IV Compound from Segregation (ISO) the CCT will conduct Pat Down Search of Detainee, and search of all property that detainee is allowed to keep.

(b) ALL property except what is listed below will be taken and turned over to supply personnel. Supply personnel will provide Hand Receipt to Detainee for confiscated property.

1. (1) Pair of Pants. (2 Pair if they do not have one or two jumpsuits)

2. (1) Regular Shirt.

3. Any Underclothes (Underwear and T-Shirts).

4. (2) Each Water Bottles.

5. (1) Sleeping Bag.

6. (2) Blankets (If they have them).

7. (1) Sleeping Mat.

8. Personal Hygiene Items.

9. Socks.

10. Shoes/Flip Flops.

11. (1) Towel.

12. (2) Jumpsuits (If they have them).

13. Pictures

14. Personal Letters to or from family.

(4) Specific Rules: (Brief Detainees on these rules)

(a) Throwing of items to or receiving a thrown item from any compound is not authorized. **Any other Detainees From other Compounds caught doing this will be disciplined IAW Discipline Matrix.**

(b) **No talking** allowed from Segregation (ISO) or Level-IV compounds with other compounds.

(c) Soccer/Volley Balls or other recreation items are not authorized.

(d) Radio's are **not authorized.**

(e) **No writing material allowed**, except for compound mayor when required for day to day operations.

(f) Restricted visitation is allowed for Segregated and Level-IV Detainees. Detainees will be in jumpsuit and will only be authorized a physically separated visitation.

(g) **NO normal ration of cigarettes.** Cigarettes for details will only be given IAW para 2-8i.

(h) Drinking water will be left on at all times unless Detainee's are abusing use of water rules. Detainees will not wash themselves using water facets. CCT's will enforce this.

(i) Any Segregation (ISO) or Level-IV detainees caught violating these rules will automatically earn (30) more days in the designated Level-IV Compound.

(5) Other Requirements:

(a) ROE/RUF will be followed at all times in all situations.

(b) There will be a minimum of (2) CCT's working Segregation compound and (3) CCT's working Level-IV Compound at all times.

(c) CCT's will observe detainees during shower periods to ensure that messages, etc. are not being passed to other Compounds.

(d) CCT's will conduct periodic inspections of compounds IAW standard procedures. CCT SOG and CCT's themselves will coordinate with Security SOG and towers when this occurs.

(e) Two ISN counts (Morning and Evening) and one Headcount (around 1200 hours) are required for detainees in Segregation (ISO), and Level-IV Compound.

2-9. Behavior Management - Discipline Procedures:

(See Appendix-E)

2-10. Tower Guards:

a. Communication:

(1) All Towers will have two means of communications with the Security SOG. Either via SINCGARS, PRC-127's or handheld radios keeping in mind both of these types are not secure.

(2) All towers will have at least one means of communications with the CCT'S at all times whether inside or outside the compound.

(3) Each tower in front of each compound, 1, 5, 8, 11, and 14 will use the AN/PRC-127 radio for communication between the towers and CTT tents.

(4) Each tower will be issued one (1) each AN/PRC-127 radio. Two (2) radios will be issued for the CCT rover and tent. It will be the responsibility of the SOG to ensure that the radios are fully charged for the oncoming shift. There will be two (2) batteries per radio.

(5) Unit Communications NCOIC will assist with any technical issues with this equipment. He will also issue these radios per stationary position. They will not leave that position. If there is a deadlined radio, the communications NCOIC will take that radio and assign a new one to the position.

(6) Frequency's to be used on AN/PRC-127 radio's are as follows:

- (a) Medics = 2
- (b) Towers = 5
- (c) Rovers / IRF / ECP = 9
- (d) Front Towers / CCT = 11

b. Shift Change:

(1) Each tower guard will ensure his AO is clean and organized at all times.

(2) When entering a shift, the guard will inventory his tower for the following:

- (a) Shotgun by serial number.
- (b) Both types of LTL ammo and amounts of each.
- (c) 127 radio if assigned.
- (d) SINCGAR Radio
- (e) Daily Staff Journal
- (f) SOP

(3) The exiting tower guard will ensure both the tower and base of the tower is clear of garbage. He will take his garbage with him to dispose of properly.

c. **Shift Change:** DA Form 1594 (Staff Journal) will be annotated, by name, every time a rotation of duty position occurs.

d. Tower Rotation:

(1) Towers guards will rotate out of towers every 1 to 4 hours.

(2) At no time will any tower guard be in a tower longer than 4 hours.

(3) Soldiers who have rotated out of a tower must be out of the tower for a minimum of 1 hour before resuming tower guard duties.

(4) Security SOG will ensure that a planned tower rotation cycle is adhered to.

(5) All tower guards will annotate on DA Form 1594 (Staff Journal) when a tower rotation occurs.

2-11. CCT's, Tower Guards, Rover's, and IRF:

a. Personnel Entering The Compound:

(1) CCTs are responsible for the conduct of the compound within the confines of the wire and all detainees within the wire. The CCT with the exception of the Compound SOG or the IRF NCOIC, when alerted, have complete control of the compound and detainee's at all times and as such will be responsible for making all decisions within the compound. The senior person from the compound will be held responsible for any violations of this SOP and any written orders not covered in this SOP.

(2) All towers and CCTs should carry PRC-127's and should be in contact, or have the ability to communicate in the event coordination is needed. Additionally, In the event the CCT needs assistance from the tower and the use of LTL (Less than lethal) force while dealing with detainee's, the CCT will direct the tower on

their use of force THROUGH ROE (RULES OF ENGAGEMENT) and LEVELS OF FORCE provided at Appendix-B and C.

(3) In the event communications cannot be established, the CCT will use hand signals to direct the towers in the use of LTL force by, raising their hand HIGH in the air and with arm fully extended, lower the arm and hand as a single unit pointing toward the individual or group.

(4) In the event that CCT's are not able to respond to the situation tower guards will respond IAW ROE/RUF at Appendix-B and C.

(5) CCTs should refrain from entering the compound alone if at all possible regardless of experience working with detainees and inmates. Any guard entering the compound will carry the PRC-127 with volume up at all times. Whether 1 or 2 guards enter the compound, a guard will always stand at the gate as over watch until guard(s) has exited the compound.

(6) When a guard(s) enters the compound, the front tower guard will be notified immediately. The front tower guard will notify all other towers around the compound and all tower guards will stand up and remain standing and observing for the duration of the time the guards are in the compound.

(7) CCTs should be vigilant in their rounds within the compound and when dealing with detainee's at all times and should always know where their "OUT" is, in the event they need to exit the compound quickly with or without the towers assistance.

(a) In the event CCTs are unable to get back to the exit gate they will immediately move to the closest tower location, as close to the wire as possible and get down to their knees to give the towers a clear shot with less than lethal or lethal if situation dictates.

(b) The CCT will stay in place until ERF can respond to extract them out of the compound.

(c) If something looks out of place it should be investigated immediately, if you think that the detainees are trying to ambush you or cause you physical harm proceed to the exit point, and report to the SOG and complete a SIGACT as soon as possible.

(8) AT NO TIME will a guard be in the CCT tent or sitting down while a guard(s) is in the compound. The guard(s) will post either at the gate or at the most appropriate location to facilitate the guard(s) in the compound. The CCT will not use the tower as the only means of over watch for the guard(s) in the compound.

(9) Once relieved of duty after a shift, no CCT member or Tower Guard should have reason to return to the compound for the purposes of interacting with detainees without the express permission of the Facility Commander or Operations SGM. In the event a CCT member or Tower Guard has forgotten and left equipment at the IF and cannot wait to have it brought to them, they may return to collect their property however, they should not "hang out".

b. 3 Meter Rule:

(1) The 3 meter rule is in place in order to keep detainees away from the fence line and as a control measure within the compound. At no time will detainees be allowed to cross the sand bags with out the expressed permission of the CCT or the Towers.

(2) In the event a detainee continues to cross the 3 meter line, or attempts to move sandbags closer to the fence line, tower guards and CCT's will attempt to deal with the situation IAW procedures stated in the ROE/RUF at Appendix-B and C. If the detainee fails to follow warnings from the tower guard, and/or CCT IAW the ROE/RUF, the detainee will be ordered to his knees and CCT's will take control of the detainee and restrain him.

(3) Situation will dictate weather or not a tower should or should not shoot, i.e. If a detainee is coming to the sally port to get meds and crosses the 3 meter line at the gate area, CCT's should be in control and the tower should not be yelling at the detainee. Use common sense.

c. Curfew:

(1) Detainees at Level-I, and II are not required to adhere to a curfew.

(2) Detainees at Level-III are required to adhere to a curfew between the hours of 2400 through 0300 respectfully to the detainee's prayer times. (Note: Curfew for Level-IV detainees will be 2100 hours).

(3) Curfew, (when implemented), will be strictly adhered to by all detainees and enforced by the CCTs and towers of each compound.

(4) CCTs will have the option of pushing the curfew up one (1) hour as a disciplinary measure but only for detainee's who are

involved in incidents where discipline is necessary and only for detainees in a Level-III or Level-IV compound.

(5) CCT's will not push the curfew back in Level-III and Level-IV compounds without the express permission of the Facility Commander through the SOG.

(6) Curfew means, ALL detainees will be in their assigned tents without movement between tents and only those needing to utilize the latrine with water bottles in hand or assisting the elderly or lame will be allowed to go directly to the latrine and back to THEIR perspective tent. This means CCTs should be vigilant when any detainee is moving between the latrine and tent area. Towers will also be vigilant and both CCT and towers will maintain contact during detainee movement.

(7) Detainees will only be allowed to fill water bottles after curfew. Water jugs will not be allowed to be filled after curfew.

(8) In the event detainees refuse to follow curfew rules, the CCT and Towers will deal with the situation IAW ROE/RUF at Appendix-B and C and will impose disciplinary measures IAW Behavior Management Disciplinary Procedures at Appendix-E.

(9) See para 2-8r(2) for specific curfew rules for Detainees in Level-IV and Segregation (ISO) compounds.

d. Compound Uprising (Riots):

(1) In the event an uprising occurs within the compound. CCT's will immediately notify the SOG. The SOG will contact the ERF (Emergency Reaction Force) if all means to calm the detainees down fail. No guards will enter the compound or attempt to rectify the situation during an uprising or riot situation.

e. Hostage Situation:

(2) In the event a guard is in the compound and is taken hostage from that point on lethal force is authorized by the tower guards. The CCT will notify the SOG immediately. Medical will be put on standby and Seminole Base will be notified of the situation. At NO time will any CCT, ERF member or SOG enter the compound to take control of the situation.

(3) If these fail, additional personnel will be requested by the SOG of all available personnel in the Camp Bucca AO, through Seminole Base.

(4) See Appendix-B and C for Rules of Engagement (ROE) that will be followed at all times in all situations.

f. Gaining Control Of Compound:

In the event a potential uprising has occurred or is in the process of occurring, or anytime CCT's need to gain control of the compound. CCTs will employ the use of a whistle. Use of a whistle requires all detainees to lay prone on the ground with their hands on the back of their heads, at which time any detainee still standing will be engaged by towers with less than lethal means. (NOTE: Before this policy is implemented all Detainee's will have been briefed on the procedures to be followed).

g. Staff Journals: (See Appendix-D for specific guidance on Staff Journals). NOTE: Every CCT and Tower will maintain a DA Form 1594 Staff Journal.

(1) All CCT and Tower Guards will use DA Form 1594, Daily Staff Journal to enter all activities during the course of their shift within their perspective compound. Entries will include at a minimum:

(a) Assumption of duties

(b) Accountability and inspections

(c) Movement of Detainees

(d) All Significant Activity Report events

(e) Significant entries by the SOG on site.

(f) Medical events

(g) Disciplinary events

(h) All radio checks and status

(i) All significant compound events i.e. showers, chow, work conducted etc...

(j) Relief of CCT or Tower Guard at end of shift

(2) Note: While the DA Form 1594 is the primary form used by the CCT, additional entries must be made on the current manifest for any changes taking place, movement log attached to the back of the current days manifest and Disciplinary log.

(3) All DA Form 1594's will be turned into the respective CCT or Security SOG on duty at the end of the Mid. shift on Sunday morning for turn in to the TOC.

h. Compound Inspections:

(1) Inspections of compounds will occur daily with a random number of tents (1 to 3) being inspected in each compound every day.

(2) Other specific inspections will take place on an as needed basis depending on information received from intelligence provided by detainees and information submitted by CCT's and Tower Guards in Significant Activity Reports (Appendix-H). (Examples include but are not limited to: Reports of weapons or contraband, reports of planned escapes, unaccounted tools or equipment).

(3) All contraband discovered during an inspection will be accounted for on the Significant Activities Report, (See Appendix-H).

(4) Inspection Procedures:

(a) Notify BN TOC prior to conducting compound inspection.

(b) Notify IRF and dispatch additional security to the compound to act as inspection teams.

(c) Notify towers of the impending inspection. Tower guards stand in their towers and scan their sectors during entire inspection of compound.

(d) Once the IRF and any additional required personnel rally at the compound, the Security OIC/NCOIC assumes command and control of the inspection team.

(e) CCT orders detainees to assemble in holding area and conducts a headcount. (1) IRF team provides over-watch of compound holding area armed with a shotgun loaded with non-lethal shells.

(f) CCT's ensure that all MP entering the compound are not carrying any weapons.

(g) Security OIC/NCOIC identifies an extraction team consisting of second IRF team to use in the event that detainee's are non compliant.

(h) The Security OIC/NCOIC identifies the inspection teams.

(i) The inspection team(s) and (1) CCT member will enter the detainee living area and systematically inspect the identified tents to ensure all detainees have vacated the living area.

(j) Once all the tents have been cleared, MP inspection team will inspect the tents in a systematic manner ensuring each tent, the concertina wire, pickets and open area are searched.

1. Detainee living quarters are inspected thoroughly and returned to a similar condition in which it was found.

2. MP search in likely contraband storage areas like under tent floors, under sandbags, in sandbags and in seams of the tentage.

3. Unused tent poles and tent pegs are removed as well as any other object which may be fashioned into contraband.

4. After the search is completed, contraband is removed from the compound and is reported to the BN TOC.

(k) Once the inspection is complete the inspection team, IRF and CCT's will stand down from the inspection process.

(l) Once all detainees are accounted for and returned to the detainee living area, a Significant Activities Report (Appendix-H), will be submitted to the BN TOC as required.

i. Disposition of Confiscated Contraband:

(1) Any contraband discovered will be turned in to the Battalion Operations with a Significant Activity Report (Appendix-H).

(2) Contraband received by the Battalion Operations will:

(a) First be screened for intelligence value. If of intelligence value it will be turned over to the S-2 for disposition through intelligence channels.

(b) Second, if contraband can not be connected to a detainee and is of no intelligence value, is not personal type property or poses a security risk (i.e. Shank) it will be destroyed after being documented.

(c) Third, if the contraband can be connected to a detainee and is not of intelligence value, and doesn't pose a security risk, the contraband will be receipted into the detainee's confiscated property and detainee will be provided with a receipt.

(d) Fourth, if the contraband can be connected to a detainee and is not of intelligence value but is a security risk, (i.e. Shank) the contraband will be destroyed after all supporting documentation has been completed and placed in the detainees discipline file.

2-12. Initial Reaction Force And Roving Patrol:

a. IRF will consist of (3) teams per shift. Teams will consist of (2) personnel and (1) vehicle. When IRF is required all (3) teams will respond. When not performing IRF functions, IRF team will act as Roving Patrols.

b. Roving patrol will consist of (4) teams per shift. Teams will consist of (2) personnel and (1) vehicle. (1) Roving team will conduct continuous patrol around outer IF perimeter road between Outer IF Fence and Inner Trench Berm unless relieving a tower guard IAW Tower Guard Rotation shown at Figure 2-1.

c. The security of U. S. Forces and Detainees in U. S. care is paramount. Use the minimal force necessary for mission accomplishment and force protection. The use of IRF teams is a level of force and to be used in response to a level of resistance by a detainee or in response to an emergency. Use of these teams and other levels of force are not to be used a method of punishment.

(1) The SOG / OIC will designate the Internal Reaction Force (IRF) team which will consist of (6) soldiers and (3) HMMWV's.

(a) The IRF teams will be distributed throughout the IF during each shift at the front of the compounds near the CCT tents.

(b) When the use of the IRF is necessary, the SOG will contact which team is needed via radio to have that team report to the designated area or compound.

(c) The IRF will be assigned 24 hours a day (as directed by shift) to assist each security shift.

(d) The SOG will ensure the IRF is properly instructed to react to all possible emergence response situations. The SOG will ensure all team members are thoroughly familiar with their duties and responsibilities.

(e) The SOG will ensure the accountability and serviceability of all IRF equipment.

(2) The IRF team is intended to be used primarily as a force extraction team, specializing in the extraction of a detainee who is combative or resistive to being removed from a compound. It is not intended to be used on every detainee who is to be moved to isolation, but on those who indicate or demonstrate an intention to resist the move to isolation or another location. Unless it is an emergency situation the Battalion operation center is the only element authorized to move a detainee.

(3) If a disturbance occurs within the facility and the IRF is ordered to respond, the SOG will determine which teams will be needed and how they will be used. The SOG will control their efforts until the disturbance is neutralized and area is secure. If it becomes necessary to use more force the rovers will be utilized.

(4) The rover teams will be utilized in the same manner as the IRF teams except for the fact that they are in constant motion around the entire compound area.

(5) The IRF will provide security by checking all concertina wire and gates while driving around each compound. They will also drive around the immediate outside fence to ensure it is properly secured also. This will be done at a minimum of once an hour. They will be logged in and out on the ECP staff journal. The IRF will also provide non-lethal back-up support when an IRF has to go into a compound. They will also check all KBR conex boxes to ensure they are properly secured at end of the civilian duty day.

(6) Before the use of an IRF team is used to subdue a detainee, the mayor of that compound should be aware and had an opportunity to attempt to stop the disturbance with the CCT. It may be at times necessary for the IRF to be deployed immediately, depending on the seriousness of the disturbance.

(7) The UNIFORM for the IRF and Rovers when entering a compound will be BDU's with sleeves down, Kevlar, IBA, gloves, appropriate Riot Gear, and flexi-cuffs.

(8) IRF Training should occur at guard mount before each shift on a rotational basis along with the other types of training being conducted.

(9) A Significant activities report (Appendix-H) will be initiated when an IRF is activated and used for a disturbance. This may be completed by the CCT or the team itself, depending on the circumstances.

(10) The Security SOG ONLY will notify the TOC if more force is needed for maintaining operations in the IF.

2-13. Military Working Dogs (MWD):

a. **General:** MP dog handlers must learn good safety habits and must practice them at all times. Some people believe MWDs, whether on leash or loose, are walking safety hazards. Safety conscious handlers can prevent MWDs from committing unsafe acts and thereby dispel such misconceptions. Safety practices must begin the minute a handler enters the kennel area.

b. Procedures In and Around Kennel Areas:

(1) At NO TIME will any unauthorized personnel be allowed access to the kennel facility. Personnel other than MWD handlers will only be authorized accompanied access at the direction of the Kennel NCOIC. Veterinary and maintenance personnel will be accompanied at all times while working within the facility.

(2) Handlers must refrain from running or engaging in any type of horseplay in or near the kennel area. Such actions tend to stimulate the dogs and can create a situation wherein a dog might break out of its kennel and/or cause injury to itself, a person or another dog.

(3) A handler must use caution to maintain control over his dog when moving it from one place to another in the kennel area. A safety leash will be used at all times in the kennel area.

(4) There are a number of safety precautions to observe while in and around the kennel area:

(a) When dogs are inside their runs, secure all gates and doors to the runs.

(b) Use caution to avoid sudden movement around the kennel area.

(c) Use extreme cautions when cleaning, feeding and watering all dogs.

(d) In the event a loose dog appears in the area, the first person to notice the animal must give the alarm "LOOSE DOG" and everyone in the area, except the dog's handler, must freeze. The dog's handler must immediately secure the dog.

(e) Handlers must take up a short leash upon approaching anyone with their dog to allow a safe distance between their dog and the personnel in the area.

(f) Handlers with dogs on leash must give oral warning upon entering or leaving the kennel area and at any time there is an obstructed view by calling out, "Dog coming through/in/out/by/etc.," whichever is appropriate.

(g) Personnel should never turn their backs on dogs. Never kick, slap or hit a dog, except when directed in training as a training aid.

c. Procedures During Movement:

(1) While moving to and from designated training areas, and during break and grooming periods, handlers must always keep their dogs on leash.

(2) A safe distance must be maintained between other teams and other people. As a rule, there should be at least fifteen feet between dogs or between a dog and another person. When it becomes necessary to approach other dog teams, dogs must be held on short leashes. A greater distance must be allowed during break periods because this is the time for the dogs to romp and play at the end of the leash.

(3) When accompanied by his dog, the handler should not sit or lie down because he would be in an extremely awkward position to control the dog if it suddenly lunged.

(4) To pass an article to another person, the handler will place the article on the ground and take his dog from the immediate area. The other person can then safely retrieve the article.

(5) The handler will not tie his dog to any object with the leash for any extended period of time since the dog may chew through the leash, break it, gain freedom and perhaps cause injury to itself or others.

(6) A dog will never be staked out unobserved or left unobserved with a muzzle on.

(7) The handler will never tie his dog to a vehicle or other movable object. The dog might receive a serious injury if the vehicle is moved.

(8) Many dogs have a natural desire to fight other dogs when they are brought together. It is important to follow safe procedures when breaking up a dog fight. To begin with, breaking up a dog fight is a two-man job; no one should attempt to accomplish it alone. Fighting dogs should never be pulled apart; pulling them apart may cause a ripping or tearing of the flash and/or disable the dogs. In breaking up a dog fight, the handler should:

(a) Keep his leash taut as he gradually works his hand toward the snap of the leash.

(b) Firmly hold the leash one inch from the snap with his strong hand and slip his weaker hand underneath the dogs' neck.

(c) Grab the throat of the dog with the weaker hand at a point below the lower jaw.

(d) Choke the dog until the air supply is cut off, thus forcing the dog to release its hold.

(e) Repeatedly command the dog "OUT!" during the entire procedure.

(9) If a handler is bitten by a dog, he uses the same procedure to affect a release as used to separate two fighting dogs. Never attempt to jerk away from the dog since this action may cause a serious wound.

(10) An alert handler can avoid being bitten by his own dog. If the dog attempts to bite, grab the leash close to the dogs neck, hold the animal's front feet off the ground, extend arms to push the dog away and, at the same time, slowly turn in a circle to keep the dog off balance. This serves two purposes; it keeps the dog from seriously harming its handler and it is a means to correct his dog from trying to bite him. The handler will repeatedly command the dog "OUT" during the procedure.

(11) Until a dog has received all of its initial training, most of its time is spent in either the kennel area or the training area. Therefore, it is important that the handler be especially aware of his safety responsibilities while in these areas.

(12) Dogs will not be agitated in the kennel runs, support buildings/areas or in the area immediately surrounding kennels.

d. Procedures Around Veterinary Treatment Facilities:

(1) The opportunity for violation of good safety practices exists when the handler presents his dog to the veterinarian for examination or treatment. The handler must keep in mind that his dog is in strange surroundings, among strange people, for treatment that is unusual and sometimes painful. This is an abnormal situation for the dog and its behavior may not be what the handler expects. Therefore, the handler must always be alert and prepared to control his animal at all times while medical care is being given.

(2) Because of the flow of animal traffic during clinical hours, the distance between dogs prevents a safety problem. A dog must always be kept a safe distance from other dogs, handlers and vet personnel. Dogs must be muzzled and kept on a short leash at all times while in the vet clinic.

(3) The handler must be familiar with and utilize the appropriate safety precautions as set forth in this SOP when the situation mandates.

e. Patrol Safety:

(1) Handlers must warn personnel who attempt to approach their dog that the dog will attack you without command.

(2) Handlers will not allow their dogs to be left unattended in their patrol vehicle for an extended period of time.

(3) Handlers will ensure that when patrolling with the dogs in the front of the vehicle that the right side (passenger) window is rolled up sufficiently so that the dog cannot escape or jump from the window while riding in the vehicle.

f. MWD Procedures For Detainee Operations:

(1) The primary function of patrol dogs in the IF area is detecting unauthorized personnel and warning the handler. Once the handler has been alerted, it becomes the responsibility of the handler to cope with the situation in the most appropriate manner.

(2) The secondary function of MWD's in the IF is to pursue attack and hold any escapee. Releasing the dog constitutes the application of physical force and is governed by use of force requirements.

(3) It is required before releasing an MWD, that all lesser means of force have been attempted when it is reasonable to do so. It is the duty of the handler to apply the minimum amount of force necessary to prevent escape. Before releasing an MWD the

handler will give the command "HALT" three times. Handlers must avoid releasing the MWD to attack until the risk to innocent persons is eliminated or minimized.

(4) The MWD is the most effective when the team is on foot; a patrol dog used during daylight hours provides a good psychological deterrent to escape. An MWD team will periodically patrol the IF during daylight hours. MWD's will also patrol the IF at night and during hours of reduced visibility.

(5) When the need for tracking arises, personnel who are on scene should avoid the area and keep other personnel from entering the area to reduce contamination of the area. MWD's will always precede the search party; the search party should maintain a sufficient distance from the dog team to reduce distractions.

(6) MWD teams will not be used in the IF for crowd control or direct confrontation with detainees unless determined absolutely necessary by the responsible commander. Use of patrol dog teams for direct confrontation with demonstrators is not recommended. The decision to employ MWD's must be weighed carefully by the responsible commander to be sure that if MWD teams are committed that all lesser means of force have been reasonably attempted and failed. The use of MWD teams comes only as an alternative to the use of deadly force to gain control of the situation. If the commander directs employment of MWD's for riot/crowd control the following procedures must be followed.

(a) During peaceful stages of confrontation MWD teams will be held in reserve, out of sight of the crowd. As the situation worsens, dog teams may be moved forward to within sight of the crowd, but away from the front lines.

(b) When on the front lines dogs are kept on a short leash and allowed to bite only under specific circumstances authorized by the responsible commander. Dogs will never be released into a crowd.

(c) Other riot control personnel should be positioned approximately 10 feet from MWD teams to avoid unintentional injury.

(d) MWD may be used to help apprehension teams catch and remove specific individuals in a group of detainees. In this role, the dog team is used only to protect members of the apprehension team.

(7) MWD teams may be posted around holding areas and processing centers to prevent escape of prisoners.

(8) MWD teams may be used to guard detainees while in transit, and assist in the search for escaped prisoner.

(9) MWD's will stay out of inner perimeter of compounds unless doing riot/crowd control, extraction/protection of personnel or a command directed search of the tents for contraband.

(10) MWD's will not be used to coerce or menace detainees during interrogation, or any other similar circumstances.

(11) The K-9 NCOIC will ensure at a minimum there is a dog team on duty every night from 2000-0400. When both handlers are working, one team will randomly work 8 hours between 0400-2000. Handlers are encouraged to occasionally have dogs bark, and conduct aggression training within the IF area to demonstrate MWD capabilities. It is recommended that handlers do both foot and vehicle patrols within the IF area.

g. Training Of Non-K-9 Personnel About MWD Teams:

(1) **Applicability:** These instructions apply to all personnel who may encounter MWD teams while on Camp Bucca.

(2) **General:** MWD teams employed in security and combat operations constitute an important element in protecting installation resources and enforcing law and order. It is important to understand MWD behavior when encountering a military working dog team, while they are on and off duty.

(3) Behavior around MWD's:

(a) The best thing to do when around a MWD team is to keep your distance and ignore the dog. Do not stare directly into the dogs eyes, they may perceive this as a challenge for dominance and it could provoke an attack.

(b) Do not approach an MWD team suddenly or aggressively. MWD's are trained to attack without command when they perceive their handler to be in danger. Remember this is the dog's perception, not yours. Running and horseplay should also be avoided.

(c) Do not ask, or attempt to pet working dogs. They are not pets and are limited in the amount of socialization they receive.

(d) An MWD team always has the right of way. If you cross paths with a MWD team ensure you give the handler at least 10 feet of distance between you and him.

(4) Effect of wind on how a dog works:

(a) The wind plays an important role in the MWD's ability to detect unauthorized personnel. Normally an MWD team will begin to scout an open for an individual from the downwind side.

(b) During high winds it is important for an MWD team to be alerted quickly.

(c) In a desert environment there is nothing for scent to stick to and it is quickly blown away.

(d) A light steady wind is ideal for scouting and tracking, scent is blown steadily and usually stays within a cone.

(5) Your position when a dog is scouting or tracking:

(a) When a MWD is scouting or tracking it will always precede the search party. Individuals on the search party should stay close enough to back up the team without distracting them. The distance will vary from one dog team to the next.

(b) It is also important to stay out of the area before MWD is there, this will prevent contraindication of the area by extra scent.

(6) What should you do if a handler becomes hurt or unconscious: Notify another handler immediately to take control of the MWD.

(7) Training with K-9 personnel:

(a) K-9 personnel train almost everyday to keep up proficiency levels. Non-handler personnel are authorized and encouraged to act as decoys.

(c) MWD teams are also available to do realistic law enforcement scenario based training that would be productive.

Chapter 3 Detainee Security Escort Procedures

3-1. Detainee Security Escort Procedures:

a. This section provides guidance to leaders and personnel assigned to conduct guard escort missions involving the movement of detainees from one detainment facility to another.

b. All personnel participating in Detainee Movement Operations will receive a mission brief/OPORD at least 24 hours prior to the SP. Mission/OPORD brief will include the following information.

(1) Radio frequencies (Sheriff net, medevac) to be used for any emergencies, (medical, security, breakdown).

(2) Grid Coordinate locations for Coalition Forces Base Camp locations along the intended route of travel.

(3) Each vehicle in the security convoy will have this information readily available. Convoy commander is responsible for ensuring that each vehicle in the convoy has this required information.

c. Responsibilities:

(1) Officer in Charge (OIC) / Convoy Commander:

The OIC is responsible for every aspect of the mission from planning and training personnel to the safety and accountability of detainees and US Forces during movement.

(2) NCOIC:

An NCOIC will be assigned to every section, ie. Escort vehicles, bus guards and bus drivers as well as an overall NCOIC.

(a) Each NCOIC is responsible for the daily accountability of personnel, equipment and sensitive items as well as ensuring all equipment and vehicles are mission ready the day prior to the start of the mission.

(b) Section NCOICs are responsible for conducting pre-combat inspections prior to each operation. Section NCOICs are further responsible for ensuring accountability of sensitive items prior to each move. Each section NCOIC is responsible for everything that his section does or fails to do.

(3) Team Leaders (TM LDR's):

Escort TM LDR's are responsible for the actions of TM members during the mission. TM LDR's conduct pre-combat checks and ensure team members understand their duties and all vehicles and equipment are mission ready the day prior to SP. Team leaders are responsible for ensuring accountability of all sensitive items prior to each move.

(4) Gunners:

Escort Gunners provide security against attack/sabotage during movement of the detainees as well as provide security during the loading, searching and unloading of detainees. Each gunner ensures weapons are clean, serviceable with sufficient ammunition as determined by the mission OIC/NCOIC.

(5) Bus Drivers: (Driver and Assistant Driver Always)

Bus Drivers drive the detainee buses from the transfer point to the receiving point. They conduct PMCS, ensure that windows cannot be opened (secured with screws), Lock rear doors with zip ties, and ensure buses are fueled the day prior to mission SP. Bus drivers also must know tire changing procedures for the type of bus they are operating. They ensure that sufficient water and food is available for personnel on the bus. Bus drivers are generally armed with an M9 pistol as determined by the convoy commander.

(6) Bus Guards:

A minimum of two Bus Guards provide over-watch of the detainees during loading, transporting and unloading. Their primary responsibility is to ensure no detainee escapes and protect the lives of US personnel on the bus. An NCOIC is assigned for each bus guard team. The bus guard "on duty" or observing detainees maintains control of the 12 gauge shotgun. The other guard is also armed with a shotgun. Once the detainee enters the bus, the guard ensures he does not leave the bus until reaching the transfer point. Headcounts are conducted every 30 minutes and ammo checks are conducted every hour. Bus Guards ensure any escapes, escape attempts, medical emergencies or other problems are reported to the mission OIC/NCOIC as soon as possible.

d. Searching/Loading/Unloading:

(1) Searching and Loading Procedures are coordinated with the transferring unit prior to the operation beginning. The Detainee escort unit is responsible for searching prior to loading.

(2) Searching and Loading:

Detainees are searched using the two MP method. Each bus guard team is a search team. Escort personnel provide security during searching and loading. Each prisoner is checked off the manifest as they load the bus. (See Figure 2-1)

(a) OIC/Convoy Commander:

The Convoy OIC tracks which prisoners and how many have loaded each bus. The OIC checks off each prisoner as they are loaded, verifies the bracelet matches the manifest and a dossier/transfer disk is on hand for each detainee.

(b) NCOIC:

The NCOIC is overall responsible for the coordination and execution of the searching and loading of detainees, as well as assigning areas of responsibility for security to the team leaders.

(c) Team Leaders:

Team Leaders oversee security of areas as assigned by the NCOIC.

(d) Gunners:

Gunners provide over watch security as assigned.

(e) Bus Drivers:

Bus drivers drive buses from staging area to loading area or as directed.

(f) Bus Guards:

Each bus guard team works as a search team. They are responsible for searching each prisoner, ensuring no weapons or contraband is brought onto the bus. One bus guard searches the detainee while the other searches his personal effects. Bus guards also observe detainees to prevent escapes as directed. As buses are brought forward for loading, one bus guard boards the bus and becomes the primary guard until all loading is completed and the second bus guard joins him. (See Figure 3-1)

(3) Unloading:

Upon reaching the transfer point, it is the responsibility of the receiving unit to search the prisoners if they wish to do so. The in-processing personnel at the receiving point determine the type of method used to verify receipt of detainees. No unloading will commence until authorized by the OIC/NCOIC.

e. Formations/Modes Of Travel/Positions

(1) Convoy Formations: Convoy formations are set up to provide the maximum amount of protection for all vehicles within the convoy. The fact that enemy forces generally attack the last half of the convoy should be taken into consideration when planning movements.

(a) M1025/M1026 preferably M114 Escort Vehicles: Escort vehicles provide overall security of the convoy during movement. The formation use in this operation is "Scout (300 meter in front if avail), Lead and Trail". Other escorts are assigned as middle security as needed. The number of middle escorts is dependent upon the number of buses escorted. The middle escorts are distributed evenly among the buses with the greatest escort presence toward the rear of the convoy in the event of an uneven number of buses. (See Figure 3-2)

(b) Buses: Buses will be stacked no more than three deep without an escort being present. This is due to convoy length, the length of the buses and the inability of the buses to defend themselves. Guards remain at the front of the bus at all times. Detainees are seated completely to the rear of the bus allowing a buffer zone of one to two empty seats. (See Figure 3-3). One empty bus will accompany the convoy in case of breakdown as determined by the Convoy Commander.

(2) Convoy Speed and Spacing:

(a) Convoy Speed:

Convoy speed is determined upon several things; road conditions, weather conditions, visibility, civilian presence and the top speed of the slowest vehicle. Upon taking these factors into consideration, the convoy commander determines/changes convoy speed as appropriate.

(b) Convoy Spacing:

Distance between vehicles is determined by the type of environment. Generally, vehicle intervals are 50 meters in the city and 100 meters in open terrain. Intervals should be increased or decreased during inclement weather or poor visibility.

(3) Refueling:

All Vehicles and fuel cans will be full prior to SP and will refuel along the route as designated in the OPOD. Detainee missions have priority at refueling sites to minimize the wait. (At no time will detainees exit the bus unless it is an emergency).

f. Detainees

(1) Method of Travel

Detainees are transported with unit buses or contracted buses. A Military Police Combat Support Company (MP CSC) provides escorts for security during movement.

(2) Detainee Restraint

(a) Use of Restraints

Detainees will be restrained during all movement. Preferred method of restraint is the use of handcuffs and leg irons. If cuffs/leg irons are not available in sufficient quantity, flex cuffs may be used.

(b) Method of Restraint

Detainees should be shackled/cuffed to each other to prevent /minimize escape attempts. The outside (towards the window) detainee will be cuffed to the inside (Aisle) detainee at the hand and foot. The aisle detainee will be cuffed to the other aisle detainee and he will in turn be cuffed to the other outside detainee forming a line. Each 3rd row of detainees will be shackled to each other across the aisle of the bus to form a barrier against escape.

(3) Feeding/Drinking/Bodily Functions

(a) Feeding: Detainees are given 1 MRE prior to departing the transfer point. The accessory pack and MRE heater are removed prior to issue by out-processing personnel. Their next meal will be given upon arrival at the receiving point. (Note. Bus drivers ensure enough extra MREs are stored on the bus to feed all personnel as an emergency meal).

(b) Drinking: One bottle of water is opened at any given time per bus. Another bottle may be opened after the first bottle has been passed around and consumed.

(c) Bodily Functions: All detainees are encouraged by a translator to defecate prior to movement. Any defecation during movement occurs on the rear stairwell toward the back of the bus utilizing a trash bag. Detainees urinate into water bottles as they are emptied.

g. Bus Configuration

(1) Both bus guards remain at the front of the bus at all times. Under no circumstances do they move to the back of the bus. This is to prevent a hostage situation from occurring.

(2) All detainees will be seated to the rear of the bus as to allow one or more rows of empty seats between them and the guards. Generally, no more than 40 detainees will be loaded onto each bus. English speaking detainees should be placed towards the front of the bus for use as an interpreter if needed. The bus guard "on duty" positions himself in such a way as to best observe detainee actions at all times. When the bus speed drops below 25 mph, both bus guards position themselves in a way to best observe detainees until convoy speed resumes.

h. Emergency Action Plans (EAP)

(1) Detainee Escape in Open Terrain

In the event of detainee escape in open terrain, immediate and careful evaluation should be taken to determine if the escape can be stopped without lethal force.

(a) OIC/Convoy Commander

Upon notification of escape, the OIC/Convoy Commander assesses the situation to determine how many detainees have escaped, whether or not the detainee(s) can be apprehended and take measures to ensure no further escapes occur. The OIC informs the TOC of the escape using the SALUTE report format as soon as possible.

(b) NCOIC

The Convoy NCOIC assists the OIC in his duties as well as obtaining a PACE (Prisoners/Ammo/Casualties/Equipment) Report from the NCOIC of each vehicle to help assess the situation. If any casualties/injuries occurred as a result of the escape, the

Convoy NCOIC begins preparation and calls in a 9-line MedEvac if necessary.

(c) Team Leaders

Team Leaders who witness the escape inform their gunners of the situation and inform the OIC immediately. The team leader directs the driver to pursue the detainee if the terrain allows. If physical pursuit is possible the detainee is physically restrained and returned to his bus.

(d) Gunners

Gunners who observe an escaping detainee, shout "KIFF,KIFF,KIFF". If the detainee does not stop, and the escort vehicle is unable to pursue, the gunner engages the detainee to prevent escape.

(e) Bus Drivers (If Military)

Upon notification of escape, the bus driver stops the bus to allow one bus guard to exit. The driver then assists the remaining bus guard(s) in observing detainees and informs escort elements and the other buses of the escape via radio.

(f) Bus Guards

If a detainee escapes from a bus, one bus guard maintains constant observation of the detainees on the bus while the other exits the bus. If the bus guard cannot physically pursue the detainee, he should run to the closest escort vehicle, pointing the direction of escape. If the bus guard determines physical and vehicle pursuit are not possible, he shouts, "KIFF,KIFF,KIFF" and engages the target to prevent escape. The bus guard on the bus conducts a headcount of detainees. Bus guards on the other buses conduct a headcount and maintain constant observation of their detainees. All personnel on the bus are responsible for information of the escape reaching the OIC.

(2) Detainee Escape in a City

Responsibilities remain the same except that US personnel will not pursue or engage a detainee who flees into a city or populated township.

(3) RPG/Small Arms Attack (Vehicles Mobile)

During an attack, escort personnel who first witness the attack, transmit; Enemy left/right, distance, type/number of weapons employed. The scout vehicle maneuvers to a position to provide suppressive fires as the convoy exits the "kill zone" and returns to the convoy after the trail escort passes. Each escort who positively identifies the target engages it when passing. Once out of small arms range, the convoy stops to consolidate, reorganize and evacuate injured personnel. NOTE: During an attack attempt to keep detainees from escaping but if the escort is engaged, force protection takes precedence over escaping detainees. Once force protection has been established attempt to recapture any detainees who have escaped. (See Figure 3-4)

(a) OIC/Convoy Commander

OIC/Convoy Commander determines extent of enemy forces and directs the scout vehicle to a position to provide suppressive fire on enemy forces as the convoy exits the "kill zone". The OIC/Convoy Commander continues to assess the engagement and take appropriate action until out of the kill zone.

(b) NCOIC

The Convoy NCOIC immediately informs a "Sheriff Element" on SC Freq 30.350 of the attack and location. Upon reorganization and consolidation, the NCOIC obtains a PACE (Prisoners/Ammo/Casualties/Equipment) Report from the NCOIC of each vehicle and assists with Triage procedures and 9-line MedEvac if necessary.

(c) Team Leaders

Team Leaders direct gunners to engage targets when passing enemy positions as well as inform the OIC/NCOIC of any information not reported in the initial call.

(d) Gunners

Gunners immediately engage enemy forces and provide covering fire as the convoy passes through the kill zone.

(e) Bus Drivers

Bus drivers increase speed and exit the kill zone.

(f) Bus Guards

Both bus guards maintain constant observation of detainees and prevent escape attempts.

(4) RPG/Small Arms Attack (Vehicles Immobile)

In the event an escort vehicle or bus is rendered immobile during an attack, the lead and trail escort will lead the buses out of the kill zone. The scout vehicle and middle escorts will engage/destroy enemy forces. NOTE: During an attack attempt to keep detainees from escaping but if the escort is engaged, force protection takes precedence over escaping detainees. Once force protection has been established attempt to recapture any detainees who have escaped. (See Figure 3-5)

(a) OIC/Convoy Commander

OIC determines extent of enemy forces and directs the scout vehicle to a position to provide suppressive fire on enemy forces as the convoy exits the "kill zone". The OIC continues to assess the engagement and take appropriate action until out of the kill zone.

(b) NCOIC

The Convoy NCOIC immediately informs a "Sheriff Element" on SC Freq 30.350 of the attack and location. Upon reorganization and consolidation, the NCOIC obtains a PACE (Prisoners/Ammo/Casualties/Equipment) Report from the NCOIC of each vehicle and assists with Triage procedures and 9-line MedEvac if necessary.

(c) Team Leaders

Team Leaders direct gunners to engage targets when passing enemy positions as well as inform the OIC/NCOIC of any information not reported in the initial call. As soon as possible, team leaders direct the driver of their vehicle to assist the down escort or bus.

(d) Gunners

Gunners immediately engage enemy forces with their M249 Automatic Rifle. If necessary, gunners engage the enemy with their MK19 Grenade Machine Gun in the firing order determined during rehearsals. When the gunner changes to the MK19, the team leader engages the enemy with the M249.

(e) Bus Drivers

Bus drivers increase speed and exit the kill zone. If a bus is immobile, the driver assists the guards in observing the detainees.

(f) Bus Guards

Both bus guards maintain observation of detainees and prevent escape attempts. If the bus is immobile, the bus guards continue to maintain observation of detainees. Bus guards should contact escort personnel as soon as the bus is rendered immobile to relay a PACE report.

(5) Indirect Fire

When receiving indirect fire, all vehicles increase speed to exit the area of impact as quickly as possible. Responsibilities of personnel remain the same as that of any other attack. If a vehicle is rendered immobile, the vehicle behind it will attempt to stop and cross-load personnel. Once in a safe area, consolidation, reorganization and medevac procedures are initiated. NOTE: During an attack attempt to keep detainees from escaping but if the escort is engaged, force protection takes precedence over escaping detainees. Once force protection has been established attempt to recapture any detainees who have escaped.

(6) IED Attack - Exploded

The primary concern during a stop due to an IED attack is the medical treatment and security of personnel and the accountability of detainees. All personnel should keep in mind that IED attacks can be used to set the stage for an ambush, small arms attack and/or RPG attack. NOTE: During an attack attempt to keep detainees from escaping but if the escort is engaged, force protection takes precedence over escaping detainees. Once force protection has been established attempt to recapture any detainees who have escaped.

(a) OIC/Convoy Commander

OIC assesses situation and deploys security/medical personnel as needed. Sends a SALUTE report through the chain of command as soon as possible. If possible, the OIC directs the buses and non-essential escorts to move past the blast site to a safer area as large crowds always gather.

(b) NCOIC

NCOIC notifies Sheriff on 30.350 using the 9 line UXO/IED report. The Convoy NCOIC obtains a PACE (Prisoners/Ammo/Casualties/Equipment) Report from the NCOIC

of each vehicle and assists with Triage procedures and 9-line MedEvac if necessary.

(c) Team Leaders

Team Leaders ensure that team members continue to provide 360-degree security and relay any changes in the situation to the OIC/NCOIC. Trail vehicles are additionally responsible for blocking traffic to the best of their ability.

(d) Gunners

Gunners provide over watch security.

(e) Bus Drivers (If Military)

Bus drivers help provide over-watch of detainees whenever the bus is stopped.

(f) Bus Guards

Both bus guards maintain observation of detainees and prevent escape attempts. If the bus is immobile, the bus guards continue to maintain observation of detainees.

(7) IED/UXO Sighting - Unexploded

The primary concern during a stop due to an IED or UXO sighting is the security of personnel and the accountability of detainees. All personnel should keep in mind that IED attacks can be used to set the stage for an ambush, small arms attack and/or RPG attack. Further, UXO have been placed in order to stage convoys for an IED attack. All soldiers must continuously scan the area looking for dangers. NOTE: During an attack attempt to keep detainees from escaping but if the escort is engaged, force protection takes precedence over escaping detainees. Once force protection has been established attempt to recapture any detainees who have escaped.

(a) OIC/Convoy Commander

OIC assesses situation and deploys security/medical personnel as needed. Sends a SITREP through the chain of command as soon as possible. If possible, the OIC directs the buses and non-essential escorts to move past the blast site to a safer area as large crowds always gather.

(b) NCOIC

NCOIC notifies Sheriff on 30.350 using the 9 line UXO/IED report. The Convoy NCOIC obtains a PACE (Prisoners/Ammo/Casualties/Equipment) Report from the NCOIC of each vehicle and assists with Triage procedures and 9-line MedEvac if necessary.

(c) Team Leaders

Team Leaders ensure that team members continue to provide 360-degree security and relay any changes in the situation to the OIC/NCOIC.

(d) Gunners

Gunners provide over watch security.

(e) Bus Drivers (If Military)

Bus drivers help provide over-watch of detainees whenever the bus is stopped.

(f) Bus Guards

Both bus guards maintain observation of detainees and prevent escape attempts. If the bus is immobile, the bus guards continue to maintain observation of detainees.

(8) Traffic Congestion and Accidents

The primary concern during traffic congestion is the security of personnel and the accountability of detainees. All personnel should keep in mind that traffic congestion and accidents can be used to set the stage for a vehicle ambush. NOTE: During an attack attempt to keep detainees from escaping but if the escort is engaged, force protection takes precedence over escaping detainees. Once force protection has been established attempt to recapture any detainees who have escaped.

(a) Traffic Congestion

When passing through towns where there is heavy traffic, all vehicles in the convoy close distance and keep the convoy tight. Gunners keep constant watch of their surroundings. Both bus guards maintain observation of detainees until convoy speed resumes. On highways where there is heavy traffic, all drivers should drive defensively but aggressively.

(b) Traffic Accidents

Most Iraqi drivers have limited patience and habitually drive in a manner that is dangerous to US convoys. In the event of an accident, security and accountability is still the primary concern. The medic and aid/litter teams will assist injured personnel if necessary whether they are Iraqi civilians or Coalition Forces. If no personnel are severely injured and the chain of command has been notified, the convoy continues the mission.

(c) OIC/Convoy Commander

OIC assesses situation and deploys security/medical personnel as needed. Sends a SITREP through the chain of command as soon as possible, so that Iraqi Police may be notified. If possible, the OIC directs the buses and non-essential escorts to move past the accident to a safer area as large crowds always gather.

(d) NCOIC

The Convoy NCOIC obtains a PACE (Prisoners/Ammo/Casualties/Equipment) Report from the NCOIC of each vehicle and assists with Triage procedures and 9-line MedEvac if necessary.

(e) Team Leaders

Team Leaders ensure that team members continue to provide 360-degree security and relay any changes in the situation to the OIC/NCOIC.

(f) Gunners

Gunners provide over watch security.

(g) Bus Drivers (If Military)

Bus drivers help provide over-watch of detainees whenever the bus is stopped.

(h) Bus Guards

Both bus guards maintain observation of detainees and prevent escape attempts. If the bus is immobile, the bus guards continue to maintain observation of detainees.

(9) Breakdowns and Flat Tires

For breakdowns and flat tires, the convoy stops and responsibilities are the same as that of a traffic accident except for the OIC. If in an unsafe area, the nonessential escorts and buses continue forward and stop at a safer area. For breakdowns, the convoy escorts use a tow-bar or strap to move the vehicle to a safer area or the nearest coalition camp if possible. Bus breakdown must unload all prisoners and split them up between the other buses. Call higher (phone or MTS) to assist with getting tow trucks for bus or military vehicles.

(a) OIC/Convoy Commander

OIC assesses situation and directs lead vehicle to take buses and nonessential escorts to a safer area. OIC informs sends a SALUTE report through the chain of command as soon as possible.

(10) Fight/Disturbance on the Bus

In the event of a fight or other disturbance on the bus, the convoy will not stop. It is best to keep going and let the prisoners fight it

out. It could be used as a way to lure soldiers to come and then take control of the vehicle. As the situation is resolved, a cloth sandbag may be placed over the heads of any detainees involved.

(a) OIC/Convoy Commander

OIC/Convoy Commander monitors and assesses the situation informs the chain of command of the situation and informs security personnel.

(b) NCOIC

The Convoy NCOIC obtains a PACE (Prisoners/Ammo/Casualties/Equipment) Report from the NCOIC of each vehicle and assists with Triage procedures and 9-line MedEvac if necessary.

(c) Team Leaders

Team leader relays information of disturbance to the OIC. Team Leader ensures that team members continue to provide 360-degree security and relay any changes in the situation to the OIC/NCOIC.

(d) Gunners

Gunners provide over watch security.

(e) Bus Drivers

Bus driver stops the bus when appropriate.

(f) Bus Guards

Bus guards will shout "Awgaf te-ra ar-me" (Stop or I will shoot). One non-lethal round may be loaded in each shotgun for use to break up fights as determined by the OIC/NCOIC. If necessary, this round may be fired by the bus guards to stop the fight. Use of lethal rounds is authorized in the event that US/Coalition or another detainees lives are endangered per CJTF ROE cards.

(11) Medical Emergency

The procedures/responsibilities for medical emergencies are the same as fights/disturbances on the bus except for the bus guards.

(a) Bus Guards

The bus guard with the shotgun maintains observation of detainees while the other guard radios the escort to inform the OIC of the medical emergency.

i. Communications Plan

(a) The method of communication is established in the OPORD by the OIC. Some type of radio such as a Motorola 2-way or SINCGAR man-pack should be used.

(b) Each bus and each escort vehicle should have access to the type of radio used as some radios have limited range.

(c) Upon receipt of information from escort to bus, the escort should make every attempt to notify the OIC through SINCGARs so that appropriate action may be taken.

(d) If a bus is unable to communicate important information to anyone, the bus needs to stop until the situation is rectified. Every person who has knowledge of the information should continue to contact the OIC until they are sure he has received the information.

(e) Buses should avoid using unit call signs and identify themselves by their placement in the convoy (ie: Bus 1, Bus 2) in order to avoid confusion.

Searching and Loading

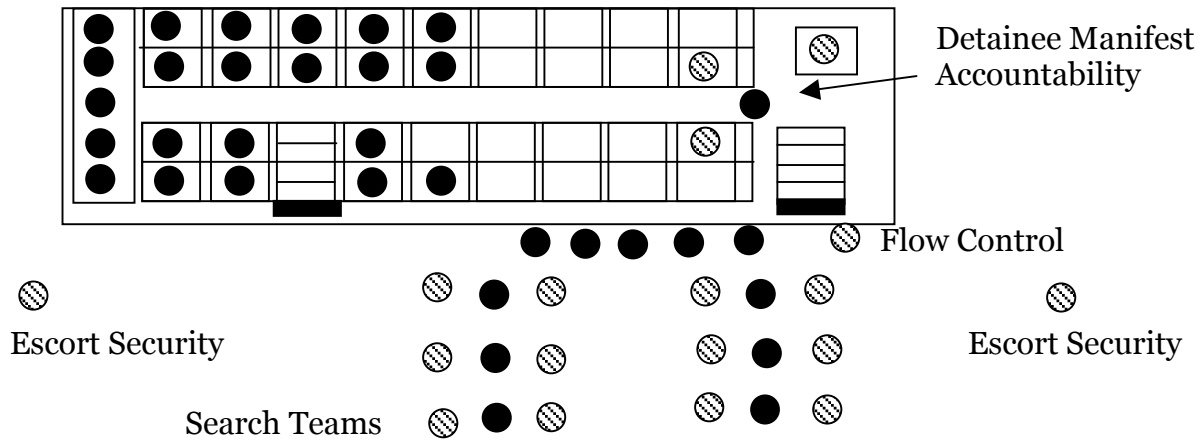


Figure 3-1

Formations. Scout, Lead, Middle and Trail

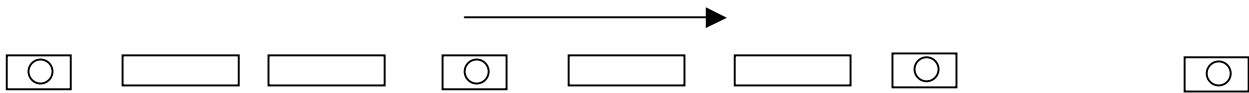


Figure 3-2

Bus Positions.

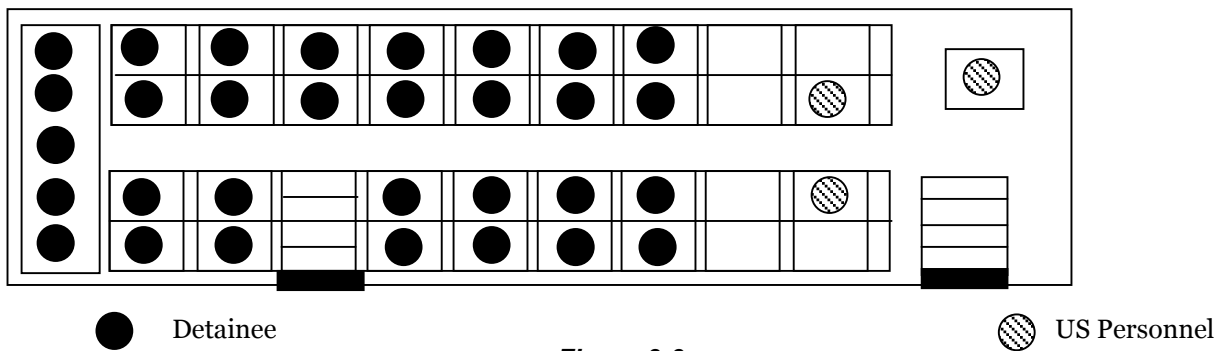


Figure 3-3

Emergency Action Plans – React to Ambush (Vehicles Mobile)

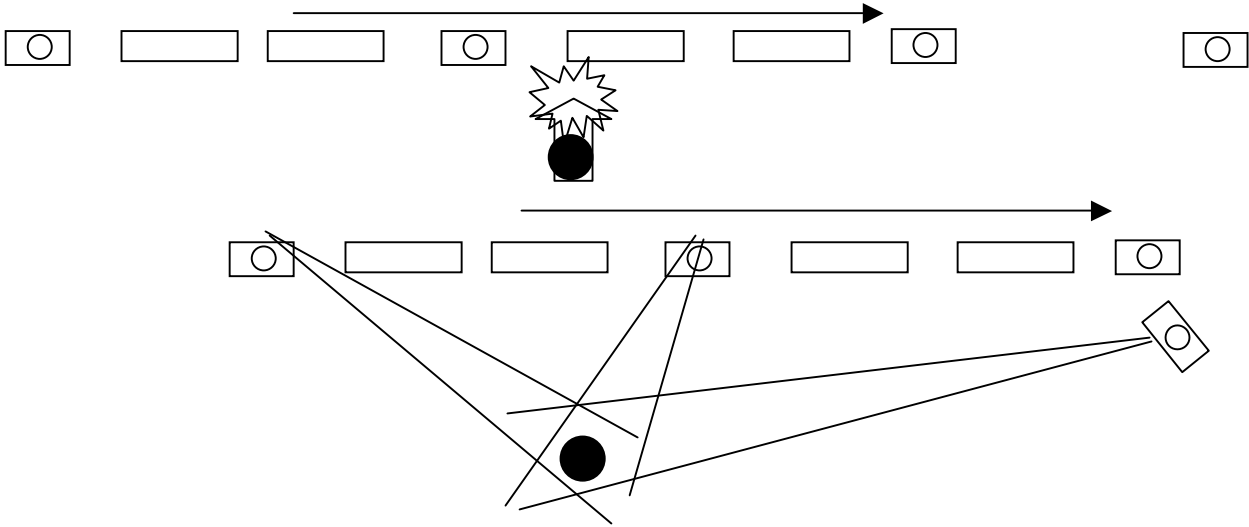


Figure 3-4

Emergency Action Plan – React to Ambush (Vehicles Immobile)

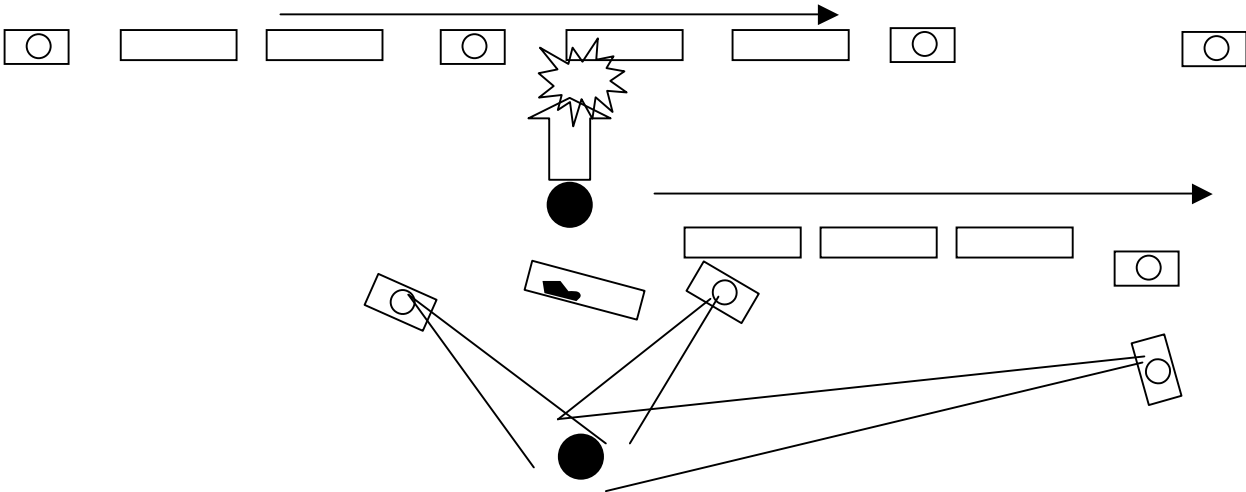


Figure 3-5

Chapter 4 Internment Facility Operation Responsibilities

4-1. Detainee Transfer IN:

- a. The following procedures will be followed during prisoner transfers from other Confinement Facilities to Camp Bucca.
- b. **Battalion S-3:**
 - (1) When the Battalion S-3 is notified of a pending transfer, he will notify the S-1 and S-4 of the number of detainees to be transferred (by ISN if known), and the date of the transfer.
 - (2) The S-3 will task MPs to provide security, searching and escorts for the detainees in the holding area during in-processing.
- c. **Battalion S-2:** The battalion S-2 will ensure that enough interpreters are available for the in-processing of detainees.
- d. **Battalion S-4:**
 - (1) Upon notification, the S-4 section will notify the detainee supply personnel of the ISNs and the date of the transfer.
 - (2) The Detainee Supply NCOIC will ensure that the appropriate numbers of issue items are available and issued at the time of the transfer.
 - (3) The supply representative will accompany the escorting MP company if the Battalion is tasked with picking up the incoming prisoners at another facility.
 - (4) The supply representative will inventory all detainee property and sign for the property on a 4137 from the transporting MPs or at the pick up facility if Battalion is providing the escorts.
 - (a) The detainee supply representative will be present and account for any property taken from the detainees during the search before processing. This property will be annotated on a 4137.
 - (b) The detainee will be given a copy of the 4137 for any property taken during the search within 48 hours of property being taken.
 - (5) The food services section will ensure there is adequate food provided in the holding area for the detainees during the receiving of detainees.
- e. **Battalion S-1:**
 - (1) Upon notification of a transfer, the S-1 section will notify the processing line of the ISNs (if known) and date of the transfer.
 - (2) Processing line NCOIC will ensure that the appropriate number of processing line personnel are in position and ready to conduct in-processing prior to the arrival of the detainees.
 - (3) Processing line NCOIC will receive the manifest and transfer disk from the OIC/NCOIC of the escort mission. The Processing line NCOIC will ensure that all the correct detainees (by ISN) are present as soon as possible after offloading the bus.
 - (4) After all detainees are accounted for, the Processing line NCOIC will sign all both copies of the manifest. One copy of the manifest will be left with the processing line personnel. The other copy of the manifest will be retained by the escort OIC/NCOIC.
 - (5) After all detainees are accounted for and inside the holding area, the escorting MPs will be released.
 - (6) The processing line NCOIC will ensure that all detainees are processed in IAW established processing line SOPs and Procedures.
 - (7) See Figure 4-1 for Transfer/Release Checklist.
- f. **MP Search and Security Teams**
 - (1) Compound search and security teams will be in place and ready to receive the detainees prior to the off loading of the buses.
 - (2) Security teams will maintain security of the holding area during the inprocessing of the detainees. The teams will also assist if necessary in getting the detainees in ISN order to facilitate processing.
 - (3) Search teams will search the detainees as they are called out in order and before the prisoners are sent to the interpreters for screening.
 - (4) Search teams will remove any items not allowed inside the compounds from the detainees and turn this property over to the detainee supply section.
 - (5) Search teams will confiscate any contraband and notify operations of the contraband. Operations will decide the disposition of the contraband.

4-2. Detainee Transfer OUT:

- a. The following procedures will be followed during prisoner transfers from Camp Bucca to other detention facilities.
- b. **Battalion S-3:**
 - (1) When the Battalion S-3 is notified of a pending transfer, he will notify the S-1 and S-4 of the number of detainees to be transferred (by ISN), and the date of the transfer. He will also prepare a tasking for the escorting MP company.
 - (2) The S-3 representative will make all necessary coordination with the compound control teams to ensure that detainees are in the holding area at least 1 hour prior to the beginning of out-processing and loading of the transfer buses.
- c. **Battalion S-2:** The battalion S-2 section will prepare a mission hazard assessment for the convoy escort to the designated transfer point. This assessment will be ready for the escort company's mission brief. If there is a significant change to the assessment, the S-2 will update the escort OIC/NCOIC prior to the convoy SP.
- d. **Battalion S-4:**
 - (1) Upon notification, the S-4 section will notify the detainee supply personnel of the ISNs and the date of the transfer.
 - (2) The Detainee Supply NCOIC will ensure that the detainee property is present and turned loaded onto the transfer buses.
 - (3) The supply representative will accompany the escorting MP Company if the Battalion is tasked with transporting the prisoners. The supply representative will sign the property over to the gaining facility or to the escorting unit if Camp Bucca units are not conducting the transporting of the detainees.
 - (4) The food services section will ensure there is one stripped MRE and a bottle of water for each detainee is loaded on the transfer buses.
- e. **Battalion S-1:**
 - (1) Upon notification of a transfer, the S-1 section will notify the processing line of the ISNs and date of the transfer.
 - (2) Prior to the transfer, the processing line NCOIC will ensure that all records and required information is complete (see Tab A). The processing line NCOIC will obtain copies of the detainee's medical records and place them in the detainee's file to include a 10 print fingerprint card.
 - (3) The processing line NCOIC will ensure that a transfer order is created in NDRS or detainees are listed as transferred in BATS.
 - (4) The processing line NCOIC will ensure that personnel are at the processing line NLT 1/2 hour before the scheduled out-processing time.
 - (5) The transfer order will be signed by the senior person present and two copies will be given to the OIC/NCOIC of the escorting MP Company. The transfer disk from NDRS will also be given to the OIC/NCOIC of the escorting MP Company.
 - (6) All detainees being transferred will have their identity verified by a retinal scan in bats prior to transfer.
 - (7) See Figure 4-1 for Transfer/Release Checklist.
- f. **Escorting MP Company:**
 - (1) The escorting MP company will prepare and brief the transfer mission convoy OPORD. The OIC/NCOIC will ensure that the battalion operation's section is aware of the mission OPORD and mission timeline. The Battalion Operation's section will inform the other staff sections of the mission timeline. The Mission OIC/NCOIC will sign for the necessary number of buses as soon as possible after notification of the mission.
 - (2) The mission OIC/NCOIC will ensure that the mission OPORD allows for the accomplishment of all required tasks prior to their scheduled SP.
 - (3) Prior to loading of the buses, all detainees and their property will be searched. During this search, all property not allowed to be transported by the detainees (see annex 2), will be removed and turned over to the detainee property representative.
 - (4) The mission OIC/NCOIC will ensure that all manifested prisoners are present and loaded onto the buses in manifest order.
 - (a) After loading of the buses, the OIC/NCOIC will sign the three copies of the manifests and ensure he has the transfer disks and all detainee files.
 - (b) One copy will be left with the processing line personnel.

(c) Upon turning over the detainees to the receiving facility, the OIC/NCOIC will get the receiving official's signature on both copies of the manifest.

(d) (1) copy will be kept by the escort OIC/NCOIC, the other will be given to the receiving official with the transfer disk and detainee files.

(5) See Figure 4-2 for property allowed to be kept by detainee during Transfer.

g. **Compound Control Teams:**

(1) The compound control teams will receive the sequence number and compound assignment of all the detainees to be transferred the day prior to the transfer as well as the scheduled timeline for the MP escort company.

(2) The SOG will ensure the detainees and their property are in the holding area at least 1 hour prior to the scheduled search time.

(3) The SOG will ensure the detainees are properly guarded while they are in the holding area until the arrival of the escorting MPs.

4-3. Detainee Release Procedures:

a. The following procedures will be followed during prisoner releases from Camp Bucca.

b. **Battalion S-3:**

(1) When the Battalion S-3 is notified of a pending release, he will notify the S-1 and S-4 of the number of detainees to be released (by ISN), and the date of the release (usually within 72 hours of notification of the release). He will also prepare a tasking for the escorting MP company if necessary.

(2) The S-3 representative will make all necessary coordination with the compound control teams to ensure that detainees are in the holding area at least 1 hour prior to the beginning of outprocessing.

(3) Release locations will be determined by the S-3 based on number of detainees to be released and many other factors.

c. **Battalion S-2:** The battalion S-2 section will prepare a mission hazard assessment for the convoy escort to the designated release point. This assessment will be ready for the escort company's mission brief. If there is a significant change to the assessment, the S-2 will update the escort OIC/NCOIC prior to the convoy SP.

d. **Battalion S-4:**

(1) Upon notification, the S-4 section will notify the detainee supply personnel of the ISNs and the date of the release.

(2) The Detainee Supply NCOIC will ensure that all property for detainees on the release list is accounted for and easily accessible NLT the day prior to the scheduled releases.

(3) The detainee supply section will return the property to the detainees

(4) Transportation will provide an adequate number of buses for the mission if necessary.

e. **Battalion S-1:**

(1) Upon notification of a release, the S-1 section will notify the processing line of the ISNs and date of the release.

(2) Prior to the release, the processing line NCOIC will ensure that all records and required information is complete (see Tab A).

(3) The processing line NCOIC will ensure that a release order is created in NDRS or detainees are listed as released in BATS.

(4) The processing line NCOIC will ensure that personnel are at the processing line NLT 1/2 hour before the scheduled outprocessing time. The release order will be signed by the senior person present and a copy will be furnished to each released detainee along with 2 copies of the detainee's dossier.

(5) All detainees being released will have their identity verified by a retinal scan in bats prior to release.

(6) All detainees will be given a detainee travel stipend of either \$25 U.S. to cover their travel expenses.

(7) See Figure 4-1 for Transfer/Release Checklist.

(8) **Ensure all detainees released have a 10 print fingerprint card on file before release.**

f. **Escorting MP Company.**

(1) Will be tasked by the Battalion S-3 to escort the release busses to any given location of release.

(2) The Escorting MP Company will escort the busses to the release location to ensure that the buses are not attacked or prevented from reaching that location.

(3) The Escorting MP Company will prevent the bus drivers from forcibly ejecting the detainees from the bus at any other location than the designated locations. The escorting MP Company will not stop the detainees from getting off the buses at any location willingly.

g. **Compound Control Teams.**

(1) The compound control teams will receive the sequence number and compound assignment of all the detainees to be released the day prior to the release as well as the time the detainees need to be at the processing line holding area.

(2) The SOG will ensure the detainees and all property in their possession are in the holding area at least 1 hour prior to the scheduled outprocessing time.

(3) The detainees will be guarded until they load the buses and are officially released from Camp Bucca Internment facility.

4-4. Detainee Medical Procedures:

a. The following procedures prescribe policy, responsibilities, and procedures for conducting Detainee medical care, support and services at Camp Bucca Internment Facility.

b. The **General Surgeon or BN Surgeon** is responsible for:

(1) Overall operations of the medical section

(2) Sanitary operations

(3) Preventive medicine operations

(4) Emergency or routine treatment of detainees as required.

c. The **Physician Assistant** or physician of lower rank than BN Surgeon is responsible for:

(1) Assisting with preventative med inspections

(2) Assisting in medical exam and treatment of detainees.

(3) Supervision of E6, 91W health care sergeants

(4) Supervision of E4, 91S preventive medicine NCO

(5) Supervise immunizations

(6) Responsible for training and coordination of retained persons.

(7) Assumes leadership in the absence of the Bn Surgeon

d. **Health care NCOIC** (E6 91W) is responsible for:

(1) Medical treatment of detainees that cannot be done by compound retained persons

(2) Coordinating evacuation of detainee that cannot be medically treated at camp

(3) Supervises the health care sergeants

(4) Monitor sick call operations at the compound level.

(5) Assist PA or Field Surgeon with inventories and accountability of med supplies

(6) Assist Bn field surgeon for fitness of detainee personnel

(7) Assist the PA or Field surgeon as required.

(8) Training RP as required.

e. The Health Care SSG is responsible for:

(1) Assist with medical section administration duties to include detainee med record file maintenance.

(2) Being a member of sanitation team

(3) Inspection/efficient operation of personal hygiene facilities.

(4) Inspection of detainee living areas

e. **General Information:**

(1) Personnel requiring medical attention will be evacuated by MPs (via roving/tower SOG for transfer) to the supporting TMC (CONUS) or medical treatment facility (OCONUS). Location will be announced in the administration order or on-site. Detainees will be furnished routine and limited emergency medical treatment on site as required.

(2) Medically qualified retained personnel will be used as much as possible for the health and welfare of other detainees. Medically trained RP should belong to the same armed force as the treated detainee. One RP at a time may sleep in the medical tent with accompanying medics at medics' discretion.

(3) Section administration, health, and sanitary standards will be maintained in accordance with applicable Army standards.

(4) The care and treatment of sick and injured civilians (non-US personnel) is the responsibility of the civil or host nation authorities. They should be treated only when it is in the best interest of US National objectives unless they are interned at a US facility at which time they become the responsibility of the US.

f. Medical Records:

(1) The medical section will maintain medical records. Access to the medical records shall be restricted and governed IAW AR 340-16 and AR 340-21

(2) All x-rays for EPW/CI/IR will be maintained in the DA form 3443.

(3) All medical records will be recorded in the NDRS system after recording on SOAP notes or progress notes.

(4) The following logs shall be maintained:

- (a) Initial physical exam for incoming Pews
- (b) Monthly height and weight for EPW/CI/IR
- (c) Daily sick call
- (d) Referral list for all surgical procedures
- (e) Sputum/blood/tissue samples sent for further evaluation
- (f) Referral list for dental care
- (g) Materials to be obtained by Red Cross

g. Recurring Reports: The following reports shall be forwarded to BDE or higher HQ Surgeon:

(1) Total number of patients treated on sick call. The report period shall be from the first through the final day of each calendar month. The report is due to the Surgeon NLT the 5th calendar day of the month following the reporting period. Reports may be telephonic, but the preferred method of reporting is through secure email, i.e. SPR. Daily numbers should be kept and may be sent to the higher level Surgeon if requested on a daily basis. Special attention shall be made to disease trends, especially those of an infectious nature.

(2) All medical evacuations. This report is due once evacuation is imminent. Notification of Bn S-# to coordinate appropriate security measures. This report to the Surgeon may be telephonic but secure email is preferred.

(3) Serious accidents or injuries. Due ASAP as basic info becomes known (who, where, what, why, when.) DA Form 2675-R shall be filled out and recorded in NDRS.

(4) Medical summary report DA Form 2789-R. This report provides medical management data. The reporting period is the first through the last day of each calendar month. This report is due NLT the 5th calendar day following the reporting period. AR 40-400 provides detailed guidance.

(5) Special telephonic report. This report is designed to provide epidemiologic data when selected diseases or illnesses exceed the number normally expected. This report shall be promptly prepared and dispatched when one or more cases occur that pertain to those listed in chapter 6, AR 40-400. This report is submitted on DD form 1733.

(6) All medical and surgical problems that cannot be handled at the internment facility shall be transferred to the supporting medical treatment facility. The Bn S-1 will be notified any time an EPW must be transferred for more than 24 hours.

(7) Any EPW who has received care will , upon request, be given a copy of SF 600 showing the type of treatment given. A copy of this certificate or the NDRS summary of treatment will also be forwarded to the ICRC.

h. Repatriation:

(1) Upon the outbreak of hostilities, Mixed Medical Commissions shall be appointed to examine sick and wounded EPW and determine whether they should be repatriated.

(2) The Bn shall consider the following for examination by the MMC:

(a) Fatally wounded or incurably sick whose mental or physical fitness seems to have been gravely diminished.

(b) Wounded or sick, who according to medical opinion, are not likely to recover within one year, whose condition requires treatment and whose physical or mental fitness appears to be gravely diminished.

(c) Wounded or sick who have recovered, but whose physical or mental fitness appears to be gravely diminished.

(d) EPW may also be recommended for repatriation by a physician of the same armed-force, a designated prisoner representative, or an agency responsible for aid and assistance to EPW, such as the Red Cross.

(e) The MMC will examine all EPW who have applied for repatriation and will notify all EPW of their decision within 30 days.

(f) The Bn physician will examine all internees who are declared eligible for repatriation by the MMC. The Bn Physician will complete form DA 2671-R in quadruplicate. The original and one copy shall be forwarded to the ENDRC. The other copies will accompany the detainee upon transfer.

i. Evacuation: Any detainee requiring hospitalization will be transferred to a higher echelon of care.

(1) Priority of evacuation is :

- (a) Air
- (b) Ambulance
- (c) Other U.S. Military vehicles, including ambulance train.
- (d) Local transportation.

(2) If any evacuation units are attached those units will evacuate on call. Alternate routes of evacuation and destinations are selected and announced by evacuation unit commanders.

(3) Ambulances will NOT be used to transport the dead and requests for removal of deceased personnel will be made by the Graves registration unit.

j. Security:

(1) An MP will be present with detainees who come to the medical tent.

(2) Escort of detainees will be with accompanying Mps, as directed by SOG of Rover/Tower as directed by Bn S-3.

(3) Sick call shall be orderly. Mps shall assist in maintaining crowd control and security/safety.

k. Death Of Detainee:

(1) Upon the death of EPW/CI/IR the Bn Surgeon will furnish the facility CDR with a preliminary certificate of death Fm 2669-R. Included on this certificate shall be a statement that the death was or was not the result of EPW/CI/IR misconduct or carelessness.

(2) The DA Form 2669-R will be executed by the attending physician and the facility CDR for the EPW/CI/IR who dies. This form will be made out in sufficient copies to provide for the following distribution:

- (a) Original to IRIC
- (b) Copy to Surgeon General
- (c) Copy to P201 of individual concerned.
- (d) Copy to local civilian officials if death occurs in CONUS.
- (3) Burial, record of interment, and cremation

(a) Deceased EPW will be buried honorably in a cemetery set up for them according to AR 638-30 and the rites of religion and their military forces when possible

(b) The use of mass graves is discouraged.

(c) In case of cremation, ashes will be kept by the Graves registration personnel until proper disposal or disposition. Bodies should only be cremated for hygienic reasons, religion, or the EPW's expressed wishes.

l. Preventive Medicine Operations: Preventive medicine operations are designed to prevent disease and enhance the environment within the internment facility. These operations include: (All IAW Bn SOP)

- (1) Inspection of latrines/showers. Weekly
- (2) Inspection of EPW/CI/IR living areas weekly
- (3) Inspection of soldier living areas weekly
- (4) Inspection of water supplies weekly
- (5) Pest and disease vector control weekly
- (6) Inspection of food service facilities for soldiers and detainees monthly.

(7) Air sampling monthly

m. Dental Care:

(1) Emergency dental care will be provided to detainees. Detainee's requiring emergency dental care shall receive treatment at a supporting DENTAC where available.

(2) Urgent or elective dental care shall be provided by dental officers or their staff at the internment facility whenever possible, preferably once a month.

n. Medical In-Processing:

Medical processing is normally station 3 in the in processing line. Full medical in processing will be available upon transfer from another facility. Processing is conducted as follows:

(1) Delousing . All detainees are to be deloused. The delousing station will be set up and operated by the preventative medicine NCO. The decision to delouse will be made by medical personnel and may not be required.

(2) Shower upon completion of delousing, the EPW will be given a shower. Shower support shall be obtained from the supporting unit installation or from a bath and shower unit.

(3) Medical record. A medical record shall be initiated on each detainee as they in-process. Entries to this record shall be made at least monthly during the weigh-in and health inspection. It shall be inputted into the NDRS . Should also have DA Form 2444, SF 600, SF 2808 to transfer information from NDRS upon request.

(4) Weigh-in. Each detainee will be weighed. The date and weight will be recorded on DA form 2664-R. This form shall be completed as follows:

(a) Enter name and ISN data in DA 4237

(b) Enter height in inches and weight in pounds in the weight column

(c) Enter six digit date (year-month-day) in the date column.

(5) Physical examination. Each detainee will be given a thorough physical based on screening results prior to placement in permanent housing in the facility. NDRS will be used to record the results. SF 2808 will be used to transfer information from NDRS upon request. The exam will be used to determine the following:

(a) General state of health

(b) Detect communicable diseases

(c) Initiate medical care

(d) Provide inoculations, pending instructions from BDE level.

Higher authority will direct guidance.

(e) Obtain blood for DNA sample

(f) If under age 14, obtain PPD test and a negative result shall be entered in the NDRS. If result is positive, detainee will be placed in medical isolation until sputum results can be obtained.

Appropriate medical protocols and treatment will be followed.

o. **Overflow Medical In-Processing:**

Processing is conducted as follows:

(1) Physician and/or medic to be present to observe detainees upon arrival for general inspection and identification of severely ill or injured.

(2) medical records will be reviewed from transferring facility and taken to update NDRS as available and as necessary. Form DA 3444, SF 600, SF2808 to transfer information to NDRS upon request.

(3) weigh in of each detainee will be done. The date and weight will be recorded on DA 2664-R

(4) medical questionnaire will be filled out upon arrival. This will include but not limited to past medical history, current medications, allergies, desire to be a blood donor, etc. A medic will be available to answer questions regarding these medical issues.

(5) DNA sample will be obtained from each detainee if one has not already been done. The list will be given to medics within 24 hours of arrival.

h. **Medical Calls – Procedures (1900-0700):**

(1) It is important to understand that there are limited resources available during night shift. The medical team is composed of one medic to treat patients at the medical tent, one medic to treat patients at the compounds, and one detainee surgeon on call.

(2) For the reasons listed above the following will be done at compounds by medics:

(a) A medical history will be taken.

(b) A description of the current problem will be taken

(c) Vitals will be assessed

(d) Oral or Non-Intravenous, injectable medications may be given

(3) For the reasons listed above the patients with the following will be transported back to the BAS:

(a) Any patient needing IV therapy.

(b) Any patient needing an EKG.

(c) Any patient the medic deems as needing monitoring.

(d) Any patient needing a surgical procedure or sutures.

(4) CCTs are asked to call for emergent calls only. These include calls where life, limb, or eyesight is in jeopardy This may include but not be limited to:

(a) Chest pain.

(b) Acute injury.

(c) Trouble breathing.

(d) Bite/Sting by suspected poisonous species.

(e) Airway obstruction.

(f) Bleeding.

(g) Anything stuck in the eye.

(h) Any wound accompanied by swelling in that extremity not limited to the wound site.

(i) Any detainee issue that involves a detainee with a prior condition or multiple medications.

(j) Any condition which in any CCT person's judgment would justify a trip to an Emergency Room back in CONUS.

(5) The medical team understands that detainees can become very insistent about even their non-emergent medical problems. The CCTs have been supplied with the following over-the-counter (OTC) medications in order to assist them. CCTs are encouraged to give the medications for the following problems and call medical if there is no relief after **ONE HOUR**:

(a) Tylenol/Ibuprofen – joint pain, headache, dental pain.

(b) Guafenesin/Sudafed – Congestion, Sinus Problems.

(c) Bisacodyl – Constipation.

(d) Kaopectate/Immodium AD – Diarrhea.

(e) Maalox – Indigestion.

(f) Hydrocortisone cream – Skin rashes.

(g) Moisturizing cream – dry skin.

(h) Saline eye drops – dry eyes.

(i) Saline nasal spray – dry nose, itchy nose.

(j) Cepacol – sore throat.

(6) If these medications are not in the CCT tent or they run out, CCTs should call medical so they can be replaced. Medical will be refilling these boxes twice a week and welcomes suggestions for additional OTCs. Detainees should be encouraged to go to sick call to follow-up if problem persists.

(7) CCTs are also asked to supply at a minimum the ISN number, age, complaint, and medications (if possible) when calling medical in order to assist the medical team in triaging a call. It is important to understand that more questions may be asked, as it may be necessary to triage and answer a high volume of calls at once. If medical is responding to the compound the detainee should be kept by the gate to ensure a more efficient response to multiple calls. After 2030 and interpreter from within the compound will also be needed.

(8) If a detainee is brought back to the BAS, they will be escorted by a medical escort who will stay in the treatment room with the detainee at all times. The medical escort will carry a weapon with non-lethal ammunition. The weapon will be maintained in "Amber" status.

(9) Medical section will maintain one assigned vehicle for use in responding from LSA to the internment facility that will be available 24 hours per day.

4-5. Detainee Food Service Procedures:

a. The following information disseminates responsibilities, instructions, and procedures to govern the preparation, distribution, and management of food service operations for detainees at the Internment Facility at Camp Bucca.

b. **Camp Commander** is responsible for detainee food service operations. The S-4 section will directly monitor the food service operations. AR 190-8, AR 30-22, and Logistics Civil Augmentation Program (LOGCAP), TO #0046, Change 8 provide specific instructions and procedures for the food service requirements for detainees.

c. **Kellogg Brown, and Root (KBR)** is responsible for the preparation of subsistence for the detainees.

(1) Subsistence will be issued on basis of a master menu. (2) KBR will prepare two meals per day; one hot and one cold meal.

(3) The hot meal will be prepared in bulk and divide by compound.

(4) The S-3 will ensure that the food service section is informed at least 24 hrs in advance of any changes in the numbers of detainees per compounds.

(5) KBR is also responsible for preparing a ration equivalent to a small bag lunch for prisoners in transit leaving Camp Bucca.

d. Battalion Food Service Officer and NCOIC are responsible for supervising the IF Food Svc operations. They will ensure that KBR is providing the service IAW the LOGCAP.

(1) The Food Svc Officer and NCO are the ONLY authorized personnel to directly deal with the KBR Food Service Section.

(2) When problems can not be solved with the KBR Food Svc section, the Food Service Officer will report the situations to the KBR Camp Manager and the Army Contracting Officer for Camp Bucca.

e. All units assigned to Camp Bucca will attach their soldiers that have a primary duty of 92G to the battalion food service section.

(1) The Bn Food Service NCOIC will designate in writing the soldiers to work in the IF Food Service Section.

(2) The IF Food Service Section is responsible for delivery of the meals to the IF.

(3) The Compound Control Teams will designate a detainee detail from each compound to download the meals from the vehicles to their compound.

(4) The detainees will serve their own meals, and clean up their meal area.

f. The IF Food Service Section will verify that the contractor is providing the necessary amount of meals to the compounds, and ensured that all meals and fruits are suitable for consumption of the detainees prior to the delivery to the compounds.

(1) The IF Food Service Section will report to the DFAC NLT half an hour prior to the scheduled meal delivery time to ensure that these guidelines are followed.

(2) The delivery process for the meals should not take more than an hour. If the process can not be completed within an hour the IF Food Service section will inform the Food Service NCO and he will adjust the numbers of soldiers or vehicles in order to comply with the time frame.

g. Meal delivery hours are scheduled as follows:

(1) Breakfast 0700 and dinner 1500.

(2) Any changes to the meal hours needs to be coordinated with the S-4 section 24 hrs in advance.

4-6. Internment Facility Intelligence Procedures:

a. The following information provides for the collection of intelligence and counterintelligence within the Internment Facility applicable to all assigned and attached units.

b. Department of Army Regulations will supersede where any conflict exists in this SOP.

c. The S-2 section is the coordinating staff for all matters pertaining to intelligence and counterintelligence in support of the Battalions EPW/CI/IR mission. The S-2 section combines operations with the S-3 Section.

d. Responsibilities:

(1) **Battalion S-2:**

(a) Principle battalion staff officer on matters pertaining to military intelligence, counterintelligence, and military intelligence training.

(b) Responsible for directing and coordinating the planning, collection, evaluation, analysis, production and dissemination of intelligence gathered from internal and external sources and EPW/CI/IR operations.

(c) Provides the commander and subordinate unit's intelligence estimates, and coordinates with and provides information to the S2 element at the next higher headquarters and other civilian or military intelligence agencies.

(d) Supervises the Intelligence section and also assumes all responsibilities of the Operations Officer in his absence.

(2) **Intelligence NCOIC:**

(a) Assist in determining threat/detainee intelligence collection assets, organizations, compositions, personnel, methods of operation, capabilities, vulnerabilities, limitations and missions.

(b) Provides technical guidance to subordinate personnel.

(c) Assists in the review of enemy prisoners interrogation reports.

(d) Assists in the development of the collection plan, and intelligence collection activities identifying gaps in holdings.

(e) Determines indicators in support of the PIR and SIR.

(f) Screens and evaluates information.

(g) Supervises the analysis, receipt and recording of information/intelligence; and timely dissemination.

(h) He/she is in close supervision of the sections counterintelligence and intelligence analyst.

(i) Assumes all responsibilities of the S-2 and/or the S-3 Operations NCO in his Absence.

(3) **Counterintelligence Agents:**

(a) Conducts counterintelligence surveys and investigations of individuals, organizations and installations to detect, prevent and neutralize threats to the U.S. Army and detention operations.

(b) Assists in the establishment of counterintelligence collection operations within detainee interment facility.

(c) Compiles counterintelligence information.

(d) Prepares and types reports and summaries

(e) Provides administrative and operational support as required.

(f) Prepares interrogation rooms.

(g) Disseminates intelligence reports.

(h) Stores, inventories and controls classified documents.

(i) Operates vehicle as required

(4) **Intelligence Analyst:**

(a) Performs continuing analysis and evaluation of intelligence gathered by detainees, organic, attached or assigned unit operations.

(b) Establishes and builds data base.

(c) Posts situation maps.

(d) Performs terrain analysis.

(e) Prepares associated overlays.

(f) ID's targets of intelligence interest to answer PIR and SIR.

(g) Intelligence preparation of the Battlefield to include the rear area.

(h) Establishes and maintains systemic cross referenced intelligence records and files.

(i) Receives and processes incoming reports and messages

(j) Performs integration of incoming information with current intelligence holdings

e. Counter-Intelligence Responsibilities Within The IF:

(1) Counterintelligence Agents have the responsibility to collect information within the Internment Facility directly from detainees using interviews, debriefs or interrogations techniques. Specific functions include:

(a) Perform interviews, debriefs and interrogation of detainees.

(b) Develop informant network among the detainee population

(c) Develop and maintain Leadership/structure matrix

(d) Develop and maintain Disturbance/incidence matrix

(e) Coordinate detainee mail screening and translating

(f) Evaluate captured material for intelligence

(g) Estimate the Internment Facilities vulnerability to hostile intelligence

(2) Conduct counterintelligence force protection source operations

(3) Identify enemy multidiscipline (HUMINT, SIGINT and IMINT) intelligence collection capabilities and efforts targeted against the Internment Facility

(4) Screen civilian contractors to determine possible security risk or affiliations and make recommendations to the commander prior to contracting.

(5) Identify in coordination with processing section, detained personnel who may be a Threat to security of internment facility.

(6) Identify possible informants.

(7) Upon request, perform liaison with other military and civilian intelligence agencies

(8) Personnel security interviews and processing

(9) Screen existing translators

(10) Screen existing KBR subcontractors and local national employees working in IF.

f. Collection Management:

(1) S-2 is responsible for managing the collection of intelligence information. Once PIRs and SIRs have been established, gaps in intelligence holdings will be identified to satisfy the requirements. This is done through the use of a collection plan. S-2 identifies the types of detainee/Internal Threat activities (indicators) which will confirm the PIR/SIR. The S-3 then tasks subordinate units and personnel to confirm information derived from the intelligence indicators.

(2) PIRs and SIRs will be modified and disseminated to all units as the situation develops. Information collected in response to requirements will be forwarded to the S-2.

(3) PIRs/SIRs will be cancelled or modified as situations develop. A new list will be developed by the Intelligence Officer in coordination with the S-3 as original information becomes invalid or outdated.

(4) Examples of Priority Intelligence Requirements (PIR) and the type of intelligence related information to be collected are as follows:

(a) What is the extent of clandestine detainee organizations within each compound and facility? Determine Organization strength, objectives and identify members?

(b) Who are the detainee leaders and agitators?

(c) What is the extent of underground communications systems between detainee compounds and facilities or with indigenous civilian personnel? What methods are being used to communicate? What types of messages are being communicated as they may effect stability of detainee Operations?

(d) What is the likelihood of escape attempts and their degree of success? Determine escape plans, individuals involved time and location? Do they affect other compounds or facilities?

(e) What is the likelihood of destabilizing activities such as mass detainee demonstrations or riots? Determine organizers time, location, number of internees involved by compounds, and the nature of the demonstrations.

(f) What is potential for or extent of threat level in/around facilities and installations occupied by the Battalion? Determine potential for unit as target for terrorism, subversion and sabotage. Determine targets, time, locations, and objectives of terrorist/threat organizations.

(5) Examples of Significant Intelligence Requirements (SIR) are:

(a) Identify high ranking enemy personnel and all enemy intelligence personnel to arrange for special handling.

(b) Identify capability/potential for threat use of NBC.

(6) Based on the detention mission the S-2 will determine and recommend additional PIRs and SIRs for input into the intelligence collection plan, to be disseminated to subordinates. The S-2 will list all indicators of activities to be reported for each PIR. SIR will be placed on the collection worksheet.

(7) A collection plan/worksheet will be developed and maintained continuously by the S-2 to meet PIRs/SIRs to reflect changes to the situation. The collection worksheet will contain the following indicators; Name of Area of Interest (NAI); Target Area of Interest (TAI); collection units; time and location for reports to be received; units that have been identified for collection will be marked with an "O" for Report as Observed. Those that have been tasked with collection will be identified with a "T" for Tasked.

(8) The S-2 and S-3 will identify subordinate or attached units to be tasked for the intelligence collection. These units are identified based on the following criteria; capability suitability and multiplicity. The S-2 will initiate a collection plan IAW the commander's PIR source. The S-3 will task the subordinate for Intelligence collection. Agencies utilize in the collection plan will include the following:

(a) MP Guards/Control Teams

(b) Perimeter Tower Guards

(c) Entry Control Points guard personnel

(d) Area Security Patrols

(e) Roving Patrols

(f) Personnel and Administration Section

(g) Detainee Medical Section

(h) Subordinate Units

(i) Attached units

(j) Individual Unit Personnel

(9) Other available sources include but can not be tasked are:

(a) Detainee Informants

(b) Interviews with local nationals

(c) Interviews with KBR employees

(d) Interviews with Translators

(e) MI Detachments and interrogation teams

(f) CID Teams

(g) FBI

(h) DIA

(10) Sample Collection Plan/worksheet at Appendix-F.

g. Interview, Debrief, And Interrogations:

(1) CI Agent will always accompany other intelligence agencies when interviewing, debriefing or interrogating a detainee at Camp Bucca.

(2) CI Agents will not interview, debrief or interrogate a detainee by themselves.

(3) Any interview, debrief or interrogation within the debriefing tent will always have a minimum of three personnel present plus the detainee. It is recommended to always have one CI agent, one translator and one security personnel present.

(4) CI Agents will write Agents notes within 24 hours of meeting with a Detainee or source.

(5) CI Agents will record interview, debrief or interrogation immediately into the Staff Journal.

(6) All interviews, debriefs and interrogation will be coordinated with the BN S-2 and S-3 prior to commencement.

h. Intelligence Processing:

(1) Intelligence processing is the conversion of reported intelligence into usable all source intelligence. Tools used to this end are:

(a) INTSUMS/DISUMS

(b) Significant Activities Report (SIGACTS) (Appendix-H).

(c) Spot Reports

(d) Serious Incidence Reports

(e) CI Agents notes

i. Reports And Distribution:

(1) Agents Notes

(a) Will be stored in the Agents file.

(b) Will be in a written format completed by the CI Agents within 24 hours of conducting an interview.

(c) A summary of any important information will be included in Daily INTSUM

(2) (ROI) Report of Investigation.

(a) The ROI is prepared on office letterhead stationary and summarizes the results of an investigation.

(b) Accumulated original signature IMRF, exhibits, evidence, and other pertinent investigative materials are forwarded with the ROI to the SCO.

(3) (DIIR) Draft Information Intelligence Request

(a) Will be completed by counterintelligence agents when they receive information from a source which answers a BDE or BN PIR.

(b) Will be forwarded to the BDE S-2.

(4) Basic Source Data Report

(5) Staff Journal (See Appendix-D for specific instructions).

(6) (INTSUM) Intelligence Summary

(a) Intelligence summary will be prepared once a day by the S-2, covering the a 24 hour period from 1800-1800 hours.

(b) INTSUM is a composite of INTREPS/SITREPS submitted by subordinate units and agencies tasked for specific intelligence requests.

(c) INTSUMS provide major input to the DISUM (Daily Intelligence Summary).

(d) INSUMS will be prepared and submitted via SIPERNET to BDE S-2 NLT 1800hrs daily.

(e) Example INTSUM at Figure 4-4.

j. Coordination:

(1) Staff Coordination: S-2 coordinates with other staff sections for input into intelligence estimates and plans. Staff sections recommend PIRs on threat capabilities and characteristics of area of operations having a major effect on the detention mission or activities. Intelligence estimates plans and products are used by all staff officers for estimation of the effect on activities with which they are concerned.

(2) S-2 will coordinate with other US intelligence agencies requesting access to detainees for further interviews or debriefs.

k. Equipment Required:

(1) The Internment Facility will contain a separate interrogation tent for the Military Intelligence community.

(2) All logistical support will be coordinated with the BN S-4 or BN Supply SGT.

l. Counter-Intelligence Activities For Detainee Visitation:

(1) Translators will record all information of visitors on visitation sheet one month prior to visitation. (See Figure 4-5).

(2) Names of visitors planning to visit detainees will be submitted on a weekly basis to MNC-I for targeting and tracking purposes.

(3) Counter-Intelligence agents will review visitation lists and detainees who have visitation in order to identify any significant civilian internee threats or patterns.

(4) Counter-Intelligence agents will identify detainees, who present a clear and present danger to Camp Bucca operations and will recommend courses of action to eliminate the threat to the operations section.

(5) As necessary, counter-intelligence agents will passively participate in visitation.

(6) The visitation NCOIC or CCT SOG's will provide a Significant Activities Report (Appendix-H) to BN operations which in turn will be provided to the S-2 with any significant activities regarding visitor or detainee misbehavior.

(7) S-2 will continue to provide oversight, management and supervision of translators during visitation events.

(8) S-2 will meet with the translators on a daily basis in order to debrief them on any observed significant events.

4-7. Detainee Impounded, Confiscated, And Personal Property:

a. The following information disseminates information, instructions, and procedures to govern the receipt, storage, issue, safeguarding, and accountability of all detainee property upon arrival or release at Camp Bucca.

b. The Camp Commander is responsible for detainee property storage operations. The S-4 section will directly monitor the detainee property operations. The following regulations and instructions provide specific instructions and procedures for the safekeeping and safeguarding of detainee impounded, confiscated, and personal property. AR 190-8, AR 190-13, AR 190-22, and AR 210-174.

c. Personnel authorized to receipt, issue, and store detainee property must be designated on a memorandum from the Camp Commander. Only those personnel designated shall be allowed access into the Detainee Property Storage Areas.

d. Supply Team is accountable for the inventory and storage of the Detainee Property upon arrival to Camp Bucca. The IF Supply Team will ensure that all the property is accounted for on DA Form 4137 and make sure that the change of custody is completed by signing the DA Form 4137. A copy of the DA Form 4137 will be placed in the property bag and another copy will be provided to the Detainee NLT two days after the inventory is completed.

e. Supply Team is responsible to ensure that property information is input into the National Detainee Record System (NDRS) database from the DA 4137. Property printout will be verified against the DA 4137 to insure 100% accuracy. Supply Team will store the property in the designate property connex, positioned in front of the Compound where the detainee is kept.

f. If Camp Bucca is the initial in-processing facility for the detainee, the property will be reviewed by S-2 personnel to determine if any property has any intelligence value. The property bag will be opened, inventoried, and transfer of property

documented on DA Form 4137. Any transfer of property to S-2 personnel will be annotated by item on the DA 4137 and signatures secured.

g. The S-3 will notify the S-4 section of any schedule release or permanent transfer of detainees to facilities outside Camp Bucca to facilitate retrieval of property. IF Ops will also inform the Supply Team of any transfer between compounds for medical, disciplinary or any other reason to transfer property to the appropriate storage area. The S-1 section will provide the ISN/NDRS number of the detainees to be transferred. The Supply Team will collect all detainee property the day prior to the release/transfer of detainee, and ensured that proper change of custody is followed.

h. Any unclaimed property whose owner can not be identified that is found in the connex will be inventoried and reported through the chain of command for disposition instructions. Any items of intelligence value will be reviewed by the S-2 section prior to disposition.

i. Any property found around the IF area that is believe to belong to a detainee will be brought to the attention of IF Operations. IF OPS will determine if items found are detainee property. Once the IF OPS makes the determination, the person who found the property will provide in writing details as to the date, time, and location where property was found with a DA Form 4137. IF OPS will transfer the property to the S-4 (IF Supply Team), and conduct change of custody inventory on the DA Form 4137. The property will be placed with the unclaimed property, and reported through the chain of command.

j. The personal property of a deceased detainee will disposed of in accordance with AR 630-10, AR 638-1, or AR 700-84 as appropriate. An independent individual will be appointed by the Commander to audit and sign the detainee's personal property record for the detainee.

4-8. Detainee Supplies:

a. The following information disseminates information, instructions, and procedures to govern the receipt, storage, issue, and supply of personal demand items for detainees.

b. The Camp Commander is responsible for overall operations of detainee supplies and personal demand items. The S-4 section will directly monitor the supply operations and designate an Internment Facility Supply Team to conduct this operation.

c. The IF Supply Sergeant is responsible for stocking and requesting supplies for the detainees.

d. Kellogg Brown, & Root (KBR) is responsible for providing the following supplies in accordance with the Logistics Civil Augmentation Program (LOGCAP):

- (1) Red or Orange jump suit (2 ea).
- (2) Socks (2 pair).
- (3) Undershirt (2 ea).
- (4) Underwear (2 ea).
- (5) Towels (2 ea).
- (6) Shower Shoes (1 pairs)
- (7) Blankets (2 ea)
- (8) sleeping mat foam 2" (1 ea)
- (9) Sleeping bag (1 ea)
- (10) Stocking cap (1 ea)
- (11) Poly pro top and bottoms (1 set/ during winter Nov-Feb)
- (12) Cold weather jacket (1 ea/ during winter Nov-Feb).

e. The listed supplies will be issued by the supply representative to each compound by ISN/NDRS number. The supply representative with the assistance of the CCT will maintain a list of shortages per compound by ISN/NDRS on weekly basis.

f. The IF Supply Team will issue those supplies as follows:

- (1) Compound 1, 6, and 12 on Mondays.
- (2) Compound 2 and 3 on Wednesdays.
- (3) Compound 4 and 5 on Fridays.

g. Items will be provided to incoming or transfer detainees during the in-processing procedures or NLT a week after their arrival unless out of stock. The schedule will be adjusted if more compounds are required for the mission.

h. The following Personal Demand items are provided by KBR in accordance with the LOGCAP:

- (1) Soap bar
- (2) Shampoo (bottle)
- (3) Toothpaste
- (4) Toothbrush (1 per detainee every 3 months)
- (5) Hair comb (plastic)
- (6) Sunscreen
- (7) Cigarettes.

i. The supply representatives are responsible to issue Personal Demand items to the detainees.

j. The IF supply team will verify stockage levels at the CCT tents at least 4 times a week for re-stock of supplies.

k. The IF Supply Team will request replenishment of personal demand items from KBR.

l. The IF Supply Team is also responsible for maintaining register of all supplies issued to CCT tents, and supplies received from KBR.

m. The following items will be issue on a one for one basis:

- (1) Shampoo
- (2) Toothpaste
- (3) Toothbrush
- (4) Sunscreen
- (5) Hair combs
- (6) Damaged or worn out clothing.

n. Cleaning Supplies for the IF will be provided by KBR.

o. All supplies will be requested through the IF Supply Team.

p. All soldiers will ensure that proper supply discipline is followed when issuing or receiving supplies. Any additional supplies required for the IF will be requested in writing to the S-4 Section. The written request will be in a memorandum format with a justification for the supplies and the quantity and recurrence of supplies requested.

q. Unless otherwise directed detainees will keep all issued clothing when transferred or released from Camp Bucca.

4-9. R & U Work Order Procedures:

a. The following procedures will be followed for requesting Work Orders (WO) in the IF.

(1) IF OIC or SOG will submit requests for work orders to Operations.

(2) Operations will turn in request to R&U who will manage the completion of the work order.

b. ROUTINE OR EMERGENCY WORK ORDERS (0730-1800)

(1) Upon discovery of a maintenance problem, the individual discovering the problem will notify sergeant of the guard or duty officer, who will in turn contact operations desk.

(2) Operations will notify R&U at DSN 573-0007 to request work order.

(3) R&U will create work or service order and submit to KBR

(4) IF OIC or SOG will approve completion of work and R&U notified for reconciliation.

c. EMERGENCY WORK ORDERS (1800-0730)

(1) Individual discovering problem will operations duty desk at DSN 650-5016, who will in turn contact KBR. Alternate is to contact R&U OIC via two-way radio, call sign "SEMINOLE 4 ALPHA".

(2) If necessary, KBR can be contacted by mobile phone. A contact list of KBR personnel is located at 105th MP BN Operations desk. Operations can dial the Camp Doha operator to access cell phones (318-438-5000) and tell operator who you are and what you need to make a call for "official military business" and they will connect to the mobile number. After making the call, log the call in staff duty log

(3) IF OIC or SOG will approve completion of work and R&U notified for reconciliation

4-10. Detainee Visitation:

The following guidelines will be followed while conducting family visitation for detainees at Camp Bucca, Iraq.

a. Responsibility:

(1) Visitation NCOIC:

(a) Will coordinate with all units involved to ensure personal are trained and understand their role.

(b) Will over see over all visitation movements and communications on each visitation day.

(2) Bus drivers and bus guard will be responsible for accountability of visitors and detainees on bus, and will assist in security at the visitation area.

(3) Search team NCOIC and Security team at visitation area will be responsible for accounting for visitors and detainees while they visit.

(4) (IF) Visitation NCOIC will coordinate for detainees scheduled for visitation at the IF.

b. Corona Gate Procedures:

(1) Visitation is conducted at a minimum on Wednesday, Thursday, Friday and Saturday every week at Corona Gate. More often if required to support up to (2) family visits per month.

(a) Visitation is to begin at 0800 and end after all family members have been allowed their scheduled visitation.

(b) Visitation will last for 45 minutes.

(c) All personnel involved with visitation will be at Guard mount at Building-3 NLT: 0630, Corona Gate NLT: 0645 and will start searches NLT: 0700 on visitation days.

(2) 1 or 2 interpreters are to be stationed at Corona gate throughout the week from 0800-1600 daily. These interpreters will have the sign-up list for visitation. Family members can come to the gate and sign up for the day they want to visit. Detainees are allowed to have visitors only one day per week and only once per month. The visitors must sign up for visitation at least 1 day prior to the day they wish to conduct a visit. (Visitors will not be allowed to conduct a visitation on the same day they sign up for visitation.)

(3) On visitation days, there will be 6 interpreters at Corona Gate.

(a) Three interpreters will work at the entry point to communicate with the visitors.

(b) Interpreters will call out the first sequence number for a detainee on the visitation list.

(c) The visitors for that detainee will be called forward from outside the barriers at Corona Gate.

(d) An interpreter will give one of the visitors a visitation ticket with the sequence number of the detainee to be visited and the names and numbers of visitors.

(e) The visitors will then be sent to the search area.

(f) The visitors will be searched by the MPs at the search station.

(g) After searching, NCOIC will check the visitation ticket and log the visitors onto the log sheet.

(h) The visitors will then be sent to the holding area to await bus transportation to the visitation tents.

(i) Upon completion of visitation duties at Corona gate, the NCOIC of security search team will ensure Hesco barrier area (Bus Holding Area), is searched for prohibited items that may have been placed in the dirt.

c. Searches:

(1) Searches will be conducted by the search team at Corona gate.

(2) Visitors will be searched by MPs of the same sex as the visitors.

(3) Search team will consist of 6 personnel, including at least 2 females.

(4) There will be 3 search teams consisting of 2 members.

(5) 1 person from each team will search the visitors while the other provides security.

(6) The 3rd team will search bags and mark bags with ISN and receive authorized items IAW Figure 4-6.

(a) Visitors are only allowed to bring items listed in Figure 4-6.

(b) Prohibited items: Drugs (narcotics), any other medications, unmarked medications, cigarettes, knives, scissors, needles, razors, radios, headphones, sunglasses, cell phones, pens, paper, and any other items deemed inappropriate by the NCOIC.

(c) Letters brought for detainees will be collected at the search point and placed in a plastic bag and marked with the detainee's sequence number. The bags will be collected and turned over to the S-2 section. The S-2 section will get the letters translated and then will screen the letters. After screening, the S-2 section will return the letters to the S-1 processing line personnel for distribution.

(d) Any items (contraband) removed from visitors will be placed in bags and marked with the number on the visitation ticket. These bags will be stored at the table until the visitors are ready to leave. When visitors are leaving, they must show their visitation ticket at the table to have their items returned.

(e) ANY VISITOR CAUGHT TRYING TO BRING IN PROHIBITED ITEMS WILL NOT BE ALLOWED ACCESS FOR THREE MONTHS. Interpreter will record each family members name for record. And the Admin NCOIC will keep a copy along with the interpreters at Corona to enforce the three month rule.

(f) Any visitor caught with a firearm or explosive device will immediately be detained and Battalion Operations will be notified.

d. Bus Driver And Guard Duties And Responsibilities: (Visitation Area & Corona Gate)

(1) Bus Guards and Drivers will report to Visitation Search area at Corona gate with buses NLT: 0745.

(2) When the bus holding area reaches between 55 and 65 personnel, the busses will be loaded and moved to the visitation tents. The bus driver will count the number of visitors loaded on the bus at Corona Gate. The driver will keep track of this number and ensure the exact amounts of visitors are returned to Corona gate as were picked up.

(3) As the bus is being loaded, the NCOIC will radio down to the IF and let the SOG know by line number which detainees have visitors on the first bus. The SOG will ensure those detainees are loaded on a bus and sent to the visitation tents.

(4) Once visitation is complete and the bus has returned to Corona Gate. The visitors will get off the bus, and be counted by the NCOIC. Visitors will then be returned any items that remained at the gate and exit the Camp Bucca.

e. Bus Driver And Guard Duties And Responsibilities - (Detainees):

(1) A guard on the bus/truck transporting the detainees will notify the IF Visitation NCOIC upon arrival at the IF.

(2) Guard will provide security and perform a head count of detainees loaded onto the bus, and will ensure that detainees are loaded from the back of the bus forward, leaving the first row of seats empty, if possible, as buffer between himself and the detainees.

(3) Once detainees are all loaded, he will check with IF Visitation NCOIC that the number is correct.

(4) Upon leaving the IF, the NCOIC of the main gate will want to perform his own head count, and security personnel will provide him with the correct number.

(5) During transport, security will ensure that positive control is maintained over the detainees.

(6) Rules for the detainees include, but are not limited to:

- (a) No Talking
- (b) No Eating/Drinking
- (c) No Smoking
- (d) No Opening Windows
- (e) No Standing.

(6) Security will be placed at the front of the bus, observing the detainees in a ready and alert manner.

(7) Incidents with the detainees will be handled in accordance with the ROE.

(8) Upon arrival at the visitation field, security will assist in transferring control of the detainees over to the guards at the visitation field.

(9) During the visitation period, if no other transportation is required, the bus driver and security personnel will assist in operations at the visitation field, as required by the Visitation NCOIC.

(10) Transporting the detainees back to the IF will be conducted in the same manner as to the visitation field. The bus/truck will be searched and cleared after each trip for contraband, weapons, or detainees.

f. Bus, Driver And Guard Duties And Responsibilities - (Visitors):

(1) Security personnel on the bus transporting the families will report to the NCOIC at Corona Gate upon arrival.

(2) The bus will be backed into the loading area prior to loading the families.

(3) When the NCOIC has finished searching the families, he will provide the bus security with a head count roster prior to loading the families.

(4) Family members will then be loaded onto the bus 5 at a time, to prevent them from crowding security personnel.

(a) Visitors will be loaded from the back of the bus and forward to ensure all seats are filled.

(b) Men will be loaded onto the bus first, then women and children to provide buffer for security personnel.

(c) Security personnel will ride in the front of the bus, observing the families in a ready and alert manner, to both guard against and protect them.

(5) Any hostile actors among the family members will be handled in accordance with the ROE. Otherwise, the family members are to be treated with dignity and respect at all times.

(6) At the visitation field, the head count roster is handed over to the Visitation NCOIC.

(7) Security personnel will assist in escorting the family members to the visitation field.

(8) During the visitation period, if no other transportation is required, the bus driver and security personnel will assist in operations at the visitation field, as required by the Visitation NCOIC.

(9) Transporting the family members back to Gate Corona will be handled in the same manner as to the visitation field. The bus/truck will be searched and cleared after each trip for contraband, weapons, or detainees.

g. Visitation Area And Internment Facility Procedures:

(1) NCOIC (Visitation Area) will assist where needed, and provide overall direction at visitation area.

(2) Internment Facility (IF) Visitation NCOIC will report to IF NLT: 0745 and will ensure that all detainees schedule for visitation are pulled from each compound IAW current chalks submitted by Visitation NCOIC and placed on bus. IF Visitation NCOIC will account for detainees once they return from visitation and ensure CTT are conducting searches of both before and after visitation. Visitation NCOIC (IF) will ensure that roving (escort) team provides security for detainees in holding cell.

(a) Detainees are not allowed to bring any items to visitation. Detainees in ISO and not in possession of ID will not be allowed visitation privilege for that week's visitation period.

(b) Detainees will be subject to disciplinary measures if they fail to comply with visitation rules.

(3) Security team at visitation area will secure and account for both visitors and detainees at visitation area. Security team will watch for any items being passed back and forth between the detainees and visitors. Security team is responsible for providing escorts to the latrine for both detainee and visitor. ROE for visitation area is same as for the IF.

(a) Detainees will be marked on their wrist with line number, using a black marker to assist with accountability.

(b) Security team will pull any detainee and/or visitor they deem necessary to search.

h. Visitation Guard - Duties And Responsibilities:

(1) The NCOIC of the visitation area guards will conduct PCC's and PCI's in accordance with METT-TC prior to the SP time. The detail will report the visitation area NLT: 0800.

(2) Upon arrival at visitation area the guards will prepare the area for the arrival of the detainees and families. The visitation holding area will be policed, and anything that could be used to make or use as a weapon will be removed.

(3) When notified by the Visitation NCOIC that the first bus of detainees or families is moving, weapons will be placed in an amber status, and will remain in amber until the Visitation NCOIC releases the guards at the end of the detail.

(4) Guards will be placed at each of the four corners of the holding area and will remain ready and alert at all times.

(5) A guard will be posted at the entry to the holding area, and at least one unarmed soldier will roam the holding area, watching that no illicit items are passed between the detainees and their families.

(6) The roaming personnel will ensure that all weapons, including knives, Leather-mans, etc. are removed prior to entering the holding area.

(7) When the families arrive they will be escorted into the holding area to wait for the arrival of the detainees. The families are to be treated with dignity and respect at all times, and the on-site interpreters will be used to facilitate communications with them as needed.

(8) Incidents involving the detainees, should they occur, will be handled in accordance with the ROE.

(9) When the detainees arrive the guards will maintain positive control over them, moving them into the holding area, or to an area specified by the Visitation NCOIC.

(10) The last load of detainees will be used for a police call of the enclosed part of the visitation field.

4-11. International Committee of the Red Cross (ICRC):

The following guidelines will be adhered to when working with representatives from the ICRC.

a. The Battalion S1 is designated as the ICRC liaison for Camp Bucca.

b. Commander MNC-I acknowledge the purpose and function of the ICRC as it relates to Detainee Operations and intends to cooperate with the ICRC to the fullest extent possible without compromising the safety or security of U.S. Forces or Detainees.

c. The physical security of U.S. Forces and Detainees in U.S. care is paramount. Safety and security of U.S. Forces and Detainees will not be compromised in an effort to conform to the wishes and requests of the ICRC that are not covered by this SOP.

d. ICRC personnel are allowed unaccompanied access to all detained person whether in general population or in isolation. See paragraph g below for more specifics.

e. ICRC personnel normally coordinate visits and inspections with the Camp ICRC Liaison. In the event that the ICRC arrive without prior coordination they will present their credentials at the TCP and an escort will be arranged to Camp Headquarters, building 2 to meet the ICRC Camp Liaison and Battalion Commander, if available. Once the purpose of their visit has been established then a plan of action will be drawn up to accommodate their visit.

f. ICRC Visits:

(1) ICRC may visit the camp to conduct inspections or to interview specific individuals, (especially third country nationals to arrange for repatriation).

(2) ICRC representatives will present their credentials and identification upon arrival and will wear their identification badges while on Camp Bucca.

(3) ICRC personnel will be escorted to the IF and through the ECP if their visit is to visit specific Detainees.

(4) Once in the IF they are allowed unescorted access as long as safety concerns do not override their requirement for unescorted access, (disturbance in the compound which they wish to visit).

(5) ICRC representatives may visit and talk with Detainee patients at the Detainee Medical Facility but while they will be given as much privacy with the Detainee as possible, their visit may not hinder the provision of medical care.

(6) If the ICRC representatives are at the camp for more than a day, i.e. inspection visit, they will be allowed unhindered movement within the confines of Camp Bucca as well as the IF once they have presented their in-brief to the Camp Commander.

g. ICRC personnel are permitted to conduct private conversations/interviews with Detainees. MP escorts shall not accompany the ICRC representative unless there is a valid safety or security concern requiring the presence of an escort.

h. ICRC personnel are allowed to receive mail written by Detainees during ICRC interviews. ICRC personnel will turn this mail into Battalion S-1/ICRC Liaison. The S1 will in turn the mail over to the S2 for screening. If the mail passes the screening criteria the mail will be returned to the ICRC representative for delivery to the intended recipient.

i. Capture Cards will be turned over to the ICRC representative after they have been screened and cleared by the S2 section.

j. Incoming ICRC mail will be transferred to the S2 section for screening. If the mail passes screening criteria it will be turned over to the S1 section for delivery to the Detainee.

k. The ICRC is not authorized to give anything to Detainees during interviews without prior approval from the Camp Commander.

l. ICRC must take any item not approved by the Camp Commander with them when they finish their visit.

m. No documents, lists, rosters, or other information containing detainee information will be given to any ICRC representative at any time without permission of the 16th MP BDE or MNC-I Detainee Operations Section.

4-12. Guard Mount:

a. Guard Mount is required to maintain a productive and informative Training Program. Guard Mount is intended to enhance the knowledge and abilities of the soldiers located at this facility and to protect the health, safety and security of all persons within the facility.

b. The following guidelines will be followed for the conduct of Guard Mount.

(1) Guard Mount will be conducted one hour prior to the start of each MP shift. This requirement can only be waived by the Facility Commander.

(2) The officer in charge (OIC) is responsible for the proper conduct of Guard Mount.

(3) The Noncommissioned Officer in Charge (NCOIC) will conduct the actual Guard Mount and will oversee all training conducted. This duty may be delegated but only NCOs will instruct classes. All Military Police soldiers working the shift to include K9, and QRF will attend Guard Mount.

(4) Guard Mount training subjects will be designated by the Battalion Operations Sergeant Major.

(5) The mandatory classes for Guard Mount will be posted in the BN TOC. These classes will be taught on a rotational basis (Example: if there are a total of twenty (20) classes, then on the twenty first day, the first class will be instructed again).

(6) Units may not supplement this training but may provide recommended subjects to the BN OPS SGM for future training.

c. Guard Mount will consist of the following:

(1) Formal inspection of soldiers working shift.

(a) Soldiers will be in the proper uniform with all necessary equipment and inspected for completeness and serviceability.

(b) Soldiers will have completed personal hygiene.

(c) All weapons will be inspected.

(2) NCOIC will delegate instructors at a minimum of one (1) day prior to actual Guard Mount.

(a) NCOs will instruct all classes.

(b) When available, training aids will be utilized. Soldiers will train as they fight, realistic training is a must but keep safety in mind.

(c) Task, conditions and standards will be prepared and stated prior to training. All training will include a practical exercise or scenario discussion when applicable.

(d) All training will be conducted in MWR classroom, unless alternate locations are approved by BN OPS SGM.

(3) The following topics will be discussed at every Guard Mount.

(a) ROE (Rules of Engagement)

(b) ROI (Rules of Interaction)

(c) UOF (Use of Force)

(d) Any updated S2 information pertaining to the IF

- (e) Any ongoing operations in the vicinity of the IF
- d. On occasion the BN CDR and CSM will be present for any or all training as well as other VIPs. Ensure all soldiers act professional at all times and that the classes are taught to standard.
- e. Training Outlines and Sign in Rosters will be completed and filed by the individual units conducting the training with the BN S3 OPS. Information on the sign in rosters will include unit designation, subject title and date of training.
- f. Once on file, Training Outlines will be available for use as instructor material from BN OPS, for future training.
- g. After the completion of each shift the NCOIC's (CCT SOG, Security SOG, etc.) will submit an AAR relating to lessons learned during each shift. (See Figure 4-11 for format).

4-13. Scheduled List Of Calls:
(See Figure 4-7)

- 4-14. Geneva Convention and Detainee Camp Rules:**
- a. Basic rights under Geneva Convention: (See Figure 4-8)
 - b. General Camp Rules: (See Figure 4-9)
 - c. Level-IV and Segregation (ISO) Rules. (See Figure 4-10)

4-15. Key Control:
(See Appendix-G)

- 4-16. Escapes:**
- a. In the event of an escape from the IF, the BN TOC will be notified immediately.
 - b. BN TOC will immediately notify the ASO and QRF teams and provide them as much information concerning the escape, direction of travel, and number (if known) of escapees, and estimated time of the escape.
 - c. ASO and QRF Teams will proceed to the area where the escapee(s) were last seen and vigorously conduct search patterns attempting to find and secure all escapee(s) and return back to the (IF).
 - d. In the event, the ASO or QRF Teams locate the escapee(s), they will radio their location so other MP's can proceed to the area to assist.
 - e. Remember to follow the ROE/RUF at Appendix-B and C to apprehend the escapee(s). Do not put yourself or your MP Security Force Team at risk while attempting to apprehend an escapee(s). When you have located or think you have located any escapees call for backup.

- 4-17. Use of Less Than Lethal Weapons (Shotgun):**
- a. Commander MNC-I has authorized the issue and use of Less Lethal Specialty Impact Munitions to qualified Military Police personnel.
 - b. Combative, non-compliant, armed and/or violent subjects cause handling and control problems that require special training and equipment. Less Lethal Force is force taken which presents less potential for serious bodily injury or death than conventional Military Police tactics. Less Lethal Force is preferable only to lethal force, and should be considered: to de-escalate a dangerous or potentially deadly situation; to control, detain or arrest a subject; to protect United States Forces, Coalition Forces, or other persons from harm, including protecting a subject from harming himself/herself.
 - c. The availability of Less Lethal Specialty Impact Munitions will allow Military Police personnel another use-of-force option in dealing with riots, civil disturbances, apprehending armed subjects, or other situations where the use of Less Lethal Specialty Impact Munitions would be justified and preferable.
 - d. **Authorization:** Only Less Lethal Specialty Impact Munitions qualified Military Police and ILO personnel performing Military Police duties are authorized to use Less Lethal Specialty Impact Munitions.
 - e. **Procedures:**

- (1) Less Lethal Specialty Impact Munitions will not be stored with Slugs or buck shot or other lethal rounds.

(2) Military Police personnel will only use the following Less Lethal Specialty Impact Munitions: the rubber pellet, plastic missile, or bean-bag round.

f. Usage Criteria:

- (1) Less Lethal Force Specialty Impact Munitions shall be employed when such force is necessary and appropriate, and used in an effort to reduce the potential for death or serious bodily injury to all persons involved.
- (2) The use of Less Lethal Specialty Impact Munitions is considered a Use Of Force and shall be employed in a manner consistent with the ROE/RUF at Appendix-B and C.
- (3) Less Lethal Specialty Impact Munitions are "EXTENDED RANGE" impact weapons and fall under the intermediate weapon (MP Baton) category for Use Of Force. Like all impact weapons, depending on how they are used it may become a lethal weapon.

g. Specialty Impact Munitions Performance Characteristics:

- (1) Less Lethal Specialty Impact Munitions lose energy after leaving the barrel of the shotgun. It leaves the barrel at approximately 280 feet per second.
- (2) The range varies from 10 feet aiming for major muscles (buttocks, thigh) to 12 meters. Beyond 12 meters the energy and accuracy of the round decreases.
- (3) Wind, vegetation, fences, vehicles, and obstacles affect accuracy.

h. Tactical Considerations For Deploying Less Lethal Specialty Impact Munitions:

(1) Given certain situations, when Lethal Force is NOT justified, nor is it safe for Military Police personnel to close in on a subject and try to control them with physical skill and strength, Less Lethal Specialty Munitions may be used.

(2) When empty hand control would be clearly ineffective or too dangerous and Lethal Force is not yet justified, Less Lethal Specialty Munitions may be used.

(3) In situations where Lethal Force is not yet justified, Less Lethal Specialty Impact Munitions shot placement is very important and must take into account variables of the situation:

- (a) Subject size and build.
- (b) Gender.
- (c) Age.
- (d) Clothing.
- (e) Environmental conditions.
- (f) Reaction Time and Distance to Threats.
- (g) The Totality of the Circumstances.

i. Less Lethal Specialty Impact Munitions Mental and

Physical Effects:

(1) The Mental Effect of a subject may be more important during Less Lethal Specialty Impact Munitions deployment than the physical effect. Fear or panic, submission, fight or flight instinct may activate. Multiple tactics applied simultaneously may help overwhelm a subject, i.e. OC spray, distraction devices, K-9, or conversation with a negotiator.

(2) The Physical effects from a Less Lethal Specialty Impact Munitions are:

- (a) A projectile impacting human tissue will either penetrate or be blunt trauma.
- (b) There is a lower chance that permanent injury will result from blunt trauma to major muscle groups from the Fluid Shock Wave Principle.
- (c) Possible serious injury or death may result from impacts to the head, neck and spinal areas such as concussions, contusions (bruising of the brain), fractures to the face and upper spinal area.
- (d) Upper torso dangers include hemothorax, pneumothorax, hemorrhagic shock and diaphragmatic rupture any of which are potentially fatal.
- (e) Abdominal area impacts can lacerate the liver or spleen, rupture the stomach, and damage kidneys and intestines.

j. Less Lethal Specialty Impact Munitions Shot Placement Zones:

(1) ZONE 1: The THIGH, BUTTOCKS, LOWER ARM, OR LOWER LEG. These areas may require multiple impacts.

(2) ZONE 2: An increased threat from the subject actions or reactions from the first shot of Specialty Impact Munitions, target the HAND, KNEE, UPPER ARM/SHOULDER, OR LOWER ABDOMEN.

(3) ZONE 3: Final resort target area when maximum effectiveness is desired to meet a level of threat escalating to Deadly Force, UPPER HEAD, UPPER CHEST, HEAD, CROTCH, AND SPINE.

k. Deployment of Less Lethal Specialty Impact Munitions:

(1) Subjects armed with a weapon are lethal threats to United States and Coalition Forces and innocent people. DO NOT BRING A LESS LETHAL SPECIALTY IMPACT MUNITIONS TO A GUN FIGHT! The decision to use Less Lethal Specialty Impact Munitions should never be at the risks of United States or Coalition Forces safety.

(2) Military Police personnel deploying Less Lethal Specialty Impact Munitions shotgun must inform the other soldiers on the inner perimeter that the Less Lethal Specialty Impact Munitions may be used. Always have lethal force back up and an arrest team of at least two Military Police Personnel to follow up quickly once the Subject has been impacted with the Less Lethal Specialty Impact Munitions.

(3) Military Police personnel deploying the Less Lethal Specialty Impact Munitions should never be responsible for negotiations.

(4) The Lethal Cover Backup Team is responsible for the safety of the Military Police personnel deploying the Less Lethal Specialty Impact Munitions.

(5) The Arrest Team is responsible for arresting the Subject after he/she has been impacted with the Less Lethal Specialty Impact Munitions.

(6) Subjects impacted by a Less Lethal Specialty Impact Munitions will be examined by Medical Personnel.

l. Serious Incident Reports:

(1) A Serious Incident Report will be filled out by Military Police personnel if Less Lethal Specialty Munitions are deployed.

(2) See Appendix-I and AR 190-40 for specific instructions

m. Training: Training on the use of Less Lethal Specialty Impact Munitions will consist of the instruction, use, and types of the Less Lethal Specialty Impact Munitions available; safe weapons handling of a 12 gauge shotgun; Crowd Control and Dynamics; Red Cross and Media Awareness; and Qualification with the Less Lethal Specialty Impact Munitions.

4-18. Use of Less Than Lethal Weapons (Oleoresin Capsicum (OC)):

a. OC Spray is not to be used as a punitive measure to punish a Detainee. It is to be used only in self-defense or as a planned use of force prior to using physical force.

b. OC Pepper Spray will be used in a planned use of force scenario when a detainee must be subdued, when a detainee is suspected of having a weapon, has barricaded his cell or coated his body or cell with a slippery substance or bodily fluids. Additionally, in nearly all circumstances OC pepper spray will be used in cell extractions requiring the IRF to physically remove a detainee from a confined area. If the detainee complies with the instructions given by the IRF, OC pepper spray will not be used.

c. Training: All training for the use of OC Pepper Spray and treatment of individuals exposed will be conducted IAW the Ft. Leonard Wood NLWIC Program of Instruction (POI) for Oleoresin Capsicum (OC) Spray.

d. Delegation:

(1) The Facility Commander may authorize the use of OC pepper spray to preclude the need for use of physical force by the Internal Reaction Force (IRF) or Escorts to control an unruly detainee or detainees; to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm; in self defense; to prevent a detainee from escaping; or to extract a detainee(s) involved in a riot or disturbance.

(2) Military Police or ILO MP personnel, trained & certified in the use of OC pepper spray are authorized to possess and carry on their person during the duration of their shift OC Pepper Spray for

use during emergency for exigent circumstances. Use of force for OC Spray will be IAW Appendix-B and C.

e. General: OC Pepper Spray is an inflammatory agent that typically causes involuntary closing of the eyes, uncontrollable coughing, loss of strength, stamina and power, and loss of coordination and balance. No special decontamination is required after OC application, but effects will be minimized if the subject is exposed to airflow and cool water. OC pepper Spray typically has a debilitating impact on the subject sprayed and a psychological impact of the subject sprayed and witnesses.

f. Specific Instructions:

(1) Each compound control team will maintain a standing list of detainees who have medical problems that would preclude the pre-planned use of OC. The list will be provided by the medical section.

(2) Use of OC within a confined, specialized environment (i.e. hospital, etc) should be limited to only when an extreme, life-threatening emergency exists.

(3) OC should be administered by aiming at the eyes, nose and mouth using a double-tap method of two bursts. If possible, the OC pepper spray will be administered from approximately 3-6 feet away from the Detainee when sprayed. If control is not achieved within approximately 15 seconds after the first application of OC, a second burst will be applied.

(4) The IRF team should wait until the Detainee is visibly incapacitated or complies with orders and has assumed a position appropriate for restraining before attempting to apprehend the detainee. The IRF team should remember that OC affects different people in different ways and to different levels. The incapacitating effect of the OC pepper spray is expected to eliminate or significantly reduce the Detainee's ability to struggle and minimizes the amount of physical force needed by the IRF to physically restrain and maintain security of the Detainee.

(5) Once the Detainee is secured, he will be decontaminated by, at a minimum, having the affected areas exposed to airflow and washed in water. This should be done in a secure area with access to water & airflow. These decontamination actions will be documented.

(6) Based on the Detainee's behavior, the SOG will determine whether the restraints will remain on the Detainee or be removed. If the Detainee is to remain in restraints, he will be placed in an upright position or on his side. At no time will the detainee be "hog tied" or placed on his stomach. The detainee will remain under continuous supervision of the guard,

(7) After OC is administered and the Detainee is under control and restrained, the personnel will monitor the Detainee for one hour. Should the Detainee complain of shortness of breath or other medical conditions, the SOG will notify medical personnel. Based on the Detainee's medical condition, the medic will determine if further medical care is needed. With the rare exception, OC spray does not have a lasting impact.

(8) When possible, the following steps will be followed prior to utilizing OC pepper spray.

(a) In a loud, clear voice order the Detainee to halt three times or to stop the threatening behavior in the appropriate language.

(b) Allow the Detainee time to comply with the commands prior to using OC.

(c) Visually scan the area for bystanders prior to dispensing the OC spray.

(d) Hold the OC spray dispenser in the hand arm extended out and away from their body aiming at the Detainee's eyes, nose and mouth, then if still justified, utilize the OC pepper spray in the manner prescribed above.

(e) Once the situation has stabilized, the Detainee will be decontaminated and this process documented.

(f) Once the Detainee has been subdued and restrained, contact the TOC and inform of the situation.

(g) After the Detainee has been placed subdued medical personnel will immediately evaluate the Detainee's condition. Detainee will be monitored for one hour. Should the Detainee complain of shortness of breath or other medical conditions, the CCT will notify medical personnel. Based on the Detainee's medical condition, the medic will determine if further medical care is needed.

4-19. Use of Less Than Lethal Weapons (Taser):

a. When necessary to regain control and restore order.

Taser will be used by trained personnel only. Prior to employment of taser, all means must be attempted, i.e. confrontational avoidance Techniques to resolve the situation.

b. The following situations are an examples authorizing the use of a Taser.

- (1) Assault of MP or detainee
- (2) Destruction of facility
- (3) Attempted suicide
- (4) Self mutilation
- (5) Becomes violent

c. The following situations are not considered as justifiable for use of taser.

- (1) Verbal harassment
- (2) Peaceful demonstration (Can be waived if demonstration interferes with operation of facility).
- (3) Revenge
- (4) Violations of curfew

d. These are examples. Every situation is different.

Common sense and use of good judgment are preferred ways to resolve situations.

e. Employment of Taser:

(1) Used to regain control only, not as a punishment.

(2) Confrontational Avoidance. This is the first step that must be used. IPC skills are essential in daily operations ideally 5 to 10 minutes using good IPC skills should be attempted when feasible. Since more then likely an interpreter will be used, one must know how to properly use an interpreter.

(3) Implied Intent. While using IPC skills you see that this is showing no progress. The CCT team SOG will then draw the taser and state in a clear authoritative tone. That If compliance is not shown, the Taser will be used. The taser will be aimed at offender, but will remain on safe with finger alongside the trigger.

(4) Employment of Taser: If taser is used, it will be used only until detainee complies and offers no resistance to MP's.

(a) AIM: Proper aim will be used with taser. You will aim at the largest portion of the body. At no time will you aim at the head of a detainee.

(b) SHOOT: Once you take aim and shoot, hold the trigger until the countdown display reads 00. Release the trigger. If you need to shoot again, re-squeeze the trigger. Squeeze only until detainee shows compliance, then immediately stop.

(c) Once compliance is demonstrated and no further resistance is shown, approach detainee, remove probes, place detainee in restraints, and have medical examine detainee.

f. The Taser is not a toy. It is a device used to regain control only. If any soldier is found using it outside of its intended use, the soldier will be subject to UCMJ action.

4-20. Serious Incident Reports:

a. A Serious Incident Report will be filled out by Military Police personnel if Less Lethal Specialty Munitions are deployed.

b. See AR 190-40 for specific instructions

c. The report will include at a minimum the following information:

(1) The date, time, and location of the incident.

(2) Name, rank, and unit of all Military Police personnel involved in deploying the Less Lethal Specialty Impact Munitions.

(3) Name, rank, and unit of the Military Police personnel in charge at the scene.

(4) Number of Less Lethal Specialty Impact Munitions used.

(5) The names, if possible, of the Subjects struck with Less Lethal Specialty Munitions.

(6) Any injury to Subject(s) struck by a Less Lethal Specialty Impact Munitions to include any medical treatment received by the Subject(s).

(7) What type of force the Subject(s) used against United States or Coalition Forces.

(8) What other Use of Force means were tried or used, i.e. Military Police Personnel Show of Force, Verbal Persuasion, etc.

(9) The narrative should articulate why Less Lethal Specialty Impact Munitions were used.

Prisoner Transfer Or Release Checklist

| | |
|--|---------------------------------|
| TRANSFER CHECKLIST | ISN: |
| 1) Verify photo/ISN with subject. Confirm names, nationality, DOB: (i.e. middle name = father's first name, grandfather's first name) | |
| 2) Capture Tag #: | |
| 3) Print 2 Dossiers and attach one to this sheet and one to the manifest. | |
| 4) BATS completed: | |
| 5) DNA Sample Taken: | |
| 6) Verify height and weight (weight must be within last 30 days of transfer) | |
| 7) Enter on DRS transfer event: | |
| 8) Supply personnel contacted to pull personal property/money: | |
| QC check: | |
| | |
| LAST NAME: | COS: YES / NO |
| FIRST NAME | OCCUPATION: |
| GRANDFATHERS/MIDDLE NAME: | ADDRESS: |
| SERVICE #/CAPTURE TAG #: | CITY/COUNTRY: |
| BIRTHDAY (YYYY/MM/DD): | TELEPHONE #: |
| NATIONALITY/CITIZENSHIP: | NEXT OF KIN LAST NAME: |
| COMPOUND: | NEXT OF KIN 1ST NAME: |
| CAPTURE DATE (YYYY/MM/DD): | NEXT OF KIN RELATIONSHIP: |
| LOCATION OF CAPTURE: | NEXT OF KIN ADDRESS: |
| PROPERTY: YES / NO | NEXT OF KIN CITY/COUNTRY: |
| PROPERTY STORAGE LOCATION: | FATHERS LAST NAME: |
| EDUCATION: | FATHERS 1ST NAME/MIDDLE INT: |
| RELIGION: SHITE / SUNNI / OTHER | MOTHER'S MAIDEN NAME: |
| MARITAL STATUS: | MOTHER'S 1ST NAME/MIDDLE INT: |
| 1ST LANGUAGE: | FATHER'S/MOTHER'S ADDRESS: |
| 2ND LANGUAGE: | FATHER'S/MOTHER'S CITY/COUNTRY: |

Figure 4-1

Prisoner Property

The following property is allowed to be taken by prisoners with them when being transferred out of Camp Bucca.

| | |
|---------------------|---|
| Clothing | All |
| Shoes | 1 Pair |
| Blankets | 2 |
| Medications | If Approved by Medical Personnel |
| Religious Materials | All |
| Personal Letters | All (After screened by Intelligence Personnel) |
| Radios | 1 (If they already have) |
| Batteries | No more than (2) times the amount needed for radio used in. |
| Sleeping Mats | 1 |

1. The detainee's sleeping bag and orange jump will NOT be taken away.
2. Detainees are allowed to keep basic personal hygiene items.
3. All trash and contraband will be discarded.
4. Any confiscated items of personal property will be given to the detainee supply representative for placing into the detainee's personal property, and hand-receipted to the receiving unit.

Figure 4-2

Control Of Medication

1. Any prescription drugs for the treatment of illness or disease is placed in a bag marked with the detainee number, date dispensed, name of medication, and the amount of medication given.
2. These medications should not be taken from the detainees since this can result in worsening of their condition. For example, high blood pressure that is uncontrolled because of a lack of medication.
3. If an MP confiscates a medication for any reason, the on duty medic should be informed immediately.
4. Each MP CCT tent has a box of simple, over the counter medications such as ibuprofen, Pepto-Bismol, etc., that may be dispensed by CCT's for minor problems that do not require consultation with a medic. If the MP has any question about dispensing these medications, they should contact the medic on duty for guidance.
5. Any medications that need stricter control (Controlled Substances) such as antidepressant medications, are to be dispensed daily by the CCT. This is IAW Army policy and regulation.
 - a. These medications will be accompanied by a controlled substance sheet, upon which the CCT's will initial the appropriate area for medication issued.
 - b. Each time the medication gets issued by the CCT, it must be accounted for at the end of the shift.
 - c. The Detainee must be observed putting the medication in his mouth, and then swallow an adequate amount of water.
 - d. All medication controlled by CCT's will have the time of day it should be issued, the amount of medication to be given, and instructions to notify the medic on duty if the medication is not dispensed as directed.
6. An example Medication Control Policy Enforcement Form is at Figure 4-3.

TABLE 4-1

MEDICATION CONTROL POLICY ENFORCEMENT FORM

| DATE | TIME | # OF | PILLS/VIALS | SIGNATURE | PRINTED NAME | # TO DET | TIME | # REMAINING |
|------|------|------|-------------|-----------|--------------|----------|------|-------------|
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I, _____ (Medical Shift NCO), am turning over _____ (#) of _____ (tab/vials/etc) on

_____ (Date/Time) for ISN# _____.

This medication should be taken _____ times a day in the dosage of _____.

SOG/CCT

Medical Shift NCO

Figure 4-3

SAMPLE INTSUM

(INTSUM)

1. (U) **UNIT**
2. (U) **INTSUM #**
3. (U) **DATE/TIME PERIOD COVERED**
4. (U) **LIGHT/WEATHER DATA IN BN AREA OF OPERATIONS** (2 TO 3 DAY FORECAST)
5. (S/REL MCFI) **ENEMY ACTIVITY** (LAST 24 HOURS)
 - 5.A. (S/REL MCFI) INTERNAL.
 - 5.B. (S/REL MCFI) EXTERNAL.
6. (S/REL MCFI) **HUMAN INTELLIGENCE REPORTING.**
 7. (U) **INTERNMENT FACILITY THREAT ASSESSMENT**
 - 7.A. (S/REL MCFI) OVERALL CAPACITY.
 - 7.B. (S/REL MCFI) OVERALL OCCUPANCY.
 - 7.C. (S/REL MCFI) UTILIZATION PERCENTAGE.
 8. (S/REL MCFI) **PIR STATUS.** BN CDR PIR:
9. (S/REL MCFI) **ASSESSMENT**
10. (S/REL MCFI) **INTEL SUPPORT REQUESTS.**

Figure 4-4

Camp Bucca Visitation

Date of Scheduled Visitation: _____ Today's Date: _____

ISN #- _____ Detainee Name/Tribal Name- _____

ISN #- _____ Detainee Name/Tribal Name- _____

ISN #- _____ Detainee Name/Tribal Name- _____

ISN #- _____ Detainee Name/Tribal Name- _____

ISN #- _____ Detainee Name/Tribal Name- _____

Adult Visitors; over 16 years of age

1. Name/Tribal Name _____

Address- _____ ID#- _____

DOB- _____ Relation to ISN _____

2. Name/Tribal Name _____

Address- _____ ID#- _____

DOB- _____ Relation to ISN _____

3. Name/Tribal Name _____

Address- _____ ID#- _____

DOB- _____ Relation to ISN _____

4. Name/Tribal Name _____

Address- _____ ID#- _____

DOB- _____ Relation to ISN _____

APPOINTMENT SLIP; CAMP BUCCA

| | | | |
|--------|--|--|--|
| ISN(s) | | | |
| | | | |

DATE: _____

MUST BRING ON DAY OF APPOINTMENT!!!

Figure 4-5 (pg 1 of 2)

Juveniles; under 16 years of age

1. Name/Tribal Name-_____ DOB-_____

Address-_____ Relation to ISN- _____

2. Name/Tribal Name-_____ DOB-_____

Address-_____ Relation to ISN- _____

3. Name/Tribal Name-_____ DOB-_____

Address-_____ Relation to ISN- _____

4. Name/Tribal Name-_____ DOB-_____

Address-_____ Relation to ISN- _____

5. Name/Tribal Name-_____ DOB-_____

Address-_____ Relation to ISN- _____

6. Name/Tribal Name-_____ DOB-_____

Address-_____ Relation to ISN- _____

Notes:

Figure 4-5 (pg 2 of 2)

VISITATION RULES

- Only (2) visitations for each detainee will be allowed each month. This will allow all detainees the opportunity to participate in family visitation.
- Up to only (4) Adults and (6) children under the age of (16) are allowed during visitation.
- Visitors must fill out the visitation request form with information for all individuals requesting visitation. Any adult visitor whose name was not on the visitation request will not be allowed to visit.
- All visitors (except children) must have identification card. Identification card will be checked on day of visitation. Visitors without identification card will not be allowed to visit.
- Cigarette packs are not allowed but visitors may bring (10) cigarettes per group to the visitation area.
- All visitors will be searched.
- Visitors may bring the following items to leave for a detainee; each visit:

| ITEM | TOTAL NUMBER | NOTES |
|------------------------------------|--------------|--|
| Underwear | (2) | Must be underwear can not be shorts |
| Shirts | (2) | No Writing on Shirts |
| Batteries | (10) | |
| Sunglasses | (1) | |
| Hat | (1) | |
| Sandals or Flip Flops | (1) Pair | Shoes with sewn soles not allowed. |
| Books | (2) | |
| Magazines | (2) | |
| Letters | (5) | |
| Pictures | (5) | Only of Family, Must be marked with ISN, and no other writing on the picture |
| Game or Soccer Ball or Volley Ball | (1) | Only (1) of the three items listed |
| Man Dresses | (1) | |
| Notepad | (1) | |
| Pen or Pencil | (1) | |
| Long Pants | (1) | |
| Lighter | (1) | |

- No other items are authorized. Items that are not authorized will not be returned to visitors.
- Items brought for detainees must be in a plastic bag, and will be given to guards at the gate.
- Items will be inspected and given to detainees after visitation by guards.
- Visitors are not authorized to give money, medicine, drugs, or weapons to detainees.
- Detainees who have broken camp rules are not authorized to receive items from families during visitation.
- Visitors are Not authorized to leave items for detainees who are not at visitation.
- Detainees are Not authorized to bring anything to visitation
- Detainees are required to wear a jumpsuit to attend visitation
- **FAMILY MEMBERS AND DETAINEES WHO VIOLATE THESE RULES WILL NOT BE ALLOWED VISITATION FOR (3) MONTHS.**

FIGURE 4-6

SCHEDULED LIST OF CALLS

| TIME DUE | DAY DUE | TOC OPERATIONS ACTIVITIES |
|----------|-----------|--|
| 0030 | Daily | Receive Significant Activities Reports and SPOT Reports From Units Working 12 hr Shifts |
| 0100 | Daily | Receive Communications Check From CCT SOG (105 MP), IF Security SOG (107 FA), & Area Security SOG (172 FA) |
| 0300 | Daily | Receive Communications Check From CCT SOG (105 MP), IF Security SOG (107 FA), & Area Security SOG (172 FA) |
| 0500 | Daily | Receive Communications Check From CCT SOG (105 MP), IF Security SOG (107 FA), & Area Security SOG (172 FA) |
| 0600 | Daily | Assume The Day Shift In TOC |
| 0630 | Daily | Receive Significant Activities Reports From MID Shift SOG (Units Working 8 hr Shifts) |
| 0700 | Daily | Receive Communications Check From CCT SOG (105 MP), IF Security SOG (107 FA), & Area Security SOG (172 FA) |
| 0800 | Daily | 105 MP BN Staff Call |
| 0800 | Daily | Sensitive Item Report To S-2 |
| 0900 | Daily | Receive Roll Call Count From CCT SOG (Count will be by ISN) |
| 0900 | Daily | Receive Communications Check From CCT SOG (105 MP), IF Security SOG (107 FA), & Area Security SOG (172 FA) |
| 0900 | Daily | Receive Number of Detainee's Requesting Sick Call From CCT SOG |
| 1100 | Daily | Receive Communications Check From CCT SOG (105 MP), IF Security SOG (107 FA), & Area Security SOG (172 FA) |
| 1230 | Daily | Receive Significant Activities Reports and SPOT Reports From Units Working 12 hr Shifts |
| 1300 | Daily | Receive Communications Check From CCT SOG (105 MP), IF Security SOG (107 FA), & Area Security SOG (172 FA) |
| 1330 | Daily | Receive Number of Detainees Seen By Medical From SOG |
| 1430 | Daily | Receive Significant Activities Reports From MID Shift SOG (Units Working 8 hr Shifts) |
| 1500 | Daily | Receive Communications Check From CCT SOG (105 MP), IF Security SOG (107 FA), & Area Security SOG (172 FA) |
| 1700 | Daily | Receive Roll Call Count From CCT SOG (Count will be by ISN) |
| 1700 | Daily | Receive Communications Check From CCT SOG (105 MP), IF Security SOG (107 FA), & Area Security SOG (172 FA) |
| 1800 | Daily | NLT Time to Send Daily SITREP to 16 MP BDE |
| 1900 | Daily | Receive Communications Check From CCT SOG (105 MP), IF Security SOG (107 FA), & Area Security SOG (172 FA) |
| 2100 | Daily | NLT Time To Receive Random Head Count For The Day From CCT SOG (Count will be by total number) |
| 2100 | Daily | Receive Communications Check From CCT SOG (105 MP), IF Security SOG (107 FA), & Area Security SOG (172 FA) |
| 2230 | Daily | Receive Significant Activities Reports From MID Shift SOG (Units Working 8 hr Shifts) |
| 2300 | Daily | Receive Communications Check From CCT SOG (105 MP), IF Security SOG (107 FA), & Area Security SOG (172 FA) |
| TBD | Daily | Receive Random Head Count Conducted by CCT From SOG |
| 1000 | Mon-Sat | Operation NCO Meeting |
| 0900 | M/W/F | NLT Time For Troop To Task List Sent To 16 MP BDE OPNS SGM |
| 1600 | Tue & Fri | Base Camp Staff Call |
| 1300 | WED | Detainee Mayors Meetings |
| 0900 | Friday | NLT Time Have Weekly SITREP Prepared and Placed in OPNS Officer Inbox For Review |
| 2200 | Friday | NLT Time Send Weekly SITREP to 16 MP BDE |
| 12TH | Monthly | USR Reports |
| 9TH | Monthly | NBC Equipment Report |

FIGURE 4-7

Basic Rights Under The Geneva Conventions

- 1. To be treated humanely**
- 2. Visitation by family members**
- 3. Fulfillment of religious practices**
- 4. Freedom from humiliation and/or harassment**
- 5. Access to the Geneva Convention**

FIGURE 4-8

CAMP RULES

- Escape attempts are prohibited. Deadly force may be used.
- Detainees must stay 3 meters away from fence. Identified by Sandbag Line
- Flags, picture's of political leaders and emblems are not allowed
- Fraternalization with Coalition Forces or civilian personnel is prohibited.
- Punishment imposed by detainees on other detainees is prohibited.
- Gambling is prohibited.
- Fighting is prohibited.
- Indecent exposure or sexual gestures are prohibited.
- Open flames are prohibited in tents.
- Throwing of notes from one compound to another compound is prohibited.
- Weapons of any type are prohibited.
- Destruction of all property, tents, and clothing is prohibited.
- Detainees must obey all orders, written or verbal, from MP.
- Detainees will clean and maintain living areas.
- All trash will be placed into provided bags.
- Detainees will not conduct demonstrations or agitate other Detainees.
- Detainees will not assemble at gate without MP supervision.
- Detainees will not march or conduct military training.
- Each compound will elect a mayor to conduct official business with MPs.
- Only designated spokesmen will conduct official business with guards.
- No throwing of rocks or spitting at MPs or other Detainees.
- No hanging of clothing on concertina wire.
- You must remain in tent during curfew hours, except to use the latrine and medical emergencies. Curfew hours will depend upon behavior of detainees in each compound and may be changed at any time if camp rules are broken.
- Use of the latrine is mandatory.
- Failure to obey these rules will result in disciplinary actions up to the use of deadly force.

FIGURE 4-9

LEVEL-IV AND SEGREGATION (ISO) RULES

In Additional To Normal Camp Rules The Following Rules Apply To Detainees In A Level-IV Or A Segregation (ISO) Compound

- Authorized (1) Shower Each Day.
- Curfew is 9:00 P.M. Each Day.
- No hanging of clothing on concertina wire.
- Only Authorized The Following Property:
 - **Any Underclothes (Underwear and T-Shirts).**
 - **(2) Each Water Bottles.**
 - **Sleeping Bag.**
 - **Blankets (If they have them).**
 - **Sleeping Mat.**
 - **Personal Hygiene Items.**
 - **Socks.**
 - **Shoes/Flip Flops.**
 - **Towel.**
 - **(2) Jumpsuits**
 - **Pictures**
 - **Personal Letters to or from family.**
- Throwing Of Items To, Or Receiving A Thrown Item From Any Compound Is Not Authorized.
- Talking To Detainees In Other Compounds Is Not Authorized
- Soccer And Volley Balls Or Other Recreation Items Are Not Allowed.
- Radio's Are Not Authorized.
- No Writing Material Authorized (Except Compound Mayor To Conduct Work)
- Restricted Visitation Is Allowed, But Detainees Will Wear Jumpsuit And Will Only Be Authorized A Physically Separated Visitation.
- No Daily Ration Of Cigarettes. (Cigarettes Can Be Earned For Work Project Details).
- Bathing Under Water Faucet Is Not Authorized.

FIGURE 4-10

AFTER ACTION REVIEW

(Daily Operations)

1. PURPOSE: To provide **AFTER ACTION REVIEW** comments after each work shift.
2. All comments will be broken down into the following format: Three (↑) Ups, Three (↓) Downs, and What Needs Improved.
3. An AAR will be submitted each day upon completion of the shift by the respective OIC/NCOIC.

THREE (↑) UPS:

| |
|--|
| |
| |
| |

THREE (↓) DOWNS:

| |
|--|
| |
| |
| |

WHAT NEEDS IMPROVED:

| |
|--|
| |
|--|

Figure 4-11

5-1. Purpose:

a. The purpose of this plan is to provide guidance to Military Police units who have been assigned the responsibility for Force Protection for the U.S. Forces Life Support Area, Camp Bucca, Iraq.

b. This plan consists of the Standard Operating Procedures (SOP) that all units will adhere to while providing force protection support.

5-2. Authority:

The authority for this plan is provided by the 105th Military Police Battalion who has total responsibility for the Command and Control of Camp Bucca.

5-3. Alert Plan

a. The commanding officer is responsible for ensuring that all personnel assigned and/or detailed to duty with the facility are thoroughly familiar with all aspects of the Force Protection Plan and the implementation of them.

b. This plan is written in anticipation of those emergencies that may arise in or around the Camp. All soldiers will be thoroughly trained in and familiar with these plans. Periodic rehearsals to ensure the adequacy and immediate implementation of these plans will be conducted.

5-4. Responsibilities:

a. All personnel assigned/attached will remain constantly alert for indications of, and conditions conducive to, the creation of disorders/disturbances and immediately report them to the chain of command.

b. All significant activities will be through the chain of command to the BN TOC by way of SPOT report at Figure 5-1. The Sergeant of the Guard (SOG) is also responsible for ensuring a SPOT Report is completed and submitted through the chain of command to the BN TOC on all disturbances when they occur.

c. The S3 and Company Commanders are responsible for:

- (1) Ensuring compliance with this plan.
- (2) Conducting tests of this plan as frequently as practicable to ensure all personnel are proficient on the task.

5-5. Observation Posts:

a. There are eight observation posts that support the security system of Camp Bucca. Each observation post will be manned twenty-four (24) hours a day by one soldier from 0600-1800 and by two soldiers from 1800-0600. Each observation post will have at a minimum the following equipment:

- (1) Guard Tower (Sand Bagged and Covered)
- (2) Illumination Flares
- (3) Red Star Cluster (Signal for position under attack)
- (4) Green Star Cluster (All Clear)
- (5) Night Vision Device
- (6) Squad Automatic Weapon or MK-19
- (7) Ammunition
- (8) Radio
- (9) Secondary Communication Source
- (10) Flashlight
- (11) Binoculars and/or Night Vision Goggles (If Available)

b. Observation post personnel will monitor their assigned sector and make hourly communications checks on the half hour with their unit of assignment.

c. Personnel will use whatever means available to locate and identify threats approaching their assigned sector. If something is spotted in their assigned area that cannot be identified, then the observation post will notify their chain of command and have the Area Security elements respond to investigate the area.

d. All significant sightings will be reported through the chain of command to the Bn TOC, so that the information can be forwarded up the chain of command.

5-6. Alert Action:

a. Procedures to be taken by Force Protection Personnel in alerting proper authority of a threat to, or breach of security or rules.

b. A SPOT report is made to the BN TOC IAW Figure 5-1.

c. Continue to report through the chain of command to the BN TOC on status of incident.

d. Alert status shall exist after receipt of a report at the BN TOC, report is confirmed, and alert conditions are judged to exist by the TOC OIC or his representative. Alert status is as follows: (Note: See Figure 5-2 for Security Posture Matrix).

(1) **GREEN**: (Situation Normal): Continue with normal activities.

(a) Continue with normal activities.

(b) Weapons status will remain GREEN:

(2) **YELLOW**: (Situation Guarded): Activities are guarded while information on developing situation is gathered.

(a) QRF Activated.

(b) Area Security Patrols and QRF (ONLY) at weapons status AMBER.

(c) Area Security Patrols and QRF will gather and report data on developing situation.

(d) All other personnel will have Weapon, Kevlar, and protective vest readily available.

(3) **AMBER**: (Situation Elevated) – Mortar Attack, or other activity warranting this status has occurred.

(a) All actions of YELLOW alert status will be initiated with the addition that all personnel will immediately don Kevlar, and protective vests.

(b) All personnel will report to designated assembly areas for accountability and dissemination of further information. (See Figure 5-3).

(c) After arrival at designated assembly area ALL personnel will bring weapons to AMBER status.

(d) MP or ILO unit assigned Internment Facility Security will recall all personnel, move to IF and conduct security of IF.

(e) MP or ILO unit assigned Base Camp Security will recall all personnel, and move to designated defensive positions. (See Figure 5-4).

(f) OIC for each Non MP or ILO MP tenant unit on Camp Bucca will report to BN TOC for dissemination of further information or directives.

(g) NCOIC for each Non MP or ILO MP tenant unit will conduct accountability of personnel and make initial report to BN TOC NLT: (15) Minutes after notified to posture to AMBER status. (Updated accountability reports will be submitted every (15) minutes thereafter until 100% of personnel have been accounted for.

(4) **RED**: (Situation Serious): Base Camp under direct attack (Receiving Small Arms Fire)

(a) Steps in YELLOW and AMBER alert status may or may not have already occurred prior to RED status being called.

(b) FLASH SPOT report will be submitted by fastest means possible to BN TOC.

(c) QRF and area security patrol will immediately respond to situation.

(d) All tenant units will move to designated assembly areas for accountability and dissemination of further information. BPT occupy defensive positions and/or provide medical support (litter bearers, etc.) and bring all Weapons to RED status on safe. Further actions will be dictated by situation occurring. (See Figure 5-4)

e. Once the alert status is established an alert order will be issued to all personnel by the BN TOC. The alert order will be given over available communications systems and by runners to all supporting personnel. The order shall state: "Execute (describe type of alert; add details of occurring situation, and immediate plan of action)"

(1) Order for the QRF to respond will be made by the BN TOC. When attempts to control events have failed the warning order may be omitted if immediate action is necessary.

(2) Once an alert is initiated by the BN TOC the S3 will report to the BN TOC and start an incident report on the event and will direct activities from that location. The S3 Command and Control team will include:

(a) BN S3

(b) BN S2

(c) OPNS SGM

(d) BN RTO

(3) Alert plan will be carried to completion, directed and supported from the BN TOC by the S3.

(4) On order of the S3 or Battalion Commander, the BN TOC will direct a total lockdown of personnel within the Life Support Areas of Camp Bucca.

(5) On order of the S3 or Battalion Commander, the BN TOC notifies chain of command by SPOT Report.

(6) Upon resumption of normal operations, the BN TOC ensures Serious Incident Report (SIR), SPOT Reports or any other required reports are delivered to the chain of command within prescribed time.

5-7. Gates (Entry Control Points):

a. Upon being notified that YELLOW, AMBER, or RED alert status has been initiated, the following actions will be taken:

(1) Lock down of Internment Facility.

(2) Closure of ECP's to all exiting traffic unless part of responding security and all entering traffic unless U.S. Military personnel.

5-8. Entry Control Point Procedures:

a. There are two Entry Control Points (ECP) that support Camp Bucca. The western entry ECP (Checkpoint Burma) and the eastern ECP (Checkpoint Corona).

b. When open these ECP's will be manned full-time by at least five Military Police personnel at each location.

c. The unit tasked with manning the ECP's will check on the status of their soldiers to ensure they have all the equipment necessary to conduct the mission.

d. ECP's are manpower intensive and are dangerous for military personnel. Proper guidance and supervision are a must for the safe operation of the entry point. ECP personnel must remain cautious at all times for a variety of dangers that could await them.

e. All traffic not bound for Camp Bucca will be rerouted via the auxiliary route to Um Qsar. Only Camp Bucca bound traffic will be allowed to proceed.

f. All vehicles bound for Camp Bucca are subject to search at the ECP. The ECP is the first line of defense against any threat to the Camp. Suspicious activity in and around the checkpoint area will be reported through the chain of command to the 105 MP Battalion Tactical Operations Center (TOC) immediately. The TOC S-2 will provide intelligence information to the security forces as soon as it is obtained from any intelligence source. Identification is required for all drivers and occupants prior to being allowed entrance into Camp Bucca.

g. Uniform will be the flak vest, Kevlar, LBV/LBE, weapon in Amber status, DCU at all times.

h. A log book (staff journal) will be kept at each entry point to obtain an accurate listing of those units and personnel requesting entrance to Camp Bucca. The following information will be maintained as it applies:

(1) Name of Person Requesting Entry

(2) Purpose of Visit

(3) Type of Unit/Contractor

(4) Mission of Unit/Contractor

(5) Duration of Visit

(6) Point of Contact – (Permanent Unit Assigned to the LSA)

(7) Date of Entrance

(8) Time of Exit

i. All personnel and vehicles entering Camp Bucca are subject to search.

j. All personnel entering the Camp will have their identification checked.

k. All US military convoys moving into Camp Bucca must have a convoy clearance or memorandum of authorization for travel from the Camp that they left from.

l. All US military convoys moving out of Camp Bucca must have a trip ticket or memorandum of authorization for travel signed

by the Camp Commander or his designee. (These will be identified in staging area for all NAVISTAR convoys).

m. All US convoys leaving Camp Bucca will have an escort, strip maps, communication, DSN #s and all personnel in the convoy will have on the proper battle dress attire.

n. All gate personnel will report all suspicious activity through the chain of command to the TOC as soon as possible.

o. No photographic images are allowed of the Internment Facility by outside personnel unless authorized by the Military Police Battalion Commander or his designee.

5-9. Observation Posts:

a. There are eight observation posts that support the security system of Camp Bucca.

b. Each observation post will be manned twenty-four (24) hours a day by one soldier from 0600-1800 and by two soldiers from 1800-0600. Each observation post will have at a minimum the following equipment:

(1) Guard Tower (Sand Bagged and Covered)

(2) Illumination Flares

(3) Red Star Cluster (Signal for position under attack)

(4) Green Star Cluster (All Clear)

(5) Night Vision Device (Goggles)

(6) Squad Automatic Weapon or MK-19

(7) Ammunition

(8) Radio

(9) Secondary Communication Source

(10) Flashlight

(11) Binoculars

(12) Thermal Goggles

c. Observation post personnel will monitor their assigned sector and make hourly communications checks on the half hour with their unit of assignment.

d. Personnel will use whatever means available to locate and identify threats approaching their assigned sector. If something is spotted in their assigned area that cannot be identified, then the observation post will notify their chain of command and have the Area Security elements respond to investigate the area.

e. All significant sightings will be reported through the chain of command to the Bn TOC, so that the information can be forwarded up the chain of command.



16th MILITARY POLICE BDE (ABN)
BLUE-3 SPOT REPORT
BRIGADE CONTROL #040618-2



180740DJUN04

180750DJUN04

LINE 1: SIZE: Unknown

LINE 2: ACTIVITY: A convoy escort element from C-3/172nd IN (MTN) was heading southbound on RTE FORCE / ASR VERNON when an unk number of mortar rounds hit a KBR vehicle.

LINE 3: LOCATION: MB 3481 9163, RTE FORCE / ASR VERNON, IVO 51A, 1CD ZONE 28

LINE 4: UNIT/GROUP ID: C-3/172nd IN (MTN)

LINE 5: TIME: 180735DJUN04

LINE 6: EQUIPMENT: UNK

LINE 7: SOURCE OF REPORT: C-3/172nd IN (MTN)

LINE 8: REPORTING UNIT: 95th MP BN

LINE 9: POC AND TELEPHONE: CPT Mahoney, 95th MP BN, (DNVT) 302-537-2041, timothy.mahoney@1cd.army.smil.mil

LINE 10: ACTION TAKEN: The mortar fire came from an unknown location and distance. (1) KBR truck was hit between the bobtail and the trailer and was disabled. The driver was unhurt and got into another truck. The damaged vehicle was left on scene and the convoy continued south. Assets from 2/1 CAV and 21st MP Co (ABN) are enroute to the scene. The 95th MP BN will recover the vehicle.

BC _____ DBC _____ CSM _____ S3 _____ PMO _____ S1 _____ S2 _____ S4 _____ CLD _____ CHAP _____

FIGURE 5-1

SECURITY POSTURE MATRIX

| SECURITY POSTURE ALERT SIGNAL | THREAT | UNIFORM | WEAPON STATUS | BASE CAMP ACCESS | IF ACCESS | LSA POSTURE | ASO/QRF |
|--|--|---|--|---|---|---|---|
| GREEN (VERBAL/RADIO ANNOUNCEMENT FROM TOC) | ROUTINE | ALL: DCU OR APFU, WEAPON, AMMO | ALL: GREEN WITH MAGAZINE ON PERSON | IAW NORMAL SOP | IAW NORMAL SOP | IAW NORMAL SOP NO RESTRICTIONS | IAW NORMAL SOP |
| YELLOW (RADIO BROADCAST AND RUNNER) | GUARDED (ESCAPES OR OTHER DEVELOPING SITUATION) | LSA & IF: DCU OR APFU, WEAPON, AMMO, KEVELAR & IBA READILY AVAILABLE ASO/QRF: (WILL WEAR KEVELAR & IBA) | LSA & IF: GREEN (ASO/QRF: AMBER) | IAW NORMAL SOP (ALL EXITING VEHICLES WILL BE CHECKED FOR ESCAPED DETAINEE) | LOCKED DOWN. ACCESS ONLY IAW SOP UNTIL CLEARED BY TOC | IAW NORMAL SOP WITH ADDED UNIFORM REQUIREMENT | QRF ACTIVATED |
| AMBER (INTERMITTENT HORN BLASTS REPEATED FOR 30 SECONDS) | ELEVATED (MORTAR ATTACK OR OTHER SITUATION WARRANTING THIS STATUS) | ALL: DCU, WEAPON, AMMO – FULL BASIC LOAD, KEVELAR, IBA WILL BE WORN | LSA: AMBER (AFTER ARRIVAL TO DESIGNATED ASSEMBLY AREA) IF SECURITY: AMBER (AFTER ARRIVAL TO IF) BASE CAMP SECURITY: AMBER (AFTER ARRIVAL TO DESIGNATED FIGHTING POSITIONS) | LOCKED DOWN (ONLY MILITARY RESPONDING TO THREAT MAY EXIT. ONLY MILITARY COALITION FORCES MAY ENTER | LOCKED DOWN (ONLY PERSONNEL AUTHORIZED ACCESS IAW SOP DURING LOCKDOWN STATUS) | ALL PERSONNEL REPORT TO DESIGNATED ASSEMBLY AREAS FOR ACCOUNTABILITY AND DISSEMINATION OF FURTHER INFORMATION | CONDUCT IMMEDIATE PATROLS TO LOCATE SOURCE OF ATTACK |
| RED (SIREN OR CONTINUOUS HORN BLAST) | SERIOUS (BASE CAMP UNDER DIRECT ATTACK RECEIVING SMALL ARMS FIRE) | ALL: DCU, WEAPON, AMMO – FULL BASIC LOAD, KEVELAR, IBA WILL BE WORN | RED (WEAPON CHARGED ON SAFE) | LOCKED DOWN (ONLY MILITARY RESPONDING TO THREAT MAY EXIT OR ENTER) | LOCKED DOWN (ONLY PERSONNEL AUTHORIZED ACCESS IAW SOP DURING LOCKDOWN STATUS) | ALL PERSONNEL REPORT TO DESIGNATED ASSEMBLY AREAS FOR ACCOUNTABILITY AND DISSEMINATION OF FURTHER INFORMATION BPT MAN DESIGNATED FIGHTING POSITIONS | CONDUCT DEFENSIVE/OFFENSIVE OPERATIONS REPORTING UNIT WILL SUBMIT IMMEDIATE SPOT REPORT |

FIGURE 5-2

DESIGNATED ASSEMBLY AREAS

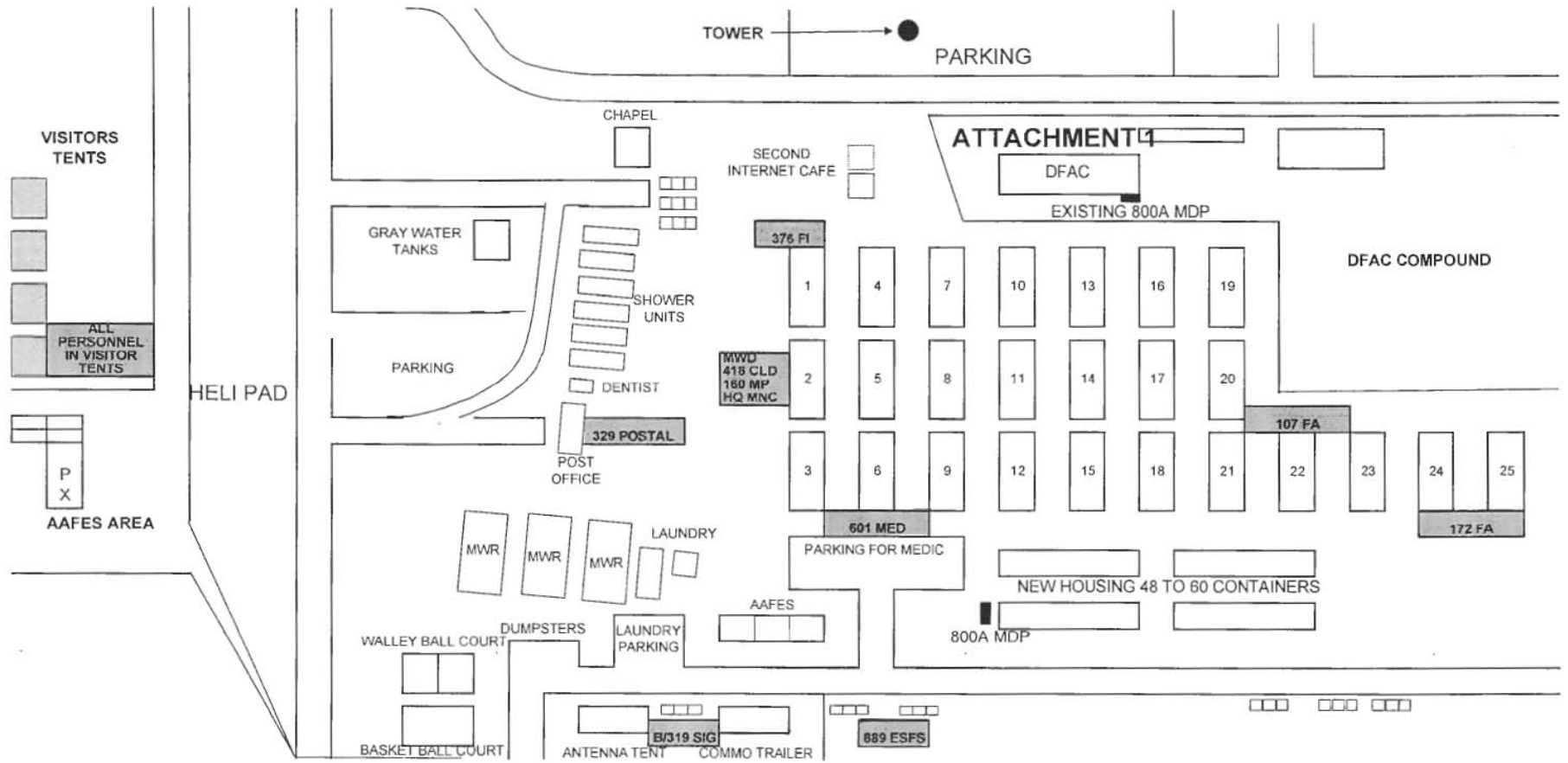


FIGURE 5-3

DESIGNATED DEFENSIVE POSITIONS

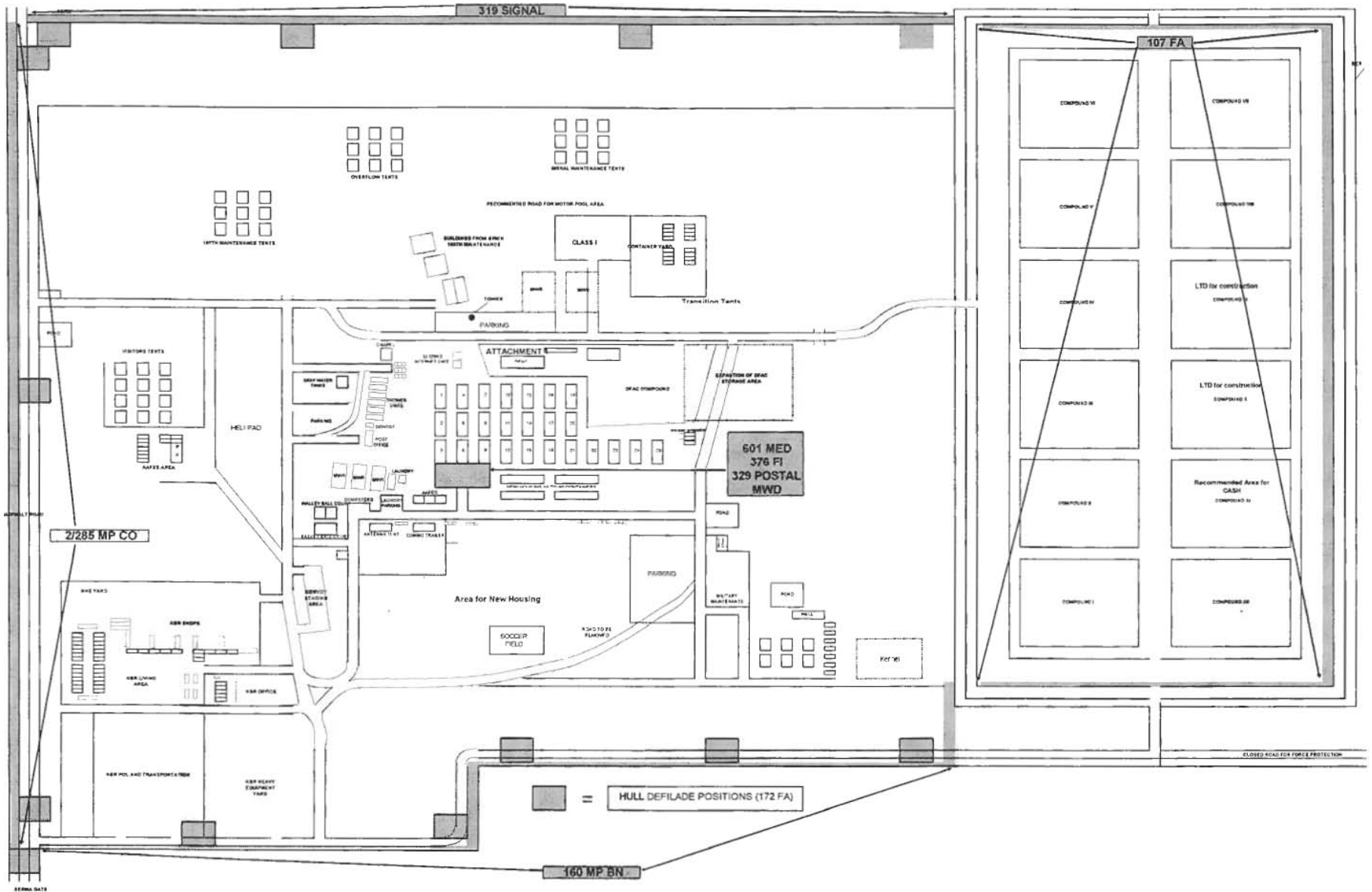


FIGURE 5-4

**Appendix A
References**

**Section I
Required Publications**

AR 30-22

The Army Food Program, dtd: 30 August 2002

AR 190-8

Enemy Prisoners of War, Retained Personnel, Civilian Internees and Other Detainees

AR 190-13

The Army Physical Security Program

AR 190-16

Physical Security

AR 190-22

Searches, Seizures, and Disposition of Property, dtd: 1 January 1983.

AR 190-40

Serious Incident Report

AR 190-51

Security of Unclassified Army Property

AR 195-5

Criminal Investigations, Evidence Procedures, dtd: 28 August 1992

AR 210-174

Accounting Procedures for Prisoners' Personal Property and Funds, dtd: 17 September 1986

AR 220-15

Journals and Journal Files.

AR 340-18-2

Maintenance and Disposition of Planning, Programming, Management, Historical, and Combat Development Functional Files.

AR 381-12

Subversion and Espionage Directed Against the US Army

AR 381-20

The Army Counterintelligence Program

AR 380-67

Personnel Security Program

AR 710-2

Supply Policy Below National Wholesale, dtd: 25 Feb 04

FM 3-19.1

Military Police Operations

FM 3-19.40

Military Police Internment/Resettlement Operations, 01 Aug 2001

FM 3-34

Engineer Operations, dtd: January 2004

FM 3-100.21

Contractors on the Battlefield, dtd: January 2003

FM 5-412

Project Management, dtd: June 1994

FM 27-10

The Law of Land Warfare, 18 Jul 1956, Change-1, 15 Jul 1976

Other Detainees, 10 Jan 1997

FM 34-1

Intelligence and Electronic Warfare Operations

FM 34-3

Intelligence Analysis

FM 101-1

Staff Officers Field Manual: Staff Organization and Procedure

FM 101-5

Staff Organization and Functions

ARTEP 19-546-MTP

Mission Training Plan For The Headquarters And Headquarters Company Military Police Battalion (Internment/Resettlement)

ARTEP 19-647-MTP

Military Police Escort Guard Company

STP 19-95B1SM

STP 19-95B24-SM-TG

STP 19-95C1SM

STP 19-95C24-SM-TG

MNC-I (CJTF7) FRAGO 749

Logistics Civil Augmentation Program (LOGCAP), TO #0046, Change 8

513th MI BDE Counter Espionage SOP

Section II

Prescribed Forms

DA Form 1594

Daily Staff Journal

DA Form 2028

Recommended Changes To Publications And Blank Forms

DA Form 2062

Hand Receipt

DA Form 2664-R

Weight Register

DA Form 2669

Certificate Of Death

DA Form 2675

Certificate Of Work Incurred Injury Or Disability

DA Form 4137

Evidence/Property Custody Document

DA Form 5513-R

Key Control Register And Inventory

DD Form 508

Report Of/Or Recommendation For Disciplinary Action

SF 600

Chronological Record Of Medical Care

Appendix B Extract From CJTF-7 (Frago-741) – Rules For The Use Of Force (RUF) For Detention Facilities

a. References:

- (1) Executive order 11850.
- (2) CJCSI 3121.01a 15 JAN 00 Standing Rules of Engagement (SROE).
- (3) Annex E (ROE) to V (US) Corps 1003V (V Corps ROE).
- (4) Frago 400M [Restoration of Order and Areas Under Effective Control of CF] to OPOD 0303-343 dtg 151000ZAPR03.
- (5) Frago 198M [Maintenance of Law and Order in Areas Under Effective Control of CF] to OPOD Final victory dtg 150200LMAY03.
- (6) Frago 749 [Intelligence and Evidence-Led Detention Operations Relating to Detainees] to CJTF-7 OPOD 03-036.
- (7) Frago 865 [ROE Clarification] to CJTF-7 OPOD 03-036 dtg 210010CSEP03.
- (8) Frago 929 [ROE on Use of RCA] to CJTF-7 OPOD 03-036 dtg 32250COCT03.
- (9) Frago 1150 [Use of Lethal and Non-Lethal Force in Coalition Detention Facilities] to CJTF-7 OPOD 03-036 dtg 28245CNOV03.
- (10) Frago 395 [Rules for the Use of Force Against MEK Personnel] to CJTF-7 OPOD 04-01.
- (11) 26 MAR 2003, OTJAG Memorandum for HQ, 75th Ranger Regiment, Advanced Taser M26; Legal Review.

b. Rules For the Use of Force for Detention Facilities.

(1) Self defense. Persons or forces that demonstrate hostile intent or commit a hostile act against coalition forces may be engaged using necessary and proportional force, including deadly force, IAW the current rules of engagement (ROE). Necessary and proportional force, up to and including deadly force, is always authorized in self-defense of coalition forces, and to protect designated persons and property, IAW the current ROE.

(2) Use of deadly force against escaping detainees. Deadly force against detainees escaping or attempting to escape constitutes an extreme measure which shall always be preceded by warnings appropriate to the circumstances. Deadly force WILL not be used against an escaping detainee except as a last resort when there are no other means available to apprehend the detainee. DEADLY FORCE MAY always BE USED IAW para b(1).

(3) Graduated response. Use only a graduated response, to include various riot control means (RCM) other than riot control agents (RCA), when faced with potential prisoner riots or civil disturbances. Graduated force should be used when the situation permits and it is reasonable and practicable to do so. The use of force should be necessary, proportional, and reasonable in intensity, duration, and magnitude. If necessary, the following degrees of graduated force should be used:

- (a) Shout. Verbal warnings to halt/stop in native language three times.
- (b) Shove: Physically restrain, block access, or detain.
- (c) Show: Show your weapon and demonstrate the intent to use it.
- (d) Shoot: SHOOT WARNING SHOT(S) (If Appropriate).
- (e) Shoot: To remove the threat of death/serious bodily injury.

If you must fire:

- (1) Warning shots are authorized. Detention facility commanders will decide whether to incorporate warning shots as part of a graduated response.
- (2) Fire only aimed shots.
- (3) Fire no more rounds than necessary.
- (4) Fire with due regard to innocent bystanders.
- (5) Take reasonable efforts not to destroy property.
- (6) Stop firing as soon as the situation permits.

(4) Use of non-lethal munitions. Coalition detention facility commanders may authorize the employment of non-lethal

munitions in the facility to disperse rioting prisoners, prevent escape, or protect designated personnel. However, service members conducting the mission must retain the capability to immediately revert to lethal force if the situation dictates. The decision cycle should always be to respond to a potential lethal situation postured to use lethal force, assess the situation, and if the situation dictates, to transition to nonlethal force.

(5) Riot control means (RCM). Riot Control Means, other than riot control agents (RCA), shall include any system designed as a non-lethal means of dispersing unruly crowds, rioting prisoners, or for the protection of designated personnel. They include, but are not limited to, riot control clothing (i.e. shields, batons, etc.), foam/rubber bullets, bean bags, water cannons, flash bangs, Tasers, and any other non-lethal weapon approved for military use by the joint non-lethal weapons directorate.

(6) USE OF TASERS. A Taser is a non-lethal system that temporarily incapacitates a person through electro muscular disruption. Tasers are a RCM IAW b(5) under Ref K, Tasers have passed legal review with the Department of the Army Office of the Staff Judge Advocate. As with other RCMs, Taser users, including on-scene commanders, must be properly trained and qualified under the appropriate service regulations and non-lethal weapons course instruction prior to use.

(7) Riot control agents (RCA). Riot control agents are defined as any chemical, which is not listed in the chemical weapons convention, which can produce rapidly in humans' sensory irritation or disabling physical effects which disappear within a short time following termination of exposure. Examples include Ortho chlorobenzalmalononitrile (CS), Chloracetophenone (CN), and Oleoresin Capsicum (OC) ("Pepper Spray"). NOTHING IN THIS FRAGO SHALL BE DEEMED TO PROHIBIT PROPERLY-TRAINED LAW ENFORCEMENT PERSONNEL, OR PERSONNEL AUTHORIZED TO PERFORM LAW ENFORCEMENT FUNCTIONS, PARTICULARLY THOSE CONDUCTING DETENTION OPERATIONS, FROM EMPLOYING OC (PEPPER SPRAY) AS THE SITUATION REQUIRES. DETENTION FACILITY COMMANDERS WILL MAINTAIN A LIST OF PERSONNEL WHO HAVE BEEN TRAINED ON THE USE OF RCM.

(8) Use of RCM and RCA. Use only a graduated response IAW para b(3), to include various riot control means (RCM) other than RCA, when faced with potential prisoner riots, civil disturbances, or any other situation listed in b(4). RCA shall be used only as a last (Non-Lethal) resort. EVERY SERVICEMEMBER, INCLUDING ON-SCENE COMMANDERS, EXPECTED TO EMPLOY ANY NON-LETHAL RCM/RCA MUST BE PROPERLY TRAINED AND QUALIFIED TO USE THAT PARTICULAR NON-LETHAL SYSTEM UNDER THE APPROPRIATE SERVICE REGULATIONS.

(a) **INFORM CG, CJTF-7, IMMEDIATELY, THROUGH OPERATIONAL CHANNELS, OF ANY REPORTED USE OF RCA.**

(b) **Release authority for RCM and RCA. In detention facilities, the facility commander shall have the authority to both issue and release Non-Lethal RCM to include RCA.**

(9) Designated personnel. Deadly force is authorized to protect designated personnel. Designated personnel include, but are not limited to, innocent civilians; enemy prisoners of war; all civilian contractors; coalition forces; personnel from us and coalition government agencies; detainees from crimes committed by another detainee that are likely to cause death or serious bodily harm; and any other personnel the facility commander may designate.

C. Training Vignettes Are Available On SIPR And CENTRIXS. To Access The Scenario Based Training Package, Go To CJTF-7 Website (<https://148.35.250.12>) And Select "SJA" Under "Staff Section Web Sites." Click On "Roe/Ruf" On Left Side Of Page And Then Click On "Roe Vignettes." On CENTRIXS, Go To "SJA" Folder Under "Staff Sections" On CJTF-7 Website (<http://lrq01ws/>). Go To "Rules Of Engagement" And Click On "Roe Vignettes." <http://10.225.18.82/Centrixs.cfm?dir=E:\Sections\SJA\ROE RUF\Training>

Appendix C
UOF/ROE Camp Bucca, Iraq
As of 1 JUN 2004

Nothing In These Rules Limits Your Inherent Authority And Obligation To Take All Necessary And Appropriate Action To Defend Yourself, Your Unit, And Other Us Forces.

1. **HOSTILE FORCES:** Until a there has been a declared cessation of hostilities Iraqi military and paramilitary forces are considered hostile, and may be attacked provided there is positive identification of a legitimate military target, and the target has not surrendered or is otherwise out of battle due to sickness or wounds. Do not target, except in self defense, civilians, protected sites (i.e., hospitals, places of worship, schools, cultural institutions), or civilian infrastructure. If you must fire on these objects engage to disable or disrupt rather than destroy, if possible.

2. **HOSTILE ACTORS:** Any other person attacking or threatening US or Coalition Forces will be considered to be a hostile actor. You may engage persons who commit hostile acts or show hostile intent with the force necessary to counter the hostile act or demonstrated hostile intent and to protect US Forces.

Hostile Act: An attack or other use of force against US Forces or a use of force that directly precludes/impedes the mission/duties of US Forces.

Hostile Intent: The threat of imminent use of force against US Forces or the threat of force to preclude/impede the mission/duties of US Forces.

3. You may use force, up to and including deadly force, against hostile actors:

- a. In self-defense;
- b. In defense of your unit, or other US Forces;
- c. To prevent theft, damage, destruction of firearms, explosives, ammunition, or property designated by the CDR as vital to national security. (Use less than deadly force to protect other property)

RULES FOR DETAINEE OPERATIONS

Soldiers, Must Be Postured To Respond Immediately With Lethal Force To Any Threat, That May Cause Death Or Serious Bodily Harm. Soldiers Conducting Detention Operations Will Not Be Sent Into Any Potentially Lethal Operation Postured Primarily For Nonlethal Force.

1. **ESCALATION OF FORCE:** IF US OR COALITION FORCES OR INNOCENT CIVILIANS ARE BEING ATTACKED OR REASONABLY PERCEIVED TO BE IN DANGER YOU ARE AUTHORIZED TO RESPOND WITH DEADLY FORCE WITHOUT FIRST EMPLOYING LESSER FORMS OF FORCE. Any persons demonstrating hostile intent or committing a hostile act may be engaged using necessary and proportional force, up to and including **DEADLY FORCE**. When possible, use the following degrees of force against hostile actors:

- a. **SHOUT:** Verbal warnings to HALT or "KIFF" ("COUGH").
- b. **SHOVE:** Physically restrain, block access, or detain.
- c. **SHOW:** Your weapon and demonstrate intent to use it.
- d. **SHOOT:** To remove the threat of death/serious bodily injury or to protect designated property.

IF YOU MUST FIRE:

- (1) Fire only aimed shots. **No Warning Shots (See NOTE-1).**
- (2) Fire no more rounds than necessary.
- (3) Fire with due regard for the safety of innocent bystanders.
- (4) Take reasonable efforts not to destroy property.
- (5) Stop firing as soon as the situation permits.

NOTE-1: Warning shots will not be fired at any time while conducting Detainee Operations at Camp Bucca due to the danger to innocent bystanders, and based on directives in AR 190-14 and DOD Directive 5210.56. This is an authorized deviation from CJTF-7 Frago-741, paragraph 3.D.1.C. D by the Camp Commander IAW subparagraph (1).

2. **ESCAPES:** Deadly Force may be used against an escaping detainee as a last resort, if there are no other reasonable means available to apprehend the detainee. (See Note-2).

NOTE-2: For Example: If a detainee successfully breaches the outside wire/fence and is running away. Guards should shout for him to stop, but if the detainee does not, deadly force is authorized. Rationale is the detainee then prevents a safety/security concern for innocent civilians and/or Coalition Forces in the area.

RULES FOR USE OF NON LETHAL FORCE

1. **RIOTS/PROTECTING DESIGNATED PERSONNEL/ VIOLATIONS OF CAMP RULES:** Detention Facility Security OIC/NCOIC may authorize the use of non-lethal munitions. However, the soldier or soldiers conducting the mission must retain the capability to immediately revert to lethal force if the situation dictates. The decision cycle should always be to respond to a potential lethal situation postured to use lethal force, assess the situation, and if the situation dictates, to transition to non-lethal force.

2. **Situations When Non-Lethal Force (Shotgun) Is Authorized:**

Prior to the use of any Non-Lethal Force (Shotgun) the CCT should be notified of situation and given the opportunity to correct Detainee actions/violations. Nothing in these rules limits your inherent authority and obligation to escalate from shout to shoot as the situation requires.

a. **DISPERSAL:** (When Detainees have formed into a crowd and are performing threatening gestures towards CCT and CCT can not resolve situation or have requested intervention).

(1) **SHOUT:** verbal warnings to HALT or "KIFF" (pronounced "COUGH") ONE time

(2) **SHOW:** weapon and demonstrate intent to use it. SHOUT verbal warning to HALT or "KIFF" ONE time.

(3) **CHAMBER,** one round of Non-Lethal ammunition and SHOUT verbal warning to HALT or "KIFF" ONE time.

(4) **SHOOT,** If Necessary.

b. **FIGHTING:** (Detainees have engaged in physical altercation and CCT can not resolve situation or respond in a timely manner to prevent Detainees from causing bodily harm to each other).

(1) **SHOUT:** verbal warnings to HALT or "KIFF" (pronounced "COUGH") ONE time

(2) **SHOW:** weapon and demonstrate intent to use it. SHOUT verbal warning to HALT or "KIFF" ONE time.

(3) **CHAMBER,** one round of Non-Lethal ammunition and SHOUT verbal warning to HALT or "KIFF" ONE time.

(4) **SHOOT,** If Necessary.

c. **CROSSING OF FENCELINE BOUNDARY:** (When Detainees have crossed the identified fence line boundary (identified by sandbags). If the Detainee is NOT making an attempt to actually escape, Tower Guards will notify CCT to correct Detainees actions.

(1) **SHOUT:** verbal warnings to HALT or "KIFF" (pronounced "COUGH") ONE time

(2) **SHOW:** weapon and demonstrate intent to use it. SHOUT verbal warning to HALT or "KIFF" ONE time.

(3) **CHAMBER,** one round of Non-Lethal ammunition and SHOUT verbal warning to HALT or "KIFF" ONE time.

(4) **SHOOT,** If Necessary.

d. **ENFORCEMENT OF CURFEW:** (When Detainees have refused orders of CCT to adhere to curfew and CCT can not resolve situation).

(1) **SHOUT:** verbal warnings to HALT or "KIFF" (pronounced "COUGH") ONE time

(2) **SHOW:** weapon and demonstrate intent to use it. SHOUT verbal warning to HALT or "KIFF" ONE time.

(3) **CHAMBER,** one round of Non-Lethal ammunition and SHOUT verbal warning to HALT or "KIFF" ONE time.

(4) **SHOOT,** If Necessary.

3. **PROFANITY** is NOT a level of force and is NOT authorized. Treat all persons with dignity and respect.

Appendix D

DA Form 1594 (Staff Journal)

D-1 PURPOSE:

To prescribe policy, responsibilities, and procedures for preparing and maintaining journals. Journals are designed to do the following:

- a. Assist in a more efficient conduct of operations.
- b. Provide a ready reference for the commander and staff and for higher and lower headquarters.
- c. Serve as a record for training matters, operational reviews, and historical research.

D-2 RESPONSIBILITY:

It is the responsibility of all soldiers working a static position on, Camp Bucca, where this SOP is located to be familiar with these procedures.

D-3 GUIDANCE:

- a. DA Form 1594 (Daily Staff Journal or Duty Officer's log), example shown at Figure-D-1 will be used to document activities occurring at soldier's duty positions.
- b. Journal forms must be used on one side only because of the following:
 - (1) Legal and historical information is recorded in the journal.
 - (2) Problems encountered with normal "bleed through" characteristics of some ink.

c. Journals will cover a 24 hour period starting at (0001) and ending at (2400).

d. Journals will be maintained and disposed of IAW AR 340-18-2.

D-4 PROCEDURES:

- a. When entering items on a journal ensure accurate data with sufficient detail to fix the time and place and describe important events.
- b. All stationary duty positions will maintain a DA Form 1594 Staff Journal.
- c. Data entries will include but are not limited to the following entries.
 - (1) Visits by E-7 and above personnel, by Rank, Name, purpose of visit.
 - (2) Communications checks.
 - (3) Significant events taking place during time frame journal is open.
- d. Example of a completed Staff Journal at TAB-A.
- e. Staff Journals will be consolidated throughout the week and turned in once a week to Battalion Operations with a close out of Saturday 2400 hours.

D-5 OIC and SOG Responsibilities:

- a. Will periodically review every DA Form 1594 Staff Journal, when they are on shift.
- b. When reviewing the DA Form 1594 an entry will be made in the Journal reflecting that the journal was reviewed by the OIC or SOG.

FIGURE D-1

| DAILY STAFF JOURNAL OR DUTY OFFICER'S LOG <small>For use of this form, see AR 220-15; the proponent agency is Office of The Deputy Chief of Staff for Operations & Plans</small> | | | | PAGE NO. 1 | | NO. OF PAGES 1 | | |
|--|------|--------------|--|--|----------------|---------------------|----|--|
| ORGANIZATION OR INSTALLATION 234 MP Company | | | LOCATION Tower-12 Camp Bucca, Iraq | | PERIOD COVERED | | | |
| | | | | | FROM | | TO | |
| | | HOUR 0001 | DATE 16 MAY 2004 | | HOUR 2400 | DATE 16 MAY 2004 | | |
| ITEM NO. | TIME | | INCIDENTS, MESSAGES, ORDERS, ETC. | ACTION TAKEN | INL | | | |
| | IN | OUT | | | | | | |
| 1 | 0001 | | JOURNAL OPENED (PVT Joe Snuffy) | Noted | | | | |
| 2 | 0035 | 0045 | CCT entered compound to conduct checks | Noted | | | | |
| 3 | 0100 | | Commo Check with Blackhawk Base | Noted | | | | |
| 4 | 0125 | 0133 | CCT entered compound to conduct checks | Noted | | | | |
| 5 | | 0200 | PVT Joe Snuffy relieved in tower | Noted | | | | |
| 6 | 0200 | | SPC John Smith assumes guard at tower-12 | Noted | | | | |
| 7 | 0205 | | Commo Check with Blackhawk Base | Noted | | | | |
| 8 | 0236 | 0248 | CCT entered compound to conduct checks | Noted | | | | |
| 9 | 0304 | | Commo Check with Blackhawk Base | Noted | | | | |
| 10 | 0328 | 0336 | CCT entered compound to conduct checks | Noted | | | | |
| " | " | " | " | " | | | | |
| 27 | | 2400 | JOURNAL CLOSED (PFC Michael Henry) | Noted | | | | |
| | | | | | | | | |
| | | | | | | | | |
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| | | | | | | | | |
| | | | | | | | | |
| TYPED NAME AND GRADE OF OFFICER OR OFFICIAL ON DUTY OIC or NCOIC will enter Rank, Name, Position after closeout of Journal | | | | SIGNATURE OIC or NCOIC will sign form after shift | | | | |

DA FORM 1594, NOV 62

PREVIOUS EDITION OF THIS FORM IS OBSOLETE.

USAPPC V3.00

FIGURE D-1

Appendix E Behavior Management - Discipline Procedures

E-1 PURPOSE:

To outline requirements and procedures for managing detainee discipline and positive behavior. This system will protect the health, safety, and security of all persons within the facility by providing for a fair and consistent delivery of consequences for negative behavior and rewards for positive behavior.

E-2 RESPONSIBILITY:

a. All military and civilian personnel working in Camp Bucca will be familiar with and conform to the procedure prescribed by this policy.

b. Unit leaders and shift SOG'S are responsible for ensuring that their personnel are familiar with and comply with this procedure.

c. Personnel may be held accountable under the UCMJ for failing to follow the guidelines set forth under this SOP.

E-3 EXECUTION: The following guidelines will be followed to fairly and accurately determine appropriate levels of discipline and rewards for detainee behavior.

a. DISCIPLINE PROCEDURES:

(1) When a Detainee's actions constitutes what is believed to be an infraction of camp rules or offenses listed in Enclosure 1 (List of Offenses) the chain of command within the camp will be notified. (Priority: SOG, OPS SGM, S-3, Battalion Commander.)

(2) The CCT SOG will consult Table E-1, List of Offenses (LOO), and locate the offense on the list. If the offense is not listed, attempt to locate a similar offense or an offense similar in seriousness to the offense committed by the Detainee. Identify the severity level of the offense.

(3) Review specific detainee's discipline record located at respective Compound CCT Tent to determine the number and seriousness of prior offenses (See Table E-5, Detainee Discipline Log). A pattern of prior serious offenses may justify a higher level of discipline measure and will be used to determine level of discipline imposed. (Discipline records will be kept in ISN numerical order).

(4) On the Discipline Matrix (Table E-2) plot the severity level of the offense and the number of prior offenses, regardless of the type of prior offense. Note the number in the box.

(5) Locate the box number in the discipline list to determine the discipline measures for this offense.

(6) If several offenses were committed at the same time, do not add all discipline measures together to determine the discipline. Instead, use the severity level of the highest severity level offense committed to determine discipline number on the grid. Then go one level higher on the severity level to plot the discipline measure.

(7) When a discipline measure is applied to a Detainee, he will be notified of the reason for the discipline, the type of discipline measure and the length of discipline. Any detainee receiving discipline based upon the use of the Discipline matrix will be provided with a copy of Discipline Notification Form. (See Table E-6).

(8) DD Form 508: Documentation of any discipline measure will be annotated on DD Form 508.

(a) Minor deviations, within the guidelines of the discipline matrix are authorized based upon the CCT SOG's purview, but any deviation from that specified by the discipline matrix will be documented on DD Form 508 in the "Disciplinary Action" block with an explanation as to why the deviation from the SOP was imposed.

(b) When DD Form 508 is used for discipline a Significant Activity Report is not required from CCT preparing the form. (NOTE: Significant Activity Reports (Appendix-H) will still be submitted from other witnesses to the action that caused the DD Form 508 to be used.

(c) DD Form 508 will be turned in by the CCT SOG to the Battalion Operations upon the completion of shift.

(d) Battalion Operations will maintain files of all DD Form 508 concerning detainees.

(9) Battalion Operations will be informed by radio any time discipline is imposed. Battalion Operations will annotate this information on the operations staff journal.

(10) It should be remembered that many actions taken by Detainees that require discipline measures might also result in future criminal charges against the Detainee, thus the need for accurate and complete documentation.

(11) Other Requirements:

(a) Notification to the chain of command will be made for any situations involving unusual circumstances, the use of NLW or the use of the IRF. (NOTE: Any use of Non-Lethal Weapons requires that a Serious Incident Report (SIR) and a Significant Activities Report be submitted (Appendix-H).

(b) Moves to Isolation can be made by the CCT SOG IAW the discipline matrix but approval by one of the following: Battalion Operations Battle NCO or Battle Captain, the Battalion Operations SGM, the Battalion S-3, or Battalion Commander is required.

(c) When moves to isolation have been completed the Battalion Operations will be notified. This notification must include ISN number, reason for move, approving authority and length of discipline.

b. BEHAVIOR MANAGEMENT PROGRAM CONCEPT:

(1) The Behavior Management Program is a five level system of privileges based on the premise that a detainee's behavior determines the privileges they are allowed. As the detainee adapts to the rules of the camp, his conduct will earn him more privileges. Basic issue items, and authorized/unauthorized items and activities for each level of privileges are listed in tables at Table E-3. Detainee's qualified for level 1 privileges may also be eligible for additional items and activities not listed in tables.

(a) Level-1: Detainees receive a higher level of privileges than Level-2, and having spent a minimum of (45) day's incident free at Level-2.

(b) Level-2: Detainees at this level receive a higher level of privileges than Level-3 and having spent a minimum of (30) day's incident free at Level-3.

(c) Level-3: all detainees start at this level. Detainees at this level receive a higher level of privileges than Level-4. Detainees must spend a minimum of (30) day's incident free at this level before they can be considered for a move to a Level-2 status.

(d) Level-4: Detainees start this level serving time in isolation based upon the offense committed and IAW the discipline matrix at Enclosure-1 and 2. After serving required time in isolation, established by the discipline matrix, detainees will be moved to the compound designated for Level-4 behavior. Detainees must spend a minimum of (45) day's incident free in a Level-4 compound before they can be considered for a move to a Level-3 status.

(e) Level-5: Detainees will only be assigned this level for intelligence gathering purposes.

1. Detainees will receive privileges as determined by intelligence personnel after they have been coordinated through the Battalion Operations section.

2. If a detainee receiving privileges for intelligence purposes commits a disciplinary offense they are subject to losing those privileges and being moved to a level with fewer privileges.

(2) A detainee will change levels based on his behavior.

(3) A detainee must spend the required time incident free at a specific level before they can move to a level with more privileges. This is in order to prove his ability to function at a higher level of privileges.

(4) This Behavior Management Program will only work if all personnel involved adhere to the guidelines set forth in this SOP, mistakes made at any level of the procedures of this program can negatively affect the entire program.

c. **BEHAVIOR MANAGEMENT PROGRAM**

PROCEDURES:

(1) **Records:**

(a) All detainees interned at Camp Bucca will be identified on a roster IAW "Detainee Privilege Level Roster" example at Table E-4.

(b) Discipline matrix will be located in the IF at CCT Tents. CCT's will maintain the discipline logs for individual detainees assigned to respective compounds.

(c) Prior to the Review Board meeting a current detainee manifest will be obtained by operations administrative personnel from processing line. Operations administrative personnel will update Detainee Privilege Level Roster columns 1-4, as required to add new detainee's and remove transferred or released detainees. Provide a printed copy to Review Board OIC.

(2) **Review Board:**

(a) Will consist of (1) OIC (normally from operations section), (2) CCT SOG's and (1) administrative clerk from operations section.

(b) Board will meet every Saturday at 1300 hours. Location will be determined by board OIC.

(c) Steps For Conducting Board will be as follows:

1. Obtain updated Detainee Privilege Level Roster from Operations administrative personnel.
2. Using an updated Detainee Privilege Level Roster (example at Table E-4) board will screen all discipline logs located in IF CCT tents.

3. Annotate "YES" or "NO" as appropriate in column-5 "Infractions Since Assigned Current Level".

4. If column-5 was a "NO" then move on to the next detainee if column-5 was a "YES" then list the date of the last infraction.

5. If detainee has not had any disciplinary problems and the appropriate number of days has passed for them to be eligible to move to a higher privilege level, the board will place the comment "Move UP" in column-8 "Board Recommendation".

6. If detainee has had disciplinary problems add (30) days to the date of the "Date Of Last Infraction" in column-6. If the new date does not fall on a Saturday count forward to the next Saturday and that date will then be placed in column-7 "Date Eligible For Review".

7. If detainee is eligible to move up a privilege level annotate in column-9 "Privilege Level To Move To" the level they are authorized to move to.

8. Operations administrative clerk will update Detainee Privilege Level Roster on computer with remarks.

9. After Detainee Privilege Level Roster has been updated, perform a sort of all data by column-8 "Board Recommendation". Then print a roster of all detainee's who are eligible to move up a privilege level.

10. Roster of detainees eligible to move up a privilege level will be provided to CCT SOG who will be on shift the next day (Sunday) from 0600-1800.

11. After moves have been made CCT SOG will turn in roster to operations, updated to reflect the compounds the detainees are moved to. Operations administrative personnel will update information in the Detainee Privilege Level Roster in columns, 2, 3, 4, and 7

(3) **Moves:**

(a) CCT SOG will inform detainees who are listed on the movement roster that they are eligible to move.

(b) Detainee will be given the choice to either stay at his current level, (i.e. to stay with family members who are not eligible to move) or move to the next higher privilege level. (NOTE: If detainee wants to stay at the current level he will be informed that he will not be eligible to move to a higher privilege level until the next review period, normally that will be the following week).

(c) Detainees who are eligible to move up a privilege level will be given the choice to move to any compound that has been designated as a privilege level compound that they are eligible for.

(d) Detainees will not be authorized to move to a compound of less privileges.

(e) Move detainees to compounds they are authorized to move to, starting with the move of level-4 detainees to level-3, then level-3 to level-2, and level-2 to level-1.

TABLE E-1
List of Offenses

Utilize the UCMJ definitions for determining the elements of appropriate offenses in Enclosure 1 (assault, aggravated battery, sexual assault, etc.)

| List of Offenses | Severity Level |
|---|----------------|
| Offenses Against An MP/MWD | |
| Throw/Spit Body Fluids on/at MP (Battery) | 7 |
| Throwing Water/Food on/at MP (Battery) | 5 |
| Hitting/Kicking an MP (Battery) | 9 |
| Indecent Assault | 9 |
| Aggravated Battery of an MP | 10 |
| Simple Assault | 8 |
| Aggravated Assault of an MP | 10 |
| Offenses Against Another Detainee | |
| Throw/Spit Body Fluids at/on Detainee | 7 |
| Hitting/Kicking Another Detainee | 9 |
| Aggravated Battery/Assault of Another Detainee (Causing Physical Injury) | 10 |
| Exposure of Sexual Organs for Sexual Gratification | 2 |
| Possession of Dangerous Contraband (Shank, Club, Other Dangerous Item) | 9 |
| Failure to Follow Camp Rules | 1 |
| Damage to Property, Failure to Return Property, or Use of Property In an Offense | 3 |
| Failure to Follow MP Instructions | 1 |

| List of Offenses | Severity Level |
|--|----------------|
| Disorderly Conduct | |
| Inciting a Disturbance | 4 |
| Act Hostile or Threatening to MP/MWD | 3 |
| Coating Body With Body Fluids | 3 |
| Act Hostile or Threatening to Detainee | 3 |
| Fighting | 6 |
| Provoking Words and Gestures | 3 |
| Possession Of a Key | 5 |
| Sexual Relations | 5 |
| Attempt Escape | 8 |
| Escape | 10 |
| Unauthorized Communications | 1 |
| Possession Drugs/Alcohol | 8 |
| Tampering With Restraints | 2 |
| Tampering With Locks | 2 |
| Bribery/Attempted Bribery of MP | 7 |

TABLE E-1

TABLE E-2
Discipline Matrix

| Discipline Matrix (Cross-reference incident severity level with number of this offense) | First Offense | Second Offense | Third Offense | Fourth Offense | Fifth Offense | Sixth Offense | Seventh Offense |
|---|---------------|----------------|---------------|----------------|---------------|---------------|-----------------|
| Level 1 | 1 | 2 | 4 | 5 | 6 | 7 | 8 |
| Level 2 | 2 | 4 | 5 | 6 | 7 | 8 | 9 |
| Level 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Level 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| Level 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Level 6 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| Level 7 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| Level 8 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| Level 9 | 26 | 27 | 28 | 29 | 30 | 31 | 32 |
| Level 10 | 31 | 32 | 33 | 34 | 35 | 36 | 37 |

| | | |
|---|------------------------------|------------------------------|
| 1-Loss of cigarette rations, and police call X 3 days | | |
| 2- Loss of cigarette rations, police call, and clean water closets two times a day X 3 days | | |
| 3-Loss of cigarette rations, police call, and clean water closets two times a day X 5 days | | |
| 4-Loss of cigarette rations, police call, and clean water closets two times a day X 7 days | | |
| 5-Loss of cigarette rations, police call, and clean water closets two times a day X 15 days | | |
| 6- Maximum security X 3 days | | |
| | | |
| 7- Combine 6 & 1 | 18- Maximum security 10 days | 29- Combine 26 & 3 |
| 8- Combine 6 & 2 | 19- Combine 18 & 1 | 30- Maximum security 30 days |
| 9-Combine 6 & 3 | 20- Combine 18 & 2 | 31- Combine 30 & 1 |
| 10-Maximum security X 5 days | 21- Combine 18 & 3 | 32- Combine 30 & 2 |
| 11- Combine 10 & 1 | 22- Maximum security 15 days | 33- Combine 30 & 3 |
| 12- Combine 10 & 2 | 23- Combine 22 & 1 | 34- Maximum security 30 days |
| 13-Combine 10 & 3 | 24- Combine 22 & 2 | 35- Combine 34& 1 |
| 14- Maximum security 7 days | 25- Combine 22& 3 | 36- Combine 32&2 |
| 15- Combine 14 & 1 | 26- Maximum security 20 days | 37- Combine 34 & 3 |
| 16- Combine 14 & 2 | 27- Combine 26 & 1 | |
| 17- Combine 14& 3 | 28- Combine 26 & 2 | |

TABLE E-3
Authorized Privileges

| BASIC ISSUE ITEMS | | | | |
|---|----------------|----------------|----------------|----------------------------------|
| | LEVEL-1 | LEVEL-2 | LEVEL-3 | LEVEL-4 |
| <i>Required items for detainee possession (unless taken for medical/psychology reasons – must be approved for removal by medical officer)</i> | | | | |
| Sleeping Bag | 1 | 1 | 1 | 1 |
| Blankets | 2 | 2 | 2 | 2 |
| Sleeping Mat | 1 | 1 | 1 | 1 |
| Socks | 2 | 2 | 2 | 2 |
| T-shirt | 2 | 2 | 2 | 2 |
| Underwear | 2 | 2 | 2 | 2 |
| Shower Shoes (Flip Flops) | 1 | 1 | 1 | 1 |
| Bath Towels | 2 | 2 | 2 | 2 |
| Jump Suit | 2 | 2 | 2 | 2 |
| AUTHORIZED/UNAUTHORIZED PRIVILEGES | | | | |
| | LEVEL-1 | LEVEL-2 | LEVEL-3 | LEVEL-4 |
| <i>Required items for detainee possession (unless taken for medical/psychology reasons – must be approved for removal by medical officer)</i> | | | | |
| ISN Headcounts | 2/day | 2/day | 2/day | 3/day |
| Compound Holding Area Concertina Wire | NONE | YES | YES | YES |
| Curfew | NONE | 2400-0300 | 2400-0300 | 2100-0300 |
| Talking To Another Compound | YES | YES | YES | NO |
| Visitation | YES | YES | YES | YES (Restricted) |
| Shower Times Per Day | 2 | 2 | 2 | 1 |
| Tea (Chi) | YES | YES | YES | ISO: 1 Cup/Day 12D: 2 Cup/Day |
| Jumpsuit | NOT REQ | NOT REQ | NOT REQ | REQUIRED |
| Allowed To Wear Civilian Clothes At Visitation | YES | NO | NO | NO |
| Own Wash Bucket | YES | NO | NO | NO |
| Cigarettes Allowed (Ration) | YES | YES | YES | NO |
| Cigarettes Allowed (Work Detail) | YES | YES | YES | YES (Limited) |
| Holding Area (No Concertina) | YES | NO | NO | NO |
| Water Bottles | 4 | 4 | 3 | 2 |
| Lighters (In Compound/From Visitors) | YES | YES | YES | NO |
| Authorized Radios | YES | NO | NO | NO |
| Picnic Tables/Benches/Shaded Area | YES | NO | NO | NO |
| Mirrors | YES | NO | NO | NO |
| Electric Hair Clippers | YES | NO | NO | NO |
| Paper/Pens/Pencils | YES | YES | NO | NO |
| Games (Chess/Checkers/Cards) | YES | YES | YES | NO |
| Soccer/Volley Balls | YES | YES | YES | NO |
| Horseshoes | YES | NO | NO | NO |
| Soccer & Volley-Ball Competitions | YES | YES | NO | NO |
| Chalkboard | YES | YES | NO | NO |
| Allowed Literature Material: | | | | |
| Magazines | YES | YES | NO | NO |
| English/Arabic Dictionary | YES | YES | YES | NO |
| Books (From Family) | YES | YES | YES | NO |
| Pictures & Letters | YES | YES | YES | YES |
| Art Supplies (Drawing Pads, Butcher Paper, Colored Pencils) | YES | NO | NO | NO |
| Movie Night (Saturday) | YES | NO | NO | NO |

This Form Is To Notify You Of Disciplinary Action Against You For The Identified Offense:

ISN: (_____)

OFFENSE: (_____)

Discipline Imposed:

| | DAYS | | | | | | |
|---|----------|----------|----------|-----------|-----------|-----------|-----------|
| | 3 () | 5 () | 7 () | 10 () | 15 () | 20 () | 30 () |
| Loss of Cigarette Rations, and Trash Pickup | | | | | | | |
| Clean Toilets | | | | | | | |
| Isolation | | | | | | | |

This Form Is To Notify You Of Disciplinary Action Against You For The Identified Offense:

ISN: (_____)

OFFENSE: (_____)

Discipline Imposed:

| | DAYS | | | | | | |
|---|----------|----------|----------|-----------|-----------|-----------|-----------|
| | 3 () | 5 () | 7 () | 10 () | 15 () | 20 () | 30 () |
| Loss of Cigarette Rations, and Trash Pickup | | | | | | | |
| Clean Toilets | | | | | | | |
| Isolation | | | | | | | |

This Form Is To Notify You Of Disciplinary Action Against You For The Identified Offense:

ISN: (_____)

OFFENSE: (_____)

Discipline Imposed:

| | DAYS | | | | | | |
|---|----------|----------|----------|-----------|-----------|-----------|-----------|
| | 3 () | 5 () | 7 () | 10 () | 15 () | 20 () | 30 () |
| Loss of Cigarette Rations, and Trash Pickup | | | | | | | |
| Clean Toilets | | | | | | | |
| Isolation | | | | | | | |

Appendix F
Intelligence Collection Plan

E-1 The Intelligence Collection Plan at Tables F-1 to F-4 will be used by all personnel performing missions in support of Detainee Operations at the Camp Bucca, Internment Facility. Any time a situation occurs that is considered a reportable incident it will be immediately reported to the Battalion S-2 on a Significant Activities Report or a SPOT Report.

| Camp Bucca, Iraq Internment Facility Collection Plan | | T = TASKED R = REQUESTED O = REPORT AS OBSERVED N = NOT CAPABLE | INTERNMENT FACILITY | | | | | | | | | | | BASE CAMP DEFENSE | | | | | | | | |
|--|---|--|---------------------|---------|-----|-----------------|--------------------|----------------|------------------|-----------------|------------|--------|----------|-------------------|-----------|------------|-----|-----|-----|---------------|------------------|---|
| PIR | Specific Intelligence Requirements (SIR) | NAI | S-2 | CCT SOG | CTT | Medical Section | Processing Section | Supply section | Security SOG/OIC | IF Tower Guards | IRF/Escort | Rovers | IF ECP's | Shaiba Guards | Burma ECP | Corona ECP | QRF | ASO | SOG | Convoy Escort | Perimeter Towers | |
| 1. Who, when, where and what methods will detainees use to attempt to escape Camp Bucca? | 1.A. Identify how detainees will attempt to escape. | | T | T | T | O | O | O | T | T | T | T | O | O | N | N | N | N | N | N | N | N |
| | 1.B. Identify leaders who will try and organize an escape. | | T | T | T | O | O | O | T | T | T | T | O | O | N | N | N | N | N | N | N | N |
| | 1.C. Identify weaknesses in the compound perimeter where escapes could occur. | | O | T | T | O | O | O | T | T | T | T | O | O | N | N | N | N | N | N | N | N |
| | 1.D. Identify weaknesses in the internment facility perimeter where escapes could occur. | | O | T | T | O | O | O | T | T | T | T | O | O | N | N | N | N | N | N | N | N |
| | 1.E. Identify alterations within the compound which could facilitate an escape attempt. | | O | T | T | O | O | O | T | T | T | T | O | O | N | N | N | N | N | N | N | N |
| | 1.F. identify weaknesses in the internment facility operations, which could facilitate an escape attempt. | | O | T | T | O | O | O | T | T | T | T | O | O | N | N | N | N | N | N | N | N |
| | 1.G. Identify opportune times when detainees may attempt an escape. | | T | T | T | O | O | O | T | T | T | T | O | O | N | N | N | N | N | N | N | N |
| | 1.H. Identify inter compound communication methods, which may aid escape attempts. | | O | T | T | O | O | O | T | T | T | T | O | O | N | N | N | N | N | N | N | N |
| | 1.I. Identify KBR employees who may communicate or assist detainees to escape. | | T | T | T | O | O | O | T | T | T | T | O | O | N | N | N | N | N | N | N | N |
| | 1.J. Identify evidence of tunneling activity. | | O | T | T | O | O | O | T | T | T | T | O | O | N | N | N | N | N | N | N | N |
| | 1.K. Identify materials, which could be used in an escape attempt. | | O | T | T | O | O | O | T | T | T | T | O | O | N | N | N | N | N | N | N | N |

TABLE F-1

| Camp Bucca, Iraq Internment Facility Collection Plan | | T = TASKED R = REQUESTED O = REPORT AS OBSERVED N = NOT CAPABLE | INTERNMENT FACILITY | | | | | | | | | | | BASE CAMP DEFENSE | | | | | | | | |
|--|---|--|---------------------|---------|-----|-----------------|--------------------|----------------|------------------|-----------------|------------|--------|----------|----------------------|-----------|------------|-----|-----|-----|---------------|------------------|---|
| PIR | Specific Intelligence Requirements (SIR) | NAI | S-2 | CCT SOG | CTT | Medical Section | Processing Section | Supply section | Security SOG/OIC | IF Tower Guards | IRF/Escort | Rovers | IF ECP's | Shaiba Guards | Burma ECP | Corona ECP | GRF | ASO | SOG | Convoy Escort | Perimeter Towers | |
| 2. Who, when where and what methods will be used by the detainees to disrupt internment facility operations? | 2.A. Identify small group leaders within compounds? | | T | T | T | O | O | O | T | T | T | T | O | O | N | N | N | N | N | N | N | N |
| | 2.B. Identify repetitive troublemakers, fighters and complainers. | | T | T | T | O | O | O | T | T | T | T | O | O | N | N | N | N | N | N | N | N |
| | 2.C. Identify organizers or group leaders of protests and riots. | | T | T | T | O | O | O | T | T | T | T | O | O | N | N | N | N | N | N | N | N |
| | 2.D. Identify which detainees threaten MP's or other detainees. | | T | T | T | O | O | O | T | T | T | T | O | O | N | N | N | N | N | N | N | N |
| | 2.E. Identify mentally ill detainees. | | O | T | T | T | O | O | T | T | T | T | O | O | N | N | N | N | N | N | N | N |
| | 2.F. Identify materials in compound, which could assist in an attack or demonstration. | | O | T | T | O | O | O | T | T | T | T | O | O | N | N | N | N | N | N | N | N |
| | 2.G. Identify alterations made in compound by detainees. I.e. flooring, tents, ropes, sandbags, etc | | O | T | T | O | O | O | T | T | T | T | O | O | N | N | N | N | N | N | N | N |
| | 2.H. Identify members of formal or informal meetings/demonstrations or suspicious activity. | | T | T | T | O | O | O | T | T | T | T | O | O | N | N | N | N | N | N | N | N |

TABLE F-2

| Camp Bucca, Iraq Internment Facility Collection Plan | | T = TASKED R = REQUESTED O = REPORT AS OBSERVED N = NOT CAPABLE | INTERNMENT FACILITY | | | | | | | | | | | BASE CAMP DEFENSE | | | | | | | | |
|---|--|--|---------------------|---------|-----|-----------------|--------------------|----------------|------------------|-----------------|------------|--------|----------|----------------------|-----------|------------|-----|-----|-----|---------------|------------------|---|
| PIR | Specific Intelligence Requirements (SIR) | NAI | S-2 | CCT SOG | CTT | Medical Section | Processing Section | Supply section | Security SOG/OIC | IF Tower Guards | IRF/Escort | Rovers | IF ECP's | Shaiba Guards | Burma ECP | Corona ECP | QRF | ASO | SOG | Convoy Escort | Perimeter Towers | |
| 3. Who, when, where and what methods will be used throughout the AO to disrupt convoy escort security missions? | 3.A. What ACF elements are operating in MND SE AO? | | T | N | N | N | N | N | N | N | N | N | N | O | O | O | O | O | O | O | O | O |
| | 3. B. What ACF groups are targeting convoys operating to and from Camp Bucca? | | T | N | N | N | N | N | N | N | N | N | N | O | O | O | O | O | O | O | O | O |
| | 3.C. Identify and report suspicious vehicles and armed individuals. | | T | N | N | O | N | O | N | N | N | N | N | O | T | T | T | T | T | T | T | T |
| | 3.D. Identify and report suspicious activity along MSR & ASRs. | | T | N | N | O | N | O | N | N | N | N | N | O | T | T | T | T | T | T | T | T |
| | 3.E. Identify and report any surveillance directed against Camp Bucca or Coalition Forces Convoys. | | T | N | N | O | N | O | N | N | N | N | N | O | T | T | T | T | T | T | T | T |

TABLE F-3

| Camp Bucca, Iraq Internment Facility Collection Plan | | T = TASKED R = REQUESTED O = REPORT AS OBSERVED N = NOT CAPABLE | INTERNMENT FACILITY | | | | | | | | | | | BASE CAMP DEFENSE | | | | | | | | |
|--|---|--|---------------------|---------|-----|-----------------|--------------------|----------------|------------------|-----------------|------------|--------|----------|----------------------|-----------|------------|-----|-----|-----|---------------|------------------|---|
| PIR | Specific Intelligence Requirements (SIR) | NAI | S-2 | CCT SOG | CTT | Medical Section | Processing Section | Supply section | Security SOG/OIC | IF Tower Guards | IRF/Escort | Rovers | IF ECP's | Shaiba Guards | Burma ECP | Corona ECP | QRF | ASO | SOG | Convoy Escort | Perimeter Towers | |
| 4. Who, when, where and what methods will be used to disrupt or attack Camp Bucca? | 4.A. Identify and report any demonstrations in the vicinity of Camp Bucca or in Umm Qasr. | | T | N | N | O | N | O | N | N | N | N | N | O | T | T | T | T | T | T | T | T |
| | 4.B. Identify how and when will ACF attack Camp Bucca. | | T | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O |
| | 4.C. Identify ACF actively planning attacks against Camp Bucca. | | T | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O |
| | 4.D. Identify who is providing the ACF with Intelligence and weapons. | | T | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O |
| | 4.E. Identify and report suspicious activity around the perimeter of Camp Bucca. | | T | O | O | O | O | O | O | O | O | O | O | O | O | T | T | T | T | T | T | T |

TABLE F-4

Appendix G Key Control

G-1

a. This appendix establishes guidelines, procedures, policies, and measures to ensure efficient implementation of key control at the Camp Bucca, Iraq Internment Facility.

b. A Key Custodian will be appointed to maintain accountability for operational keys used in the operation of Camp Bucca. The Key Custodian will also ensure that alternate key custodians are designated to issue, receive, and account for keys and that they clearly understand key control procedures. The key custodian should be concerned with the following:

- (1) Overall supervision of key control program.
- (2) Inventories, inspections/regulation of keys/locks.
- (3) Custody of master/control keys, if applicable.
- (4) Conduct investigation of lost keys to include pecuniary liability.

(5) Records maintenance.

c. **Key Custodian/alternate:**

- (1) Maintain a record of Keys by serial number shown on DA Form 5513-R .
- (2) Location of lock/key.
- (3) Total number of keys on hand/issued.
- (4) Certificate and/or DA Form 2062 to whom issued.
- (5) Prepare/maintain key control registers IAW ARs referenced in paragraph-1, and retain on file for one (1) year.
- (6) Inventory all keys semi-annually, or more often if required, IAW ARs referenced in paragraph-1.
- (7) Retain keys in a locked 20 or 26-gauge key control container when not in use.
- (8) Ensure keys have been turned in and/or accounted for daily.
- (9) Maintain key control register for personnel provided with keys.

d. **Key Control Register:**

- (1) Keys will be signed out to authorize personnel as needed on a key control register. (DA Form 5513-R Key Issue and Turn-in) section will be utilized for this purpose.
- (2) The key control register will contain the identification number of the key, date, and hour issued, signature of the recipient, and the signature of the individual receiving the returned key.
- (3) Keys will be identified by serial number. Key/Tab numbers will correspond with the key control register.

e. **Key Access Roster:**

- (1) A roster of all personnel authorized access to keys will be maintained at all times.
- (2) The key access roster is made out by name, duty position and keys that the individual has access to.
- (3) A copy of the key access roster is maintained with the key control register.

f. **Key And Lock Accountability:**

- (1) Keys to locks in use (i.e. Detainee Cells, Shackles, Sally Ports), will be spot checked periodically to determine if keys are in possession of the individuals who are signed for them.
- (2) When a key to a padlock is found to be broken, the key will be accounted for and will be replaced if additional keys are available.
- (3) When a key to a padlock is found to be missing, or broken and no additional keys are available, the lock will be replaced.

g. **Key Issue Procedures:**

(1) **Security Sergeant of The Guard (SOG):**

- (a) During shift change the current S SOG will sign over the Key Box key for Key Box-1 and the individual keys located in Key Box-1 on DA Form 5513-R to the oncoming Security SOG.
- (b) DA Form 5513-R is maintained in binder located in Key Control Book in the West Sally Port Guard Shack.
- (c) When DA Form 5513-R is completely filled out start a new form and turn completed form in to battalion operations section. (Maintain DA Form 5513-R for (1) year).

(2) **CCT Sergeant Of The Guard (CCT SOG):**

- (a) During shift change, the current CCT SOG will sign over the Key for Keybox-2 and the individual keys located in Key Box-2.
- (b) Keys will be signed for on DA Form 5513-R. DA Form 5513-R is maintained in binder located in Key Control Book in the West Sally Port Guard Shack.

(c) When DA Form 5513-R is completely filled out start a new form and turn in used form to battalion operations. (Maintain DA Form 5513-R for (1) year).

(d) When DA Form 5513-R are turned in from CCT NCOIC's the form will be filed in the battalion TOC.

(3) **Compound Control Team NCOIC:**

(a) During shift change the current shift CCT NCOIC's will sign over the Compound Keys to the on-coming CCT NCOIC's on DA Form 5513-R maintained in binder located in the CCT Tent.

(b) When DA Form 5513-R is completely filled out start a new form and turn in completed form to current CCT SOG.

(c) Will maintain all cell, shower or sally port keys on his/her person continuously.

(d) When unlocking a cell, shower or sally port the NCOIC and/or Senior Compound Guard and/or Compound Guard will maintain physical control of the keys. At no time will the gate/door be pushed open with the key still in it and unsecured.

(4) **Senior Compound Control Team Guard:**

(a) The senior compound guard may take possession of cell, shower and sally port keys while Compound NCOIC is not present.

(b) Will maintain continuous custody of the cell, shower and sally port keys. If not present keys will be given to a Guard.

(c) When unlocking a cell, shower or sally port the NCOIC and/or Senior Compound Guard and/or Compound Guard will maintain physical control of the keys. At no time will the door be pushed open with the key still in it and unsecured.

(5) **Compound Guard:**

(a) May take possession of cell, shower and sally port keys while the Compound NCOIC and Senior Compound Guard are not present.

(b) Will maintain continuous custody of the cell, shower and sally port keys until the CCT NCOIC or Senior Compound Guard returns.

(c) When unlocking a cell, shower or sally port the NCOIC and/or Senior Compound Guard and/or Compound Guard will maintain physical control of the keys. At no time will the door be pushed open with the key still in it and unsecured.

(6) **Entry Control Point (ECP) Sally Port Operators:**

(a) During shift change the current ECP Sally Port Operator will sign over the Sally Port Keys to the on-coming ECP Sally Port Operator on DA Form 5513-R maintained in binder located at Sally Port.

(b) When DA Form 5513-R is completely filled out start a new form and turn in completed form to the S SOG.

(c) Will maintain continuous custody of Sally Port keys at all times unless relieved by another guard.

(d) When unlocking a Sally Port the Sally Port Operator will maintain physical control of the keys. At no time will the gate be pushed open with the key still in it and unsecured.

h. **Emergency Procedures:**

(1) Upon loss of control of a detainees, (i.e. riot) the Compound NCOIC will immediately transfer custody of all cell keys to the control of the Senior Compound Guard or Compound Guard, through the Compound Sally Port if within the compound.

(2) In the event that a key is misplaced or lost the following procedures will take place:

(a) CCT NCOIC will immediately notify the CCT SOG of the situation.

(b) The Compound will immediately go to 100% lockdown.

(c) The QRF team will be notified to be on the ready in the event of a compromise.

(d) An immediate search of the compound area will start; this search will include but is not limited to, any one area within Camp Bucca.

(e) A search will take place of all Compounds. This search will be conducted and supervised by CCT SOG.

(f) If keys are still compromised a 100% lock down of Camp Bucca will take place and all shower and appointments will be canceled until the keys are found.

(g) The CCT SOG will notify the BN S-3 Operation Officer and/or Commander if, after (4) above has been completed and the key(s) are still missing.

Appointment Key Control Custodian/Alternates:

**DEPARTMENT OF THE ARMY
105TH MILITARY POLICE BATTALION (EPW/CI)(I/R)
CAMP BUCCA**

(190)

30 October 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Camp Bucca Internment Facility Key Control Custodian/Alternates.

1. Effective 30 October 2004, the following individuals are assigned the duties and responsibilities of the above Command Emphasis Area:

POSITION STATUS

BN S-3 PRIMARY
Camp Bucca CCT SOG ALTERNATE
Camp Bucca Senior Compound Guard ALTERNATE

2. Authority: AR 190-51, Appendix D, para D-2.
3. Purpose: To ensure that the proper controls are maintained related to Keys used at Camp Bucca.
4. Period: Indefinite or until officially relieved or reassigned.
5. Special Instructions: You are to familiarize yourself with AR 190-13, and AR 190-51.

T. PAUL HOUSER
LTC, MP
Battalion Commander

DISTRIBUTION:
1-BN OPS
1-Key Control Book

FIGURE G-1

**Appendix H
Significant Activities Report**

| SIGNIFICANT ACTIVITIES REPORT | | | | |
|---|------|----------|--------------------|----------------|
| COMPOUND _____ | | | | DATE _____ |
| SHIFT _____ | | | | UNIT _____ |
| TIME | ISN# | LOCATION | ACTIVITY OR ACTION | |
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| IN THE BOTTOM SECTION LIST THE ISN OF DETAINEES THAT FIT THE DESCRIPTION IN THE ABOVE SECTION. NOTE ANY ACTION OR REASONS THAT SUPPORT YOUR CONCLUSIONS. | | | | |
| COMPOUND LEADERS | 1 | 2 | 3 | 4 |
| COMPOUND REPRESENTATIVES | 1 | 2 | 3 | 4 |
| PRAYER LEADERS | 1 | 2 | 3 | 4 |
| LOOKOUTS | 1 | 2 | 3 | 4 |
| INSTIGATORS | 1 | 2 | 3 | 4 |
| COMPOUND GUARD _____ | | | | PRINTED: _____ |
| CAMP NCOIC _____ | | | | PRINTED: _____ |