

**CAMP DELTA—GTMO**  
**STANDING OPERATING PROCEDURES**

**APPLICABILITY.** This procedure applies to all military and civilian personnel assigned to or working at Camp Delta.

Rev 11Nov02

**1. REFERENCES:**

- a. FM 3-19.40 Military Police Internment/Resettlement Operations, 01 Aug 2001
- b. FM 27-10 The Law of Land Warfare, 18 Jul 1956, Change-1, 15 Jul 1976
- c. AR 190-8 Enemy Prisoners of War, Retained Personnel, Civilian Internees and Other Detainees, 10 Jan 1997

a. 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; carry out all general orders for a sentry on post, and wear the uniform of the day.

**2. PURPOSE.** The purpose of this Standing Operating Procedures (SOP) is to disseminate information, instructions, and procedures to govern the operation of the Camp Delta.

**3. BACKGROUND.** As authorized and directed by the references, Camp Delta 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.

**4. INFORMATION.** 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 facility.

**5. MISSION.** The mission of the security force is to provide control and custody of persons detained at Camp Delta. Security is every soldier's primary duty. The guidelines set forth in this SOP establish a structured, controlled, and safe environment for all personnel and the public community.

b. The control of detainees is facilitated by the fair, firm, and impartial enforcement of rules and regulations. Custody and control measures maintain good order and discipline and protect the welfare of all personnel and detainees alike. Supervisors must know where assigned detainees are and what they are doing at all times.

c. Supervision of detainees consists of much more than observing detainee conduct and activity. Supervision includes searching the detainee's person, his billeting areas, conducting counts, conducting night inspections of billeting areas, and maintaining a high level of alertness to prevent escapes, violence, sexual incidents or other disturbances.

d. Security is a series of checks and balances performed at various levels both internal and external to the facility. It requires all personnel to continually maintain an effective working knowledge of rules, regulations, and special orders; maintain constant vigilance throughout their daily duties; review/evaluate procedures and initiate recommendations to proper authority for improvements.

**6. ACTION.** All personnel who work at or are assigned to Camp Delta, will be familiar with, comply with, and be guided by this order. Officers in charge of sections will publish supplementary instructions required to ensure compliance and to provide effective operation in the performance of their mission.

**7. AUTHORITY.** The Commander, Joint Detention Operations Group (JDOG) 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 Delta. CJDOG 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 Delta.

**8. RESPONSIBILITY.** All military and civilian personnel assigned, attached to, or employed by Camp Delta will be familiar with and conform to the Standards of Conduct prescribed by this policy. 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. All military and civilian personnel assigned to, having access to, or working at the Camp are required to read and adhere to the standards set forth in this policy. Contractor and vendor personnel must strictly comply with the rule against bringing items into or taking items out of the Camp for detainees. All personnel, who enter Camp Delta pursuant to sales, service, delivery, or other reasons, are subject to the intent and provisions of this policy.

**9. ENFORCEMENT. THIS POLICY IS PUNITIVE.** A violation of any provision of this policy may provide a basis for appropriate administrative or judicial/disciplinary

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action under the UCMJ, or appropriate military/civilian personnel regulations, ejection from Camp Delta, and/or denial of entry.

**10. DISTRIBUTION:** All units will be provided a copy of all Camp Delta SOPs. All personnel working within Camp Delta 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 Delta. Failure to adhere to the provisions of any Camp Delta SOP is subject to UCMJ. Recommended changes to policies, procedures, and programs may be submitted by any staff member to the JDOG through the Facility Commander. All revisions or additions to this SOP will be approved by the Commander and disseminated to all appropriate personnel and, when appropriate, 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.

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

**12. DESIGNATION:** Radio Range Detention Facility (RRDF) refers the Camp Delta (Delta I and Delta II) and the Detainee Hospital. Camp Delta includes Delta

I, Delta II. Delta I and Delta II are used to describe the major Detainee holding sections of Camp Delta, not including the Detainee Hospital.  
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#### CHAPTER 1—FAMILIARIZATION

**1001. AUTHORITY.** The Commanding Officer (CJDOG) of Camp Delta is guided in his duties by the references and other published and verbal orders from higher authority, JTF-GTMO. The Commanding Officer is responsible for all operational considerations and for all facility related administrative matters.

This Order is not all inclusive of the guidance directed by the Commanding Officer for daily operations of the facility. All procedures for operations will be in writing and approved by the Commanding Officer. Policy Memorandums will be used during the interim of major changes to this and other SOPs used in the operation of Camp Delta.

**1002. CONFINEMENT PHILOSOPHY.** 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. 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.

**1003. FACILITY CERTIFICATION.** The Commanding General, JTF GTMO and higher authority have approved Camp Delta, GTMO, Cuba as a regional confinement facility. The facility's designated capacity is 816 detainees.

a. Confinement Areas. The facility has nineteen areas for confining the population of detainees. Blocks A through H, K through M, and P through R consist of a total of 48 cells each. Blocks I, N and S consist of 24 maximum-security cells each. Block O and T consist of 36 maximum-security cells each.

a. **Command Level.** The following duty positions are at the command level:

(1) Deputy Facility Commander. The Deputy Facility Commander (DFC) of Camp Delta shall be responsible for all matters concerned with the operation of the facility. The Commanding Officer is exempt from assignment to duties such as Duty Officer.

(2) Duty Officer. The Duty Officers (O-1 or above) shall be assigned to a duty shift and shall be responsible for the day-to-day humane care, custody, discipline, safety, welfare, and confinement of all

**1004. STAFFING.** These positions include the command level, internal security and external security. All personnel assigned to Camp Delta, regardless of MOS or military service affiliation, will receive training in confinement procedures prior to assumption of duties in the facility.

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detainees. In the event the situation requires immediate action, the Duty Officers will take appropriate action and then advise higher authority as soon as possible. The Duty Officers will make rounds throughout the facility and sign the logbooks located on each post. Prior to the end of shift, the Duty Officers will review and sign the daily journal maintained by the command post of each camp.

(3) Guard Commander. The Guard Commander (E-7 or above) shall be assigned to a duty shift to which his/her respective company is assigned. During his/her shift, the Guard Commander is responsible for the daily operation of his/her respective camp. He/she is directly responsible to the Duty Officer.

(4) 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 Delta.

(5) 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 Delta.

(1) Block NCO

(2) Guard Commander

(3) Duty Officer

- (4) Deputy Facility Commander
- (5) JDOG Commander
- (6) JTF-GTMO Commander

b. Chain-of-Command. The Chain-of-Command will be as follows:

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 Duty Officer.

**1005. 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.

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- (1) Guns or firearms of any type.
- (2) Explosives or munitions.
- (3) Chemical components or incendiary devices.
- (4) Knives.
- (5) Unauthorized handcuff keys.
- (6) Drugs or narcotics without a prescription.
- (7) Intoxicants/alcoholic beverages.
- (8) Currency (not on person).
- (9) Razor blades.
- (10) Obscene material.
- (11) Photographic equipment (unless approved by proper authority.)
- (12) Recording devices (unless approved by proper authority.)
- (13) Extra clothing not worn on the job site

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. All soldiers will carry the "US SOUTHCOM Human Rights Standing Orders" card on them at all times.

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

d. Use of Force. Personnel will not strike nor lay hands upon a detainee except in self-defense, to prevent a serious injury to a person or property, to quell a disturbance, or for purposes of escorting or searching a detainee. In such cases, only the amount of force necessary to bring the situation under control should be exercised. Deadly force will only be imposed for self- defense or to prevent grave injury or possible death to any persons on or near the facility, attempted escape and/or by the order of the Commanding General. All uses of force will be reported immediately to the Duty Officer. All soldiers will follow the JTF-160 ROE/RUF dated 09 Jan 02. All personnel will carry JTF-160 ROE/RUF card at all times.

e. Alertness. Personnel will be alert to detect and prevent a detainee from escaping or harming personnel within the camp.

f. 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:

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(14) Food products.

(15) Cell phones.

(16) Handbags, duffel bags, and book bags (unless required by mission and approved by proper authority.)

(1) BDUs, sleeves down

(2) BDU patrol cap

(3) Appropriate civilian attire (select personnel)

(4) MP Brassard for MPs only

(5) Camelbak or similar container, or stripped pistol belt with canteen

(6) Pen and paper

(7) Whistle in pocket or clipped on pocket (no lanyard)

g. Social Contact. Personnel will only interact with detainees on official business that is essential for mission accomplishment. Personnel will not fraternize with detainees nor accept personal favors or services.

h. 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.

i. 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.

j. Privacy of Information. The privacy of information applies to all information concerning any of the detainees or of the facility procedures and security. Personnel will discuss information only with authorized personnel requiring this information in the performance of their official duties. Permission to release information will be obtained by the Duty Officer or higher authority. Personnel will not discuss facility activities, operations or Detainee information in public areas where they may be overheard.

k. Appearance. Duty personnel will maintain a high standard of military bearing and appearance. Guard Commander will ensure proper performance of duties through professionalism, training, effective communication, leadership, teamwork and discipline. Personnel will set the example in conduct and performance on and off duty. The duty uniform for personnel on duty at Camp Delta is the following:

l. 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. Personnel are authorized to utilize "field expedient" weapons under situations of extreme danger when other efforts have failed or are unfeasible and it is necessary to prevent the death or severe bodily injury to themselves or other personnel, including Detainees. The only exception to this policy is in the event of escape, riot or disorder and then only when directed by competent authority. Competent authority is the JTF-GTMO Commanding Officer, JDOG Commander, Camp Delta Commanding Officer and Duty Officer.

m. Substance Abuse. Personnel will not partake of or consume any substance that will or could alter one's normal behavior within eight hours 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.

**1006. USE OF FORCE. All incidents of use of force on a Detainee will be documented.** This documentation will include the circumstances surrounding the incident, extent of injuries sustained by U.S. personnel or Detainees, description of type and level of force, reason for use of force and care provided after the use of force (OC decontamination, medical treatment, etc.)

**1007. 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.

## **Chapter 2—CP OPERATIONS**

### **2001. COMMAND POST OPERATIONS.**

1. The Camp Command Post (CP) is the focal points for all facility security and control operations and is the nerve center of the facility. It is from here that all detainee movements are directed, controlled and accounted for; that all keys are controlled and accounted for; where entry and exit of all detainees are accounted for and where emergency equipment is stored. The Deputy Facility Commander, Duty Officer and Guard Commander will use this area as their offices during normal working hours.

a. The Command Post will be occupied at all times during normal operations. Access is limited to those assigned to the command post for duty. Detainees will not be allowed in the CP building for any reason. ICRC personnel will not be allowed past the front tables in the CP.

b. The CP will be the visitation checkpoint for all visitors coming into the facility. All persons requesting access to the facility must have a valid reason to be there (Chaplain visits, special VIP guests, etc). All personnel must have positive identification with a picture I.D. and must have authorization from the Commanding Officer. No visitors will enter the facility without express authorization from the Camp Commander and/or Commanding Officer or higher



authority. All visitors must sign into the visitation logbook located at Sally Port #1.

All visitors without appropriate clearance will be escorted.

- a. Strict control and continuous records management is critical to ensure thorough accountability of all information concerning detainee records, other administrative documents, and accountability of equipment. The Privacy Act and Freedom of Information Act concerning divulging of information, either telephonically or in hard copy, will be strictly complied
2. The CP will activate the notification matrix when directed by the DFC. He will monitor and maintain control over all facility radio communications and key control. The Detainee Alpha Roster Binder (information including picture/personal data/discipline history/DD 509s) will be kept and maintained by the Admin NCO.

### **2002. ADMINISTRATIVE OPERATIONS.**

1. **ADMINISTRATIVE RECORDS.** The Administrative Section is accountable to the Commanding Officer for all detainee records, correspondence concerning detainment and administrative correspondence as required by operational demands and control of internal facility orders and memorandums.

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with. Much of the operation and administrative records of Camp Delta are classified or secret and will be safeguarded as such. Personnel will not authorize release of information to the media. All requests will be referred to the Commanding Officer for action. Receipt of detainee records by Personnel with a "Need-to-Know" or administrative update is permitted. However, only the Commanding Officer or higher authority will authorize duplication of these records or relative correspondence. The record will not be removed from the facility without authority from the Commanding Officer. Detainees will not review nor have access to records.

b. The following personnel are considered Personnel with a need to know and are authorized access to the detainee records during the performance of their duties:

- (1) JDOG S-1/2/3 section personnel
  - (2) Deputy Facility Commander
  - (3) Duty Officer
  - (4) Guard Commander
  - (5) Admin personnel
  - (6) Other personnel as approved by appropriate authority
4. Open FORM FLOW program from the desktop.
  5. Open form A3997.FRZ.
  6. Insert CP Ops Diskette (Some units may elect to provide their own diskettes or use the C drive to store files).
  7. Go to DATA, OPEN DATA and open the file for your company. Example: C:\FORMFLOW\UNIT#.dbf. This file contains your company's default information. If you do not have a default file, open the file from another company, change the data to correspond to your company and then immediately go to DATA, SAVE DATA AS and create a new name such as C:\FORMFLOW\UNIT#.dbf, corresponding to your company.

8. Immediately go to DATA, SAVE DATA AS and save your existing file either to a different file name on the C drive or to the A drive. Example: A:\UNIT#.dbf. Click "OKAY", then "CURRENT RECORD" and the "OVERWRITE" as they appear.

9. The sheet will go blank. Go to DATA, DATA OPEN and open the new file that was just created.

#### **18. MILITARY POLICE DESK BLOTTER.**

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10. Enter the proper header information including the Deputy Facility Commander, Duty Officer, Guard Commander, Admin. Personnel and RTO.

11. Begin entering data such as detainee movement, work order requests, notable problems, head count, refusals for medical, chow, showers, rec., uniform change and linen, discipline actions, etc.

12. To save the data, go to DATA, UPDATE RECORD.

13. To start an additional page, use the arrows in the upper left hand corner to turn to a new record and begin entering data. To save the data, go to DATA, UPDATE RECORD.

14. Use the same arrows to switch between records/pages of the Military Police Desk Blotter.

15. At the end of shift, the log will be closed out, printed, signed by the DCF and filed with the appropriate paperwork from the daily activities.

4. The call to prayer is played by the RTO or CP Administration personnel at the scheduled times posted in operations.

5. The Chaplain will supply the times for the playing of call to prayer.

6. For the first call for prayer (Dawn), track 1 on the CD will be played.

7. For all other prayer times except for the first call (Dawn), track 2 on the CD will be played.

8. To play Call to Prayer, turn on the power on the PA box in the RTO room.

9. Select the appropriate track and press play on the CD player.

10. After completion of Call to Prayer, turn the power off on the PA system.

11. CP Ops will log Call to Prayer

4. At the beginning of each shift the Admin Section will make a call for head count. This headcount must be accurate prior to the previous shift CP Ops leaving.

#### **19. CALL TO PRAYER.**

#### **20. CALL FOR HEAD COUNT.**

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5. At a minimum, there will be two random head counts during the middle of the shift per the direction of the Guard Commander. Each cellblock NCO will conduct an actual head count and report to the CP.

6. Within 1 hour of the end of the shifts, there will be a final call for head count.

7. For each head count, the information will be verified including calling JIIF, Detainee Hospital, Medical and ICRC (by phone or radio) to ensure detainee location.

8. The updated information will be entered into the Headcount spreadsheet and printed.

4. The time of arrival for detainee chow will be noted on the Military Police Desk Blotter.
5. Upon completion of chow service, cellblock NCOs will report by cellblock all refusals to CP Ops. This will be done by telephone.
6. Detainee chow refusals will be tracked in the Refusals log by CP Ops, noted on the Military Police Desk Blotter and Monthly Chow Status Refusals log on the wall.
7. DFC and JDOG Commander will be notified of Detainees who meet the hunger strike conditions. (Refer to Hunger Strike SOP.)
4. The key to the supply room will be kept IAW the Key Control SOP.
5. RTO will call cellblocks to prepare a list daily for needed supplies.
6. Supplies issued to cell blocks will be logged in the Supply Request spread sheet.
7. Detainee supply shortages will be passed to the supporting logistics support personnel for action.
8. Camp supplies will be obtained through supporting logistics support personnel.

**21. DETAINEE CHOW.**

**22. SUPPLIES.**

**23. DETAINEE TRACKING.**

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4. Routine Detainee movement will be logged by CP Ops in the Daily Staff Journal and on the respective tracking sheet for movement (ICRC, Medical, JIIF) using the tracking board and the head count sheets.
5. Permanent movements must be approved by the DFC and a permanent movement sheet must be filled out. Notifications to the JDOG S-3 or JDOG Commander will be made as appropriate. A new ID Band and ID Card/Sheet request will also be filled out and turned into Medical Processing.
6. Any movement, such as an overnight stay at GTMO or Detainee Hospital or a permanent movement must be updated in the Camp Delta Detainee Database, Alpha Roster and ISN # Roster spread sheets.
4. Movement of Detainees to GTMO hospital must be requested by Detainee Hospital to the JDOG Commander who must approve any such moves.
5. Movement of Detainees from JIIF directly to MSU must be approved by JDOG Commander.
6. Movement of Detainees out of Camp Delta must be approved by JDOG Commander.
7. Moves made at the request of JIG will be directed through the JDOG and may not be approved or authorized by the DFC.
8. The DFC or JDOG S-3 or JDOG Commander must approve permanent move requests. When making notifications for moves to MSU the notification must include the reason for the move, approving authority and the length of stay in MSU. These moves will be logged on the permanent move sheet.
9. All Detainee paperwork kept on the cellblock will accompany the Detainee when he makes permanent moves.
4. Between 0700 and 1800, a work order form will be filled out. Supporting logistics support personnel will pick this work order up daily.

5. After 1800, routine work order requests will be filled out and left for Day Shift to turn in.

**24. DETAINEE MOVEMENT.**

**25. WORK ORDER REQUESTS.**

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6. Make a note of all work order requests on the dry erase board.

7. All emergency work orders should be called into supporting logistics support personnel. If no one is available, call the help desk #4424. As a last resort, call #5781 or cell #8-4114.

4. All requests will be made using the ID Band or Card Request spreadsheet located on the Desktop.

5. Indicate the reason for requests such as cell change, damaged by detainee, worn out, etc.

6. Personnel providing ID bands will take this form to Medical Processing. Once the bands are processed, they will be returned to the appropriate CP Ops.

4. A Max Security Log is maintained for India, November and Oscar Blocks.

5. Update this log as detainees are moved into or out of these blocks.

4. If a detainee requests to speak to an interrogator or JIG representative, the Block NCO will notify the CP.

5. The CP will annotate the detainees ISN#, cellblock #, the detainee's request and any other relative information into the Staff Journal.

6. The Duty Officer or Admin NCO will call JIG Operations at #3289 during duty hours or #3008 after duty hours and inform them of the request.

**4. If a detainee is complaining of a serious medical problem or is observed to have and urgent or emergency medical condition, the cellblock will call for Medical directly using the radio. CP will immediately follow-up with Medical and notify the DFC.**

**26. ID BAND REQUESTS FOR DETAINEES.**

**27. MAX SECURITY UNIT (MSU) LOG.**

**28. DETAINEE REQUEST TO SEE INTERROGATOR OR JIG REPRESENTATIVE.**

**29. DETAINEE MEDICAL REQUESTS/COMPLAINTS.**

5. Routine medical problems or complaints (such as a headache) that do not appear to be urgent or an emergency will be logged in the block log. It will also be called into the CP and logged in the CP on the "DAILY DETAINEE MEDICAL REQUESTS/COMPLAINTS" form. This form will be passed

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onto the medical staff during their rounds. At the end of the shift, this form will be included in the packet of shift paperwork stored in the file cabinet. Cellblock staff should be careful to observe the detainee so that what appears to be a routine or minor complaint is not a sign of a more serious condition.

**30. END OF SHIFT PROCEDURE.**

4. Within 1 hour of the end of the shifts, there will be a final call for head count. (See section on Call for Head Count). Print one extra copy of the Headcount spreadsheet for the next shift.

5. Print out all daily-tracking sheets for the next shift and any alpha roster changes.
6. Finalize the Military Police Desk Blotter Daily Staff Journal and print them out for the DFC to review.
7. Attach all of the daily tracking sheets including; the Manning Roster, 4 head count sheets, Detainee tracking sheets, Detainee medical request sheet and supply requests to the Military Police Desk Blotter. The daily packet will be filed in the top drawer of the operations filing cabinet under "Military Police Desk Blotters".
8. Ensure the tracking board is up to date.
9. Leave messages on dry erase board such as work orders placed, major detainee activity, discipline actions, and notes for the Chaplain.
31. **AUTHORIZED ITEMS FOR DETAINEE POSSESSION.**

ITEM	QUANTITY
BLANKET	2
SHEET	1
TOOTHPASTE	1
FINGER TOOTHBRUSH	1
TOWELS	2
STYROFOAM CUPS	2
BAR SOAP	1
PRAYER CAP	1
KORAN	1
RELIGIOUS BOOK	1
ISO MAT	1
ORANGE SUIT	1 SET
PT SHORTS/UNDERWEAR	1 PAIR

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FLIP FLOPS	1 PAIR
WATER BOTTLE (NO SQUIRT TOP)	1
MAIL (stamped "Approved by US Forces")	12 PIECES
MASK	1
WASHCLOTH	1
BOOK/MAGAZINE	1
PRAYER BEADS	1 SET
CAMP RULES	1 COPY
ITEMS GIVEN BY JTF-170 W/PERMISSION FROM BN— Unlimited items with time constraints only	Documented on form in CP
SALT PACKETS	3
MATTRESS	1

ITEMS NECESSARY FOR INDIVIDUAL SITUATION (bucket for Detainees with prosthetics--used when cuffing, etc.)	
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**32. EMERGENCY OPERATIONS CENTER (EOC).** During any emergency in which the camp CP is inaccessible, the admin building in Delta II will be utilized for the duration of the emergency. The JDOG Commander and JTF-GTMO Commander will be notified if such a move occurs. In the event of an emergency involving both camps, the JDOG HQ will become the EOC. The EOC is the secondary CP and will operate as the same duties as the Camp CP when directed. It is the second focal point and will be used as the main CP if both Camp CP buildings have been overtaken, burned down, etc.

**33. RECEIVING AND RELEASE.** The receiving and release of detainees will be the duties of the Admin section responsible for processing Detainees. They will be responsible for initiating detainees records, storing of detainees clothing, issuing detainee clothing upon initial confinement and issuance of detainee identification bracelets. See In-Processing SOP.

**34. IN-PROCESSING DATA SUPPORT.** The Admin section responsible for processing Detainees is responsible for entering the appropriate detainee information into the database upon receiving the detainees during the in-processing procedures. One copy of each detainee's information page will be given to the facility Admin NCOIC for in-processing accountability. One copy will be given to the JTF-GTMO Headquarters (J-2).

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### **Chapter 3—DUTY POSITIONS**

**3001. DEPUTY FACILITY COMMANDER.** One Company Commander per shift will function as the Deputy Facility Commander. The DFCs' responsibilities will include, but are not limited to the following:

1. The DFC will act as a liaison between the CP and JDOG Operations. The DFC will recommend to JDOG Operations and assist in the implementation of procedures to improve operations in Camp Delta. JDOG Operations will evaluate recommendations and if appropriate, implement them if viable or forward the recommendation to JDOG.
2. The DFC will be responsible for the oversight of all assigned Military Police activities inside Camp Delta. The DFC will execute operations, towers, block activity, escorts, sally port operations, physical security, JIIF and T-SCIF security operations, Detainee Hospital security operations and discipline of Detainees.
3. All normal day-to-day issues, i.e. shortage of personnel manning, JIIF support, T-SCIF support, Detainee Hospital requirements, Block requirements and escort requirements will be addressed by the DFC. If the DFC is unable to resolve an issue they will consult with the JDOG Operations Section for guidance and/or assistance.
4. DFC will complete the DFC checklist during their shift.
5. The on-coming DFC will conduct a handoff with the off-going DFC at least 10 minutes prior to Guard mount. On-coming DFC will conduct all Guard mounts for

on-coming shifts 30 minutes prior to assumption of posts. Personnel and equipment accountability inspections will be done prior to arriving at Camp Delta.

Guard mount will be conducted at Camp Delta for the purpose of receiving information from the off going shift and necessary training.

(a) Brief Guards on any special Detainee handling problems.

(b) Pass along information/changes received in Memorandums, SOPs, Pass-On books and information from OIC/NCOIC OPS.

(c) Inspect Guard personnel.

6. The DFC will be responsible for approving all disciplinary measures for Detainees in Camp Delta IAW the approved Discipline Measures SOP. Discipline measures requiring the use of OC spray or the use of the IRF require an SIR report to be initiated, and require the DFC to immediately

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(a) Emergency Drills.

(b) Disorders and actions taken.

(c) Record of official visitors and purpose of visit.

(d) Any unusual occurrences.

(e) Receipt of SOPs and Memorandums.

(f) Other items of interest to other shifts.

notify the JDOG Operations and JDOG Commander. The DFC will ensure all Sworn Statements, Recommendations for Discipline (DD 508) and SIRs are accurately completed by the end of shift.

7. The DFC will maintain radio contact with the CP at all times (via SABRE FM radio) while on duty. DFC will remain within the confines or Radio Range Detention Facility at all times while on duty.

8. Maintain custody and control of detainees within the camp.

9. Ensure all visitors have proper authority to be on the premise and are escorted as necessary.

1. Maintain accountability and control of all operational keys and locks within the facility.

2. Ensure all off going personnel return equipment at the equipment room prior to leaving Camp Delta or the equipment is satisfactorily accounted for.

3. Maintain a logbook and annotate the following:

5. Be responsible for the supervision, discipline and performance of the Guard section. Conduct and document counseling of Guard force members for superior or inferior conduct or performance.

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

7. Ensure personnel communicate with detainees in a fair, firm, impartial manner and only in the line of duty.

8. Segregate detainees, as directed by higher authority, to prevent a disturbance, as a result of a disturbance, to protect from other detainees, prevent self-injury, or pending investigation.

**3002. DUTY OFFICER.** Duty Officers responsibilities will include, but are not limited to the following:

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9. Ensure detainees do not have access to keys at any time.
  10. Ensure any detainee having a legitimate reason for seeking medical treatment is permitted to see medical personnel.
  11. Ensure all visitors have proper authority to be on the premise and are escorted as necessary.
  12. Coordinate as needed with the Guard Commander of the QRF and tower Guard force. Maintain communication with the outer security force.
  13. Ensure equipment and personal property of detainees being admitted to Detainee hospital are secured.
  14. Brief detainees, with use of interpreters as needed, on rule violations.
  15. Supervise personnel during emergencies.
  16. Assist in screening of Detainees as possible suicide/escape risks.
  17. Maintain accountability and custody and control of all Detainees confined within Camp Delta.
  18. Ensure searches are being conducted to standard in detainee living areas and of the Detainee's person.
  19. Ensure all Personnel are following proper Detainee restraint procedures.
  20. Supervise the identifying of all visitors and obtain the purpose of their visit prior to allowing access to Camp Delta.
  21. Ensure the IRF is properly instructed to react to emergency response situations.
1. Brief the on-coming Guard Commander on any issues that have occurred during the past shift and inform him/her of any upcoming events.
  2. Check the paperwork from the shift and verify its accuracy, completeness, and legibility and sign the bottom of each Significant Activities Sheet (SigAct).
  3. Ensure that all scheduled calls are conducted in a timely manner.
- 3003. GUARD COMMANDER.** The Guard Commander's responsibilities will include, but are not limited to the following:
- Page 23 of 48
- (a) Emergency Drills.
  - (b) Disorders and actions taken.
  - (c) Record of official visitors and purpose of visit.
  - (d) Any unusual occurrences.
  - (e) Receipt of SOPs and Memorandums.
  - (f) Other items of interest to other shifts.
4. Maintain operational control of the off-going personnel until released from duty.
  5. Ensure the cleanliness of the facility prior to receiving the facility from the off-going Guard Commander.
  6. Once all equipment is accounted for, all on-coming personnel have assumed post, and a head count has been conducted, the Guard Commander will notify the off-going Guard Commander that detainees and equipment are accounted for, and the off going duty shift is released from duties.
  7. Read Guard Commander Pass-On Book for instructions.
  8. Receive brief/update from on-duty shift Guard Commander.
  9. Assist with supply issue as needed.
  10. Develop shift duty roster and assigning of personnel to positions.



11. Ensure all Guards are familiar with Camp Delta SOPs.
12. Maintain a logbook and annotate the following:
13. 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. Any discrepancies will be annotated and reported to the Duty Officer immediately.
14. All head counts prior to lights out will be conducted by ISN number. Results will be entered into the Detainee database in CP1. During regular camp headcounts, the Guard Commander will physically walk throughout the facility to ensure counts are being conducted correctly. Unscheduled bed checks by security personnel will be conducted between 2200 and 0600 hrs. An attempt should be made not to awaken the detainee, but skin or movement will be seen for each detainee. The Guard Commander will ensure a head count is conducted immediately upon assumption of duties by the on-coming Block NCOs and one hour prior to end of shift.

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15. Supervise the conduct of recreation call and shower call, ensuring that proper security is posted and monitoring the Detainees.
16. Do not impose, or permit personnel to impose, any form of abuse, maltreatment, harassment, or punishment upon any detainee.
17. Ensure Personnel communicate with detainees in a fair, firm, impartial manner and only in the line of duty.
18. Segregate detainees, as directed by higher authority, to prevent a disturbance, as a result of a disturbance, to protect from other detainees, prevent self-injury, or pending investigation.
19. Ensure detainees do not have access to keys at any time.
20. Ensure that the compound lights are turned on at sunset and off at sunrise. During inclement weather, these lights should be turned on for visibility. If any light fails to come on, the discrepancy will be immediately reported to the Duty Officer.
21. Ensure that adequate security personnel are posted prior to detainees entering the recreation compound.
22. Ensure all visitors have proper authority to be on the premise and are escorted as necessary.
23. Coordinate as needed with the Guard Commander of the QRF and tower Guard force. Maintain communication with the outer security force.
24. Ensure that the detainees do not have access to telephones.
25. Ensure that meals are conducted in a controlled manner and that all Detainee spoons are collected after each meal. Results will be logged on the facility journal.
26. Be responsible for the maintenance and cleaning of Camp Delta, to include the Detainee housing areas and areas throughout Camp Delta.
27. Brief detainees, with use of interpreters as needed, on rule violations.
28. Supervise personnel during emergencies.
29. Assist in screening of Detainees as possible suicide/escape risks.

30. Maintain accountability and custody and control of all Detainees confined within Camp Delta.

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31. Ensure searches are being conducted to standard in detainee living areas and of the Detainee's person.

32. Ensure all Personnel are following proper Detainee restraint procedures.

33. Supervise the identifying of all visitors and obtain the purpose of their visit prior to allowing access to Camp Delta.

34. Assist the Duty Officer in responding to incidents.

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

36. Monitor the quality and quantity of both Guard and Detainee chow. Report deficiencies as necessary to the Duty Officer.

1. Coordinate with JIG for escorts and monitors for JIG interviews.

2. Dispatch escort teams to bring Detainees to interviews.

3. Conduct Detainee tracking in JIIF.

4. Manage key control for security element.

1. The Admin NCO should arrive at least 30 minutes prior to shift change to review daily activities with previous shift.

2. Call for headcount once Block NCOs are posted.

3. Ensure that headcount, tracking sheets and tracking board are correct prior to previous shift CP OPS leaving.

4. Maintain detainee Alpha Roster Binder.

#### **3004. JIIF NCOIC.**

**3005. MILITARY WORKING DOG.** The MWD handler and dog will be under the OPCON of the DFC during the time they are on duty at Delta. When they arrive at Delta, the handler will report to the CP. He will obtain a charged radio battery as needed and advise the RTO of the route he will be patrolling.

**3006. ADMIN NCO RESPONSIBILITIES.** The CP Operations Admin NCO responsibilities will include, but are not limited to:

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5. Ensuring all SOPs, Memorandums, directives and orders are current, up to date and filed in accordance with administrative regulations;

6. Ensure the RTO checks on escorts moving Detainees.

7. Ensuring the security of sensitive documents;

8. Reviewing all correspondence originating from the Admin Office for accuracy and format prior to it being forwarded through appropriate channels;

9. Coordinating for movement and accounting for documents to be evacuated in the event of destructive weather;

10. Coordinating the administration of all Detainees;

11. Supervision and training of duties of assigned administrative clerks;

12. Maintain the Detainee Database.

13. Tracking detainee daily movements to and from all areas including: JIIF, Medical, ICRC, Detainee Hospital and GTMO Naval Hospital.

14. Updating and filing all records pertaining to detainee movement.

15. Tracking detainee refusals such as Medical, Chow, Showers, Recreation and Linen.
  16. Reporting of chow refusals meeting hunger strike conditions to Camp Commander and JDOG Commander.
  17. Maintaining and printing a DA FORM 1594, Military Police Desk Blotter.
  18. Filing the DA Form 3997 after it has been signed by the Duty Officer. File block DA 1594s.
  19. Recording Head Count results and reporting as required to BN CP.
  20. Ensure permanent movements have been approved by and reported to Camp Commander and JDOG Commander through the Duty Officer and that the records for all permanent movements, including ID Band/Card Requests are properly maintained.
  21. Ensure the playing Call to Prayer at the designated times.
  22. Managing the RTO and other Administration personnel.
- Page 27 of 48
- (a) DD 508s
  - (b) DA 2823s
  - (c) SIGACT sheets
  - (d) Work order requests
  - (e) Supply requests
- (a) DFC Checklist
  - (b) Military Police Desk Blotter printouts
  - (c) Daily Staff Journal
  - (d) Manning Roster
  - (e) Copy of SIGACT sheets
  - (f) Copy of supply requests
  - (g) Copy of work orders
  - (h) Copy of refusal logs
  - (i) Permanent moves form
  - (j) Copy of medical request form
  - (k) Copy of reservation requests
  - (l) Copy of ID bracelet requests
23. Controlling supplies from CP supply room to Cell Blocks to include recording all supplies sent to cell blocks and reporting shortages to logistical support personnel.
  24. Send requests for ID Bands or Cards to medical processing.
  25. Maintain a Maximum Security Log for all detainees placed in the maximum-security blocks.
  26. Coordinate the number of meals, uniforms, linen, etc. required for daily operations to JDOG CP.
  27. Manage the placement of the escort teams for Medical, ICRC and other escorts.
  28. Reporting Detainee Medical requests to Medical.
  29. Forwarding requests by detainees to see the Chaplain, an ICRC representative or an Interrogator to the appropriate agency.

30. At the conclusion of the shift, gather the following shift paperwork into a packet to be picked up by JDOG:

31. At the conclusion of the shift, gather the following shift paperwork) into a packet and file in the file cabinet in the CP.

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- (a) Identify which escorts from prior shift need relieved. These are usually the escorts who are in medical, ICRC, contractors, and occasionally on a block.
  - (b) Sign in and out radio batteries;
  - (c) Complete a head count before previous shift leaves
  - (d) Make sure the detainee tracking board is correct
  - (a) Control and monitor all radio traffic (Saber and SINCGARS.)
  - (b) Annotate all detainee movement: (medical, ICRC, fleet, etc) departure time and return time.
  - (c) Log which Detainees take and refuse medication, recreation, shower, and chow.
  - (d) Log discipline matters in the discipline log.
  - (e) Dispatch and track the escorts. Know where they are and what they are doing at all times. Check on the location and status of escorts no longer than 10 minutes after departing an area with a Detainee if they have not arrived at their destination.
  - (f) Play prayer call at appointed times.
  - (g) Call blocks for a supply list and make sure supplies get to all blocks.
  - (h) Track detainees on the tracking board.
  - (i) Make sure escorts take garbage from blocks to dumpster towards the end of shift.
  - (j) Answer phones and radios.
  - (k) Call for head counts
1. Beginning of Shift.
  2. During the Shift.

### **3007. RTO DUTIES.**

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- (l) Make sure all soldiers get relieved for chow. Usually it is easiest to write down all the positions, have the escorts eat first then send them out to all other positions. It is best for you to tell escorts where to relieve so you can track it.
- (m) At the end of chow call, call on the radio... "Attention Camp #, anyone who has not been relieved for chow call in."
- (n) Sweep, mop, and take out trash as needed.
- (a) Make sure the next shift has all paperwork to start their shift to include: significant activity sheets, alpha rosters, new radio and key sign out logs, head count sheet, supply request form, and depending on shift the ICRC tracking, medical tracking, and reservation tracking forms.
- (b) Be prepared to tell the next RTO where your escorts are and which of the escorts need to be relieved.
- (c) Set up the radio room and make sure the paperwork is there and batteries are charged.

(d) Collect significant activity sheets (SIGACTS) and turn in to Guard Commander at the end of shift.

3. End of Shift.

1. Inspect the interior and exterior of all vehicles passing through the Sally Port whether coming or going.

**3008. ADMIN CLERK RESPONSIBILITIES.** The Admin clerks will be responsible to the Admin NCOIC for filing records and other correspondence and assisting the Admin Officer/NCO and RTO in the performance of their duties.

**3009. INTERNAL REACTION FORCE.** The Guard Commander will designate the Internal Reaction Force (IRF) leader and the IRF members. IRF will be available 24 hours a day (as dictated by shift) to assist each duty shift. The Guard Commander will ensure the IRF is properly instructed to react to all possible emergency response situations. The DO and GC will ensure that all IRF Team members are thoroughly familiar with the ROE/RUF and that these are followed. The IRF leader will ensure all team members are thoroughly familiar with their duties and responsibilities and all equipment is serviceable and accounted for. (Refer to the USE OF IRF SOP for details.)

**3010. SALLY PORT.** All Sally Port sentries will:

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2. Ensure all visitors are escorted to the CP and have appropriate authority to be at the facility.

3. Allow no detainee within 6 feet of the gate or fence, unless in the performance of duties under proper supervision.

4. Allow no unnecessary pedestrians and vehicles through the gate without prior approval from the Duty Officer. No two gates will ever be opened at the same time, except during in processing through Sally Port # 2 or under the direction of the Guard Commander, Duty Officer or other authorized person.

5. Sally Port Special Instructions:

(a) **SALLY PORT #1.** This post is located in Camp #1, next to main roadway and is a pedestrian/vehicular Sally Port. Sally Port #1 is the main entrance and exit point for Camp Delta. 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.

(1) The only vehicles allowed past Sally Port #1 are those that have a requirement to be inside the camp (transporting water, ice, trash, tools, etc.) Vehicles being used only to transport personnel will not be allowed past the Sally Port #1. These vehicles must park in the hospital parking lot. Being a military vehicle is not in itself sufficient reason to be allowed vehicle access into the camp.

(2) The sentry will keep the road in front of Sally Port #1 clear of unnecessarily halted vehicles and large groups of people. The Sally Port sentry will require identification from all personnel attempting to pass through Sally Port 3 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.

(3) Sally Port #1 personnel will contact CP#1 or the Guard Commander if they have questions about Sally Port #1 operations.

(4) SEARCHES: The Duty Officer will identify a random number at the beginning of each shift. This number will identify the

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persons to be randomly searched as they enter the Camp. Example: If the number is 20, then every 20<sup>th</sup> 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.

(1) The Sally Port sentry will require identification from all personnel attempting to pass through Sally Port 3 to verify eligibility to pass through the sally port.

(1) The Sally Port sentry will require identification from all personnel attempting to pass through Sally Port 3 to verify eligibility to pass through the sally port.

(b) **SALLY PORT #2.** This post is located in Camp #1, behind Bldgs #4 and #5 and is a pedestrian/vehicular Sally Port. The primary mission is to keep the Sally Port secure and control movement through that area for official business only.

This post will be manned only during in-processing of detainees.

(c) **SALLY PORT #3.** This post is located in Camp #1, in front of CP #1 and is a pedestrian/vehicular Sally Port. The primary mission is to keep the Sally Port secure and control movement through that area and the medical gate for official business only. Refer to Access Control SOP. This post will be manned 24/7.

(d) **SALLY PORT #4.** This post is located in Camp #1, behind CP #1 and is a pedestrian/vehicular Sally Port. The primary mission is to keep the Sally Port secure and control movement through that area for official business only. This sally port is the entrance to the security area of Camp Delta and only authorized personnel will be granted access to the secure area. This post will be manned 24/7.

(e) **SALLY PORT #5.** This post is located in Camp #1, in front of the bridge entrance to the Detainee Hospital on Radio Range Road entrance of Camp Delta and is a pedestrian/small cart Sally Port. The primary mission is to keep the Sally Port secure and control movement through that area for official business only.

This post will be manned only during emergencies or when directed by the Duty Officer.

(f) **SALLY PORT #6.** This post is located in Camp #1, on the ocean side view of the cellblocks and is a pedestrian/vehicular Sally Port. The primary mission is to keep the Sally Port secure and control movement through that area for official business only. This post will not be manned and will only be used for emergency traffic. No

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access through this sally port will be allowed with out approval by the Duty Officer.

(g) **SALLY PORT #7.** This post is located between Camp #1 and Camp #2 and is a pedestrian/vehicular Sally Port. This Sally Port is unmanned during normal operations. When manned, the primary mission is to keep the Sally Port secure

and control movement between the camps and limit traffic to official business only. This post will only be manned during emergency situations, or when directed by the Duty Officer. Camp #1 will be responsible for providing personnel to man this post.

(h) **SALLY PORT #8.** This post is located in Camp #2, next to the main roadway and is a pedestrian/vehicular Sally Port. This Sally Port is unmanned during normal operations. When manned, the primary mission is to keep the Sally Port secure and control movement into and out of Camp #2. This post will only be manned during emergency situations, or when directed by the Duty Officer. Camp #2 will be responsible for providing personnel to man this post. This post will need two personnel to meet manning requirements. The Sally Port sentry will require identification from all personnel attempting to pass through Sally Port 3 to verify eligibility to pass through the sally port. When in operation, this Sally Port will be operated in the same manner as Sally Port 1.

(i) **SALLY PORT #9.** This post is located in Camp #2, next to Bldg #7 (CP#2) and is a pedestrian/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 Badge System (Attachment 4). This post will be manned 24/7. The Sally Port sentry will require identification from all personnel attempting to pass through Sally Port #9 to verify eligibility to pass through the sally port.

(j) **SALLY PORT #10.** This post is located in Camp #2, next to CP #2 and is a pedestrian/vehicular Sally Port. The primary mission is to keep the Sally Port secure and control movement through that area for official business only. This sally port is the entrance to the security area of Camp Delta and only authorized personnel will be granted access to the secure area. Refer to Badge System (Attachment 4). This post will be manned 24/7.

(k) **SALLY PORT #11.** This post is located in Camp #2, on the ocean side view of the cellblocks and is a pedestrian/vehicular Sally Port. The primary mission is to keep the Sally Port secure and control movement through that area for official business only. This post

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will not be manned and will only be used for emergency traffic. The Duty Officer will allow no access through this sally port without approval.

(l) **ROVING SALLY PORTS.** These posts are located throughout the facility at the exterior entrance of every cellblock. These are pedestrian Sally Ports. The primary mission is to keep the Sally Port secure and control movement through that area for official business only. These posts will be manned 24 hours a day. Roving Sally Port Guards will rove from one cellblock to another to open outer Sally Port gates.

(m) **DETAINEE HOSPITAL SALLY PORT.** This post is located in Detainee Hospital, next to the main roadway and is a pedestrian/vehicular Sally Port. This Sally Port is unmanned during normal operations. When manned, the primary mission is to keep the Sally Port secure and control movement into and out of Detainee Hospital. This post will only be manned during emergency situations, or when directed by the Duty Officer. Detainee Hospital Guard Detail will be

responsible for providing personnel to man this post. This post will need two personnel to meet manning requirements.

**3011. MEDICAL ESCORT TEAMS.** Medical escort teams will be assigned and tracked by the CP. They will be used to move Detainees to and from medical at Delta and to Guard Detainees at medical, not including Detainee Hospital.

**3012. DETAINEE HOSPITAL MEDICAL ESCORTS.** Medical escorts assigned to the Detainee Hospital will conduct escorts IAW the Detainee Hospital SOP.

1. Medical escorts to the Detainee Acute Care Unit (DACU) at the Naval Hospital, GTMO, will only be conducted after approval from the JDOG CDR.

1. Escorts within Camp Delta. A two MP escort team will conduct all detainee escorts. The escort team will be restricted from carrying weapons unless specifically authorized by the Duty Officer, who will receive approval from the Commanding Officer. **At no time will escort teams leave detainees unattended or unsecured except as directed by the SOP for ICRC or the Joint Interagency Interrogation Facility (JIIF) interviews. During medical escorts, MPs are responsible for**

**3013. CAMP ESCORT TEAMS.** This is a roving post to assist the Guard Commander in the daily activities of the facility. This post is manned 24 hours a day (as dictated per shift).

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**the safety and security of medical personnel as well. Safety and security are always the #1 priorities!**

(a) Block personnel will conduct escorts that occur within the confines of the block for recreation, showers, cell searches and haircuts.

(b) Non-block Escort Teams will be staged in each camp and be dispatched by the CP RTO.

(c) When required, dedicated escort teams are only for the following:

(1) Medical

(2) International Committee of the Red Cross (ICRC).

(1) Contractors will be escorted by one Guard personnel with an appropriate level of access. If a group of contractors arrive together, then need to separate, additional escorts will be requested by the primary escort.

(2) Contractors will give consent to search vehicles, persons, and/or equipment. Contractors who refuse to be searched or allow their vehicles or equipment to be searched will be denied entry. The Guard Commander or Duty Officer will be notified of this occurrence. Escort teams are authorized to conduct searches, as they deem necessary for safety and security reasons.

(3) Contractor Escorts will maintain constant visual contact with the contractor and each other.

(4) Contractor Escorts will inform the CP of their departure from the sally port and destination inside the camp.

(5) Contractor Escorts will inform the CP of their arrival at the destination.

(6) Contractor Escorts will conduct periodic radio checks with the CP if the time spent on the site exceeds 30 minutes.

(d) When not conducting escorts, escort teams will be used at the Guard Commander's discretion.



(e) Escorting contractors.

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(7) Contractor escorts will check the work area after the departure of the contractor for tools or other items left behind by the contractor.

(1) Report to the Block NCO and inform him/her of the detainee to be escorted and destination.

(2) Escort team will be briefed by the Block NCO about any special considerations that need to be made regarding the detainee. Considerations may include, but are not limited to the following: Physical disabilities, medical concerns, recent behavior, and/or risks to the detainee or escort team.

(3) Prior to exiting the block, the escort team will notify the CP of the escort by identifying the detainee by cell number and destination.

(1) Detainee walks.

(2) Detainee is placed on a gurney and moved by escort team.

(f) When conducting a detainee escort, the escort team will:

(g) Searching the detainee and cell. The escort team is responsible for searching the detainee after securing him. The block personnel are responsible for searching the detainee's cell. A systematic, consistent method of searching will be used by the escort team of the detainee and by the block personnel of the cell to ensure a thorough search.

(h) Departing the block. Prior to departing the block, the escort team will notify the CP of their departure, via radio or telephone. The CP RTO will log the escort team's time of departure, destination, and detainee cell number. Do not transmit the detainee's ISN number on the radio.

(i) Detainee movement. Positive physical control of the detainee will be maintained at all times. **Positive physical control is defined as two points of contact by each member of the escort team. When moved by golf cart, only one MP will maintain two points of contact.**

(j) Use the most direct route when conducting an escort. All escorts will be conducted with a minimum of two MPs. The following are three methods to move detainees:

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(3) Detainee is moved by golf cart.

(a) One escort team member will search the back seat of the golf cart while the other escort team member maintains physical control of the detainee.

(b) The detainee will be assisted onto the back seat of the golf cart with one escort team member continually maintaining physical control of the Detainee and seated beside the detainee.

(c) The detainee will not be positioned behind the driver.

(k) Arrival at destination. Upon arrival at the destination, the escort team will notify the CP of their status. The RTO will log the escort team's location and arrival time.

(l) Returning to the blocks. The procedure for returning to the block is similar to that of leaving the block. The CP will inform the Block NCO that the detainee is returning. Block personnel will once again search the detainee's cell prior to the detainee's return. Block personnel remain responsible for the key control and

physical control of the block. The CP will be notified when the detainee is secured in his cell.

**3014. BLOCK NCOICs.** This is a 24 hour manned post (as dictated per shift). He/she is responsible to the Guard Commander and will notify them of any incidents, movement of detainees, questions of any situations not covered in this SOP. He must maintain accountability at all times and he must maintain visibility at all times. This is a limited roving post. No one working on the block will leave the Block area unless authorized by the Guard Commander or higher authority.

Block NCOICs are responsible for all that occurs on their block, including but not limited to security, operation, documentation and paperwork.

**With the exception of observing showers, female personnel assigned to the security force will perform the same duties as male personnel. During shower and rec call, female Guards will not observe or participate in conducting shower and rec call. Instead, they will be utilized to search cells, etc.**

1. Searches. Cells will be searched whenever a detainee exits a cell and prior to his return to his cell. A minimum of three random cell searches will be done on day and evening shifts. Area searches will be done on all

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shifts. When searching, use a systematic method to ensure all areas are covered.

2. Counts. Upon assuming post, conduct a count by ISN number, cell number and Alpha Roster. This ensures detainees are in their assigned cells.

3. Block NCOs are responsible for the correct conduct of shower and recreation call.

4. On-coming Block NCOs will conduct an inspection of the block with the off-going Block NCO to verify the security of all the locks, the discipline documentation and actions are correct (CI removed when designated, etc.) If the block is received by a Block NCOIC and it is later found to be deficient in some area, the current Block NCOIC is responsible for it's condition, regardless of whether it occurred on the current shift or a previous shift.

5. Notifications. The Block NCO will ensure the CP is notified of all detainees exiting the block areas to their destination and exit time and return of detainee to the block. The CP will be notified of all visitors. The primary means of notification will be made using the telephone. The radio will be the secondary means of notification. Medical requests will be reported to the CP who will use the Medical Request Form to document the request.

6. Block NCO will ensure detainees are given 30 minutes to eat their chow.

7. **Paperwork.** Block NCOs are responsible for and will ensure the completion and accuracy of the Detainee and block paperwork. (See Reporting and Evidence SOP.)

(a) Detainee refusal form—track chow, rec, shower, linen and haircut refusals.

(b) Detainee discipline paperwork. Update individual discipline log as discipline incidents occur. (Refer to Discipline SOP.)

(c) Monitor meal refusal log to identify Detainees who qualify for hunger strike conditions. (See Hunger Strike SOP.)

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#### **Chapter 4—CELLBLOCK OPERATIONS**

**4001. HEADCOUNT.** General rules for counts are as follows:

1. Detainees will not be responsible for conducting any part of the count.
2. Detainees will not move about during count, to include any detainees being escorted to areas outside the blocks. All detainee escorts will hold in place until the count is complete and cleared by the command post.
3. ISN headcounts will be conducted as scheduled. The Guard conducting the ISN headcount will compare the ISN number on the ID bracelet with the ISN number on the alpha roster.
4. At night, the Guard counting detainees must see skin or movement to ensure a detainee is actually being counted.
5. Additional counts will be conducted whenever it is suspected that a detainee is missing, after a disturbance, after a drill or when deemed necessary by the Guard Commander or higher authority.
6. A picture headcount will be conducted at any time the identity of a missing detainee is not apparent.

**4002. SHOWERS AND RECREATION:** The following schedule will be utilized for shower and recreation call.

	DAY SHIFT	SWING SHIFT
MONDAY	UNITS 1-8	UNITS 9-16
TUESDAY	UNITS 17-24	UNITS 25-32
WEDNESDAY	UNITS 33-40	UNITS 41-48
THURSDAY	UNITS 1-8	UNITS 9-16
FRIDAY	UNITS 17-24	UNITS 25-32
SATURDAY	UNITS 33-40	UNITS 41-48
SUNDAY	NONE	NONE

1. Showers and recreation call will be conducted in conjunction with each other. The Block NCO will be responsible for ensuring each Detainee receives showers and recreation twice per week unless they are on discipline measures that include no recreation.

2. Each Detainee will be allowed 20 minutes for recreation. Immediately after recreation he will be allowed 5 minutes to shower. If the Detainee desires to shave his body hair he will be allowed an additional 5 minutes.

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3. Shaving of body hair will only be done on the first rotation of each week (Monday through Wednesday.) An additional 5 minutes will be allowed during the shower for shaving. Guards will monitor Detainees during shaving. Ensure that intact razors are returned to the Guards.

4. Refusals will be tracked in the Refusals log by the cellblock NCO.

5. LAUNDRY:

(a) Clean laundry will be delivered to Delta 1 CP NLT 0710 hrs Mon-Wed; Delta 2 Admin Bldg NLT 0710 hrs Thu-Sat.

(b) Guards will exchange dirty Detainee laundry with clean laundry IAW the schedule. All laundry/linen will be exchanged. Detainees will not be allowed to refuse linen/laundry exchange. Reasonable force will be used to complete the laundry exchange.

(c) Guards will place no more than four uniform sets into each trash bag, then tie the bag shut. Do not place clean laundry in with the dirty laundry.

(d) Dirty laundry is to be placed in the wooden crate marked "DIRTY LAUNDRY" in each camp NLT 1000 hrs.

(e) Sheets will be placed in same bag as Detainee laundry.

(f) Excess laundry will be returned to the CP and will be removed by supply personnel.

(a) At the top of the page will be the date in the year/month/date format. In the case of a date change during the tour of duty, personnel will indicate the new date on the top of the next page started.

(b) Prior to assuming the post, whether it is temporary or for the duration, tour the post to ensure all is secure, and all post property and detainees are accounted for. Upon assuming the post, the on-coming sentries will sign-in, stating the time post was assumed and noting serviceability of post items.

(c) Notable incidents. The following will be entered into the block logbooks:

1. Logbook entries. All posts that require logbooks will adhere to the below entry instruction:

**4003. BLOCK LOGBOOKS.** With the exception of the Staff Daily Journal and the Detainee individual tracking sheets (refusals and discipline), all logs maintained by the facility shall be in bound ledgers. The admin section will be responsible for issue, collection of completed ledgers and storage of post logbooks. Cellblock Daily Staff Journals will be turned into CP Admin weekly.

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(1) All detainee movements.

(2) Shower/rec start and end times.

(3) Detainee request for chaplain, ICRC, JTF-170 visits.

(4) Work orders.

(5) Discipline incidents.

(6) Visits by non-JDOG personnel (VIPs, etc.)

(d) Shower/rec and medical refusals will be logged in each individual Detainees' logs.

(e) Periodic checks will be made of the interior and exterior of the block and noted on the block logbook.

(f) When assuming a post, the post stander should read the last several days worth of entries in the pass on book for important information.

**1. A 3-piece suit will always be used for all detainee escorts, to include escorts outside the block and escorts to and from recreation and showers. The only exception to this will be in the event of an emergency situation and only if authorized by the acting Duty Officer, Duty Officer or higher command authority.**

**4004. EQUIPMENT DRAW.** Drawing of equipment. Personnel will enter Bldg #1 or Bldg #7 through the front door and line up outside the equipment room. The Duty Officer, or other appointed personnel, will issue equipment, batteries, keys, and restraints as needed. Personnel will state their duty post. Block NCOs will sign for block keys on the block and sally ports on post using DA 1594, Key Register. It is imperative that keys are accounted for immediately upon assuming post. If any discrepancy is found, contact the Guard Commander immediately. Individuals requiring 3 piece suits will sign for the keys at the equipment room and receive the 3-piece suit on post. The Block NCO will receive all necessary paperwork when signing for his/her equipment. Radios will be signed for at this time.

**4005. SECURING A DETAINEE.** Block personnel will maintain key control and physical control of the block. The escort team will be responsible for informing the block personnel of their procedures for securing the detainee. The Block NCO may make suggestions based on his/her knowledge of the disposition or physical condition of the detainee. **At no time will undue force be used.** The Block NCO is responsible for the security of all Detainees on the block, even if the escort team is from JIIF or medical. The Block NCO has the authority and duty to correct improper restraint procedures of escorts securing Detainees.

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2. The hands and arms will always be secured first.
3. The belly chain will be secured next.
4. The shackles on the ankles will be put on last.
5. All cuffs and shackles will be double locked.
6. Latitude is given to the escort team as to the position deemed most appropriate when applying the 3-piece suit. Consideration should be given to the history of the Detainee including discipline problems and potential for aggressive behavior. The authorized handcuffing positions are standing, kneeling, and prone. The ability of the escort team to maintain the safety and security of the detainee will also be a determining factor into which position the detainee is placed while being secured.
  - (a) If the Detainee is to be handcuffed in the kneeling position, he will be instructed to assume a kneeling position facing away from the door, at the end of the cell opposite the door. Once in position, the escort team will enter into the cell, with the first escort into the cell securing the hands of the Detainee. Both escorts will handcuff the hands and then apply the belly chain, followed by the shackles.
  - (b) If the Detainee is to be handcuffed in the standing position, he will be instructed to stand at the door with his hands through the beanhole. Both escorts will handcuff him through the door. One MP will maintain control of the Detainee by pressing the Detainee's cuffed hands up and toward the Detainee's upper chest area against the outside of the cell door, bending the arms at the elbows. The first MP will hold the Detainee's handcuffs in this position until the belly chain is applied, allowing movement at the appropriate time to allow the belly chain to be applied. The senior block Guard will open the door while the first MP is maintaining control of the Detainee's hands. The second MP will move behind

the Detainee and secure the belly chain, then the shackles. Once the second MP has control of the Detainee, the first MP will move inside the cell to assist the second MP in escorting the Detainee.

(c) The prone handcuffing position is primarily used by the IRF team after making a forced entry into a cell. Unless there are unusual circumstances, the prone handcuffing position will not be used by an escort team.

(d) Guards should take into consideration physical limitations of a Detainee (leg amputation, etc.) when conducting the handcuffing procedures.

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(a) The detainee will be faced away from the door.

7. Removal of the 3-piece suit. Once the detainee is returned to the block, the escort team will position the detainee in the cell in such a manner as to maintain physical control of the detainee at all times.

(b) The detainee is searched.

(c) The detainee will be placed into one of the authorized positions (standing, kneeling, or prone).

(d) Prone removal: The Detainee's restraints will be removed under the direction of the IRF Team Leader.

(e) Standing removal:

(1) The hands and arms will be removed last.

(2) Physical control will be maintained after the 3-piece suit is removed.

(3) The detainee is instructed not to move until told to do so.

(4) The door is opened and the Detainee's hands are placed through the beanhole.

(5) One MP holds the Detainee's hands through the beanhole, holding the hands against the outside of the door.

(6) The shackles and belly chain are removed.

(7) While still holding the handcuffed hands through the beanhole, the door will be closed, locking the Detainee in his cell. The padlock will be placed on the door.

(8) The handcuffs will be removed and the Detainee's hands released.

(1) Remove the 3-piece suit on the opposite order it was applied.

(2) The hands and arms will be removed last.

(f) Kneeling removal:

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(3) Physical control will be maintained after the 3-piece suit is removed.

(4) The detainee is instructed not to move until told to do so.

(5) The escort team member closest to the door will exit the cell and say, "clear" when he/she has cleared the doorway.

(6) Once clear of the doorway, this escort team member will be prepared to reenter the cell to assist the escort team member inside cell if the need arises.

(7) Once out of the cell, the first escort team member will grab the back of the blouse or belt of the remaining escort team member.

(8) The remaining escort team member will push off of the Detainee, pushing the Detainee forwards and off balance. At the same time, the escort will back out of the cell with the assistance and guidance of the first escort team member.

(9) Once the second escort team member exits the cell and says “clear”, block personnel will immediately close the cell door and engage the door dead bolt and secure it with a padlock.

(10) The detainee will be informed he can move.

**4006. DETAINEE MESS OPERATIONS.** The Duty Officer is responsible to the Commanding Officer for the adequate quality and quantity of food served to detainees and U.S personnel and that sanitation, preparation, handling and servicing of food meet established criteria. Detainees will have 30 minutes in which to consume their meals.

1. During times of fasting or religious requirements for the Detainees, modifications to this portion of the SOP will be directed as appropriate.

2. Duties of S-4. The JDOG S-4 will be responsible for coordinating the hours of all meals with the needs of the facility.

3. Duties of Duty Officer at Meal times. Duty Officers will coordinate meals for those Detainees who are on discipline measures that include loss of hot meals.

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4. Duties of Guard Commander at Meal times. The Guard Commander will keep the Duty Officer informed of all issues pertaining to the meal feeding times.

5. Meal Hours of Operation. The Guard Commander will ensure the meal hours are in accordance with the Schedule of Calls. If the meals arrive late, the Guard Commander will notify JDOG S-4.

6. Block NCO duties during Meal Hours. The block NCO will accept and account for the plastic spoons from mess personnel. While the block Guards are serving the meal to the detainees, the block NCO will pass out the plastic spoons to each detainee. Once the mealtime is completed, the block NCO will account for all plastic spoons that were passed out. The Guard Commander will be notified if plastic spoons are not returned and a search will be conducted to locate the missing spoon.

7. Block Guard duties during Meal Hours. Block Guards will issue meals to the Detainees and monitor them during chow. At the conclusion of the meal, the block guards will collect the trash from the Detainees. Block guard will inventory the return of all packaging, plates, spoons and Styrofoam cups. If items are not returned and cannot be found, the Detainee will receive his meals poured onto a paper plate for the next three days. This is done with the intention of reducing the amount of trash being flushed down the toilet.

**4007. MAXIMUM SECURITY UNIT (MSU) OPERATIONS.** Due to their behavior, some Detainees may be housed in a Maximum Security Unit (MSU) either for their own protection or for security and safety reasons.

1. For Detainees other than those on suicide watch, the Detainee will be checked once per hour and the DD 509s will be initialed by the Guard conducting the check. For Detainees on suicide watch, follow the Suicide Watch SOP.

2. Feed tray doors will only be opened during meal times. It will be opened when the Detainee is issued the meal and left open until the meal remnants and trash are recovered. Once the trash has been collected the feed tray door will be closed.

3. The viewing door will remain closed except when it is opened to check on the Detainee or to talk with the Detainee.

4. Detainees who are in an MSU block for Space-A reasons will be allowed to have the viewing door open at their request.

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5. An alpha roster will be maintained on the block identifying by ISN number the Detainees on the block. This log will also indicate which Detainees may be interviewed by ICRC. (Refer to ICRC SOP.)

1. Duty position relief will be conducted by relief-in-place. It is imperative that outgoing personnel remain at their position until relieved by incoming personnel. This insures that no detainees or posts are ever left unmonitored.

2. Oncoming Guard Commanders will ensure that manning rosters are filled out and that personnel are accounted for. The Guard Commander will also speak with the outgoing Guard Commander who will brief the on-coming Guard Commander on any relevant issues that may have or will occur during the past or present shift.

3. The off-going Guard Commander checks the paperwork from the off-going shift and verifies its accuracy, completeness and legibility. The off-going Guard Commander signs the bottom of each SigAct sheet, verifying the accuracy, completeness and legibility.

4. Once the on-coming Guard Commander has accounted for personnel he/she will release the shift to allow them to draw keys, radios, batteries and 3-piece suit keys.

(a) Drawing Equipment: Personnel will file through the front of the CP porch to sign for items. The Block NCOs will pick up a blank Significant Activities Sheet. On-coming personnel will receive 3-piece suit from off-going personnel at post. Individuals requiring a hand held radio will sign for a new battery and will hot seat the radio from off-going personnel at the cellblock. The person issuing the batteries will have the individual sign out radio battery using the radio sign out log. Once on-coming shift relieves the off-going shift, the off-going shift will return to the CP to turn in radio battery and SigAct sheets. (Note: Off-going personnel will remain under the control of the off-going Guard Commander until relieved). Keys will be signed for on the key log on the cellblock. Radios and shackles will be signed for on the cellblock.

(b) The Block NCOs will correctly complete the key log and sign out of equipment on each block. The on-coming GC will spot check the key log and shackle sign out on each block to insure that all off-going and on-coming personnel have properly signed back in or signed out items. If there are any discrepancies, the GC will correct the problem. Once all on-coming personnel sign for items and

#### **4008. SHIFT CHANGE.**

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relieve all positions, the on-coming Guard Commander will then relieve the off-going Guard Commander. Once the off-going Guard Commander has been relieved, he/she will then release all other off-going personnel. RTO will begin duty log and will conduct radio checks with all positions. Once the radio checks are complete, the Admin NCO will notify the DO.



(a) Camp 1: Look at the Bus Coupler breaker. If it is open, press the green “On“ button to shut the breaker.

(b) Camp 2: Carefully open the door of the Bus Coupler panel and check the breaker. If the breaker is open, shut the panel door and press the “Bus Coupler Manual Close” button to shut the breaker.

(a) Camp 1: Turn the switch to select the generator that is to be used.

(b) Camp 2: Turn the switch to select the generator that is to be used. Then, turn the “Day/Night Control Switch” to the “2-Night Manual” position.

1. Go to the generator shed and find the power breaker labeled “Main”, which is located to the rear of the shed.

2. Verify the loss of shore power by checking the voltage indicator on the Main Breaker Panel. If shore power has been lost, the indicator will register “ 0 “.

3. Check the Main Breaker Switch. It should be open. If it is not open, press the green “Open“ button. This will open the circuit and prevent the paralleling of the system with Shore power.

4. Bus Coupler Panel.

5. Generator Selector Switch

6. The Generator Control Panel is located on the front of the generator. To start the generator, press the “Manual” button twice. Allow 30 seconds for the generator to come up to speed and voltage.

7. Press the button twice to close the generator breaker. Allow 40 seconds for the breaker to close. If the breaker fails to close, press the green “Close” button on the breaker for the Generator Control Panel.

**4009. POWER OUTAGE.** The following procedure will be used during a failure of shore power to transfer all electrical power for the camps from shore power to generator.

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8. Verify that power has been restored to the facility.

9. If the generator fails to start automatically, or power is not restored to the facility, place an emergency work order.

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