

**DETENTION CELL IN-PROCESSING CHECKLIST FOR SOLDIER IN PRE-TRIAL CONFINEMENT COMING FOR A TEMPORARY STAY (I.E. COMING FOR ART.32 HEARING, ARRAINGMENT, MEETING WITH LAWYER, COURT-MARTIAL..)
(Ensure Military Police receive all paperwork listed below)**

- ❑ Memorandum from the unit commander requesting use of the detention cell.
- ❑ Copy of memorandum for the dining facility requesting meals for dates the prisoner will be held in the detention cell.
- ❑ **LEGIBLE** copy of DD Form 2708 where escort team signed for prisoner from the confinement facility soldier is coming from.
- ❑ Ensure first guard shift is present, if not, have unit escorts contact unit guard NCOIC/OIC.
- ❑ Escort NCOIC inventories the overnight bag from the confinement facility. Ensure there are personal hygiene items, and enough undergarments for the amount of time they will be held in the detention cell
- ❑ Ensure guards fill out D-Cell prisoner information board on cell door. Have guards put soldiers items in a footlocker outside the cell.

DETENTION CELL IN-PROCESSING CHECKLIST FOR SOLDIERS WHO ARE BEING HELD IN D-CELL 72 HRS BEFORE PRE-TRIAL HEARING (I.E. FLIGHT RISK) (Ensure Military Police receive all paperwork listed below)

- ❑ Memorandum from unit commander requesting use of detention cell. This memorandum must specify why the commander believes the soldier is a flight risk.
- ❑ Copy of memorandum for dining facility requesting meals for the dates the soldier will be held in the detention cell.
- ❑ DD Form 503 (Medical Examiners Report) stating soldier is fit for confinement.
- ❑ Ensure first guard shift is present, if not, have unit escorts contact unit guard NCOIC/OIC.
- ❑ Escort NCOIC/OIC inventories the soldiers' personal property. Any items (i.e. wallet, money, civilian clothes, bdu's..) not on detention cell packing list will be returned to unit escorts. If escort team does not have all items on packing list, the soldier will not be housed in the D-cell until those missing items are obtained.
- ❑ Ensure guards fill out D-cell prisoner information board on cell door. Have guards put soldiers items in a footlocker outside the cell.