

1. Escort Requirements

- a. The escort NCOIC/OIC must be in the pay grade of E-5 or above, with a pay grade that is equal to or higher than the detained individual's pre-trial pay grade. Two of the escorts must be the same gender as the service member.
- b. Must not be a personal friend or first line supervisor of the service member.
- c. Must not have additional duties related to the court-martial, (i.e. acting as bailiff or testifying for or against the accused).
- d. No records of conviction by court-martial, or non-judicial punishment involving drugs or bad conduct during current enlistment.
- e. No record of civil court conviction, excluding misdemeanor traffic violations.
- f. No profiles that could hinder the performance of escort duties.

2. Escort Responsibilities

- a. The primary responsibility of the escorts is to provide full, continual custody and control.
- b. Require the service member to conduct themselves in a manner consistent with good order and discipline.
- c. Provide all paperwork required to place the service member into confinement. Examples of the meal request and detention cell memorandum are provided.
- d. Provide all clothing required to place the service member into the appropriate confinement facility.
- e. The NCOIC/OIC is required to ensure the guard shifts are given the set of restraints. It is up to the escort NCOIC/OIC if they want to sub-hand receipt the restraints to the guards.

3. Standard of conduct

- a. Escorts will maintain an impersonal and professional military attitude toward the service member at all times. At no time will the escorts allow the service member to be harassed or degraded. Escorts will be held accountable for any mistreatment toward the service member. If the service member becomes belligerent or hostile, use the minimum amount of force necessary to regain control of the service member IAW AR Annex A (Letter of Instruction for Prisoner Escorts) to SOP# 52 (Custody, Control and Escort of Military Prisoners) 190-14, and inform the Military Police desk or the Deserter Apprehension Team of the situation.

- b. Escorts will not carry any item that can be used as a weapon (i.e. leatherman).
- c. Do not abuse, strike, threaten, harass, or maltreat service member.
- d. Do not use tobacco in the presence of the service member.
- e. The uniform for the escorts will be BDU's unless the detained individual is in class A's at some type of court proceeding. In this case, the unit escorts will wear their class B's.

4. Vehicle Safety

a. The only means of transportation authorized is a government vehicle equipped with seatbelts. If, during the escort, the vehicle becomes disabled, immediately notify the Military Police desk or local law enforcement for assistance in securing the service member until able to resume normal escort duties. In a sedan the service member will be placed in the rear seat behind the front passenger seat and the escorts will sit in the front passenger seat and in the rear seat behind the driver. In a van the service member will be placed in the rear most seat with an escort between him/her and the side door.

5. Communication

a. Communication with the service member is restricted during the escort. Circumstances of the case or charges will not be discussed. Communication by telephone and personal contact will be restricted to those personnel that have official business with the service member. These personnel are limited to doctors, chain of command, military judges, and attorneys. Prosecuting attorneys are also authorized but only in the presence of the defense counsel. Family and friends are not permitted to have contact or visit with the service member unless arrangements are made through the PM Operations Officer. Escorts will refer any interview requests made by the media to the XVIII Airborne Corps Public Affairs Office.

6. Meals

a. The detained individual will not have any food items other than food provided by a military dining facility or a Meal Ready to Eat (MRE). The service member will receive a minimum of three meals during a 24-hour period, one of those meals being a hot meal. If the detained individual is provided an MRE, ensure the heater, Tabasco sauce, matches, and salt and pepper are removed. A memorandum requesting the meal will be completed by the parent unit. The individual is only authorized to eat with Annex A (Letter of Instruction for Prisoner Escorts) to SOP# 52 (Custody, Control and Escort of Military Prisoners)

plastic-ware. Once the detained individual has finished the meal, ensure all plastic-ware is present before disposing of the hot plate. No metal or glass is allowed.

7. Search Procedures and Restraints

a. Before applying restraints, the service member must be thoroughly searched. At no time will a female search a male, or a male search a female. The service member is prohibited from having the following items:

- (1) Tobacco products of any kind (i.e. snuff, cigarettes)
- (2) Weapons or any device that could be used as a weapon (i.e. pens, pencils)
- (3) Any flame producing devices
- (4) Money in any denominational amount
- (5) Drugs (illegal or prescription). If the service member is on medication, the NCOIC/OIC of the escorts will carry it and ensure the medication is given at the proper time. Upon completion of the escort, the medication will be turned over to the first guard shift.

b. If a service member is in pre-trial confinement, restraints will be used at all times.

c. If a service member was not deemed a flight risk and no pre-trial confinement was ordered, the escorts will have the restraints on hand. They will only be applied after the court-martial, or if the escorts are given the impression the soldier is going to flee before the proceedings are over.

d. If the service member is a flight risk needing to be escorted to be held in the D-Cell 72 hours before their pre-trial hearing, restraints may be applied if the escorts believe the soldier will flee if not restrained.

e. If the service member is in restraints, legal counsel or a medical authority may request the restraints to be removed. The legal counsel or medical authority will then sign for the service member on a DD Form 2708 (Receipt for Inmate or Detained Person). Escorts must still maintain area security of room to ensure soldier does not escape.

f. Prior to the service member being placed into the Detention Facility, the service member must have all items on the detention cell packing list. Anything not on the packing list will be returned to the escorts.

8. Medical Emergencies

a. In the event of a life threatening medical emergency, transport the service member to the nearest medical facility for treatment. At least one escort will remain with the soldier at all times during treatment. The escort NCOIC/OIC will immediately contact the Detention Facility or the Military Police desk for further guidance.

9. Methods to Prevent Escape

a. Ensure service member is within arms reach of an escort at all times and is being observed at all times. When escorting the service member to the latrine, one escort must observe with the latrine door open.

b. Do not ever trust the word of the service member being escorted.

c. Salute only when addressed or during colors.

d. Inside buildings, the escorts will position themselves to maintain a clear, unobstructed view of the service member and all available exits.

10. Escape

a. If the service member escapes due to negligence on the part of the escorts, the team will be charged with Article 96 of the UCMJ.

b. If the service member does escape, immediately notify the Military Police desk.

c. If the escort team catches the service member, the minimum amount of force will be used to detain the service member IAW AR 190-14.

d. Be prepared to answer questions; name, time, location, description of escapee, and circumstances surrounding the escape.

11. Camp Lejeune requirements

a. If a service member is put into pre-trial confinement at Camp Lejeune, the unit escorts may drop off the pre-trial prisoner without their chaser cards. The escorts need to have received the Marine Corps Chaser brief and have their cards in their possession at the time of the pre-trial prisoner pick-up. If the escorts do not have their chaser cards, the pre-trial prisoner will not be released to the unit. If the class was conducted at the Fort Bragg Detention Facility, the escorts will receive a copy of the roster showing the class was completed. If the pre-trial prisoner is coming to the Fort Bragg Detention Facility for an overnight stay (i.e. coming for ART 32 Hearing, Arraignment, meeting with lawyer...), the escorts must maintain their copy of the DD Form 2708 (Receipt for Inmate or Detained Person) where they signed for the pre-trial prisoner from Camp Lejeune. When the escorts arrive at the Fort Bragg Detention Facility, one copy of the DD Form 2708 must be given to the Detention Facility personnel or the Military Police desk along with the other paperwork listed.

12. Point of Contact

a. The point of contact for this LOI is the Fort Bragg Provost Marshal Office Detention Facility at DSN 236-7504/COM (910) 396-7504 or the Military Police desk at DSN 236-0391/COM (910) 396-0391.