

1. Guard requirements

- a. The guard 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.
- b. For each 8-hour shift, two guards are required. Of the two guards, one must be of equal rank or higher than the detained individual's pre-trial pay grade. For example, if the detained individual's pre-trial pay grade was E-4, there will be one E-4 guard in addition to another for each shift. If the detained individual's pre-trial pay grade was E-7, there will be one E-7 guard in addition to another for each shift. One of the guards must be the same gender as the detained individual. A total of 6 guards will be required in addition to the guard NCOIC/OIC.
- c. Must not be a personal friend or first line supervisor of the detained individual.
- d. Must not have additional duties related to the court-martial, (i.e acting as bailiff or testifying for or against the accused soldier).
- e. No record of conviction by court-martial, or non-judicial punishment involving drugs or bad conduct during current enlistment.
- f. No record of civil court conviction, excluding misdemeanor traffic violations.
- g. No profiles that could hinder the performance of guard duties.
- h. Must be exempt from all other duties at the unit.

2. In processing

- a. Military Police desk personnel or the Detention Facility personnel will search and fully brief the detained individual of the facility rules and guidelines and place the individual in the detention cell.
- b. The first guard shift will fill out the D-Cell prisoner information board located on the cell door.
- c. The detained individual is allowed to have one piece of reading material, eyeglasses, and a wedding band (no stones) in the cell.
- d. Ensure the individual does not enter a cell with any laces in his shoes. Check the P.T. uniform to make sure the string is removed from the waistband of the shorts and pants, and from hood of the P.T. jacket.

Annex A (Letter of instruction for Detention Cell Guards) to SOP# 53: (Military Police Detention Cell Operations)

e. All the individual's personal items will be stored inside the footlocker. There will be no items outside of the footlocker. The footlocker will be placed on the other side of the hall, across from the cell.

3. Guard Shifts

a. It is the responsibility of the guard NCOIC/OIC to ensure the escort NCOIC/OIC leaves the restraints for the guard shifts. It is up to the escort NCOIC/OIC if they want to sub-hand receipt the restraints to the guards. The guardroom is the guard's place of duty. One guard will remain on guard at their place of duty if the other needs to go to the smoking area, use the latrine, or go to get chow. The guards will not leave their place of duty for anything else besides the three things just stated.

b. An accurate guard roster will be posted. If any changes are made, the roster must be updated. The NCOIC/OIC must continually check on their soldiers, ensure the DA Form 1594 is being filled out correctly, and the guards are on an alert status.

c. Each guard shift will re-sign for the key to gate #1 at the beginning of their shift from the Military Police desk. If the key is lost, the last person signed for it will pay for the replacement of the lock.

d. The guards will conduct checks every 30 minutes to ensure the well being of the detained individual. Everything will be annotated on the DA Form 1594.

e. The lights will remain on at all times in the cell. At no time will the detained individual cover their head.

f. At 0900 hours every morning, the detained individual will be woken up, be instructed to make his bed, and stay awake until after 1700 hours. Lights out will be at 2200 hrs. At this time the only light to be turned off is the hallway light. Ensure the detained individual does not have any reading material in his cell at this time.

4. Prohibited Items for the detained individual

(a) Tobacco products of any kind.

(b) Weapons or any device that can be used as weapons (i.e. leatherman, pens, pencils).

(c) Any flaming producing devices.

(d) Money in any denominational amount, or anything valuable.

(e) Anything not on the detention cell packing list.

5. Prohibited items for the guards

- (a) Weapons or any device that can be used as a weapon (i.e. leatherman).
- (b) Electronic devices.
- (c) Board games and cards.

6. Approved items for the guards

- (a) Each guard is allowed one piece of clean reading material.

7. High risk prisoner watch

a. If the detained individual has been suspected of or charged with a violent crime (i.e. sexual crimes, attempted murder, murder, or other charges deemed appropriate), a check every 30 minutes will be conducted. If the detained individual appears to be asleep, the guards will order the detained individual to wake up **every hour** to ensure their well being. Everything must be annotated on the DA Form 1594.

8. Suicide watch

a. If the detained individual has been determined to be a possible suicide risk by either verbal communication or previous attempts, IT HAS BEEN DIRECTED BY THE PROVOST MARSHAL that the service member must be taken by the unit to the Womack Army Medical Center for evaluation, and will not be held at the Fort Bragg Detention Facility.

9. 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 and passed on to each guard shift. The individual is only authorized to eat with 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. One guard at a time is allowed to leave for chow.

10. Showers

a. The guards will ensure the detained individual conducts personal hygiene and takes a shower every 24 hours during the posted hours in accordance with AR 190-47. If the Deserter Apprehension Team office is closed, the guard will go to the Military Police desk and request the cell be opened for shower time. After the shower is complete, shaving will be conducted in the sink adjacent to the shower. One guard will observe, while the other stands outside the locked gate #1 throughout the whole process. Inspect

the disposable razor to ensure accountability and the blade is still intact. **At no time will any personal hygiene be conducted within the individual cells.**

11. Visitation

a. Chain of command, Legal counsel, and Chaplains are the only authorized visitors for the detained individuals. Detained individuals may request visitation on DD Form 510 (Request for Interview) in accordance with AR 190-47. Family members and other personnel are not authorized unless approved by Provost Marshal or Provost Marshal operations officer. The detained individual will be in full restraints during visitation. No physical contact is allowed. One guard will stand at the doorway and observe the visitation. The other will be outside of the locked gate #1. The only time the visitation door will be closed is when the individual is speaking with a chaplain or legal counsel. The guard will stand outside the closed door and observe the visitation. The detained individual will be searched after the visit before returning to the cell.

12. Medications

a. The guards will maintain control of all medications and ensure the medication is given as prescribed and annotated on the DA Form 1594.

13. Emergencies

a. In the event of medical emergencies, the guards will immediately notify the Detention Facility or Military Police desk personnel. The guards will be assisted in giving first aid until medical personnel arrive. If the detained individual must be evacuated, immediately notify your guard NCOIC/OIC. Custody and control must be maintained at all times.

b. If the Military Police Station must be evacuated due to fire or disaster, both guards will remove the detained individual and proceed to a location directed by the desk personnel. They will apply restraints when the individual is in the designated location.

14. Latrines and Smoking Area

a. The use of any tobacco products anywhere in the Military Police Station is prohibited. The designated area for tobacco use is located outside the main entrance and to the left, next to the dumpsters.

b. The latrines are located in the main hallway of the Military Police Station. Guards will not use the latrines in detention cells.

15. Out processing

a. Out processing will be conducted by the Detention Facility or Military Police desk personnel.

b. Guards will only be relieved of duty once the shower and individual's detention cell is cleaned, swept, and mopped.

c. All linen will be placed in the dirty linen basket. The pillow and mattress will be wiped clean with a cleaning solution.

e. The guard room will be cleaned, swept, mopped, and all trash emptied out of the trashcans.

d. The DA Form 1594 will be reviewed and the detained individual will be signed over to the unit escort team on a DD Form 2708.

16. 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 (910) 396-0391.