

ENCLOSURE 1 SOP FOR TF IH DETAINEE COLLECTION POINTS



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
HEADQUARTERS 34TH INFANTRY DIVISION  
(MECHANIZED)  
OFFICE OF THE PROVOST MARSHAL  
MAIN PALACE, TIKRIT IRAQ

AFYB-PM

20 September 2003

MEMORANDUM FOR RECORD

SUBJECT: Standard Operating Procedures for all Task Force Ironhorse Detainee Collection Points

1. OVERVIEW

The purpose of this memorandum is to standardize the operations of the Task Force Detainee Collection Points and provide guidance for the handling of detainees. All MSC's operating holding areas in their area of operations will follow this SOP. All BCCP's will be operated by military police and augmentations as needed. The size of the facility is based on the number of prisoners being detained. It may be a room or a tent, as long as it provides shelter equal to that offered to other soldiers in the combat zone. The physical criteria for permanent and temporary structures are the same. MP should use existing structures if you can. Otherwise, use tents. Field-expedient facilities must be approved and periodically inspected by a medical corps officer or a designated representative. All individuals that are captured and detained in the TFIH AOR are transported to the DCCP for final disposition. Detainees are transferred to the DCCP no later than fourteen days from the date of capture. Individuals include criminals, soldiers, terrorists, government officials, and anyone else who disrupts Coalition Forces' operations, poses a threat to U.S. soldiers, or has information of the same; and anyone who was actively engaged in and supported the removed regime. U.S. military prisoners may at times be detained in the facility. This SOP covers some of the basic internal procedures for operating the collection point.

2. GUARD FORCE

a. General. The MSC Holding Collection Points will operate with [REDACTED] with enough military police to adequately guard the detainees. Augmentation will, at a minimum be [REDACTED] personnel.

B2-3

b. Administrative. Holding Area OICs/NCOICs will maintain a journal during their shift and review the journal with the oncoming NCOIC at the end of the shift. Any entries made in the pass on book will be annotated on a DA Form 1594. All visitors to the facility will be logged in.

c. Equipment:

002078

2079

All:  
B2-3

1. MP and augmentee guards will report to shift with Kevlar, LBV, IBAS, Gloves, Flexi-Cuffs and required rations. Guards in the inner areas of the facility will keep their equipment in a designated area readily available to them. [REDACTED]

2. The Guard Force Commander will have a [REDACTED] (if qualified) when available, which will be kept in a secure area. [REDACTED]

3. Any losses or shortages of equipment that occur during a shift will be logged on the DA Form 1594 and the OIC and NCOIC will be notified immediately.

d. Guard Force Commanders (GFC) during each shift will:

1. [REDACTED]

2. [REDACTED]

3. [REDACTED]

4. Log all relevant information in the journal to include, but should not be limited to:

- a. Sick call and medication times
- b. Detainees' who are taken outside the wire for any reason
- c. Water and meal times
- d. Detainees' who failed to follow the rules and the action taken
- e. Detainee interrogation by CIMI (EPW Tag #)
- f. Any refusal by a prisoner of food, water, or medical attention and reason
- g. Any significant events
- h. Shortages of equipment

5. [REDACTED]

6. Brief incoming GFC on changes in the pass on book and all significant actions or events during shift.

e. Guard Force Commanders will notify the OIC/ NCOIC immediately of the following:

- 1. A problem with the headcount and actions taken to fix it
- 2. A significant event in the compound such as riots or disturbances
- 3. Excessive amounts of money or equipment being turned over on 4137's
- 4. Any use of force
- 5. Any punishments given to a detainee

002079

6. Any medical issues or emergencies
7. Any un-authorized personnel who enter the compound. Authorized persons include the following personnel:

All: B2-3

- a. Military Police
- b. Medics
- c. Assigned Augmentees
- d. MI and CI
- e. Any other personnel granted authorization by the OIC/ NCOIC

[REDACTED]

### 3. ADMINISTRATIVE OPERATIONS

#### a. In processing:

1. The dismount point will notify the OIC/ NCOIC will get notified from the dismount point that Detainee's have arrived. Detainee operations will then be notified of the new arrivals.
2. SOG, OIC, or NCOIC will screen packets for any discrepancies and will categorize the detainees.
3. Once the coalition packet is screened, it is handed off to SOG for in processing. The capturing or transporting unit will not bring prisoners past dismount point until packets are screened and SOG is ready for processing.
4. Once SOG is ready, the capturing unit will escort prisoners and their property to the inner processing area. Property will be received and signed for on a DA 4137. High property will be signed for by the OIC and placed in the safe of securable area.
5. [REDACTED]
6. Property will be marked by detainee number and maintained in the in processing room.
7. [REDACTED]
8. Once detainees are in-processed, the coalition packets will be handed over to Operations for administrative data and maintained until detainee is transferred to the DCCP. Packets will be handed over to the DCCP OIC or NCOIC for processing.

002080

9. A detainee packet will be created, which will include a DA Form 1597 detailing any disciplinary actions, a DA Form 4137, sworn statements from capturing units, and any biographical information on the detainee.
10. Arriving detainees with medical conditions will stay with the capturing unit and will not be signed for until a final determination is made regarding their status, which will be determined by qualified medical personnel located at the Aid Station

b. Out-processing:

All: B2-3

1. [REDACTED]
2. SOG ensures that the detainees and their property are accounted for and verified. The DA Form 4137's and DA Form 2708's will be completed prior to the detainee(s) being released.
3. SOG records the notification on the DA 1594.
4. [REDACTED]
5. [REDACTED]
6. SOG will check and re-check badge numbers and the detainee(s) photo to verify that the correct detainee(s) are being transported.
7. [REDACTED]
8. [REDACTED]
9. All property and personnel shall be released on DA Form 2708's.
10. An entry will be annotated in the journal stating the time the convoy departed the facility. The detainee register will then be completed, which is located in the in-processing room.

c. Logistics:

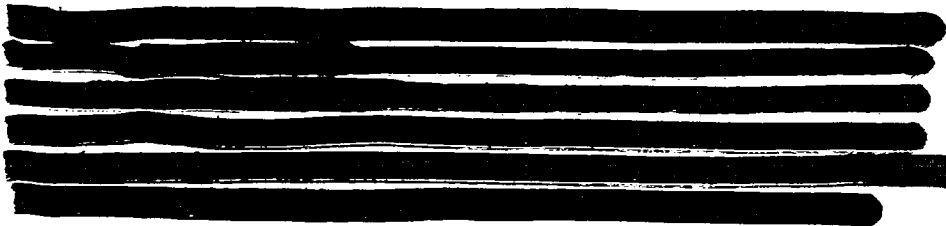
1. The NCOIC of the Collection Point is responsible for logistics.
2. Detainees will be used to load and down load rations, transport trash, and burn human waste.

002081

All:  
B2-3

3. Rations for the detainees will be based off the ration allowances for the U.S. Soldiers. (2 MRE's for detainees.)
4. Detainees will receive two MRE's a day. They will receive two fresh bottles of water a day. They will also refill their bottles with potable water from a water blivet or water buffalo under direct supervision of the roving military police or augmentee. Detainees will get a total of 6 bottles of water a day.
5. MRE's will be broken down before being received by detainees. The heaters, matches and Tobasco sauce will be removed from each MRE. Religious customs will be taken into consideration when distributing meals.
6. There are jump suits available for detainees who show up with severely ripped or soiled clothing. There are also shower shoes available for those that arrive at the TFICCP without shoes.
7. Soap will be distributed evenly among detainees and hygiene kits will be distributed when available.

d. Medical Operations

1. The MSC's on call Medic will be notified of all medical issues regarding detainees and U.S. Soldiers. Notification will include the initial assessment of the situation, detainee(s) identification number and the action(s) taken.
2. 
3. Medics will be the only ones authorized to administer medication(s) to detainees; not US military police soldiers.
4. Medical logs will be maintained in the detainee's folder.
5. Any medical action(s) taken with the detainee will be logged in the daily journal. Any refusal of medical care or medications by a detainee will also be annotated.
6. Operations will be notified on all medical treatment received by the detainee(s).

4. DISCIPLINE AND SECURITY

- a. The following acts WILL NOT be permitted at the Holding Areas:

002082

1. Fraternalization between detainees and U.S. military or civilian personnel. Fraternalization is defined as improper or intimate communications or actions between U.S. Armed Forces and the detainees.
2. Donating or receiving gifts or engaging in any commercial activity between persons in U.S. custody and U.S. personnel.
3. Disciplinary powers will not be delegated to or exercised by detainees. Detainees will not administer punishments.
4. The following notice will be posted in both areas of the compound:

"A detainee who feels that their lives are in danger or that they may suffer physical injury at the hands of other detainees will immediately report the fact personally to a U.S. military guard. From that time on the Officer-In-Charge will assure adequate protection to the detainee by segregation, transfer, or other means. Detainees who mistreat other detainees will be punished."

5. Security guidelines outlined below concern the custody and use of detainees.
6. Guard and work details. [REDACTED]

All: B2-3

b. Preventing Escape:

1. SOG's will ensure that each detainee understands the meaning of the word "halt" (Arabic: OGOFF). [REDACTED]
2. [REDACTED]

c. Security of detention facility.

1. The NCOIC will handle all logistical materials in and around the camp.
2. The NCOIC will ensure that there is adequate C-wire around the camp and that there are no gaps in C-wire.

002083

3. The NCOIC will ensure that the camp is sufficiently lit during hours of darkness so the guards can see any escape attempt.
4. The SOG will ensure the following security measure are met at all times:

All: B2-3

- a. [REDACTED]
- b. [REDACTED]
- c. [REDACTED]
- d. [REDACTED]
- e. If these requirements cannot be met due to personnel strength, the SOG will immediately notify the OIC .

d. General provisions common to disciplinary and judicial punishments:

- [REDACTED]
- Punishment will not be inhumane, brutal, or dangerous to the health of the CI. The age, sex, and state of health of the CI will be considered.
- Disciplinary punishments may be ordered by the OIC or NCOIC.

5. Proponent for this SOP is the Task Force Ironhorse Provost Marshal.

6. Point of contact for this SOP is the undersigned at 534 [REDACTED]

[REDACTED]

MAJ(P), MP  
Provost Marshal

ANNEX A- FACILITY MAP  
ANNEX B- QRF PLAN  
ANNEX C- AUGMENTEE INTEGRATION

002084