



Special Housing Unit (SHU) Procedures within Detainee Operations

010726

Terminal Learning Objective

Action: Conduct Close Confinement Operations.

Conditions: In a Classroom Environment Given a Close Confinement Cellblock (Real or Mock), Detainees (Role Played), Health and Comfort Supplies, ~~Assisting~~ Cadre, and Inspection Records of Detainees in Segregation (DD Form 509).

Standards: Complete All Necessary Steps Without Error to Conduct Close Confinement Operations.

Enabling Learning Objective A

Action: Control Personnel Entry and Exit From a Cellblock Area.

Conditions: In a Classroom Environment Given a Close Confinement Cellblock (Real or Mock), Detainees (Role Played), Health and Comfort Supplies, Assisting Cadre, and Inspection Records of Detainees in Segregation (DD Form 509).

Standards: Identify Personnel Authorized to Enter or Exit the Cellblock, Detain All Unauthorized Personnel, and Report Any/all Problems to Your Immediate Supervisor.

Access Control

- Proper Procedures for Close Confinement
- Besides Observing Detainees In The Cellblock, You, The Staff Member On Duty, Will Be Charged With Controlling Who Enters or Exits The Cellblock

Access Control

- Facility Commander
- Chaplain
- Detainee's Counselor
- Medical Officer / AW Local
- Only Official Visitors Are Allowed to Enter
- They Must Be Escorted While in the Cellblock

010730

Access Control

- Detainees Not Allowed to Enter the Cellblock
- Detainees Billed in the Cellblock Escorted
- Authorized Escorts Only Those Staff Members Assigned to Such Duties
- Badges Should Be Issued to Show Authorization for Admission

Enabling Learning Objective B

Action: Differentiate Between Administrative and Disciplinary Segregation.

Conditions: In a Classroom Environment Given a Close Confinement Cellblock (Real or Mock), Detainees (Role Played), Health and Comfort Supplies, ~~Assisting~~ Cadre, and Inspection Records of Detainees in Segregation (DD Form 509).

Standards: Identify the Difference Between Administrative and Disciplinary Segregation.

Types of Segregation

- Administrative Segregation:
 - Protect From Other Detainees (PC)
 - Keep From Hurting Themselves or Others
 - Medical Reasons
 - Aggressive Homosexual Behavior
 - Psychological Disorders
 - Pending Investigation
- Detainee Believing To Be In Physical Danger
- Other Valid Reasons

AP

010733

Types of Segregation

- Detainee May Revoke The Request IAW SOP
- Housed In Segregation 24 Hours A Day
- Discretion Of The Facility Commander
- Food Rations And Privileges
- Internment Facility Commander Imposes Administrative Segregation
- Delegated Authority

HP

010734

Types of Segregation

Disciplinary Segregation (DS)

- Pending Investigation
- Final Disposition of an Offense
- Disciplinary Segregation May Be An Indefinite Period
 - Normally Not Exceeding 90 Consecutive Days
 - May International Laws And Approved By Combatant Commander

HP

010735

Types of Segregation

Disciplinary Segregation (DS)

- Detainees Should Always Be Informed of the Reason(s)
- Projected Release
- Intractable Status
 - Consistently Destructive
 - Displays Suicidal Tendencies
 - Consistently Flagrantly Refuses To Comply With Orders

HF

010736

Types of Segregation

- Intractable Status
 - Fully Justified in Writing
 - Maintained in Detainees Record
- Facility Commander May Designate A Detainee As Intractable
 - Delegated Authority
 - Part of The Duty Officers Written Instructions
 - Facility Commander Should Review The Status on Succeeding Duty Day
 - Intractable Status Review Every 72 Hours

HP

010737

Types of Segregation

- Disciplinary Report
- Discipline and Adjustment Board
- Evaluating Facts and Circumstances Surrounding Violations
- Outcome of The D&A Board
- Recommendations To The Facility Commander For Action
- Individual Detainee's Attitude and Behavior
- Prevention of Future Violations or Misconduct

AF

010738

Enabling Learning Objective C

Action: Observe Detainees in Close Confinement and Maintain DD Form 509.

Conditions: In a Classroom Environment Given a Close Confinement Cellblock (Real or Mock), Detainees (Role Played), Health and Comfort Supplies, Assisting Cadre, and Inspection Records of Detainees in Segregation (DD Form 509).

Standards: Review Post and Ensure DD Form 509 is Maintained in the Prescribed Manner IAW STP 19-95C14-SM-TG.

Observe Detainees In Close Confinement

- Make Sure The Detainee Is All Right
- Prior To Entering The Cell Make Sure You Have Extra Guards
- Require Stricter Disciplinary Control Than

Other Detainees

- Visually Check The Cell For Contraband And Unauthorized Articles
- Unsafe Health Conditions

Observe Detainees In Close Confinement

- Detainees In DS Are Required To Clean Their

Own Cells

- DS Allowed The Same Diet As The Other Detainees

- Reduced Diet IAW Facility SOP

- Suicide Risks or are In Restraining Devices

Observe Detainees in Close Confinement

- DS & Suicide Risks Require A DD Form 509
- Other Administrative Segregation Detainees Only If Directed IAW SOP
- DD Form 509 Posted Outside Detainee's Cell
- Check The Heading of The Form
- Part I of DD Form 509
 - The Remarks Section
 - Special Instructions For Handling

Observe Detainees in Close Confinement

- Part II of DD Form 509
 - Daily Inspection Record
 - Facility Commander or Designated Rep
 - OIC & Duty Officer Signs 2Xs
 - Medical Officer Signs 1X
 - Counselor & Chaplain, IAW SOP are Required
- To Visit Daily, Not Required to Sign

010743

Observe Detainees in Close Confinement

- Part III of DD Form 509

- Guard Inspection Record

- Initials When Checks are Conducted

- Each Hour Is Subdivided Into Four Blocks

BATES PAGE 10745

(Special Housing Unit Operations)

HAS BEEN WITHHELD PURSUANT TO FOIA
EXEMPTION (b)(2) – 3

Enabling Learning Objective D

Action: Control Shower and Shave Call Within Close Confinement.

Conditions: In a Classroom Environment Given a Close Confinement Cellblock (Real or Mock), Detainees (Role Played), Health and Comfort Supplies, Assisting Cadre, and Inspection Records of Detainees in Segregation (DD Form 509).

010746

Enabling Learning Objective D

Standards: You Must Complete All the Necessary Steps To:

- **Ensure** the Detainee Showers and Shaves, Is Returned to the Cell, and the Cell Is Locked.
- **Report** All Incidents to the Supervisor.
- **Prepare** a Complete and Accurate Observation/disciplinary Report, If Necessary, and Turn It In to the Supervisor.
- **Observe** All Safety Precautions.

010747

Shower & Shave

- Check DD Form 509 For Special Instructions
- Not All Detainees Are Authorized Out of the Cell For a Shower
- Intractable Status Do Not Come Out of their

Cell For Any Reason

- Check With Your Supervisor
- Special Instructions IAW SOP

Shower & Shave

- Obtain Items the Detainee Needs to Shower/Shave
- Escort Detainee to the Latrine or Shower Area
- Apply Restraints IAW Local SOP
- Prepare For Shower/Shave Call
- Only Underwear or a Draped Towel
- IAW SOP Ensure Additional Staff Are Present Prior to Opening the Cell

010749

Shower & Shave

- Detainee at Rear of the Cell
- Unlock and Open Cell Door IAW local SOP
- Detainee Has All Necessary Items Prior to Exiting the Cell
- Instruct Detainee to Step Out of the Cell and onto the Corridor
- Direct Detainee to Proceed the Latrine

010750

Shower & Shave

- Follow Slightly Behind (Out of Reach) And Slightly to the Side
- Instruct Detainee to Shower
- Lock Detainee in Shower IAW SOP
- Observe Detainee
- Be Alert For Suicidal Tendencies
- If Suicide is Attempted, Sound the Alarm

010751

Shower & Shave

- Stop Detainee ONLY After Additional Staff Arrive IAW Local SOP
- Notify Your Supervisor
- Direct The Detainee To Shave
- Give Detainee Razor When He Is Ready To Shave
- Closely Observe The Detainee While He Shaves
- Detainee Completed Shaving Secure Razor

010752

Shower & Shave

If the Detainee Refuses to Shower/Shave,

Notify Your Supervisor

- Maintain Control of All Items
- Inspect the Razor Ensuring that the Blades are

Intact.

- If Items Are Missing
- Escort the Detainee Back to the Cell

Shower & Shave

- Ensure Proper Restraint Procedures are

Followed IAW SOP

- Return items that Must Be Secured to the

Locked Container

- Anything Unusual Occurs, Report it

Special Housing Unit (SHU) Procedures within Detainee Operations Summary

010755

Special Housing Unit (SHU) Procedures within Detainee Operations
CD 410 / Version 2004
11 Jun 2004

SECTION I. ADMINISTRATIVE DATA

**All Courses
Including This
Lesson**

<u>Course Number</u>	<u>Version</u>	<u>Course Title</u>
31E-POI	2004	Detainee Operations

**Task(s)
Taught(*) or
Supported**

<u>Task Number</u>	<u>Task Title</u>
	INDIVIDUAL
191-381-1317 (*)	Observe Internees in Close Confinement
191-381-1319 (*)	Control a Shower and Shave Call Within Close Confinement

**Reinforced
Task(s)**

<u>Task Number</u>	<u>Task Title</u>
--------------------	-------------------

**Academic
Hours**

The academic hours required to teach this lesson are as follows:

	<u>Mobilization Hours/Methods</u>
	1 hr / Conference / Discussion
	20 mins / Demonstration
	1 hr 25 mins / Practical Exercise (Performance)
Test	0 hrs
Test Review	0 hrs
Total Hours:	2 hrs 45 mins

**Test Lesson
Number**

	<u>Hours</u>	<u>Lesson No.</u>
Testing (to include test review)		N/A

**Prerequisite
Lesson(s)**

<u>Lesson Number</u>	<u>Lesson Title</u>
CD 404	Main Gate/Sally Port Procedures within Detainee Operations

**Clearance
Access**

Security Level: Unclassified
 Requirements: There are no clearance or access requirements for the lesson.

**Foreign
Disclosure
Restrictions**

FD7. This product/publication has been reviewed by the product developers in coordination with the Fort Leonard Wood, Missouri 65473 foreign disclosure authority. This product is NOT releasable to students from foreign countries.

References

<u>Number</u>	<u>Title</u>	<u>Date</u>	<u>Additional Information</u>
AR 190-47	The Army Corrections System.	05 Apr 2004	Chap 12, para 12-4, p 35; para 12-6 -12-9, pp 36 & 37
FM 3-19.40	Military Police Internment/Resettlement Operations.	01 Aug 2001	
STP 19-95C1-SM	MOS 95C, Corrections Specialist, Skill Level 1, Soldier's Manual	30 Sep 2003	
STP 19-95C24-SM-TG	MOS 95C, Corrections Specialist, Skill Levels 2/3/4, Soldier's Manual and Trainer's Guide		

Student Study Assignments

Read STP 19-95C1-SM referencing tasks 191-381-1317 and 191-381-1319.

Instructor Requirements

One primary instructor.

Additional Support Personnel Requirements

<u>Name</u>	<u>Stu Ratio</u>	<u>Qty</u>	<u>Man Hours</u>
None			

Equipment Required for Instruction

<u>Id Name</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt</u>	<u>Qty</u>	<u>Exp</u>
None					

* Before Id indicates a TADSS

Materials Required**Instructor Materials:**

NOTE: Based on available qualified instructors, facilities and equipment, the instructor may use computer-assisted powerpoints with projection screen or VGTs (Vu-graphs) with overhead projector.

Health and comfort items, blank DD Form 509, mock DD Form 509 (completed).

Mock detainee camp w/close confinement cellblocks and shower cell.

Student Materials:

STP 19-95C14-SM-TG, pen/ pencil and notebook.

Classroom, Training Area, and Range Requirements**Ammunition Requirements**

<u>Id</u>	<u>Name</u>	<u>Exp</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt Qty</u>
	None				

Instructional Guidance

NOTE: Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.

NOTE: All Detainees are to be treated humanely, with dignity and respect, at all times.

Proponent
Lesson Plan
Approvals

<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
[REDACTED]	MSG	SR Corrections Technical Advisor	11 Jun 2004

(b)(6)-2

SECTION II. INTRODUCTION

Method of Instruction: <u>Conference / Discussion</u>
Instructor to Student Ratio is: _____
Time of Instruction: <u>5 mins</u>
Media: <u>-None-</u>

Motivator

NOTE: Show Slide #1 (Special Housing Unit (SHU)/Procedures within Detainee Operations)

As a staff member you have learned that the most important thing is custody and control. The segregation area of an internment facility is probably the hardest place to keep custody and control. While in the general population if a detainee has a problem following facility rules, they will eventually end up in the segregation area.

The student will be taught how to recognize the difference between administrative and disciplinary segregation; to observe detainees in close confinement to conduct shower and shave call; and to control personnel entry and exit from the close confinement cellblock area.

NOTE: Instructors are required to incorporate Contemporary Operating Environment (COE) issues and reinforce VALUES in this lesson to include scenarios and practical exercises. There are key variables that can be expected in virtually every conflict that serve as building blocks for the operational environment (OE). They are interrelated and sometimes overlap, and serve collectively as the foundation for understanding COE. Information can come from CALL (Center for Lessons Learned) <http://call.army.mil> or any media source including newspaper/magazine articles, television/radio information, law enforcement/field training circulars, etc. and should be current and relevant to the training. Do not violate any copyright or reproduction laws.

The eleven variables are:

1. Physical environment
2. Nature and stability of the state
3. Military capabilities
4. Technology
5. Information
6. External organizations
7. Social demographics
8. Regional Relationships
9. National will
10. Time
11. Economics

Terminal Learning Objective

NOTE: Inform the students of the following Terminal Learning Objective requirements.

At the completion of this lesson, you [the student] will:

NOTE: Show Slide # 2 (TLO)

Action:	Conduct close confinement operations.
Conditions:	In a classroom environment given a close confinement cellblock (real or mock), detainees (role played), health and comfort supplies, assisting cadre, and Inspection Records of Detainees in Segregation (DD Form 509).
Standards:	Complete all necessary steps without error to conduct close confinement operations.

Safety Requirements

Safety briefings will be conducted prior to training with emphasis on weather conditions, existing and predicted; munitions, including the handling and transporting of blank ammunition and pyrotechnics; and safety while working around and with machinery, vehicles, and tools. Other topics include hot and cold weather injury prevention and treatment, animal and insect bites, poisonous plants, and fire prevention. All injuries/incidents will be reported to the instructor on site and processed IAW course policies and procedures.

Comply with:

- a. AR 385-10, The Army Safety Program, 29 February 2000.
- b. AR 385-55, Prevention of Motor Vehicle Accidents, 12 March 1987.
- c. TRADOC Regulation 385-2, 27 January 2000.
- d. FM 100-14, Risk Management, 23 April 1998.
- e. FM 101-5, Staff Organization and Operations, 31 May 1997.

NOTE: This is an example of a safety briefing. Safety briefings are dependent on the location of training/training event and this is not to be considered an all-inclusive safety briefing.

1. **Electrical storms:** (when appropriate) To take precautions against anyone being hit by lightning, we have a dispersal area that is located on this range at (give location) (instructors will complete this at their specific outside location). When directed to disperse, you will move directly to the dispersal area, ground your rifle and Kevlar and place your poncho over yourself after lying flat on the ground. In addition, be sure to avoid flagpoles, wires, Kevlar, and meters that contain electrical charges.
2. **Snakebites:** (when appropriate) As you know, the areas in which snakes are generally found during hot weather are cool, damp places such as rotten logs, creek banks, and under roots. In training areas they may be found in fighting supported positions and bunkers. Always observe an area very closely prior to training. In the event that a snake of any type bites you, report it to range personnel, the instructor, or your drill sergeant. Under no circumstances should anyone try to handle a snake.
3. **Heat casualties:** (when appropriate). When you are active the body becomes overheated and the perspiration, which is created, cannot evaporate and cool the body because of the high humidity. You become a possible casualty from the heat as the body temperature rises above the normal temperature. The symptoms that this can create are: cool, moist or hot, dry skin; profuse sweating; headaches; dizziness; weakness; rapid pulse; or severe cramps in the abdomen or legs. Instructors, range personnel, drill sergeants, and company cadre are familiar with first aid treatments and casualty evacuation procedures for further medical

attention. During hot weather, drink water at a rate of not more than 1.5 quarts per hour and not more than 12 quarts per day. Use the buddy system and watch your buddies for signs of heat illness.

4. **Cold weather injuries:** (when appropriate) Range OIC will ensure that warm-ups are properly utilized. Ten-minute breaks will be scheduled for each 50-minute block of instruction. During conference sessions, individuals should be allowed to move their feet, hands, etc., in order to maintain circulation. Supervisors at every level will ensure that their subordinates are adequately protected during cold weather. Range OIC will coordinate with company personnel to rotate Soldiers into warm-up tents when inclement weather conditions dictate the need for this to preserve troop health.
5. **Weapons Handling:** Do not fire blank ammunition at individuals within a distance of 25 meters. Ensure blank adapters are installed on weapons before ammunition is issued. Blank adapters will be installed on weapons at all times. When utilizing MILES equipment, never look directly into the laser engagement transmitter.
6. **Classroom Instruction:** Inform students of the procedures and exits in the classroom in the event of an emergency and/or fire.
7. If in need of a MEDEVAC helicopter, immediately contact the MEDEVAC Operations Center telephonically, either by calling through the Range Control Switchboard or by radio. If emergency care is needed, all medical support for units training outside the cantonment area should contact the local 911 for emergency care.
8. Be responsible for security of weapons.
9. Ensure proper use of pyrotechnics and blank ammunition.

NOTE: Ensure all students have been given the safety brief. Have those arriving late due to appointments and sick call read the briefing.

**Risk
Assessment
Level**

Low

**Environmental
Considerations**

NOTE: It is the responsibility of all soldiers and DA civilians to protect the environment from damage.

Caring for the environment begins with the Army's vision of environmental responsibility. The following vision statement describes what the Army expects of all Soldiers and leaders:

Vision Statement: *"The Army will integrate environmental values into its mission in order to sustain readiness, improve the Soldier's quality of life, strengthen community relationships, and provide sound stewardship of resources."*

Taking care of the environment protects health, safety, and natural resources. For example, when fuel spills on the ground, it soaks into the soil, poisons plants, and eventually enters streams and lakes that supply drinking water. (See FM 3-100.4 for more information.)

Caring for the environment also supports the Army mission. Costly environmental cleanups detract from Army readiness. During war, many wise tactical, medical, or operations-security (OPSEC) practices are also good environmental practices. Handling fuels safely, maintaining vehicles, disposing of solid waste/hazardous waste (HW), and managing and turning in ammunition properly are sound environmental and tactical considerations that carry over from training into combat

operations.

Many practices that damage the environment waste time and do not lead to success in combat. One example occurred during the Gulf War when Iraqi Soldiers set fire to Kuwaiti oil fields and poured millions of gallons of crude oil into the Persian Gulf. The Iraqi Army deliberately damaged environmental resources and wasted valuable time and effort on activities that did not stop the allies' advance. Remember, environmental stewardship does not prevent the Army from fighting and winning wars—it supports the Army mission.

Training will be conducted in the proper designated areas only. This ensures natural and environmental resources are maintained properly for continued training realism. All spills of hazardous property and POL products will be reported to the appropriate environmental office. The activity responsible for the spill will contain the spill to reduce further environmental and training area degradation. Equipment will be operated to conform to environmental operating permits. Live foliage will not be used as camouflage material. Improper disposal of trash and refuse, inadequate cleanup of training areas pollutes ground water resources, and may result in a potential health or safety hazard.

References: Field Manual 3-100.4/MCRP 4-11B, Environmental Considerations in Military Operations, dated 15 June 2000; w/change #1 dated 11 May 2001.

Training Circular 3-34.489, The Soldier and the Environment, dated 8 May 2000; with change number 1, dated 26 October 2001.

Evaluation

**Instructional
Lead-In**

As a staff member you have learned that the most important thing is custody and control. The segregation area of an internment facility is probably the hardest place to keep custody and control. While in the general population if a detainee has a problem following facility rules, they will eventually end up in the segregation area.

SECTION III. PRESENTATION

NOTE: Inform the students of the Enabling Learning Objective requirements.

NOTE: Show Slide # 3 (ELO A)

A. ENABLING LEARNING OBJECTIVE

ACTION:	Control personnel entry and exit from a cellblock area.
CONDITIONS:	In a classroom environment given a close confinement cellblock (real or mock), detainees (role played), health and comfort supplies, assisting cadre, and Inspection Records of Detainees in Segregation (DD Form 509).
STANDARDS:	Identify personnel authorized to enter or exit the cellblock, detain all unauthorized personnel, and report any/all problems to your immediate supervisor.

1. Learning Step / Activity 1.

Method of Instruction: Conference / Discussion

Time of Instruction: 10 mins

Media: -None-

NOTE: Show Slide # 4 thru # 6 (Access Control)

1. When assigned duties in the segregation area, you should learn the proper procedures for close confinement. It is necessary for all staff members to follow proper procedures when accomplishing different tasks within the detainee camp to lessen the risk of injury to both staff and detainees.

COMMENT: BESIDES OBSERVING DETAINEES IN THE CELLBLOCK, YOU, THE STAFF MEMBER ON DUTY, WILL BE CHARGED WITH CONTROLLING WHO ENTERS OR EXITS THE CELLBLOCK.

2. Facility Commander, Chaplain, the detainee's counselor, or medical officer IAW local SOP should be allowed to enter the cellblock daily to see the detainees and inspect conditions.

a. Only official visitors are allowed to enter the cellblock and they will be escorted while in the cellblock.

b. Detainees not billeted in the cellblock should not be allowed to enter the cellblock.

c. Detainees billeted in the cellblock (close confinement) will only exit and enter the cellblock through authorization of the Facility Commander or his designated representative with an authorized escort.

d. Authorized escorts are those staff member assigned to such duties.

COMMENT: ID badges should be issued to facility personnel to show their authorization for admittance.

NOTE: Conduct a check on learning and summarize the learning activity.

CHECK ON LEARNING: Conduct a check on learning and summarize the ELO.

NOTE: Show Slide # 7 (ELO B)

B. ENABLING LEARNING OBJECTIVE

ACTION:	Differentiate between administrative and disciplinary segregation.
CONDITIONS:	In a classroom environment given a close confinement cellblock (real or mock), detainees (role played), health and comfort supplies, assisting cadre, and Inspection Records of Detainees in Segregation (DD Form 509).
STANDARDS:	Identify the difference between administrative and disciplinary segregation.

1. Learning Step / Activity 1.

Method of Instruction: Conference / Discussion
Time of Instruction: 10 mins
Media: -None-

NOTE: Show Slide # 8 thru # 13 (Types of Segregation)

1. Discuss reasons for administrative segregation.

- a. To protect them from other detainees (protective custody).
- b. To keep them from hurting themselves or others (prevention of injury to the detainee).
- c. Medical reasons.
- d. Those who demonstrate aggressive homosexual behavior.
- e. Those with psychological disorders who do not adjust to living with other detainees.
- f. Pending investigation of an incident or final disposition of alleged offense.

2. A detainee believing to be in physical danger, or for any other valid reason, may request administrative segregation. The detainee may revoke the request at any time IAW local SOP.

3. Detainees may be housed in segregation 24 hours a day or only at night. It depends on the reason for segregation and is up to the discretion of the Facility Commander.

4. Detainees in administrative segregation are allowed the same food rations and privileges as the rest of the population.

5. The Internment Facility Commander can impose administrative segregation. This authority can be delegated to a commissioned officer, warrant officer, or a noncommissioned officer (E-7 or above).

QUESTION: WHO HAS THE AUTHORITY TO IMPOSE ADMINISTRATIVE SEGREGATION?

ANSWER: THE FACILITY COMMANDER.

6. A detainee is placed on Disciplinary Segregation (DS) pending investigation of an incident or final disposition of the offense.

7. [REDACTED]
(b)(2)-3

8. Detainees will be informed as to the reason(s) for being placed in segregation and will be released when the segregation has served its intended purpose.

9. Intractable detainee: A detainee may be placed in an intractable status when he/she is consistently destructive, displays suicidal tendencies, or when he/she consistently and flagrantly refuses to comply with orders and instructions issued by the custodial staff.

10. When a detainee is designated intractable it will be fully justified, in writing, and will be maintained in detainees record.

11. The Facility Commander may designate a detainee as intractable.

12. If the Facility Commander is not available, authority may be extended to the staff duty officer (SDO) and it will be made part of the SDO written instructions and the Facility Commander will review the status of the detainee on the succeeding duty day. The Facility Commander will review the intractable designation every 72 hours.

13. When a detainee(s) is given a disciplinary report, there will be a discipline and adjustment board convened for the purpose of evaluating facts and circumstances surrounding the alleged violations by detainee(s) of institutional rules set forth by the facility rule book and International Law.

14. Based on the outcome of the D&A board, there will be recommendations to the facility commander for action.

15. The recommendation will effect individual detainee's attitude and behavior and contribute toward the prevention of future violations or misconduct.

QUESTION: WHO HAS THE AUTHORITY TO IMPOSE DISCIPLINARY SEGREGATION?

ANSWER: THE FACILITY COMMANDER.

NOTE: Conduct a check on learning and summarize the learning activity.

CHECK ON LEARNING: Conduct a check on learning and summarize the ELO.

NOTE: Show Slide # 14 (ELO C)

C. ENABLING LEARNING OBJECTIVE

ACTION:	Observe detainees in close confinement and maintain DD Form 509.
CONDITIONS:	In a classroom environment given a close confinement cellblock (real or mock), detainees (role played), health and comfort supplies, assisting cadre, and Inspection Records of Detainees in Segregation (DD Form 509).
STANDARDS:	Review post and ensure DD Form 509 is maintained in the prescribed manner IAW STP 19-95C14-SM-TG.

1. Learning Step / Activity 1.

Method of Instruction: Conference / Discussion

Time of Instruction: 10 mins

Media: -None-

NOTE: Show Slide # 15 thru # 20 (Observe Detainees in Close Confinement)

1. When observing detainees make sure the detainee is all right. Sometimes this may involve calling the detainee's name or ISN and making him stand up.

a. Prior to entering the cell make sure you have extra guards.

b. Require stricter disciplinary control than other detainees.

c. Also, while observing the detainee, visually check the cell for contraband and unauthorized articles and for unsafe health conditions (i.e., burned out lights, clogged toilets, or other conditions that would affect the detainee's health).

d. Detainees in disciplinary segregation are required to clean their own cells.

e. Detainees in disciplinary segregation are allowed the same diet as the other detainees. If they are on a reduced diet, then they are given smaller portions and no dessert, IAW facility SOP.

f. Disciplinary segregation detainees will be checked every 30 minutes unless otherwise specified in Part I of DD Form 509.

g. [REDACTED]

(b)(2)-3

NOTE: AT THIS TIME, INSTRUCTOR PASSES OUT A BLANK DD FORM 509 TO EACH STUDENT AND INSTRUCTOR COVERS FORM BLOCK BY BLOCK.

NOTE: Conduct a check on learning and summarize the learning activity.

2. Learning Step / Activity 2.

Method of Instruction: Demonstration
Time of Instruction: 10 mins
Media: -None-

2. At a minimum, detainees in disciplinary segregation and suicide risks require a DD Form 509. Other administrative segregation detainees only need one if directed by the facility commander.

3. The DD Form 509 is normally posted outside the detainee's cell. If the form becomes damaged, missing, replaced, or any discrepancies are noted, have the form corrected.

4. Be sure to check the heading of the form. This heading will contain basic information about the detainee.

a. Name.

b. Type of segregation.

c. Reason for segregation.

d. Date segregation imposed.

5. It should also contain the detainee's ISN. You do not need to worry about the date of actual release from segregation because it will not be filled in until the detainee is released from segregation.

6. Part I of the DD Form 509, the remarks section, contain information about that specified detainee (i.e., how often to check detainee, what he will be allowed to have, if the detainee is on reduced diet, special instructions for handling of the detainee).

7. Part II of the DD Form 509, the Daily Inspection Record, is when the OIC (facility commander or his designated representative) visits [REDACTED]

(b)(2)-3

8. Part III of the DD Form 509, the Guard Inspection Record, is where the guard puts his initials when he makes his cellblock checks. [REDACTED]

(b)(2)-3

9. [REDACTED]

NOTE: AT THIS TIME, INSTRUCTOR CONDUCTS PRACTICAL EXERCISE ON PART III OF DD FORM 509.

QUESTION: WHO HAS TO SIGN THE DD FORM 509 TWICE DAILY?

ANSWER: THE OIC (FACILITY COMMANDER OR DESIGNATED REPRESENTATIVE) AND THE DUTY OFFICER.

NOTE: Conduct a check on learning and summarize the learning activity.

3. Learning Step / Activity 3. Conduct a practical exercise.

Method of Instruction: Practical Exercise (Performance)

Time of Instruction: 25 mins

Media: -None-

NOTE: Conduct PE.

NOTE: Conduct a check on learning and summarize the learning activity.

CHECK ON LEARNING: Conduct a check on learning and summarize the ELO.

NOTE: Show Slide # 21 and # 22 (ELO D)

D. ENABLING LEARNING OBJECTIVE

ACTION:	Control shower and shave call within close confinement.
CONDITIONS:	In a classroom environment given a close confinement cellblock (real or mock), detainees (role played), health and comfort supplies, assisting cadre, and Inspection Records of Detainees in

	Segregation (DD Form 509).
STANDARDS:	<p>You must complete all the necessary steps to:</p> <ul style="list-style-type: none"> - Ensure the detainee showers and shaves, is returned to the cell, and the cell is locked. - Report all incidents to the supervisor. - Prepare a complete and accurate Observation/Disciplinary Report, if necessary, and turn it in to the supervisor. - Observe all safety precautions.

1. Learning Step / Activity 1.

Method of Instruction: Conference / Discussion

Time of Instruction: 10 mins

Media: -None-

NOTE: Show Slide # 23 and # 29 (Shower & Shave)

COMMENT: CHECK THE DD FORM 509 FOR SPECIAL INSTRUCTIONS. NOT ALL DETAINEES ARE AUTHORIZED TO COME OUT OF THE CELL FOR SHOWER AND SHAVE CALL. DETAINEES IN AN INTRACTABLE STATUS NORMALLY DO NOT COME OUT OF THEIR CELL FOR ANY REASON.

1. If a DD Form 509 is not available, check with your supervisor to determine if there are special instructions, and ensure you obtain a DD Form 509 if the detainee is on DS, suicide watch, or as specified in the local SOP.

2. Obtain items the detainee needs to shower/shave (items not authorized for retention in the cells) from the locked container.

- a. Obtain the key to the locked container.
- b. Remove the items needed and lock the container.

3. Escort the detainee to the latrine.

NOTE: Apply restraints IAW local SOP for each detainee being escorted to the shower.

a. Direct the detainee to prepare for shower/shave call. Instruct the detainee to remove all clothing and to either wear only underwear or a draped towel.

b. Escort the detainee to the shower area.

(1) If required by DD Form 509 or your supervisor, ensure that additional staff are present prior to opening the cell.

(2) Direct the detainee to stand to the rear of the cell. Unlock and open the cell door according to procedures as required by cellblock configuration and SOP.

(3) Ensure that the detainee has all necessary items prior to exiting the cell. (As applicable) Instruct the detainee to step out of the cell and on to the corridor. Then direct the detainee to proceed to the latrine.

(a) Follow slightly behind (out of reach) and slightly to either the left or right of the detainee.

4. Instruct the detainee to shower (allowing the amount of time indicated by facility SOP).

a. If the latrine is equipped with a security cage, employ unlocking/ locking procedures IAW facility SOP.

b. Observe the detainee during the shower/shave call. Be alert for suicidal tendencies.

(1) If suicide is attempted, sound the alarm to alert additional staff members and attempt to stop the detainee after additional staff arrive IAW local SOP.

(2) Notify your supervisor.

5. As applicable direct the detainee to shave, if needed (allowing the amount of time indicated by facility SOP).

a. At this time, give the detainee the razor when he is ready to shave.

b. Closely observe the detainee while he shaves.

c. When the detainee has completed shaving, have the detainee return the razor to you (Note: see 4b(1) and (2)).

COMMENT: IF THE DETAINEE REFUSES TO SHOWER/SHAVE, NOTIFY YOUR SUPERVISOR.

6. Maintain control of all items that must be secured.

a. Inspect all

b. If items are missing, have the detainee remain in the latrine and notify your supervisor.

7. Escort the detainee back to the cell.

NOTE: Ensure proper restraint procedures are followed IAW facility SOP, as applicable.

a. Direct the detainee to exit the latrine.

b. Instruct the detainee to proceed to his/her cell.

(1) Follow slightly behind (out of reach) and slightly to either the left or right of the detainee.

(2) Direct the detainee to halt in front of their cell.

c. Direct the detainee to enter and stand to the rear of the cell.

d. Secure the cell door (use locking procedures IAW facility SOP).

8. Return items that must be secured to the locked container and notify your supervisor when your block has completed shower/shave call for all assigned detainees.

9. If anything unusual occurs or if there are problems with the detainee during shower/shave call, prepare an Observation/Disciplinary Report.

NOTE: Conduct a check on learning and summarize the learning activity.

2. Learning Step / Activity 2. Demonstrate a shower and shave call.

Method of Instruction: Demonstration

Time of Instruction: 10 mins

Media: -None-

NOTE: INSTRUCTOR DEMONSTRATES SHOWER AND SHAVE CALL.

NOTE: ALLOW TIME FOR STUDENT QUESTIONS.

NOTE: CONDUCT PRACTICAL EXERCISE (.9 PE1).

NOTE: Conduct a check on learning and summarize the learning activity.

3. Learning Step / Activity 3. Conduct a practical exercise.

Method of Instruction: Practical Exercise (Performance)

Time of Instruction: 1 hr

Media: -None-

NOTE: Conduct PE#2.

NOTE: Conduct a check on learning and summarize the learning activity.

CHECK ON LEARNING: Conduct a check on learning and summarize the ELO.

NOTE: Show Slide # 30 (Summary)

SECTION IV. SUMMARY

Method of Instruction: <u>Conference / Discussion</u>
Instructor to Student Ratio is: <u> </u>
Time of Instruction: <u>5 mins</u>
Media: <u>-None-</u>

**Check on
Learning**

Determine if students have learned the material presented by:

- a. Soliciting student questions and explanations.
- b. Asking questions and getting answers from the students.

**Review /
Summarize
Lesson**

A. RETRAIN ATTENTION: While working as a close confinement guard you must maintain control. These detainees require more attention and observation.

B. REVIEW/SUMMARIZE. We have discussed the proper procedures for close confinement. From recognizing the difference between administrative and disciplinary segregation and observing detainees in close confinement and conduct shower and shave call to include control personnel entry and exit from the cellblock area.

C. CLOSING STATEMENT. To run an efficient cellblock within a correctional facility, you, the guard on duty, must know how to observe detainees in close confinement, how to maintain a DD Form 509, how to conduct shower and shave call, and control personnel entry and exit from the cellblock area.

SECTION V. STUDENT EVALUATION

**Testing
Requirements**

None

**Feedback
Requirements**

NOTE: Feedback is essential to effective learning. Schedule and provide feedback on the evaluation and any information to help answer students' questions. Provide remedial training as needed.

Appendix A - Viewgraph Masters (N/A)

Appendix B - Test(s) and Test Solution(s) (N/A)

Appendix C - Practical Exercises and Solutions

PRACTICAL EXERCISE(S)/SOLUTION(S) FOR LESSON 1: CD 410 version 2004

PRACTICAL EXERCISE SHEET 1

Title	Close Confinement Operations						
Lesson Number / Title	CD 410 version 2004 / Special Housing Unit (SHU)/Procedures within Detainee Operations						
Introduction							
Motivator							
Terminal Learning Objective	<p>NOTE: The instructor should inform the students of the following Terminal Learning Objective covered by this practical exercise.</p> <p>At the completion of this lesson, you [the student] will:</p> <table><tr><td>Action:</td><td>Conduct close confinement operations.</td></tr><tr><td>Conditions:</td><td>In a classroom environment given a close confinement cellblock (real or mock), detainees (role played), health and comfort supplies, assisting cadre, and Inspection Records of Detainees in Segregation (DD Form 509).</td></tr><tr><td>Standards:</td><td>Complete all necessary steps without error to conduct close confinement operations.</td></tr></table>	Action:	Conduct close confinement operations.	Conditions:	In a classroom environment given a close confinement cellblock (real or mock), detainees (role played), health and comfort supplies, assisting cadre, and Inspection Records of Detainees in Segregation (DD Form 509).	Standards:	Complete all necessary steps without error to conduct close confinement operations.
Action:	Conduct close confinement operations.						
Conditions:	In a classroom environment given a close confinement cellblock (real or mock), detainees (role played), health and comfort supplies, assisting cadre, and Inspection Records of Detainees in Segregation (DD Form 509).						
Standards:	Complete all necessary steps without error to conduct close confinement operations.						
Safety Requirements							
Risk Assessment	Low						
Environmental Considerations							
Evaluation							
Instructional Lead-In							
Resource Requirements	<p>Instructor Materials:</p> <p>Health and comfort items, blank DD Form 509, mock DD Form 509, and a completed DD Form 509.</p> <p>Student Materials:</p> <p>STP 19-95C1-SM, pen/pencil, and notebook.</p>						
Special Instructions	<p>INSTRUCTIONS TO STUDENTS</p> <p>You are to perform all the duties of a staff member assigned to the segregation area of a confinement facility. You must show that you know the difference</p>						

between Administrative Segregation and Disciplinary Segregation by correctly placing DD Form 509 for AS/DS in the proper box marked Administrative Segregation or Disciplinary Segregation. You will ensure that all the equipment listed above is present for the PE. If it is not, notify the instructor. You must choose one detainee role player and one peer instructor from the group assigned to that module.

Procedures

(b)(2)-3 [REDACTED] SN (6789), US Army was placed in Close Confinement on 01 Jan 04 at 1030 hours as a suicide risk. [REDACTED] shower, shave daily and was placed in intractable status. Complete DD Form 509 as required. (b)(2)-3

**Feedback
Requirements**

**SOLUTION FOR
PRACTICAL EXERCISE SHEET 1**

CLOSE CONFINEMENT

PART I

Shows that he/she knows the difference between AS/DS by correctly identifying completed DD Form 509 as belonging to a person in AS and one belonging to a person in DS. Places the correct form in the right box. (FORMS GIVEN TO HIM BY THE PE ADMINISTRATOR.)

PART II

1. Observes each detainee in close confinement.
 - a. Checks each detainee to make sure he/ she is all right.
 - b. Watches for burned out lights, clogged toilets, and other conditions which may be bad for the detainee's health.
 - c. Watches for any contraband or unauthorized items the detainee may have.
 - d. If something is wrong, has the detainee answer his/her name or stand up to make sure the detainee is all right.
 - e. Gets help before checking more closely.
2. Checks DD Form 509 to ensure it is posted outside each detainee's cell as required.
3. If the form is missing, or is damaged beyond use, tells the supervisor.
4. Checks heading of DD Form 509 for facts about detainee:
 - a. Name.
 - b. Whether in AS/DS.
 - c. Reason for segregation.
 - d. Date segregation began.
5. Checks Part I, REMARKS, for special instructions.
6. Checks Part II, DAILY INSPECTION RECORD. Makes sure daily inspections are conducted by:
 - a. Facility commander - twice a day.
 - b. Duty officer - twice a day.
 - c. Medical officer - once a day.

PASS	FAIL	COMMENT

11 (b)(2) - 3

7. Makes sure the person who made the inspection entered:

- a. The time of day of his check.
- b. The condition of the detainee.
- c. His signature.

8. Makes required checks of detainees in segregation.

- a. [REDACTED]
- b. [REDACTED]

9. Records inspections by putting his/her initials in Part III, GUARD INSPECTION RECORD, of DD Form 509 in the proper place.

- a. [REDACTED]
- b. [REDACTED]
- c. [REDACTED]
- d. [REDACTED]
- e. [REDACTED]

10. Reports discrepancies to the supervisor.

PART III

NOTE: Instructs detainees to prepare for shower and shave call.

*11. Checks DD Form 509, if available, for special instructions.

*12. Asks supervisor what items the detainee will need that he/she does not have already, if DD Form 509 is not available.

*13. Receives key from the supervisor and obtains the needed items from the locked container and reseals the container.

*14. Has the detainee get the things he/she needs from cell. Tell the detainee to remove clothing and to either wear underwear or to drape a towel around himself/herself.

15. Escorts detainee to the shower/latrine.

- a. Has detainee walk in front of him/her and slightly to the right or left.

b. Detainees not assigned to the cellblock.

c. Unofficial visitors.

25. Asks the supervisor if not sure a person is allowed into or out of the cellblock.

(*) Denotes task #191-381-1319, Control Shower and Shave Call Within Close Confinement.

PRACTICAL EXERCISE SHEET 2

Title	Close Confinement Operations						
Lesson Number / Title	CD 410 version 2004 / Special Housing Unit (SHU)/Procedures within Detainee Operations						
Introduction							
Motivator							
Terminal Learning Objective	<p>NOTE: The instructor should inform the students of the following Terminal Learning Objective covered by this practical exercise.</p> <p>At the completion of this lesson, you [the student] will:</p> <table border="1"><tr><td>Action:</td><td>Conduct close confinement operations.</td></tr><tr><td>Conditions:</td><td>In a classroom environment given a close confinement cellblock (real or mock), detainees (role played), health and comfort supplies, assisting cadre, and Inspection Records of Detainees in Segregation (DD Form 509).</td></tr><tr><td>Standards:</td><td>Complete all necessary steps without error to conduct close confinement operations.</td></tr></table>	Action:	Conduct close confinement operations.	Conditions:	In a classroom environment given a close confinement cellblock (real or mock), detainees (role played), health and comfort supplies, assisting cadre, and Inspection Records of Detainees in Segregation (DD Form 509).	Standards:	Complete all necessary steps without error to conduct close confinement operations.
Action:	Conduct close confinement operations.						
Conditions:	In a classroom environment given a close confinement cellblock (real or mock), detainees (role played), health and comfort supplies, assisting cadre, and Inspection Records of Detainees in Segregation (DD Form 509).						
Standards:	Complete all necessary steps without error to conduct close confinement operations.						
Safety Requirements							
Risk Assessment	Low						
Environmental Considerations							
Evaluation							
Instructional Lead-In							
Resource Requirements	<p>Instructor Materials:</p> <p>NOTE: Based on available qualified instructors, facilities and equipment, the instructor may use computer-assisted powerpoints with projection screen or VGTs (Vu-graphs) with overhead projector.</p>						

Health and comfort items, blank DD Form 509, mock DD Form 509 (completed).

Mock detainee camp w/close confinement cellblocks and shower cell.

Student Materials:

STP 19-95C14-SM-TG, pen/ pencil and notebook.

**Special
Instructions**

INSTRUCTIONS TO STUDENTS

You are to perform all the duties of a staff member assigned to the segregation area of a confinement facility. You must show that you know the difference between Administrative Segregation and Disciplinary Segregation by correctly placing DD Form 509 for AS/DS in the proper box marked Administrative Segregation or Disciplinary Segregation. You will ensure that all the equipment listed above is present for the PE. If it is not, notify the instructor. You must choose one detainee role player and one peer instructor from the group assigned to that module.

(b)(6)-3
Procedure

[REDACTED], ISN 8891, was placed in Close Confinement on 01 Jan 04 at 0930 hours for homosexual acts. [REDACTED] and will [REDACTED]. He was released on 04 Jan 04 at 0800 hours. Complete DD Form 509 as required.

(b)(2)-3

**Feedback
Requirements**

**SOLUTION FOR
PRACTICAL EXERCISE SHEET 2**

CLOSE CONFINEMENT	PASS	FAIL	COMMENT
PART I			
Shows that he/she knows the difference between AS/DS by correctly identifying completed DD Form 509 as belonging to a person in AS and one belonging to a person in DS. Places the correct form in the right box. (FORMS GIVEN TO HIM BY THE PE ADMINISTRATOR.)			
PART II			
1. Observes each detainee in confinement.			
a. Checks each detainee to make sure he/ she is all right.			
b. Watches for burned out lights, clogged toilets, and other conditions which may be bad for the detainee's health.			
c. Watches for any contraband or unauthorized items the detainee may have.			
d. If something is wrong, has the detainee answer his/her name or stand up to make sure the detainee is all right.			
e. Gets help before checking more closely.			
2. Checks DD Form 509 to ensure it is posted outside each detainee's cell as required.			

3. If the form is missing, or is damaged beyond use, tells the supervisor.			
4. Checks heading of DD Form 509 for facts about detainee:			
a. Name.			
b. Whether in AS/DS.			
c. Reason for segregation.			
d. Date segregation began.			
5. Checks Part I, REMARKS, for special instructions.			
6. Checks Part II, DAILY INSPECTION RECORD. Makes sure daily inspections are conducted by:			
a. Facility commander [REDACTED] (b)(2)-3			
b. Duty officer [REDACTED] (b)(2)-3			
c. Medical officer - [REDACTED] (b)(2)-3			
7. Makes sure the person who made the inspection entered:			

111 (6)(2)-3

a. The time of day of his check.			
b. The condition of the detainee.			
c. His signature.			
8. Makes required checks of detainees in segregation.			
a. [REDACTED]			
b. [REDACTED]			
9. Records inspections by putting his/her initials in Part III, GUARD INSPECTION RECORD, of DD Form 509 in the proper place.			
a. [REDACTED]			
b. [REDACTED]			
c. [REDACTED]			
[REDACTED]			

(b)(2)-3

e. [REDACTED]			
10. Reports discrepancies to the supervisor.			
PART III			
NOTE: Instructs detainees to prepare for shower and shave call.			
*11. Checks DD Form 509, if available, for special instructions.			
*12. Asks supervisor what items the detainee will need that he/she does not have already, if DD Form 509 is not available.			
*13. Receives key from the supervisor and obtains the needed items from the locked container and reseals the container.			
*14. Has the detainee get the things he/she needs from cell. Tell the detainee to remove clothing and to either wear underwear or to drape a towel around himself/herself.			
15. Escorts detainee to the shower/latrine.			
a. Has detainee walk in front of him/her and slightly to the right or left.			
b. Stays out of the detainee's reach.			

*16. If detainee will not cooperate or refuses to shower or shave, notify the supervisor.			
17. Completes an Observation/Disciplinary Report, if necessary. (Verbally informs evaluator.)			
*18. Allows detainee to shower and shave.			
a. After the detainee is in the latrine, give him/her the items taken from the container.			
b. Watches the detainee closely while he/ she showers.			
c. Watches the detainee closely while he/ she shaves.			
d. Has detainee return disposable razor with blades facing the correctional specialist, as soon as the detainee finishes shaving.			
e. Has the detainee return all the items he/she is not allowed to have in cell after shaving.			
*19. Escorts detainee back to the cell when shower is completed.			
a. Has the detainee walk in front of him/ her and slightly to the left or right.			
b. Stays out of the detainee's reach.			

*20. Secures the items the detainee is not allowed to have in cell back into the locked container.			
*21. Disposes of razor according to supervisor's instructions.			
*22. Returns the key to the locked container back to the supervisor.			
PART IV			
23. Allows authorized persons to enter or exit the cellblock.			
a. Facility commander.			
b. Chaplain.			
c. Detainee's counselor.			
d. Medical officer.			
e. Escorted official visitors.			
24. Does not allow unauthorized persons to enter or exit the cellblock.			
a. Unescorted official visitors.			

b. Detainees not assigned to the cellblock.			
c. Unofficial visitors.			
25. Asks the supervisor if not sure a person is allowed into or out of the cellblock.			
(*) Denotes task #191-381-1319, Control Shower and Shave Call Within Close Confinement.			

PRACTICAL EXERCISE SHEET 3

Title	Close Confinement Operations						
Lesson Number / Title	CD 410 version 2004 / Special Housing Unit (SHU)/Procedures within Detainee Operations						
Introduction							
Motivator							
Terminal Learning Objective	<p>NOTE: The instructor should inform the students of the following Terminal Learning Objective covered by this practical exercise.</p> <p>At the completion of this lesson, you [the student] will:</p> <table border="1"> <tr> <td>Action:</td> <td>Conduct close confinement operations.</td> </tr> <tr> <td>Conditions:</td> <td>In a classroom environment given a close confinement cellblock (real or mock), detainees (role played), health and comfort supplies, assisting cadre, and Inspection Records of Detainees in Segregation (DD Form 509).</td> </tr> <tr> <td>Standards:</td> <td>Complete all necessary steps without error to conduct close confinement operations.</td> </tr> </table>	Action:	Conduct close confinement operations.	Conditions:	In a classroom environment given a close confinement cellblock (real or mock), detainees (role played), health and comfort supplies, assisting cadre, and Inspection Records of Detainees in Segregation (DD Form 509).	Standards:	Complete all necessary steps without error to conduct close confinement operations.
Action:	Conduct close confinement operations.						
Conditions:	In a classroom environment given a close confinement cellblock (real or mock), detainees (role played), health and comfort supplies, assisting cadre, and Inspection Records of Detainees in Segregation (DD Form 509).						
Standards:	Complete all necessary steps without error to conduct close confinement operations.						
Safety Requirements							
Risk Assessment	Low						
Environmental Considerations							
Evaluation							

Instructional
Lead-In

Resource
Requirements

Instructor Materials:

Student Materials:

STP 19-95C14-SM-TG, pen/ pencil and notebook.

Special
Instructions

INSTRUCTIONS TO STUDENTS

You are to perform all the duties of a staff member assigned to the segregation area of a confinement facility. You must show that you know the difference between Administrative Segregation and Disciplinary Segregation by correctly placing DD Form 509 for AS/DS in the proper box marked Administrative Segregation or Disciplinary Segregation. You will ensure that all the equipment listed above is present for the PE. If it is not, notify the instructor. You must choose one detainee role player and one peer instructor from the group assigned to that module.

Procedures

(b)(6)-3
Detainee (b)(6)-3 SN 0543, was placed in Close Confinement on 01 Jan 04 at 1000 hours for assaulting a guard. He will be allowed to shower and shave daily. (b)(6)-3
(b)(6)-3 He will be placed in hands and leg irons when moved within the facility and escorted by 2 correctional cadre.

Feedback
Requirements

**SOLUTION FOR
PRACTICAL EXERCISE SHEET 3**

CLOSE CONFINEMENT	PASS	FAIL	COMMENT
PART I			
Shows that he/she knows the difference between AS/DS by correctly identifying completed DD Form 509 as belonging to a person in AS and one belonging to a person in DS. Places the correct form in the right box. (FORMS GIVEN TO HIM BY THE PE ADMINISTRATOR.)			
PART II			
1. Observes each detainee in confinement.			
a. Checks each detainee to make sure he/ she is all right.			
b. Watches for burned out lights, clogged toilets, and other conditions which may be bad for the detainee's health.			
c. Watches for any contraband or unauthorized items the detainee may have.			
d. If something is wrong, has the detainee answer his/her name or stand up to make sure the detainee is all right.			
e. Gets help before checking more closely.			
2. Checks DD Form 509 to ensure it is posted outside each detainee's cell as required.			

3. If the form is missing, or is damaged beyond use, tells the supervisor.			
4. Checks heading of DD Form 509 for facts about detainee:			
a. Name.			
b. Whether in AS/DS.			
c. Reason for segregation.			
d. Date segregation began.			
5. Checks Part I, REMARKS, for special instructions.			
6. Checks Part II, DAILY INSPECTION RECORD. Makes sure daily inspections are conducted by:			
a. Facility commander - twice a day.			
b. Duty officer - twice a day.			
c. Medical officer - once a day.			
7. Makes sure the person who made the inspection entered:			

a. The time of day of his check.			
b. The condition of the detainee.			
c. His signature.			
8. Makes required checks of detainees in segregation.			
a. [REDACTED]			
b. [REDACTED] 9.			
9. Records inspections by putting his/her initials in Part III, GUARD INSPECTION RECORD, of DD Form 509 in the proper place.			
a. [REDACTED] k.			
b. [REDACTED]			
c. [REDACTED]			
d. [REDACTED]			

All (b)(2)-3

e [REDACTED]			
10. Reports discrepancies to the supervisor.			
PART III			
NOTE: Instructs detainees to prepare for shower and shave call.			
*11. Checks DD Form 509, if available, for special instructions.			
*12. Asks supervisor what items the detainee will need that he/she does not have already, if DD Form 509 is not available.			
*13. Receives key from the supervisor and obtains the needed items from the locked container and reseals the container.			
*14. Has the detainee get the things he/she needs from cell. Tell the detainee to remove clothing and to either wear underwear or to drape a towel around himself/herself.			
15. Escorts detainee to the shower/latrine.			
a. Has detainee walk in front of him/her and slightly to the right or left.			
b. Stays out of the detainee's reach.			

*16. If detainee will not cooperate or refuses to shower or shave, notify the supervisor.			
17. Completes an Observation/Disciplinary Report, if necessary. (Verbally informs evaluator.)			
*18. Allows detainee to shower and shave.			
a. After the detainee is in the latrine, give him/her the items taken from the container.			
b. Watches the detainee closely while he/ she showers.			
c. Watches the detainee closely while he/ she shaves.			
d. Has detainee return disposable razor with blades facing the correctional specialist, as soon as the detainee finishes shaving.			
e. Has the detainee return all the items he/she is not allowed to have in cell after shaving.			
*19. Escorts detainee back to the cell when shower is completed.			
a. Has the detainee walk in front of him/ her and slightly to the left or right.			
b. Stays out of the detainee's reach.			

*20. Secures the items the detainee is not allowed to have in cell back into the locked container.			
*21. Disposes of razor according to supervisor's instructions.			
*22. Returns the key to the locked container back to the supervisor.			
PART IV			
23. Allows authorized persons to enter or exit the cellblock.			
a. Facility commander.			
b. Chaplain.			
c. Detainee's counselor.			
d. Medical officer.			
e. Escorted official visitors.			
24. Does not allow unauthorized persons to enter or exit the cellblock.			
a. Unescorted official visitors.			

Appendix D - Student Handouts (N/A)