

CAMP DUKE DETAINEE FACILITY
S.O.P

❖ **TREATMENT OF THE DETAINEES AND GUARD PROCEDURES**

- Detainees will be treated with respect and dignity. No personnel in the facilities will be allowed to humiliate any of the inmates. The guards will refrain from using inappropriate language toward the detainees.
- All detainees will be provided the basic necessities; food, water, shelter, and medical care.
 - Food will consist of humanitarian meal and or cultural foods, and MRE's
 - Cool and potable Water.
 - Shelter is either a GP Medium or a Squad Tent.
 - A medical person will visit the detainee facility on a daily basis and will be on 24 hour call at all times.
- No unauthorized pictures are to be taken of the facility or of the detainees. The only pictures that are authorized to depict detainees are those used for in-processing or for official use. Authorized photos of the facilities may be taken by the assigned platoon historians only.
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- There will be no physical, mental, or verbal abuse directed toward any of the detainees.
- At least one guard will be posted at the front gate of the facility, and at least one of the exterior guard towers will be manned 24 hour per day. The number of towers to be manned will be increased according to the threat level, and if the population of the camp should spread to any of the other three quadrants of the facility. This is to prevent any unauthorized personnel from entering or exiting the camp. (See Physical Security Paragraph below for more details.)
- At least one guard will be posted in the south west guard tower of the facility to provide watch over the detainees and the facility itself. To prevent the escape of any of the detainees.
- Each of the detainees will remain in sight of the guards at all times for the exception of when they are in the latrine or being interrogated.
- There will be a roving guard during the hours of darkness. This will be done at random time within every one hour period. This guard will perform a head count while on this patrol.

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❖ **UNIFORM**

- All guards on duty will wear full Desert Camouflage Uniform, and their weapon will be with them at all times. Weapon status is amber unless otherwise stated by the SOG, NCOIC, or OIC.
- Any guard in contact with a detainee will ground their weapon in a secure area and wear IBAS and Kevlar Helmet. While in contact with a detainee there will at all times be a second guard conducting over-watch for them with their weapon being carried at the ready position.
- Soldiers who are on a work detail in the facility may down grade their uniform to T-shirt and soft hat only after approval by the NCOIC of the detail, unless the SOG, NCOIC of the camp, or the OIC state otherwise.
- If the camp should come under attack or there is an incident in or near the facility, all personal inside the facility will go to full gear, to include IBAS and Kevlar.
- IBAS and Kevlar will be worn by any soldiers in a guard tower.

❖ **PHYSICAL SECURITY**

- Weapon status is amber.
- No weapons are to be brought into an occupied holding cell.
- Guards are the only authorized personnel to handle cell keys.
- Searches of the holding cells and any individuals in the facility may be conducted at any time without prior notice to the occupants.
- Guard to detainee ratio = 6:25
- After the number of detainees exceeds 25 there will be an increase in security.
 - One guard per holding cell that is occupied.
 - One guard at North East guard position.
 - One guard at South West guard tower.
 - One guard at entrance gate.
 - Two escort guards at a minimum.
 - Two roving guard.
 - The roving guards and the escorts may be used interchangeably.
 - One sergeant of the guard
- When the number of detainees exceeds 50 security will be raised to the next level in addition to the measures taken at 25.
 - One guard in the South East guard position.
 - One guard in the North West guard position.
 - QRF of one squad will be kept at the facility.

- In the event of a detainee escape attempt all guards will assume a defensive posture and move to neutralize the situation.
 - A defensive posture will include, but is not limited to the following:
 - IBAS
 - Kevlar Helmet
 - Batons
 - Weapon Status (RED)
 - SOG will go to Channel 5 and call Regimental QRF.
 - Guards will divide into teams.
 - One team will pursue escapees either by foot or vehicle and the others will remain on site to continue guarding the rest of the detainees.
 - A roll-call will be completed immediately to determine the exact number of detainees that have escaped.
 - An incident report will be sent to higher headquarters.
 - An escaped detainee will not be shot unless they are a threat to another human being's life, ie (wrestling with a CF soldier trying to get his/her weapon away from them, or obtaining a weapon and threatening to use it, or wielding it like they are going to use it).
 - Guards will keep a visual on the escaped detainee until a vehicle is dispatched from camp or the Regimental QRF is in contact.
 - Once the QRF or the camp guard team catches the detainee, that detainee will be restrained using the minimum force necessary to detain them again.
 - The escapee will then be put in a separate tent.
 - Guards always have the right of self defense I/A/W current ROE.
 - After all detainees have been recaptured, the SOG/NCOIC/OIC will perform a roll-call of detainees and an updated status report will be sent to higher headquarters.
 - All incidents will be logged in the daily journal.

❖ **ROI/ROE**

- Self defense is always authorized.
- See HOLDING AREAS RULES OF ENGAGEMENT (Secret)
(Updated 3 May 2004)
- See also 1AD Annual ROE Training Slide Presentation

❖ **DETAINEE RELIGIOUS RIGHTS**

- All detainees are afforded the opportunity to practice their religion.
 - If they are of Muslims faith they will be provided with a Koran and a prayer rug.
 - If the detainee is a Christian they will be provided a bible.
 - Any other religious groups will be accommodated as well as possible.
 - Detainees may request a military chaplain.
 - Accommodations will not be met if the security of the camp is jeopardized or if the safety of any personnel is at risk.

❖ **DETAINEE DISCIPLINE**

- Any detainee who violates the rights of another detainee or any other personnel will be isolated from the population in a separate holding cell.
- If a detainee should inflict or attempt to inflict harm upon his/her self, they may be restrained and placed in a separate isolated holding cell.
- If a detainee should break any of the camp rules they may be placed in an isolated holding cell.

❖ **CAMP RULES**

- Do not try to escape.
- Do not attack the guards.
- Do not fight with the other detainees.
- Do not create problems in camp.
- You will clean yourself daily.
- You will clean the camp daily.
- If you have a problem, notify the camp leader.

❖ **PROCEDURES FOR FILING A COMPLAINT**

- A detainee may file a complaint by first informing the SOG of his/her desire to file a complaint.
- If the SOG cannot take care of the problem, they will request assistance from the NCOIC/OIC.
- An interpreter will be used to communicate the detainee's complaint if needed.
- If the complaint cannot be rectified, the NCOIC/OIC will notify higher headquarters.
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❖ **HEALTH AND WELFARE**

- Detainees will have the opportunity to go on sick call or see a medical person if they feel they need one.
- Any medications that are prescribed by a doctor will be distributed by medical personnel only.
- If any medical person wishes to enter a holding cell, a guard will be posted to provide over-watch.
- In an emergency a guard may enter the cell to render first aid or aid a medical person in their duties, provided there is still an armed guard posted as an over-watch.
- Detainees will be fed two times per day.
 - 09:00 = Humanitarian Meal
 - 17:00 = MRE
 - Other cultural foods may be given to the detainees at these times.
- Detainees will be provided with cool potable water for drinking. A water cooler is placed in each of the holding cells and is maintained by the detainees. Water and ice will be distributed by the guards.
- Detainees will adhere to the personal hygiene rule set forth by the 1AD Preventive Medicine Officer, which is posted in each holding cell in their native language.
- Tobacco products may be possessed and consumed by the detainees. Guards are not required to provide or distribute these items to the detainees. If the guard should wish to give any of the detainees one of these products, they will only do so after each feeding period, before lights out at 22:00, or during a work detail that the detainees participate in.
- It is not authorized for the detainees to possess any objects that can be used to inflict harm upon themselves or to other personnel in the facility (i.e. razor blades, cans, metal objects, or sharp objects).

❖ **INCOMING**

- Secure the vehicle inside the compound.
- Escort the new detainees to the temporary holding cell.
- Inform battalion S-2 of the arrival of new detainees. Request a medical person at the same time.
- Search the new detainees. (Female detainees will be searched by another female if at all possible)
- Check and ensure that all of the paper work is in order and properly filled out. The escorts who delivered the detainees will remain in the facility until all of the paper work is complete.

- Updated DD Form 629 (Receipt for Prisoner or Detained Person) log
 - Each Detainee assigned an Internment Serial Number (ISN)
 - DA Form 4137 (Evidence/Property Custody Document) (all property/evidence inventoried, to include money)
 - Two Sworn statements (DA 2823)
 - Coalition Provisional Authority(CPA) Forces Apprehension Form
 - Initial medical screening and weigh-in of each detainee (logged on DA Form 2664-R)
 - Regimental History and Physical Exam Form
 - These forms, along with any other pertinent information, will be placed in a file and stored in a secure filing cabinet in the interrogation tent.
- When the assigned person from the S-2 arrives, escort the detainees into the in-processing room to have them entered into the system.
 - Provide over watch while the medical person performs the initial physical.
 - Ensure the new detainees are segregated according to the M.I. personnel's recommendations. Escort the detainees to and from the interrogation facility, as requested by the M.I. personnel.
 - Record all events on DA FORM 1594 duty log.
 - Does the unit/facility have copies (properly completed) of the CPA Forces Apprehension Form, with two sworn statements (DA Form 2823) for detainee IAW 1AD FRAGO (NOTE: Criminal—APP. Form, Statements, Evidence; Threat to Coalition—APP. Form, Statements, and Summarized Interrogation Report(SIR); Detainee of Intel Interests—App. Form & SIR)

❖ **TRANSFER/RELEASE of DETAINEES**

- When notified of the transfer/release of a detainee the SOG will ensure that the detainee is prepared for the movement.
 - Gather all of the detainee's personal effects, and ensure that the chain of custody form is ready to be signed by the new escort.
 - Pull the detainees file and have it ready to hand over to the new escort.
 - When the escort arrives they will inventory the personal effects and inspect the file to ensure that all of the necessary documents are present and properly filled out. Then they will sign the chain of custody form and take position of all of these items.

- The detainee will be brought to the escort so that they can perform a search of the individual.
- Positive identification of the detainee will be made by using the photo taken during his/her in-processing, and the identification card of the detainee.
- The detainee will be handed over to the escort that has been sent to move the detainee. They will be allowed to leave the camp at this time.
- Any item issued to the detainees by the U.S. Military will be recovered and washed as needed and placed in storage.
- Record all events on DA FORM 1594 duty log

❖ **TRAINING**

- All guards assigned to the facility will perform the following tasks:
 - Read the camp S.O.P. and sign the roster stating that you have read the S.O.P. and you understand it.
 - Receive a brief on the current ROE in theater and sign a roster stating that you have read the ROE and you understand it.
 - All guards are required to view the Regimental Training Slide Show(RTSS) and sign a roster stating that you have read the RTSS and that you understand it.
 - All training will be documented on a training roster checklist.
- A current copy of the Geneva Convention is present at the facilities for the SOG to instruct the guards, and for the guards and SOG to reference.
- All guards are to be informed of the availability of a stress control unit and facilities on Camp Duke upon their assignment as a guard on the detainee facility.
 - 98th combat stress control. LSA (1), ROW (3), TENT (1). This service is available to them at any time. They will even make visits out at the detainee facility.

❖ **REPORTS**

- All official reports will be sent using the singars radio or using a runner.
- Every day at 14:30 a detainee count will be sent to the higher headquarters.
- Radio checks will be made with the higher headquarters at the top of every hour.

- If there are any problems with the communication systems the NCOIC will be made aware of this so that the problems can be remedied.

❖ **RULES**

- No weapons will enter any holding cell that is occupied by inmates or within lunging distance of detainees.
- Detainees will not be allowed to communicate between holding cells or with other detainees while in the temporary in-processing cell.
- All personal will police up after them selves.
- Detainees will obey all lawful orders given to them by the authorities assigned to the camp.
- No fowl language

❖ **CHAIN OF COMMAND FOR THE GUARDS**

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