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**Camp Delta Standard
Operating Procedures (SOP)**

**Headquarters,
Joint Task Force - Guantanamo (JTF-GTMO)
Guantanamo Bay, Cuba
28 March 2003**

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- (2) Theater Command
- (3) Power Served
- (4) Prisoner Category
- (5) Last Name
- (6) First Name
- (7) Grade
- (8) Nationality
- (9) Sex.

b. JIG representatives may be present and ask additional questions that the DRS processors will input under the Remarks field.

c. As time permits, gather additional information.

4-15. ID Wristband/Dossier (Station 8)

a. Seat the detainee in front of the blue screen an MP on each side.

b. Take a front picture. Hold the detainee in the chair until confirmation of a good picture.

c. Move the detainee to stand in front of the white screen and take five pictures for the FBI's image recognition software. The five pictures are in terms of a clock: 0900, 1000, 1200, 1300, and 1500.

d. Four detainee Dossiers are printed and distributed as follows:

- (1) Used for detainee ID bracelet and ID card
- (2) In-processing detainee file
- (3) In DOC detainee file
- (4) Given to FBI.

e. ID band placed on detainee while standing in front of white screen. Instruct the detainee that if he removes the ID bracelet he will not be fed until another is made for him

f. Escort handed the detainee ID card.

g. Escort gives the ID card to block after placing the detainee in his cell.

4-16. Fingerprint (Station 9)

FBI personnel operate the fingerprint station and use their automated system and manual system. *This station is required to have handcuff keys.* In the event the FBI cannot send technicians, MPs will operate the station and use the manual fingerprint forms.

4-17. Camp Rules (Station 10)

a. Post the camp rules in four languages.

b. If detainee cannot read, provide a linguist to read the rules to him.

c. The goggles are removed and placed in the collection can for return to the Air Force

d. Escort the detainee through the medical section.

4-18. Post Processing

a. Collect and turn over handcuffs, leg irons, padlocks, and goggles to the JDOG S-3 Section for return to the Air Force.

b. Processing trailer cleaned and sterilized

4-19. Reporting

a. After securing the detainees in the holding area, a wheels down report is due to the NDRC.

b. After processing the last detainee, an Action Closed Report is due to the NDRC, and perform an upload, sending all new information to the NDRC.

4-20. Behavior Management Plan

a. *Phase One Behavior Management Plan (First thirty days or as directed by JIG).* The purpose of the Behavior Management Plan is to enhance and exploit the disorientation and disorganization felt by a newly arrived detainee in the interrogation process. It concentrates on isolating the detainee and fostering dependence of the detainee on his interrogator. During the first two weeks at Camp Delta, classify the detainees as Level 5 and house in a Maximum Security Unit (MSU) Block. During this time, the following conditions will apply:

- (1) Restricted contact: No ICRC or Chaplain contact
- (2) No books or mail privileges
- (3) MREs for all meals.
- (4) Basic comfort items only:
 - (a) ISO Mat
 - (b) One blanket
 - (c) One towel
 - (d) Toothpaste/finger toothbrush
 - (e) One Styrofoam cup
 - (f) Bar of soap
 - (g) Camp Rules
 - (h) No Koran, prayer beads, prayer cap.
- (5) Mail writing and delivery will be at the direction of the J-2.

b. *Phase Two Behavior Management Plan.* The two-week period following Phase I will continue the process of isolating the detainee and fostering dependence on the interrogator. Until the JIG Commander changes his classification, the detainee will remain a Level 5 with the following:

- (1) Continued MSU
- (2) Koran, prayer beads and prayer cap distributed by interrogator
- (3) Contacts decided by interrogator
- (4) Interrogator decides when to move the detainee to general population.

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Chapter 8

Detainee Behavioral Management

8-1. Purpose To outline requirements and procedures for managing detainee discipline and positive behavior rewards programs. This system will protect the health, safety, and security of all persons within the facility by providing for a fair and consistent delivery of consequences for negative behavior and rewards for positive behavior.

8-2. Provision of Basic Needs Detainees held at Camp Delta and other JTF-GTMO detention facilities will not be deprived of adequate shelter, food, or water at any time. Detainees will be housed in areas providing adequate shelter from the elements and with adequate ventilation. Detainees in cell blocks will have access to potable drinking water at all times through the use of the water faucet located in the cell. Appropriate meals will be provided to all detainees at least three times per day. Additionally, all detainees will be provided with a means to maintain adequate personal hygiene; this will include opportunities for showers and the availability of soap and water to wash themselves while in the cell.

8-3. Discipline Process

a. When a detainee commits a camp rules infraction or an offense listed in Table 8-1, List of Offenses, the chain of command within the camp will be notified. The priority of notification is the Sergeant of the Guard (SOG), Platoon Leader (PL), and on-duty Commanding Officer (CO), in that order.

b. The SOG and/or PL will:

(1) Review Table 8-1 and locate the offense on the list. If the offense is not listed, attempt to locate a similar offense or an offense of equal severity to the offense committed by the detainee. Identify the category level of the most severe offense.

(2) Review the discipline record of the detainee to determine the detainee's previous discipline history.

(3) Using Table 8-2, Detainee Movement and Discipline Matrix, cross-reference the category of the most severe offense from Table 8-1 with the number of days between the current offense and the previous offense. This will give you two results. The result from the movement section of Table 8-2 is where to move the detainee. The discipline section of Table 8-2 determines the type and length of discipline imposed on the detainee.

c. If several offenses were committed at the same time and the resulting discipline does not include time in MSU, move one column to the right on the discipline section of the Table 8-2 to determine punishment. If several offenses were committed at the same time and the resulting discipline does include time in MSU, add five days to loss of Comfort Items

(CI) and 5 days to the time in MSU for each additional offense.

d. The CJDOG, DCJDOG, or JDOG S-3 must approve any discipline that includes movement to MSU, by signing as the Authenticating Officer on the DD Form 508. This does not apply to moves to MSU by the JIG (for intelligence purposes). JIG moves will be coordinated through the Detention Operations Branch and do not need any further approval; however, the Detention Operations Center will not move the detainee until directed by the Detention Operations Officer or JDOG S3.

e. The on-duty CO will approve all discipline measures except MSU time, will check the "recommended" block of the DD Form 508, and sign as the Confinement Officer.

f. Notification to the chain of command will be made for any situations involving unusual circumstances, and for any use of force beyond verbal persuasion or show of force.

g. The Detention Operations Center (DOC) will be notified of any moves made to MSU. This notification must include ISN number, reason for move, approving authority and length of discipline. The DOC will annotate all moves on the daily blotter.

h. When a discipline measure is applied to a detainee, he will be notified of the reason for the discipline, and the type/length of the discipline measure.

i. Do not confiscate any item unless it is for discipline purposes or for the prevention of self-harm or harm to others.

j. When Comfort Items (CI) are taken from a detainee, the items will be inventoried and placed in a large trash bag or box, and the Block NCO will complete and sign the Detainee Supply Roster. The bag will have a "toe tag" tied to it with the detainee's ISN annotated. The box will be marked with the detainee's ISN. The box or bag will be stored in an orderly manner on top of the detainee's cell. Block NCOs will be responsible for ensuring that the storage of the CI presents an orderly appearance and that the inventory matches the Detainee Supply Roster. Any difficulties encountered will be directed to the SOG. Items will not be returned to the detainee until the length of discipline is completed.

n. Documentation of any discipline measure will be annotated on DD Form 508. DA Forms 2823, Sworn Statements from all U.S. personnel involved in the incident will be attached to the DD Form 508, and forwarded to the on-duty CO for disposition.

o. A detainee that has been moved to level 2 or level 3 for discipline must spend at least 30 days at that level before being considered for movement to the next higher classification level. The detainee will be considered for movement 30 days from the end of the

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discipline period if the detainee has not had any discipline problems within that time. A detainee that has been moved to level 4 for discipline will be moved to level 3 upon completion of the mandated period of time annotated on the DD Form 508 or memorandum of approval of extension signed by CJTF. The Detention Services Branch (DSB) will conduct the review of records for movement from one classification level to a new level. Any exceptions to this procedure must be approved by the JDOG S3.

p. Many detainee actions that result in disciplinary measures may also result in future criminal charges. Accurate and complete documentation is always required.

q. Any proposed discipline for detainees under the care of the Detention Hospital Psychologist requires consultation between the senior on-duty psychology staff member and the on-duty CO prior to imposing discipline. Detainees being treated as mental health patients will only have Basic Issue Items, authorized CIs, and/or Authorized Activities taken away as a medical necessity; in those cases the senior on-duty psychology staff member will be cited on the GTMO Form 508-1 as the authority for removing items or prohibiting activities.

8-4. Loss of Recreation

a. If a detainee has lost his privilege of recreation for the number of recreation periods determined by Table 8-2, the DOC will notify the appropriate Block NCO of the beginning date and the end date. The DOC will annotate this information in the discipline log.

b. The Block NCO will annotate the beginning date and ending date on the discipline log sheet assigned to each detainee. This form will remain in the detainee file. The Block NCO will annotate loss of "RECREATION" and write the dates under the corresponding column of "DATE BEGAN" and "END DATE". The Block NCO will also make an entry in the duty logs.

c. A copy of the DD Form 508 will be placed into the detainee file on the block and a copy kept in the detainee's file in the DOC.

8-5. Loss of Hot Meals

a. If a detainee has lost his privilege of hot meals for the number of days determined by Table 8-2, the DOC will notify the appropriate Block NCO of the beginning date and the end date. The DOC will annotate this information in the discipline log.

b. The Block NCO will annotate the beginning date and ending date on the discipline log sheet assigned to each detainee. This form will remain in the detainee file. The Block NCO will annotate loss of "HOT MEALS" and write the dates under the corresponding

column of "DATE BEGAN" and "END DATE". The Block NCO will also make an entry in the duty logs.

c. A copy of the DD Form 508 will be placed into the detainee file on the block and a copy kept in the detainee's file in the DOC.

8-6. Comfort Items (CI)

a. If a detainee has lost CI as determined by Table 8-2, the DOC will notify the appropriate Block NCO of the beginning date and end date. The DOC will annotate this information in the discipline log.

b. The Block NCO will annotate the beginning dates and ending dates on the discipline log sheet assigned to each detainee. This form will remain in the detainee file. The Block NCO will annotate loss of "COMFORT ITEMS" mark the "ALL" and write the dates under the corresponding column of "DATE BEGAN" and "END DATE". The Block NCO will also make an entry in the duty logs.

c. In the case of lost or damaged property, the Block NCO will annotate the "ITEM" on the Detainee Discipline Log in the detainee file for those items that have been damaged, destroyed, or lost. Annotate the number or numbers and the date or dates under the corresponding column of "DATE BEGAN" and "END DATE". The Block NCO will also make an entry in the duty logs.

d. When a detainee changes classification level, the detainee will lose or gain comfort items at the new block based on the block's classification level. The receiving Block NCO must ensure that when a detainee is moving to a higher classification level, he is issued the required items. The receiving Block NCO must ensure that when a detainee is moving to a lower classification level, he loses unauthorized items.

e. The Block NCO of a moving detainee must ensure all items on the inventory sheet depart with the detainee. The receiving block will confiscate all excess items. If the detainee does not have an item listed on the current inventory sheet, the detainee is subject to punishment for failure to return property, per Table 8-1.

f. If a detainee refuses a CI, place an R on the inventory sheet in the block that corresponds to the item refused.

8-7. Detainee Classification System

a. The Detainee Classification System is a five level system of rewards based on the premise that a detainee's behavior determines the privileges they are allowed. As the detainee adapts to the rules of the camp, his conduct will earn him more privileges. Basic Issue Items, CIs, and Authorized/Unauthorized Activities for detainees are listed in Tables 8-3 thru 8-5. Detainees qualified for Classification Level 1 may

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also be eligible for additional items and activities not listed in Tables 8-3 thru 8-5.

(1) *Classification Level 1.* Detainees receive a higher level of privileges than Level 2, and having spent at least 30 days at Level 2.

(2) *Classification Level 2.* Detainees at this level receive a higher level of privileges than Level 3 and having spent at least 30 days at Level 3.

(3) *Classification Level 3.* All detainees start at this level, following an initial period of segregation upon arrival at Camp Delta; the length of time of this initial segregation will be determined by the JIG. This level includes detainees who are on discipline measures not including MSU.

(4) *Classification Level 4.* Detainees normally located in MSU, but also includes detainees who have completed MSU time, but have not yet moved to Level 3. Detainees in this status will have their classification reevaluated by the Detention Services Branch daily. Detainees can be housed in MSU up to 90 days, but their status will be reviewed every 30 days by CJTF.

(5) *Classification Level 5 (Intel Level).* JIG directed segregation, for intelligence gathering purposes. Detainees will be segregated at the direction of the JIG through the Detention Operations Branch.

(a) Housed in a group on an Intel block.

(b) Housed in MSU block for Intel purposes.

(c) Receive Reward Level (1-4) privileges as recommended by JIG.

b. Delta Block is designated as the Mental Health Facility (MHF) for the housing of detainees requiring a higher level clinical care and monitoring.

c. A qualifying disciplinary event is defined as a disciplinary event that has not expired and dropped off their disciplinary record FOR THE PURPOSES OF THIS PROGRAM ONLY. These offenses will remain on their disciplinary records for the purpose of disciplinary actions.

d. Category III offenses, as listed in Table 8-1 will expire on their 30-day anniversary for each step higher and will not be counted against a detainee for the purposes of this program. 30 days is considered his required good behavior period.

e. Category IV offenses will expire on their 45-day anniversary for each step higher and will not be counted against a detainee for the purposes of this program. 45 days is considered his required good behavior period.

f. Category V offenses will expire on their 60-day anniversary for each step higher and will not be counted against a detainee for the purposes of this program. 60 days is considered his required good behavior period.

g. A detainee will change levels based on his behavior or meeting other criteria for a level. Detainees who do not meet the program based on

behavior, may still participate in the program based on JIG directed requests, but will be housed on a separate block designated as an "intel block." JIG will determine higher-level privileges on this block. If a detainee is moved to a level 4 block, he will spend the time required in MSU according to the matrix. At the completion of his time in MSU, he will immediately move to a level 3 block. The detainee will then stay on the level 3 block until the required good behavior period is satisfied and then move to a level 2 block. The detainee will then stay on a level 2 block until his required good behavior period is satisfied and then move to a level 1 block. A detainee must spend his entire time incident free at his current level to qualify for movement to the next higher level. This is in order to prove his ability to function at a higher level of privileges. If no room is available on a block at the next higher level, the detainee will still have his classification level changed on his current block and will move at the next available opening for that level. *Example:* A detainee who is currently on a level 3 block was disciplined for inciting a disturbance. This offense has a required good behavior period of 30 days. Once he has had no discipline for 30 days, he is eligible for level 2. If a cell is open on a level 2 block, the detainee will be moved there and will be issued the additional comfort items for reward level 2. If a cell is not open on a level 2 block, the detainee will remain on his current block and receive additional comfort items for level 2. Once the detainee has had no discipline for an additional 30 days, regardless if on a level 2 or level 3 block, he will be eligible to be moved to a reward level 1 block. If a cell is open on a level 1 block, the detainee will be moved there and will be issued the additional comfort items for level 1. If a cell is not open on a level 1 block, the detainee will remain on his current block and receive additional comfort items for level 1.

h. If a detainee commits an offense in MSU that requires additional MSU time and will extend his total time beyond 30 consecutive days, the following procedure will be used:

(1) If the detainee has not yet reached 30 days of actual MSU time served, a memorandum will be forwarded to CJTF requesting an extension of MSU time. The memorandum will detail how many days the extension is for, why it is necessary, and will include the DD Form 508 with the punishment on it (see Figure 8-1 for example memorandum). If the extension is granted, the detainee will be removed at the end of the total approved MSU period and moved to a Level 3 block. If the extension is not granted, the detainee will be removed after serving 30 days in MSU and moved to a Level 3 block.

(2) If the detainee has reached 30 days of actual MSU time served, the detainee will be removed from

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MSU, placed on a level 3 block, with level 4 CI and Authorized Activities (this action will be documented on a GTMO Form 508-1, signed/approved by the JDOG S3). A memorandum will be forwarded to CJTF requesting an extension of MSU time. The memorandum will detail how many days the extension is for, why it is necessary, and will include the DA 508 with the punishment on it (see Figure 8-2 for example memorandum). Upon approval of the extension, the detainee will be moved back to MSU to serve the length of the approved extension.

i. Either the JIG or the JDOG S3 will decide the detainee's classification. Level 5 block assignments will be determined by the JIG.

j. An Order of Merit List (OML) will be created to form a waiting list for qualified detainees to get into either a level 1 or level 2 block. The Detention Services Branch will develop and monitor this OML. Detainees will be chosen from the OML for movement to a higher-level block. If sufficient detainees are on the OML, JDOG S3 can direct that a block be converted to a higher-level block.

k. If a detainee exhibits a positive behavior over and above that of fellow detainees, a Block NCO, SOG, PL, or on-duty CO can request to CJDOG to remove five days from his period of good behavior to transition to a higher reward level on a GTMO Form 508-1. Examples include:

- (1) A detainee who notifies a Block Guard of a cell door being unlocked
- (2) A detainee who acts as an interpreter during a critical incident
- (3) A detainee that finds a welding rod in the recreation yard and gives it to an MP.

8-8. GTMO Form 508-1

a. The GTMO Form 508-1 is used to determine which rewards the detainee will lose or gain.

b. Process for issuing a GTMO Form 508-1 for discipline:

- (1) Details about incident phoned to DOC to begin processing a DD Form 508.
- (2) DA Form(s) 2823 filled out by personnel witnessing the incident, detailing the incident.
- (3) PL determines discipline based on matrix and previous record of offenses by detainee, then prepares GTMO Form 508-1 for on-duty CO's review. The form must include a brief description of the offense, the number of times the detainee has committed offenses, and the discipline to be imposed.
- (4) If the on-duty CO concurs, the discipline is entered on the DD Form 508 from the GTMO Form 508-1.

(5) After all required forms are complete, the on-duty CO signs the DD Form 508 as the Confinement Officer and forwards to JDOG S3 for approval. Upon

approval, the offense is entered into the discipline log for the detainee.

(6) A copy of the GTMO Form 508-1 is sent to the block to be briefed to the detainee by the Block NCO, SOG, or PL. The copy will be retained with the detainee's records on the block.

(7) All original forms will be forwarded to Detention Services Branch at the end of shift.

c. Process for issuing a GTMO Form 508-1 for reward:

(1) JDOG or JIG authorizes a reward for a detainee.

(2) GTMO Form 508-1 is used to record the reward, and is submitted to Detention Services Branch.

(3) Detention Services Branch processes the GTMO Form 508-1 and forwards through Detention Operations Branch, to JDOG S3.

(4) If the detainee is in a Level 5 block, the Level 5 Block Entitlement Form will be used to determine if the detainee is in the correct cell based on his reward level. If he is changing levels, he will be moved to an area, if possible, on the same block where he will not be next to detainees with a different reward level. If the detainee receives a reward outside of the matrix, that will be annotated on the block diagram. The GTMO Forms 508-1 for Level 5 blocks will be maintained by Detention Services Branch and the block diagrams will be distributed to the Level 5 blocks within 24 hours of any changes.

(5) If a detainee is not in a Level 5 block, a copy of the GTMO Form 508-1 will be sent to the block to be placed in the detainee's records on the block. The original will be placed in the detainee's file in the DOC.

8-9. Level 5 Blocks

a. Detainees on Level 5 Blocks will be segregated based on the individual's reward level as determined by the JIG. Upon receipt by Detention Services Branch of a GTMO Form 508-1, the detainee will be classified by his reward level and placed in an appropriate cell in a Level 5 Block. JIG personnel will issue and confiscate all non-expendable items. Block personnel will replenish all expendable items after the initial issue by JIG personnel. Block personnel may only confiscate items for discipline purposes and then must notify Detention Services Branch immediately so this information can be forwarded to the JIG.

b. The Positive Behavior Reward Program will supplement the work of the JIG. As the detainee works with the JIG, his conduct will earn him more or less privileges. The GTMO Form 508-1 is used to document detainee rewards lost or gained.

c. Process for an existing resident of a Level 5 block:

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(1) Ensure GTMO Form 508-1 is filled out properly.

(2) Check to see if the detainee is adjacent to a detainee at a different reward level.

(3) Coordinate with the JIG to move the detainee to another cell adjacent to individuals with the same reward level or as directed to a specific cell by JIG.

(4) Update the block diagrams and forward to the block for their use.

(5) Send the updated block diagram to the JIG for their information.

d. Process for a new resident of a Level 5 block:

(1) JIG submits a move request along with a GTMO Form 508-1.

(2) Ensure the GTMO Form 508-1 is filled out properly.

(3) If the move request has no specific cell, determine which cell to move him into based on the reward level indicated on the GTMO Form 508-1.

(4) Update the block diagrams and forward to the block for their use.

(5) Send the updated block diagram to the JIG for their information.

8-10. Confiscation of Items

a. For any confiscated item, a DA Form 4137 will be completed, and both the form and item will be turned into the Evidence Custodian located in Camp Delta 2, Building 7.

b. Any item may also be taken due to self-harm precautions, based on advice of psychology staff. All items taken for self-harm precautions will be stored in a container marked with the detainee's ISN and the container placed above the detainee's cell.

c. If a detainee does not leave the block when disciplined, place any non-damaged confiscated items in a container marked with the detainee's ISN and place the container above the detainee's cell.

d. Detainees are authorized all of the items listed per their reward level, except under the following circumstances:

(1) The item is taken away for a defined period of time for discipline.

(2) The detainee is on self-harm precautions as determined by the psychology staff.

(3) The detainee is housed in a medical or mental health segregation area, and the medical and/or mental health staff has directed confiscation of certain items. Medical or mental health staff will determine which item(s) a detainee in medical or mental health segregation can have, as long the item(s) is also authorized for the detainee's current discipline level.

(4) An approved GTMO Form 508-1 directs otherwise.

e. No linen item, prayer bead, prayer cap, book, flip flops, ISO mat, mattress, shoes, storage tub, game, or playing cards will be thrown away if damaged.

f. Deliberate damage is any damage done by the detainee to his property. This does not include tears and holes caused by day-to-day use and living inside of a metal cell or the wear of footwear used to walk on gravel. The MP will use his best judgment to determine if the damage was deliberate or not. When disciplining a detainee for damage to any item, the damage must be deliberate.

g. During all inventories and prior to any discipline for lost items, the bag and/or box holding items above the cell must be checked for that item. The contents of that bag and/or box must also follow the detainee whenever he is permanently moved. The Block NCO of the losing block is responsible to ensure that all of the detainee's items leave with him. The Block NCO of the gaining block is responsible to ensure that all of the detainee's items arrive with him and are present before the escort team leaves the block. The escort team is responsible to ensure all items are taken from the losing block to the gaining block.

h. *Linen Items.* These items are distributed through the supply room. All of these items are exchanged on a one for one basis during linen exchange. All items will be held up by the detainee and visually inspected prior to exchange. Any modifications or deliberate damage seen including such modifications as tying a knot in a towel will result in the detainee being disciplined. All dirty items are placed inside a white mesh bag, which is placed inside a garbage bag and then stored in the dirty linen shed next to Building 1 for Camp Delta 1 and Building 7 for Camp Delta 2 and Camp Delta 3.

(1) *Blanket, Clothing (a top and bottom), PT Shorts, Sheets, Towels, T-Shirt (Has a pocket), Washcloth.* If a detainee tears, rips, or otherwise damages this item or makes it into a weapon or self-harm device, it will be confiscated and the detainee disciplined for damaging or destroying government property. If the detainee does not have the item during any inventory, ensure the item was not confiscated. If it was confiscated and it was issued to him, he will be disciplined for damaging or destroying government property. Also, consult the damaged property matrix to determine the length of time the detainee loses the item.

(2) *Suicide Blanket.* If a detainee tears, rips, or otherwise damages the suicide blanket or makes it into a weapon or self-harm device, it will be confiscated and the detainee disciplined for damaging or destroying government property. If the detainee does not have the suicide blanket during any inventory, ensure it was not confiscated. If it was not confiscated and it was issued to him, he will be disciplined for damaging or

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destroying government property. A replacement suicide blanket will be given to the detainee.

(3) *Suicide Smock*. If a detainee tears, rips, or otherwise damages the suicide smock or makes it into a weapon or self-harm device, it will be confiscated and the detainee disciplined for damaging or destroying government property. A replacement suicide smock will be given to the detainee. Only psychiatry may authorize the use of a suicide smock.

i. *Religious Items*. These items are distributed in coordination with the Chaplain.

(1) *Koran*. Religious book with special handling rules and search rules. Refer to section 6-11 for details.

(2) *Perfume/Oil*. Expendable item. Ensure no items are hidden inside of container.

(3) *Prayer Beads*. A religious item similar to a rosary. Prayer beads may not be modified in any fashion. Any modification to prayers will result in the confiscation of the prayer beads and the detainee disciplined. Fill out a form DA 4137 and turn the form and prayer beads into the Evidence Custodian.

(4) *Prayer Cap*. A black or white item that is worn on the head of the detainee. May be searched and handled by an MP wearing gloves. Examine for damage such as removal of threading. Any damage or modification to the prayer cap will result in the detainee being disciplined. Fill out a form DA 4137 and turn the form and prayer cap into the Evidence Custodian.

j. *Books*. These items are distributed through the Detainee Librarian. Examine all books for writing or any hidden items. Any book that contains writing should be confiscated and turned in immediately for intelligence purposes. Books will not be left on the blocks or put in the detainee's box or bag with other confiscated items. Any damage to books will result in the detainee being disciplined. A DA Form 4137 should accompany any damaged book.

k. *Items*. These items are distributed through the supply room.

(1) *Bar Soap, Small*. If the detainee is authorized a small bar of soap, he may keep this in his cell.

(2) *Bar Soap, Regular*. If the detainee is authorized a regular bar of soap, he may keep this in his cell.

(3) *Bucket for Double Amputees*. Do not confiscate this item.

(4) *Comb*. This will be given to the detainee during shower time. It will be stored in an evidence bag with the detainee's ISN written on it. Store the bag in the block supply box. Inspect for damage after use.

(5) *Flip Flops*. Detainees wear this item. Inspect them for damage. Discipline the detainee for damage only, not wear and tear from use. When in

doubt about what caused the damage to this item, err on the side of damage caused by wear.

(6) *ISO Mat*. Used by the detainees to sleep on or to screen their bathroom use from others. The ISO mat will stay with the detainee at all times. Inspect the ISO mat for damage. If there is any damage, the detainee will be disciplined for damage or destruction of government property. Also, consult the damaged property matrix to determine the length of time the detainee loses the ?? the blanket cannot be removed.

(7) *Mask, Surgical Type*. This item is used to hold the Koran. Typically, it is tied to the cell wall and the Koran is placed inside. Ensure the strip of metal that would normally go over the nose when worn is not present in the mask.

(8) *Mattress*. This item will stay with the detainee regardless if he loses it for the level he is on or not. Inspect the mattress for any damage or items hidden within it. If the mattress is damaged, the detainee will be disciplined for damage or destruction of government property. Also, consult the damaged property matrix to determine the length of time the detainee loses the blanket.

(9) *Salt Packets*. These may be kept by the detainee and are a consumable supply. These may be obtained from the supply room as required.

(10) *Shoes*. Detainees wear this item. Inspect them for damage. Discipline the detainee for damage only, not wear and tear from use. When in doubt about what caused the damage to this item, err on the side of damage caused by wear.

(11) *Storage Tub*. This item will be marked with the detainee's ISN and will be the storage device for detainee property. Any damage to the tub needs to be documented and the detainee disciplined for damage or destruction of government property.

(12) *Styrofoam Cups*. If the cup has writing on it, confiscate, complete a DA 4137, and give to the Evidence Custodian. If the cup is damaged or destroyed, the detainee will be disciplined for destruction of government property. Also, consult the damaged property matrix to determine the length of time the detainee loses the Styrofoam cup. If the detainee has lost his cup due to discipline, he will receive a cup with his meal but must return it at the completion of the meal. Due to supply issues, different size cups may be used at anytime. All cups are considered equal regardless of size.

(13) *Toothpaste*. This item will only be issued on Sundays. Ensure there is nothing hidden inside the toothpaste. If there is an object hidden inside, discipline the detainee for contraband, fill out a form DA 4137 and give the toothpaste and form to the Evidence Custodian.

(14) *Toothbrush, Small Travel Type*. This is a small toothbrush with regular bristles. These will be

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issued once a month. Inspect for any modification or damage to the handle. If found, discipline the detainee appropriately, fill out a form DA 4137 and give the toothbrush and form to the Evidence Custodian. Also, consult the damaged property matrix to determine the length of time the detainee loses the toothbrush.

(15) *Toothbrush, Finger.* Inspect this item for any modifications that could result in injury such as attaching a sharp object to it. If any dangerous modification is done to the toothbrush, confiscate it, fill out a form DA 4137, give the toothbrush and form to the Evidence Custodian.

(16) *Water Bottle.* The water bottle is not an expendable item. The detainee will receive a water bottle when his reward level is changed to a one or he has completed his discipline for destroying or damaging a water bottle. The water bottle needs to be inspected for damage or containing hidden objects. If the water bottle is damaged, the detainee will be disciplined for damage or destruction to government property. Also, consult the damaged property matrix to determine the length of time the detainee loses the water bottle.

(17) *Games.* Games need to be inspected for damage or lost pieces. If the game is damaged or has lost pieces, the detainee is to be disciplined for damage or destruction to government property. It is the detainee's responsibility to inform the Block Guards if a game piece is accidentally lost and will not be disciplined if detainee tells the Block Guard. The detainee will be informed of this responsibility when the game is issued. Also, consult the damaged property matrix to determine the length of time the detainee loses the game.

(18) *Playing Cards.* Playing cards need to be inspected for damage or lost cards. If the cards are damaged or have been lost, the detainee is to be disciplined for damage or destruction to government property. It is the detainee's responsibility to inform the Block Guards if a card is accidentally lost and will not be disciplined if detainee tells the Block Guard. The detainee will be informed of this responsibility when the cards are issued. Also, consult the damaged property matrix to determine the length of time the detainee loses the playing cards.

1. *Mail.* Mail personnel distribute this item to the detainees. A piece of mail is a complete letter, regardless of the number of pages, and the envelope. A piece of mail may also be a postcard.

m. *Additional Items and Privileges.*

(1) *Additional Toilet Paper.* The detainee normally receives a set amount of toilet paper per shift at specific times. This privilege allows the detainee to get toilet paper as required. The detainee is responsible for asking for the additional toilet paper. Guards need to ensure that the detainee doesn't receive

(2) *Pen and Paper Upon Request.* The detainee may request pen and paper from the Block Guards. The detainee may not have more than ten sheets of paper in his cell at any one time. The paper will not be passed between cells. If the detainee writes any letters and request them to be mailed, they will be given to the detainee mail personnel. Paper will be plain white paper such as that used in the Xerox machine. Pens will be the soft flexible safety version. Block personnel must document who receives a pen and must collect them prior to shift change. Pens will not be issued on midnight shift. The paper may be obtained from the supply room or the DOC and the pens will be obtained from supply. When getting pens, they must be exchanged on a one for one basis.

(3) *Intel Directed Reading Material.* This material, which may be magazines, books, etc., will be labeled with an id that starts with the letter "T". All intelligence reading material will not be counted against the number of items that the detainee has from the Detainee Library. All intelligence reading material will be turned into the JIG when the detainee is disciplined and not the Detainee Library.

(4) *Shampoo.* Shampoo will be kept in a container and placed on top of his cell, visible to the Block Guard. It will not be kept in the cell. The detainee may ask for shampoo to clean himself in his cell. The shampoo will be poured into the detainee's hand and the container placed back on top of the cell.

n. *Authorized Activities.* The following are guidelines for activities where the Authorized Activities form is not complete in the description.

(1) *Allowed to Save an MRE for Later.* The detainee is allowed to keep one MRE for later use. If the detainee is issued an MRE and already has a saved MRE, one must be consumed or returned. The detainee may not combine the contents of both MREs into one MRE in any form.

(2) *Performing Approved Exercises in Cells.* Approved exercise does not include any type of martial arts training.

(3) *Authorized Exercises in Recreation Yard.* Approved exercise does not include any type of martial arts training.

(4) *Cold Water (After/During Recreation).* A five-gallon water can/jug will be used to provide the detainee with cold water. Put ice in the water can prior to the start of the shower and recreation period. The water can/jug will not be the same water source as that used by the block personnel. The detainee is responsible to take his cup to the recreation yard if he wants cold water.

8-11. *Special Rewards*

a. At times, JIG personnel will give out special rewards outside of the normal reward system.

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b. For the special reward of two detainees in the same recreation yard, the following procedure will apply:

(1) Putting the first of two detainees in the recreation yard will be conducted according to current methodology.

(2) Before placing the second detainee in the recreation yard, the first detainee must kneel in the corner opposite the recreation yard door, with his back towards the door, and grab the fence.

(3) If the detainee refuses to cooperate with the MP instructions at any time, the detainee will be subject to disciplinary measures based on his failure to follow MP instructions.

(4) To take a detainee out when more than one occupies the cell, reverse the process.

c. For the special reward of a roll of toilet paper, the following procedure will apply:

(1) Give the detainee the roll of toilet paper

(2) If the detainee tries to force the roll into the toilet or passes it out to other detainees, confiscate the roll of toilet paper.

d. With any special rewards, immediately notify the DOC so that the JIG may be informed of an uncooperative detainee. In addition, the detainee will be disciplined accordingly.