



## DEPARTMENT OF THE ARMY

JTF-CAMP BUCCA  
UMM QASR, IRAQ

### CRIMINAL DETAINEE RECEPTION AND IN-PROCESSING STANDARD OPERATING PROCEDURE

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**APPLICABILITY.** This procedure applies to all military and civilian personnel assigned to or working at Camp Bucca.

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1. **Reference:** N/A
2. **PURPOSE:** The purpose of this SOP is to establish a policy and procedure for Criminal Detainee Reception and In-processing at Camp Bucca.
3. **RESPONSIBILITY.** All military and civilian personnel working in Camp Bucca will be familiar with and conform to the procedure prescribed by this policy. Unit leaders and shift OICs/NCOICs are responsible for ensuring that their personnel are familiar with and comply with this procedure. Personnel may be held accountable under the UCMJ for failing to follow the guidelines set forth under this SOP.

#### EXECUTION:

4. Criminal Detainees will arrive at Camp Bucca to be detained until an appropriate disposition is decided. The following guidelines will be followed for the in-processing.
  - a. Camp Bucca Operations will be responsible for transmitting via brevity code the following actions. Ensure that training brevity codes are used for dress rehearsals and the mission codes are used for missions.
    - (1) Off-Loading of Criminal Detainees Commences
    - (2) Off-Loading of Criminal Detainees Completed
    - (3) In-Processing of Criminal Detainees Completed
5. Two escort NCOIC's should be identified for the operation of Criminal Detainee in-processing. One will be responsible for receiving Criminal Detainees and moving them through in-processing to their destination and the accountability of the Criminal Detainees. The other NCOIC will be responsible for the movement of Criminal Detainees from in-processing to their destination and the accountability of the Criminal Detainees.
6. Pre-staging of equipment and personnel prior to arrival of Criminal Detainees must be accomplished prior to processing. This shall be the responsibility of section NCOIC's. An inventory of supplies that are needed during in-processing shall be done by section NCOIC's. It is the section NCOIC's responsibility to ensure that there are no shortages that will disrupt in-processing.
7. All areas to include holding areas and other areas where the Criminal Detainees will be located, will be swept for security and accountability prior to the Criminal Detainees' arrival.

8. Upon arrival of the Criminal Detainees the receiving escort NCOIC will meet the transporting unit and review the paperwork from the detaining unit. There **must** be a DA Form 2823 (Sworn Statement) from the detaining unit that includes at a minimum the Criminal Detainee's name, circumstances of the actions that justified the detention, the detaining units name, location, DSN and the individual authorizing the detention. Criminal Detainees will not be accepted without this paperwork and will be returned by the transporting unit.

9. Once detention papers have been verified the Criminal Detainee(s) will be searched and placed in the holding area. A check for any medical condition requiring immediate attention (heart problems, etc) will be done at this time.

10. The Criminal Detainee(s) will then be moved through the processing stations. Unless otherwise specified, restraints remain on Criminal Detainees. Some stations require removal of some restraints, however, at no time, unless directed by appropriated authority, will all restraints be removed from a Criminal Detainee.

### 11. In-Processing Stations

#### Station #1: Search

Criminal Detainee will be moved to the wall search area. A minimum of two searchers will be present during the search. Search personnel will be equipped with gloves and surgical masks (M-65). An interpreter will be present to assist during in-processing. As the Criminal Detainee is searched, all personal property will be removed and placed in a location where the DA 4137, (Property Receipt) will be filled out. A Criminal Detainee identification number will be issued at this station.

#### Station #2: Shower

The Criminal Detainee is moved to a shower point. Showers will not be of an excessive length and soap and shampoo consumption will be monitored. A towel and shower shoes will be provided for the Criminal Detainee at this location. Criminal Detainees' original clothing will be placed in a plastic bag for property storage and entered on the DA 4137.

#### Station #3: Clothing Issue

The Criminal Detainee is moved to a dressing room where a jumpsuit and underwear is issued. The Criminal Detainee will be assisted in dressing if needed. During this station, only one portion of the restraint system will be removed at a time, as needed. During this process, transporting units' restraints will be removed and replaced with restraints from Camp Bucca.

#### Station #4: Medical Examination

The Criminal Detainee is then moved to the medical examination room. The Physician Assistant will perform a quick exam, a body survey check and a body cavity search. Photos of scars/marks/tattoos are taken for placement in the Criminal Detainee's file. A Tuberculosis (TB) Test and a chest X-ray will also be given at this time.

#### Station #5: Database Entry

Criminal Detainee information will be entered into a database.

#### Station #6: Fingerprints

Fingerprints are taken and checked for accuracy.

Station #7: Photograph

Photo for ID bracelets is taken.

Station #8: Information Verification/Final Review

All Criminal Detainee information will be verified and updated during the final review process.

12. Upon completion of in-processing the Criminal Detainee will be placed under the control of the movement NCOIC for movement to the Detention Facility.

13. The Movement NCOIC will insure that each Criminal Detainee is transported to the proper compound and turned over to the Compound NCOIC.

14. Once all processing is completed, personnel will insure that all restraints and other items are returned to the proper area. The holding areas and the processing building will be swept for contraband, cleaned and policed. The area will then be restocked with supplies in preparation for more processing of Criminal Detainees.

15. Camp Bucca Operations will be notified that processing is complete. The Operations Section will also be informed of the breakdown of the number of Criminal Detainees received, processed and the Compound of assignment.

Prepared by:

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